FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
OCTOBER 9, 2018

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

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
   a. Regular Meeting Minutes of September 25, 2018.
   b. Pre-Council Meeting Minutes of October 8, 2018.
2. Approval of the Accounts Payable Register of October 9, 2018 as presented.
3. Establish the:
   1. 2019 Schedule of Regular City Council Meetings, and
   2. 2019 Schedule of Pre-Council Meetings.
4. Approve the purchase of twenty-nine picnic tables, fourteen benches, seventy trash receptacles and lids, eleven recycling bins, and picnic support equipment from Jamestown Advanced Productions, Corp., at a total cost of $64,522 and authorize the City Manager to execute all documents on behalf of the city.
5. Authorize the purchase of three 2019 Ford Police Vehicles through the State of Michigan MiDEAL at a total cost of $107,709 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.
6. Minutes of Boards & Commissions:
   a. Historic District Commission of September 5, 2018.
   b. Planning Commission of September 6, 2018.
   c. Portage Public Schools Board of Education Committee of the Whole Meeting of September 10, 2018.
7. Materials Transmitted from September 25, 2018.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:
   - Environmental Board, Wednesday, October 10, 2018 at 7:00 p.m. in City Hall Room #1.
   - Senior Citizen Advisory Board, Wednesday, October 17, 2018 at 2:30 p.m. at Portage Senior Center.
   - Planning Commission, Thursday, October 18, 2018 at 7:00 p.m. in Council Chambers.

D. Public Hearings:

E. Regular Business Agenda:

1. Appoint individuals to the Senior Citizen Advisory Board, Environmental Board, Historic District Commission, Human Services Board, Park Board and Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

1. Communication from the Councilmember Reid requesting a modification of the City Council Rules of Order and Procedure, approved 12/19/2017, to reinstate the reading of the Consent Agenda as part of the standard format for City Council Meetings.
2. Communication from Councilmember Reid requesting approval to direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet, such as providing an email and/or text blast of the Agenda with hot-links to online supporting documents for citizens who request to receive this information.

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 25, 2018

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. Prior to calling the roll the City Clerk announced that Councilmember Knapp would be participating in the meeting remotely via telephone and that the provisions of the City Council Remote Attendance Policy had been met. 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, the audience observed a moment of silence in recognition of the elderly who call Portage home. Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

PROCLAMATIONS: Mayor Randall issued a proclamation making September PACE Month in recognition of the Program of All Inclusive Care for the Elderly (PACE). Ms. Laura Ferrara of Centra Care received the proclamation and shared information about PACE, their model of integrated care and related benefits. Mayor Randall next issued a proclamation recognizing October as National Community Planning Month in the City of Portage. The following members of the Planning Commission read and received the proclamation: Wayne Stoffer, Sarah Joshi, Betty Schimmel and Meredith Place. Following the proclamation, the Planning Commission Chairperson Wayne Stoffer, recognized Chris Forth, Mike West and Vicki Georgeau of the Department of Community Development for their work and shared some of the work performed by the Planning Commission over the year. Director of Community Development Vicki Georgeau thanked the Zoning Board of Appeals, Planning Commission and City Council for their efforts in support of community planning. Mayor Pro Tem Pearson thanked and recognized each of the members of the Planning Commission that were present for their work and dedication to the community.

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. Councilmember Reid removed Items A.3 and A.4.

Motion by Pearson, seconded by Reid, to approve the Consent Agenda, with the exception of Items A.3 and A.4., as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Regular Meeting Minutes of September 11, Special Meeting Minutes of September 17 and Pre-Council Meeting Minutes of September 24, 2018. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 25, 2018: Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of September 25, 2018. Upon a roll call vote, motion carried 7 to 0.

ACQUISITION OF 117 EAST CENTRE AVENUE: Motion by Pearson, seconded by Reid, to authorize the city acquisition of 117 East Centre Avenue, owned by Ronald Saline, for the amount of $50,000, subject to satisfactory title and environmental assessment and authorize the Mayor to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

WINTER FOREST DRAINAGE IMPROVEMENT PROJECT: Motion by Pearson, seconded by Reid, to award a contract to Hoffman Bros., Incorporated of Battle Creek, Michigan for the Winter Forest Drainage Improvements Project in an amount not to exceed $290,776.95 and authorize the

City Manager to execute all documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

ICE CONTROL SALT: Motion by Pearson, seconded by Reid, to award contracts to Detroit Salt Company in the amount of $63.91 per ton for 1,800 tons of ice control salt at a total cost of $115,038 for early delivery and Compass Minerals America, Inc., in the amount of $76.61 per ton for 1,500 tons of ice control salt at a total cost of $114,915 for seasonal back-up on an as-needed basis and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MDOT CONTRACT FOR INTERSECTION OF PORTAGE ROAD AND LAKEVIEW DRIVE: Motion by Pearson, seconded by Reid, to approve contract #18-5304 between the Michigan Department of Transportation and the City of Portage for the realignment of the intersection at Portage Road and Lakeview Drive; adopt a resolution authorizing the City Manager to sign all documents related to the project on behalf of the city; and award a contract amendment with Abonmarche Consultants, Incorporated, for project engineering services in the not-to-exceed amount of $46,500. Upon a roll call vote, motion carried 7 to 0.

STORM DRAINAGE IMPROVEMENT ON SOUTH WESTNEDGE AT J.L. HUDSON DRIVE: Motion by Pearson, seconded by Reid, to adopt a resolution approving the necessity to improve the storm drainage on South Westnedge Avenue at J.L. Hudson Drive; authorize the City Manager to obtain certain easement interests to accomplish this project in accordance with City Council policy; award a contract to Peters Construction Company of Kalamazoo, Michigan, in the amount not to exceed $365,333.83, and authorize the City Manager to execute all documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PAVING SERVICES BY NIBLOCK EXCAVATING: Motion by Pearson, seconded by Reid, to award a paving contract to Niblock Excavating, Incorporated, of Bristol, Indiana, for miscellaneous paving at various locations in an amount not to exceed $385,952.50 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.

REZONING APPLICATION FOR 4211 (EAST HALF) AND 4525 LONG LAKE DRIVE: Motion by Pearson, seconded by Reid, to accept Rezoning Application #18/19-2, 4211 (east half) and 4525 Long Lake Drive, for first reading and set a public hearing for October 23, 2018. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Reid, to receive the Human Services Board of May 3, Historic District Commission of August 1, Zoning Board of Appeals of August 13 and Planning Commission of August 16, 2018. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Mr. Alan Loveridge, 23965 88th Avenue, Marcellus, spoke and shared an idea by which he believes homeowners and property tax payers could save money by allowing them to pay taxes on a monthly basis.

COMMUNICATIONS:

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

REGULAR BUSINESS AGENDA:

ANNUAL SPRING CLEANUP CONTRACT: Mayor Randall invited Councilmember Reid to begin discussion on the item. Councilmember Reid shared that City Council had been made aware that there is a 7% increase between the proposed contract and current contract. She continued by stating that it is her understanding that there is enough funding available for the first two years but there may need to be an increase in the millage to cover the last of the three-year contract. She questioned the 7% increase and when and how the city would increase the millage.

City Manager Shaffer stated that many factors will impact the revenue stream that supports the spring cleanup program which includes increases in the property tax base. He stated that the revenue fund will be evaluated over time to determine its ability to cover the cleanup program. Mr. Shaffer invited Director of Public Services, Rod Russell, to respond to Councilmember Reid's inquiries. Mr. Russell stated that the 7% increase is likely due to an increase in fuel and equipment costs. He also shared that the project was put out for bid and two bids were received. The low bidder, he stated, was Waste Management which also happens to be the current vendor. He then pointed out that Waste Management was substantially less than the next bidder. Councilmember Reid stated that the proposed bid has an approximately 5% cost increase built into each year of the contract. Mr. Russell stated that the contract and related costs would be monitored to determine if a millage increase would be necessary.

Mayor Pro Tem Jim Pearson inquired if the contract was a renewal with Waste Management and Mr. Russell responded in the negative stating that it would be a brand new contract and pointed out that the current contract also included annual cost increases over the course of the contract. Mayor Randall summarized that it appears the city can cover the cost of the contract for the first two years but may need to evaluate options in the third year. Councilmember Reid expressed concern about embarking on a three-year contract if funding is only guaranteed for the first two years. Councilmember Urban stated that the millage which funds spring cleanup and fall leaf pickup was approved for up to 0.5 mills and the city is currently levying .33 mills meaning there is room for an increase if needed. Mr. Urban also pointed out that development projects by Stryker and Pfizer would be providing additional tax revenue to support this fund. Councilmember Reid thanked Mr. Urban for the information and stated that this provided the assurance she was seeking. Mayor Randall pointed out that commercial and industrial entities pay this tax despite the fact they do not receive the service.

Motion by Reid, seconded by Pearson, to award a three-year contract in the amount of $515,796.29, with the option for three one-year renewals, to Waste Management of Michigan to perform the Annual Spring Cleanup Program 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.

BROADCAST, LIVE-STREAM CABLECASTING AND OPERATIONS: Mayor Randall invited Councilmember Reid to begin discussion on the item. Councilmember Reid shared that she removed this item from the Consent Agenda to help educate and remind the public that the City of Portage is transitioning away from the cable access services provided by Public Media Network (PMN). She continued by explaining that the city would be purchasing broadcasting equipment and working with a vendor to provide video services. She asked City Administration to explain the differences in current and proposed services and share what citizens can expect by way of cable access in the future.

City Manager Shaffer explained that City Council authorized the City Manager to terminate the relationship with PMN earlier in the year. He explained that under the current relationship the city turns over franchise fees paid by cable television subscribers to PMN. In turn, PMN provides Public, Education and Governmental (PEG) programming channels and content. With regard to franchise fees, Mr. Shaffer shared that the city collected approximately $386,000 in the last year. He continued by stating his belief that the city can provide quality cable access service for less and that some of the services offered by PMN do not fit the current mission and values of the City of Portage. Mr. Shaffer stated that the proposed contract includes personnel to handle broadcasting services over the next three years and that the contract represents a savings of $722,000 over the life of the contract. The savings, he stated, would be used to develop content, livestreaming, podcasts and other communicative tools.

City Manager Shaffer introduced Director of Information Technology Devin Mackinder to share additional information. Mr. Mackinder stated that the city is not interested in creating a competitor to PMN or duplicating the services PMN offers. He shared that the contract provides for the production of City Council, Planning Commission and Zoning Board of Appeals meetings along with miscellaneous meetings that may occur. In addition, he continued, the contract provides for a number of other video productions along with rates should the number of productions exceed what is currently anticipated. Mr. Mackinder pointed out that the contract supports a single government-focused cable access channel instead of the three PEG channels currently offered by PMN. With regard to a channel devoted to education programming, Mr. Mackinder stated that the system could accommodate it if the Portage Public Schools were interested. A channel for broadcasts developed by the public, he stated, was not envisioned and explained that offering such a channel would present legal obstacles.

Mr. Mackinder closed his comments by expressing confidence in the opportunities afforded by the new cable access contract and that the government channel will offer enhanced programming, videos and content.

Councilmember Reid shared her belief that citizens should understand that the traditional PEG model is being replaced and services such as production services and equipment for the public along with educational programming would be going away. Mr. Mackinder explained that the city would be utilizing a variety of resources to educate the public in this regard. He also shared that, for a fee, Portage residents would still be able to avail themselves to the offerings of PMN.

Councilmember Ford thanked Mr. Mackinder for the cost projections and stated that he was pleased to see such dramatic savings. He expressed hope that the city will be able to provide quality services and outreach to the community. Mayor Randall commented on the cost savings and thanked Mr. Mackinder for his efforts in this regard.

