

Rescheduled - City Council Meeting of February 12, 2019.

6:30 p.m.

Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda: (To hear about items included on the Consent Agenda, visit: www.portagemi.gov/544/Podcasts)

1. Approval of City Council Meeting Minutes:

- a. Regular Meeting Minutes of January 22, 2019.
- b. Pre-Council Meeting Minutes of February 11, 2019.

2. Approval of Accounts Payable Register of February 12, 2019, as presented.

3. Approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$497,195 for the period March 1, 2019 to March 1, 2020 and authorize the City Manager to execute all documents related to this action on behalf of the city.

4. Award a three-year contract to Environmental Resources Group of Wixom, Michigan, in the not-to-exceed amount of \$130,080 for the Storm Water Monitoring Program and authorize the City Manager to execute all documents related to this contract on behalf of the city.

5. Minutes of Boards & Commissions:

- a. Historic District Commission of December 5, 2018.
- b. Planning Commission of January 3, 2019.
- c. Human Services Board of January 10, 2019.

6. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:

- Environmental Board, Wednesday, February 13, 2019 at 7:00 p.m., City Hall Room #1.
- Senior Center Advisory Board, Wednesday, February 20, 2019 at 2:30 p.m., Senior Center.
- Planning Commission, Thursday, February 21, 2019 at 7:00 p.m., Council Chambers.
- Mayor & Council for a Day, Tuesday, February 26, 2019 at 8:00 a.m., Council Chambers.

2. Presentation from the Youth Advisory Committee on its Annual Goals and Objectives.

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM JANUARY 22, 2019

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, and Mayor Patricia Randall. Mayor Pro Tem Jim Pearson was absent with excuse. 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 to honor all religions and personal beliefs and in appreciation and recognition of the life and teachings of Dr. Martin Luther King, Jr. Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall issued a proclamation in recognition of the National Day of Racial Healing.

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. No items were removed. Motion by Reid, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Knapp, to approve the Special and Regular Meeting Minutes of January 8 and Pre-Council of January 21, 2019. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 22, 2019: Motion by Reid, seconded by Knapp, to approve the Accounts Payable Register of January 22, 2019. Upon a roll call vote, motion carried 6 to 0.

MDOT CONTRACT FOR RECONSTRUCTION OF WEST MILHAM: Motion by Reid, seconded by Knapp to approve Contract #18-5548 between the Michigan Department of Transportation and the City of Portage for reconstruction of West Milham Avenue from Oakland Drive to South Westnedge Avenue and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

PURCHASE OF TRAFFIC SIGNAL POLES, MAST ARMS AND ASSEMBLIES: Motion by Reid, seconded by Knapp to award a contract for the purchase of traffic signal poles, mast arms and assemblies for the traffic signal upgrades on West Milham Avenue at Oakland Drive and Constitution Boulevard to the low bidder, Maico Industries of Ellsworth, Kansas, in the not-to-exceed amount of \$122,396 and authorize the City Manager to sign all other documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

FINAL PLAN FOR MRS. O'S PRESCHOOL: Motion by Reid, seconded by Knapp to approve the Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road. Upon a roll call vote, motion carried 6 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Knapp, to receive the Youth Advisory Committee of December 3, Park Board of December 5, Human Services Board of

December 6 and Planning Commission of December 20, 2018. Upon a voice vote, motion carried 6 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Knapp, to receive the Materials Transmitted of January 8, 2019. Upon a roll call vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: Ms. Meredith Place, Kalamazoo County Commissioner and resident of 1914 Forest Drive and Mr. Mike Quinn, Kalamazoo County Commissioner and resident of 7025 Rockford Street, provided an update to the City Council regarding activities and upcoming topics of the Kalamazoo County Commission. Commissioner Place shared that she, Commissioner Quinn and Councilmember Burns would be holding a coffee hour open to the public at Water Street Coffee on Centre in Portage on March 9th. She invited the Portage City Council and any residents to attend. Ms. Place expressed optimism for the ability of the Portage City Council and Kalamazoo County Commission to work together and collaborate. Commissioner Quinn echoed the sentiments of Commissioner Place and shared that he had been appointed to the Portage Local Development Finance Authority. Mr. Quinn shared that one topic of concern he raised with the Kalamazoo Metro Transit Authority is the number of bus stops in Kalamazoo County that do not have shelters. Commissioner Place shared that specific topics of discussion that have been or will be raised by the Kalamazoo County Commission include joining a lawsuit regarding opioids, the development of a new County services building, veteran services, homelessness and affordable housing. Mayor Randall thanked the Commissioners for their engagement and presence at the City Council Meeting.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Ford, seconded by Burns, to receive the Calendar of Meetings. Upon a voice vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns shared that he recently attended a meeting of the Central County Transportation Authority (CCTA). He stated that the CCTA is looking to revise the policy regarding boundaries for fixed route services. The revisions, he stated, would primarily impact those communities in which only a portion of the community opted in for service. Councilmember Burns also shared that the contract for Dial-a-Ride and Metro Connect services is coming up for renewal and the CCTA is looking to improve upon the timeliness and responsiveness of these services.

