

7:00 p.m. Call to Order.

Invocation: Chaplain Ken Hovenkamp of the Portage Public Safety Chaplain Program.

Pledge of Allegiance.

Roll Call.

Proclamations.

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Committee of the Whole Meeting of July 24, 2018.
 - b. Regular Meeting of July 24, 2018.
 - c. Pre-Council Meeting of August 13, 2018.
2. Approval of the Accounts Payable Register of August 14, 2018 as presented.
3. Award a construction contract to the sole bidder, Forman Glass, of Kalamazoo, Michigan, in the amount of \$273,000 for the removal and replacement of the City Hall exterior windows, doors and skylights.
4. Award an engineering services contract for the Cora & Emily Lift Station Renovations to Abonmarche Consultants, Inc., in an amount not to exceed \$107,660 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Award a contract in the amount of \$76,512.60 to J. Allen & Company for the Department of Public Services parking lot asphalt overlay and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Award a professional services contract in the amount of \$75,000 to Hopkins Fundraising Consulting for campaign implementation services for the construction of a new Portage Senior Center and authorize the City Manager to execute all documents related to this action on behalf of the City.
7. Approve the bid from Gail Andrus Travel, LLC, for motor coach services for the late 2018 and 2019 Portage Senior Center travel program in the amount of \$42,187 and authorize the City Manager to execute all documents related to this action on behalf of the city.
8. Adopt a resolution which will rescind the current City of Portage Records Retention Schedule 13 for the Department of Public Safety and replace the retention schedule with the State of Michigan General Schedule 11 for Law Enforcement Agencies.
9. Approve an increase to the contract with Williams Architects of Itasca, Illinois, in the amount of \$276,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city.
10. Award a contract in the amount of \$115,000 to Hayward Baker, Inc. for the installation of aggregate piers in the new Fire Station #2 and authorize the City Manager to execute all documents related to this action on behalf of the city.
11. Authorize the City Manager to attend the Michigan Municipal League Annual Convention and cast the vote on behalf of the City of Portage.
12. Minutes of Boards & Commissions:
 - a. Senior Citizens Advisory Board of June 20, 2018.
 - b. Historic District Commission of July 11, 2018.
13. Materials Transmitted of July 24, 2018.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:

- Senior Citizens Advisory Board, Wednesday, August 15 at 2:30 p.m., Portage Senior Center.
- Planning Commission, Thursday, August 16 at 7:00 p.m., Council Chambers.

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE
PORTAGE CITY COUNCIL
OF JULY 24, 2018**

Mayor Patricia Randall called the meeting to order at 5:30 p.m. The following Councilmembers were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Councilmember Claudette Reid arrived at 5:38 p.m. Also present were City Manager Laurence Shaffer, Director of Parks and Recreation Kathleen Hoyle, Senior Center Manager Kim Phillips, City Attorney Randall Brown and Deputy City Clerk Erica Eklov.

Mayor Randall shared that this Committee of the Whole Meeting is to discuss the Portage Senior Center and potential for expansion. Mayor Randall then turned the meeting over to City Manager Shaffer. The City Manager began his presentation by discussing three aspects of the city's effort regarding the Portage Senior Center property. He relayed the history of the prior unsuccessful millages based on reliance of citizen funding and lack of definition regarding the amount of money being previously sought. City Manager Shaffer highlighted that the city's current focus for a new Senior Center is now based on the existing membership, goals and usage data. City Manager Shaffer conveyed that a feasibility study had been recently completed by Byce and Associates. The study was accepted by both city senior citizen boards: the Friends of the Portage Senior Center and the Senior Citizens Advisory Board. The City Manager then noted that future planning had been also done by the prior City Administration with regard to property acquisitions on Brown Avenue and Courier Drive, which has set the stage for potential expansion of a new Senior Center. City Manager Shaffer noted that the desired new site is intended to straddle Brown Avenue and East Centre with a new building accessible from both roads. City Manager Shaffer reviewed the floor plans proposed for a new Senior Center, square footage in comparison to the existing building, number of floors, individual rooms and intended uses. The City Manager also reviewed additional local endorsements of the Byce Feasibility Study – a project which is estimated to be about \$5.3 to \$5.4 million.

City Manager Shaffer relayed that consultant and former resident Keith Hopkins (of Hopkins Fundraising Consulting) had conducted twenty-five interviews with local representatives and citizens regarding the concerns with the current Senior Center, as well as their ideas, which have all been outlined by Mr. Hopkins in a fundraising study. City Manager Shaffer mentioned that Mr. Hopkins also found that all the interviewees noted a desire to meet other community needs with a new Senior Center proposal. City Manager Shaffer conveyed that Mr. Hopkins had further asked the twenty-five interviewees what each would be willing to donate towards a new Senior Center proposal and it would roughly total about \$1.5 million. The City Manager confirmed that the August 14, 2018 City Council Meeting is expected to have a contract on the agenda from Mr. Hopkins to begin fundraising efforts. The City Manager then introduced Portage Senior Center Manager Kim Phillips to further discuss the current proposal for a new Senior Center and what the existing participants' membership and day-to-day experiences are with the existing Senior Center.

Ms. Phillips reviewed the current Senior Center status and noted that there is a community awareness issue owing to the obscure location on Currier Drive. Ms. Phillips next reviewed the difference between the current membership totals versus the program participant totals and that in the past few years there has been a dramatic increase. While membership has somewhat increased the number of program participants in the various activities, classes and tours have dramatically increased as of late. Ms. Phillips discussed the current facility's small size, which prevents staff from hosting outside senior-focused groups, meetings and events. Ms. Phillips further commented that the small size and outdated nature of the building are the biggest issues that need to be addressed in a new proposal.

At the request of City Manager Shaffer the chairs of each of the senior boards presented their comments to Council. Bill Wierenga, Chair of the Senior Advisory Board, commented that the entire board was excited about the new proposal, especially with the incoming Baby Boom population. Mr. Wierenga

noted that the new proposal has the full Senior Citizens Advisory Board support. Mr. Wierenga noted that the option to renovate the current site would still experience existing parking issues and a new building/site is definitely needed. Mr. Wierenga also urged City Council to push the project forward and as soon as possible. Bill McCarty, Chair of the Friends of the Portage Senior Center Board, next spoke and he noted that the Friend's Board is also in full support of the current proposal for a new building. Mr. McCarty commented that the Friends Board is of the opinion that the new proposed facility is the best route to choose. Mr. McCarty also conveyed that the Friends of the Senior Center Board donors have recently increased and also support the proposal.

Mayor Randall opened the floor to City Council questions. Mayor Pro Tem Pearson asked Bill McCarty if he'd been working with a funding consultant, to which Mr. McCarty responded no. Mayor Pro Tem Pearson then asked Mr. McCarty what the Friends Board members were thinking in terms of donations. Mr. McCarty responded that the Board has not begun discussing specifics in terms of how much to donate, but that the Council should simply let the Board know when and in what way to help when the city is ready and the Board will be there. Mr. McCarty did comment that in the last six to seven years donations to the Board have doubled. He relayed that the Friends of the Senior Center group is also part of the Kalamazoo Foundation and has a six figure fund that can assist in supporting a new building project, but that a "black and white target" would be needed. Mayor Pro Tem Pearson confirmed that the Friends Board was in fact in support of a new building proposal.

Councilmember Reid then asked City Attorney Brown about the concept of a Portage Senior Center versus a Portage Community Center, how funding via a capital campaign would work legally. Attorney Brown confirmed that the issue should not be a major one, but that he and the City Manager had not previously discussed the topic. Councilmember Reid then asked Ms. Phillips how much the Friends of the Senior Center Board currently fund for programming. Ms. Phillips responded that the Friends of the Senior Center Board contribute twenty percent (20%) of the operating costs. Ms. Phillips confirmed that it is solely operating costs as of right now but that money and funding could be used to help with a new project. Councilmember Reid also asked Ms. Phillips how a staff increase would look with regard to a new building and expanded program base. Ms. Phillips noted that staff had projected eighteen percent (18%) over the current budget but that increased activities and rentals would also increase the Senior Center's revenue to assist in the goal of being self-sufficient. Councilmember Reid inquired with the City Manager about the soft \$1.5 million in pledges plus the City of Portage funding and how the remaining money will be generated. City Manager Shaffer responded that the remaining money outcome depends on the success of the fundraising effort and Councilmember Reid noted that the Hopkins interviews also highlighted a desire for the new Senior Center to be available to the community at-large. The City Manager confirmed the city will need to walk a fine line between focusing on senior needs and demands, as well as focusing on community demands. Councilmember Reid then asked how a hybrid Center would look structurally. City Manager Shaffer noted elements of the design will meet a wide variety of needs; there is a community room anticipated for programming of events, rentals and weddings. City Manager Shaffer further commented that the needs of both groups will be kept in mind as the City Administration takes the next steps in design.

Councilmember Knapp asked how increased programming and rental funding is proposed in terms of balancing the needs, especially as it pertains to approaching donors and marketing. The City Manager relayed that most of the current center's senior programming occurs during the day and the presumption going forward is that the daytime would focus on seniors, whereas evenings could be opened up for outside events or rentals. The City Manager asked Ms. Phillips to confirm the current scheduling - that this was indeed how it was approached and how that could be accommodated going forward.

Councilmember Ford asked how the city would address the existing building. He wanted to know if the current building had been valued and how the City Administration was planning to dispose of it. City Manager Shaffer responded that this aspect had yet to be evaluated but was planning to have the building appraised and evaluated. The method of disposal would be something to come before Council at a later date

when a true final project was being proposed. Councilmember Ford then asked Ms. Phillips about city resident usage and how that is expected to look going forward. Ms. Phillips noted that the trend is expected to maintain, but highlighted that non-members do pay more in membership fees and it ensures that the funding is sufficient for participation. Councilmember Ford asked the City Manager how fundraising is planned for the new project. City Manager Shaffer explained that financing isn't concrete as of yet.

Councilmember Urban asked Ms. Phillips what the current operating cost is. Ms. Phillips responded that it is more or less \$600,000 currently with \$720,000 projected - roughly an eighteen percent (18%) increase. Councilmember Urban stated that the most recent millage request had an optimistic forecast and that he had supported all the millage proposals in the past. Councilmember Urban commented that he feels it is a conflict of interests. The way the city is approaching the new proposal is still not meeting the needs; he noted that the parking in the proposed plan still doesn't have sufficient space. Councilmember Urban also noted the 2008 economic downturn had brought up the issue of whether the Senior Center would be kept open and the Council and City Administration had ultimately chosen to maintain the Senior Center operation as it was decided to be a special and important community need. Councilmember Urban closed by saying he supports the current proposal moving forward but expressed concern for the current stage presented, the amount of money being requested and lack of project definition to take this proposal to the community for support.

Mayor Randall then spoke, relaying that she had attended a meeting with the City Manager and Keith Hopkins to get the project rolling, noting Mr. Hopkins' prior successful fundraising campaigns. Mayor Randall stated she is optimistic that Mr. Hopkins can assist the city in this endeavor and that he will be able to assist in securing well over half, if not all, the money through fundraising and donations. Mayor Randall commented that she is willing to name or designate rooms or buildings or wings if that help will garner more funds for the project. She also relayed that the City Manager, herself and her husband Bob Randall, a retired executive of Zoetis, will be presenting to the Zoetis Philanthropic Board on August 1st to present the new Senior Center project and ask for funding assistance. Mayor Randall mentioned that she has gained a personal insight into the daily operations, as well as struggles, of the Senior Center now that her in-laws have moved to the area and utilize the amenity. She commented that she fully supports the project and mentioned her optimism in light of the recent community support of the funding for the Portage Public Schools bond issues.

Mayor Pro Tem Pearson commented that he regularly utilizes the Senior Center through Rotary. He supports continued use of the Senior Center and agrees with Mayor Randall that Portage has a major donor presence in the community and desires to see these major donors contribute within their local community. Mayor Pro Tem Pearson asked the City Manager to confirm the next steps if at least half of the funding can be secured or promised then the City Administration would come back to City Council for the next phase of the project. Or, if half the funding could not be promised or garnered through fundraising, that the City Manager would report back to Council with the information learned by the City Administration and Mr. Hopkins as to what money was out there and available, as well as what the next options would be based on that feedback. Mayor Pro Tem Pearson also inquired regarding the value of the current Portage Senior Center and asked the City Manager to have that response ready at the next Council meeting.

Mayor Randall then opened the floor to the citizens in attendance for comments. First to speak was Dan Kamerman, a non-resident currently from Delton, who noted that he attends the Portage Senior Center due to the great offerings and selections provided, which is what brings outside participants as compared with other Senior Centers. Resident Bob Perkins stated that the senior board will help fundraising efforts with smaller area donors as well. Resident Edie Burch spoke up to voice her support of the Senior Center because it allows for socialization of seniors and other community members, notably with offerings of various clubs. Resident Ann Perkins offered support of the Portage Senior Center clubs and the need for a bigger space for all activities at the Senior Center. Amanda Willer, representative for Kalamazoo County seniors, commented that the current Portage building is old and that the community will continue to have a

significant aging population but commended Portage for being an age friendly community. Ms. Willer stated that the fees for the Portage Senior Center are attractive because they are more accommodating than senior day services fees. Ann Zemlick from the Kalamazoo County Area Agency on Aging also commended Portage because the community has a notable Senior Center for the region and complimented Kim Phillips for both her efforts and the programs she offers. Ms. Zemlick encouraged continued intergovernmental activities to fight the big issue of senior isolation. Jim Hoppe, former Portage resident, continues to use the Portage Senior Center for the various clubs. Mr. Hoppe complained that the current building is obsolete and retrofitting or renovating is not a viable option. Jane Webling voiced her support and desire to continue participation. Dan Burch noted that Kim and staff do a fantastic job with program offerings and that they continue to be flexible in their space accommodations, specifically that the office space for Kim and her staff is too small but they continue to be able to do very much with very little. Mr. Burch also commented that the facility is failing despite the funds input to keep it up. He further stressed the center's important aspect in the community similar to the Portage Public Schools and school athletics programs. Mr. Burch joked that area seniors are just as athletic as the area students and the senior programs are an important feature for the community as a whole. Resident Lyle Schenk inquired about parking and incorporating the review of parking spaces into building reviews going forward. Mr. Schenk also confirmed the high level of outside participation the Portage Senior Center currently experiences. City Manager Shaffer noted that no formal site plan has yet been created but will address parking and site planning in the next steps.

Mayor Randall closed the meeting by reviewing the purpose of the Committee of the Whole meeting and format. She reminded attendees that August 14th will be the next regular meeting of the City Council at which time an expected fundraising contract proposal will be on the agenda and discussion is anticipated for the next phase of the Senior Center project.

Mayor Randall adjourned the meeting at 6:46 p.m.

Erica L. Eklov, Deputy City Clerk

CITY COUNCIL MEETING MINUTES FROM JULY 24, 2018

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. At the request of Mayor Randall, the City Clerk called the roll with the following members present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

At the request of Mayor Randall, Pastor Clayton Smith of the First Reformed Church of Portage provided the invocation and, following the invocation, City Council and the audience recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda.

Motion by Knapp, seconded by Reid, to approve the Consent Agenda items as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Knapp, seconded by Reid, to approve the Regular Meeting Minutes of July 10 and Pre-Council Meeting Minutes of July 23, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JULY 24, 2018: Motion by Knapp, seconded by Reid, to approve the Accounts Payable Register of July 24, 2018. Upon a roll call vote, motion carried 7 to 0.

SPECIAL ASSESSMENT PETITION FOR HILL 'AN' BROOK DRIVE: Motion by Knapp, seconded by Reid, to refer the special assessment petition in favor of creating a special assessment district on Hill 'an' Brook Drive (Angling Road to Greenhill Street) to the City Administration for review and report. Upon a roll call vote, motion carried 7 to 0.

PRESIDENTIAL BREWING MICROBREWER AND SMALL WINEMAKER LICENSE: Motion by Knapp, seconded by Reid, to adopt the Resolution granting the request from Presidential Brewing at 8232 and 8302 Portage Road for a Micro Brewer and Small Winemaker Liquor License. Upon a roll call vote, motion carried 7 to 0.

ENGINEERING AND ARCHITECTURAL PROFESSIONAL SERVICES FOR THE ELIASON NATURE RESERVE PHASE II: Motion by Knapp, seconded by Reid, to award a contract in the amount of \$89,750 to Abonmarche Consultants for Engineering and Architectural Professional Services for the Eliason Nature Reserve Phase II project and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

CONTRACT WITH MICHIGAN PAVING AND MATERIALS COMPANY: Motion by Knapp, seconded by Reid, to award a construction contract to Michigan Paving and Materials Company of Kalamazoo, Michigan, for the 2018 Local Streets Reconstruction Program in an amount not to exceed \$928,885.09 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Knapp, seconded by Reid, to receive minutes of the Historic District Commission of June 6 and Park Board of June 6, 2018. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Mr. Maurice Rykert, 6812 Bratcher Street, spoke regarding commercial vehicles in residential neighborhoods and reviewed circumstances near his home on Bratcher Street. Mr. Rykert reviewed his discussion with his neighbor on the matter along with his discussions with City Manager Shaffer. Mr. Rykert also reviewed efforts and conversations he had with the Department of Public Safety and Office of the City Attorney regarding his desire for the issuance of a violation to a trailer parked on Bratcher. Mayor Randall expressed support for the fact that Mr. Rykert and his neighbor discussed the matter and assured Mr. Rykert that any steps being taken by the City regarding his concern are not politically motivated. Mayor Randall commented that the City is still reviewing the matter. Mr. Shaffer shared that he had met and spoken with Mr. Rykert regarding his concerns and that his preference would be for the neighbor to cooperate with the City. However, Mr. Shaffer stated, the City can seek compliance via administrative authority if necessary. Mr. Shaffer concluded by stating that the City is still working on the matter and he is hoping to come back to City Council with information involving a resolution.

City Attorney Randy Brown stated that the matter raised by Mr. Rykert is under review and details cannot be discussed publicly since the matter may result in criminal prosecution. Mr. Brown concluded by stating that now is not the time to get into discussions involving resolution or prosecution.

Mr. Robert Poole, 2623 Hill 'an' Brook Drive, spoke with regard to Item F.3 (Special Assessment Petition). Mr. Poole stated that Hill 'an' Brook is scheduled for road repairs and believes that now is the optimal time for curb and gutter to be installed on the street. He expressed support for the project and provided a list of reasons why the project should proceed.

Mr. Mike Quinn, 7025 Rockford Street, shared that it was very good news that Pfizer is continuing to expand and develop in Portage and that Portage is a great place to live and work. Mr. Quinn then spoke in support of the proposed "Senior Millage" which is on the August Primary ballot. He explained that the millage would be used to assist and care for seniors that may not have the financial means to do so on their own.