Councilmember Urban commented that the public aspect of cable access television services has been a part of the program from the very beginning and that he regrets that this will be going away. He continued by stating that some individuals have found the performance of PMN to be lacking but that he viewed any such problems as solvable. Mr. Urban continued by stating that PMN affords youth and other residents that may not have access to a "Go-Pro" camera or other production level equipment the opportunity to create quality video productions. Mr. Urban stated that he was sorry to see this equipment availability go away. Mr. Urban commented that the federal law regarding cable access franchise fees does not mandate that the funds be used in support of cable access services. He expressed his continued opposition to the action of severing the relationship with PMN and stated that he would be voting on the matter this evening as he felt most appropriate.

Motion by Reid, seconded by Ford, to approve the purchase of a new broadcast and live-stream cablecasting system from AVI Systems, Incorporated, along with a three-year professional services contract for training and support maintenance, in the total amount of $143,855.63; and approve a two-year professional services contract with Image Stream in the amount of $180,568 for the provisioning of professional cablecast operations. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson noted that he and Councilmember Burns had attended a meeting of the Central County Transit Authority (CCTA) and Kalamazoo County Transit Authority (KCTA). At the meeting, he stated, a report from a recent planning retreat was discussed. He shared that county residents seem happy with expanded services and that time was spent discussing upcoming millage renewals and whether they should be increased. He stated that the report provided a good summary and invited Councilmembers and residents to visit the following website and select the agenda packet for the September 24, 2018, meeting to review the report: http://www.kmetro.com/our-team/central-county-transportation-authority/ccta-meetings.

Councilmember Burns shared that the CCTA received good news in the form of a $2.8 million federal grant for infrastructure upgrades and replacement buses. He invited Councilmembers to learn more about public transit infrastructure assets by visiting: http://www.kmetro.com/download/944/349/transitassetmanagementplan.pdf. Mr. Burns invited City Council to an upcoming facility tour and shared that Portage City Council would be having discussions about the CCTA/KCTA millage renewal in the next calendar year.

Councilmember Ford shared that he attended a meeting of the Discover Kalamazoo Advisory Council at which Downtown Kalamazoo Incorporated gave a presentation on the status of the Downtown Development Authority (DDA), financial situation of the DDA and plans for DDA expansion to help remedy the financial hardship. Mayor Randall inquired as to the advantage of being a member of the DDA and Mr. Ford explained the process of tax recapture and how the funding can be used to enhance, for example, the infrastructure in the DDA. Councilmember Reid inquired as to the proposed expanded boundaries and Mr. Ford provided a rough description.

Motion by Pearson, seconded by Reid, 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 Reid shared that she attended the "Marihuana Town Hall Meeting" sponsored by the Kalamazoo County Substance Abuse Task Force. She reviewed the background of the panelists, shared some facts that she learned about youth use of marihuana and shared that Kalamazoo County Sheriff Richard Fuller along with other public safety officials recently visited Colorado to learn first-hand about the impact marihuana legalization had on communities. Councilmember Reid commented that the marihuana legalization ballot initiative, if approved, would have a significant impact on youth and communities around the state. Next, Councilmember Reid shared that the total dollar amount of items approved at tonight's City Council Meeting was $2,208,730.10. She commented that this is a significant amount of money to be spending via approval on the Consent Agenda. She stated that efforts must be made to make information about agenda items more readily available to the public and stated that she would like City Council to reconsider its stance on not reading the Consent Agenda aloud. She asked that the topic be added to the agenda for the next City Council Meeting.

Councilmember Burns shared that he recently attended a training offered by the Michigan Government Finance Officers Association and was pleased to see Finance Director Bill Furry and Deputy Finance Director Lauren VanderVeen in attendance. At the training, he continued, he attended a session on Public Act 202 which is related to reporting requirements associated with defined benefit pension and/or other postemployment benefits (OPEB) plans. Mr. Burns pointed out that the city has no liabilities in this regard and complimented prior Councilmembers for putting the city in this enviable position. Next, Mr. Burns commented that it was National Voter Registration Day and encouraged residents to participate in the upcoming election citing several important proposals and contests on the ballot.

Councilmember Ford commented that he recently attended the dog park with his dog and heard positive feedback from others in the park. Mr. Ford next thanked City Council and the Mayor for the positive joint meeting with the Portage School Board and the City Manager for keeping the line of communication between the city and the school system open. Finally, he thanked Councilmember Reid for attending a euchre fundraising event sponsored by the Kzoo Spartans.

Mayor Pro Tem Pearson shared that this is the first meeting at which a Councilmember utilized the Remote Attendance Policy. He thanked City Manager Shaffer, City Clerk Herringa and Director of Information and Technology Mackinder and Information and Technology Operations Manager Maurice Hudson for their work in creating and executing the policy. With regard to the reading of the Consent Agenda, Mr. Pearson shared his belief that a Councilmember should highlight topics he or she believes to be of importance. He cited the agenda item regarding the reconfiguration of the intersection of Portage Road and Lakeview Drive as an example. He continued by stating that a young lady was killed in a traffic accident at this intersection and that it was apparent that work must be done to relocate and improve this intersection. Mr. Pearson shared that City Council approved realigning the intersection at tonight's meeting and thanked city staff for pursuing the project at the urging of City Council.

Mayor Randall thanked Councilmember Knapp for being the first Councilmember to participate remotely in a City Council Meeting. She commented on the investment in technology over the past several years and need for the city to stay current with technology. With regard to the reading of the Consent Agenda, Mayor Randall suggested that podcasts be created that can educate the public on City Council agenda items. She continued by suggesting that additional technological methods to inform the public be explored.

Mayor Randall shared that she has received positive feedback from the joint City Council and Portage School Board Meeting and expressed optimism that progress will be made on items that were discussed. With regard to National Voter Registration Day, she shared that there was a person at the YMCA earlier in the day registering people to vote. She then thanked City Clerk Herringa for his diligence in trying to get people registered to vote.

Mayor Randall concluded by sharing that she recently attended the first ever job fair in the region sponsored by Pfizer and commented on the significant amount of hiring by the company. She thanked the company for being positive members of the region and for wanting to be more integrated with the community. In closing, Mayor Randall thanked City Council for their support with the items on the meeting agenda and for the work that is being accomplished.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:12 p.m.

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Adam Herringa, City Clerk

MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF OCTOBER 8, 2018

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed October 9th Regular Meeting Agenda. With regard to Item A.2, Accounts Payable, Councilmember Knapp noted that she was not able to access the Accounts Payable spreadsheet information. Some meeting attendees noted that they were able to access the document and others stated that they were not. Mayor Randall asked City Clerk Herringa to look into the situation and ensure all Councilmembers could access the information.

With regard to Item A.4, Purchase of Picnic Support Equipment, Councilmember Knapp inquired about recycling opportunities at city facilities and parks noting that the item included a purchase of seventy trash receptacles to eleven recycling bins. She inquired if there was a strategy in place regarding recycling. City Manager Shaffer stated that she raised a good point and he would research and respond. Councilmember Knapp inquired if the planned recycling bins had different compartments based on recyclable material. Mr. Shaffer stated that he would research and respond. Mayor Randall inquired what department was responsible for recycling efforts and Mr. Shaffer responded that it was the Department of Public Services.

With regard to Item E.1, Appointments to Boards and Commissions, Mayor Pro Tem Pearson inquired if City Council would be provided hard copies of the resumes of applicants. City Clerk Herringa responded in the affirmative.

Mayor Randall summarized the meeting and Councilmember Reid shared that she had sent an e-mail to the City Manager asking that an item be added under New Business. City Manager Shaffer confirmed that he had received the e-mail. City Clerk Herringa reviewed the process by which members of City Council and the public can add items to the agenda. Councilmember Reid shared that the item she is adding has two components which are to reinstate the reading of the Consent Agenda and to request the City Manager to investigate alternate ways to provide information and educate the public as to the items on City Council Agendas. Mayor Randall inquired if Councilmember Reid would be willing to include her items as topics at the annual City Council Retreat instead of as an agenda item at the upcoming City Council Meeting. Councilmember Reid reiterated her desire that it be included on the agenda for the upcoming meeting. She stated that she does not expect City Administration to have a plan in place to better inform the public as to meeting agenda items at this time.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:11 a.m.

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Adam Herringa, City Clerk

CITY COUNCIL AGENDA ITEM A.2.
OCTOBER 9, 2018

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 October 9, 2018 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period September 16, 2018 through September 30, 2018 and notes $869,043.76 in automated clearing house payments, $660,585.76 in paper checks and $42,591.74 in auto-pay payments for a grand total of $1,572,221.26.

FUNDING: N/A

Attachments: 1. Accounts Payable Register 10-9-18

Checks From: 9/16/2018 To: 9/30/2018

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
09/17/2018	9543(A)	CAPITAL ADVANTAGE LEASING	EQPT LEASE SEPT 2015	9,400.50
09/21/2018	9544(A)	A I S CONSTRUCTION EQUIP. CO.	TINK CLAW BLADES	3,349.00
09/21/2018	9545(A)	A NEW LEAF	SIX MONTHS OF PLANT	147.50
09/21/2018	9546(A)	ALL-PHASE ELECTRIC SUPPLY CO.	POLE LIGHT ASSEMBLY	365.22
09/21/2018	9547(A)	ALL-TRONICS, INC.	EQUIPMENT MAINTENANCE	78.00
09/21/2018	9548(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	1,095.00
09/21/2018	9549(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	250.00
09/21/2018	9550(A)	B L HARROUN & SON INC.	STOREROOM LEAK	488.70
09/21/2018	9551(A)	BEEBE, RONALD E.	UMPIRE PAYROLL	192.00
09/21/2018	9552(A)	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE - 2018	132,672.18
09/21/2018	9553(A)	C M P DISTRIBUTORS, INC.	AMMO	1,043.00
09/21/2018	9554(A)	CIVICPLUS	ANNUAL RENEWAL	8,976.00
09/21/2018	9555(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,715.93
09/21/2018	9556(A)	EDWARDS, HENRY	UMPIRE PAYROLL	46.00
09/21/2018	9557(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SYSTEM MONITORING	449.52
09/21/2018	9558(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIV	1,949.18
09/21/2018	9559(A)	FORSHEE, MARK	UMPIRE PAYROLL	282.00
09/21/2018	9560(A)	GORDON WATER SYSTEMS	RAMONA WATER BOTTLES	344.45
09/21/2018	9561(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	224.00
09/21/2018	9562(A)	HARTMAN, CHARLES	UMPIRE PAYROLL	240.00
09/21/2018	9563(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES	436.48
09/21/2018	9564(A)	J & J LAWN SERVICE, INC.	MOWING AND TRIMMING	9,154.00
09/21/2018	9565(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM	45.00
09/21/2018	9566(A)	LANDS END	UNIFORMS	93.80
09/21/2018	9567(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	2,348.85
09/21/2018	9568(A)	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	96.00
09/21/2018	9569(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION REPAIR	787.00
09/21/2018	9570(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	46.00
09/21/2018	9571(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRES AND SERVICES	64.50