Mayor Randall shared that she attended a meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA). She shared that the operations of the KCCDA are going well and that the organization is in the process of hiring and training new staff.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns thanked the State Theatre in Kalamazoo for hosting an event in recognition of Dr. Martin Luther King, Jr. The event was a panel discussion regarding racial disparity in healthcare outcomes in Kalamazoo County.

Councilmember Ford stated that he used the "PlowTrax" snowplow tracking program for the first time over the weekend following the snowstorm. He shared that he was able to locate the snowplow in his neighborhood, wait until his street was plowed and then only clear his driveway once. He encouraged residents to take advantage of the program.

Councilmember Reid informed the audience that this is the first City Council Meeting that is being broadcast using in-house resources instead of Public Media Network. She shared that this meeting is being broadcast via ATT U-Verse and livestreamed from the city website. In addition to these services, she stated, Charter Spectrum will begin broadcasting services in February. She stated

that she is looking forward to seeing the broadcasts and utilization of the new broadcasting equipment to improve video sound and quality.

Councilmember Knapp referenced the City Council Remote Attendance Policy that both she, and most recently Councilmember Reid, have used to participate in City Council Meetings. She stated that the policy is being used as intended and has proven to be adaptable and effective at allowing a Councilmember to be heard. She thanked Councilmember Reid for calling in at the last meeting and for City Council putting the policy in place. Councilmember Knapp shared that there is a 200-year-old millstone from the former Elijah Root Mill on display in the lobby of City Hall. She encouraged residents to stop by and check out a piece of Portage history.

City Manager Shaffer shared that the annual community celebration of Dr. Martin Luther King, Jr. would be held on March 8th at the Air Zoo and feature Tuskegee Airman Alexander Jefferson and the Mattawan High School Choir. He thanked Portage resident and former Councilmember Dr. Romeo Phillips for his efforts in making the event possible.

Mayor Randall complimented the city snow plowing efforts during the recent snowstorm and on their efforts throughout this day and evening combatting the wintery weather that has caused numerous closures in the area. Mayor Randall next encouraged residents to attend the annual Snow Party event on February 2nd at Oakland Drive Park which is hosted by the Portage Youth Advisory Committee and complimented the Office of the City Clerk for their work with this committee. Next, Mayor Randall shared that she would be attending a discussion at Portage Northern High School hosted by Portage Public Schools and focused on addressing facility needs of elementary schools in the community. She encouraged City Council and the audience to attend. Finally, Mayor Randall echoed the comments of Councilmember Knapp regarding the ability and value of a Councilmember being able to participate in a meeting remotely.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:22 p.m.

Adam Herringa, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 11, 2019**

Mayor Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp and Mayor Pro Tem Jim Pearson joined via the conference phone line. Councilmembers Richard Ford, Claudette Reid and Terry Urban were absent with excuse. Also in attendance were City Manager Laurence 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 February 12th Regular Meeting Agenda. Mayor Pro Tem Pearson inquired as to a \$36,000 payment made to Robertson Research Institute. City Manager Shaffer stated that he would research and provide additional information.