COMMUNICATIONS:

CALENDAR OF MEETINGS: At the request of Mayor Randall, City Clerk Herringa read the meeting schedule for the record. Motion by Pearson, seconded by Reid, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp shared that she participated in a meeting of the Kalamazoo County Public Arts Commission. She explained that the Arts Commission is taking steps to modernize and make the organization more efficient. She also shared that local artists are attending the monthly meetings to explain their work and how it benefits the community. Ms. Knapp commented that art in public space, such as community murals, are beneficial to the community.

Motion by Reid, seconded by Ford, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns encouraged residents to vote in the August 7th Primary Election.

Councilmember Ford shared that he attended and enjoyed the recent Damien Escobar concert at the Overlander Bandshell. Mr. Ford also shared that the Kalamazoo Spartans had a successful golf outing and thanked those who supported the event.

Councilmember Reid expressed her personal support for the countywide Senior Millage. She encouraged residents to get involved. She explained that the millage question is countywide and supports seniors with income, disability, finance, health and other issues. She concluded by stating that the services that would be provided by the millage should not be confused with programs and offerings at the Portage Senior Center.

Councilmember Knapp shared that she and Mayor Randall met with Scott Schrum, the Executive Director of Residential Opportunities, Inc. (ROI), and toured the Great Lakes Center for Autism Treatment on Portage Road. She shared that she and the Mayor also toured homes in the community managed by ROI and complimented ROI on their efforts and compassion.

City Manager Shaffer thanked Deputy City Manager Rob Boulis for filling in while he was on vacation.

Mayor Pro Tem Pearson stated that it was exciting that the Governor was in town and Mayor Randall shared that Pfizer announced they are making a \$465 million addition to their plant in Portage. She stated that this means over 460 new jobs in the City with an average annual salary of approximately \$93,000. She stated that this development also means that the largest employer in the city, Pfizer, is committed to the City of Portage and here to stay. She stated that Pfizer comprises 10% of the tax base in the city and this will only increase. Mayor Randall concluded her comments regarding Pfizer by stating that the new jobs in Pfizer will translate into hundreds of new jobs in the broader community.

Mayor Randall shared that she and Councilmember Knapp toured the Autism Treatment Center along with ROI group homes in the city. She stated that this was an opportunity for both she and Councilmember Knapp to learn more about the good work ROI is doing in the community.

Mayor Randall concluded by sharing that prior to this meeting the City Council held a Committee of the Whole meeting that was well-attended by senior citizens. As a result of this meeting, Mayor Randall stated that at the August 14th Regular Meeting the City Council will be discussing a potential public/private partnership to rebuild the Senior Center. Mayor Randall shared her belief that there is a true need to rebuild the Senior Center and to take steps to make sure the City of Portage is an "age-friendly" community. Mayor Randall expressed her personal support for the Senior Millage and thanked Mr. Quinn for raising the matter earlier in the meeting.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:39 p.m.

Adam Herringa, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF AUGUST 13, 2018**

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed August 14th Regular Meeting Agenda.

With regard to Item A.1.a, Mayor Pro Tem Pearson asked that the July 24th Committee of the Whole meeting minutes remove the mention of Pickleball from his comments regarding the current Portage Senior Center so as to avoid confusion that the activity is not played on-site at the Senior Center.

With regard to Item A. 3, Councilmember Burns inquired about the two other potential vendors for the City Hall window, door and skylight replacement project. Deputy City Manager Rob Boulis stated that at least one vendor's scope of work did not include skylights, but did not recall specifics for the other vendor. Deputy City Manager Boulis further noted that the City Administration was pleased that the bid submitted by Forman Glass was substantially lower than the amount budgeted.

With regard to Item A. 8, Mayor Pro Tem Pearson asked for clarification regarding the Department of Public Safety Records Retention Schedule proposal, whether the duration was suggested for increase or decrease. Deputy City Clerk Eklov responded that the retention period is proposed to be decreased to adhere more closely to state and national standards.

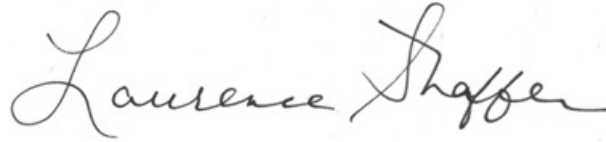
With regard to Item A.9, Councilmember Ford asked why the cost of the contract was increasing by almost double. City Manager Shaffer responded that the original estimate for the proposed Fire Station #2 was low, that the square footage for the new building is increasing and finally, that Williams Architects has revised its plan as to what will be involved to construct the new Fire Station #2 building.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:06 a.m.

Erica L. Eklov, Deputy City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of August 14, 2018 as presented.

The City Council reviews and approves the Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments made since the prior meeting. The attached Accounts Payable Register covers the period July 8, 2018 through August 5, 2018, and notes \$1,828,854.16 in automated clearing house payments, \$2,520,322.88 in paper checks, and \$93,735.84 in auto-pay payments, for a grand total of \$4,442,912.88.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 8-14-2018

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
07/09/2018	9053(A)	AUTOMATIC MICROFILM CO.	MICROFILMING/SCANNING	501.60
07/13/2018	9054(A)	A NEW LEAF	SIX MONTHS OF PLANT	85.00
07/13/2018	9055(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	24,937.10
07/13/2018	9056(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEE SERVICES	9,160.81
07/13/2018	9057(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	1,295.81
07/13/2018	9058(A)	ALL-TRONICS, INC.	EQUIPMENT MAINTENANCE	78.00
07/13/2018	9059(A)	ALRO STEEL CORPORATION	STEEL PLATE	26.84
07/13/2018	9060(A)	AMERICAN SAFETY & FIRST AID	RAMONA FIRST AID SUPPLIES	209.94
07/13/2018	9061(A)	ANALYTICAL TESTING & CONSULTIN	CDBG LEAD BASED PAINT	550.00
07/13/2018	9062(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	1,125.00
07/13/2018	9063(A)	AUMACK, MICHAEL	UMPIRE PAYROLL 7-9-18	175.00
07/13/2018	9064(A)	BEEBE, RONALD E.	UMPIRE PAYROLL 7-9-18	288.00
07/13/2018	9065(A)	BYHOLT INC.	2NS SAND	731.09
07/13/2018	9066(A)	C D W GOVERNMENT, INC.	MULTI FUNCTION PRINTER	284.05
07/13/2018	9067(A)	C T S TELECOM, INC.	MONTHLY FIBER SERVICES	3,077.79
07/13/2018	9068(A)	CARLETON EQUIPMENT CO.	REPAIR SUPPLIES	366.90
07/13/2018	9069(A)	CHARTER COMMUNICATIONS	CABLE TV	674.98
07/13/2018	9070(A)	CLEAN EARTH ENVIRONMENTAL SERV	TANK CLEANING SERVICES	5,200.00
07/13/2018	9071(A)	CONSUMERS CONCRETE CORP.	BUILDING SUPPLIES	3,250.00
07/13/2018	9072(A)	CROWN TROPHY	PLAQUE FOR BETTY ONGLEY	50.00
07/13/2018	9073(A)	DANIEL MILLS	MACP CONFERENCE 062318 - 062718	855.30
07/13/2018	9074(A)	DATAWORKS PLUS LLC	MOBILE FINGERPRINT SCANNERS	7,050.00
07/13/2018	9075(A)	DEBOER, GERALD K.	UMPIRE PAYROLL 7-9-18	189.00
07/13/2018	9076(A)	DEER CONTRACTING & LANDSCAPE	BIKE PAD INSTALLATION	36,854.00
07/13/2018	9077(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC MATERIALS	1,598.00
07/13/2018	9078(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEMS W/ EXT 2 YR WARR	630.00
07/13/2018	9079(A)	EDWARDS, HENRY	UMPIRE PAYROLL 7-9-18	253.00
07/13/2018	9080(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE ST ALARM UPDATE	16,095.00
07/13/2018	9081(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	SHOP MAINTENANCE	4,430.92
07/13/2018	9082(A)	ETNA SUPPLY, INC.	ELIASON PROJECT SUPPLIES	5,083.96
07/13/2018	9083(A)	F D LAKE COMPANY	CHAIN INSPECTION	160.00
07/13/2018	9084(A)	FARM N GARDEN	BALL DIAMOND SUPPLIES	7,054.83
07/13/2018	9085(A)	FISHBECK THOMPSON CARR & HUBER, INC	PROESSIONAL SERVICES	3,990.00
07/13/2018	9086(A)	FORSHEE, MARK	UMPIRE PAYROLL 7-9-18	305.50
07/13/2018	9087(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,480.00
07/13/2018	9088(A)	GLOBAL EQUIPMENT CO., INC.	SHELVES	3,909.02
07/13/2018	9089(A)	GORDON WATER SYSTEMS	WATER SERVICE 2017-18	55.50
07/13/2018	9090(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,863.25
07/13/2018	9091(A)	HARTMAN, CHARLES	UMPIRE PAYROLL 7-9-18	168.00
07/13/2018	9092(A)	HOJNACKI, DAVID	UMPIRE PAYROLL 7-9-18	138.00
07/13/2018	9093(A)	HOWARD PRINTING	PORTAGER	2,802.00
07/13/2018	9094(A)	IP CONSULTING, INC.	WEBEX SERVICES ANNUAL	1,160.13
07/13/2018	9095(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANSCAPE SERVICES	12,922.75
07/13/2018	9096(A)	J & J LAWN SERVICE, INC.	MOWING AND TRIMMING	17,044.00
07/13/2018	9097(A)	J. ALLEN & CO. INC.	PARKING LOT REPAIRS	26,540.00
07/13/2018	9098(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM RENTAL	210.00
07/13/2018	9099(A)	KAHN, WILMA	PROGRAM VENDOR PAYMENT	312.00
07/13/2018	9100(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	653.96
07/13/2018	9101(A)	KUSHNER & COMPANY, INC.	FEB-JUNE 2018 FSA ADMIN	293.23
07/13/2018	9102(A)	LAKE MICHIGAN MAILERS, INC.	POSTAGE METER	260.00
07/13/2018	9103(A)	LANDS END	UNIFORMS	159.65
07/13/2018	9104(A)	LOWE'S HOME CENTER	SUPPLIES - PARKS DIV	3.79
07/13/2018	9105(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION REPAIRS	7,813.00
07/13/2018	9106(A)	MATERIALS RESOURCES	LATEX GLOVES & MISC	39.12
07/13/2018	9107(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL 7-9-18	138.00
07/13/2018	9108(A)	MCNALLY ELEVATOR CO.	REGULAR MAINTENANCE	375.00
07/13/2018	9109(A)	MEJEUR ELECTRIC LLC	ELECTRICAL REPAIRS	4,806.00

07/13/2018	9110(A)	MICHIGAN ELECTION RESOURCES, LLC	ELECTION SUPPLIES	1,644.85
07/13/2018	9111(A)	MICHIGAN PAVING & MATERIALS CO.	RELEASE RETAINAGE	309,886.82
07/13/2018	9112(A)	MICROSYSTEMS, INC.	SCANNING OF LARGE BUILDING PLANS	1,334.25
07/13/2018	9113(A)	NUYEN, ERIC	UMPIRE PAYROLL 7-9-18	126.00
07/13/2018	9114(A)	OFF THE CUFF CATERING	CAFE CONCESSIONS	663.50
07/13/2018	9115(A)	ONE WAY PRODUCTS	CAN LINERS AND SUPPLIES	272.86
07/13/2018	9116(A)	PARIS CLEANERS	UNIFORM CLEANING	1,050.10
07/13/2018	9117(A)	PATESEL, TERRY	UMPIRE PAYROLL 7-9-18	23.50
07/13/2018	9118(A)	PCM SALES, INC.	COMPUTER MONITOR	158.00
07/13/2018	9119(A)	PERCEPTIVE CONTROLS, INC.	SCADA SYSTEM UPGRADES	58,636.75
07/13/2018	9120(A)	PETERS CONSTRUCTION CO.	STORM DRAINAGE IMPROVEMENTS	15,809.00
07/13/2018	9121(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMEN-CELERY FLATS	687.50
07/13/2018	9122(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	1,267.00
07/13/2018	9123(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	110.00
07/13/2018	9124(A)	R W LAPINE INC.	HVAC ON-CALL SERVICES AND PARTS	2,769.22
07/13/2018	9125(A)	RHODES, KEVIN	UMPIRE PAYROLL 7-9-18	192.00
07/13/2018	9126(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	23,048.50
07/13/2018	9127(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	832.03
07/13/2018	9128(A)	RIETH-RILEY CONSTRUCTION CO., INC	2018 MILL & FILL PROGRAM	260,274.88
07/13/2018	9129(A)	S B F ENTERPRISES, INC.	SPECIAL ASSESSMENT PRINTING/MAILING	1,155.36
07/13/2018	9130(A)	SEVERANCE ELECTRIC COMPANY, INC	STRYKER WAY/PORTAGE RD TRAFFIC SIGNAL	151,790.23
07/13/2018	9131(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS	165.00
07/13/2018	9132(A)	SOS TECHNOLOGIES	AED BATTERIES/PADS	1,089.15
07/13/2018	9133(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	22,214.85
07/13/2018	9134(A)	THE IRRIGATOR	FIRE FACILITY MAINT	166.73
07/13/2018	9135(A)	THOMPSON, HELENE	PROGRAM VENDOR PAYMENT	432.00
07/13/2018	9136(A)	TYLER TECHNOLOGIES, INC.	SOFTWARE MAINTENANCE	158,266.00
07/13/2018	9137(A)	UNITED PETROLEUM	TANK MONITOR SUPPLIES	46.20
07/13/2018	9138(A)	VANDENBRINK, BRIAN	CALEA CONFERENCE 7/25/18 - 7/29/18	180.00
07/13/2018	9139(A)	VERPLANK TRUCKING CO.	H1 LIMESTONE	1,576.12
07/13/2018	9140(A)	W W GRAINGER INC	FLEET MAINTENANCE	2,212.13
07/13/2018	9141(A)	WIGHTMAN & ASSOCIATES, INC.	SURVEYING SERVICES	1,950.00
07/13/2018	9142(A)	XEROX CORPORATION	XEROX AGREEMENT - JUNE	687.14
07/16/2018	9143(A)	VANDERVEEN, LAUREN	POSTAGE FOR ABSENTEE BALLOTS & SHUT OFF	123.52
07/23/2018	9144(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	17,027.93
07/23/2018	9145(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	564.35
07/23/2018	9146(A)	BATTERIES PLUS	LED BULBS	1,020.00
07/23/2018	9147(A)	BCHS-HELPNET	EMPLOYEE ASSISTANCE PROGRAM - 2018-2019	1,775.46
07/23/2018	9148(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE -	128,033.62
07/23/2018	9149(A)	C D W GOVERNMENT, INC.	SSD HARD DRIVE FOR TESTING	74.50
07/23/2018	9150(A)	C M P DISTRIBUTORS, INC.	UNIF/EQUIP	280.00
07/23/2018	9151(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIR	10,230.00
07/23/2018	9152(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYSTEM MONITOR	1,502.88
07/23/2018	9153(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIVISION	257.01
07/23/2018	9154(A)	FIRE SERVICE MANAGEMENT	FIRE PPE GEAR REPAIR	202.30
07/23/2018	9155(A)	GAIL ANDRUS TRAVEL	PROGRAM VENDOR PAYMENT CASINO	3,050.00
07/23/2018	9156(A)	GORDON WATER SYSTEMS	WATER COOLER SERVICE	161.45
07/23/2018	9157(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	736.00
07/23/2018	9158(A)	GREATER KALAMAZOO UNITED WAY	CONTRIBUTIONS FOR JULY 2018	568.00
07/23/2018	9159(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL FOR CITY HALL	264.00
07/23/2018	9160(A)	INDUSCO SUPPLY CO., INC.	PAPER PRODUCTS	2,616.86
07/23/2018	9161(A)	JONS TO GO PORTABLE RESTROOM	LUAU PORTA-JON RENTA	210.00
07/23/2018	9162(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	552.75
07/23/2018	9163(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	376.88
07/23/2018	9164(A)	MAIL MANAGEMENT, INC.	MAIL ROOM SUPPLIES	228.90
07/23/2018	9165(A)	MARIE GLEESING	911 LEADERSHIP EVENT	200.00
07/23/2018	9166(A)	MATERIALS RESOURCES	LATEX GLOVES & MISC	164.16
07/23/2018	9167(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINT PROG	2,706.65
07/23/2018	9168(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	212.00