Checks From: 9/16/2018 To: 9/30/2018

Check Date	Check	Vendor Name	Description	Amount
09/21/2018	9572(A)	MEJEUR ELECTRIC LLC	LIGHTING REPAIRS	314.00
09/21/2018	9573(A)	MICHIGAN PAVING & MATERIALS CO.	2018 LOCAL STREETS	315,218.73
09/21/2018	9574(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,400.00
09/21/2018	9575(A)	NUYEN, ERIC	UMPIRE PAYROLL	42.00
09/21/2018	9576(A)	NYE UNIFORMS	MISC UNIFORMS	657.62
09/21/2018	9577(A)	O'BRIEN, THOMAS	EMPLOYEE TRAINING	367.84
09/21/2018	9578(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	3,127.40
09/21/2018	9579(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,429.16
09/21/2018	9580(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MGMT	440.00
09/21/2018	9581(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	1,570.00
09/21/2018	9582(A)	QUADRANT II MARKETING, LLC	NEWSLETTER-OCT	2,083.40
09/21/2018	9583(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	1,981.00
09/21/2018	9584(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,107.34
09/21/2018	9585(A)	RHODES, KEVIN	UMPIRE PAYROLL	144.00
09/21/2018	9586(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	1,480.56
09/21/2018	9588(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL REPAIR	4,403.00
09/21/2018	9589(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	312.00
09/21/2018	9590(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	1,745.25
09/21/2018	9591(A)	SUBSURFACE REFLECTIONS LLC	UTILITY LOCATING	2,675.00
09/21/2018	9592(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER SYSTEM CHEMICALS	186,745.60
09/21/2018	9593(A)	TOO CLEAN JANITORIAL	JANITORIAL SERVICES	7,495.00
09/21/2018	9594(A)	VANDERVEEN, LAUREN	PARKING REIMBURSEMENT	25.75
09/21/2018	9595(A)	W W GRAINGER INC	SAFETY SUPPLIES	196.09
09/21/2018	9596(A)	WENTWORTH, JORDAN	EMPLOYEE TRAINING	50.00
09/21/2018	9597(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	96,931.50
09/21/2018	9598(A)	WOLVERINE POWER SYSTEMS	OVERCRANK ALARM MAINT	246.25
09/21/2018	9599(A)	XEROX CORPORATION	COPY MACHINE LEASE	812.71
09/28/2018	9600(A)	ACCESS EMPLOYER STAFFING SERVICES	NOV 2018 GENERAL ELECTION	740.69
09/28/2018	9601(A)	ALL-PHASE ELECTRIC SUPPLY CO.	LIGHT POLE ASSEMBLY	1,083.45
09/28/2018	9602(A)	ANALYTICAL TESTING & CONSULTIN	CDBG 5203 OAKLAND	350.00
09/28/2018	9603(A)	ANIMAL REMOVAL SERVICE, LLC	BEE NEST REMOVAL	150.00

Checks From: 9/16/2018 To: 9/30/2018

Check Date	Check	Vendor Name	Description	Amount
09/28/2018	9604(A)	APPROVED PROTECTION SYSTEMS	FIRE EXTINGUISHER MAINT	151.30
09/28/2018	9605(A)	BILL'S LOCK SHOP, INC.	REPLACE DOOR & FRAME	85.00
09/28/2018	9606(A)	BLUESTONE PSYCH	OFFICER PSYCH EVAL	465.00
09/28/2018	9607(A)	CLEANIT CORP	CAR WASHES 2018/19	545.97
09/28/2018	9608(A)	CROWN TROPHY	FALL SOFTBALL TROPHIES	153.97
09/28/2018	9609(A)	DOSTER, KYLE	EMPLOYEE TRAINING	180.00
09/28/2018	9610(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SECURITY CAMERAS	3,986.72
09/28/2018	9611(A)	FARM N GARDEN	SPLIT RAIL FENCE	3,012.60
09/28/2018	9612(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,167.64
09/28/2018	9613(A)	FURRY, WILLIAM	FAA DRONE VESTS	71.53
09/28/2018	9614(A)	GIBSON, ROBERT	EMPLOYEE TRAINING	180.00
09/28/2018	9615(A)	GORDON WATER SYSTEMS	WATER COOLER SERVICE	35.00
09/28/2018	9616(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	58.00
09/28/2018	9617(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES	75.29
09/28/2018	9618(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS	105.00
09/28/2018	9619(A)	KEHOE, EDWARD J	ACTIVITY INSTRUCTOR	400.00
09/28/2018	9620(A)	MAILFINANCE	LEASE PAYMENT	733.77
09/28/2018	9621(A)	MATERIALS RESOURCES	MISC SUPPLIES	39.12
09/28/2018	9622(A)	NORMAN CAMERA CO.	CAMCORDER & BAG	1,318.95
09/28/2018	9623(A)	NYE UNIFORMS	FIRE OCFF UNIFORMS	460.89
09/28/2018	9624(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	3,860.66
09/28/2018	9625(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	9,649.73
09/28/2018	9626(A)	PORTAGE POLICE OFFICERS ASSOC	REIMBURSEMENT FOR PIG OUT	749.46
09/28/2018	9627(A)	PRAIRIE WORKSHOPS LLC	HISTORICAL DEMONSTRATIONS	150.00
09/28/2018	9628(A)	PREIN & NEWHOF	PROFESSIONAL SERVICE	30.50
09/28/2018	9629(A)	REYNHOUT, BRENT	EMPLOYEE TRAINING	180.00
09/28/2018	9630(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	542.64
09/28/2018	9631(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL MAINT	1,144.20
09/28/2018	9632(A)	STULGAITIS, BRIAN	EMPLOYEE TRAINING	135.00
09/28/2018	9633(A)	SYNERGISTIC ONLINE SOLUTIONS	HARDWARE MAINTENANCE	1,840.00
09/28/2018	9634(A)	USA SOFTBALL OF MICHIGAN	FALL TEAM REGISTRATION	1,800.00

Checks From: 9/16/2018 To: 9/30/2018

Check Date	Check	Vendor Name	Description	Amount
09/28/2018	9635(A)	VANPORTFLIET, DEREK	EMPLOYEE TRAINING	150.00
09/28/2018	9636(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,636.67
09/28/2018	9637(A)	WOOD PLUMBING LLC	2018 BACKFLOW TESTS	2,244.00
			Total ACH Transactions:	**869,043.76**

Check Type: Paper Checks

Check Date	Check	Vendor Name	Description	Amount
09/21/2018	307517	A T & T	TELEPHONE SERVICE	5,828.70
09/21/2018	307518	A-1 ASPHALT SEALING & REPAIR, INC.	GARAGE FLOOR REPAIR	17,215.00
09/21/2018	307519	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	825.45
09/21/2018	307520	ADP, INC.	BI-WEEKLY PAYROLL	837.03
09/21/2018	307521	ALLEGRA PRINT & IMAGING	BUSINESS CARDS	66.00
09/21/2018	307522	ALTA EQUIPMENT CO.	WHEEL LOADER	146,885.00
09/21/2018	307523	AMERICAN HOIST AIR & LUBE EQUIP INC	HOIST INSPECTIONS	3,590.00
09/21/2018	307524	ANDRES, BILLIE	TRIP REFUND	106.00
09/21/2018	307525	APPLIED INDUSTRIAL TECHNOLOGIE	MIDSHIP BEARING	142.68
09/21/2018	307526	ASCENSION MICH OCCUPATIONAL HEALTH	2018-19 DOT PHYSICALS	140.00
09/21/2018	307527	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	49,647.75
09/21/2018	307528	BLOOM SLUGGETT MORGAN, PC	LEGAL SERVICES	556.00
09/21/2018	307529	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	72,382.09
09/21/2018	307530	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAW	600.00
09/21/2018	307531	BYHOLT INC.	HYDRANT METER REFUND	100.00
09/21/2018	307532	C M P DISTRIBUTORS, INC.	MISC POLICE EQUIP	124.95
09/21/2018	307533	CINTAS CORP.	UNIFORM RENTAL	486.79
09/21/2018	307534	CITY OF KALAMAZOO TREASURER	WATER SERVICE	433.22
09/21/2018	307535	COMPLETE LANDSCAPING SOLUTIONS	TALL GRASS AND WEEDS	650.86
09/21/2018	307536	CONSUMERS ENERGY	NEIGHBORHOOD ENHANCEMENTS	3,466.50
09/21/2018	307537	CONTRERAS, IGNACIA	DEPOSIT REFUND	150.00
09/21/2018	307538	CREATIVE SERVICES OF NEW ENGLAND	PARK RANGER STICKERS	206.95
09/21/2018	307539	DAVE'S CONCRETE PRODUCTS, INC.	CELERY FLATS PROJECT	59.00
09/21/2018	307540	DEWING, TURA	PARK REFUND	100.00
09/21/2018	307541	DJ JAY VEE	MONSTER MASH 2018	800.00

ACCOUNTS PAYABLE REGISTER

Checks From: 9/16/2018 To: 9/30/2018

Check Date	Check	Vendor Name	Description	Amount
09/21/2018	307542	DORSEY MARTIN	DUPLICATE STAX18 REFUND	2,720.74
09/21/2018	307543	EMERGENCY VEHICLE PRODUCTS	CHANGEOVER VEHICLE 161	16,807.49
09/21/2018	307544	ENTERPRISE HOLDINGS	DUPLICATE STAX18 REFUND	6,226.44
09/21/2018	307545	EVERETT, RICHARD	FIRE OPS TRAINING	213.84
09/21/2018	307546	FLETCHER ENTERPRISES	PAINTING SERVICES	2,880.00
09/21/2018	307547	GRAND HOTEL	TRIP VENDOR PAYMENT	37,671.70
09/21/2018	307548	GRAYBAR ELECTRIC CO.	LOCK PLUG	99.20
09/21/2018	307549	HENCKEN PROCESS SERVICE	VERIFICATION FILING	94.49
09/21/2018	307550	HOME DEPOT	HARDWARE NEEDS	1,523.51
09/21/2018	307552	INT'L ASSOC OF FIRE CHIEFS	FIRE ADMIN TRAINING	234.00
09/21/2018	307553	JUST MOVE FITNESS AND MORE	RAMONA FITNESS CLASS	750.00
09/21/2018	307554	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	155.97
09/21/2018	307555	KALAMAZOO PICKLEBALL	2ND SESSION 50% OF REV	960.00
09/21/2018	307556	KALAMAZOO REG'L EDUC SVC AGENCY	SIREN SUPPORT	150.00
09/21/2018	307557	KAMMINGA & ROODVOETS, INC.	PAINTING SERVICES	5,532.91
09/21/2018	307558	KENT COUNTY DPW	RED MED/DRUG/WASTE	90.00
09/21/2018	307559	KIM CRITZ	MONSTER MASH DESIGN	150.00
09/21/2018	307560	LAURA WINTERS	OVERPAYMENT REFUND	710.75
09/21/2018	307561	LENNON, KAY	TRIP REFUND	2,010.00
09/21/2018	307562	LERETA	DUPLICATE REFUND	56,977.01
09/21/2018	307563	LIFELOC TECHNOLOGIES, INC.	PBT MOUTHPIECES	70.00
09/21/2018	307564	LOCEY SWIM POOL CO.	2 CANS FOUNTAIN PAINT	56.26
09/21/2018	307565	MAISTO, MARY	TRIP REFUND	120.93
09/21/2018	307566	MATTHEW ERVIN	RECYCLED ART DJ	350.00
09/21/2018	307567	MATTRESS MART	FIRE OPS SUPPLIES	1,196.00
09/21/2018	307568	MCCOY, TOM	RECYCLED ART MUSIC	300.00
09/21/2018	307569	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	25.00
09/21/2018	307570	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	2,865.37
09/21/2018	307571	MICHIGAN ASSOC. OF PLANNING	PLANNING CONFERENCE	465.00
09/21/2018	307572	MICHIGAN ASSOC. OF SENIOR CENTERS	CONFERENCE FEE MICH	225.00
09/21/2018	307573	MILLER WELDING SUPPLY	WELDER REPAIRS	1,743.59

