



# Agenda

## **Special Meeting of the City Commission**

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City of Kalamazoo

Monday, April 20, 2015

6:00 p.m.

**City Hall – Community Room, Second Floor - 241 West South Street**

1. **CALL TO ORDER/ROLL CALL**
2. **COMMUNICATIONS**
3. **NEIGHBORHOOD PRESENTATIONS**
  - Eastside Neighborhood Association  
**Mike Seals**, Board President  
**Pat Taylor**, Executive Director
  - Northside Neighborhood Association  
**Orlando Little**, President  
**Mattie Jordan-Woods**, Executive Director
  - Oakland Drive/Winchell Neighborhood Association  
**Peter Kushner**, President
4. **CITIZEN COMMENTS**
5. **MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS**
6. **ADJOURNMENT**



# **Agenda**

## **Regular Meeting of the City Commission**

City of Kalamazoo

**Monday, April 20, 2015**

**7:00 p.m.**

**City Commission Chambers – 241 West South Street**

**A. CALL TO ORDER/ROLL CALL**

**B. OPENING CEREMONY**

1. Invocation: **Chaplain Mike Kemple**
2. Pledge of Allegiance
3. Introduction of Guests
4. Proclamations
  - a. Arbor Day – April 24, 2015

**C. ADOPTION OF FORMAL AGENDA**

**D. COMMUNICATIONS**

1. [Calendar of Upcoming Meetings](#)

**E. PUBLIC HEARINGS**

**F. CONSENT AGENDA**

**(Action: Motion to approve items “1-12” and authorize the City Manager to sign all documents on behalf of the City)**

1. [Approval of the purchase of two Dump Truck Bodies from Arista Truck Systems Inc. for a total expenditure of \\$112,400.](#)
2. [Approval of a one-year contract extension with Conestoga Rovers & Associates for environmental consulting services at the Cork St. Landfill in the amount of \\$132,100.](#)
3. [Approval of a one-year contract with B & B Truck Equipment for fire apparatus maintenance, repair and refurbishment services in the amount of \\$107,000.](#)
4. [Adoption of a RESOLUTION invoking the formal renewal process under applicable Federal law in response to the notice from CC 10, LCC, locally known as Charter Communications that it desires to renew its cable television franchise and authorize the City Manager and City Attorney to conduct both formal and informal renewal cable television franchise processes.](#)

5. Adoption of a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission to allow American Brewers Inc., to add a new Small Wine Makers liquor license to the Micro Brewing license already at 3408 Miller Road, Kalamazoo.
6. Adoption of a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission to allow Brite Eyes Brewing Co. to have a Micro Brewer and Small Wine Making liquor license at 1156 South Burdick Street.
7. Adoption of a RESOLUTION to approve a lump sum payment of 1% of base wages to City Commission Appointees, including City Attorney Clyde Robinson, City Clerk Scott Borling and Internal Auditor Ann Videtich.
8. Adoption of a RESOLUTION setting a public hearing for May 4, 2015 to adopt the 2015 Action Plan for the use of funds from the U.S. Department of Housing and Urban Development.
9. Acceptance of a donation of \$360 from The Grotto and Pita Pit for improvements to the disc golf course at Knollwood Park.
10. Acceptance of funding from the Kalamazoo Community Foundation in the amount of \$1,950 to fund an Inclusive Dance Program for 2015.
11. Approval of the Mayor's reappointment of the following members to the Historic Preservation Commission:
  - a. the reappointment of **Curt Aardema** for a term expiring on March 31, 2017.
  - b. the reappointment of **Lynn Stevens** for a term expiring on March 31, 2017.
  - c. the reappointment of **Chris Wright** for a term expiring on March 31, 2017.
12. Approval of the appointment of **Chris Wahmhoff** to the Environmental Concerns Committee for a term expiring on January 1, 2016.

## **G. REGULAR AGENDA**

1. Acceptance of the revised 2015/2016 City Commission Priorities as established during the Commission retreat on February 28, 2015. **(Action: Motion to accept)**

## **H. REPORTS AND LEGISLATION**

1. City Manager's Report

**I. UNFINISHED BUSINESS****J. POLICY ITEMS****K. NEW BUSINESS****L. CITIZEN COMMENTS**

The "Citizen Comments" portion of the meeting is a time for citizens to make comments; it is not intended to be a forum for debate or a time for question-answer dialogues with the City Commission or staff. In general, Commissioners do not directly respond to speakers during citizen comment periods. At the conclusion of a speaker's remarks, the Mayor or individual Commissioners may refer a question to City staff, if appropriate. Also, individual Commissioners may choose to respond to speakers during "Commissioner Comments."

**M. COMMISSIONER COMMENTS****N. CLOSED SESSION**

1. Closed session to discuss a matter exempt from disclosure under state statute. **(Action: Motion to go into closed session)**

**O. ADJOURNMENT**

### **ADDITIONAL INFORMATION**

Get news, information, and alerts from the City of Kalamazoo. Sign up at [www.kalamazoocity.org/connect](http://www.kalamazoocity.org/connect), follow @KalamazooCity on Twitter, and search for The City of Kalamazoo on Facebook.

Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047.

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 337-8792 a week in advance to request mobility, visual, hearing or other assistance.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: [www.kalamazoocity.org](http://www.kalamazoocity.org)

The Kalamazoo City Commission meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). The meetings are rebroadcast on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m.

### **GUIDELINES FOR PUBLIC PARTICIPATION AT CITY COMMISSION MEETINGS**

Welcome to the Kalamazoo City Commission meeting, and thank you for your participation in Kalamazoo local government. The City Commission recognizes that citizens who make the effort to attend a Commission meeting often feel passionately about an issue. The following guidelines are not meant to discourage individual expression; rather, they exist to facilitate the orderly conduct of business and to ensure that all citizens who wish to address the City Commission are able to do so in an atmosphere of civility and respect, without fear or intimidation.

1. Out of respect for business being conducted during the meeting, please turn off all cell phones and pagers prior to the start of the meeting.
2. In an effort to maintain order and to allow a respectful discussion, please do not make comments from the audience area. Audience members should also refrain from applause or other audible noise at times not formally recognized as appropriate by the meeting chair.
3. Citizens have opportunities to address the Commission at the following times during a meeting:
  - a. Consideration of Regular Agenda items. Citizens are permitted to speak to the Commission on Regular Agenda and Unfinished Business prior to the City Commission voting, except those votes setting a public hearing. (Note: The Consent Agenda is a list of items proposed for City Commission approval to be voted upon all at one time. This is a time-saving procedure as most Consent Agenda items are housekeeping measures. A citizen may request an item be removed from the Consent Agenda for individual consideration or discussion.) Comments must be germane to the specific item under consideration.
  - b. The Citizen Comment period near the end of the meeting is for comment on Agenda or Non-Agenda items.

4. To address the City Commission, please sign in at the podium near the Clerk's station and then proceed to the podium directly in front of the dais when invited by the meeting chair. Before beginning your comments, please clearly state your name for the record and whether you reside within the city limits. Comments are limited to four minutes.
5. Signs, placards and banners are permitted in Chambers during open meetings but only along the perimeter of the room (side and back walls) and only if they do not obstruct the vision of others.

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If you have any questions, please feel free to contact the City Clerk's Office at 269.337.8792



# **Calendar of Upcoming Meetings**

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City of Kalamazoo

## **City Commission (next 30 days)**

***Regular Business Meetings – 7:00 p.m. in the City Commission Chambers***

May 4<sup>th</sup> and May 18<sup>th</sup>

***Regular Neighborhood Meetings – 6:00 p.m. in the Community Room at City Hall***

May 18<sup>th</sup>

## **Advisory Boards, Commissions and Committees (next two weeks)**

The **Kalamazoo Transit Authority Board** will meet on Friday, April 24, 2015 at 8:15 a.m., in the Metro Transit Conference Room, located at 530 N. Rose.



# Commission Agenda Report

Date: **04/20/15**

Item **F1**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James Ritsema, ICMA-CM, City Manager  
Reviewed By: Sue Founé, Public Services Managing Director  
Prepared By: Craig Norrod, City Fleet Director

A handwritten signature in black ink, appearing to be "Sue Founé", located to the right of the "FROM:" section.

**DATE:** March 31, 2015

**SUBJECT:** Purchase of two (2) Dump Truck Bodies

## RECOMMENDATION

It is recommended that the City Commission approve the purchase of two (2) Dump Truck Bodies from the low bidder, Arista Truck Systems Inc. for a total expenditure of \$112,400.

## BACKGROUND

Truck chassis' were bid and awarded earlier this year. The dump truck bodies will be installed per our bid specifications (bid ref # 065-10-028/ME) to complete these chassis' into usable dump trucks. Once completed, the trucks will be used by Public Services Street crews performing winter snow plowing and street system maintenance and repair.

Once in service, two fully depreciated 13 year old dump trucks that are in poor mechanical and/or physical condition will be removed from the fleet and sent to auction.

## COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

## FISCAL IMPACT

Funds were budgeted within the 2015 Public Services Department Fleet Capital outlay budget to purchase the abovementioned bodies.

## ALTERNATIVES

There are no alternatives recommended as not purchasing these bodies as planned will mean that earlier purchased chassis cannot be completed into useful trucks.

## ATTACHMENTS

None



# Commission Agenda Report

Date: **04/20/15**

Item **F2**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** Jim Ritsema, City Manager, ICMA-CM, P.E.  
Reviewed By: Sue Founé, Public Services Managing Director  
Prepared By: Mike Wetzel, P.E., Environmental Services Superintendent

**DATE:** April 14, 2015

**SUBJECT:** 2015 Consulting Services Contract Extension – Cork St. Landfill

## RECOMMENDATION

It is recommended that the City Commission approve a one-year contract extension with Conestoga Rovers & Associates (CRA) for environmental consulting services at the Cork St. Landfill in the amount of \$132,100. The term of this contract begins on or about May 1, 2015 and expires on April 30, 2016.

## BACKGROUND

Consulting services required for Cork Street Landfill includes landfill site maintenance, environmental monitoring, progress report preparation and submittal, project management. The services also include additional work such as development of an Institutional Controls work plan; activities associated with the EPA Five Year Review (FYR); update of the groundwater data trend analysis; and finalization of the Groundwater/Surface Water Interface monitoring plan. In 2008, CRA was selected for a three year term contract for monitoring and maintenance services following a qualifications/bidding process with a number of other consulting firms. This request is the fifth extension to that contract.

CRA has worked for the City at the Cork Street Landfill Superfund Site since 1999 (engineering oversight for various landfill remedial activities) and since 2002 they have been responsible for all groundwater monitoring/reporting responsibilities.

## COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

## FISCAL IMPACT

Funds for the City's share of the work at the Cork Street Landfill and for appropriate staff project management are in the Cork Street Facility Cash Trust at PNC Bank. The yearly

maintenance costs have been budgeted annually for approximately 30 years for the activities of this contract.

### **ALTERNATIVES**

The alternative to extending CRA's contract one year is to rebid the monitoring and maintenance contract to one of the City's other prequalified environmental consultants. On behalf of the City, CRA has developed and submitted to USEPA an amendment to the Ground Water/Surface Water Interface Monitoring Plan (GSI) submitted to reduce the ground water monitoring requirements. In addition, CRA is assisting the City in providing EPA with additional follow-up information from the previous FYR including an Institutional Controls study. Since the city is currently in the process of seeking EPA's approval of the revised GSI, Institutional Control Study and work plan, potentially replacing the environmental consultant at this point in time would not be in the City's best interest.

### **ATTACHMENTS**

None



# Commission Agenda Report

Date: **04/20/15**

Item **F3**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James K. Ritsema, City Manager  
Reviewed by: Jeffrey Hadley, Public Safety Chief  
Prepared by: Ryan Tibbets, Assistant Chief – Fire Administration/Finance

**DATE:** April 14, 2015

**SUBJECT:** Fire Apparatus Repair and Refurbishment

## RECOMMENDATION

It is recommended that the City Commission approve a one (1) year contract with B & B Truck Equipment, 8505 Piedmont Industrial Drive, Byron Center, MI 49315, for fire apparatus maintenance, repair and refurbishment services in the amount of \$107,000.

## BACKGROUND

Kalamazoo Public Safety has utilized B & B Truck Equipment since a repair and refurbishment contract was approved by the City Commission in August of 2013. Personnel from Public Safety consulted several other fire apparatus repair vendors to ascertain what service levels were available. It was determined that the City of Grand Rapids Fire Department had gone out to bid for fire apparatus maintenance and repair services and the bid was awarded to B & B Truck Equipment and their pricing and terms were extendable to other municipalities. B & B Truck Equipment has offered to extend the same competitive pricing to Public Safety.

The services offered by B & B Truck Equipment and the qualifications of their mechanics meet and exceed the previous Public Safety specifications for fire apparatus maintenance and repair.

The proposed contract in the amount of \$107,000 would begin on April 1, 2015 and would end on March 31, 2016. The proposed contract consists of \$70,000 (\$50,000 in 2015 and \$20,000 in 2016) in repair costs (labor and parts) and \$37,000 in capital project funding which is designated for refurbishment work that was approved by the City Commission in August of 2013.

By approving the fire apparatus maintenance contract, Public Safety will have guaranteed pricing for apparatus maintenance, repair and refurbishment for one year and 24 hour access to certified mechanics if emergency repairs are needed.

**COMMUNITY RESOURCES CONSULTED**

Public Safety has worked with the Purchasing Department on this contract.

**FISCAL IMPACT**

Funding for this contract is contained in the Public Safety general fund and capital project budgets.