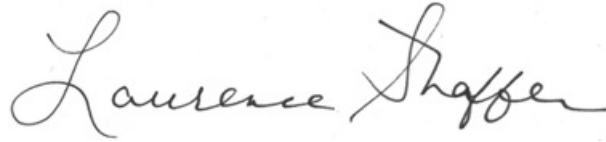
City Clerk Herringa reminded City Council that there would be an opportunity for on camera interviews regarding the annual Mayor and City Council for the Day program beginning at 6:30 p.m. prior to the February 12th Regular Meeting.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:02 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of Accounts Payable Register of February 12, 2019, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house (ACH) payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period January 13, 2019 through February 3, 2019 and notes \$284,636.59 in ACH payments, \$686,544.27 in paper checks, and \$82,443.80 in auto-pay payments for a grand total of \$1,053,624.66.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 2-12-19

Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
01/18/2019	10280(A)	A NEW LEAF	CH PLANT CARE, 6 MONTHS	85.00
01/18/2019	10281(A)	ABONMARCHE CONSULTANTS, INC	ELIASON RESERVE DEVELOPMENT	2,065.00
01/18/2019	10282(A)	ARISTA TRUCK SYSTEMS	FUEL TRANSFER TANKS	2,484.00
01/18/2019	10283(A)	C C I SOUTH, INC.	CATV NETWORK CABLE MAINT	1,114.60
01/18/2019	10284(A)	CHARTER COMMUNICATIONS	SERVICE	103.51
01/18/2019	10285(A)	CLEAN EARTH ENVIRONMENTAL SERV	FIRE FACILITY MAINT.	1,469.50
01/18/2019	10286(A)	CONTINENTAL LINEN SERVICES	MAT SERVICE FOR WINTER	92.07
01/18/2019	10287(A)	EKLOV, ERICA	MAMC INSTITUTE 2019 - YEAR 2	600.00
01/18/2019	10288(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE FACILITY MAINT	433.54
01/18/2019	10289(A)	FISHBECK THOMPSON CARR & HUBER, INC	ENG. SERVICES - WATER RELIABILITY	1,703.38
01/18/2019	10290(A)	GORDON WATER SYSTEMS	WATER SERVICE	139.75
01/18/2019	10291(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	221.00
01/18/2019	10292(A)	HESS, DERECK	SOLVING HOMICIDES TRAINING	135.00
01/18/2019	10293(A)	INDUSCO SUPPLY CO., INC.	FIRE MAINT SUPPLIES	185.28
01/18/2019	10294(A)	LOWE'S HOME CENTER	FIRE FACILITY MAINT.	23.72
01/18/2019	10295(A)	MATERIALS RESOURCES	MISC SUPPLIES	54.81
01/18/2019	10296(A)	MEJEUR ELECTRIC LLC	MISC WIRING & LIGHTING	960.00
01/18/2019	10297(A)	MYERS, JAMES	ADVANCE FOR TRAINING	185.00
01/18/2019	10298(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	6,057.73
01/18/2019	10299(A)	PATTERSON, TREVER	SOLVING HOMICIDES TRAINING	135.00
01/18/2019	10300(A)	PCM SALES, INC.	MONTHLY IT OUTSOURCING	40,960.00
01/18/2019	10301(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND CHECKS	93.65
01/18/2019	10302(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,179.16
01/18/2019	10303(A)	PRECISION METALS PLUS	FABRICATION SERVICES	882.64
01/18/2019	10304(A)	PREMIER SAFETY	FIRE SCBA MAINT.	143.05
01/18/2019	10305(A)	PRINTEK, INC.	PRINTER PAPER	421.75
01/18/2019	10306(A)	SYNERGISTIC ONLINE SOLUTIONS	HARDWARE MAINTENANCE,	1,840.00
01/18/2019	10307(A)	UNIFIRST CORPORATION	CARPET RUNNER RENTALS	80.38
01/18/2019	10308(A)	VANDENBRINK, BRIAN	TRAINING ADVANCE - POWER DMS	135.00
01/18/2019	10309(A)	WEST MICHIGAN STAMP & SEAL, INC	BUILDING SIGNS	277.50
01/18/2019	10310(A)	XEROX CORPORATION	XEROX 2018 PAYMENT	226.33
01/25/2019	10311(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	6,823.00
01/25/2019	10312(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID	312.28
01/25/2019	10313(A)	C T S TELECOM, INC.	MONTHLY FIBER SERVICES	718.90
01/25/2019	10314(A)	CARLETON EQUIPMENT CO.	REPAIR SUPPLIES	74.16