Checks From: 9/16/2018 To: 9/30/2018

Check Date	Check	Vendor Name	Description	Amount
09/21/2018	307574	MORRISON LANDSCAPE SERVICES LLC	LANDSCAPE SERVICES	2,960.00
09/21/2018	307575	OFFICE DEPOT, INC.	OFFICE SUPPLIES	922.49
09/21/2018	307577	ORLANDO PLUMBING, LLC	CDBG 5937 BELARD	1,300.00
09/21/2018	307578	PAW PAW DISTRICT COURT	BAIL BOND	550.00
09/21/2018	307579	PETERMAN CONCRETE CO.	CONCRETE	3,212.92
09/21/2018	307580	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	402.52
09/21/2018	307581	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	276.41
09/21/2018	307582	PHILLIPS, KIMBERLY	REVOLVING DISPLAY RACK	173.69
09/21/2018	307583	PORTAGE PUBLIC SCHOOLS	BUS FOR FISH CAMP	446.19
09/21/2018	307584	PRINTING SERVICES INC	PRINTING MONSTER MASH	743.99
09/21/2018	307585	QUALITY ACQUISITIONS, LLC	OVERPAYMENT DELINQ.	932.28
09/21/2018	307586	R + L CARRIERS INC.	HAULING SERVICES	190.39
09/21/2018	307587	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATERIAL	60.00
09/21/2018	307588	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
09/21/2018	307589	RICHTER, KARLEEN	TRIP VENDOR PAYMENT	1,300.00
09/21/2018	307590	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	4.98
09/21/2018	307591	ROBINSON, KEVIN	UMPIRE PAYROLL	92.00
09/21/2018	307592	SAFEBUILT MICHIGAN, LLC	PLAN REVIEW AND INSP	5,520.00
09/21/2018	307593	SCHULTZ, GREG	TOURNAMENT DEPOSIT	100.00
09/21/2018	307594	SNYDER, BROCK	RENTAL REFUND	380.00
09/21/2018	307595	SOIL & MATERIALS ENGINEERS,INC	ENGINEERING SERVICES	800.00
09/21/2018	307596	STAP BROS LAWN & LANDSCAPE,INC	LANDSCAPING SERVICES	9,664.00
09/21/2018	307597	STATE OF MICHIGAN (DOT)	OAKLAND DR/VANDERBILT	109,720.65
09/21/2018	307598	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	154.60
09/21/2018	307599	STEENSMA LAWN & POWER EQUIPMENT	SNOW BLOWER	3,565.00
09/21/2018	307600	SUITS U TAILOR SHOP INC	UNIFORM TAILORING	990.00
09/21/2018	307601	SUNBELT RENTALS, INC.	SCISSOR LIFT RENTAL	774.00
09/21/2018	307602	SUPERIOR PRECAST PRODUCTS, INC.	CELERY FLATS PROJECT	3,746.25
09/21/2018	307603	SWANK MOTION PICTURES, INC.	MOVIE RIGHTS	285.00
09/21/2018	307604	TITLE SOLUTIONS AGENCY	OVERPAYMENT REFUND	40.40
09/21/2018	307605	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	4,250.00

Checks From: 9/16/2018 To: 9/30/2018

Check Date	Check	Vendor Name	Description	Amount
09/21/2018	307606	TRACKER SOFTWARE CORP	PUBWORKS SOFTWARE	11,800.00
09/21/2018	307607	UNITED PARCEL SERVICE	WEEKLY DELIVERY	6.00
09/21/2018	307608	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGISHERS	177.36
09/21/2018	307609	WASHCO, LLC	POWERWASHING	900.00
09/21/2018	307610	WEDEL'S INC.	LANDSCAPING SERVICES	2,920.00
09/26/2018	307611	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	422.02
09/28/2018	307612	A T & T LONG DISTANCE	LONG DISTANCE	676.72
09/28/2018	307613	ALLEGRA PRINT & IMAGING	PRINTING SERVICE	460.00
09/28/2018	307614	BENNER, DOUG	REFUND OVERPAYMENT	9.00
09/28/2018	307615	BRINKS, RAYMOND	REFUND OVERPAYMENT	59.48
09/28/2018	307616	CALLEN, GERALD	REFUND OVERPAYMENT	225.45
09/28/2018	307617	CARTRIDGE WORLD	PRINTER SERVICES	2,425.90
09/28/2018	307618	CINTAS CORP.	INSPECTORS PANT RENTAL	7.13
09/28/2018	307619	COMPLETE LANDSCAPING SOLUTIONS	CONTRACT MOWING	139.38
09/28/2018	307620	CONSORT DISPLAY GROUP	BANNER/ART DISPLAY	530.00
09/28/2018	307621	DEVON TITLE AGENCY	OVERPAYMENT REFUND	153.42
09/28/2018	307622	DEVON TITLE AGENCY	OVERPAYMENT REFUND	183.49
09/28/2018	307623	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	75.00
09/28/2018	307624	FALSETTA, DANIEL	REFUND	14.09
09/28/2018	307625	FAWLEY OVERHEAD DOOR, INC.	DOOR OPENER REPAIRS	137.00
09/28/2018	307626	HERTZ, SHANNON	MEMBERSHIP	189.00
09/28/2018	307627	HOME DEPOT	MAINTENANCE SUPPLIES	1,055.23
09/28/2018	307629	INSTRUMENTATION & CONTROLS INC	OVERPAYMENT REFUND	299.93
09/28/2018	307630	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES	787.50
09/28/2018	307631	KEN HAMMER	OVERPAYMENT REFUND	118.83
09/28/2018	307632	KLEMM, KARL	EMPLOYEE REIMBURSEMENT	27.86
09/28/2018	307633	KOVACH, ANTHONY & BONNIE	TRIP REFUND	100.00
09/28/2018	307634	KZOO TIRE COMPANY	TIRE REPAIRS	18.50
09/28/2018	307635	LUDERER, JOHN R	REFUND OVERPAY	281.23
09/28/2018	307636	MALL CITY MECHANICAL	FIRE FACILITY MAINT.	3,969.00
09/28/2018	307637	MASSIE, LARRY B.	SHARE OF BOOKS SALES	14.97

Check Date	Check	Vendor Name	Description	Amount
09/28/2018	307638	MICHIGAN SECURITY & LOCK	LOCKS	949.10
09/28/2018	307639	MORETTI GROUP	MEETING TRANSCRIPT	259.00
09/28/2018	307640	NETBRAIN TECHNOLOGIES, INC.	SOFTWARE RENEWAL	1,680.00
09/28/2018	307641	NITZ, ERIC	REFUND OVERPAYMENT	85.30
09/28/2018	307642	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,041.45
09/28/2018	307644	PARKHURST, LYN	TRIP REFUND	108.00
09/28/2018	307645	PARR, JOHN	GRAIN ELV REFUND	100.00
09/28/2018	307646	PENNZAR PROMOTIONS	MONSTER MASH MAGICIAN	475.00
09/28/2018	307647	PERIARD, JOEY	HAYLOFT DEPOSIT REFUND	150.00
09/28/2018	307648	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	381.73
09/28/2018	307649	PETTY CASH-COLEEA CANDERS	REPLENISHMENT CHECK	517.58
09/28/2018	307650	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	461.43
09/28/2018	307651	PLACE, MEREDITH	PLANNING CONFERENCE	24.00
09/28/2018	307652	POINTER, PATRICIA	REFUND OVERPAY	6.80
09/28/2018	307653	PORTAGE BUILDING COMPONENTS	HANGING RAIL	375.00
09/28/2018	307654	PORTAGE GLASS & MIRROR	WINDOW REPLACEMENT	525.00
09/28/2018	307655	PUBLIC SAFETY CENTER	MISC PATROL SUPPLIES	195.00
09/28/2018	307656	SACKETT'S CARPET CITY	FIRE FACILITY MAINT.	1,162.66
09/28/2018	307657	SHAFFER, LAURENCE	EMPLOYEE REIMBURSEMENT	36.00
09/28/2018	307658	SMITH, DAVID	OVERPAY REFUND	180.85
09/28/2018	307659	SOUTHLAND MALL, LLC	OVERPAYMENT REFUND	135.43
09/28/2018	307660	STATE SYSTEMS RADIO, INC	TOWER LEASE	1,551.67
09/28/2018	307661	SUITS U TAILOR SHOP INC	UNIFORM TAILORING	1,228.00
09/28/2018	307662	SUPERIOR BUSINESS SOLUTIONS	UNIFORMS	851.54
09/28/2018	307663	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	5,200.00
09/28/2018	307664	TRACTOR SUPPLY CORP.	SUPPLIES - PARKS DIV	58.97
09/28/2018	307665	ULINE, INC.	MISC PROPERTY	449.67
09/28/2018	307666	UNITED PARTY & EVENT SERVICES	SOUND AND PRODUCTION	600.00
09/28/2018	307667	VANDERMEER, DONNETTE	STUART DEPOSIT REFUND	150.00
09/28/2018	307668	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	1,814.76
09/28/2018	307669	WEST, MICHAEL	EMPLOYEE REIMBURSEMENT	182.07

Check Date	Check	Vendor Name	Description	Amount
09/28/2018	307670	WOLZ, MARY-CLARE	SCHOOLHOUSE DEPOSIT	50.00
			Total Paper Checks:	**660,585.76**

Check Type: Auto-Pay Payments

09/14/2018	6980	CONSUMERS ENERGY	GAS-ELECTRIC	10,175.51
09/17/2018	7001	CONSUMERS ENERGY	GAS-ELECTRIC	446.80
09/17/2018	6989	RANDALL BROWN & ASSOC	ATTORNEY RETAINER	18,810.00
09/18/2018	7004	CONSUMERS ENERGY	GAS-ELECTRIC	8,500.55
09-20-2018	7011	CONSUMERS ENERGY	GAS-ELECTRIC	4,249.43
09-21-2018	7014	CONSUMERS ENERGY	GAS-ELECTRIC	409.45
			Total Auto-Pay Payments:	**42,591.74**
			Grand Total:	**1,572,221.26**

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.3.
OCTOBER 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: 2019 City Council Meeting and Pre-Council Meeting Schedules

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Establish the:

1. 2019 schedule of regular City Council meetings, and
2. 2019 schedule of Pre-Council meetings.

Historically, the Council has met on the 2nd and 4th Tuesday of the month, apart from holidays, Portage Public Schools breaks, etc. Proposed City Council and Pre-Council meeting schedules for 2019 are recommended as noted below.

City Council Meeting Dates	Pre-Council Meeting Dates
Tuesday, January 8	Monday, January 7
Tuesday, January 22	Monday, January 21
Tuesday, February 12	Monday, February 11
Tuesday, February 26	Monday, February 25
Tuesday, March 12	Monday, March 11
Tuesday, March 26	Monday, March 25
Tuesday, April 9	Monday, April 8
Tuesday, April 23	Monday, April 22
Tuesday, May 7	Monday, May 6
Tuesday, May 21	Monday, May 20
Tuesday, June 11	Monday, June 10
Tuesday, June 25	Monday, June 24
Tuesday, July 9	Monday, July 8
Tuesday, July 23	Monday, July 22
Tuesday, August 6	Monday, August 5
Tuesday, August 20	Monday, August 19
Tuesday, September 3	Tuesday, September 3*
Tuesday, September 17	Monday, September 16
Tuesday, October 1	Monday, September 30
Tuesday, October 15	Monday, October 14
Tuesday, November 5	Monday, November 4
Tuesday, November 19	Monday, November 18
Tuesday, December 3	Monday, December 2
Tuesday, December 17	Monday, December 16

FUNDING: N/A

Attachments: 1. 2019 Proposed Council Meeting Dates

PORTAGE
A Natural Place to Move

PROPOSED 2019 City Council Meeting Dates

January

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	14	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 19 - Good Friday: City Hall closed at noon.

May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CC Meetings on 1st and 3rd Tuesday due to Memorial Day.

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Pre-Council Meeting on Tuesday, September 3 due to Labor Day

October

Su	Mo	Tu	We	Th	Fr	Sa
	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 8 - Yom Kippur

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 5 - Election Day
CC Meetings on 1st and 3rd Tuesday due to Thanksgiving.

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PPS Christmas Break is undetermined at this time.
CC Meetings on 1st and 3rd Tuesday due to Christmas.