07/23/2018	9169(A)	NYE UNIFORMS	UNIFORMS	133.98
07/23/2018	9170(A)	OFF THE CUFF CATERING	RAMONA CONCESSIONS	139.00
07/23/2018	9171(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	1,156.68
07/23/2018	9172(A)	PCM SALES, INC.	SYMANTEC ENDPOINT	4,826.00
07/23/2018	9173(A)	PEOPLEFACTS, LLC 740303	EMPLOYEE BACKGROUND CHECKS	40.95
07/23/2018	9174(A)	PETERS CONSTRUCTION CO.	REPAIR SPILLWAY	833.00
07/23/2018	9175(A)	PORTAGE FIREFIGHTERS	IAFF DUES FOR JULY 2018	1,726.08
07/23/2018	9176(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL DUES FOR JULY 2018	80.00
07/23/2018	9177(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR JULY 2018	756.00
07/23/2018	9178(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,073.24
07/23/2018	9179(A)	S B F ENTERPRISES, INC.	PRINTING AND PROCESSING SUMMER 2018 TAX	2,180.08
07/23/2018	9180(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UNION DUES FOR JULY 2018	439.66
07/23/2018	9181(A)	WIGHTMAN & ASSOCIATES, INC.	STAKING SERVICES	531.25
07/27/2018	9182(A)	AUMACK, MICHAEL	UMPIRE PAYROLL 7-23-18	500.00
07/27/2018	9183(A)	AUTOMATIC MICROFILM CO.	RECORDS FILMING/SCANNING	1,732.52
07/27/2018	9184(A)	BEEBE, RONALD E.	UMPIRE PAYROLL 7-23-18	360.00
07/27/2018	9185(A)	BRINK WOOD PRODUCTS, INC.	PLAYGROUND MULCH	1,242.00
07/27/2018	9186(A)	C D W GOVERNMENT, INC.	MONITOR	170.99
07/27/2018	9187(A)	CARSTAR PORTAGE	REPAIR 2008 FORD SUPER DUTY F-250	3,349.55
07/27/2018	9188(A)	D & D PRINTING CO.	RAMONA PARK PASSES	942.72
07/27/2018	9189(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING	97.95
07/27/2018	9190(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	17,643.71
07/27/2018	9191(A)	DOUGLASS SAFETY SYSTEMS LLC	FIRE UNIFORMS	3,413.27
07/27/2018	9192(A)	EDWARDS, HENRY	UMPIRE PAYROLL 7-23-18	276.00
07/27/2018	9193(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE FACILITY MAINT.	1,159.00
07/27/2018	9194(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIV	106.00
07/27/2018	9195(A)	EXTREME POWER EQUIPMENT, INC.	UTV POLY PLOW	2,895.49
07/27/2018	9196(A)	FERRELLGAS, LP	CYLINDER RENTAL	12.00
07/27/2018	9197(A)	FORSHEE, MARK	UMPIRE PAYROLL 7-23-18	376.00
07/27/2018	9198(A)	GERALD K. DEBOER	UMPIRE PAYROLL 7-23-18	84.00
07/27/2018	9199(A)	GORDON WATER SYSTEMS	WATER SERVICE	396.30
07/27/2018	9200(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL - GLWTP	145.00
07/27/2018	9201(A)	GRYPHON PLACE	CDBG 211 INFORMATION	1,350.00
07/27/2018	9202(A)	HARTMAN, CHARLES	UMPIRE PAYROLL 7-23-18	192.00
07/27/2018	9203(A)	HOJNACKI, DAVID	UMPIRE PAYROLL 7-23-18	184.00
07/27/2018	9204(A)	HURLEY & STEWART, LLC	2018 STORM DRAINAGE IMPROVEMENTS PROJECT	55,493.59
07/27/2018	9205(A)	IP CONSULTING, INC.	IPC BLOCK TIME 50HRS	7,500.00
07/27/2018	9206(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANDSCAPE SERVICES	3,556.00
07/27/2018	9207(A)	J & J LAWN SERVICE, INC.	MOWING AND TRIMMING	5,452.97
07/27/2018	9208(A)	KIEL, MICHAEL	UMPIRE PAYROLL 7-23-18	144.00
07/27/2018	9209(A)	LENDING HANDS OF MICHIGAN, INC.	CDBG MEDICAL EQUIPMENT	850.00
07/27/2018	9210(A)	MATERIALS RESOURCES	MAINTENANCE SUPPLIES	547.30
07/27/2018	9211(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL 7-23-18	230.00
07/27/2018	9212(A)	MEJEUR ELECTRIC LLC	LIGHTING FOR CFVC PA	3,990.00
07/27/2018	9213(A)	MENARDS, INC	CELERY FLATS VC	574.91
07/27/2018	9214(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	285.40
07/27/2018	9215(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP SOIL	450.00
07/27/2018	9216(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,303.00
07/27/2018	9217(A)	NUYEN, ERIC	UMPIRE PAYROLL 7-23-18	168.00
07/27/2018	9218(A)	ONE WAY PRODUCTS	CAN LINERS AND SUPPLIES	472.58
07/27/2018	9219(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	7,296.41
07/27/2018	9220(A)	PCM SALES, INC.	MONTHLY IT OUTSOURCING	43,949.91
07/27/2018	9221(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	3,077.66
07/27/2018	9222(A)	PREIN & NEWHOF	ENGINEERING SERVICES	3,671.40
07/27/2018	9223(A)	PROFESSIONAL BUILDING SERVICES LLC	CARPET CLEANING	3,542.54
07/27/2018	9224(A)	R W LAPINE INC.	HVAC ON-CALL SERVICES & PARTS	871.28
07/27/2018	9225(A)	RHODES, KEVIN	UMPIRE PAYROLL 7-23-18	192.00
07/27/2018	9226(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	4,071.39
07/27/2018	9227(A)	SAFARI MONTAGE	SAFARI MONTAGE SOFTWARE RENEWAL	3,000.00

07/27/2018	9228(A)	SEVERANCE ELECTRIC COMPANY,INC	WIRING REPAIR	450.00
07/27/2018	9229(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR P	120.00
07/27/2018	9230(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	174,863.44
07/27/2018	9231(A)	W W GRAINGER INC	FLEET MAINTENANCE	1,244.00
07/27/2018	9232(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	30,321.25
			Total ACH Transactions:	1,828,854.16
Check Type: Paper Check				
07/09/2018	306644	U S POSTMASTER	POSTAGE REFILL	5,000.00
07/11/2018	306645	BUSINESS SPEAKERS BUREAU	DAMIEN ESCOBAR BALANCE	9,750.00
07/11/2018	306646	PETTY CASH-ALYSSA MILBECK	INCREASE PETTY CASH	400.00
07/13/2018	306647	A T & T	TELEPHONE SERVICE	9,613.63
07/13/2018	306648	A T & T	MAINTENANCE CONTRACT	10,449.84
07/13/2018	306649	ABOUT YOU BUILDERS INC	BD Bond Refund	150.00
07/13/2018	306650	ALLEGRA PRINT & IMAGING	VOLUNTEER RECOGNITION	695.50
07/13/2018	306651	ALLIED MECHANICAL SERVICE	PLUMBING REPAIRS	1,849.00
07/13/2018	306652	ALTA EQUIPMENT CO.	CRACKSEALER SWITCH	125.40
07/13/2018	306653	AMERICAN VILLAGE BUILDERS INC	BD Bond Refund	2,070.00
07/13/2018	306654	AMERICAN VILLAGE DEV CO	BD Bond Refund	400.00
07/13/2018	306655	ANY CUTTING & WELDING	SAFETY CAN REPAIRS	500.00
07/13/2018	306656	APPLIED INDUSTRIAL TECHNOLOGIE	MAINTENANCE SUPPLIES	81.82
07/13/2018	306657	ARTWEAR APPAREL GRAPHICS, INC.	CHAMPIONSHIP TSHIRTS	1,419.50
07/13/2018	306659	B & H PHOTO & ELECTRONICS CORP.	DJI PHANTOM 4 PRO+ OBSIDIAN	2,580.27
07/13/2018	306660	B L HARROUN & SON INC.	FIRE FACILITY MAINT.	6,661.49
07/13/2018	306661	BALKEMA EXCAVATING, INC.	RELEASE RETAINAGE & INT	36,617.78
07/13/2018	306662	BARBARA BULL	TRIP VENDOR PAYMENT	1,552.50
07/13/2018	306663	BELDEN BRICK AND SUPPLY	ELIASON PAVILION STONE	6,049.44
07/13/2018	306664	BEONGA, DELENA & CROSBY, WILLIAM	TRIP REFUND	180.00
07/13/2018	306665	BERGER, JOHN	OVERPAYMENT REFUND/7133 S 12TH	43.25
07/13/2018	306666	BEST WAY DISPOSAL, INC.	PORTABLE RESTROOM RENT	2,480.60
07/13/2018	306667	BROOKS ARCHERS INC.	80% OF CAMP REVENUE	576.00
07/13/2018	306668	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	94.98
07/13/2018	306669	CARTRIDGE WORLD	PRINTER SERVICES FOR JUNE 2018	2,327.84
07/13/2018	306670	CHAPMAN, MARY	TRIP REFUND	110.00
07/13/2018	306671	CINTAS CORP.	INSPECTORS PANT RENTAL	466.92
07/13/2018	306672	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	301,896.76
07/13/2018	306673	CITY OF PORTAGE	SPECIAL ASSESSMENTS	12,300.14
07/13/2018	306674	CITY OF PORTAGE	OVERPAYMENT AMOUNT	148.34
07/13/2018	306675	COCHRAN GLASS AND DOOR, LLC	DOOR REPAIR	250.00
07/13/2018	306676	COMPLETE LANDSCAPING SOLUTIONS	TALL GRASS AND WEEDS MOWING	271.44
07/13/2018	306677	CONSUMERS ENERGY-BILL PMT CNT	STREETLIGHTS	41,042.21
07/13/2018	306678	CRONIN, MARY ANN	TRIP REFUND	140.00
07/13/2018	306679	DATA STRATEGY LLC	PA FIREWALL INSTALLATION PROJECT	9,200.00
07/13/2018	306680	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE SUPPLIES	3,766.50
07/13/2018	306681	DELOOF CONSTRUCTION INC	BD Bond Refund	700.00
07/13/2018	306682	DEVISSER LANDSCAPE SERVICE, INC	BD Bond Refund	100.00
07/13/2018	306683	DEVON TITLE AGENCY	TITLE WORK	2,825.00
07/13/2018	306684	DEYOUNG LANDSCAPING	BD Bond Refund	230.00
07/13/2018	306685	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	13,073.00
07/13/2018	306686	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	2,714.97
07/13/2018	306687	ENGINEERING SUPPLY & IMAGING	BOND PAPER	62.71
07/13/2018	306688	EVANS, DOROTHY	606 LARKSPUR AVE OVERPYPMT REFUND	10.29
07/13/2018	306689	FADER EQUIPMENT, INC.	ELIASON PROJECT BRICK SAW RENTAL	980.00
07/13/2018	306690	FAIR HOUSING CENTER OF SW MICHIGAN	2017-2018 ANNUAL FAIR HOUSING CONTRACT	1,000.00
07/13/2018	306691	FAWLEY OVERHEAD DOOR, INC.	FIRE FACILITY MAINT.	3,929.00
07/13/2018	306692	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE - 2018-2019	1,093.86
07/13/2018	306693	FIRE DEPARTMENT TRAINING NETWORK	FIRE OPS TRAINING	2,250.00
07/13/2018	306694	FIRE EQUIPMENT ASSOCIATES INC.	FIRE THERMAL IM CAMERA	27,000.00
07/13/2018	306696	GORDON FOOD SERVICE	RAMONA CONCESSIONS	188.09
07/13/2018	306697	HALL TRUST, STANLEY	1104 WETHERFIELD OVERPAY REF	121.88

07/13/2018	306698	HOME DEPOT	MAINTENANCE SUPPLIES	4,154.25
07/13/2018	306700	IAAO	ED VANDERVRIES IAAO 2018 CONFERENCE	645.00
07/13/2018	306701	INGRID MCGUIRE	TUITION ASSISTANCE -	420.00
07/13/2018	306702	JOHN W. DUNLOP	FISH CAMP INSTRUCTION	140.00
07/13/2018	306703	JOHNSTON LEWIS ASSOCIATES INC.	INSURANCE ON STORAGE TANKS	3,922.68
07/13/2018	306704	JUST MOVE FITNESS AND MORE	RAMONA FITNESS CLASSES	350.00
07/13/2018	306705	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	200.00
07/13/2018	306706	KALAMAZOO LANDSCAPE SUPPLIES	ELIASON PROJECT	809.05
07/13/2018	306707	KALAMAZOO SPORTSWEAR	SCREEN PRINTING SERVICES	116.25
07/13/2018	306708	KAMMINGA & ROODVOETS, INC.	FORCE MAIN REPLACEMENT	209,313.96
07/13/2018	306709	KCHCS/AAAIHA	2 TABLES AT SENIOR EXPO	250.00
07/13/2018	306710	KIESER & ASSOCIATES, LLC	PROFESSIONAL SERVICES	5,207.00
07/13/2018	306711	KIK, DAN P	3764 TARTAN CIR OVERPYMT REF	98.08
07/13/2018	306712	KLAIN, TYLER	REFUND OVERPAYMENT 1412 MEADOWBROOK	52.97
07/13/2018	306713	KROL, BRIAN	BD Bond Refund	150.00
07/13/2018	306714	KZOO TIRE COMPANY	TIRES	661.00
07/13/2018	306715	LAKELAND ASPHALT CORP.	PORTAGE ROAD, MANDIGO TO OSTERHOUT	19,999.49
07/13/2018	306716	LEIGH, CAROLYN	TRIP REFUND	200.00
07/13/2018	306717	LEXISNEXIS RISK SOLUTIONS	ACCURINT CHARGES	150.00
07/13/2018	306718	LIFETIME PRODUCTS INC.	37 INCH SQUARE TABLE	719.92
07/13/2018	306719	LKF MARKETING	POWERPOINT TEMPLATE	1,945.00
07/13/2018	306721	LYSTER EXTERIORS	ROOFING REPAIRS	795.00
07/13/2018	306722	MACALLISTER MACHINERY CO., INC.	DOZER RENTAL	2,549.00
07/13/2018	306723	MAISTO, KEITH	TRIP REIMBURSEMENT	112.06
07/13/2018	306724	MALL CITY MECHANICAL	FIRE FACILITY MAINT.	2,100.00
07/13/2018	306725	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	135.00
07/13/2018	306726	MEDCO TREE SERVICES, LLC	TREE SERVICES	13,850.00
07/13/2018	306727	MESTIZA LEADERSHIP INTERNATIONAL	RESPECTING DIFF. SPEAKER	5,792.45
07/13/2018	306728	METZGERS, INC. - MENDLES	BD Payment Refund	548.00
07/13/2018	306729	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	4,695.05
07/13/2018	306730	MICH RECREATION & PARKS ASSOC.	MEMBERSHIP DUES	630.00
07/13/2018	306731	MICHAEL BURKE BUILDER	BD Bond Refund	200.00
07/13/2018	306732	MICHIANA LAND SERVICES	RIGHT-OF-WAY SERVICE	1,955.72
07/13/2018	306733	MICHIGAN ASSOC. OF SENIOR CENTERS	MEMBERSHIP FEE MICH	75.00
07/13/2018	306734	MICHIGAN CRISIS RESPONSE ASSOC.	FIRE OPS TRAINING	399.00
07/13/2018	306735	MICHIGAN PAVEMENT MARKINGS LLC	LINE STRIPING/PAVEMENT MARKINGS 2017/18	88,787.30
07/13/2018	306736	MIDWEST MUNICIPAL INSTRUMENTATION	FLOW METER FOR MILHAM #3	3,295.00
07/13/2018	306737	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	1,547.50
07/13/2018	306738	MLIVE MEDIA GROUP	BIDS WANTED ADS	113.74
07/13/2018	306739	MML UNEMPLOYMENT FUND	MML QUARTERLY CONTRIBUTION	112.01
07/13/2018	306740	MODERNISTIC CARPET CLEANING CO	CARPET CLEANING	2,183.00
07/13/2018	306741	MOORE MEDICAL, LLC	FIRE EMS SUPPLIES	466.90
07/13/2018	306742	MPELRA	MPELRA 2018-2019 MEMBERSHIP DUES	150.00
07/13/2018	306743	MULDER WATERPROOFING & SEALANT	CITY HALL WATER FOUNTAIN REPAIR	4,025.00
07/13/2018	306744	NATIONAL FIRE PROTECTION ASSOC	FIRE MARSHAL BOOKS	120.65
07/13/2018	306745	NATIONAL FIRE PROTECTION ASSOC	FIRE ADMIN TRAINING	300.00
07/13/2018	306746	NICK HAINES	TUITION ASSISTANCE -	315.00
07/13/2018	306747	NORTHERN TOOL & EQUIPMENT CATALOG	POND AERATOR	989.46
07/13/2018	306748	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	151.82
07/13/2018	306749	OCKERMAN, JOAN	TRIP REFUND	108.00
07/13/2018	306750	OFFICE DEPOT, INC.	OFFICE SUPPLIES - ASSR	954.65
07/13/2018	306752	OMG NATIONAL	BADGE STICKERS-JSMI	252.22
07/13/2018	306753	PAYSCALE, INC.	SALARY DATA - Payscale (HR)	3,999.00
07/13/2018	306754	PDQ.COM CORPORATION	PDQ ENTERPRISE (BSA AUTO-UPDATING) 1 LIC	450.00
07/13/2018	306755	PEERLESS-MIDWEST, INC.	WEDGWOOD WELL REHAB	26,461.50
07/13/2018	306756	PIPETEK INFRASTRUCTURE SERVICES	STORM SEWER VIDEO INSPECTION	54,405.61
07/13/2018	306757	PLANNING & ZONING NEWS CENTER INC.	SUBSCRIPTION TO PLANNING & ZONING NEWS	350.00
07/13/2018	306758	POLDERMAN'S FLOWER SHOP	FLOWERS	214.95
07/13/2018	306759	PREMIER CUSTOM TRAILERS	FIRE EQUIP MAINT.	900.00