**ALTERNATIVES**

None

**ATTACHMENTS**

None



# Commission Agenda Report

Date: **04/20/15**

Item **F4**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** Clyde J. Robinson

**DATE:** April 10, 2015

**SUBJECT:** Renewal of Charter Communications Cable TV Franchise

## RECOMMENDATION

It is recommended that the City Commission adopt a resolution invoking the formal renewal process under applicable Federal law in response to the notice from CC 10, LCC, locally known as Charter Communications that it desires to renew its cable television franchise and authorize the City Manager and City Attorney to conduct both formal and informal renewal cable television franchise processes.

## BACKGROUND

The renewal of cable television franchises is subject to both State and Federal law. In 2007 the City granted CC 10, LLC, locally known as Charter Communications ("Charter") a 10-year Uniform Video Service Local Franchise pursuant to Michigan Public Act 480 of 2006. Under the Federal Cable Communications Policy Act of 1984, a cable television provider must provide written notice of intent to renew a cable franchise between 30 and 36 months before its expiration. In November 2014, the City received the required notice from Charter. Within 6 months of receipt of the notice the City must invoke its ability under Federal law to institute the formal renewal process. The attached resolution timely invokes the formal renewal process.

In addition to the formal renewal process, Federal law also permits the City and Charter to pursue an informal renewal process and enter into what is called a Standstill Agreement to suspend the formal process. The resolution authorizes the City Manager and City Attorney to engage with Charter by using either renewal process.

Regardless of the renewal process used, the substantive language of any new franchise agreement must comply with the Michigan Uniform Video Service Franchise Act. Any proposed franchise renewal agreement authorizing Charter to continue to provide cable television service will be brought to the City Commission for approval.

## **FISCAL IMPACT**

The attached resolution is procedural in nature and only serves to reserve to the City any rights it has pursuant to both Federal and State cable television law regarding its ability to grant a renewal of a cable television franchise.

## **ALTERNATIVES**

The City Commission may choose not to adopt the proposed resolution, however, it would forfeit the rights of the City to terminate the franchise with Charter and the ability to negotiate terms in a new franchise to address past problems and future cable television needs of the community.

## **ATTACHMENTS**

Resolution  
Notice of Franchise Renewal Letter

**CITY OF KALAMAZOO, MICHIGAN**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF KALAMAZOO CONCERNING THE  
COMMENCEMENT OF FORMAL RENEWAL PROCEEDINGS WITH CC 10, LLC,  
LOCALLY KNOWN AS CHARTER COMMUNICATIONS, UNDER THE FEDERAL  
CABLE COMMUNICATIONS POLICY ACT OF 1984, AS AMENDED.**

Minutes of a regular meeting of the City Commission of the City held on April 20, 2015, at 7:00 o'clock p.m., local time, at the City Hall.

**PRESENT**, Commissioners:

**ABSENT**, Commissioners:

**THE CITY COMMISSION MAKES THE FOLLOWING FINDINGS:**

1. The City of Kalamazoo ("City") entered into a Uniform Video Service Local Franchise Agreement ("Franchise") with CC 10, LLC, locally known as Charter Communications ("Charter"), to provide cable television service within the corporate limits of the City, effective September 5, 2007, for a period of 10 years.
2. By letter dated November 7, 2014, from Charter to the City, Charter invoked the formal renewal procedures set forth in Section 626 of the Cable Communications Policy Act of 1984, as amended ("Cable Act"), 47 U.S.C. § 546.
3. The Cable Act provides that when a timely written renewal request is submitted by a cable operator a franchising authority shall, within six months of the request, commence formal renewal proceedings to identify the future cable-related community needs and interests, and to review the performance of the cable operator under its franchise during the then current franchise term.
4. The City is desirous of commencing the formal renewal proceedings specified in Section 626(a)(1) of the Cable Act and, at the same time, pursuing the informal renewal process with Charter pursuant to Section 626(h) of the Cable Act.
5. The City intends to take any and all steps required or desired to comply with the franchise renewal and related requirements of the Cable Act, Michigan law and the current Franchise.

NOW, THEREFORE, THE CITY COMMISSION RESOLVES AS FOLLOWS:

SECTION I. The City commences the formal franchise renewal ascertainment and past performance proceedings under Section 626(a)(1) of the Cable Act concerning Charter and the Franchise. These proceedings, and all applicable procedures, timelines and deadlines set forth in Section 626(a)-(g) of the Cable Act may be tolled if Charter and the City enter into a lawful and binding tolling agreement ("Standstill Agreement").

SECTION II. The City may conduct such hearings, surveys and meetings it deems appropriate to assess community cable television-related needs and interests, evaluate Charter's past performance and enable the public an opportunity to participate in formal Franchise renewal proceedings conducted pursuant to the Cable Act. The City will provide the public with notice of, and an opportunity to participate in, any public hearings or public meetings conducted under Section 626(a)(l), unless formal renewal proceedings are tolled pursuant to a binding Standstill Agreement, in which case such notice and an opportunity to participate will only be required if the Standstill Agreement ceases to be effective or if the Cable Act's formal renewal process is reactivated in accordance with the Standstill Agreement.

SECTION III. The City Manager and City Attorney and their designee(s) are authorized to manage and conduct the formal franchise renewal proceedings specified in 626(a)(l) of the Cable Act and to take all steps and actions necessary or desired to assess the community's cable television-related needs and interests, to review Charter's past performance under the Franchise and applicable laws and regulations, and to comply with applicable laws, regulations, orders and decisions.

SECTION IV: The City Manager and City Attorney their designee(s) may explore with Charter the possibility of pursuing the informal renewal process under Section 626(h) of the Cable Act. If City and Charter decide to utilize the informal renewal process, the City Manager is authorized to enter into a Standstill Agreement with Charter, if appropriate or desired. Should the City and Charter follow the informal franchise renewal process under Section 626(h), the City Manager and City Attorney and their designee(s) are authorized to enter into Franchise renewal and/or extension negotiations with Charter, to prepare informal renewal proposals and to respond to informal renewal proposals from Charter, to communicate with Charter on the City's behalf, to perform past performance and needs assessment reviews, and to take all other steps and actions necessary or desired to engage in the informal renewal process and/or to comply with applicable laws, regulations, orders and decisions. The City will provide adequate public notice of and an opportunity to comment on any informal Franchise renewal proposal(s) submitted by Charter before taking any final action on such proposal(s).

SECTION V. The City Manager and/or his designee(s) may establish procedures and dates for the conduct of any hearings, meetings and/or surveys related to any Section 626(a) proceedings or the informal renewal process, and may establish procedures and dates for the submission of testimony and other information in connection with such proceedings and/or the informal renewal process.

SECTION VI. The City Manager and City Attorney and their designee(s) are authorized to request and require Charter and its affiliates and subsidiaries to submit such information as may be deemed appropriate in connection with any Section 626(a) proceedings or the informal renewal process under Section 626(h) (including any needs assessment(s) or past performance review(s) associated therewith), to the maximum extent permitted by the Franchise and applicable laws, ordinances, regulations, resolutions, settlement agreements, and memoranda of understanding, to gather such other information from other persons, agencies or sources as may be deemed appropriate, and to take such further steps as may be needed or desired to ensure the City and the public's cable television-related needs and interests are satisfied and fully protected consistent with applicable law.

SECTION VII. Nothing in this Resolution shall be construed to waive or limit the City's authority, rights, remedies and defenses under applicable agreements, laws, regulations, orders and decisions.

SECTION VIII. This Resolution shall become effective immediately upon adoption.

The above resolution was offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

**AYES**, Commissioners:

**NAYS**, Commissioners:

**ABSTAIN**, Commissioners:

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATE**

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on April 20, 2015. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

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Scott A. Borling, City Clerk



Jeff C. / Patry

November 7, 2014

**Via Federal Express/Delivery Signature required**

City of Kalamazoo  
Mr. James Ritsema, City Manager  
241 W. South St, 4th Floor  
Kalamazoo MI 49007  
269-337-8047

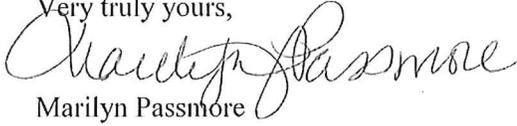
Re: City of Kalamazoo Franchise renewal || MI0039

Dear City Manager Ritsema:

CC 10, LLC, locally known as Charter Communications (“Charter”) has appreciated the opportunity to serve City of Kalamazoo and its residents over the years. As you may know, Section 626 of Title VI of the Communications Act of 1934, as amended (the “Cable Act”) contemplates a procedure for a formal procedure for the renewal of franchises. The process under the Cable Act begins with a notice of intent to renew approximately 30 to 36 months prior to the expiration of the franchise. In conformance with the Cable Act, Charter is notifying you that it is our intention to renew the Franchise Agreement whereby we serve your community.

As you may also know, the State of Michigan has adopted streamlined procedures for the renewal of cable franchises. We anticipate the renewal of our franchise under these procedures and will discuss the renewal of our franchise with you as the date of expiration approaches.

We appreciate the opportunity to provide our services to the residents of your community and we look forward to continuing to offer high quality services in City of Kalamazoo in the years to come. Should have any questions or concerns regarding this matter, please feel to contact me at (616) 607-2377 or via email at [marilyn.passmore@charter.com](mailto:marilyn.passmore@charter.com).

Very truly yours,  
  
Marilyn Passmore  
Director, Government Affairs  
CC 10, LLC  
l/k/a Charter Communications

C: Angela Dierolf, Corporate Paralegal



# Commission Agenda Report

City of Kalamazoo

Date: **04/20/15**  
Item **F5**

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James Ritsema, City Manager, ICMA-CM, P.E.  
Reviewed By: Jeff Hadley, Chief  
Prepared By: Detective Pittelkow

**DATE:** April 15, 2015

**SUBJECT:** American Brewers Inc. Small Wine Maker's Liquor License Application

## RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION from the Michigan Department of Consumer and Industry Services, Liquor Control Commission (MLCC) to allow American Brewers Inc., to add a new Small Wine Makers liquor license to the Micro Brewing license already at 3408 Miller Road, Kalamazoo.

## BACKGROUND

The American Brewer's Company is location at 3408 Miller road. This location is within 500 feet of a church. MLCC rules state that requests for a new liquor license within 500 feet of a church must have permission from that church. The Church in Kalamazoo is located at 3320 Miller Road and within 500 feet of the desired location. An attached letter from the Elders and Deacons from The Church in Kalamazoo indicates that they do not wish to block and do not object to the approval of the Small Wine Makers license being added to the Micro Brewing license that American Brewer's already has at 3408 Miller Road.

The approval of this resolution would allow American Brewers Inc. to have a Small Wine Maker's license in addition to the Micro Brewing license at 3408 Miller Road. With a Small Wine Makers license they can produce up to 50,000 barrels of wine a year.

Mark S. Cataldo is going to be the owner of the business and the only shareholder. Mr. Cataldo has no wine making experience. Mr. Cataldo plans on making wine from honey not grapes. Mr. Cataldo states that he will not need new equipment to produce this type of wine because he can use the same equipment that he has been using in his Microbrewery at the same location. There will be a small tasting room. This tasting room will be the same tasting room he uses for his Micro Brewery. Mr. Cataldo does not want a regular bar type atmosphere; he just wanted a small room for his customers to sample his products.

The Micro Brewing license and Small Wine Making license will allow Mr. Cataldo to only sell what the business actually produces on site, and does not allow any type of hard liquor to be sold.

Mr. Cataldo is aware that his new business will not be allowed to open until he passes a final inspection from the Fire Marshal and the Building Inspectors office. This approval will insure that Mr. Cataldo can work with the Michigan Liquor Control Commission knowing the City of Kalamazoo has given its approval for the new license, and will insure that we do not have a business opening in the City of Kalamazoo that isn't safe to serve the public. The property taxes are up to date on this property.

Mr. Cataldo is aware of problems such as over serving customers and under age drinking and will take steps to ensure this will not happen.

### **COMMUNITY RESOURCES CONSULTED**

No community resources were consulted.

### **ATTACHMENTS**

Resolution  
Letter from The Church in Kalamazoo



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
 Toll Free (866) 813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new license application and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution, or provide a resolution, along with certification from the clerk, or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ Regular \_\_\_\_\_ meeting of the \_\_\_\_\_ Kalamazoo City Commission \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
 called to order by \_\_\_\_\_ Mayor Hopewell \_\_\_\_\_ on \_\_\_\_\_ April 20, 2015 \_\_\_\_\_ at \_\_\_\_\_ 7:00 p.m. \_\_\_\_\_  
(date) (time)  
 the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
 that the application from \_\_\_\_\_ American Brewers, Inc. \_\_\_\_\_  
(name of applicant)

for the following license(s): \_\_\_\_\_ Small Wine Maker \_\_\_\_\_

to be located at \_\_\_\_\_ 3408 Miller Rd, Suite 309, Kalamazoo, MI 49001 \_\_\_\_\_

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ recommends \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
 approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_ City Commission \_\_\_\_\_  
 council/board at a \_\_\_\_\_ regular \_\_\_\_\_ meeting held on \_\_\_\_\_ April 20, 2015 \_\_\_\_\_  
(regular or special) (date) (township, city, village)

Name and title of authorized clerk (please print): **Scott A. Borling, City Clerk**

Signature of authorized clerk and date: \_\_\_\_\_

Phone number and e-mail of authorized officer: \_\_\_\_\_

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

**The Church in Kalamazoo**

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3320 Miller Road Kalamazoo, Michigan 49001  
P.O. Box 3186 Kalamazoo, Michigan 49003

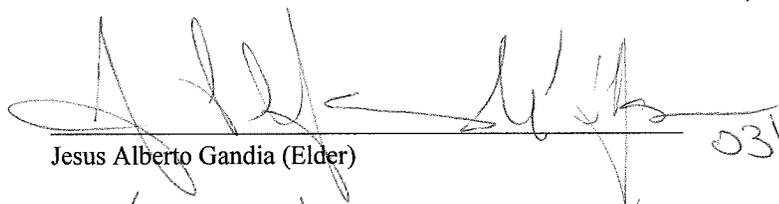
March 18, 2015

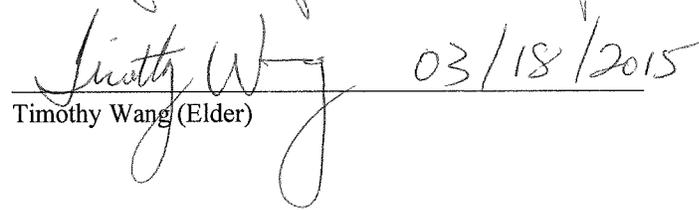
To the City of Kalamazoo:

RE: Members of the Church in Kalamazoo's response to the liquor license request for wine manufacturing at American Brewers Inc. 3408 Miller Road, Kalamazoo, Michigan.