Council Meeting Date

Pre-Council Meeting Date

H US Holiday (City Hall Closed)

2nd & 4th Tuesday of the Month

PPS Break

PORTAGE
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CITY COUNCIL AGENDA ITEM A.4.
OCTOBER 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

Laurence Shaffer

SUBJECT: Picnic Support Equipment - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Approve the purchase of twenty-nine picnic tables, fourteen benches, seventy trash receptacles and lids, eleven recycling bins, and picnic support equipment from Jamestown Advanced Productions, Corp., at a total cost of $64,522 and authorize the City Manager to execute all documents on behalf of the city.

The Fiscal Year 2018-2019 Capital Improvement Program budget includes funding to purchase new picnic tables and picnic support equipment for use throughout the City of Portage parks.

The current picnic tables are mismatched and worn. The purchase of twenty-nine new picnic tables, fourteen benches, seventy trash receptacles and lids, eleven recycling receptacles, and picnic support equipment will create a more cohesive look, and provide a better experience for Portage residents.

On September 6, 2018 bids were requested for twenty-nine new picnic tables and picnic support equipment. A total of four bids were received with the low bid, in the amount of $64,522, being submitted by Jamestown Advanced Productions, Corp. of Jamestown, New York.

It is recommended that City Council approve a purchase in the amount of $64,522 from Jamestown Advanced Productions for picnic tables and picnic support materials and that the City Manager be authorized to execute all documents related to the contract on behalf of the city. If approved, the new picnic tables will be installed in park locations beginning this fall and into spring 2019.

FUNDING: Funds are budgeted in the 2018-2019 Capital Improvement Program budget.

Attachments:
1. Picnic Support Equipment bid tab
2. Picnic Support Equipment list

PICNIC SUPPORT EQUIPMENT
PROPOSAL TABULATION

	Jamestown Advanced Products, Corp.	Miracle Recreation Equipment Company DBA Miracle Midwest	Kay Park Recreation	BSN Sports
TOTAL:	$64,522.00	$78,966.70	$83,100.52	$83,897.20

Proposals Opened 9/6/18

Tabulation Prepared 9/7/18

II. PICNIC SUPPORT EQUIPMENT SPECIFICATIONS

The City of Portage will be updating picnic tables, benches, trash receptacles, and recycling receptacles throughout the city parks. The table shown below lists the model numbers, description, and quantity of each item the city will be purchasing.

Quoting Jamestown Advanced Products, Corp. - Manufacturer Model No.'s listed below. Per enclosed submittals.

Model #	Description	Qty	Unit Price	Unit Total
1. 238-P8 or Equivalent Quoting Model No. 13447-2	8' Extra Heavy Duty Table, Perforated Green Top/Seats, Powder-Coated Black Frame	24	$637.00	$15,288.00
2. 238H-P8 or Equivalent Quoting Model No. 11135-54	8' Double Sided Extra Heavy Duty ADA Table, Perforated Green Top/Seats, Powder-Coated Black Frame	3	$704.00	$2,112.00
3. 238-P8 or Equivalent Quoting Model No. 13447-2	8' Extra Heavy Duty Table, Perforated Black Top/Seats, Powder-Coated Black Frame	2	$ 637.00	$ 1,274.00
4. 940SM-P6 or Equivalent Quoting Model No. 13511-1-1-2	6' Bench with Back 2" x 12" Planks, Surface Mount, Perforated Green Seat, Powder-Coated Black Frame	14	$ 275.00	$ 3,850.00
5. CVR-238 or Equivalent	Cover Plate for Surface and In-ground Mounts, Fits 2-3/8" Pipe Powder-Coated Black Covers	28	$ Our Players Bench design does not require cover plates	$ N/A
6. PR-32 or Equivalent	32 Gallon Trash Receptacle Only, Perforated Polyethylene Green	70	Quoting Model No. 16595-32 $ 370.00	$25,900.00
7. RT-32 or Equivalent	32 Gallon Round Dome Top Lid Black	70	$ 60.00	$ 4,200.00
8. PL32 or Equivalent	32 Gallon Plastic Liner	70	$ 75.00	$ 5,250.00
9. Cable	Cable Attachment for Trash Receptacles Lids	70	$8.50	$595.00
10. SC55-02-R or Equivalent	Stadium Series 55 Gallon Trash Receptacle with Recycling Logo, Plastic Liner & Hood Top Lid – Choose Openings, Post Office Blue	11	Quoting Model No. 16595-001 Quote includes recycling & Bottles & Cans Logos, Hood Top Lid & Plastic Liner $ 553.00	$6,083.00
11. Freight	Cost to Ship the Above Listed Items & Quantities to the Following Address: Department of Public Services 7719 S. Westnedge Avenue Portage, MI, 49002	1	NA *Installation not included *Drop shipping only *Tables and Benches ship unassembled	$ Waived *Does not include lift gate service or driver's assistance ~~with offloading - see~~ enclosed offloading instructions
12. Total	NA	NA	NA	$ $64,552.00

**32 Gallon Trash Receptacles Must be purchased as complete sets to receive pricing listed above.

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CITY COUNCIL AGENDA ITEM A.5.
OCTOBER 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Vehicle and Equipment Purchase Recommendation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Authorize the purchase of three 2019 Ford Police Vehicles through the State of Michigan MiDEAL at a total cost of $107,709 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

The Council-adopted Fiscal Year 2018-2019 Equipment Fund Capital Outlay budget includes the purchase of three 2019 Ford Police Utility Vehicles for the Department of Public Safety.

If approved, the vehicles and equipment identified will be purchased through the purchasing program known as State of Michigan MiDEAL in the amount of $107,709. The City of Portage has entered into this type of cooperative purchasing program to take advantage of significant economic savings. The vehicles will come outfitted with several public safety features; however, additional components will be installed, including light bars, push bumpers, wiring, rear seat cages and bars, video cameras and electrical components in an approximate amount of $16,000 per vehicle. It is anticipated that the three displaced vehicles and equipment will generate an estimated auction value of $20,000 through either the Kalamazoo County Intergovernmental Auction Program or Biddergy.com, coordinated through the Purchasing Department. These funds will be returned to the General Fund.

It is recommended that City Council approve the purchase of three 2019 Ford Police Utility Vehicles through the State of Michigan MiDEAL at a cost of $107,709 and authorize the City Manager to execute all documents related to these purchases on behalf of the city.

FUNDING: Sufficient funds are available in the Fiscal Year 2018-2019 Equipment Fund Capital Outlay budget.

Attachments: 1. Police Vehicle Contract Quote

JORGENSEN FORD SALES

8333 Michigan Ave.
Detroit, MI 48210
PHONE: (313) 584-8733
FAX: (313) 584-0477
bill_mccarthy@hotmail.com

QUOTATION

DATE	9/14/2018
EXPIRES	9/21/19
DELIVERY	12/8/18

MiDeal Contract Number 071B7700179

Customer: The City of Portage

Contact: Steve Clark **Phone:** 269-329-4540 **Fax:**

2019 Ford Police Utility Vehicle in Black

Base Price	$ 26,195.00
Rear Cloth Seats	$ 58.00
Ready for the Road Package	$ 3,244.00
Cargo Dome Lamp	$ 49.00
Global Lock/Unlock	$ 0.00
Front Auxiliary Light	$ 524.00
Pocket Warning Light	$ 607.00
Silent Mode	$ 19.00
Engine Idle Feature	$ 248.00
Dual LED Spot Lamps	$ 632.00
Keyless Entry with 4 Fobs	$ 322.00
Keyed Alike – Key Code 1111X	$ 49.00
Noise Suppression Straps	$ 95.00
Quarter Glass Light	$ 546.00
Front Headlamp Package with Grill Wiring	$ 0.00
Reverse Sensing System	$ 261.00
Ballistic Door Panels Both Sides	$ 3,012.00
Daytime Running Lights	$ 42.00
Total	$ 35,903.00 each
Total for (3) Three	$107,709.00

Authorized Signature: ______________________

W.J. McCarthy, Fleet Sales Manager

Minutes of Boards & Commissions

City of Portage
Historic District Commission
Wednesday, September 05, 2018

Meeting Called to Order: 8:23 A.M.

Members Present: Forrest, Custer, Duniphin, Lopez, vanLonkhuyzen, Barton, Maytnier, Nemeth.

Members Excused: Grunert.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s): Patrick Norman, 922 West Osterhout Avenue

Approval of Minutes: Lopez moved, seconded by Forrest, to approve the August 01, 2018 meeting minutes. Motion approved 8-0.

New Business:

a. 922 West Osterhout Avenue; Windows: Patrick Norman presented his application, dated August 22, 2018, for the replacement of the windows on the home. Mr. Norman provided background to the Commission regarding approval to replace ten windows in 1998. Mr. Norman indicated the remaining windows on the home are no longer energy efficient and is seeking to replace 17 windows. The replacement windows would match the same design style as currently exists on the home – 6x6 panels. Mr. Norman informed the Commission that the property may be listed to sell within the next year and would like to increase the aesthetics of the home to help with salability. Mr. Norman also referenced that some of the window panes are damaged and need to be replaced.

   vanLonkhuyzen informed Mr. Norman that wood replacement windows would be preferred over vinyl.

   Duniphin inquired about having a third party contractor – window restoration specialist – visit the property and provide an estimate to Mr. Norman and the Historic District Commission regarding replacement/restoration of the 17 windows in question.

   Maytnier informed Mr. Norman that replacement windows would not be true paneled windows. To make windows authentic, actual restoration of existing windows would be needed.

   Lopez voiced support of having a third party contractor – window restoration specialist – visit the property and provide a report back to the Historic District Commission regarding the feasibility of restoration of existing windows.

   Mr. Norman agreed to have a third party contractor – window restoration specialist – visit the property. No action was taken on the application dated August 22, 2018. Mr. Norman will return at the next regularly scheduled meeting to discuss the findings of the window restoration specialist.

Community Outreach: Duniphin informed the Commission that Story Point Senior Community has inquired about a presentation and possible additional tour of the home located at 3821 West Milham Avenue and the historic buildings located on Sprinkle Road. Duniphin informed the Commission that the October event – Fall Festival - at Schrier Park, with the Parks Department has been cancelled.

Duniphin informed the Commission of the Oshtemo Historical Society event, scheduled for September 16, 2018. Due to a registration fee being required to have a vendor booth present at this event, $25.00 was paid via Commissioner Duniphin. Duniphin requested reimbursement of $25.00. Barton moved, seconded by vanLonkhuyzen, to reimburse Commissioner Duniphin $25.00 to cover the registration fee. Motion passed 7-0-1 with Duniphin abstaining.

Maytnier informed the Commission of the Paw Paw walking tours and encouraged commissioners to look at the online webpage for further information.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District at 9:36 a.m.

Respectfully submitted,

Kyle Mucha

Kyle Mucha
Zoning & Codes Administrator

PLANNING COMMISSION

September 6, 2018

The City of Portage Planning Commission meeting of September 6, 2018 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Seventeen citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the role: Baldwin (yes); Pezzoli (yes); Joshi (yes); Place (yes); Harrell-Page (excused); Schimmel (yes); Stoffer (yes); Corradini (yes); and Patterson (yes).

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the August 16, 2018 meeting minutes contained in the agenda packet. Commissioner Schimmel asked that the minutes be amended to clarify that she would be present during the September 6, 2018 meeting. A motion was made by Commissioner Patterson, seconded by Commissioner Schimmel, to approve the minutes as amended. The motion was unanimously approved 8-0.