01/25/2019	10315(A)	CARSTAR PORTAGE	VEHICLE REPAIRS - PDPS	1,136.60
01/25/2019	10316(A)	CHARTER COMMUNICATIONS	INTERNET SERVICE	124.98
01/25/2019	10317(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	17,647.57
01/25/2019	10318(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC MATERIALS	220.81
01/25/2019	10319(A)	EKLOV, ERICA	ADDITIONAL DYMO LABEL	78.98
01/25/2019	10320(A)	GORDON WATER SYSTEMS	WATER SERVICE	206.35
01/25/2019	10321(A)	GRAND ELK RAILROAD	R/R SIGNAL MAINTENANCE	16,694.00
01/25/2019	10322(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL - DPS	75.00
01/25/2019	10323(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES & PAPER PROD.	509.12
01/25/2019	10324(A)	JACK DOHENY SUPPLIES INC.	VACTOR MAINTENANCE	1,310.00
01/25/2019	10325(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM RENTAL	350.00
01/25/2019	10326(A)	KLOSTERMAN DISTRIBUTING	MPIR CONCESSIONS	91.36
01/25/2019	10327(A)	LAWSON PRODUCTS, INC	REPAIR AND MAINTENANCE	439.87
01/25/2019	10328(A)	MATERIALS RESOURCES	MISC SUPPLIES	54.73
01/25/2019	10329(A)	MEEKHOF TIRE SALES & SERVICE INC.	EQUIPMENT SERVICES	242.50
01/25/2019	10330(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	285.40
01/25/2019	10331(A)	MILLS, DANIEL	FBI NATIONAL ACADEMY A	345.00
01/25/2019	10332(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES - PD	1,400.00
01/25/2019	10333(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	7,999.23
01/25/2019	10334(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	1,642.16
01/25/2019	10335(A)	PREIN & NEWHOF	PROFESSIONAL SERVICES	122.00
01/25/2019	10336(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES - CH & DPW	3,882.54
01/25/2019	10337(A)	QUADRANT II MARKETING, LLC	NEWSLETTER FEB/MARCH	2,033.40
01/25/2019	10338(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICE	6,960.97
01/25/2019	10339(A)	RIDGE AUTO NAPA	DIESEL EXHAUST FLUID	2,218.78
01/25/2019	10340(A)	RIETH-RILEY CONSTRUCTION CO., INC	OAKLAND RCNSTR, MILHAM - I-94	76,010.47
01/25/2019	10341(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	512.17
01/25/2019	10342(A)	SAFETY SERVICES, INC.	HI-VIZ CLOTHING	398.04
01/25/2019	10343(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIR	52,758.91
01/25/2019	10344(A)	TERMINAL SUPPLY CO.	PLOW LIGHTING	591.43
01/25/2019	10345(A)	TOO CLEAN JANITORIAL	JANITORIAL SERVICES - PARKS	710.00
01/25/2019	10346(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	153.72
01/25/2019	10347(A)	W W GRAINGER INC	EQUIPMENT MAINTENANCE	1,036.84
01/25/2019	10348(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,176.67
01/25/2019	10349(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT SERVICES	2,458.65
01/25/2019	10350(A)	WIGHTMAN & ASSOCIATES, INC.	ENGINEERING SERVICES	5,500.00
01/25/2019	10351(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICES	325.00