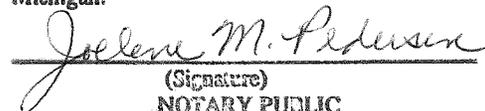
We the members of the Church in Kalamazoo that meet at 3320 Miller Road, Kalamazoo, Michigan, are not opposing the issuing of the proposed wine liquor license for our neighbor American Brewers Inc. at 3408 Miller Road, Kalamazoo, Michigan. As stated in our previous response in the year 2013 to the microbrewery liquor license application by American Brewers Inc., we appreciate the peaceful atmosphere of the neighborhood in the Miller Road area. To date have not observed any changes to the neighborhood since the granting of the microbrewery liquor license and we expect that this additional liquor license for wine manufacturing will not change the environment. We would like to thank the City of Kalamazoo for the notification of the proposed wine manufacturing liquor license and the opportunity to respond to the application.

On behalf of the members of the Church in Kalamazoo,

  
Jesus Alberto Gandia (Elder)

  
Timothy Wang (Elder)

Subscribed and sworn before me, this 18th  
day of March 2015, a Notary Public  
in and for Kalamazoo County,  
Michigan.

  
(Signature)  
NOTARY PUBLIC  
My Commission expires June 2, 2019

03/18/2015



# Commission Agenda Report

Date: **04/20/15**  
Item **F6**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James Ritsema, City Manager, ICMA-CM, P.E.  
Reviewed By: Jeff Hadley, Chief  
Prepared By: Detective Pittelkow

**DATE:** April 15, 2015

**SUBJECT:** Brite Eyes Brewing Co., LLC. Micro Brewer and Small Wine Making Liquor License Application

## RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION from the Michigan Department of Consumer and Industry Services, Liquor Control Commission (MLCC) to allow Brite Eyes Brewing Co. to have a Micro Brewer and Small Wine Making liquor license at 1156 South Burdick Street.

## BACKGROUND

The approval of this resolution would allow Brite Eyes Brewing Co. to have a Micro Brewer and Small Wine Maker's license. This would allow this business to produce up to 50,000.00 gallons of wine and 30,000 gallons of beer a year. With this type of license, Brite Eyes Brewing Co. will be able to sell the beer and wine they produce as take out and onsite consumption. Brite Eyes Brewing Co. applied to the City of Kalamazoo and did receive a use variance to have the business at this location. A copy of the approval letter is to this resolution.

The Brite Eyes Brewing Co. is going to be owned by 12 stockholders. Brian and Shelby Pierce will have the controlling number of stocks and will manage the daily operation of the business. None of the stockholders have ever had a liquor license before, but some have worked in restaurants and other bars.

The business is going to start out as a coffee house/ brewery. The owners plan on having a deli style eating area with a full service deli for customers to select what they want to eat. The owners want the business to be a place where a customer can select their favorite coffee or wine or beer that is made at the business.

The stockholders are investing \$94,000.00 to upgrade the building and get it ready to open for business. The business will be about 2200 square feet. The stockholders have options to lease more space in the building.

The stockholders plan on employing six full-time and several part time employees. Mr. Pierce was advised on how to get his employees trained about serving alcohol.

Mr. Pierce and the other stockholders are aware that this new business will not be allowed to open until the business passes a final inspection from the Fire Marshal and the Building Inspectors office. This approval will insure that Mr. Pierce can work with the Michigan Liquor Control Commission knowing the City of Kalamazoo has given its approval for the new license, and will insure that we do not have a business opening in the City of Kalamazoo that isn't safe to serve the public. The property taxes are up to date on this property.

#### **COMMUNITY RESOURCES CONSULTED**

No community resources were consulted.

#### **ATTACHMENTS**

Resolution  
Copy of Zoning Board use variance



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505  
 Toll Free (866) 813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new license application and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution, or provide a resolution, along with certification from the clerk, or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ Regular \_\_\_\_\_ meeting of the \_\_\_\_\_ Kalamazoo City Commission \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
 called to order by \_\_\_\_\_ Mayor Hopewell \_\_\_\_\_ on \_\_\_\_\_ April 20, 2015 \_\_\_\_\_ at \_\_\_\_\_ 7:00 p.m. \_\_\_\_\_  
(date) (time)  
 the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_  
 that the application from \_\_\_\_\_ Brite Eyes Brewing Co., LLC \_\_\_\_\_  
(name of applicant)  
 for the following license(s): \_\_\_\_\_ Micro Brewer and Small Wine Maker \_\_\_\_\_

to be located at \_\_\_\_\_ 1156 S. Burdick Street, Suite A, Kalamazoo, MI 49001 \_\_\_\_\_

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ recommends \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
 approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_ City Commission \_\_\_\_\_  
 council/board at a \_\_\_\_\_ regular \_\_\_\_\_ meeting held on \_\_\_\_\_ April 20, 2015 \_\_\_\_\_  
(regular or special) (date) (township, city, village)

Name and title of authorized clerk (please print): \_\_\_\_\_ **Scott A. Borling, City Clerk** \_\_\_\_\_

Signature of authorized clerk and date: \_\_\_\_\_

Phone number and e-mail of authorized officer: \_\_\_\_\_

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



**Community Planning and Development**  
415 Stockbridge Avenue  
Kalamazoo, MI 49001  
PH: (269) 337-8044  
FAX (269) 337-8429  
[www.kalamazoocity.org](http://www.kalamazoocity.org)

June 17, 2014

Brian Pierce  
1428 Romence Road  
Portage, MI 49024

**Re: ZBA #14-06-12**  
**1156 S. Burdick Street**  
**Parcel #06-22-336-010**

Dear Mr. Pierce:

At the meeting of the Zoning Board of Appeals on Thursday, June 12, 2014, the Board granted a use variance from Chapter 4, Section 4.1 to allow this building to be occupied as a coffee house/brewery with a microbrewery classification (allowing for on and off-site sale of beer products), where in the CC District only Brew Pubs are allowed with on-site sale of beer products only.

Please note that unless specified by the Board, all variances granted shall become null and void if not exercised within one (1) year of the date of granting. Additionally, a site plan will be required to be submitted for review of the proposed changes to the property and building prior to the issuance of permits.

If you have any questions, please contact the Community Planning and Development Department at (269) 337-8026.

Sincerely,

**ZONING BOARD OF APPEALS**

  
Peter C. Eldridge, AICP  
Project Coordinator

C: Burdick Crosstown Square LLC, 8875 E. Cloverdale Road, Nashville, MI 49073  
Bobby Durkee, Zoning Inspector  
Property File



# Commission Agenda Report

City of Kalamazoo

Date: **04/20/15**

Item **F7**

**TO:** City Commissioners

**FROM:** City Commission Administrative Committee  
Prepared By: Patsy A. Moore, Deputy City Manager

**DATE:** April 15, 2015

**SUBJECT:** City Commission Appointees Salaries

## RECOMMENDATION

It is recommended that the City Commission adopt a resolution to approve a lump sum payment of 1% of base wages to City Commission Appointees; including City Attorney Clyde Robinson, City Clerk Scott Borling and Internal Auditor Ann Videtich.

## BACKGROUND

Section 168 of the city charter provides that the City Commission shall set the salaries of its appointees by resolution. The attached resolution satisfies this requirement. It is our recommendation that the City Attorney, City Clerk, and the Internal Auditor receive a lump sum payment equal to 1% of base wages. The City Manager has elected not to receive the lump sum payment.

The increase is equal to the amount approved for other non-bargained for employees in the Adopted FY 2015 Budget, and consistent with amounts approved for the bargaining groups.

## COMMUNITY RESOURCES CONSULTED

None.

## FISCAL IMPACT

The amount of the lump sum payment is \$2,423.98, and was included in the Adopted FY 2015 Budget.

**ALTERNATIVES**

The City Commission may choose not to approve the lump sum payment.

**ATTACHMENTS**

Resolution

**CITY OF KALAMAZOO, MICHIGAN**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION SETTING THE SALARY OF THE CITY  
COMMISSION APPOINTEES**

Minutes of a regular meeting of the City Commission of the City held on April 20, 2015, at or after 7:00 o'clock p.m., local time, at City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

The following preamble and resolution was offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

**WHEREAS**, Section 168 of the Kalamazoo City Charter provides that the City Commission shall fix by resolution the salary or rate of compensation of all officers and employees of the City except their own; and

**WHEREAS**, the City Commission Administrative Committee has reviewed the salary of the City Attorney, City Clerk, City Manager, and the Internal Auditor, and has recommended that the annual salary of the four City Commission Appointees not be increased for the year 2015.

**WHEREAS**, the City Commission Administrative Committee recommends a lump sum payment of 1% of base wages for The City Attorney, City Clerk, and the Internal Auditor.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Section 168 of the Charter, the City Commission hereby authorizes a lump sum payment of 1% of base wages for the following City Commission Appointees in the following amounts:

<b>City Attorney Clyde Robinson</b>	<b>\$1,107.47</b>
<b>City Clerk Scott Borling</b>	<b>\$ 683.39</b>
<b>Internal Auditor Ann Videtich</b>	<b>\$ 633.12</b>

The above resolution was offered by \_\_\_\_\_ and supported  
by \_\_\_\_\_.

AYES:

NAYS:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on April 15, 2015. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

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Scott A. Borling  
City Clerk



# Commission Agenda Report

City of Kalamazoo

Date: **04/20/15**

Item **F8**

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James K. Ritsema, City Manager  
Reviewed By: Laura Lam, Director, CP&D  
Prepared By: Dorla Bonner, Community Development Manager

**DATE:** April 10, 2015

**SUBJECT:** Set Public Hearing on DRAFT 2015 Action Plan and Budget required by the U.S. Department of Housing and Urban Development

## RECOMMENDATION

It is recommended that the City Commission adopt a resolution setting a public hearing for May 4, 2015, to adopt the 2015 Action Plan as required by U.S. Department of Housing and Urban Development (HUD).

## BACKGROUND

Every year, HUD requires communities who receive direct funding, like the City of Kalamazoo, to develop an Action Plan explaining how funds will be used.

This will be the final public hearing in the HUD public process, which included a 30-day public comment period and a public hearing that was held by the Community Development Advisory Committee (CDAAC) on April 9, 2015. At the conclusion of the City Commission public hearing, the approved Action Plan will be forwarded to HUD so the City may receive the 2015 annual allocation of funds.

## COMMUNITY RESOURCES CONSULTED

A community process was developed for both the 2014-2018 Consolidated Plan and the Assessment of Fair Housing Plan. Over 38 organizations were consulted either through one-on-one meetings or larger stakeholder events. In addition, CP&D staff met with the core neighborhood associations, typically at their annual meeting, to garner resident input. Finally, surveys were developed to reach residents, clients of service providers and their organization members. The information gathered was evaluated against the data collected, city realities and community resources to develop a final set of draft priorities, goals and objectives. The focus of the activities for the 2015 Action Plan is aligned with the Consolidated Plan.

CDAAC was an instrumental part of the community outreach process. A subcommittee was initially convened to help CP&D staff develop the community outreach process. The subcommittee members attended many of the neighborhood meetings and provided support in reaching out to residents to complete surveys.

CDAAC was also responsible for the review of the grant applications that led to the draft funding recommendations for the 2015 Action Plan. CDAAC held a public hearing prior to on April 9, 2015 to take additional public comments and make their final recommendations to the Commission.

### **FISCAL IMPACT**

The CDAAC recommendations provide a benefit to the City's general fund, allowing for support of City staff from CP&D, Public Safety and Parks and Recreation involved in HUD-funded activities. All recommendations utilize the annual federal allocation received by HUD or monies generated by that allocation. Through the award of these federal dollars in the manner recommended, the City of Kalamazoo's general fund is not required to address many of the community needs supported by the City and by outside nonprofit organizations. The administration and monitoring of the projects will be conducted by CP&D.

### **ALTERNATIVES**

The City Commission may elect to not set the public hearing for May 4, 2015. However, moving the public hearing to a different date will result in a late submittal to HUD and may possibly delay the release of funding to the City. This alternative is not recommended.

### **ATTACHMENTS**

Resolution

**CITY OF KALAMAZOO, MICHIGAN**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION SETTING THE PUBLIC HEARING FOR THE PY2015 ANNUAL ACTION PLAN**

Minutes of a regular meeting of the City Commission held on \_\_\_\_\_, 2015, at or after 7:00 o'clock p.m. local time, at City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

**WHEREAS**, the City's Citizen Participation Plan, adopted March 21, 1998 and amended on May 19, 2014, pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974 as amended, provides for the holding of an Annual Action Plan Budget Public Hearing including a review of estimated expenditures and revenues; therefore

**BE IT RESOLVED**, that a public hearing be held on the City of Kalamazoo 2015 Program Year (PY) Annual Action Plan by the City Commission at City Hall at or after 7:00 p.m. local time, on May 4, 2015, and

**BE IT FURTHER RESOLVED**, that Community Planning and Development Department publish a notice of said public hearing once in the Kalamazoo Gazette fifteen (15) days prior to such hearing in substantially the following form:

**CITY OF KALAMAZOO  
NOTICE OF PUBLIC HEARING  
PY2015 ANNUAL ACTION PLAN**

The City Commission will conduct a Public Hearing on May 4, 2015 in the City Commission Chambers, 241 West South Street, Kalamazoo, Michigan beginning at 7:00 pm. The purpose of the Public Hearing is to discuss the Annual Action Plan which delineates the programs that the City of Kalamazoo intends to undertake during the 2015 Program Year (PY), which runs from July 1, 2015 through June 30, 2016. Citizen comments are welcome.