07/13/2018	306760	PRINTING SERVICES INC	CAFE SIGNS	402.94
07/13/2018	306761	PROFESSIONAL SERVICE INDUSTRIES INC	MONITORING WELL INSTALLATION	1,250.00
07/13/2018	306762	PURITY CYLINDER GASES, INC	WELDING MAINTENANCE	5,755.22
07/13/2018	306763	RATHBURN, CHRISTOPHER & SHEVONNE	BD Bond Refund	100.00
07/13/2018	306764	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATERIALS	16,375.56
07/13/2018	306765	ROBINSON, KEVIN	UMPIRE PAYROLL 7-9-18	92.00
07/13/2018	306766	ROMENCE GARDENS, INC	LANDSCAPING SERVICES	1,406.44
07/13/2018	306767	ROPES THAT RESCUE, LTD	FIRE OPS TRAINING	4,375.00
07/13/2018	306768	S A MORMAN & CO.	CARPORT DOORS	5,630.00
07/13/2018	306769	SAFEUILT MICHIGAN, LLC	JUNE FILL IN INSPECTIONS	5,205.00
07/13/2018	306770	SANDERSON DEHAAN IRRIGATION	IRRIGATION REPAIRS	519.75
07/13/2018	306771	SESAC INC	SESAC MUSIC LICENSE	833.00
07/13/2018	306772	SHERWIN WILLIAMS	PAINT	355.50
07/13/2018	306773	SMEMSIC	FIRE ADMIN MEMBERSHIP	50.00
07/13/2018	306774	SMITH, PATRICIA	RENTAL REFUND	100.00
07/13/2018	306775	SOIL & MATERIALS ENGINEERS, INC	PROFESSIONAL SERVICE	10,700.00
07/13/2018	306776	STANDARD ELECTRIC	MAINTENANCE	125.68
07/13/2018	306777	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIRS	3,525.90
07/13/2018	306778	STEWART, DANIEL	2791 GLENALMOND OVERPYMT REFUND	2,057.70
07/13/2018	306779	SUITS U TAILOR SHOP INC	FIRE UNIFORMS	430.00
07/13/2018	306780	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	17,475.00
07/13/2018	306781	TRACTOR SUPPLY CORP.	ELIASON PROJECT SUPPLIES	6.99
07/13/2018	306782	TRUGREEN PROCESSING	FLEA AND TICK APPLICATION	127.37
07/13/2018	306783	UNDERGROUND SECURITY COMPANY	UNDERGROUND RECORDS	1,782.90
07/13/2018	306784	UNIFIRST CORPORATION	RUG DELIVERY	143.40
07/13/2018	306785	UNITED PARCEL SERVICE	WEEKLY DELIVERY	14.71
07/13/2018	306786	UNITED PARTY & EVENT SERVICES	SOUND RENTAL FOR CAMPOUT	600.00
07/13/2018	306787	UNIVERSAL LAUNDRY MACHINERY	FIRE FACILITY MAINT.	12,032.00
07/13/2018	306788	VERIZON WIRELESS SERVICES, LLC	CELL PHONE SERVICE	3,082.67
07/13/2018	306789	WASHCO, LLC	POWER WASHING SERVICES	275.00
07/13/2018	306790	WEDEL'S INC.	SOD	396.27
07/13/2018	306791	WELLER AUTO PARTS INC.	ENGINE FOR UNIT 35	3,250.00
07/13/2018	306792	WELLSPRING/CORI TERRY AND DANCERS	80% OF CAMP REVENUE	120.00
07/13/2018	306793	WORLDPOINT ECC	FIRE TRAINING SUPPLIES	3,139.38
07/13/2018	306794	WRAPS N SIGNS	MISC GRAPHICS FOR VEHICLES	629.00
07/13/2018	306795	XYLEM DEWATERING SOLUTIONS, INC.	PUMP RENTAL	14,731.20
07/13/2018	306796	YUHAS, JOHN	FIRE OPS MEMBERSHIP	200.00
07/13/2018	306797	ZERO WASTE USA, INC.	PET WASTE BAGS	1,989.58
07/13/2018	306798	ZIEGER, DALE	TRIP VENDOR PAYMENT	648.00
07/13/2018	306799	UNITED PARTY & EVENT SERVICES	SOUND AND PRODUCTION	600.00
07/16/2018	306800	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	474.03
07/16/2018	306801	I H S DISTRIBUTING COMPANY, INC.	ALCOHOL SALES AT DAMIEN	118.40
07/16/2018	306802	MICH RECREATION & PARKS ASSOC.	PLAYGROUND MAINT	365.00
07/16/2018	306803	ROWLAND, JEREME	REIMBURSEMENT FOR BUILDER'S LICENSE APPL	306.00
07/18/2018	306804	HILLSBURG, MATTHEW	SERVICE CALL	255.50
07/18/2018	306805	STOUT, CALEB	BOND REFUND	250.00
07/20/2018	306806	A T & T	TELEPHONE SERVICE	5,731.83
07/20/2018	306807	ALLEGRA PRINT & IMAGING	PRINTING	50.00
07/20/2018	306808	AMALGAM LLC	ANNUAL WEB GIS SERVICE FOR PORTAGE	4,500.00
07/20/2018	306809	ARTWEAR APPAREL GRAPHICS, INC.	STAFF SHIRTS	136.50
07/20/2018	306810	ATLAS BUSINESS SOLUTIONS, INC.	LICENSE FOR YEAR	1,857.60
07/20/2018	306811	BENNETT, ADRIENNE	LITTLE LUNKERS REFUND	85.00
07/20/2018	306812	BENTHIN, CINDY	7-14-18 SCHRIER DEPOSIT REFUND	550.00
07/20/2018	306813	BOWER, RONALD	TRIP REFUND 18SP13 ROARING 20S	112.00
07/20/2018	306814	BROOMELL, GEORGE	TRIP REFUND 180906 HAMPTON BEACH	50.00
07/20/2018	306815	CINTAS CORP.	INSPECTORS PANT RENTAL FOR COM DEV	7.13
07/20/2018	306816	COMISKEY, JOE & ELLEN	TRIP REFUND 180814 DUNES AND MORE	204.00
07/20/2018	306817	COMPLETE LANDSCAPING SOLUTIONS	TALL GRASS AND WEEDS MOWING	188.22
07/20/2018	306819	COSTAR REALTY INFORMATION, INC.	COSTAR SUITE W/ CONNECT	336.28

07/20/2018	306820	DYKSTRA, RICHARD	TRIP REFUND 180822 HISTORIC MARSHALL	98.00
07/20/2018	306821	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	600.00
07/20/2018	306822	ENR	ENR SUBSCRIPTION RENEWAL	29.95
07/20/2018	306823	GALLARDO, JENNIFER	7-15-18 GE DEPOSIT REFUND	150.00
07/20/2018	306824	GORDON FOOD SERVICE	RAMONA CONCESSIONS	175.67
07/20/2018	306825	GREATER KALAMAZOO FOP LODGE 98	FOP DUES FOR JULY 2018	3,514.88
07/20/2018	306826	HEMPHILL PEARSON, BARBARA	TRIP REFUND	108.00
07/20/2018	306827	HOBBY-SPORTS.COM	MILLENNIUM RC BOATS/SUPPLIES	386.70
07/20/2018	306828	HOME DEPOT	CLEANING/MAINT SUPPLIES	220.52
07/20/2018	306829	HUTT, TOM & LEE	TRIP REFUND	311.00
07/20/2018	306830	KADLECEK, JUDY	TRIP REFUND 180822 HISTORIC MARSHALL	60.00
07/20/2018	306831	KCCDA	2ND AMENDMENT CONTRIB-JULY 2018	378,397.00
07/20/2018	306833	MCCRUMB, LINDA	TRIP REFUND 180814 DUNES AND MORE	97.00
07/20/2018	306834	MICHIGAN FARMERS MARKET ASSOCIATION	MIFMA DUES	250.00
07/20/2018	306835	O'CONNOR, TERRY	TRIP REFUND 180822 HISTORIC MARSHALL	113.00
07/20/2018	306836	OCKERMAN, JOAN	TRIP REFUND 180814 DUNES AND MORE	97.00
07/20/2018	306837	OFFICE DEPOT, INC.	OFFICE SUPPLIES	422.03
07/20/2018	306838	ON TIME SETTLEMENT SERVICES	OVERPAYMENT OF 2018	231.72
07/20/2018	306839	PENNZAR PROMOTIONS	MAGIC SHOWS FOR RAMONA LUAU	650.00
07/20/2018	306840	PETERMAN, JEAN	7-14-18 STUART DEPOSIT REFUND	150.00
07/20/2018	306841	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	483.84
07/20/2018	306842	PORTAGE GLASS & MIRROR	REPAIR 2 WINDSHIELDS	365.00
07/20/2018	306843	PRICE, ANDREW	TRIP REFUND 180822 HISTORIC MARSHALL	113.00
07/20/2018	306844	SCHURING JR CO, JOHN	SURETY BOND FOR NOTARY	50.00
07/20/2018	306845	SEECCLICKFIX, INC.	SEECCLICKFIX RENEWAL,	5,150.00
07/20/2018	306846	SEPANIK, LOUISE	TRIP REFUND 18SP13 ROARING 20S EXPERI	102.00
07/20/2018	306847	SHORT, MARY	TRIP REFUND 180822 HISTORIC MARSHALL	103.00
07/20/2018	306848	STATE SYSTEMS RADIO, INC	12 MONTHS OF TOWER LEASE PER CONTRACT	1,551.67
07/20/2018	306849	SWENSON, DAVID & CONNIE	TRIP REFUND	276.00
07/20/2018	306850	THAYER, GLENNA	TRIP REFUND	195.00
07/20/2018	306851	TOMMY BARTLETT SHOW	TRIP VENDOR PAYMENT	686.73
07/20/2018	306852	TRACY TIME SYSTEMS	ANNUAL RENEWAL	105.00
07/20/2018	306853	WALKER, JENNIFER	7-14-18 GE DEPOSIT REFUND	150.00
07/20/2018	306854	WELLS FARGO	PARCEL#99555-015-E - 2018 JBOR REFUND	565.97
07/20/2018	306855	YOUNGS, POLLY	TRIP REFUND	90.00
07/20/2018	306856	ADP, INC.	BI-WEEKLY PAYROLL & MONTHLY ETIME SERVICE	835.89
07/20/2018	306857	ALLEGRA PRINT & IMAGING	MAILING ENVELOPES	189.53
07/20/2018	306858	ALOHA CHICAGO ENTERTAINMENT	DANCERS FOR LUAU	1,100.00
07/20/2018	306859	AR ENGINEERING LLC	ENGINEERING SERVICES	1,680.00
07/20/2018	306860	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	68,308.55
07/20/2018	306861	BORGESS MEDICAL CENTER	MEDICAL SERVICES	40.00
07/20/2018	306862	BUIST ELECTRIC, INC.	ELECTRICAL SERVICES	540.00
07/20/2018	306863	CLEAR CHANNEL AIRPORTS	AIRPORT ADVERTISING	888.00
07/20/2018	306864	CUMMINGS, DOUGLAS	DAMAGED MAILBOX REIMBURSEMENT	44.00
07/20/2018	306865	D L GALLIVAN INC.	COPY MACHINE USAGE	272.59
07/20/2018	306866	DELFSMA, KIM	DELFSMA PICKLEBALL REFUND	30.00
07/20/2018	306867	DUNIPHIN, JESSIE	PERMANENT HDC EVENT PROPERTY PURCHASES	124.87
07/20/2018	306868	FLETCHER ENTERPRISES	PAINTING SERVICES	750.00
07/20/2018	306869	GERBER COLLISION & GLASS	VEHICLE SERVICES	1,563.00
07/20/2018	306870	GRACEY, LARRY	REIMBURSEMENT FOR USE OF YARD	1,710.00
07/20/2018	306871	HALT FIRE, INC.	FIRE APPARATUS MAINT	164.93
07/20/2018	306872	HOEKSTRA ROOFING CO.	ROOF ASSESSMENT SERVICES	650.00
07/20/2018	306873	HOME DEPOT	CLEANING/MAINT SUPPLIES	323.33
07/20/2018	306874	HOYLE, KATHLEEN	WEBSERVER ANNUAL FEE	149.99
07/20/2018	306875	HUBBARD, LINDA	PICKLEBALL REFUND	30.00
07/20/2018	306876	INTEGRATED WEED CONTROL	BETTER	551.00
07/20/2018	306877	KOUJA, KIM	SCHRIER 6-30-18 DEPOSIT REFUND	150.00
07/20/2018	306878	LANE, BROOKE	HAYLOFT 6-30-18 DEPOSIT REFUND	150.00
07/20/2018	306879	LEE, JOHN	GUIDED FISHING TRIP	90.00

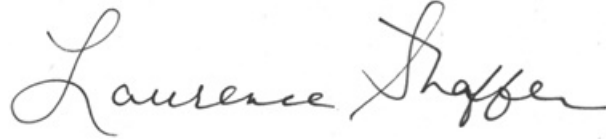
07/20/2018	306880	LKF MARKETING	MILLENIUM PARK CAFE AD	568.75
07/20/2018	306881	LOCEY SWIM POOL CO.	CITY HALL FOUNTAIN REPAIR	1,818.90
07/20/2018	306882	MATYAS, PAUL	SCHRIER 6-28-18 DEPOSIT REFUND	150.00
07/20/2018	306883	MIDWEST CUSTOM EMBROIDERY COMPANY	SHIRTS AND COATS FOR FIELD STAFF	541.50
07/20/2018	306884	MILLAR, JUNE	PICKLEBALL REFUND	30.00
07/20/2018	306885	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	1,745.00
07/20/2018	306886	MLIVE MEDIA GROUP	LEGAL NOTICES - JUNE	1,168.97
07/20/2018	306887	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO SPRAY SERVICES	218.00
07/20/2018	306888	MUFFLEY, NANCY	GE 7-1-18 DEPOSIT REFUND	150.00
07/20/2018	306889	MURDOCK, KAYLA	GRAIN ELEVATOR 6-30-18 DEPOSIT REFUND	150.00
07/20/2018	306890	NATIONS TITLE AGENCY OF MI	OVERPAYMENT ON UTILITY ACCT	95.39
07/20/2018	306891	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,842.86
07/20/2018	306892	PAUL WILSON	SENIOR CENTER MESSAGING	2,000.00
07/20/2018	306893	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	54.03
07/20/2018	306894	PRESTON EAKINS	LUAU BALLOON ANIMALS	500.00
07/20/2018	306895	PRUDENTIAL NURSERY	TREE PLANTING	1,800.00
07/20/2018	306896	PUTMAN, TERAH	GE 6-30-18 DEPOSIT REFUND	150.00
07/20/2018	306897	RAY ALLEN MANUFACTURING, LLC	DOG MUZZEL AND SHIPPING	100.59
07/20/2018	306898	RESTORATIVE LAKE SCIENCES, LLC	2018 WEST LAKE WEED	1,500.00
07/20/2018	306899	SOUTHWEST MICHIGAN FIRST	FY 2017-18 SWMF CONSULTING CONTRACT	12,500.00
07/20/2018	306900	STAR TITLE AGENCY	OVERPAYMENT FINAL WATER/SEWER BILL FOR 1	74.89
07/20/2018	306901	STATE SYSTEMS RADIO, INC	PARKS STAFF RADIO	715.06
07/20/2018	306902	STRALEY, ANGIE	SCHRIER 7-1-18 DEPOSIT REFUND	150.00
07/20/2018	306903	TANNER, STEVE	FIRE OPS MEMBERSHIP	200.00
07/20/2018	306904	TRACTOR SUPPLY CORP.	CANINE SUPPLIES	37.99
07/20/2018	306905	UNITED PARCEL SERVICE	WEEKLY DELIVERY	12.00
07/20/2018	306906	WEST BEND MUTUAL INSURANCE COMPANY	DAMIEN CONCERT INSURANCE	50.00
07/20/2018	306907	WMACP	N ARMOLD 2018/19	50.00
07/20/2018	306908	CONSUMERS ENERGY CEM SUPPORT CENTER	ELECTRICAL SERVICE INSTALL	1,235.00
07/20/2018	306909	CONSUMERS ENERGY CEM SUPPORT CENTER	ELECTRICAL SERVICE INSTALL	1,197.00
07/24/2018	306910	COX, TERRANCE	REFUND FOR TERRANCE COX	350.00
07/27/2018	306911	57TH DISTRICT COURT	BOND TRANSFER	500.00
07/27/2018	306912	ADP, INC.	BI-WEEKLY PAYROLL & MONTHLY ETIME SERVICE	3,489.57
07/27/2018	306913	ALLEGRA PRINT & IMAGING	PRINTING	50.00
07/27/2018	306914	AMERICAN SCREEN PRINTING	UNIFORM SHIRTS P.U.N.T.	180.70
07/27/2018	306915	BEST WAY DISPOSAL, INC.	17/18 CURBSIDE RECYCLING PROGRAM	47,627.81
07/27/2018	306916	BISHOP, DAVID	RENTAL DEPOSIT REFUND	100.00
07/27/2018	306917	BITTERSWEET ACRES	HORSE AND CARRIAGE RIDE	350.00
07/27/2018	306918	BOMMERSCHEIM WINDOW & DOOR LLC	DOOR REPAIRS	220.00
07/27/2018	306919	BULLOCK, MARGE	TRIP REFUND 180725 LOVE AND MURDER	92.00
07/27/2018	306920	BUSINESS SPEAKERS BUREAU	ALLEN SCOTT REMAIN BALANCE	1,675.00
07/27/2018	306921	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	29.43
07/27/2018	306922	CANNON TRUCK EQUIPMENT	ANNUAL CRANE INSPECT	570.00
07/27/2018	306923	CAPSTONE HOME IMPROVEMENT	BD Payment Refund	107.71
07/27/2018	306924	CARRIER & GABLE	TRAFFIC SIGNAL CAMERA	3,950.00
07/27/2018	306925	CATHOLIC FAMILY SERVICES	CDBG SUPPORT CONSELING SHLETER & OUTREACH	6,050.00
07/27/2018	306926	CINTAS CORP.	UNIFORM RENTAL SERVICES	445.53
07/27/2018	306927	CITY OF PORTAGE	CITY SHARE OF SUMMER TAX ON 9125 PORTAGE	7,353.01
07/27/2018	306928	DENOYER BROTHERS, INC.	VEHICLE MAINTENANCE	47.18
07/27/2018	306929	DEVON TITLE AGENCY	EST. WTAX FOR 92200-001-C	193.17
07/27/2018	306930	DIGICERT, INC.	GEO TRUST TRUE BUSINESS	199.00
07/27/2018	306931	DJ JAY VEE	DJ FOR RAMONA LUAU	800.00
07/27/2018	306932	DON SEELYE FORD, INC.	TRANSMISSION	3,927.23
07/27/2018	306933	DOUBLETREE BY HILTON HOTEL BAY CITY	HOTEL RESERVATION - 2018 MMTA FALL	312.00
07/27/2018	306934	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	6,890.00
07/27/2018	306935	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	1,057.15
07/27/2018	306936	FADER EQUIPMENT, INC.	ELIASON PROJECT	980.00
07/27/2018	306937	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR REPAIR	183.00
07/27/2018	306938	FIREFIGHTERS BOOKSTORE	FIRE MARSHAL BOOKS	481.32