SITE/FINAL PLANS:

None

PUBLIC HEARING:

1. Final Report: Rezoning Application #18/19-2, 4211 (east ½) and 4525 Long Lake Drive. Mr. Forth summarized the August 30, 2018 final report regarding a request from Cassandra Hammermeister to rezone property located at 4525 Long Lake Drive from B-3, general business to R-1A, one family residential. Mr. Forth stated staff is recommending the rezoning application be approved since the R-1A district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. Commission Joshi asked about the potential for flooding due to the presence of a wetland area. Mr. Forth stated that the potential for flooding and associated risk factors will be carefully reviewed upon submittal of building plans. Commissioner Joshi also asked if the potential for flooding might be a barrier to approving the rezoning request. Mr. Forth stated those type of environmental issues would impact placement of the building(s) on the property and not a zoning change

Robin Hammermeister, Stevensville, Michigan, (applicant representative) was present to support the rezoning application. Ms. Hammermeister stated the applicants currently reside in Texas and plan to return to Kalamazoo and construct a new lake home.

The public hearing was opened by Chairman Stoffer. No citizens spoke regarding the proposed rezoning. A motion was made by Commissioner Baldwin, seconded by Commissioner Place to close the public hearing. The motion was unanimously approved 8-0. There being no further discussion, a motion was made by Commissioner Patterson, seconded by Commissioner Corradini, to recommend to City Council that Rezoning Application #18/19-2 be approved and the east ½ of 4211 Long Lake Drive and 4525 Long Lake Drive be rezoned from B-3, general business to R-1A, one family residential. The R-1A district is appropriate in this area of the City and is consistent with the Comprehensive Plan, Future Land Use Map and surrounding land use/zoning pattern. The motion was unanimously approved 8-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Accessory Building (Warner), 10650 South Westnedge Avenue. Mr. Forth summarized the August 30, 2018 staff report concerning a request from Adam and Katie Warner to construct a 2,400 square foot (40-foot by 60-foot) detached accessory building along the southeast portion of the property. According to the applicant, the accessory building will be of pole barn construction and will be utilized for storage of personal items and will not be used for any business related purposes. The applicants were present to support the request. Ms. Warner confirmed the building will only be used for the storage of personal items. Chairman Stoffer stated this wasn't a public hearing but if anyone in the audience would like to comment, they could do so at this time. Ms. Cheryl Butler, 10717 South Westnedge Avenue spoke in support of the application.

There being no further discussion, a motion was made by Commissioner Corradini, seconded by Commissioner Patterson, to approve the proposed 2,400 square foot Accessory Building for Adam and Katie Warner, 10650 South Westnedge Avenue. The motion was unanimously approved 8-0.

STATEMENT OF CITIZENS/COMMISSIONERS:

Chairman Stoffer requested staff check on whether or not Commissioner Harrell-Page had been excused from tonight's meeting. Mr. Forth stated he would check and advise the Commission during the next meeting.

Commissioner Baldwin stated she would not be present at the October 4, 2018 meeting.

Commissioner Joshi invited the Portage community to the Superhero 5K walk/run at Celery Flats that will benefit child abuse prevention efforts.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:23 p.m.

Respectfully submitted,

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

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PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION MEETING

September 10, 2018

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, September 10, 2018, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present:	Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson
Board Trustees Absent:	None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the agenda as amended to add an action item to approve a contract for Elementary Educational Specifications and Facility Master Plan.

The motion carried unanimously.

REPORTS

Superintendent's Report

Updating Facility Master Plan. Dr. William DeJong of DeJONG Inc., presented a proposal to assist the District in developing elementary education specifications to guide future school improvement and update the facility master plan to address potential future elementary school facility projects. The updated master plan would provide direction regarding how the District should address facility needs. The approach would be similar to that used by Dr. DeJong in 2014, which he briefly reviewed. Discussion followed with questions addressed by Dr. DeJong.

Bond Project / Budget Update. Mr. Ron Herron, Assistant Superintendent of Operations, provided a brief update on the status of bond work. The walls are going up at the new Central Middle School site; precast flooring is going in as well. The Central Natatorium is now open. At the Northern Middle School site brick work and interior wall work is proceeding. A design/development meeting for West Middle School will be held later this week. Projects are on schedule. Mr. Herron addressed questions from Trustees.

Mr. Herron will have a bond budget update at the next meeting as there are no changes to report at this time.

Northern Natatorium. Stantec Architecture representatives, Mr. Mike Baker and Mr. Steve Jelinek, presented the Northern Natatorium Design Development plan in detail and responded to Trustee questions.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting.

Dr. Shelton-Harris read the guideline regarding public comment.

Alan Loveridge shared positive comments regarding the District's day care program.

Mr. Van Antwerp thanked Mr. Loveridge for his comments and opened the floor for Board comments.

Mrs. Willson shared positive remarks regarding the August 28th staff opening day activities.

Accolades for our new Huskie Stadium were expressed by Mr. Droppers and Mr. Rathburn.

Mrs. Novaria was pleased with the activities that took place for the opening of Huskie Stadium.

CONSENT AGENDA

There were no items on the Consent Agenda.

ACTION ITEMS

New Teacher Appointments

Motion by Mrs. Novaria, seconded by Dr. Shelton-Harris, that the Board of Education approve the following teacher appointments as presented: Ashley Curths, Kristine Heystek, Courtney Huff, Dylan Jones, Darcie Kiessling, Phil King, Christine Kurtz, Jaelynn Richardson, Abigail Rickert, Kristine Smith, Andrea White, and Karen White.

Mr. Brad Galin, Director of Human Resources, reviewed the recommendation and responded to questions from the Board.

The motion carried unanimously.

Acceptance of Monitoring Report 2.6, Asset Protection

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

Superintendent Bielang shared some highlights from his report and addressed questions from Trustees.

The motion carried unanimously.

Acceptance of Monitoring Report 2.10, Communication and Support to the Board

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

Superintendent Bielang commented on his report.

The motion carried unanimously.

President Van Antwerp thanked Mr. Bielang for his thorough reports.

Approve Elementary Educational Specifications & Facility Master Plan Proposal

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the DeJong contract in the amount of $116,000.00 including travel expenses and rates for additional services as presented, with funding to come from the General Fund.

The motion carried unanimously.

DISCUSSION ITEMS

Recommendation for NMS Classroom A/V Systems

Mr. Dan Vomastek, Director of Information Systems & Assessment, reviewed the recommendation for the purchase and installation of classroom audio/visual systems at North Middle School, and responded to Trustee questions.

Recommendation for NMS Security Cameras

The recommendation for the purchase and physical installation of security cameras at North Middle School was detailed by Mr. Vomastek. He addressed questions from the Board.

Recommendation to Purchase Teacher Desks

Mr. Vomastek reviewed the recommendation for the purchase of teacher desks for use in our new middle schools, and responded to Trustee questions.

Recommendation to Purchase Donor Walls at NHS and CHS Pools

Mr. Herron detailed the recommendation for the purchase and installation of donor walls at the Central and Northern Natatoriums. C2AE Project Manager, Mr. Tom McKercher, reviewed the various donor wall designs received including the recommended option. Mr. McKercher addressed questions from Trustees.

To expedite the work, the Board opted to move this item to action.

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education move the purchase of donor walls for the Northern and Central High Natatoriums from discussion to action.

The motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the contract for the purchase and installation of Central and Northern Natatorium Donor Walls as part of the 2016 Bond Project, from Visual Entities of Byron Center, Michigan, for a total cost of $52,385.26, the funds for which will come from the 2016 Bond Fund.

The motion carried unanimously.

MASB Delegate Representatives

President Van Antwerp asked Trustees to consider serving as voting delegates at the upcoming Michigan Association of School Board's Annual Delegate Assembly.

Recommended Changes to Governance Policy 3.12 Superintendent Evaluation

Mr. Van Antwerp reviewed proposed changes to Section E. Instructional Leadership of Governance Policy 3.12 to include specific references to Board governance policies for E1 Performance Evaluation System, E2 Student Feedback, and E3 Student Attendance.

With no further business to come before the Board, the meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

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MATERIALS TRANSMITTED

Tuesday, September 25, 2018

1. Communication from the City Manager regarding the Monthly Financial Report, **Agenda Item A.13** – Information Only

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

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MATERIALS TRANSMITTED
September 25, 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 revenue and expenditure levels as compared to budget for the most recently completed month.

Attachments: 1. August 2018 Financial Report

FUND DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
REVENUES				
Totals for dept 0000 -	23,254,733	23,254,733	8,130,044	35%
Totals for dept 1501 - District Court	70,000	70,000	17,500	25%
Totals for dept 1720 - City Manager	500	500	0	0%
Totals for dept 2053 - Finance Treasury	1,000	1,000	649	65%
Totals for dept 2110 - Technology Services	0	0	0	0%
Totals for dept 2415 - City Clerk	64,400	64,400	10,757	17%
Totals for dept 2491 - City Clerk Elections	25,000	25,000	0	0%
Totals for dept 2865 - Parks Maintenance	1,000	1,000	2,131	213%
Totals for dept 2876 - Cemeteries	55,000	55,000	11,760	21%
Totals for dept 2877 - Parks & Rec - Parks	66,000	66,000	0	0%
Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom	0	0	0	0%
Totals for dept 2882 - Parks & Rec - Team Sports	132,510	132,510	24,585	19%
Totals for dept 2885 - Parks & Rec - Programs	18,300	18,300	2,002	11%
Totals for dept 2886 - Parks & Rec - Ramona Park	53,300	53,300	615	1%
Totals for dept 2887 - Parks & Rec - Special Events	61,200	61,200	31,597	52%
Totals for dept 2888 - Parks & Rec - Millenium Park	49,500	49,500	0	0%
Totals for dept 3005 - Police Administration	155,700	155,700	51,961	33%
Totals for dept 3010 - Police Patrol	1,000	1,000	80	8%
Totals for dept 3021 - Police Training-Grant Funded	9,000	9,000	0	0%
Totals for dept 3030 - Police Public Safety Dispatch/ts	31,000	31,000	0	0%
Totals for dept 3035 - Police 911 Cmrs PSAP	40,000	40,000	24,270	61%
Totals for dept 3050 - Police Drug Law Enforcement	1,000	1,000	0	0%
Totals for dept 3310 - Fire Admin	1,250	1,250	14	1%
Totals for dept 3340 - Fire Prevention	900	900	240	27%
Totals for dept 3710 - Comm Dev Building Services	750,000	750,000	158,378	21%
Totals for dept 3720 - Comm Dev Planning & Development	50,050	50,050	16,357	33%
Totals for dept 3730 - Comm Dev Neighborhood Services	193,000	193,000	157,831	82%
Totals for dept 6720 - Senior Center	157,700	165,900	20,404	12%
Totals for dept 6721 - Senior Center Trips	300,000	300,000	0	0%
Totals for dept 6722 - Senior Center Activities	15,000	15,000	0	0%
Totals for dept 6725 - Aging Mastery Program	1,500	1,500	335	22%
TOTAL REVENUES - GENERAL FUND	25,559,543	25,567,743	8,661,510	34%
EXPENDITURES				
Totals for dept 1001-City Council	117,300	117,300	631	1%
Totals for dept 1085-City Council-Human Services	164,687	164,687	14,698	9%
Totals for dept 1501-District Court	63,000	63,000	11,168	18%