The Annual Action Plan is required by the U.S. Department of Housing and Urban Development (HUD) and will address programs under the Community Development Block Grant (CDBG), the Home Investment Partnerships (HOME), and the Emergency Solution Grant (ESG) programs.

HUD has released the funding allocation amounts for 2015. The City will receive \$1,536,917 in CDBG, \$413,630 in HOME, and \$140,690 in ESG to address community needs as identified in the 2014-2018 Consolidated Plan. The City or its subrecipients will also be utilizing approximately \$38,171 in anticipated program income (funds expected to be generated during PY2015). A complete breakdown of funding sources and the activities to be funded can be found on the City's website at [www.kalamazoocity.org/comdev](http://www.kalamazoocity.org/comdev).

A copy of the draft Plan is available for review in the Community Planning and Development Department, located at 415 Stockbridge Avenue, Kalamazoo, Michigan or on the City's website at [www.kalamazoocity.org/comdev](http://www.kalamazoocity.org/comdev). Call 269.337.8044 for more information.

The above resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

AYES:

NAYS:

ABSTAIN:

**RESOLUTION DECLARED ADOPTED.**

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Commission of the City of Kalamazoo, Kalamazoo County, Michigan, held on the \_\_\_\_\_, 2015, the original of which is in the official proceedings of the City Commission.

\_\_\_\_\_  
Scott A. Borling, City Clerk



# Commission Agenda Report

Date: **04/20/15**

Item **F9**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James K. Ritsema, City Manager, ICMA - CM  
Prepared by: Sean Fletcher, Parks and Recreation Director *SFF*

**DATE:** April 15, 2015

**SUBJECT:** Knollwood Park Donation Acceptance

## RECOMMENDATION

It is recommended that the City Commission accept a donation of \$360 from The Grotto and Pita Pit for improvements to the disc golf course at Knollwood Park.

## BACKGROUND

The Department of Parks and Recreation has an ongoing objective to seek alternative funding for facility maintenance beyond City general fund dollars. Spinlab Disc Golf (Corey Nufer) and other volunteers have provided hundreds of hours of labor to make improvements to the disc golf course, as well as secured a grant from the Friends of Recreation to improve tee boxes at Knollwood Park.

## COMMUNITY RESOURCES CONSULTED

Kalamazoo Parks & Recreation Strategic Plan 2014-2016. Priority: Economic Sustainability – Establish Sustainable Funding Sources for the Department.

## FISCAL IMPACT

The Parks and Recreation Budget will be increased by the amount of the donation, as Funds are not currently included in the 2015 Parks & Recreation budget for this work.

## ALTERNATIVES

There is the alternative to not accept these funds, but this is not being recommended.

## ATTACHMENTS

There are no attachments.



# Commission Agenda Report

Date: **04/20/15**

Item **F10**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James K. Ritsema, City Manager, ICMA - CM

Reviewed by: Sean Fletcher, Parks and Recreation Director *SF*

Prepared by: Patrick McVerry, Recreation Manager

**DATE:** March 9, 2015

**SUBJECT:** Grant Acceptance/ Kalamazoo Community Foundation 2015 Inclusive Dances.

## RECOMMENDATION

It is recommended that the City Commission accept funding from the Kalamazoo Community Foundation in the amount of \$1,950 to fund an Inclusive Dance Program (formerly Developmentally Disabled Dance) for 2015.

## BACKGROUND

The Department of Parks and Recreation has an ongoing objective to seek alternative funding for programming beyond City general fund dollars. For the past twenty three years Parks and Recreation Department has offered an Inclusive Dance Program.

The Inclusive Dances are held eight times per year from February through October at the Coover Activity Center (non-pool season months) and Kik Pool (during pool season).

## COMMUNITY RESOURCES CONSULTED

The Parks and Recreation Five-Year Strategic Master Plan identifies one of the six priorities as offering a wide variety of recreational program opportunities that are accessible, available, and affordable for all residents of the City.

## FISCAL IMPACT

Funds for the Inclusive Dance Program are included in the Parks and Recreation 2015 Budget. With the acceptance of these grant dollars, the General Fund money can be used to supplement the dances or for other programs.

**ALTERNATIVES**

There is the alternative to not accept these funds, but this is not being recommended.

**ATTACHMENTS**

None



# Commission Agenda Report

City of Kalamazoo

Date: **04/20/15**

Item **F11**

**TO:** Vice Mayor Anderson and City Commissioners  
**FROM:** Mayor Hopewell  
**DATE:** April 13, 2015  
**SUBJECT:** Board and Commission Appointments and Reappointments

## RECOMMENDATION

It is recommended the City Commission approve the following reappointments and reappointments to the Historic Preservation Commission:

- the reappointment of **Curt Aardema** for a term expiring on March 31, 2017.
- the reappointment of **Lynn Stevens** for a term expiring on March 31, 2017.
- the reappointment of **Chris Wright** for a term expiring on March 31, 2017.

## BACKGROUND

City ordinance establishes that the Mayor appoints and reappoints members to the Historic Preservation Commission (HPC). I have reviewed the Nomination Report for the reappointment of Curt Aardema, Lynn Stevens, and Chris Wright and have reappointed these members to the HPC. I am now requesting City Commission approval for these reappointments as required by ordinance. The attached Nomination Report describes the qualifications of the nominees.

## COMMUNITY RESOURCES CONSULTED

None

## FISCAL IMPACT

There is no fiscal impact directly associated with these reappointments.

## ALTERNATIVES

The City Commission could choose to approve these reappointments, not approve them, or postpone action to a date certain.

**ATTACHMENT**

Nomination Report



# Advisory Boards and Commissions Appointee Nomination Report

---

City of Kalamazoo

## RECOMMENDATION

The Historic Preservation Commission (HPC) recommends that the Mayor approve the following re-appointments – these reappointments should have taken place in March 2014:

- The re-appointment of **Curt Aardema** to a three-year term expiring on March 31, 2017.
- The re-appointment of **Lynn Stevens** to a three-year term expiring on March 31, 2017.
- The re-appointment of **Chris Wright** to a three-year term expiring on March 31, 2017.

## SPECIAL REQUIREMENTS FOR THIS POSITION

This position requires no special skills or training beyond the ordinance requirement of “a demonstrated interest in or knowledge of the history of Kalamazoo and/or the principles of historic preservation.”

## SELECTION PROCESS

### Applicants Considered

These are all re-appointments. These three commissioners have been very active on HPC projects including the Hidden Kalamazoo Tour and the Fountain of the Pioneers Restoration.

### Interview Process and Final Recommendation

The commission, voted unanimously to recommend all three candidates to the Mayor City Commission for re-appointment.

## NOMINEE QUALIFICATIONS

### Dual Board Memberships

None of the recommended candidates currently serve on any other city advisory boards.

### Residency

All of the commissioners recommended for re-appointment reside in the City of Kalamazoo.

### Term Limits

Mr. Aardema, Ms. Stevens and Mr. Wright would be ineligible for re-appointment at the end of this term on March 31, 2017.

Training, Experience, Education And Skills

All three of the commissioners have shown a long-term interest in preserving the built environment.

Contribution To Diversity

Mr. Aardema is of European-American descent and is between between 25 and 34 years old.

Ms. Stevens is of European-American descent is between 45 and 64 years old.

Mr. Wright is of European-American descent and is in his mid-40s.

**NOMINATION RATIONALE**

The Commission chose to recommend re-appointment of these commissioners based on their past and present involvement with historic preservation, their range of knowledge in preservation policy issues and their consistent enthusiasm for preservation.

**CITY CLERK'S CERTIFICATION**

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

---

Scott A. Borling, Deputy City Clerk



# Commission Agenda Report

City of Kalamazoo

Date: **04/20/15**

Item **F12**

**TO:** Mayor Hopewell, Vice Mayor Anderson and City Commissioners

**FROM:** Scott A. Borling, City Clerk

**DATE:** April 13, 2015

**SUBJECT:** Board and Commission Appointments and Reappointments

## RECOMMENDATION

It is recommended the City Commission approve the appointment of **Chris Wahmhoff** to the Environmental Concerns Committee for a term expiring on January 1, 2016.

## BACKGROUND

The City Commission must approve appointments and reappointments to the Environmental Concerns Committee (ECC). The City Clerk's Office receives applications for the ECC and forwards them to the staff liaison. It is then the responsibility of the ECC to recommend appointments and reappointments to the City Commission. The attached Appointee Nomination Report details Mr. Wahmhoff's qualifications.

## COMMUNITY RESOURCES CONSULTED

None

## FISCAL IMPACT

There is no fiscal impact directly associated with this appointment.

## ALTERNATIVES

The City Commission could choose to approve this appointment, not approve it, or postpone action to a date certain.

## ATTACHMENT

Nomination Report



# Advisory Boards and Commissions Appointee Nomination Report

---

City of Kalamazoo

## RECOMMENDATION

The Environmental Concerns Committee (ECC) recommends that the City Commission approve the appointment of Mr. Christopher Wahmhoff to a partial term expiring January 1, 2016.

## SPECIAL REQUIREMENTS FOR THIS POSITION

No ECC positions require special qualifications.

## SELECTION PROCESS

### Applicants Considered

Mr. Wahmhoff is the only current ECC applicant.

### Interview Process and Final Recommendation

The ECC interviewed Mr. Wahmhoff and voted unanimously to recommend his appointment at the regular ECC meeting on January 21, 2015.

## NOMINEE QUALIFICATIONS

### Dual Board Memberships

This applicant is not a member of another advisory board or committee.

### Residency

Christopher Wahmhoff is a resident of the City of Kalamazoo.

### Term Limits

Mr. Wahmhoff will fill the vacant term of Ms. Denise Keele who resigned from the ECC in January, 2015 and therefore Mr. Wahmhoff will be eligible to be appointed to a full three year term ending January 1, 2019.

### Training, Experience, Education and Skills

Mr. Wahmhoff has been involved and has interest in a number of local environmental issues such as the Kalamazoo River Superfund Site and the Enbridge oil spill to the Kalamazoo River.

### Contribution to Diversity

Mr. Wahmhoff lives in the Edison Neighborhood.

## NOMINATION RATIONALE

The qualifications and experience of this appointee makes him an excellent ECC member.

## **CITY CLERK'S CERTIFICATION**

The nominees' qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

---

Scott A. Borling  
City Clerk



# Commission Agenda Report

Date: **04/20/15**

Item **G1**

City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor Anderson, and City Commissioners

**FROM:** James K. Ritsema, ICMA-CM, City Manager

**DATE:** April 20, 2015

**SUBJECT:** Acceptance of 2015/2016 City Commission Priorities

## RECOMMENDATION

It is recommended that the City Commission accept the revised 2015/2016 City Commission Priorities as established during the Commission retreat on February 28, 2015.

## BACKGROUND

At its February 28, 2015 retreat, the City Commission met with City Commission Appointees and Department Directors to review the priorities set by the Commission in the retreat of January, 2014.

Staff presented accomplishments that were achieved in 2014 relative to the priorities. While engaging with community members and receiving their input, the Commission reaffirmed some priorities and revised others to establish priorities and develop a work plan for the next two-year period of 2015/2016.

Staff recommends that the City Commission accept the attached priorities and work plan for 2015/2016.

## COMMUNITY RESOURCES CONSULTED

Community members were present at the February retreat, and provided input into the priorities. That input, as well as comments from staff and Commissioners was integrated into the revised language for 2015/2016.

## FISCAL IMPACT

There is not fiscal impact to accepting the plan.

## ALTERNATIVES

The Commission could not accept the priorities plan as revised.

**ATTACHMENTS**

2015/2016 City Commission Priorities & Work Plan

## **2015-2016 City Commission Priorities**

### **Work Plan Outline & Accomplishments**

#### **1. CREATE LONG-TERM STABILITY/SUSTAINABILITY GIVEN NEW REALITIES**

##### **A. Legacy costs**

*The Legacy Costs Task Force (LCTF) will research, study, and explore options that account for the City's long-term financial liability for providing health care to its retirees. The Task Force will study the issue and recommend workable options for the City Commission to consider before the end of the summer of 2014.*

##### 2014 Accomplishments & Outcomes

- A 21-person community task force was convened and worked for seven months in 2014 to recommend cost saving measures for retiree health care.
- The Task Force prepared a final report which was accepted by the City Commission on August 18, 2014.
- An implementation Plan of LCTF recommendations was developed in September and shared with the City Commission detailing a strategy to successfully issue bonds before February 2015; staff continues to work collaboratively with current employee groups and retirees to contain health care costs.
- Retiree health care savings are being realized short-term by:
  - Issuing an OPEB Bond in early 2015 with a very favorable interest rate (that will save the City an additional \$10 million over 30 years.)
  - A Memorandum of Understanding was negotiated with the City's employee groups to create an ongoing structure to proactively work on health care cost containment.
    - The newly created Health Care Committee, which has broad organizational representation, has met and identified the creation of a health care clinic and evaluating a high-deductible health care plan (coupled with a health savings account) as two areas of focus.
  - An incentive program was developed and implemented for retirees who are not required to take Medicare Part B (222 total); the incentive encouraged them to enroll in it as their primary insurance, which will provide future health care cost containment.
    - Two sets of retiree meetings were held to educate and inform the retirees about Medicare.
    - Ombudsman services were acquired to assist retirees with any issues in the transition.
    - Several long-term options are still under consideration and planning by the administration.
    - During the 2015 Medicare enrollment period that ended on March 31<sup>st</sup>, 75 retirees (34% of total) chose the incentive program.