07/27/2018	306939	FLETCHER ENTERPRISES	PAINTING SERVICES	11,040.00
07/27/2018	306940	GERBER COLLISION & GLASS	VEHICLE SERVICES	5,397.93
07/27/2018	306941	GOODWILL INDUSTRIES OF SW MI	CDBG TAX COUNSELING	1,550.00
07/27/2018	306942	GRAPIDS IRRIGATION	IRRIGATION REPAIR	792.27
07/27/2018	306943	HOME DEPOT	ELIASON PROJECT SUPPLIES	1,646.76
07/27/2018	306945	HOUSING RESOURCES, INC.	CDBG HOUSING, HOMELESSNESS PREVENTION	10,575.00
07/27/2018	306946	J & B PROFESSIONAL TREE SERVIC	TREE SERVICES	12,500.00
07/27/2018	306947	J & J LOCKSMITHS	LOCKSMITH SERVICES	185.00
07/27/2018	306948	JEFF MONROE	REFUND CUSTOMER PAID IN ERROR	1,100.00
07/27/2018	306949	JOHN W. DUNLOP	FISH CAMP INSTRUCTION	140.00
07/27/2018	306950	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES - JUNE 2018	800.00
07/27/2018	306951	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	162.45
07/27/2018	306952	KALAMAZOO SPORTSWEAR	HATS AND T-SHIRTS	1,203.00
07/27/2018	306953	KAMMINGA & ROODVOETS, INC.	FORCE MAIN REPLACEMENT	150,756.00
07/27/2018	306954	KASTEN INSULATION SERVICES, INC.	SAND BLASTING SERVICES	350.00
07/27/2018	306955	KENT COUNTY DPW	RED MED/DRUG/WASTE DISPOSAL	90.00
07/27/2018	306956	KIESER & ASSOCIATES, LLC	PROFESSIONAL SERVICES	1,906.25
07/27/2018	306957	KZOO TIRE COMPANY	TIRES AND TIRE REPAIRS	833.50
07/27/2018	306958	LKF MARKETING	SENIOR CENTER BRANDING	1,250.00
07/27/2018	306959	M M R M A	INSURANCE PREMIUM	252,678.00
07/27/2018	306960	MAXWELL, ANDREA	7-19-18 SCHOOLHOUSE REFUND	50.00
07/27/2018	306961	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	127.00
07/27/2018	306962	MEYER STEEL DRUM INC.	BARRELS	2,150.00
07/27/2018	306963	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINTENANCE	1,348.51
07/27/2018	306964	MICHIANA LAND SERVICES	EASEMENT AQUISITION	3,740.00
07/27/2018	306965	MICHIGAN ASSESSORS ASSOCIATION	THOMPSON 2018 MAA MEMBERSHIP	90.00
07/27/2018	306966	MICHIGAN ASSESSORS ASSOCIATION	THOMPSON 2018 MCAT COURSE THROUGH MAA	150.00
07/27/2018	306967	MICHIGAN ASSOC. OF PLANNING	MICH ASSOC OF PLANNING ANNUAL MEMBERSHIP	650.00
07/27/2018	306968	MILBECK, ALYSSA	LUAU EVENT REIMBURS.	470.63
07/27/2018	306969	MILBECK, ALYSSA	LUAU, PIG OUT, GLENN MILLER REIMB 2018	406.08
07/27/2018	306970	MILESTONE SETTLEMENT LLC	O/P SUMMER TAX FOR 00022-060-O	155.74
07/27/2018	306971	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	570.00
07/27/2018	306972	MMTA	2018 MMTA FALL CONFERENCE	325.00
07/27/2018	306973	NETWORKFLEET, INC.	GPS SERVICES - FLEET	742.05
07/27/2018	306974	OFFICE DEPOT, INC.	OFFICE SUPPLIES -	681.47
07/27/2018	306975	PARTNER PROPERTIES	ELECTRONIC PMTS	135.98
07/27/2018	306976	PEERLESS-MIDWEST, INC.	WELL PUMP 7 MOTOR REPAIR	23,894.00
07/27/2018	306977	PENCHURA, LLC	SHELTER FOR CELERY FLATS HISTORICAL AREA	193,535.00
07/27/2018	306978	PETERMAN CONCRETE CO.	PROJECT SUPPLIES	660.23
07/27/2018	306979	PETTY CASH - LAURIE SHELBURNE	REPLENISHMENT CHECK	241.98
07/27/2018	306980	PETTY CASH-BARB GARLOW	REPLENISHMENT CHECK	320.20
07/27/2018	306981	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL - COMPOST SITE	9,083.33
07/27/2018	306982	ROAD COMMISSION OF KALAMAZOO COUNTY	LIQUID TAR EMULSION	1,848.84
07/27/2018	306983	ROBINSON, KEVIN	UMPIRE PAYROLL 7-23-18	230.00
07/27/2018	306984	SEELICKFIX, INC.	SEELICKFIX FACILITY	4,550.00
07/27/2018	306985	STAP BROS LAWN & LANDSCAPE, INC	LANDSCAPING SERVICES	9,014.00
07/27/2018	306986	STATE OF MICHIGAN	SOR REGISTRATION FEE	240.00
07/27/2018	306987	STATE OF MICHIGAN (DEPT LABOR)	LICENSE RENEWALS FOR INSPECTORS	450.00
07/27/2018	306988	STATE OF MICHIGAN (DOT)	SOUTH WESTNEDGE RECONSTRUCTION	33,264.15
07/27/2018	306989	STATE SYSTEMS RADIO, INC	RADIO SERVICES	1,560.45
07/27/2018	306990	STEENSMA LAWN & POWER EQUIPMENT	MAINTENANCE	2,759.92
07/27/2018	306991	STRYKER	REFUND OF HYDRANT METER DEPOSIT	250.00
07/27/2018	306992	SUDS MOBILE CLEANING SYSTEMS, LLC	MOBILE SERVICES	1,625.00
07/27/2018	306993	SUPERIOR BUSINESS SOLUTIONS	PORTFOLIOS	3,253.02
07/27/2018	306994	SUZANNE GERNAAT	PROGRAM INSTRUCTOR PMT	200.00
07/27/2018	306995	THE SANGRIA SHOP LLC	ALCOHOL SALES FOR DAMIEN CONCERT	228.00
07/27/2018	306996	TIM RAYMOND	BLACKSMITHING DEMONSTRATION	150.00
07/27/2018	306997	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	3,500.00
07/27/2018	306998	TR SYSTEMS, LLC DBA DIESEL LAPTOPS	MAINTENANCE SUPPLIES	3,997.50

07/27/2018	306999	TRUGREEN PROCESSING	GOOSE DETERRENT	320.18
07/27/2018	307000	TWELVE BASKETS FOOD PANTRY	FOOD PANTRY SERVICES	900.00
07/27/2018	307001	UNITED STATES TREASURY	IRS FORM 720 - PCORI FEE YEAR ENDED 6/30	174.47
07/27/2018	307002	VANDERMEY, TIMOTHY M	2018 Sum Tax Refund 03700-055-B	510.07
07/27/2018	307003	VARIPHY INC.	VARIPHY CALL LOG MANAGER SUPPORT RENEWAL	1,700.00
07/27/2018	307004	VICKSBURG HARDWARE	EQUIPMENT REPAIRS	308.65
07/27/2018	307005	WESTERN MICHIGAN UNIVERSITY	12 CTC LICENSES YEARLY FEE INV. 112741	2,400.00
07/27/2018	307006	XYLEM DEWATERING SOLUTIONS, INC.	PUMP RENTAL	8,058.60
07/27/2018	307007	Y W C A, INC	CDBG EMERGENCY SUPPORT COUNSELING	6,014.50
07/27/2018	307008	PETTY CASH-COLEEA CANDERS	REPLENISHMENT CHECK	438.23
07/31/2018	307009	MARIANI, MYRTLE	TRIP REFUND 180814 DUNES AND MORE	97.00
08/01/2018	307010	GLENN MILLER PRODUCTIONS, INC.	GLENN MILLER CONCERT 2018	4,750.00
			Total Paper Checks:	2,520,322.88
Check Type: Auto-Pay Payments				
07/09/18		CONSUMERS ENERGY	GAS-ELECTRIC	11,356.79
07/10/18		CONSUMERS ENERGY	GAS-ELECTRIC	6,392.11
07/12/18		CONSUMERS ENERGY	GAS-ELECTRIC	1,203.59
07/13/18		CONSUMERS ENERGY	GAS-ELECTRIC	9,973.99
07/16/18		Randall Brown & Associates	Attorney retainer	18,810.00
07/16/18		CONSUMERS ENERGY	GAS-ELECTRIC	18,140.56
07/17/18		CONSUMERS ENERGY	GAS-ELECTRIC	9,191.52
07/18/18		CONSUMERS ENERGY	GAS-ELECTRIC	1,216.93
07/19/18		CONSUMERS ENERGY	GAS-ELECTRIC	10,702.79
07/20/18		CONSUMERS ENERGY	GAS-ELECTRIC	316.08
07/23/18		CONSUMERS ENERGY	GAS-ELECTRIC	3,696.55
07/24/18		CONSUMERS ENERGY	GAS-ELECTRIC	223.04
07/27/18		CONSUMERS ENERGY	GAS-ELECTRIC	75.70
07/31/18		CITY OF PORTAGE	SEWER & WATER UTILITIES	2,345.19
08/03/18		CONSUMERS ENERGY	GAS-ELECTRIC	91.00
			Total Auto-Pay Payments:	93,735.84
			Grand Total:	4,442,912.88

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Replacement of City Hall Exterior Windows, Doors and skylights- Bid Tabulation

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Award a construction contract to the sole bidder, Forman Glass, of Kalamazoo, Michigan, in the amount of \$273,000 for the removal and replacement of the City Hall exterior windows, doors and skylights.

May 2018, City Council approved the FY 2018-19 Capital Improvement Program budget, which includes funding for improvements to City Hall consisting of the replacement of the exterior windows, doors and skylights. The project will provide energy efficiency improvements to the building, along with emergency egress window components to assist with building evacuation if needed. The existing windows (including skylights) and doors are part of the original building construction from 1988. Updates are necessary due to significant exterior air intrusion and substandard temperature variations throughout the building. The skylight system for the building also experiences leakage from rain.

Paradigm Design, an architectural and engineering firm of Grand Rapids, Michigan, was retained to assist with the project and has provided plans and specifications for replacement of the skylights and exterior windows and doors. Bids were sent to prospective bidders and advertised in the Kalamazoo Gazette and the pre-bid construction meeting was attended by three vendors. Only one bid was received in the amount of \$273,000 from Forman Glass of Kalamazoo Michigan. Paradigm Design has provided a letter of endorsement for Forman Glass.

It is recommended that City Council award a construction contract to Forman Glass, in the amount of \$273,000 for the removal and replacement of the City Hall skylights, exterior doors and windows and authorize the City Manager to sign all documents related to the contract on behalf of the city. Once awarded, it is anticipated that the project will commence in September and be completed in late December 2018.

FUNDING: FY 2018-19 Capital Improvement Fund for City Hall Improvements.

Attachments: 1. Contract Award Recommendation from Paradigm Design



July 20, 2018

Mr. Terry A. Novak,
Deputy Director of Building and Housing Services
City of Portage
Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan 49002

RE: Contract Award Recommendation
Portage City Hall Exterior Window Replacement
Portage, Michigan
Paradigm Design Project #1803035

Dear Mr. Novak:

Based on our post-bid inquiries for the Portage City Hall Exterior Window Replacement project, Paradigm Design, Inc. recommends that City of Portage consider awarding the contract for construction to Forman Glass of Kalamazoo, Michigan. The reasoning for our recommendation is as follows:

1. Forman Glass appears to have a good understanding of the project scope of work, based on our post-bid interview. It also appears that their proposal is all-inclusive of the Work contained in the construction documents and necessary to fully complete the project.
2. Forman Glass confirmed that they would be obtaining products from the approved manufacturers listed in the specifications, i.e., Kawneer for the aluminum-framed entrances and storefronts, glazed aluminum curtain walls, and sloped glazing assemblies, and Oldcastle for the glazing.
3. Forman Glass's submitted proposal amount for the construction of the project is within the preliminary construction cost estimate prepared by Paradigm Design in December of 2016.
4. Forman Glass's project experience includes a variety of local public (educational and governmental) and institutional projects; for example, KVCC Food Innovation, Kalamazoo College, Battle Creek VA Medical Building, KVCC Bronson Mental Health, and Bronson North Pavilion to name a few.
5. Favorable references offered by local general contractors and construction managers (Owen Ames Kimball, James Ware Construction, and CSM Group) that have repetitively worked with Forman Glass for a few years, which includes the following testimonials:
 - One of the "top" local companies for architectural glazing systems
 - No hesitation using them on projects and no hesitation recommending them for the City of Portage's project
 - Very knowledgeable about architectural glazing systems
 - Capable of handling large scale and complex projects



PARADIGM DESIGN

creating success

- Provide quality installations with attention to detail
- Good at maintaining schedules
- Fair on pricing and good at maintaining budgets
- Manage their projects well
- Have resources required to complete projects in a timely manner
- Good at paying their bills – never experienced a lien
- Management and installation staff have stayed consistent throughout the years

We believe that with the selection of Forman Glass, the City of Portage can expect the project performance necessary for a successful completion. If there are any questions concerning the recommendation offered, please do not hesitate to contact our office at (616) 785-5656.

Sincerely,

PARADIGM DESIGN, INC.

William J. Bedford
Senior Project Manager, Associate

Cc: Thomas G. O'Brien, Purchasing Manager, City of Portage

**CITY OF PORTAGE
BID FORM**

The undersigned has examined the specifications and sites of the work and is fully informed of the nature of the work and understands that the quantities shown are approximate and are subject to increase or decrease.

The undersigned hereby proposes to furnish all labor, construction equipment, materials and supplies; and to do all the work in strict accordance with the plans and specifications applying to the work specified for which prices are submitted.

The undersigned hereby acknowledges the fact that the City of Portage will award the project to the successful bidder conditional upon the availability of funds.

The City of Portage reserves the right to accept or reject any or all bids in the best interest of the City. Each division may be awarded separately or jointly as may be determined to be in the best interest of the City. The Contractor's qualifications to complete the work in a timely and satisfactory manner will be considered in making the award.

The undersigned affirms that in making such Proposal neither he nor any company that he may represent, nor anyone in behalf of him or company, directly or indirectly, has entered into any combination, collusion, undertaking or agreement with any other bidder or bidders to maintain the prices of said work, and further affirms that such proposal is made without regard or reference to any other bidder or Proposal and without any agreement or understanding or combination, either directly or indirectly, with any other person or persons with reference to such bidding in any way or manner whatsoever.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by the City, he will within ten (10) consecutive calendar days after receiving notice of the acceptance of such proposal, enter into contract in the appropriate form to furnish the labor, materials and equipment necessary for the full and complete execution of the work, at and for the price named in his proposal; and, he will furnish the labor, materials and equipment necessary for the full and complete execution of the work, at and for the price named in his proposal; and, he will furnish the labor, materials and equipment necessary for the full and complete execution of the work, at and for the price named in his proposal. No contract is created until it is executed by all parties.

The undersigned affirms that he has examined the surface and subsurface conditions where the work is to be performed, the legal requirements and conditions affecting cost, progress or performance of the work and has made such independent investigations as the contract deems necessary.

The undersigned attaches hereto a bidder's bond in the sum of Thirteen Thousand, Six Hundred Fifty and 00/100 Dollars (\$ 13,650.00) as required in the Instructions to Bidders, and the undersigned agrees that, in case he shall fail to fulfill his obligations under the foregoing Proposal and agreement, the City may, at its option, determine that the

undersigned has abandoned his rights and interests in such Proposal and that the certified check or bidder's bond accompanying his proposal has been forfeited to the City; but otherwise, the Certified check or bidder's bond shall be returned to the undersigned upon the rejection of his Proposal.

Disclosure: Aluminum-framed entrances and storefronts, glazed aluminum curtain walls, sloped glazing assemblies, glazing, window treatments, window sills or other material(s) requiring removal from the job site will be disposed of at: 3333 Ravine Rd Kalamazoo, MI 49006
(address of disposal site*)

Name & Address of Mulder Landscaping Supply
Disposal Site Owner 333 Ravine Rd Kalamazoo, MI 49006

*Attach separate Sheet(s) for multiple disposal sites.

* Mulder will handle haul away from roll away dumpster - site TBD

Base Bid, Single-Prime (All Trades) Contract:

Two Hundred Seventy-Three Thousand and 00/100 Dollars (\$ 273,000.00).

Time of Completion:

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by the City, and shall fully complete the Work within 115 calendar days.

BIDDER FIRM: Forman Glass

BY: Paul Phillips
Signature

DATE: 7/11/18

BY: Robert Phillips
Print or Type

POSITION: Project Manager

ADDRESS: 5015 East Michigan Ave
Kalamazoo, MI 49048

PHONE: 269-488-8602 FAX: 269-488-8629

CAPITAL IMPROVEMENT PROJECT PROFILE

DEPARTMENT:
Community Development

PROJECT CATEGORY:
Public Facilities

PROJECT NUMBER: 4

PROJECT TITLE: City Hall Improvements

PROJECT DESCRIPTION: Energy efficiency improvements to City Hall, including replacement windows and exterior doors, HVAC equipment and electrical system upgrades.

- FY 2018-2019: Replacement of windows and exterior doors throughout City Hall, including emergency egress window components and energy efficient window treatments.
- FY 2020-2021: Upgrade mechanical and electrical systems including replacement of 80-ton condensing unit and replacement of 45kW generators.

PROJECT JUSTIFICATION/NEED: Updates to the mechanical, electrical and building energy efficiencies are consistent with the 2013 Paradigm Building Preventative Maintenance study. Significant substandard temperature variations and exterior air intrusion is readily evident in the existing window system.

PROJECT BENEFIT/IMPACT: Replacement of aging building components and improved energy efficiencies will protect the public investment in City Hall. In addition, tactical emergency egress options will be provided to assist with emergency building evacuation.

OPERATING FUND IMPACT: Minimal maintenance and reduced energy costs are anticipated.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Cora & Emily Lift Station Renovations - Tabulation of Proposals

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award an engineering services contract for the Cora & Emily Lift Station Renovations to Abonmarche Consultants, Inc., in the amount not to exceed \$107,660 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The 2017-18 and 2018-19 Capital Improvement Program budgets include funds for the renovation and upgrade of the Cora and Emily Lift Stations. The project includes replacement of control panels, pumps, wet wells, additional site landscaping and a preemptive investigation of deficiencies that may exist in other sanitary sewer lift stations.

On August 2, 2018, seven consultant proposals were received for engineering design and inspection services needed to implement the projects. Proposal costs ranged from \$89,580 to \$159,000. After carefully reviewing the proposals submitted, staff determined that the second lowest proposal from Abonmarche Consultants Inc., of Benton Harbor, Michigan, best fits the project requirements. Abonmarche Consultants Inc. has completed several similar projects for the city and has performed in an excellent manner. The lowest proposal from Jones & Henry Engineers, Ltd. did not properly address the full design engineering scope that was requested for this project. Once a contract is awarded, design will be completed in order to begin construction in spring 2019.

It is recommended that City Council award an engineering services contract to Abonmarche Consultants Inc., to provide complete engineering services for the Cora and Emily Lift Station Renovations in an amount not to exceed \$107,660 and authorize the City Manager to execute all documents related to the contract.

FUNDING: Sufficient funding is available in the 2017-2018 and 2018-2019 Capital Improvement Program budgets.

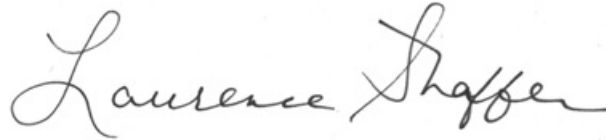
Attachments: 1. Bid Tabulation

TABULATION OF PROPOSALS
CORA & EMILY LIFT STATION RENOVATIONS

<u>FIRM</u>	<u>TOTAL</u>
Jones & Henry Engineers, Ltd. 4791 Campus Drive Kalamazoo, MI 49008	\$89,580.00
Abonmarche Consultants, Inc. 95 W. Main Street Benton Harbor, MI 49022	\$107,660.00
Wightman & Associates, Inc. 9835 Portage Rd. Portage, MI 49002	\$111,115.00
OMM Engineering, Inc. 1680 East Paris SE, Suite 1 Grand Rapids, MI 49546	\$115,335.00
Williams & Works, Inc. 549 Ottawa Avenue NW Grand Rapids, MI 49503	\$126,000.00
Moore & Bruggink, Inc. 2020 Monroe Avenue NW Grand Rapids, MI 49505	\$155,550.00
C2AE 211 E. Water Street, Suite 213L Kalamazoo, MI 49007	\$159,000.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Parking Lot Asphalt Overlay - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Award a contract in the amount of \$76,512.60 to J. Allen & Company for the Department of Public Services parking lot asphalt overlay and authorize the City Manager to execute all documents related to this action on behalf of the city.