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
Totals for dept 1720-City Manager		673,471	673,471	78,065	12%
Totals for dept 2001-Finance Accounting		438,790	438,790	49,734	11%
Totals for dept 2002-Finance & Budget		295,119	295,119	26,443	9%
Totals for dept 2053-Finance Treasury		146,176	146,176	27,249	19%
Totals for dept 2110-MIS		847,043	847,043	117,069	14%
Totals for dept 2133-MIS Public Information		54,212	54,212	7,503	14%
Totals for dept 2209-Assessor		467,381	467,381	42,539	9%
Totals for dept 2247-Assessor Board Of Review		35,135	35,135	2,461	7%
Totals for dept 2310-Attorney		226,728	226,728	37,620	17%
Totals for dept 2415-City Clerk		168,291	168,291	16,727	10%
Totals for dept 2416-City Clerk Records Management		67,302	67,302	10,597	16%
Totals for dept 2491-City Clerk Elections		192,819	192,819	41,803	22%
Totals for dept 2610-Human Resources		459,857	459,857	48,857	11%
Totals for dept 2733-Purchasing		82,523	82,523	9,767	12%
Totals for dept 2734-Purchasing Risk Management		28,243	28,243	1,987	7%
Totals for dept 2865-Parks Maintenance		1,246,521	1,246,521	156,543	13%
Totals for dept 2876-Cemeteries		65,819	65,819	6,020	9%
Totals for dept 2877-Parks & Rec - Parks		645,690	643,690	80,438	12%
Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom		8,000	8,000	0	0%
Totals for dept 2880-Parks & Rec Rec - Admin		184,711	185,711	27,302	15%
Totals for dept 2882-Parks & Rec Rec - Team Sports		57,500	57,000	15,685	28%
Totals for dept 2885-Parks & Rec - Programs		18,850	19,400	9,159	47%
Totals for dept 2886-Parks & Rec Rec - Ramona Park		97,062	92,962	47,608	51%
Totals for dept 2887-Parks & Rec Rec - Special Events		102,200	107,250	53,814	50%
Totals for dept 2888-Parks & Rec - Ice Rink		93,302	93,302	11,891	13%
Totals for dept 3005-Police Administration		856,415	856,415	109,547	13%
Totals for dept 3006-Police Youth Services		494,984	494,984	49,741	10%
Totals for dept 3007-Police Investigation		692,955	692,955	80,255	12%
Totals for dept 3010-Police Patrol		5,312,798	5,312,798	790,079	15%
Totals for dept 3020-Police Training		196,900	196,900	23,494	12%
Totals for dept 3021-Police Training-Grant Funded		9,000	9,000	0	0%
Totals for dept 3030-Police Public Safety Dispatch/ts		960,377	960,377	271,157	28%
Totals for dept 3031-Police Emergency Sirens		18,676	18,676	0	0%
Totals for dept 3035-Police 911 Cmrs PSAP		205,188	205,188	24,617	12%
Totals for dept 3040-Police Records & PST		473,237	473,237	47,924	10%
Totals for dept 3050-Police Drug Law Enforcement		315,214	315,214	46,168	15%
Totals for dept 3065-Police Facility Management		114,800	114,800	8,606	7%
Totals for dept 3090 - Police KCCDA support		756,793	756,793	378,397	50%

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
Totals for dept 3310-Fire Admin		669,034	669,034	97,868	15%
Totals for dept 3320-Fire Operations		4,099,141	4,099,141	472,084	12%
Totals for dept 3330-Fire On Call Firefighters		95,850	95,850	14,172	15%
Totals for dept 3331-Fire Emergency Operations		4,700	4,700	0	0%
Totals for dept 3340-Fire Prevention		139,383	139,383	21,172	15%
Totals for dept 3350-Fire Training		189,413	189,413	28,936	15%
Totals for dept 3365-Fire Facility Management		95,150	95,150	1,816	2%
Totals for dept 3710-Comm Dev Building Services		532,215	532,215	65,078	12%
Totals for dept 3720-Comm Dev Planning & Development		314,151	314,151	47,538	15%
Totals for dept 3730-Comm Dev Neighborhood Services		228,481	228,481	24,526	11%
Totals for dept 3765-Comm Dev Building Maintenance		218,611	218,611	39,883	18%
Totals for dept 4210-General Public Services		477,492	477,492	94,453	20%
Totals for dept 6720-Senior Center		346,415	354,615	44,914	13%
Totals for dept 6721-Senior Center Trips		310,874	310,874	4,969	2%
Totals for dept 6725-Aging Mastery Program		1,500	1,500	0	0%
Totals for dept 6740 - Fundraising		0	0	0	0%
Totals for dept 9610-Transfers Out		1,286,338	1,286,338	0	0%
TOTAL EXPENDITURES - GENERAL FUND		26,463,817	26,472,017	3,740,772	14%
202	Major Street Fund - Revenues	4,169,800	4,169,800	415,124	10%
	Major Street Fund - Expenditures	4,223,030	4,223,030	146,663	3%
203	Local Streets Fund - Revenues	1,486,120	1,486,120	131,479	9%
	Local Streets Fund - Expenditures	1,480,456	1,480,456	83,747	6%
204	Municipal Streets Fund - Revenues	1,484,610	1,484,610	600,689	40%
	Municipal Streets Fund - Expenditures	1,640,000	1,640,000	0	0%
223	Curbside Recycling - Revenues	680,100	680,100	273,718	40%
	Curbside Recycling - Expenditures	688,081	688,081	54,314	8%
226	Leaf Pickup/Spring Cleanup - Revenues	744,000	744,000	297,230	40%
	Leaf Pickup/Spring Cleanup - Expenditures	837,813	837,813	25,743	3%
230	CDBG Program Income Fund - Revenues	125,000	125,000	10,662	9%
	CDBG Program Income Fund - Expenditures	125,000	125,000	15,807	13%

FUND	DESCRIPTION	ORIGINAL BUDGET	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	Percent of Amended Collected/Used
252	West Lake Weed Mgmt - Revenues	32,120	32,120	10	0%
	West Lake Weed Mgmt - Expenditures	32,120	32,120	0	0%
296	Community Development Block Grant - Rev	210,000	214,000	0	0%
	Community Development Block Grant - Exp	210,000	214,000	15,545	7%
298	Cable Television Fund - Revenues	836,000	836,000	185,054	22%
	Cable Television Fund - Expenditures	867,709	867,709	36,839	4%
400	Capital Improvement General - Revenues*	18,578,000	23,020,479	1,774,487	8%
	Capital Improvement General - Expenditures*	18,578,000	25,896,754	5,209,575	20%
490	Capital Improvement Sewer - Revenues*	1,020,000	4,030,000	0	0%
	Capital Improvement Sewer - Expenditures*	1,020,000	1,693,348	4,492	0%
491	Capital Improvement Water - Revenues*	1,325,000	6,213,775	0	0%
	Capital Improvement Water - Expenditures*	1,325,000	5,922,011	52,048	1%
590	Sewer Fund - Revenues	9,012,000	9,012,000	2,324,480	26%
	Sewer Fund - Expenditures	7,149,273	7,149,273	672,335	9%
591	Water Fund - Revenues	6,719,300	6,719,300	1,828,362	27%
	Water Fund - Expenditures	5,588,159	5,588,159	1,069,042	19%
TOTAL REVENUES - ALL FUNDS **		71,981,593	84,335,047	16,502,805	20%
TOTAL EXPENDITURE - ALL FUNDS **		70,228,458	82,829,771	11,126,922	13%

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

*** Debt Service and Internal Service Funds not included.*

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM E.1.
OCTOBER 9, 2018

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Appointments to Boards and Commissions

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Appoint individuals to the Senior Citizen Advisory Board, Environmental Board, Historic District Commission, Human Services Board, Park Board and Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority.

This evening (October 9) the Portage City Council interviewed applicants for the Senior Citizen Advisory Board, Environmental Board, Historic District Commission, Human Services Board, Park Board and Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority. Based on the results of the interview session it is recommended that City Council make appointments to fill vacancies on the identified Boards and Commissions as follows:

To reappoint Gertrude Riker and William Wieringa with terms ending October 1, 2021, and appoint John Lobo with term ending October 1, 2021, and appoint ____________________ to unfulfilled term ending October 1, 2019 and appoint ____________________, and ____________________ as Alternates with terms expiring on October 1, 2020, to the **Senior Citizen Advisory Board.**

To reappoint Jerry Kroehn with a term ending October 1, 2021, and appoint ____________________, and ____________________ to terms expiring on October 1, 2021, and ____________________ to unfulfilled term expiring on October 1, 2019, to the **Environmental Board.**

To reappoint Collin Forrest, Suzanne Nemeth and Katie vanLonkhuyzen with terms ending December 31, 2021, to the **Historic District Commission.**

To reappoint Diane Durian and Alice Mwanda with terms ending October 1, 2021, and ____________________, to term expiring on October 1, 2021, and ____________________ to unfulfilled term expiring October 1, 2020 to the **Human Services Board.**

To reappoint Kazmira Ruhland, and appoint ____________________ and ____________________ with terms ending on October 1, 2021, to the **Park Board**.

To reappoint Bradley Galin, and appoint ____________________, with terms expiring on December 31, 2024, and appoint ____________________ to unfulfilled term expiring December 31, 2022, to the **Economic Development Commission/Tax Increment Finance Authority and Brownfield Redevelopment Authority**.

FUNDING: N/A

Attachments: 1. N/A

Adam Herringa

From:	Claudette Reid
Sent:	Monday, October 08, 2018 8:27 AM
To:	Patricia Randall; Laurence Shaffer
Cc:	jimpearson4@gmail.com; Richard Ford; Lori Knapp; Chris Burns; Terry Urban; Adam Herringa; Claudette Reid
Subject:	Fw: New Business Items for the Council Agenda

As was discussed at the pre-council meeting, I submitted the attached issue with two motions for inclusion in the October 9th meeting. I did mention my intention to do this during the comment period at the end of the last meeting. Larry has assured me that it will be included in tomorrow's agenda. I am providing it here so that you will have time to review it before tomorrow's meeting.

Best regards,
Claudette

Claudette Reid
Councilmember, City of Portage
claudette.reid@portagemi.gov
269-491-9725

From: Claudette Reid
Sent: Thursday, October 4, 2018 1:02 PM
To: Laurence Shaffer
Subject: New Business Items for the Council Agenda

To: Larry Shaffer
From: Claudette Reid
Date: October 4, 2018
Re: Agenda item for October 9, 2018 City Council Meeting

I would like to request that the following agenda items be placed on the October 9 City Council Agenda under New Business:

1. Approve a modification of the City Council Rules of Order and Procedure, approved 12/19/2017, to reinstate the reading of the consent agenda as part of the standard format for City Council Meetings.

2. Direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet, such as providing an email and/or text blast of the Agenda with hot-links to online supporting documents for citizens who request to receive this information.

Rationale:
a. The Rules of Order provide for a change in the procedure regarding reading the consent agenda:
"Section 5. Consent Agenda:
The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council."

b. The consent agenda is a tool for dealing with routine topics that have ample supporting documentation in the packet and would be unlikely to be contested or require debate, such as City Council Minutes, the check registry, Minutes of Boards and Commissions and the Calendar of Meetings. The items placed on the Portage Consent Agenda, by comparison, are often new projects or issues that can have a considerable impact on the citizens and can encumber large amounts of money. At the last meeting over $2 million dollars of City spending of tax dollars was included in the consent agenda.

c. Comparing the use of the consent agenda in private committees, boards or other meetings with that of the City Council misses the important point that the business of the City Council is supposed to be done in front of and transparent to the citizens that we serve. Boards often do not have the same expectation.

d. Active participation of citizens in the governance process would be enhanced by providing the information contained within the consent agenda in a format that can be immediately accessed by those citizens attending the meeting in person, watching on television or streaming on various devices.

e. While the consent agenda and supporting documentation is available online, it is unlikely that many citizens will review this material prior to watching a meeting. Citizens who do not go online to review the items are totally unaware of the issues contained in the consent agenda.

f. Even the few citizens who attend the meetings in person and can view a hard copy of the consent agenda would likely not have time to read and consider these items during the meeting time, let alone to access the supporting documents available in the online packet.

g. Reading the consent agenda would not take very long, typically between 3 and 5 minutes. This is time well spent to be actively transparent and encourage the citizen's understanding of and participation in the governance of their City.

h. Digital options will support, but not eliminate the need to read the consent agenda at meetings. If this Council is invested in increasing citizen participation in City governance, providing multiple options for access will help to reach that goal.