### 2015-2016 Next Steps

- Make sure that retirees who enroll in Medicare Part B in 2015 have a smooth transition and through the ombudsman services of Keyser Insurance no difficulties in the use of Medicare insurance.
- Continue implementation of Medicare Part B in 2016 with possible continuation of an incentive package to encourage enrollment.
- Begin to offer incentive to those KDPS retirees who turn 65 and become eligible for Medicare.
- Support the work of the Health Care Committee in exploring the implementation of a health care clinic and high deductible/health care savings plan design.

#### **B. *Creating a budget process that addresses new realities (Priority Based Budget)***

*The team will research best practices around developing a Priority Based Budget (PBB) process and will recommend how this process can be used in Kalamazoo; it will implement a PBB process per the direction of the City Manager and City Commission.*

### 2014 Accomplishments & Outcomes

- The City sold the future rights to revenue from cell towers on City property, which resulted in roughly \$400,000 in higher revenues than projected from the sale. The sales revenue of \$4.3 million was used to make contributions to the City's pension fund and the OPEB Trust Fund, and was used to help balance the 2015 budget.
- The PBB Fiscal Health Tool was used to help develop the FY2015 budget.

### 2015-2016 Next Steps

- The PBB Fiscal Wellness Tool will be used to develop the FY2016 budget.
- Staff are already working on the 2016 budget in an entirely different way – one which is based on the PBB process, which includes community engagement into priorities.
  - [www.imaginekalamazoo.com](http://www.imaginekalamazoo.com) is running and collecting citizen input specific to the PBB process throughout the spring.
  - Staff will be attending various meetings throughout the community to ask questions similar to the Imagine Kalamazoo site for aggregating the data.
  - We are providing paper surveys (or inputting the information via staff) for any resident desiring to provide input without access to the internet.
  - Staff will be continuing to reach out to citizens who prefer a high touch/low technology approach to providing their input.
  - Ensure that City is responsive to citizen feedback as appropriate.

#### **c. *Generating new revenue***

*The team will review other forms of revenue, including non-profits, income tax, county-wide tax; produce a comprehensive menu of options for new revenue to support the City's operations, capital and long-range goals; re-evaluate tax breaks/pro-growth policies; and review examples of cities that have successfully implemented different tax break policies and pro-growth policies.*

### 2014 Accomplishments & Outcomes

- The Fiscal Wellness Tool of PBB will frame the revenue discussion.

- Successfully managing the City's legacy costs will best position the City to explain the need for a more stable, growing revenue source in 2016.

#### 2015-2016 Next Steps

- A plan is being implemented to create Blue Ribbon Revenue Panel to research and explore sustainable revenue options for the City Commission to consider. The Panel will begin meeting in May 2015 and will present their recommendations to the City Commission sometime in the Fall of 2015.

#### **D. Advocacy**

*The team will be pro-active in tracking and engaging in legislation/policy that affects local units of government. They plan to meet on a quarterly basis with the City Commission Legislative Committee and our lobbyist to identify legislation to track and, if need be, testify before the State Legislature. The team will also look at convening regular meetings in Kalamazoo with our local legislators to discuss proposed legislation, policies and issues pertinent to local government.*

#### 2014 Accomplishments & Outcomes

- A Legislative Committee of the City Commission and City Administration is working on legislative issues.
- This committee has provided direction for the City's lobbyist regarding the City's position on numerous bills, and has provided direct input to our state and federal legislators on several key legislative and budget issues.
- City Administration and City Commission advocated locally for the successful passage of the ballot proposal in August 2013 that replaced revenue that will be lost due to the elimination of the personal property tax.
- A coordinated strategy for the Allied Site has been implemented, which has resulted in constructive negotiations with the EPA that include a new plan for redevelopment and recreation, and the exploration of alternative technologies to remediate contaminants.

#### 2015-2016 Next Steps

- Developing support for successful passage of the statewide ballot proposal for road funding in May 2015.
- The Legislative Committee will work to develop stronger relationships with area legislators so that they are aware of the City's perspective when voting.

## **2. BUILDING A NEW ORGANIZATIONAL CULTURE BY ENGAGING THE WORKFORCE IN DEVELOPING A HIGH PERFORMANCE ORGANIZATION**

#### **A. Strategic Alignment Plan/Workforce realignment**

*The team will evaluate the outcomes of the Strategic Alignment Plans to determine if the results are the best possible outcomes to meet the City's needs, and recommend adjustments as needed (position structure, assignments and training)*

2014 Accomplishments & Outcomes

- A team of staff regularly review the impacts of the ERI to recommend changes and improvements to departments.
- As a result of the conclusion of the Early Retirement Incentive, the Strategic Alignment Plan for all departments and their staff has been successfully implemented and no further actions are necessary.

**B. Optimize the talent of the workforce**

*The team will look for ways to use the talents of our current employees that will create efficiencies, making the workforce more flexible and team-oriented. Emphasis will be made on developing cultural competency in the workforce.*

2014 Accomplishments & Outcomes

- An internal working team is developing ways to use the talents of our current employees that will create efficiencies, make the workforce more flexible and team-oriented.
- By the end of the 2013, over 60 percent of the work force occupied a new position in the organization, either from promotion or new employment. Significant time has been spent on all levels of the organization coaching, training and assisting these staff.
- A cross-departmental team is developing uniform customer service standards for the entire organization that will be implemented in 2015.
- Training has become a critical component of this goal, and the work team has looked at several options for both internal train-the-coworker opportunities as well as inexpensive, local opportunities.

2015-2016 Next Steps

- Work from 2014 areas will continue to be strengthened and develop organizational continuity.

**c. Foster a high performance culture/expectation – broadly, across the organization**

*The team will create a work environment throughout the City that motivates employees to provide the best possible customer service with the resources available.*

2014 Accomplishments & Outcomes

- The administration is implementing the high performance organization model for the City of Kalamazoo. This model focuses on efficiencies such as process and structure, as well as leadership, talent, culture and strategy.
- The administration has met twice with collective bargaining and non-bargaining unit representatives to share its vision and facilitate communication between labor and management.
- Two all-day management meetings have been held with cabinet and senior level staff to focus on four key organizational questions and to develop strategies:
  - 1) What is working and why?
  - 2) Where do we need to be moving forward?
  - 3) What do we need to start doing or keep doing to get there?
  - 4) Is there anything we should stop doing to support our ongoing success?

- The Cabinet has strategically encouraged a spirit of volunteerism throughout the year with various volunteer opportunities for City staff.

#### 2015-2016 Next Steps

- The High Performance Organization model will continue to be implemented organization-wide.
- Integrating results from the December 2014 management retreat, staff groups will be working on employee attraction and retention, training, documenting institutional knowledge, and creating a new vision for the employees/organization.

#### **D. Policy effectiveness**

*The team will recommend tactics for ensuring new proposals comply with applicable policies, plans and strategies; recommend goals and tactics for measuring and reporting on the implementation and effectiveness of the City's current policies, plans and strategies.*

#### 2014 Accomplishments & Outcomes

- An internal working team is developing new processes for ensuring all proposals comply with applicable Commission policies, plans and strategies.
- The team will recommend goals and tactics for measuring and reporting on the implementation and effectiveness of the City's current policies, plans and strategies.
- All City Commission policies have been inventoried and digitized and older policies are being reviewed for possible changes and updates.
- Departments have been instructed to review all City Commission action items for consistency with Commission priorities, policies and plans.
- The City Attorney's office is undergoing an extensive review of the Code of Ordinances with the intent of decriminalizing minor offenses and eliminating outdated codes.

#### 2015-2016 Next Steps

- Assess the effectiveness of the City's tax abatement policies and tax incentive programs and modify if necessary.
- Continue committee work to align ordinances with evolving State requirements, decriminalization, and consistency.

#### **E. Technology use to increase service efficiency**

*The team will make recommendations for efficiency improvements to be gained by the use of technology. All potential efficiency improvements will be broken down by department or detailed as City-wide.*

#### 2014 Accomplishments & Outcomes

- An internal working team has developed recommendations for efficiency improvements to be gained by the use of technology.
  - Several classes are now offered through City University on a permanent basis on utilizing the technology we currently have and using it more effectively, with more being developed as needed.
  - Video conferencing capabilities have been added to conference rooms, allowing for Skype meetings, video interviews and group webinars.

- Metro Transit's smartphone app (Android and iOS) was implemented allowing the public to track all buses and to see when the next bus will arrive at any bus stop.

#### 2015-2016 Next Steps

- Explore the use of technology as a method of enabling infrastructure for economic development
- Continue to work on improving communication with the public through technological outlets.

### **3. CREATING A SHARED VISION/FUTURE DIRECTION BASED ON INTENTIONAL COMMUNITY ENGAGEMENT**

#### **A. *Develop an effective process for intentional engagement to create shared vision/future direction***

*This action has been combined with the development of the Priority Based Budget activities.*

#### **B. *Comprehensive communications plan – two way street / education***

*The team will inventory all the communications activities of the City to determine how we are currently communicating with the public, staff and the City Commission and how those activities can be better coordinated; it will address how the community can better communicate with their local government; and how we can better use technology, social media, etc. to inform and communicate with the public.*

#### 2014 Accomplishments & Outcomes

- An internal working team inventoried all the communications activities of the City to determine how we currently communicate with the public, staff and the City Commission and how those activities can be better coordinated.
- The team has addressed how the community can better communicate with the City, and how we can better use technology, social media, etc. to inform and communicate with the public.
- The team is implementing a 10-point communications plan to better coordinate communications and to enhance communications with the public using multiple methods.
- An emphasis has been placed on finding stories to positively tell the story of the City.
- The City is now regularly using social media to promote City news, events and programs.
- New on-line communication tools, such as [www.ImagineKalamazoo.com](http://www.ImagineKalamazoo.com), have been implemented.
- Dedicated web pages for specific topics are used to provide easy public access to work products (e.g., [www.kalamazoocity.org/legacy](http://www.kalamazoocity.org/legacy)) including documents and meeting videos.
- An email blast program is in the testing phase of implementation and will be active shortly. Anyone wishing to get email alerts from the City of Kalamazoo, can go to [www.kalamazoocity.org/connect](http://www.kalamazoocity.org/connect) to sign up.

2015-2016 Next Steps

- Continue implementing 10-point plan including translation efforts where appropriate, social media, smart phone apps, etc.
- Initiating conversations with other community groups and stakeholders will be key to the Priority Based Budgeting process as we explore what “someone else” should take on instead of the City.
- Communications Coordinator is working with staff at CP&D to respond and validate comments on Imagine Kalamazoo, social media sites, etc. And will continuously refine and improve upon the City’s website and social media endeavors.

**4. CONTINUING TO PROVIDE EXCEPTIONAL SERVICES – “CORE”**

**A. *Measurement of success/results we expect***

*The team will provide a reporting system that can be utilized to track and evaluate the progress of each Commission Priority. Measurable goals will follow SMART goal criteria- Specific; Measurable; Allowable; Relevant and Timely. Once goals and targets are established, performance will be evaluated by documenting actual results with proposed targets through a scorecard. The scorecard will contain a summary page and individual priority worksheets that may combine narrative, scheduling and data formats.*

2014 Accomplishments & Outcomes

- Internal work teams are tracking their progress for the City Commission Priorities, including effectiveness and outcomes via narrative documentation and verbal update tracking currently.

2015-2016 Next Steps

- Through Priority Based Budgeting, identify and prioritize the core services of the City, and align the expenditure of resources around the priorities and impact of these services.
- As one of the City’s core services, evaluate the City’s Economic Development programs and services in an effort to maximize effectiveness in promoting the City and its growth.
- Create reporting process to City Commission and the public.

**5. THE KALAMAZOO CITY COMMISSION WILL TAKE A LEADERSHIP ROLE IN FOSTERING COLLECTIVE ACTION TO REDUCE UNACCEPTABLE POVERTY – ESPECIALLY OF CHILDREN – IN THE CITY OF KALAMAZOO**

Date: **04/20/15**

Item **H1**



**CITY MANAGER REPORT**  
**April 20, 2015**

1. Departmental Reports and Project Updates
2. Communication
  - a. Inside the City, April 2015
3. Special Reports:
  - a. March Purchases

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# City Manager's Report

APRIL 20, 2015

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## Grants Applied for and Received

No grant applications were filed this this month.

## Community Planning & Development (CP&D)

### ➤ Planning

At the March 5<sup>th</sup> Planning Commission meeting, staff:

- provided the Commission with an update on the process to update the Master Plan, a preliminary process to create a sports fields lighting ordinance, and details on the "Imagine Kalamazoo" website
- provided similar updates to the Oakland Drive Winchell Neighborhood Association on March 18 and the West Main Hill Neighborhood Association on March 31
- attended the KVCC Parking and Mobility Committee meeting on March 27 to discuss the Southtown Design Review District, trail planning, and downtown parking.

Two candidates were interviewed on March 26<sup>th</sup> for a vacant seat on the Planning Commission. A recommendation will be made to the Planning Commission at the April 2<sup>nd</sup> meeting.

The following site plans were processed during March:

- building addition for Imperial Beverage at 3825 Emerald
- new airplane hangar at 6201 Mastenbrook
- add AT&T equipment on the cell tower at 900 Hatfield
- add T-Mobile equipment on the cell tower at 2500 E. Cork

As of March 31<sup>st</sup>, the Imagine Kalamazoo website has 8,724 page views and 1,324 unique visitors. There are currently seven open topics in which the community can participate. From these seven topics, we have had 697 interactions, 63 comments, and 21 people have shared topics with their friends. On March 11, staff sent an email to more than 500 community members to promote Imagine Kalamazoo. From that email, we had 270 people read the email, and 106 people visit the site.