The 2017-18 and 2018-19 Capital Improvement Program budgets include funding to repair the parking lot at the north end of the facility grounds of the Department of Public Services. This work will include the removal and replacement of existing asphalt.

The opportunity to bid on this project was advertised in the Kalamazoo Gazette and was sent to five potential bidders. On July 20, 2018, one bid to perform the work was received in the amount of \$76,512.60 by J. Allen & Company of Galesburg, Michigan. J. Allen & Company has successfully completed numerous previous asphalt repair projects for the city.

It is recommended that a contract be awarded to J. Allen & Company in the amount of \$76,512.60 to perform asphalt repairs to the Department of Public Services parking lot and that the City Manager be authorized to execute all documents related to this contract on behalf of the city.

FUNDING: Sufficient funding is available in the 2017-18 and 2018-19 Capital Improvement Program budgets.

Attachments: 1. Bid Tabulation

BID TABULATION
DPS PARKING LOT ASPHALT OVERLAY - NORTH LOT

J. Allen & Company, Inc.
8288 E. Michigan Ave.
Galesburg, MI 49053

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNITS</u>	<u>EST. QTY.</u>	<u>Unit Price</u>	<u>Total Price</u>
Location - DPS Parking Lot - North Lot					
1	Cold Mill HMA Service - 1.5"	SYD	6,465	\$1.64	\$10,602.60
2	overlay 2.0" w/MDOT 13A Base HMA	TON	40	\$97.50	\$3,900.00
3	overlay 1.5" w/MDOT 5E10 Top HMA	TON	636	\$97.50	\$62,010.00
TOTAL DPS PARKING LOT ASPHALT OVERLAY - NORTH LOT					\$76,512.60

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Professional Services Contract - Senior Center Fundraising

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

ACTION RECOMMENDED: Award a professional services contract in the amount of \$75,000 to Hopkins Fundraising Consulting for campaign implementation services for the construction of a new Portage Senior Center and authorize the City Manager to execute all documents related to this action on behalf of the City.

The City Council approved a contract with Byce & Associates in October 2016 to perform a feasibility study of the current Portage Senior Center (PSC) facility to evaluate and determine whether the facility meets the growing needs of its members, staff and programs. Over the next several months, meetings were held with select PSC stakeholders, including PSC members, members of the Senior Center Advisory Board and the Friends of the Portage Senior Center, as well as city staff. In August 2017, Byce & Associates presented its final concepts to the city, which included a recommendation for renovation of the existing facility or construction of a new facility. In part, the report from Byce & Associates says, "...the facility has become less than optimal in meeting the growing and evolving requirements of a senior center facility." Byce & Associates provided two options for moving forward, including a renovation/addition to the existing facility at an estimated cost of \$4.7 million and new construction on a new site at an estimated cost of \$5.5 million. Based on the difference in estimated cost and the prospect of brand new facility, the City Administration decided to move forward with pursuing construction of a new building on Brown Street property already owned by the City of Portage. The proposed new facility would increase the usable space from 7,300 square feet. to 24,400 square feet and enhance programming and services focused on senior citizens with space that can also be used by the community.

In January 2018, the city contracted with Hopkins Fundraising Consulting (HFC) to perform a funding feasibility study to determine if sufficient funding for construction of a new PSC might be raised through a private fundraising campaign. HFC conducted 25 interviews with local community leaders, corporate leaders and philanthropists to estimate the level of support that might be garnered. The recommendation from HFC was presented to the city in June 2018. Keith Hopkins of HFC said, "The leadership of the City of Portage should be confident it can achieve some philanthropic funding for the plan, given careful planning and conscientious cultivation of community donors." The report also included feedback such as:

- The current facility is old, outdated and insufficient, with low visibility.
- A new building would meet the demands of an increasing demographic; serve more local and county-wide residents and expand offerings of classes, activities and programs.
- A public/private partnership for funding is preferred.
- Portage can garner support from donors (corporations, groups and individuals) if a comprehensive community effort is launched.
- A \$5.5 million campaign is too aggressive and a significant contribution by the City of Portage will be needed.

On July 24, the City Council held a Committee of the Whole meeting to review the concepts and recommendations from the consultants. The City Administration requested and received a professional services proposal from HFC to manage the planning and execution of a capital campaign for the construction of a new Portage Senior Center in the amount of \$75,000. The campaign would have a fundraising goal of \$1.5 million toward an anticipated cost of \$5.5 million to construct a new Senior Center. Additional costs to implement the campaign (administration and marketing services) are estimated at \$45,000.

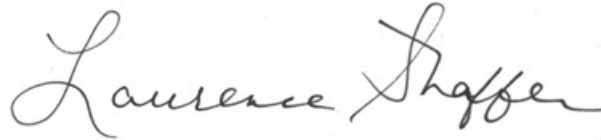
It is recommended that City Council award a professional services contract to Hopkins Fundraising Consulting in the amount of \$75,000, for professional campaign development and implementation services toward the construction of a new Senior Center facility and to authorize the City Manager to execute all documents related to these actions on behalf of the City.

FUNDING: Sufficient funding is available from the Fiscal Year 2017/2018 surplus.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2018/2019 Portage Senior Center Bus Trips - Bid Tabulation

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

ACTION RECOMMENDED: Approve the bid from Gail Andrus Travel, LLC, for motor coach services for the late 2018 and 2019 Portage Senior Center travel program in the amount of \$42,187 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Portage Senior Center (PSC) provides an extensive travel program for area seniors. Bids for motor coaches for the late 2018/2019 travel schedule were received from three vendors. One bid was incomplete. The lowest bid of the two remaining bids in the amount of \$42,187 was submitted by Gail Andrus Travel, LLC, of Grand Rapids, MI. Gail Andrus, LLC, has previously provided motor coach services for the PSC travel program in a satisfactory manner.

The PSC travel program is self-supporting through user fees; funds for city payment to Gail Andrus Travel, LLC, are received from participants who sign up for the trips. The PSC travel program is experiencing an increase in participation. The current bid includes 28 one-day excursions and six multi-day trips.

It is recommended that City Council approve the bid from Gail Andrus Travel, LLC, for motor coach services in the amount of \$42,187 for late 2018 and 2019 Portage Senior Center travel program.

FUNDING: The PSC travel program is self-supporting through user fees. Funds for payment to the vendor are received from participants who sign up for each trip.

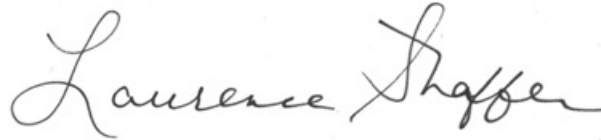
Attachments: 1. Senior Center Bus Trips Bid Tabulation

BID TABULATION
SENIOR CENTER BUS TRIP TRANSPORTATION

<u>DATE</u>	<u>DESTINATION</u>	<u>COACH SIZE (# OF PASSENGERS)</u>	Gail Andrus Travel LLC 400 Ann St. NW, Ste 208 Grand Rapids, MI 49504	Cardinal Buses, Inc. PO Box 59 Middlebury, In 46540
TBD	Chicago, IL	38 Passenger	\$1,290.75	\$1,290.75
TBD	Chelsea, MI	38 Passenger	\$760.00	\$769.50
TBD	Shipshewana, IN	38 Passenger	\$680.50	\$688.50
TBD	Marshall, MI	38 Passenger	\$622.00	\$627.75
TBD	Munster, IN	38 Passenger	\$1,000.00	\$1,012.50
TBD	Coldwater, MI	38 Passenger	\$622.00	\$627.75
TBD	Kalamazoo, MI	24 Passenger	\$555.00	\$558.00
Summer 2019 TBD	Bloomfield Hills, MI	38 Passenger	\$1,250.00	\$1,275.75
Summer 2019 TBD	Detroit, MI	38 Passenger	\$1,126.00	\$1,134.00
Summer 2019 TBD	Chicago, IL	54/56 Passenger	\$1,485.00	\$1,495.00
Summer 2019 TBD	Saugatuck, MI	38 Passenger	\$622.00	\$627.75
Fall 2019 TBD	Kalamazoo, MI	24 Passenger	\$555.00	\$558.00
March 2019 TBD	New Buffalo, MI	54/56 Passenger	\$820.00	\$824.50
March 3, 2019	Kalamazoo, MI	24 Passenger	\$555.00	\$558.00
April 11, 2019	Ft. Wayne, IN	38 Passenger	\$1,063.00	\$1,073.25
April 24, 2019	Royal Oak, MI	38 Passenger	\$1,225.00	\$1,235.25
April 2019 TBD	Chicago, IL	38 Passenger	\$1,200.00	\$1,214.50
May 4, 2019	Grand Rapids, MI	38 Passenger	\$622.00	\$627.75
May 15, 2019	Rochester, MI	38 Passenger	\$1,305.00	\$1,316.25
May 22, 2019	Bay City & Midland, MI	38 Passenger	\$1,570.00	\$1,579.50
May 29, 2019	Sauder Village, OH	54/56 Passenger	\$1,260.00	\$1,271.00
June 2019 TBD	New Buffalo, MI	54/56 Passenger	\$820.00	\$824.50
June 6, 2019	Battle Creek, MI	38 Passenger	\$622.00	\$627.75
June 2019 TBD	Niles & Dowagiac, MI	38 Passenger	\$622.00	\$627.75
July/August 2019 TBD	Petoskey, MI	38 Passenger	\$2,703.00	\$2,793.75
Summer 2019 TBD	Port Huron, MI	38 Passenger	\$1,840.00	\$1,852.50
August 2019 TBD	Stratford Ontario	47 Passenger	\$3,075.00	\$3,083.75
September 2019 TBD	New Buffalo, MI	54/56 Passenger	\$820.00	\$824.50
September 2019 TBD	Mackinac Island, MI	47 Passenger	\$4,700.00	\$4,720.00
September 2019 TBD	Lexington, KY	38 Passenger	\$3,700.00	\$3,735.00
October - November 2019 TBD	Grand Rapids, MI	38 Passenger	\$622.00	\$627.75
December 2019 TBD	New Buffalo, MI	54/56 Passenger	\$820.00	\$824.50
December 2019 TBD	Kalamazoo, MI	24 Passenger	\$555.00	\$558.00
November - December 2019 TBD	Greenfield Village, MI	38 Passenger	\$1,100.00	\$1,113.75
TOTAL OF PLANNED 2019 TRIPS			\$42,187.25	\$42,578.75

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Public Safety Retention Schedule

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
Adam Herringa, City Clerk

ACTION RECOMMENDED: Adopt a resolution which will rescind the current City of Portage Records Retention Schedule 13 for the Department of Public Safety and replace the retention schedule with the State of Michigan General Schedule 11 for Law Enforcement Agencies.

The City of Portage Records Retention Schedule for the Department of Public Safety is antiquated and needs to be updated. Current records are being maintained longer than necessary and other records listed on the current schedule are obsolete. Adopting the State of Michigan General Schedule 11 for Law Enforcement Agencies would modernize the retention schedule and make recording keeping at the Department of Public Safety more contemporary.

The State of Michigan Records Management Services division has reviewed the new schedule and the City Attorney has written the resolution approving the change as to form.

It is recommended that City Council adopt a resolution which will rescind the current City of Portage Records Retention Schedule 13 for the Department of Public Safety and replace the retention schedule with the State of Michigan General Schedule 11 for Law Enforcement Agencies.

FUNDING: N/A

Attachments:

1. Resolution
2. State of Michigan General Schedule 11 (DTMB-0043) for Law Enforcement Agencies

**CITY OF PORTAGE
RESOLUTION**

**RESCINDING PORTAGE RETENTION AND DISPOSAL SCHEDULE 13 AND ADOPTING A
NEW RETENTION AND DISPOSAL SCHEDULE IN ITS PLACE**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 2018 at 7:00 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

WHEREAS, Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs.

WHEREAS, consistent with Michigan law the City of Portage has adopted a general Retention and Disposal Schedule for the public records created during the normal course of business and department specific schedules for its various departments for public records unique to each department, including Retention and Disposal Schedule 13 that pertains to the Police Division of the Department of Public Safety.

WHEREAS, Michigan Records Management Services prepares model Retention and Disposal Schedules for use by local governments and has prepared General Schedule 11 for Law Enforcement Agencies.

WHEREAS, City of Portage Retention and Disposal Schedule 13 needs updating and the adoption of General Schedule 11 for Law Enforcement Agencies will provide the needed updates.

NOW, THEREFORE, BE IT RESOLVED THAT:

That City of Portage Retention and Disposal Schedule 13 as it currently exists be rescinded and that the State of Michigan General Schedule 11 for Law Enforcement Agencies be adopted in its place.

All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

EFFECTIVE DATE: _____, 2018.

Adam Herringa City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 2018, the original of which is in the official proceedings of the City Council.

Adam Herringa, City Clerk

PREPARED BY:
Charles R. Bear (P34107)
Portage Assistant City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 6-22-18

CRB
City Attorney

Z: Jody/Portage/Res/Retention and Disposal Schedule Resolution.062118

RECORDS RETENTION AND DISPOSAL SCHEDULE
Michigan Department of Technology, Management and Budget
Records Management Services
DTMB-0043 Revised 3/6/2018

SECTION 1. LOCAL GOVERNMENT INFORMATION

1. Local Government Type

County ☐ City ☒ Village ☐ Township ☐ Court ☐ School District ☐ College/University ☐ Other ☐

2. Government Unit Name

City of Portage

3. Department Name

Public Safety

SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records.

Local Government Signature

Printed Name

Date

Department of Technology, Management and Budget,
Records Management Services Signature

Printed Name

Date

Department of Natural Resources, Archives of Michigan Signature

Printed Name

Date

State Administrative Board Approval Stamp

Date

SECTION 3. RETENTION SCHEDULE

Item Number	Record/Record Series Title and Description	Retention Period
13.010	<u>9-1-1 LOGS</u> – ANI and ALI information provided on al 9-1-1 calls received at the Portage PSAP.	CR+1
13.020	<u>ABANDONED VEHICLE NOTICE</u> - These records document vehicles that are abandoned/impounded. They may include photographs, data describing the vehicle, TR-52 "Notice of Abandoned Vehicle" form, and requests from wrecker companies.	CR+2
13.030	<u>ACCIDENT REPORTS</u> - These records document accidents reported to the Michigan State Police either electronically or on the UD-10 "Uniform Traffic Crash Report" form. Pursuant to MCL 257.622, a copy must be retained for at least 3 years. (Reports are submitted electronically to the State and maintained by the State.)	CR+3
13.040	<u>ARREST/DETENTION LOGS</u> - These logs identify people who were arrested. They may or may not include the name, date, charge and disposition.	CR+5
13.050	<u>BLOOD ALCOHOL CONTACT (BAC) LOGS</u> - These records document the evidentiary breath test that is administered to a suspect.	CR+3
13.060	<u>BICYCLE REGISTRATONS</u> - These records are used to recover stolen bicycles. They may include owner name, contact information, bicycle description, serial number and registration tag number.	CR+5
13.070	<u>BOND RECEIPTS</u> - These receipts document the payment of bail bonds.	CR+1

Item Number	Record/Record Series Title and Description	Retention Period
	The police copy is scanned to the case file. The form identifies the person's name, case number, charges, date, court appearance information, and the amount of bail.	
13.080	<u>CITATIONS/TICKETS</u> - These are the officer's copy of paper traffic citations that are issued. They are filed by the officer.	CR+3
13.090	<u>CITATION/TICKET BOOK RECEIPTS</u> - This record contains the ticket-citation numbers for the book and to which officer it was assigned.	CR+3
13.100	<u>COMMITTEE RECORDS</u> - These documents are from the various internal committees associated with the office, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.	CR+2
13.110	<u>COMPLAINT LOGS</u> - These logs are used to track the incident numbers, dates, times, names, location and nature of crimes. They may also be automated systems.	CR+2
13.120	<u>CONTACT INDEX CARDS (FIELD INTERROGATION REPORTS)</u> - These cards are used to document individuals who are involved in suspicious activities. They may contain names, date and activity or charge. They are used by officers and detectives during investigation.	ACT
13.130	<u>DISCOVERY ORDERS</u> - These are copies of discovery orders submitted by attorneys for information related to cases.	CR+1
13.140	<u>DRUG FORFEITURE RECORDS</u> - These records document the seizure of property related to drug traffic offense, pursuant to MCL 333.7524. The records may contain descriptions of what was seized, titles, deeds, etc. and the disposition of the item(s).	CR+7
13.150	<u>EVIDENCE PROPERTY LOG</u> - These records document what has come into and left the evidence storage area. They identify the receipt number, case number, and may or may not include individual forms, logs, spreadsheets or databases.	RELATED INCIDENT REPORT IS DESTROYED
13.160	<u>EXPUNGED RECORDS INFORMATION</u> - These records document what records have been expunged. They may contain the name, charge, date and related correspondence.	CR+3
13.170	<u>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS</u> - This file will document any requests for information of public records. This may include requests for information, correspondence, a copy of the information released and billing information.	CR+1
13.180	<u>IDENTIFICATION DATABASE/IMAGE SYSTEM</u> - Automated system used to capture the fingerprints of individuals. Some systems may also have the ability to capture digital photographs and link the photo to the print. They system may be capable of submitting the information electronically to the Michigan State Police. Pictures may be produced from the system and affixed to folders or papers, as needed.	RELATED INCIDENT REPORT IS DESTROYED
13.190	<u>INCIDENT REPORTS</u> - These reports document criminal and non-criminal incidents. These records are typically filed according to the number assigned by dispatch. These records may include copies of UD-10's, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177 Breath, Blood, Urine Test Reports, DI-93 Refusal to be Tested, LEIN Breath Entry, Blood Alcohol Content report, Blood Alcohol Data Master, supplemental reports, court disposition, receipts, OUIL Cost recovery, attorney request, affidavit for search warrants, liquor inspection reports, property/evidence inventory form, driver re-exam request	Non-criminal= CR+3 Misdemeanor= CR+7 Felony = CR+20 Homicide/Felony CSC = CR+110