Thank you,
Claudette

Claudette Reid
Councilmember, City of Portage
claudette.reid@portagemi.gov
269-491-9725

RULES OF ORDER AND PROCEDURE

FOR THE CITY COUNCIL

PORTAGE, MICHIGAN

Section 1. Convening of Meeting; Quorum:

The Mayor, or in his/her absence or at his/her direction, the Mayor Pro Tem, shall, at the time fixed for meeting, take the chair for convening the Council. The presence of four (4) members of the meeting shall constitute a quorum for the transacting of business.

Section 2. Order of Business:

The Business of all regular meetings shall be transacted as far as possible in the following order:

CALL TO ORDER
Invocation
Pledge of Allegiance
Roll Call
Proclamations
A. Consent Agenda
B. Petitions & Statements of Citizens
C. Communications
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 & City Manager
ADJOURNMENT

Section 3. Reading of Minutes:

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

Section 4. Agenda for Meeting:

Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be considered at each regular council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

Section 5. Consent Agenda:

The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may be removed from the Consent Agenda by a member of City Council or the audience. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section.

Councilmembers shall make every effort to request removal of items from the Consent Agenda prior to 12 noon on the day of the meeting. This does not preclude members of Council from requesting removal of an item during the meeting itself.

The Consent Agenda items will then be enacted by the following motion: "*The Consent Agenda is available for review by visiting the City of Portage website, obtaining a hard copy at Regular Meetings of the City Council or by visiting the Office of the City Clerk the day before or the day of a Regular Meeting. Does any Councilmember wish to remove an item from the Consent Agenda for individual consideration? Does anyone in the audience wish to remove an item from the Consent Agenda for individual consideration? I would consider a motion to approve the Consent Agenda as presented by City Council (– or – with the exception of Item(s) _____).*"

Section 6. Regular Meetings; Time-Place:

The Council shall meet regularly every other Tuesday at 7:00 o'clock p.m. in the Council Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.

The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

Section 7. Meetings: Notice Required:

The City Clerk shall call a special meeting on the written request of the Mayor, or any three members of the Council. Notice required for the special meeting will be given in accordance with Section 5 of Act 267 of the Public Acts of 1976, and the business to be transacted at such meeting will be limited to that stated or given in the notice.

Section 8. Presiding Officer; Powers and Duties:

(a) The Mayor shall be the presiding officer of the Council. He/she shall state every question coming before the Council, announce the decision of the Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the Council, a majority vote of the Council shall conclusively determine such question of order. He/she shall vote on all questions. He/she shall at the request of a Council member divide any question, if such question in his/her opinion is subject to division, and he/she shall submit it as divided.

(b) The Mayor may refer any communication, question or petition to the City Manager of the City for action, reply or procedure to dispose of such matter.

Section 9. Statements of Citizens:

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than three (3) minutes unless the rules are suspended in accordance with Section 12(a).

Section 10. Rules of Debate:

(a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.

(b) When a motion is under debate, only the following motions shall be in order:

1. Motion to adjourn.
2. Motion to take a recess.
3. Motion to lay on the table.
4. Motion for the previous question.
5. Motion to postpone to a day certain.
6. Motion to refer to a committee of the council.
7. Motion to amend or substitute.
8. Motion to postpone indefinitely.

(c) A motion to adjourn and a motion to lay on the table shall always be in order and without debate.

(d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yes's prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate.

(e) All votes shall be taken by yes and no, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.

(f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question or a member who did not vote by reason of absence to move reconsideration thereof.

Section 11. Ordinances, Resolution, Motions, Contracts:

(a) All ordinances, resolution and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney.

(b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.

(c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:

1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
2. Refer the proposed ordinance to an ad hoc committee of three (3) Councilmembers named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any proposed ordinance may be amended by the Council at any time prior to its adoption by the vote of four (4) or more of its members.
3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in

full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

Section 12. Suspending; Amending Rules:

(a) These rules may be suspended by a vote of five (5) members of the City Council present and voting.

(b) These rules may be amended by a vote of five (5) members of the City Council present and voting.

Section 13. Roll Call Votes:

All roll call votes are to rotate in staggered alphabetical order, such that no member of the City Council, including the presiding officer, votes in the same position for consecutive roll call votes.

Section 14. Attendance:

Councilmembers who will be absent shall, if possible, notify the City Clerk prior to meeting.

Section 15. Governing Rules of Order:

Roberts Rules of Order may apply to all other items not provided for in these rules, except where they may be inconsistent with said rules.

Section 16. Vacancies

If a vacancy occurs on the City Council, except in the case of recall, the Council shall fill the vacancy by appointment within 60 days thereafter. In making its appointment Council may consider appointing any eligible person.

RULES OF ORDER AND PROCEDURE

FOR THE CITY COUNCIL

PORTAGE, MICHIGAN

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Section 2. Order of Business:

The Business of all regular meetings shall be transacted as far as possible in the following order:

CALL TO ORDER

Invocation~~s~~

Pledge of Allegiance

Roll Call

Proclamations

A. ~~Approval of Minutes~~**Consent Agenda**

B. ~~Approval of the Consent Agenda~~**Petitions & Statements of Citizens**

G. ~~Communications~~**Council Committee Reports**

H. ~~Unfinished~~ **New** Business

I. ~~Minutes of Boards & Commissions~~**Statements of Citizens**

J. ~~Council Committee Reports~~**Statements of City Council & City Manager**

~~K.~~ ~~New Business~~

~~L.~~ ~~Tabulation of Bids~~

~~M.~~ ~~Other City Matters & Statements of Citizens~~

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17

C. ~~Approval of Check Register & Payrolls~~**Communications**

D. Public Hearings

E. ~~Petitions & Statements of Citizens~~**Regular Business Agenda**

F. ~~Reports from the City Administration~~**Unfinished Business**

~~N. Materials Transmitted~~

ADJOURNMENT

Section 3. Reading of Minutes:

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

Section 4. Agenda for Meeting:

Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be considered at each regular council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

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The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may be removed from the Consent Agenda by a member of City Council or the audience. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section.

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Section 6~~5~~. Regular Meetings; Time-Place:

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The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a

Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

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Section 8~~7~~. Presiding Officer; Powers and Duties:

(a) The Mayor shall be the presiding officer of the Council. **He/she** shall state every question coming before the Council, announce the decision of the Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the Council, a majority vote of the Council shall conclusively determine such question of order. **He/she** shall vote on all questions. **He/she** shall at the request of a Council member divide any question, if such question in **his/her** opinion is subject to division, and **he/she** shall submit it as divided.

(b) The Mayor may refer any communication, question or petition to the City Manager of the City for action, reply or procedure to dispose of such matter.

Section 9~~8~~. Statements of Citizens:

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than ~~four~~ **three** (**3**~~4~~) minutes unless the rules are suspended in accordance with Section **12**~~11~~(a).

Section 10~~9~~. Rules of Debate:

(a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.

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1. Motion to adjourn.
2. Motion to take a recess.
3. Motion to lay on the table.
4. Motion for the previous question.
5. Motion to postpone to a day certain.
6. Motion to refer to a committee of the council.
7. Motion to amend or substitute.
8. Motion to postpone indefinitely.

(c) A motion to adjourn and a motion to lay on the table shall always be in order and without debate.

(d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yes's prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate.

(e) All votes shall be taken by yes and no, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.

(f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question or a member who did not vote by reason of absence to move reconsideration thereof.

Section 11~~10~~. Ordinances, Resolution, Motions, Contracts:

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(b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.

(c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:

1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
2. Refer the proposed ordinance to an ad hoc committee of three (3) Councilmembers named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any proposed ordinance may be amended by the Council at any time prior to its adoption by the vote of four (4) or more of its members.
3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

Section 12~~11~~. Suspending; Amending Rules:

(a) These rules may be suspended by a vote of five (5) members of the City Council present and voting.

(b) These rules may be amended by a vote of five (5) members of the City Council present and voting.

Section 13~~12~~. Roll Call Votes:

All roll call votes are to rotate in staggered alphabetical order, such that no member of the City Council, including the presiding officer, votes in the same position for consecutive roll call votes.

Section 14~~13~~. Attendance:

Councilmembers who will be absent shall, if possible, notify the City Clerk prior to meeting.

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17

Section 15~~14~~. Governing Rules of Order:

Roberts Rules of Order may apply to all other items not provided for in these rules, except where they may be inconsistent with said rules.

Section 16~~15~~. Vacancies

If a vacancy occurs on the City Council, except in the case of recall, the Council shall fill the vacancy by appointment within 60 days thereafter. In making its appointment Council may consider appointing any eligible person.

Adam Herringa

From: Claudette Reid
Sent: Monday, October 08, 2018 8:27 AM
To: Patricia Randall; Laurence Shaffer
Cc: jimpearson4@gmail.com; Richard Ford; Lori Knapp; Chris Burns; Terry Urban; Adam Herringa; Claudette Reid
Subject: Fw: New Business Items for the Council Agenda

As was discussed at the pre-council meeting, I submitted the attached issue with two motions for inclusion in the October 9th meeting. I did mention my intention to do this during the comment period at the end of the last meeting. Larry has assured me that it will be included in tomorrow's agenda. I am providing it here so that you will have time to review it before tomorrow's meeting.

Best regards,
Claudette

Claudette Reid
Councilmember, City of Portage
claudette.reid@portagemi.gov
269-491-9725

From: Claudette Reid
Sent: Thursday, October 4, 2018 1:02 PM
To: Laurence Shaffer
Subject: New Business Items for the Council Agenda

To: Larry Shaffer
From: Claudette Reid
Date: October 4, 2018
Re: Agenda item for October 9, 2018 City Council Meeting

I would like to request that the following agenda items be placed on the October 9 City Council Agenda under New Business:

1. Approve a modification of the City Council Rules of Order and Procedure, approved 12/19/2017, to reinstate the reading of the consent agenda as part of the standard format for City Council Meetings.

2. Direct the City Manager to investigate additional options for facilitating access to the City Council Agenda and supporting documentation in the Council Packet, such as providing an email and/or text blast of the Agenda with hot-links to online supporting documents for citizens who request to receive this information.

Rationale:
a. The Rules of Order provide for a change in the procedure regarding reading the consent agenda:
"Section 5. Consent Agenda:
The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council."

b. The consent agenda is a tool for dealing with routine topics that have ample supporting documentation in the packet and would be unlikely to be contested or require debate, such as City Council Minutes, the check registry, Minutes of Boards and Commissions and the Calendar of Meetings. The items placed on the Portage Consent Agenda, by comparison, are often new projects or issues that can have a considerable impact on the citizens and can encumber large amounts of money. At the last meeting over $2 million dollars of City spending of tax dollars was included in the consent agenda.

c. Comparing the use of the consent agenda in private committees, boards or other meetings with that of the City Council misses the important point that the business of the City Council is supposed to be done in front of and transparent to the citizens that we serve. Boards often do not have the same expectation.

d. Active participation of citizens in the governance process would be enhanced by providing the information contained within the consent agenda in a format that can be immediately accessed by those citizens attending the meeting in person, watching on television or streaming on various devices.

e. While the consent agenda and supporting documentation is available online, it is unlikely that many citizens will review this material prior to watching a meeting. Citizens who do not go online to review the items are totally unaware of the issues contained in the consent agenda.

f. Even the few citizens who attend the meetings in person and can view a hard copy of the consent agenda would likely not have time to read and consider these items during the meeting time, let alone to access the supporting documents available in the online packet.

g. Reading the consent agenda would not take very long, typically between 3 and 5 minutes. This is time well spent to be actively transparent and encourage the citizen's understanding of and participation in the governance of their City.

h. Digital options will support, but not eliminate the need to read the consent agenda at meetings. If this Council is invested in increasing citizen participation in City governance, providing multiple options for access will help to reach that goal.

Thank you,
Claudette

Claudette Reid
Councilmember, City of Portage
claudette.reid@portagemi.gov
269-491-9725