A Priority Based Budgeting community meeting is scheduled on April 22 in which stakeholders can participate in the budget exercise that is currently on the Imagine Kalamazoo website. This meeting will also talk about the basics of Priority Based Budgeting.

### ➤ Housing

Proceedings have started to hire the seasonal weed inspector. CP&D management met with other agencies and jurisdictions to develop an overall community response to hoarding issues. Next steps include creating a task force and resource guide to address hoarding issues.

➤ Zoning

At the Zoning Board of Appeals meeting on March 12, the Board:

- denied a request for a two-foot setback variance to allow the Bottoms Up Convenience Store to maintain a new sign cabinet installed that extended to the property line.

The Zoning Board of Appeals is planning to schedule interviews the week of April 13 to fill the two vacant 'Alternate' seats.

➤ Code Compliance / Anti-Blight

A recent press release was sent out acknowledging a grace period for citing of litter and trash until after April 12. The grace period is to give residents an opportunity to clean up their properties now that the snow has melted. Large debris or furniture found on property will continue to be cited during this time. A holiday tree drop off location has also been made available through April 30.

➤ Building & Trades

In the month of March, there were 239 permits issued, representing \$16,869,058 in construction valuation. These figures brought year-to-date permits to: 747 permits, representing a year-to-date construction valuation of \$20,564,757.

➤ Community Development

In March, the Community Development Act Advisory Committee (CDAAC) interviewed a candidate for an open 'At-Large' board member position. CDAAC made a recommendation that evening that will be going in front of City Commission within the next few weeks. Also, during the March meeting, CDAAC recommended reappointing two members for additional terms. One member will be filling her first full term, after finishing out a partial term. The second member will be completing her second full term.

On March 22, Community Development staff and community partners met with HUD field office staff Michael Polsinelli, Field Officer Director and Terri Sanchez, Senior Management Analyst. This was the second meeting in a series of conversations to increase collaboration between HUD and the City of Kalamazoo. The meeting focused on the following issues: Healthy Homes, Youth Development and Economic Development. Thirteen community organizations were represented as well as Planning and Economic Development staff. Best practices and potential funding opportunities were also discussed.

**Economic Development (ED)**

Staff met with the developer to field questions regarding underground parking and communicate with the Michigan Economic Development Corporation (MEDC.) Additional meetings were held with City Staff and the potential developer regarding sidewalk snowmelt.

Staff reviewed environmental reports and inspected the property at 535 E. Ransom after real estate closing. Staff ensured delinquent taxes and closure processes completed before the end of the year.

The City received and processed reimbursement #1 (of potentially 5) from the Michigan Department of Environmental Quality (MDEQ) for the KVCC Health Focused Campus.

Staff is working with DLZ for oversight and management of the demolition project at Former JA Richards and 535 E. Ransom Street locations; once completed staff will take bids for redevelopment.

Staff is working with several entities on potential redevelopment projects on the former Performance Paper Site.

## **Human Resources (HR)**

The Health Care committee met in March. The topic of discussion was the health clinic system. Julie Sessions from Mercer Health and Benefits presented, but will need to return next month to complete the educational session.

Staff attended the annual KRESA job fair at Western Michigan University and promoted the City.

73 retirees elected to re-enroll in Medicare Part B out of the 218 who were offered the incentive to do so.

### ➤ Labor Relations

Staff met with Borgess Wellness Specialist to discuss wellness resources offered by Borgess.

Staff met with the new Director of Bronson ProHealth regarding Sleep Apnea screening in CDL exams.

### ➤ HR Advisors

Staff conducted the monthly CDL Random Alcohol and/or Drug screenings for March.

Staff are finalizing the collection of 2014 Non-Bargaining Unit performance reviews.

Staff Monitored/Advised/Prepped/Conducted/Scored 120 interviews (2 panels) and fire agility tests for PSO candidates. The top 36 PSO candidates were sent invitations and instructions for the background investigation phase.

Staff is working as Registration Chair for the KHRMA Day of Development for HR Professionals, which will be held on May 8 at the Radisson. Tasks include promoting the event, soliciting volunteers, attending bi-weekly meetings and sending weekly correspondence.

Staff is working as Committee Chairperson for the upcoming 17th Annual Respecting Differences event which will be held on April 30. Posters were delivered to all departments the first week of April. A memo will be sent to Managers and Supervisor in mid-April, followed by an email blast as a reminder of the event.

Training Schedule

Class Title	Date	Location	Time	# Attended
VoIP 2.0 System – Phone, Fax, Jabber and Reporting	3/23/15	Stockbridge – Main Conference Room	7:00 a.m. – 8:30 a.m.	9
		Stockbridge – Main Conference Room	9:00 a.m. – 10:30 a.m.	16
		Parks & Recreation – Community Room	11:00 a.m. – 12:30 p.m.	7
		Harrison – Conference Room A	1:00 p.m. – 2:30 p.m.	13
		Metro Transit – Governing Board Room	3:00 p.m. – 4:30 p.m.	5
	3/24/15	Harrison – Conference Room A	7:00 a.m. – 8:30 a.m.	10
		Harrison – Conference Room A	9:00 a.m. – 10:30 a.m.	13
		Metro Transit – Governing Board Room	11:00 a.m. – 12:30 p.m.	12
		City Hall – Community Room	1:00 p.m. – 2:30 p.m.	12
		City Hall – Community Room	3:00 p.m. – 4:30 p.m.	12
	3/25/15	Stockbridge – Main Conference Room	7:00 a.m. – 8:30 a.m.	13
		City Hall – Third Floor Conference Room	9:00 a.m. – 10:30 a.m.	13
		City Hall – Third Floor Conference Room	11:00 a.m. – 12:30 p.m.	12
		Parks & Recreation – Community Room	1:00 p.m. – 2:30 p.m.	6
		Stockbridge – Main Conference Room	3:00 p.m. – 4:30 p.m.	10

**Information Technology (I.T.)**

I.T. staff handled 671 unique trouble tickets in the month of March. These trouble tickets were I.T. problems handled by I.T. staff that originated with a phone call, email, or in-person visit to the I.T. Helpdesk.

The web-based reporting tool built by I.T. staff was used by citizens 58 times during the month of February. This automated web-based system allows citizens to use their web browser or smartphone to report numerous City-related issues including potholes, streetlight outages, traffic signal issues, and tall grass and weeds. All reports were automatically routed to the appropriate City staff via email.

I.T. staff implemented a new digital sign solution for the front atrium of City Hall. The new solution features an LED TV with a simple, repeatable, and cost-effective digital signage solution that is managed remotely with easy-to-use software. The new solution also has no recurring fees. Currently the atrium digital sign features upcoming City meetings and events, Kalamazoo weather, City of Kalamazoo tweets, and a rolling video comprised of 3-4 informative short videos about the City of Kalamazoo.

I.T. staff consolidated to a single print server for efficiency and better management capabilities.

I.T. staff completed a comprehensive service account audit concerning service and other administrative accounts. This also involved restricting access based on I.T. security best practices.

I.T. staff continues to work with Engineered Protection Systems (EPS) to reduce the overall costs of the building alarm system(s). Tentative plans have been put in place to replace recurring costs with connections over the City's existing network infrastructure. This would further reduce the overall telecom expenses.

## **Kalamazoo Department of Public Safety (KDPS)**

### ➤ CID

In the Month of March, the CID investigated an incident where threats were posted on a Kalamazoo College web page about executing staff members on a particular date and time.

The CID is also investigating a serious crash that occurred at W. Michigan and W. Lovell St. where both the drivers suffered broken legs and other injuries.

The CID worked a case where officers were sent to a report of gunshots in Edison, a suspect was chased by officers, a stolen handgun and 3 different kinds of drugs were confiscated from the suspect.

### ➤ KVET

KVET continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 21 drug cases and seized 4 firearms in March.

KVET has investigated 6 meth labs thus far in 2015.

## **Management Services**

### ➤ Assessor

As of the February report, assessment notices had been sent out. Owners of real property had until February 27 to schedule an in-person appointment with the Board of Review. Owners could also submit a written appeal by March 16 at 5pm. Personal property statements were being entered up to February 25. Personal property assessment notices were mailed out February 27. Owners of personal property were given until March 16 to file an appeal for the 2015 assessment.

The 2015 March Board of Review was from March 3 through March 17 with the final session for the signing of the roll being on March 20. A total of 351 appeals were heard by the Board of Review. This includes both in-person appeals and written (mail) appeals received by March 16. Of those, 168 appeals were granted some type of an adjustment. In the numbers listed above were 31 applications for a veteran's exemption and 9 applications for a poverty/hardship exemption. All of the applications for the veteran's exemption were granted; resulting in the assessment and taxable value being reduced to zero. Only six of the poverty/hardship exemptions were granted a reduction. Applicants for the veteran's exemption and the poverty/hardship exemption must file every year to claim the exemption.

Letters to all the property owners/agents were sent out the last week in March. The letters state the Board of Review's decision and, if desired, the steps to appeal further to the Michigan Tax Tribunal. Deadlines for appeals to the Michigan Tax Tribunal depend on the classification of the property. Additionally, as of March 31, all required reports and documents have been submitted to the Kalamazoo County Equalization.

The next group of neighborhoods have been chosen for the 2016 review process; neighborhood numbers 27 and 36. This area consists of the majority of the area known as Arcadia, Westwood and Burke Acres. These two neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

➤ Budget and Accounting

Accounting staff worked diligently to complete year-end reconciliations, record final accruals, and record fixed assets during the month of March. Our "Period 13" was closed on the 29th in preparation for the year end audit. Auditors started their on-site field work on March 30 and will remain at the City throughout April.

The Budget and Accounting staff will be selecting internal controls to review/update in April.

➤ Purchasing

Working collaboratively with City Departments bid documents were prepared and distributed through the City's website for four purchasing project.

Reviewed and set up 123 purchase orders and processed 29 change orders.

Purchasing staff are administering prevailing wages for four construction contracts.

➤ Treasury

The 2014 real property tax collection at the City ended on March 2. As of March 3, all real property tax bills are payable to the County. The delinquent data was provided and loaded on their system that same day.

The total city-wide real property delinquency amount for all taxing authorities is \$4,550,550.41. The City millage portions returned delinquent, prior to capture reductions, are as follows:

City Operating	\$1,064,484.96	(of \$24,398,631.51 billed = 95.64% collected)
Solid Waste	85,613.59	(of \$1,962,400.06 billed = 95.64% collected)
Metro Transit	33,148.15	(of \$759,748.34 billed = 95.64% collected)
Admin Fees	45,205.86	(of \$779,314.95 billed = 94.20% collected)

The County will pay these amounts to us from the tax revolving fund in May or June.

Delinquent personal property taxes remain payable to the City. The outstanding taxes were rolled to the Delinquent Personal Property Tax module on March 3 for further collection activity.

Utility Billing – Utility Bills issued in March:

13,190 Original Bills  
3,003 Reminder Notices  
1,957 Final (shut off) Notices

Treasury staff prepared and submitted work papers and journal entries to Budget and Accounting for property tax, tax capture and special assessments.

## **Parks & Recreation**

### ➤ Administration

The department has been working hard on preparation for the launch of our new ActiveNet online registration software. The administrative and module training has been completed, and we are in the process of creating our activities and facilities in the system to transfer over to Active in April. The process has been informative and will provide our citizens and patrons with an easier option to access programs and information offered by the Parks and Recreation Department once implemented.

The Parks and Recreation Department successfully launched our mobile phone app at the beginning of March. This app will allow smart phone users to access the programs and events that the department is offering, along with allowing us the ability to reach our customers quickly with any updates, breaking news, and changes or cancellations to programs or events due to weather. To date, we have had over 100 people sign up for mobile alerts.

### ➤ Recreation

The Recreation Manager attended, and successfully achieved his Aquatic Facility Operator (AFO) certification. The class was offered by the Michigan Parks and Recreation Association at Summit on the Park in Canton. It is a certification that is governed by the National Parks and Recreation Association.

The department has been working hard to prepare for spring events, including the 18<sup>th</sup> Annual Egg Hunt at Homer Stryker field, which will run from 6-8 p.m. on April 4. Additional spring events for the department include the Family Fishing Clinic to be held on May 2 at Spring Valley Park from 11 a.m. to 1 p.m., and then on May 29, we will be hosting the first Movie in the Park for the season. Jurassic Park will be shown at South Westnedge Park on that Friday.

### ➤ Parks

The Parks Division has been working hard preparing equipment and the parks for the upcoming season. The park staff has been busy inspecting the parks and clearing any litter or debris remaining from the fall and winter seasons. Along with prepping the parks, the Parks Manager, along with the assistance of Park Staff, has been busy interviewing and hiring seasonal staff members for the workload this upcoming season.

The Hays Park project went back out to bid in mid-March. Unfortunately removing significant design elements from the site plans did not produce a significant reduction in costs and the bids came back high. Despite this setback, staff are still confident a solution will allow this project to be constructed and completed this year.

The Parks & Recreation Department has teamed up with Volunteer Kalamazoo to participate in volunteer opportunities at Spring Valley Park for the “Spring into Streets” event on Friday, April 10 from 2 p.m. to 5 p.m., as well as at Milham Park for the “Global Youth Service Day” event on Saturday, April 18 from 9 a.m. to 12 p.m. The department is hosting a park-clean-up at Spring Valley Park titled, “Get Up and Kick some Trash Kalamazoo” on Saturday May 2 from 9 a.m. to 12 p.m.

➤ Communication/Outreach

The Recreation Manager took part in a meeting with the KYD Network and various after school program administrators to brainstorm ideas on how to advance and better promote our after school programs and tutoring opportunities. We will be getting together monthly to share ideas and create opportunities to help promote our initiatives of helping kids after school.