Item Number	Record/Record Series Title and Description	Retention Period
	and diagrams.	
13.200	<u>JAIL INMATE RECORDS (BOOKING RECORDS)</u> - These files may contain the following inmate records: intake record, booking form, medical information, mug shot, classification review documents, fingerprint card, inmate property release form, official court documents, mental health information. Records are filed by inmate number. If an inmate returns, they are re-issued the original number. Some folders may contain information about multiple arrests for the same individual.	CR+7
13.210	<u>JUVENILE ARREST RECORDS AND FINGERPRINT CARDS</u> - These records are used to aid in tracking of juveniles. They may include a physical description of the youth, name, date of birth, date of emancipation, charge, disposition, photographs, fingerprints, court records, witness reports, incidents reports, etc. <i>ACT = Until the juvenile's 21st birthday.</i>	ACT
13.220	<u>LIQUOR LICENSE ESTABLISHMENT RECORDS</u> - These files are used to monitor licenses issued to liquor establishments. They may include a copy of the actual liquor license that is issued by the Michigan Liquor Control Commission, drawings, background information, tax information, bank statements, birth certificates, LEIN printouts, I Chat responses, computer printouts of other database information. <i>ACT = while establishment is in business.</i>	ACT
13.230	<u>PAWN SHOP FILES</u> - These reports are completed by pawnshops and are submitted to the department pursuant to P.A. 231 or 1945. They are used to aid in recovering stolen property.	CR+3
13.240	<u>PERSONAL PROTECTION ORDERS</u> - These records are copies of personal protection orders issued by the court. <i>EXP = until the expiration date on the PPO.</i>	EXP
13.250	<u>PHOTOGRAPHS AND DIGITAL IMAGES</u> - These images are stored in evidence and/or electronically in a secure, file on non-criminal, misdemeanor and felony cases for the duration of the investigation, pending litigation and appeal.	Non-criminal = CR+3 Misdemeanor = CR+7 Felony = CR+20 Homicide/Felony CSC = CR+110
13.260	<u>PISTOL PURCHASE PERMITS/SALES RECORDS</u> - These records document individuals who apply for a Pistol Purchase Permit and who have a handgun. The records include copies of the RI-10 "Purchase Permit" and RI-60 "Pistol Sales Record."	CR+6
13.270	<u>RECORDS MANAGEMENT DATABASE AND IMAGING SYSTEM DATA AND DOCUMENTS</u> -These systems are often used to track information associated with case processing, accident processing, dispatch, gun permits, gun registration, wants/warrants, jacket processing, public safety inquiry, incident reports, booking reports, jail reports, general orders, district court inquiries, subpoenas, tickets/citation, prisoner locations, non-inmate cash receipts, financial systems, case reporting, accident reporting, outstanding receipts, incident numbers, offense, officer, date, case disposition, location, property records, receipts, vehicle records, evidence logs, abandoned vehicles, administrative records, miscellaneous registrations and permits. These systems may be linked to other systems, such as the LEIN or MICR systems. Retention reflects the need to migrate date from one system to the next.	Per specific schedule or 110 years

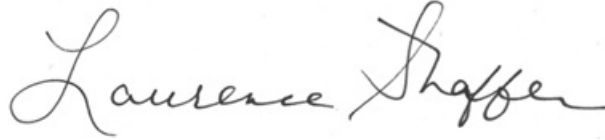
Item Number	Record/Record Series Title and Description	Retention Period
13.280	<u>SEX OFFENDER ADDRESS VERIFICATION</u> - These are copies of the DD-4 "Michigan Sex Offender Registration" form that is required by PA295 of 1994 to register sex offenders. Information is entered into the LEIN "Law Enforcement Information Network" and used to track the location of these offenders. <i>SUP = most recent registration.</i>	SUP
13.290	<u>UNCLAIMED MONIES</u> - These records document unclaimed money that is transferred to the treasury and deposited in the General Fund.	CR+6
13.300	<u>AUDIO AND VIDEO RECORDINGS</u> – These records document audio and/or video that is recorded using any type of device of routine surveillance/security, training, patrols, incidents, activities, red light violations, public space or crowd monitoring, etc. The recordings are cleared and reused on a monthly basis. <i>Recordings that contain evidence of incidents are retained until the case is solved, closed and litigation ends.</i>	CR+0/1
13.310	<u>WARRANTS</u> – Warrants are entered by the court and not maintained by the department. Warrant entries and cancellations made by the department are scanned to the associated case file and maintained as part of the records management system. Data from the warrant entry made by the court is entered into the records management system as well. <i>EVT = existence of the warrant entered into the records management system.</i>	EVT
	ADMINISTRATIVE RETENTION	
13.320	<u>ANNUAL REPORTS</u> - Agency copy of the annual report that is submitted each year to document the activities and events that have taken place.	PERM
13.330	<u>BUDGET INFORMATION</u> - These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments. These are departmental work copies only.	CR+6
13.340	<u>BUILDING PLANS</u> - These documents are used to construct and maintain buildings and other infrastructure. They may include blueprints, building plans, drawing plans and diagrams of the building.	Building is destroyed or transfer to new owner if sold
13.350	<u>COMPLAINTS – CITIZENS</u> - These records document any complaints filed by citizens against an employee. They document what action, if any, was taken.	CR+2
13.360	<u>COMPLAINTS – INTERNAL</u> - These records document any complaints filed internally against an employee. They document what action, if any, was taken.	CR+2
13.370	<u>CORRESPONDENCE</u> – These records document communication between staff members within the department, correspondence with outside groups, general inquiries from the public or other government agencies, etc. This correspondence does not relate to specific incidents or initiatives. This correspondence is arranged chronologically or by correspondent name and it is not filed in topical files or case files.	CR+2
13.380	<u>FEDERAL FIREARMS LICENSE (FFL) APPLICATIONS</u> - These records are the ATF-Form 8 completed by licensed firearms dealers and forwarded to the federal government.	Until dealer license is no longer in force.
13.390	<u>GENERAL ORDERS/POLICIES AND PROCEDURES</u> - These records document internal policies, general orders and department orders issued by the Chief/Director. They may contain official bulletins that are used to convey information to departmental staff.	PERM

Item Number	Record/Record Series Title and Description	Retention Period
13.400	<u>GRIEVANCE FILE</u> - These are copies of grievances filed against union contracts.	CR+7
13.410	<u>GRANTS</u> - These files are used to administer grants that are applied for by the office from state, federal and private agencies. These files contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation or monitoring reports, audits, periodic progress reports, etc.	Grants received= CR+7 Grants denied= CR+1
13.420	<u>MUTUAL AID AGREEMENTS</u> - These are agreements executed with other agencies to provide mutual support as needed during a crisis or emergency. <i>ACT = while the agreement is in place.</i>	ACT +10
13.430	<u>OVERTIME SLIPS</u> - These slips are used to document overtime worked by employees. The signed documents aid in verifying overtime hours and classifying reasons worked.	CR+2
13.440	<u>PAYROLL TIMESHEETS</u> - These records may consist of copies of absence request forms and overtime slips utilized in entering departmental payroll to Finance.	CR+5
13.450	<u>TRAINING</u> - These records document in-house and external training and list the date, course title and training hours the employee received.	Employment ends +7
13.460	<u>TRAINING – FIELD TRAINING OFFICER (FTO) RECORDS</u> - These records are completed During a new officer's training period. They document their performance and areas needing improvement during their probation period after being hired. They may include copies of dailies, daily observations, weekly summaries, tickets, UD-10s, case reports, property receipts, etc. <i>EVT = when probation period ends.</i>	EVT +2

SUBMIT TO: State of Michigan, Records Management Services, P.O. Box 30026, Lansing, MI 48909

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fire Station No. 2 Facility Replacement – Increase to Architectural Services Contract

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: Approve an increase to the contract with Williams Architects of Itasca, Illinois, in the amount of \$276,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city.

Design, engineering and construction of a new Fire Station No. 2 was planned for in the 2017-2027 Capital Improvement Program (CIP). Funding for design and engineering was programmed in the FY 2017-18 CIP budget and the construction is programmed in the FY 2018-19 and FY 2019-20 CIP budgets. On August 8, 2017, City Council awarded a contract to Williams Architects of Itasca, Illinois, in the amount of \$232,500 for architectural services for Fire Station No. 2.

Based on a November 2015 feasibility study, the Request for Proposals (RFP) for architectural services, issued in April 2017 for the design of the new Fire Station No. 2, was based on an estimated building size of 14,101 square feet and a construction cost of up to \$3 million. During the design phase, which has been completed, the building size increased to 18,364 square feet. The additional footage will provide for a backup Emergency Communications Center (ECC), specialized training space and enhanced cleaning and storage of personal protective equipment, as well as individual sleeping quarters to accommodate female firefighters. Additionally, a number of items to help conserve energy, such as Leadership in Energy and Environmental Design (LEED) mechanicals for heating & cooling of the building, as well as an energy alternative solar hot water system, have been added to the design. In consideration of these needed design changes, combined with the current construction environment, the estimated cost of construction is approximately \$6 million.

The fees contained in the contract with Williams Architects are based on construction costs of \$2.5 million with an additional fee of 7.9% of the the total construction costs, should they exceed the threshold amount. Given the additional costs, an increase to the contract with Williams Architects of \$276,500 is required. The additional work performed by Williams Architects has resulted in many features that will ensure that the new Fire Station No. 2 will serve the citizens of Portage for many years into the future.

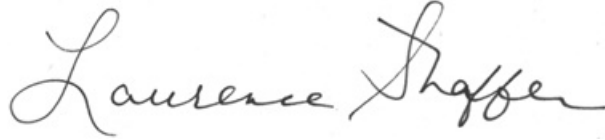
It is recommend that City Council approve an increase to the contract with Williams Architects of Itasca, Illinois, in the amount of \$276,500 for architectural services for Fire Station No. 2 and authorize the City Manager to execute all documents on behalf of the city.

FUNDING: Sufficient funding is available in the FY 2018-19 and FY 2019-20 Capital Improvement Program budgets.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Aggregate Pier Contract

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
John Podgorski, Senior Deputy Fire Chief

ACTION RECOMMENDED: Award a contract in the amount of \$115,000 to Hayward Baker, Inc. for the installation of aggregate piers in the new Fire Station #2 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The construction of the new Fire Station 2 requires the installation of aggregate piers to provide adequate bearing for the foundation of the new station. Bids were solicited and four were received. The low bidder failed to include a performance bond in its proposal thereby the two lowest bidders, Peterson Contractors, Inc. of Reinbeck, IA and Hayward Baker, Inc. of Roselle, IL, were interviewed by city staff and representatives from Soils and Materials Engineers (SME), and AVB Construction. SME provides the civil recommendations for the foundation requirements of the new station, and AVB Construction is the city's representative during the construction of the new Fire Station #2.

Upon review of the proposals and interviews, city personnel, SME and AVB Construction unanimously agreed Hayward Baker should be selected as the contractor for the installation of the aggregate piers for this project. Although Peterson Contractors, Inc. was the lowest apparent bidder at \$110,000, it did not include the cost of performance bond or other critical testing components.

Therefore, it is recommended that City Council award the contract for aggregate pier installation to Hayward Baker Inc., of Roselle, IL, in the amount of \$115,000 and authorize the City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: Sufficient funds are available in the 2018-19 Capital Improvement Program budget.

Attachments:

1. Bid Tab Totals
2. AVB Recommendation
3. SME Recommendation

BID TABULATION
CITY OF PORTAGE FIRE STATION NO. 2 BID RELEASE NO. 1

<u>BIDDER</u>	<u>BID</u>
Peterson Contractors, Inc. 104 Blackhawk St. Reinbeck, IA 50669	\$110,000.00
Hayward Baker, Inc. 1350 W. Lake Street Roselle, IL 60172	\$115,000.00
GeoConstructors, Inc. 413 Browning Court Purcellville, VA 20132	\$167,600.00
Helical Drilling, Inc. 639 Granite Street Suite 101 Braintree, MA 02184	\$264,000.00



BUILD SOMETHING BETTER.

NOTICE OF RECOMMENDATION OF AWARD

**PROJECT: Portage Fire Station 2
Bid Release 1**

PROJECT #:AVB 18-003

Date: August 9, 2018

City Of Portage, Finance And Purchasing
7900 South Westnedge Ave.
Portage, Mi 49002

This letter serves as notice that AVB Construction, Owner's Representative for the above project, recommends the award of a \$115,000 contract to Hayward Baker, Inc. for the Aggregate Piers scope in strict accordance with the Project Documents including bidder's instructions and requirements, drawings, specifications, schedule, bid scope, post bid interview discussion/emails.

If you have any questions, please contact me.

AVB Construction

Jack Michael
President, Commercial Construction

Wendy Lockner

From: Kirt Andersen <Kirt.Andersen@sme-usa.com>
Sent: Thursday, August 09, 2018 2:32 PM
To: Wendy Lockner
Cc: Kevin J. Glupker; Aaron Reed
Subject: SME Aggregate Pier Bid Review
Attachments: Preliminary SME Aggregate Pier Bid Review+080318.pdf

Wendy,

Based on the information provided, the phone interviews with the Companies and past experience, both companies are qualified to perform the work.

At this time, SME would recommend Hayward Baker for the work at Fire Station No. 2.

If additional information is needed to better understand our decision, please let us know.

Thanks,

Kirt M. Andersen, PE | Senior Consultant

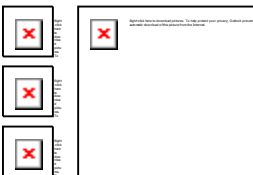
43980 Plymouth Oaks Blvd. | Plymouth MI 48170-2584

734.454.9900 o | 248.308.4292 c | Kirt.Andersen@sme-usa.com



Passionate People Building and Revitalizing our World
Offices in Indiana, Michigan, and Ohio

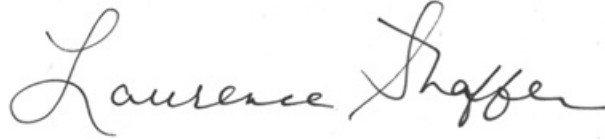
www.sme-usa.com



For our Confidentiality and Electronic Communication Notices visit www.sme-usa.com/disclaimer.
If you cannot access the hyperlink, please email the sender.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Michigan Municipal League Annual Meeting

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Authorize the City Manager to attend the Michigan Municipal League Annual Convention and cast the vote on behalf of the City of Portage.

The Michigan Municipal League Annual Convention is scheduled for Friday, September 21, 2018 at 3:45pm at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

- To elect six members of the Board of Trustees for terms of three years each.
- To vote on the Core Legislative Principles document.
- If presented, vote on any resolutions to the membership from the League Board of Trustees.
- To transact any other business as may properly come before the meeting.

It is recommended that City Council authorize the City Manager to attend the Michigan Municipal League Annual Convention and to vote on behalf of the City of Portage.

FUNDING: N/A

Attachments: 1. MML Annual Meeting Notice

July 18, 2018

Michigan Municipal League Annual Meeting Notice(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 20-22, 2018. The League's "Annual Meeting" is scheduled for 3:45 pm on Friday, September 21 in Ambassador Ballroom West at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 21, 2018.**

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 21, 2018.**



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

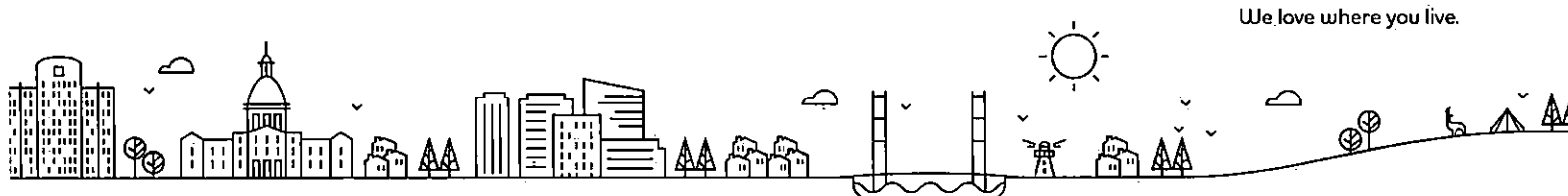
1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 21, 2018**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Thursday, September 20 at Amway Grand Plaza Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Catherin Bostick-Tullius
President
Commissioner, City of Lapeer



Daniel P. Gilmartin
Executive Director & CEO



We love where you live.

Minutes of Boards & Commissions

Portage Senior Citizens Advisory Board

MINUTES

June 20, 2018

ATTENDANCE:

Attendance: Bill Wieringa, Sharon White, Trudy Riker, Art Roberts, John Lobo (new), Mary Lou Petrulio, Larry Smith

Absent Excused: Jo McCrumb, Ann Perkins, Nikki Gillette, Albert Steffens

Absent Un-excused:

Guests: None

Staff: Kim Phillips

Call to order time: 2:35 PM

Corrections to previous minutes:

Art Roberts: Second page John Hoadley Mon April 23, 2:30 Water Street under legislative heading, CORRECTION to be made

Subject to those corrections, Art Roberts Larry Smith seconded, minutes approved.

Special Events, Sharon White:

Sharon distributed special events materials with special attention to birthdays. New things coming up include a new walking club every Tuesday and Thursday, the next one is on the 21st, meeting at 10:00 AM in the lobby of the PSC before walking the trails. We're promoting the June 27th presentation on the opioid crisis, at 2:00 PM. Thursday the 28th 9:00-11:00 open house volunteer appreciation event, all are encouraged to come. Coffee with a Cop is coming up on July 19 at 1:00 PM.

This fall we have some new things coming up, one of which is a LGBT senior support program.

Travel Program, Trudy Riker & Art Roberts:

Trudy – in the last month we have had five trips going out and many satisfied travelers. We had a great turn out at the trip preview.

Art – through the year there were 59 trips, and compared to last year we did a lot better. We net \$25-40,000 dollars annually. \$23,000 last year, \$35,000 this year.

Friends of PSC Board Update, Trudy Riker:

The annual golf scramble was successful with a profit of almost \$8,600. Spring appeal had a good response for the time of year. The Friends will plan a workshop teaching how seniors who have a required distribution to work with may donate by direct deposit (to the PSC) without paying tax on those dollars. The budget for 2019 was approved. One application for a new board member was received, and one additional board member has expressed interest in the board. All Advisory Board support is welcome. One of the activities the Friends holds is a purse sale. This year the sale is scheduled for September 22. If you are interested in doing work, come to the June 29th meeting at 8:30 in the morning at Water Street Coffee shop.