Staff attended the Vine, Oakwood, and Stuart Neighborhood Associations meeting held on March 17. The meeting was a good opportunity to learn more about each neighborhood and help to address and answer any questions regarding the parks and recreation related topics that the associations had. The associations were updated regarding upcoming registration dates for summer programs and questions regarding park improvements were also addressed. Staff also worked with Max Tibbitts from the Stuart Neighborhood on including a small write up in their monthly neighborhood association newsletter.

Staff conducted three Scholarship Outreach nights during March. We spoke to the Edison Neighborhood Association, held an informative talk at the Douglass Community Association, as well as one at Mayors’ Riverfront Park. During the outreach nights, we spoke to community members about the process to apply for scholarships, what documents we needed for them to submit in order to begin the evaluation process to see if they qualify, and let them know what they were able to use the scholarships for with regard to programs we offer. We were able to answer questions, help community members fill out applications, and create awareness of the scholarship process and how that can benefit the children of our community to attend programs we offer.

Staff attended an event at the end of March titled, “Neighborhood Read” at the Washington Writer’s Academy. At this event various professionals of all occupations read books to children of various ages to show them the importance of education.

**Public Services**

➤ Administrative

Staff provided assistance, input, review and approval of projects, correspondence, budgets, contract and City policy administration for Public Services including review of various Michigan Department of Environmental Quality annual reports, the Wastewater NPDES application, City Commission and City Manager requested approvals.

Staff provided residents with precautionary measures concerning street closures, pothole reporting and remediation.

Staff provided necessary review and approvals for the State certified mileage certification of major and local street list for the City of Kalamazoo.

➤ City Wide Maintenance

Staff provided weekly review of maintenance procedures at all water facilities and the majority of City owned buildings.

Staff worked on removing graffiti from various Public Services buildings throughout the system.

Staff worked with outside contractors to install new entrance doors on Station 31.

Staff performed maintenance on the snowmelt system and provided estimates to Management for potential system expansion downtown.

➤ Customer Service

Staff logged 148 work orders for various Public Services for potholes.

The staff and contractor are gearing up for the Spring Clean Up scheduled to begin April 1.

The Cemetery Coordinator took 38 calls regarding burials and grave purchase inquiries; met with families regarding burials and grave purchase; had 8 miscellaneous visitors related to cemeteries. There were 5 foundation orders received during the month.

➤ Engineering

Staff selected the local street projects for 2015; all streets that were selected have a passer rating of 1 out of 10. Staff began working on the design of the 2015 local streets projects.

Various Community meetings were held in March concerning traffic, downtown trail way proposals, street projects with full scale infrastructure replacement, construction projects along Portage Creek, countywide street resurfacing and replacement, non-motorized inclusion in projects and assisted economic groups with business attraction efforts by providing information concerning the City's water and wastewater system.

Staff provided all required inspections services for new services and mains as well as provided required MISSDIG staking for City Utilities inside and outside the City limits.

➤ Environmental Services

Staff completed and submitted the new 2015 Stormwater National Pollution Discharge Elimination System permit due April 1, 2015.

Staff completed annual compliance monitoring of three significant industrial users out of twenty-nine sites; completed and submitted the Stage II Disinfection Byproduct sampling sites, and participated in various environmental stewardship meetings concerning

contaminated site remediation efforts, river cleanup and protection, and Allied Site redevelopment and remediation.

The Environmental Protection Agency responded to the March 2, 2015 submittal from the City. All issues with exception of the Institutional Controls (IC) were deemed resolved for the Cork Street Landfill. EPA requested completion of an Institutional Control Implementation and Assurance Plan that focuses on identifying the details of how ICs that are selected in decisions documents should be implemented, maintained, enforced, notified, and terminated at a site.

➤ Field Services

Staff repaired 25 water main and service line breaks in March; cleaned several feet of the sanitary collection system; filled several hundred potholes, on major and local streets and alleys; (approximately 146 located on the state trunk lines); and, removed several cubic yards through the process of street sweeping.

Staff removed twenty-four hazardous City trees within the City right of way, trimmed four oak trees, removed two hangers and trimmed approximately 6 trees at Woods Lake, removed bushes in Mt. Home Cemetery and hauled Christmas trees from Bank Street Market.

➤ Fleet Services

Fleet received one hundred ninety-nine vehicle work orders in March. The orders included 144 repair orders, which included 31 from Public Works, 58 from Public Safety, seven from Wastewater, 40 from Water, four from Parks, one from fleet and three from Community Planning & Development. Fifty-five of the orders were preventative maintenance and included eight from Public Works, 31 from Public Safety, two from Wastewater, 10 from Water, and one from CP&D and three from Parks.

➤ Safety

The schedule for required 2015 safety training is being drafted and placed on a common drive for review by Public Services staff. The contractor is working on the guidelines for the Safety Committee which will be reconvened in 2015.

➤ Solid Waste

There was 124 tons of bulk trash disposed of in January. There was a high volume of reports from the contractor of bulk items and recycling items outside the program guidelines. Staff is hopeful it will be cleared up by the revised definition and pictures provided in the Spring View from the Curb that was mailed out to all the City residents in March.

➤ Wastewater

Staff received the proposals from various vendors to run pilot testing at our site on our biosolids. The testing will help to determine the direction for future solids dewatering capital improvement projects. Plant staff continued to monitor and implement several capital improvement and plant maintenance projects as well as monitor and implement on-going treatment enhance efforts.

Staff continued to gather system infrastructure information for inclusion into the Wastewater Systems Strategic Plan for the next 5-10 years' worth of capital improvement projects at the treatment plant and all facets of the collection system.

➤ Water

Staff continued their efforts to document standard operating procedures required for the Water Systems Environmental Protection Agencies required Risk Management Program and Emergency Response Plan.

The Department's consultant scheduled the first of several water system emergency response plan training workshops for staff.

Staff members from all areas of Public Services have met on several occasions to create a list of necessary upgrades to the City's Water System for inclusion in the Water Systems Strategic Plan for the next 5-10 years' worth of capital improvement projects for water supply and distribution.

## **Transportation**

➤ Ridership

There were 262,295 passenger trips provided system-wide in the month of February. This is an increase of .26% in the number of rides provided compared with the number of rides provided in January in which a total of 261,611 rides were provided system-wide for the month.

Year-to-date through February, the number of rides provided on Metro County Connect service is up 12.96% over the same time in 2014. The Community Service Van program also had an increase of 77.51% over previous year through February. The number of rides on the Metro Transit fixed-route bus service has dropped 7.29% through February, which is reflective of new identification badges issued in October by Western Michigan University that no longer allow for use as bus fare by previously graduated students. In comparing ridership when removing WMU totals, there is a less than 1% decrease over last year.

➤ Activities

Metro Transit has added three new hybrid electric buses to fixed-route bus fleet. This brings the total number of hybrid electric buses in service from 11 to 14. The use of hybrid electric buses presents an approximately 45% savings in the amount of diesel fuel being used per bus.

The Central County Transportation Authority (CCTA) has finalized language for a public transit millage question on the August 4 ballot. The ballot request will ask voters to approve a millage of up to .75 mills for five years beginning in 2016. The millage will fund fixed-route bus service within the cities of Kalamazoo, Parchment and Portage and in the townships of Comstock, Kalamazoo and Oshtemo (includes voting precincts 4,5,6,7,8, in Oshtemo). The millage will be able to fund improved transit services such as Sunday services, late-night service and increased frequencies on select bus routes.

# INSIDE *the* CITY

A primary source of news and information for City employees regarding internal events, policies, and procedures that affect our work for the residents



## *From the City Manager:*

April 2015 Edition

### **Blue Ribbon Revenue Panel**



On April 6th, the City Commission authorized the City Manager to create a Blue Ribbon Panel of residents, businesses, non-profits, and education stakeholders from the community. The charge of this panel is to research, study, and explore revenue options that, when considered together, would address the City's General Fund structural budget imbalance. It is anticipated that the Panel will begin meeting in mid-May and work through the summer of 2015, meeting on a regular basis. The culmination of the Panel's work will be the issuance of a report that will be presented to the City Commission. If possible, the Panel will, by consensus, recommend a preferred option for the City Commission to consider for implementation.

This position is not unique to Kalamazoo. A lack of coordination in state policy, legislation, and judicial decisions has resulted in a broken municipal finance model in our state. Proposal A and the Michigan Constitution's Headlee Amendment impose limitations on the growth of property tax revenue, and the City has a high percentage of non-profit property tax exemptions. Additionally, the City's taxable value of property has declined 13% since 2008, and the reality is that property tax revenues will likely never recover to pre-Great Recession levels.

Because state law prohibits the City from operating a fund in a deficit position, the City has reduced expenditures by 13% to balance its budget since 2008. In 2016, another \$3 million shortfall has been projected. The implementation of Priority Based Budgeting will aid in the discussion of how to address this shortfall and demonstrate how resources are being spent, so that informed decision-making can occur. Beyond 2016, another \$3 million cumulative general fund deficit is projected over the ensuing four years. Further expenditure reductions cannot be made without severely impacting the City's core services.

Given these circumstances, the time is right to begin exploring changes in the City's revenue sources, to find options that are more reliable, can grow as the City grows, and can provide a sustainable funding source for City operations, capital maintenance, and long-term liabilities.

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## NEW BUS— NEW LOOK

Metro Transit is unveiling a new bus design on coach 1029-- the final of three new Gillig hybrid electric buses that arrived in March. Using the well-known navy and burgundy colors associated with Metro Transit, the stripes have undergone a “makeover”.



These three new buses make a total of 14 hybrid electric buses in the Metro Transit fleet.

Hybrid electric buses offer a wide range of benefits including significantly lower emissions, increased efficiency, and decreased maintenance costs. Hybrid buses are estimated to cut emissions by as much as 75% when compared to conventional diesel buses.

## Farmers Market Opens May 2nd



In just under two weeks, the Kalamazoo Farmers Market will reopen for the 2015 season, providing an opportunity for customers to connect with local producers of fruits, vegetables, meats, cheeses, breads, flowers, and more. The market will be open from 7:00 a.m. until 2:00 p.m. on Saturdays from May through November, and on Tuesdays, Thursdays, and Saturdays from June through October. The market is located at 1204 Bank Street. Visit [www.farmersmarketkalamazoo.com](http://www.farmersmarketkalamazoo.com) for more information.



## Kalamazoo Bike Week

Kalamazoo Bike Week is only a few weeks away! Over the course of May 9-16, events will be held around the City to raise cycling awareness, promote the use of cycling as a means of transportation, and explore the possibilities cycling has to offer in terms of enjoyment, health, fitness, and social & environmental benefits.

On Wednesday, May 13 at 4:00 p.m., Bike Friendly Kalamazoo will hold a public meeting at KRESA (1819 E Milham Ave, Portage MI). Among the presenters will be City Planner Rebekah Kik and City Engineer Matt Johnson, who will discuss the future of cycling and non-motorized transportation in the City. A master planning charette will follow from May 13-16 to update the Pedestrian Master Plan & Non-Motorized plan.

The week kicks off with the Mayors' City to City ride on May 9 and throughout the week there will be a number of public discussions, rides, festivals, and other events. Visit [www.kalamazoobikeweek.com](http://www.kalamazoobikeweek.com) for more information

## VOIP Project Success!



In late March, months of meticulous planning came to fruition when the City successfully implemented a new, modernized Cisco VOIP phone system. This success was largely due to the project management of Zondra Heckman, who invested countless hours throughout the duration of this project. She also prepared and lead 21 training classes in preparation of deployment. A few additional classes will be offered for those who were unable to attend the initial offerings. Hats off to Zondra!

Coming next will be configuration of the VOIP system so Jabber can be used to communicate on mobile devices!

## ARBOR DAY IN KALAMAZOO

In recognition of Arbor Day on April 24th, City forestry crews, members of the Tree Committee, and Parks & Recreation Board members will be planting three Kwanzan Cherry Trees at Martin Luther King Park. The planting will take place on at 2:00 p.m.

Kalamazoo has been recognized as a Tree City, USA by the Arbor Day Foundation for 22 years. To qualify, a city must have a Tree Board or Department, a Tree Care Ordinance, A Community Forestry Program, and an Arbor Day Observance or Proclamation.



## Mike Gibson Receives Commendation

Mike Gibson, Public Services Mechanic III, received a commendation for going above and beyond the call of duty when he took it upon himself to move another vehicle in close proximity to an engulfed dump truck at the Stockbridge Facility, saving the City from an additional \$140,000 in vehicle losses.



## HYDRANT FLUSHING BEGINS APRIL 19

Over time, sediment can build up on the inside of water distribution pipes, narrowing the path that water can flow through to individual homes and businesses. Every year, Public Services Department personnel flush the hydrants to stir up water in the mains and force water and sediments out. By widening the path that water can flow through, the flushing program improves water flow and helps the City to better meet the needs of Public Safety fire personnel. Additionally, the flushing program verifies that all water supply systems work, including pumps, storage tanks, mains, valves, and hydrants.



While flushing doesn't affect the safety of the water supply, tap water may appear cloudy or discolored immediately after flushing. The City is advising residents to run their cold water in their bathtub or utility sink until it runs clear again, and is discouraging them from using their washing machines the day of flushing and for 24 hours after, since clothing could become discolored.

Most flushing will take place at night between 10:00 p.m. and 5:30 a.m. with some additional day flushing between 7:00 am. to 3:30 p.m.

You can view the [Hydrant Flushing Map](#) to determine when your area will be affected.

If you have scheduled construction or questions, contact Robert McClenney Jr. at 269-337-8729.

## WCA Assessing to Begin Summer Property Review

The City’s contracted assessing company, WCA Assessing, will begin the summer review of 10% of the City of Kalamazoo parcels. This summer the areas of Burke Acres, Arcadia, and Westwood will be reviewed.

Each year, properties are reviewed to ensure that the parcel record card accurately reflects what is existing on the property. This process helps the City maintain accurate records and assists in developing the assessed value for properties. Questions about this process can be directed to Robin Moore at 337-8636.

## Sharon Ferraro Featured in Encore!



The City’s Historic Preservation Coordinator Sharon Ferraro was featured in the latest issue of Encore Magazine! You can read the article and find out a little about her and her work [here!](#)

*Courtesy of Encore Magazine; Photo: Brian Powers*

## Fire Station 5 - Windows and More!

From March 26 to 29th, ten people from all over lower Michigan gathered in Kalamazoo to learn how to rehabilitate old wooden, double hung windows. Through a free workshop organized by the Michigan Historic Preservation Network, the contractors learned a skill to add to their portfolio and homeowners learned how to fix up their own windows. The 1907 fire station was the perfect site for the workshop and by the time they were done, all of the second floor windows were again in working order.



Following the window workshop and the clean-out of the inside of the station, the Stuart neighborhood cleaned up the grounds thoroughly (Thanks to Parks and Rec for taking care of the debris!) Inside and out

the station is ready for the next phase. Working with a grant from the Irving S. Gilmore Foundation and funds from a Targeted Neighborhood CDBG grant, the fire station will become a community center for the three adjacent neighborhoods – Stuart, West Douglas and Northside – providing space for regular youth and adult activities as well as special events.



The Hidden Kalamazoo Tour is back again for the third year, showing off the spaces behind the scenes at seven buildings in downtown Kalamazoo. The tour is looking for volunteers to be tour guides – work one 3.5 hour shift and get a free ticket good for both days and a T-shirt. June 20 and 21 (Fathers’ Day weekend – bring dad!) email Sharon Ferraro at [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org) or check out the Facebook page or our website at [www.hiddenkalamazoo.com](http://www.hiddenkalamazoo.com).

## Priority Based Budgeting Community Conversation

Residents are invited to attend a community conversation to discuss and provide input on the Priority Based Budgeting (PBB) process. The goal of this process is to identify the results that are most important to the community and prioritize programs that are most vital to achieving them.

We are also continuing to accept input via [www.imaginekalamazoo.com](http://www.imaginekalamazoo.com) through April 30th.

Contact the Community Planning & Development office at 269-337-8044 for more information.



Questions? Please contact Community Planning & Development at 269-337-8044. Visit our facebook page!

The City of Kalamazoo is hosting a Priority Based Budgeting (PBB) Community Conversation

### PLEASE JOIN US

**Where:** St. Joseph Church Gym on 930 Lake Street  
**When:** Wednesday, April 22  
**Time:** 5:30p to 7:30p

Participate in a PBB exercise showing the results that you would like to be included as a priority in the City's 2016 budget. These results will help the City determine the most relevant programs needed to achieve the most desirable community results.

La reunión será disponible en Español por favor llame el Concilio Hispano Americano al 269.385.6279

**snacks & refreshments**

**GET INVOLVED!** Share your ideas at

[www.imaginekalamazoo.com](http://www.imaginekalamazoo.com)

## Shared Prosperity & WMU Present Richard Reeves, The Opportunity Ecosystem



**Richard Reeves**  
**The Opportunity Ecosystem**

**Thursday, April 30th 7pm**  
**Fetzer Center**  
**Western Michigan University**

Shared Prosperity Kalamazoo, in collaboration with the WMU Lewis Walker Institute, is pleased to present Richard Reeves, The Opportunity Ecosystem.

Richard Reeves is a Senior Fellow in Economic Studies, Policy Director for the Center on Children and Families, and Editor-in-Chief of Social Mobility Memos at The Brookings Institution in Washington, DC. He will discuss how we are drifting further away from the ideal of equal opportunity, and what we must do to close the gap so children who are poor—especially children of color—will have a more

equal chance of climbing the economic ladder to prosperity and economic security when they reach adulthood.

This is the inaugural event for Shared Prosperity Kalamazoo, a community collaborative launched by the Kalamazoo City Commission to promote increased access to well paying jobs, strong & economically secure families, and healthy growth, development, and learning for all children.

More information on Shared Prosperity can be found at [www.kalamazoocity.org/sharedprosperity](http://www.kalamazoocity.org/sharedprosperity).

### Connect with the City!

You can stay up to date with what is happening around the city on social media by following 'The City of Kalamazoo' on Facebook, @KalamazooCity on Twitter, or by signing up for the City's e-mail newsletter at [www.kalamazoocity.org/connect](http://www.kalamazoocity.org/connect).



# City University Course Catalog Spring/Summer 2015

## Discrimination & Harassment Prevention Training

*Required for ALL employees (attendees since 1/1/2010 excluded)*

The session objectives include: identifying discriminating and harassing behaviors; understanding the consequences of harassment and discrimination; preventing discrimination, harassment and retaliation through policies, coaching and personal responsibility; reviewing City policies and procedures concerning discrimination and harassment; reviewing relevant court cases and outcomes.

Thursday, May 21	7:30 a.m. to 9:30 a.m.	Harrison-Building #24 Training Room
Thursday, May 28	7:30 a.m. to 9:30 a.m.	Harrison-Building #24 Training Room

## Fraud & Abuse Prevention Training and Ethics Policy Review

Ethics require personal integrity and the willingness to do the right thing. Unfortunately, occasions of fraud and abuse are on the rise. Many organizations have experienced cases of fraud and abuse over the years. These occasions may occur because procedures are poorly designed or oversight is lacking. Taxpayers expect the City to have reliable systems in place. This training will increase awareness of employee and management roles regarding fraud and abuse. In addition, it will help employees take action to prevent the possibility of fraud and abuse.

Tuesday, April 28	9:00 a.m. to 11:00 a.m.	City Hall – Community Room
Wednesday, July 22	9:00 a.m. to 11:00 a.m.	City Hall – Community Room

## Hiring and Interview Training – Supervisory attendance preferred

Filling a vacancy is not easy. Sometimes it seems that labor law, Equal Employment Opportunity, union contracts, and City policies constrain a supervisor’s decision. Yet within the process, a supervisor can do a great deal to ensure that good candidates are in the pool and the best hires are made. This training will give an overview of how to do this.

Thursday, May 14	9:00 a.m. to 11:30 a.m.	City Hall – Community Room
Friday, June 26	9:00 a.m. to 11:30 a.m.	City Hall – Community Room

## Get Up & Kick Some Trash

On May 2nd, the first “Get Up & Kick Some Trash Kalamazoo” event will be taking place at Spring Valley Park from 9 a.m. - 12 p.m. This will be the first in a series of 10 park clean-up days that will be happening throughout the year. You can sign up or get more information on this event [here](#).

The purpose of these events is to show our commitment to the community and the environment by being the change that we want to see in Kalamazoo. Join us! Enjoy some time outdoors, stay active, and help make the community a better place!



Call the Parks and Recreation office at 269-337-8191 for more information.

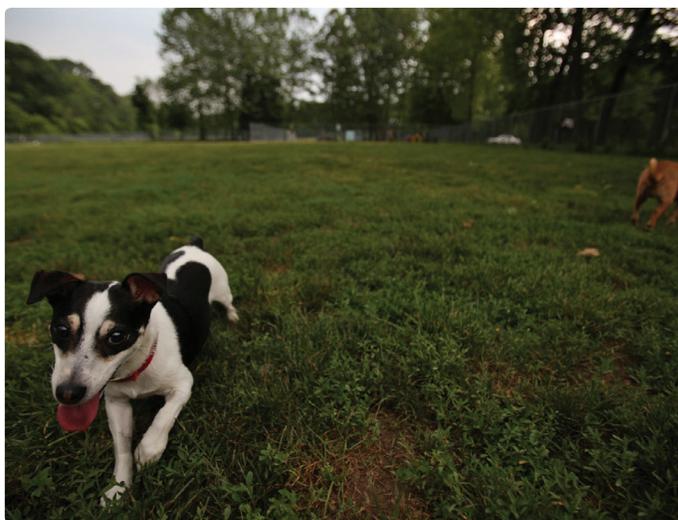
## Family Fishing Clinic



On May 2nd, Parks & Rec is holding a Family Fishing Clinic! Grandpa Jim, our on-site expert with over twenty years of experience fishing in the Kalamazoo area, will be teaching the basics for beginners and answering questions for those with a little more expertise. There will be a limited number of fishing poles on-site so participants are encourage to bring their own. The clinic will be held at Spring Valley Park from 11:00 a.m. - 1:00 p.m.

## Doggy Day in the Park

On Saturday May 16, you are invited to a free gathering at Fairmount Dog Park! This is the perfect event for you and your furry friends to try out our dog park for free, meet other dogs, and just have fun! The SPCA of Southwest Michigan will be bringing dogs and organizing adoptions throughout the weekend, offering \$25 off their adoption rate. Need an extra incentive to come out? Parks & Rec will be drawing names for 10 FREE park memberships (must be a resident to win). All are welcome! The event runs from 10:00 a.m. - 1:00 p.m.





## Building a Better Workplace

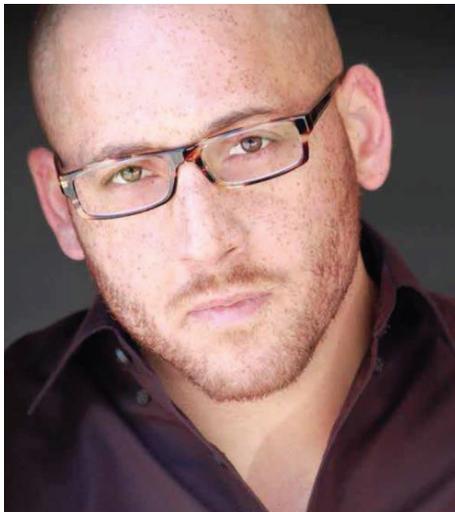
### Special Announcement

## 2015 Respecting Differences presents.... Kevin Hines

Make room on your calendars for the 17th Annual Respecting Differences Diversity Event, "Living Mentally Well," featuring Kevin Hines. The event will be held April 30 at Chenery Auditorium in Kalamazoo.

Kevin travels widely, sharing the powerful story of his unlikely survival and strong will to live. Two years after being diagnosed with bipolar disorder (at age 19), he leapt from the Golden Gate Bridge, becoming one of only 34 (less than 1%) to survive. He now shares his message of living mentally healthy with audiences around the world.

In 2012, Kevin was awarded a lifetime achievement award for his outstanding work as a suicide prevention advocate and speaker by the National Council of Behavioral Health. He is currently a member of the National Suicide Prevention Lifeline's Consumer Survivor's Sub-Committee. He was also an achievement winner by the US Veterans Affairs and has received a three star Marine General's Medal Award.



**Respecting Differences 2015 - "Living Mentally Well"** will be held at Chenery Auditorium, 714 S. Westnedge Ave., Kalamazoo, MI 49007 on:

◆ Thursday, April 30, 9:30 a.m. & 2:00 p.m.

The presentation lasts about 90 minutes.

All managers and supervisors should plan to attend this event and schedule work activities so as many employees as possible can attend.

Tickets will be distributed one week before the event for city employees.

Friends and family of employees are also welcome.

Free guest tickets will be available in Human Resources.



Work towards living a healthier and more active lifestyle this summer through power walking, jogging, or running with Networkingout: Kalamazoo!

The purpose of Networkingout: Kalamazoo is to create and strengthen a community of professionals committed to living a healthier, more active lifestyle. Simply put, Networkingout is networking through fitness and fitness through networking. At Networkingout: Kalamazoo you will meet a host of interesting professionals while simultaneously bettering your personal health.

**Who:** Persons interested in living a healthier, more active lifestyle.

**When:** Starting April 21st through September 22nd, 2015

Every Tuesday from 6:00 - 7:30 p.m.

**Where:** Mayors' Riverfront Park (Meet at Pavilion)  
251 Mills Street  
Kalamazoo, MI 49048

**Cost:** **No cost, just pay us in sweat!**

For additional information, contact:

Carmen James [carmen.james@networkingout.com](mailto:carmen.james@networkingout.com)

Eric Cunningham Commissioner [EricCunningham@gmail.com](mailto:EricCunningham@gmail.com)

Regina Miller [Regina.Miller@networkingout.com](mailto:Regina.Miller@networkingout.com)

**Join us online:**

Facebook: Networkingout: Kalamazoo (Run This Town)

Twitter: @RunThisTownUSA

Instagram: @RunThisTownUSA

Website: [www.networkingout.com](http://www.networkingout.com)



# INTEROFFICE MEMO

**To:** James K. Ritsema, ICMA-CM, City Manager  
**From:** Teresa T. Johnson, CPPB, Purchasing Manager  
**Date:** April 1, 2015  
**Subject:** March 2015 Purchases

I am forwarding for the City Commission, and your information, a summary of the purchases and change orders between \$50,000 and \$100,000 administratively approved during March 2015.

c: Thomas Skrobola, Director of Management Services, CFO

### March 2015 PURCHASES ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

DESCRIPTION	VENDOR		AMOUNT	COMMENT
	Location	MBE/WBE?		
Concealable Body Armor	Vance Outdoor, Inc. Columbus, OH	No	\$86,668.50	Cooperative Purchase
Township Sanitary Sewer Cleaning	Elite Pipeline Services Allendale, MI	No	\$56,000.00	Accepted low bid
Portage Road CMAQ Project	DLZ Michigan, Inc. Lansing, MI	WBE	\$65,500.00	Qualifications Based Selection
Professional Services	Southwest Michigan First Kalamazoo, MI	No	\$75,000.00	Cooperative Agreement
Vehicle Purchase (2)	Gorno Ford, Inc. Woodhaven, MI	No	\$56,654.00	Cooperative Purchase

### March 2015 CHANGE ORDERS ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

DESCRIPTION	VENDOR		COMMENT
	Location	MBE/WBE?	
There were no change orders between \$ 50,000 and \$ 100,000			