Legislative Update, Art Roberts:

Last month Art attended the Older Michiganiaan's Day and met with representatives on site. Margaret O'Brien, Beth Griffin, and John Hoadley were there, and Brendt Iden passed through briefly. Brendt has a coffee meeting on the 28th from 9:30-11:00 AM at Biggby Coffee, the South Westnedge location. During the day, the representatives talked to the participants. At that time the budget was in the House of Representatives, and the senate's hands. The budget is now in the Governors hands, but the Governor has the power to make a

line item veto. Art noted that one of Margaret O'Brien's concerns has to do with Heritage asking people to move out, and the rights of seniors in assisted living situations. All were endorsing the silver key.

Say YES to Seniors Millage update: August 7th, is the primary and is also the date the senior millage is going to be on the ballot – this is very important. Area Agency on Aging, senior services, meals on wheels would receive funding. The Federal budget is being slashed, there are 73 counties that have a senior millage, but we are not among them. John Hoadley spoke with Betty Lee Ongley and others supporting Say YES to Seniors.

Managers Report, Kim Phillips:

Two manager's reports, April and May, were distributed. Kim said, "We're busy, numbers are up, June/July newsletter is out, travel brochures are available." The city launched a new website, and the senior center information looks different, so please check that out. Overwhelmingly positive responses are still coming in from the bi-weekly email updates Greta sends out. Kim met with the national program director of SAGE, which is a national LGBT organization for seniors, during her visit last month to the National Senior Center Conference in Charleston. One of the things that came back from accreditation process was to find ways to position the senior center such that it was more LGBT friendly. "We will be piloting a program in the fall on how to be an ally to LGBT seniors. LGBT seniors have the highest rate of suicide, isolation and opioid abuse in their age group." Informational and educational opportunities will be coming up. Meetings with representatives from our local organization, Out Front, are upcoming. There were excellent speakers on reframing aging, poverty, and the issue of ageism at this conference. Kim mentioned that even though less than five percent of seniors are in nursing homes, the overall perception of seniors is one of frailty. Kim did a presentation at the conference on Speed Dating and said they would hold off on more of those events until fall.

Update on the building expansion included a short history on how the concept came about. The executive director of the YMCA is potentially interested in a future partnership with the new senior center. Stay tuned.

Larry Smith suggested possibly diversifying the speed-dating event by means of a *speed-friending* and *speed-travel partner* finding as events of potential interest.

Kudos to Dawn Shilts who arrives before the bus departs and arrives on hand to make sure every traveler gets on and off the bus.

Old Business:

There was no old business.

New Business:

Programming of inclusiveness and diversity was requested by a member, and Kim distributed copies of a list of things the PSC has promoted and communicated about in the past six months with regards to diversity.

After the Veterans and senior expo in Mattawan, Kim had a discussion with her director about marketing/advertising the fact that people do not have to be residents of Portage to be a member of the center. Kim met with a marketing company which "secret-shopped" the building to talk to members and staff about who we are and what we do. This marketing group came up with four initial themes:

You have more friends than you know,
Having fun never goes out of style,
Growing up doesn't mean growing old,
Your adventure starts here.

If we change the image a little, it could be the cover for the next travel brochure. The feedback was overwhelmingly positive, with a few notes. Those included feedback that the images were not diverse enough and a new building concept image is included, and the concept may change. The image can be changed as the building concept becomes more concrete.

ACTIVITIES REMINDERS:

Tea Party August 3rd at the PSC, in the garden.

PSC is closed on July 4th.

Rotary will not be doing fireworks this year.

Advisory Board Comments:

Art Roberts commented that membership and “seniors served” numbers grew during the month of June, which is traditionally the PSC’s busiest month of the year.

Larry Smith asked if the board needed to present to City Council. General consensus was that it had just been done in March and the City Clerk would notify the board when it was time again.

Citizen comment:

None

Time Adjourned: 3:35 PM

Next meeting: August 15, 2018, 2:30 PM

City of Portage
Historic District Commission
Wednesday, July 11, 2018

Meeting Called to Order: 8:20 A.M.

Members Present: Duniphin, Lopez, vanLonkhuyzen, Grunert, Forrest, Custer, Barton.

Members Excused: Maytnier, Nemeth.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s): Debbie & Randy Newsome (2663 Mandigo Avenue) and Carl Kunda, Full Circle Communities.

Approval of Minutes: Barton moved, seconded by Forrest, to approve the June 6, 2018 meeting minutes as submitted. Motion approved 7-0.

Old Business:

- a. Election of Officers: Due to the absence of Commissioners Maytnier & Nemeth, the election of officers was tabled until the next scheduled meeting.

Old Business:

- a. 2663 Mandigo Avenue: Owner, Debbie Newsome, was present to speak on behalf of her application regarding the construction of an accessory building (horse barn). Mrs. Newsome provided an update regarding the color choice for the siding and roof of the barn and indicated her and Mr. Newsome will be constructing the barn instead of hiring a contractor. vanLonkhuyzen requested an updated rendering of the proposed barn which would include the location of access doors and any other architectural features. Custer moved, seconded by Grunert, to approve the construction of the accessory building (horse barn) pending an updated rendering and material listing. Motion passed 7-0.
- b. 1521 E. Centre Avenue: Carl Kunda, Full Circle Communities, was present and provided updated renderings of the home located at 1521 E. Centre. Mr. Kunda indicated Full Circle Communities planned on replacing two basement & five other windows on the home with period appropriate wood framed windows. Grunert moved, seconded by Lopez, to approve the replacement of seven windows, which are to be wood with an aluminum exterior siding (skin) and to match the grill pattern of other existing windows on the home. Motion passed 7-0.

Mr. Kunda inquired about repairing the stairs and porch support structures and what would be needed for submittal to the Historic District Commission for approval. vanLonkhuyzen informed Mr. Kunda that replacement of "like for like" does not require approval from the Historic District Commission.

Mr. Kunda inquired about replacing/removing the existing rear (north) deck from the home. Mucha informed Mr. Kunda that a landing would still be required per building code, should the deck be removed. Mr. Kunda informed the Commission that should Full Circle

Communities wish to proceed with replacing/repair the deck, Full Circle Communities will seek input from the HDC.

Community Outreach: Duniphin thanked Commissioners for their assistance in the May event and stated that close to 300 people were in attendance at the event. Duniphin informed the commission that additional purchases were necessary for the event; posters, fliers, banner, easy-up tent. Duniphin requested reimbursement for these items. Lopez moved, seconded by Grunert, to approve reimbursement for the fliers, posters, banner & easy-up. Motion passed 6-0 (Duniphin abstaining). Duniphin informed the Commission of her willingness to head community outreach. Upon verbal agreement, Duniphin was appointed to head community outreach.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District Commission regular meeting of July 11, 2018 at 9:08 A.M.

Historic District Study Committee

July 11, 2018

Call to Order: vanLonkhuyzen called the Historic District Study Committee meeting to order at 9:10 A.M.

Members Present: Duniphin, Lopez, vanLonkhuyzen, Forrest, Custer, Barton, Grunert.

Members Excused: Maytnier, Nemeth.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest: Debbie Newsome, 2663 Mandigo Avenue.

2663 Mandigo Avenue: Mrs. Newsome was present and provided an update to the study committee regarding the proposed district modification. Mucha provided a copy of Public Act 169 of 1970 to the study committee, which lists the steps required to modify a historic district. Mucha informed the study committee that over the next few weeks, a site visit of 2663 Mandigo Avenue would need to occur, in which photograph documentation of existing structures and the physical property would need to take place. Mucha also informed the study committee that a draft preliminary report would need to be written by a study committee member for review at the next scheduled meeting. Commissioner Duniphin volunteered to write the preliminary report for consideration at the next meeting. Commissioners Duniphin, Custer & Lopez volunteered to do a site inspection with the property owner prior to the next scheduled meeting. Mucha informed the study committee that if the preliminary report and photograph documentation can be completed by the next scheduled meeting, the Study Committee can accept the preliminary report and then set a public hearing 60 days out from the acceptance of the report (per PA 169 regulations).

Adjournment: there being no further comment or questions, vanLonkhuyzen adjourned the study committee meeting at 9:28 A.M.

Respectfully submitted,

Kyle Mucha

Kyle Mucha
Zoning & Codes Administrator



MATERIALS TRANSMITTED

Tuesday, July 24, 2018

1. Communication from the City Manager regarding citizen letter in support of Senior/Community Center expansion – Information Only
2. Communication from the City Manager regarding the Monthly Financial Report from Bill Furry, Director of Finance – Information Only
3. Communication from the City Manager regarding the City of Portage Use of One Bank for Primary Operating Accounts – Information Only

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager



MATERIALS TRANSMITTED
July 24, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Citizen letter in support of Senior/Community Center expansion

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

Attachments: 1. Letter from Arthur E. Roberts

**Honorable Patricia Randall,
Mayor, City of Portage
7900 South Westnedge Ave.
Portage MI 49002**



Dear Mayor Randall and members of the Portage City Council,

I have been a resident of Portage since 1975 and have been an active member of the Portage Senior Center since 2002. Currently I serve on the Portage Senior Center Advisory Board as well as being a travel leader for the Travel Committee. The Portage Senior Center acts as a catalyst for the community by offering a variety of activities for seniors including Travel, Health and Wellness Events, Volunteer Opportunities, Diversity along with many other programs.

Space is essential for the success of the center and that space is lacking in the current facility. It is too small and does not have the amenities to meet the needs of the new generation of older adults who have different expectations than today's seniors.

I asked that you back the construction of a new building. Thank you in advance.

Sincerely,

Arthur E. Roberts

**9614 Woodlawn Dr
Portage MI 49002-7212**



MATERIALS TRANSMITTED
July 18, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Bill Furry, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of expenditure levels as compared to budget for the most recently completed month.

Attachments: 1. June 2018 Financial Report

07/15/2018

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 06/30/2018

FUND	DESCRIPTION	ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 1001-City Council	122,320	123,520	95,682	77%
	Totals for dept 1085-City Council-Human Services	139,330	139,380	111,591	80%
	Totals for dept 1501-District Court	68,250	68,250	58,543	86%
	Totals for dept 1720-City Manager	600,300	596,000	493,626	83%
	Totals for dept 2001-Finance Accounting	437,716	437,716	369,614	84%
	Totals for dept 2002-Finance & Budget	307,283	293,333	248,831	85%
	Totals for dept 2053-Finance Treasury	154,207	154,207	130,299	84%
	Totals for dept 2110-MIS	847,110	867,110	833,717	96%
	Totals for dept 2133-MIS Public Information	55,142	55,142	49,795	90%
	Totals for dept 2209-Assessor	444,076	444,076	318,658	72%
	Totals for dept 2247-Assessor Board Of Review	35,403	35,403	23,609	67%
	Totals for dept 2310-Attorney	226,728	226,728	225,728	100%
	Totals for dept 2415-City Clerk	140,666	140,666	126,261	90%
	Totals for dept 2416-City Clerk Records Management	75,170	85,170	73,292	86%
	Totals for dept 2491-City Clerk Elections	175,582	175,582	128,788	73%
	Totals for dept 2610-Human Resources	475,442	475,442	382,138	80%
	Totals for dept 2733-Purchasing	83,845	93,845	78,034	83%
	Totals for dept 2734-Purchasing Risk Management	29,302	29,302	18,077	62%
	Totals for dept 2865-Parks Maintenance	1,252,864	1,290,864	1,178,600	91%
	Totals for dept 2876-Cemeteries	74,326	74,326	63,792	86%
	Totals for dept 2877-Parks & Rec - Parks	617,260	630,749	534,827	85%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	10,000	10,000	6,385	64%
	Totals for dept 2880-Parks & Rec Rec - Admin	174,720	179,320	163,622	91%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	64,540	59,140	55,120	93%
	Totals for dept 2885-Parks & Rec - Programs	4,000	20,800	20,367	98%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,891	93,291	78,104	84%
	Totals for dept 2887-Parks & Rec Rec - Special Events	41,000	54,500	53,581	98%
	Totals for dept 2888-Parks & Rec - Ice Rink	106,893	104,993	81,567	78%
	Totals for dept 3005-Police Administration	837,053	874,053	712,588	82%
	Totals for dept 3006-Police Youth Services	502,931	498,431	446,056	89%
	Totals for dept 3007-Police Investigation	785,060	787,110	781,859	99%
	Totals for dept 3010-Police Patrol	5,323,698	5,326,308	4,934,479	93%
	Totals for dept 3020-Police Training	117,735	124,735	128,050	103%

FUND	DESCRIPTION	ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	5,350	67%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,015,221	1,008,221	912,752	91%
	Totals for dept 3031-Police Emergency Sirens	23,676	27,379	26,792	98%
	Totals for dept 3035-Police 911 Cmrs PSAP	204,919	204,919	184,595	90%
	Totals for dept 3040-Police Records & PST	468,370	458,667	408,178	89%
	Totals for dept 3050-Police Drug Law Enforcement	319,101	319,101	323,031	101%
	Totals for dept 3065-Police Facility Management	101,400	101,400	98,580	97%
	Totals for dept 3090 - Police KCCDA support	0	756,793	756,793	100%
	Totals for dept 3310-Fire Admin	681,621	683,169	548,640	80%
	Totals for dept 3320-Fire Operations	3,994,823	3,982,741	3,753,017	94%
	Totals for dept 3330-Fire On Call Firefighters	120,037	120,037	82,499	69%
	Totals for dept 3331-Fire Emergency Operations	3,700	3,700	1,056	29%
	Totals for dept 3340-Fire Prevention	152,488	152,488	138,798	91%
	Totals for dept 3350-Fire Training	192,041	192,041	162,136	84%
	Totals for dept 3365-Fire Facility Management	98,400	96,852	93,847	97%
	Totals for dept 3710-Comm Dev Building Services	483,592	492,592	467,500	95%
	Totals for dept 3720-Comm Dev Planning & Development	311,937	319,837	291,137	91%
	Totals for dept 3730-Comm Dev Neighborhood Services	226,687	226,637	208,104	92%
	Totals for dept 3765-Comm Dev Building Maintenance	243,164	258,164	215,166	83%
	Totals for dept 4210-General Public Services	506,415	553,130	509,467	92%
	Totals for dept 6720-Senior Center	333,045	340,645	311,669	91%
	Totals for dept 6721-Senior Center Trips	284,777	479,777	385,432	80%
	Totals for dept 6725-Aging Mastery Program	0	1,640	156	0%
	Totals for dept 8050-Contingencies	50,000	50,000	0	0%
	Totals for dept 9610-Transfers Out	1,234,327	2,647,643	2,647,643	100%
	TOTAL - GENERAL FUND	25,481,584	28,055,065	25,537,618	91%

FUND	DESCRIPTION	ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
202	Major Street Fund	3,914,345	5,834,344	5,550,223	95%
203	Local Streets Fund	1,356,319	1,506,319	1,389,700	92%
204	Municipal Streets Fund	1,675,990	1,675,990	1,615,000	96%
223	Curbside Recycling Fund	691,859	791,859	581,731	73%
226	Leaf Pickup / Spring Cleanup Fund	781,801	903,301	573,355	63%
230	CDBG Program Income Fund	110,000	110,000	57,606	52%
252	West Lake Weed Mgt	32,120	32,120	14,500	45%
296	Community Development Block Grant	223,000	216,112	207,135	96%
298	Cable Television Fund	911,600	936,350	665,162	71%
400	Capital Improvement General *	11,766,000	18,999,572	10,784,862	57%
490	Capital Improvement Sewer *	710,000	3,029,317	2,201,543	73%
491	Capital Improvement Water *	2,260,000	6,205,869	1,538,124	25%
590	Sewer Fund	8,078,430	8,505,187	6,652,914	78%
591	Water Fund	6,029,920	6,070,941	5,817,729	96%
TOTAL - ALL FUNDS		64,022,968	82,872,346	63,187,202	76%

** The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes budgets of prior year projects continued.*



MATERIALS TRANSMITTED
July 19, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Response regarding the use of a single bank for city financial operations

SUPPORTING PERSONNEL: Bill Furry, Finance Director

Mayor Pro Tempore Pearson inquired recently about the City's practice of concentrating its primary banking functions with a single bank. The attached memo addresses that inquiry.

Attachments: 1. Memo - City of Portage use of one bank for primary operating accounts

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: July 18, 2018

FROM: William Furry, Finance Director



SUBJECT: City of Portage use of one bank for primary operating accounts

Mayor Pro Tempore Pearson asked recently about the City's practice of concentrating its primary banking functions with a single bank. The following provides some background and addresses that question.

Account structure

All incoming funds flow into a main Depository account, including cash and checks received for various payments and activities, and incoming electronic funds transfers (EFT) from the state and other entities. All outgoing funds leave via one of two accounts. The Payroll account is debited by the City's third party payroll processor, and also by the administrator of the employee flexible spending program, with all other payments made through the Disbursement account, including accounts payable, debt service, tax distributions, and others. The only means by which funds leave the Depository account is by transfer to the Disbursement or Payroll account.

Controls

All checks written on the Disbursement account are controlled using positive pay, a feature that prevents payment of checks not issued by the City. Electronic payments (ACHs and wires) from the Disbursement account are generated only by City staff and require authorization by 2 individuals. Only Consumers Energy and the City Treasury Office can debit the account for utility payments, all other debits are blocked.

Bank selection

The City selected its bank based on response to an RFP, choosing the bank offering the best combination of services, customer service reputation, revenue potential, and other attributes. Establishing the necessary controls and reconciling the various accounts at multiple banks would be a significant burden on staff time. The Finance Department uses the pooled cash accounting method, internally tracking cash balances held by all the City's funds at one bank.

Reasoning

The use of one bank and account for all incoming funds helps avoid confusion on the part of citizens and customers, as all types of payments to the City may be made to one place versus having different sets of payment instructions for utility payments, tax payments, permits, etc. Limiting disbursements to one bank reduces the monitoring and oversight necessary to track outgoing payments. Multiple banks requires more cash management, more transfers between accounts, a more tedious reconciliation process, and more transactions increases the risk of error. Use of one bank provides for clarity, simplicity, and accountability.

In recent years the City has made efforts to do business with various local banks that offer competitive rates to municipalities on CDs. This increases the available level of Federal Deposit Insurance Corporation (FDIC) coverage and supports local bankers. Currently, 3 such CDs are held with 2 banks. Also, a savings account was opened with a local bank paying a rate at or above that of the local government investment pool traditionally used, providing a good return on liquid funds.

Summary

While daily operations utilize only one primary bank, the City does business with four local banks at this time. The City has an established method for monitoring the health of the operating bank, and the results are routinely shared with the Investment Committee.

CC: Honorable Mayor and City Council
Deputy City Manager Rob Boulis