01/25/2019	10352(A)	WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE	517.65
			Total ACH Transactions:	284,636.59
Check Type: Paper Check				
01/18/2019	308682	7TH DISTRICT COURT	BOND TRANSFER	500.00
01/18/2019	308683	A T & T	TELEPHONE SERVICE	3,799.94
01/18/2019	308684	ADP, INC.	PAYROLL & TIME-ATTEND SERVICE	1,638.68
01/18/2019	308685	ARBOR FINANCIAL CREDIT UNION	REFUND OVERPMT WINTER TAX	211.27
01/18/2019	308686	BRE ROMENCE VILLAGE LLC	REFUND OVERPMT WINTER TAX	25.00
01/18/2019	308687	CANTEEN SERVICES	MPIR CONCESSIONS	321.04
01/18/2019	308688	CENTER FOR PUBLIC SAFETY EXCELLENCE	FIRE ACCREDITATION FEE	1,250.00
01/18/2019	308689	CINTAS CORP.	UNIFORM RENTAL FOR INSPECT	7.13
01/18/2019	308690	CITY OF FARMINGTON HILLS	N AMER ACTIVE ASSAILANT CONF	150.00
01/18/2019	308691	CITY OF FARMINGTON HILLS	N AMER ACTIVE ASSAILANT CONF	150.00
01/18/2019	308692	COON, DDS, DR GRAYDON H	REIMB SEWER LEAD INSPECT	480.50
01/18/2019	308693	COSTAR REALTY INFORMATION, INC.	COSTAR REALTY SERVICES	336.28
01/18/2019	308694	D L GALLIVAN INC.	PRINTER/COPIER CONTRACT	118.41
01/18/2019	308695	DODSON, JOANN	TRAVEL REFUND	100.00
01/18/2019	308696	DUTCH VALLEY FOOD DISTRIBUTORS, INC	MPIR CONCESSIONS	47.24
01/18/2019	308697	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	628.50
01/18/2019	308698	GERBER COLLISION & GLASS	VEHICLE PAINT SERVICES	1,133.32
01/18/2019	308699	GORDON FOOD SERVICE	MPIR CONCESSIONS	113.86
01/18/2019	308700	HALT FIRE, INC.	FIRE APPARATUS MAINT	410.17
01/18/2019	308701	HOME DEPOT	SUPPLIES - PARKS DIVISION	666.50
01/18/2019	308702	I A C P N E T	ANNUAL IACP NET SERVICES	1,225.00
01/18/2019	308703	I.A.P.E.	CPES FEE: DIANE MALZ	100.00
01/18/2019	308704	IMAGETREND, INC.	FIRE SOFTWARE	5,220.00
01/18/2019	308705	INT'L PUBLIC MGT ASSOC FOR HR	POLICE TESTING	289.75
01/18/2019	308706	INTL ASSOC. PROPERTY & EVIDENCE	IAPE MEMBERSHIP RENEW	50.00
01/18/2019	308707	JILL PIWKO	DOWNHILL SKI LESSONS	65.00
01/18/2019	308708	KAL-CREEK COMMERCIAL APPRAISERS, LC	6646 PORTAGE RD	1,750.00
01/18/2019	308709	KALAMAZOO COUNTY TREASURER	2019 DOG LICENSE PMT 1ST	3,920.00
01/18/2019	308710	KALAMAZOO COUNTY TREASURER	3RD QTR BILL - SUBPOENA BY MAIL	131.75
01/18/2019	308711	LERETA	OVERPMT - 6 PARCELS WTAX	1,317.71
01/18/2019	308712	MARXMODA,INC.	RECONFIGURE IC	2,089.12
01/18/2019	308713	MELANIE BENEFIEL TRUST	\$100 OVERPAYMENT ON WTAX	100.00
01/18/2019	308714	MLIVE MEDIA GROUP	DECEMBER LEGAL NOTICES	1,297.07

01/18/2019	308715	NEIGHBORHOOD CLEANERS OF PORTAGE	STUART MANOR TABLE CLOTH CLN	46.80
01/18/2019	308716	OFFICE DEPOT, INC.	POLICE OFFICE SUPPLIES	390.29
01/18/2019	308717	ON SITE ACADEMY	CISM TREATMENT AND TRAIN	1,500.00
01/18/2019	308718	PEDAL BICYCLES	RANGER BIKE REPAIRS	56.99
01/18/2019	308719	PETTY CASH-COLEEA CANDERS	REPLENISHMENT CHECK	273.13
01/18/2019	308720	SHANNON HERTZ	SHRM ELEARNING LIBRARY	229.00
01/18/2019	308721	SHI INTERNATIONAL CORP.	MERAKI MS250-24P SWITCH	3,811.76
01/18/2019	308722	TARGETSOLUTIONS LEARNING LLC	FIRE TRAINING SOFTWARE	4,222.00
01/18/2019	308723	UNITED PARCEL SERVICE	WEEKLY DELIVERY	12.00
01/18/2019	308724	USA TODAY	SUBSCRIPTION	29.00
01/18/2019	308725	WATER STREET COFFEE JOINT, INC.	COFFEE EQUIPMENT RENTAL	90.00
01/18/2019	308726	YEO & YEO	2017/2018 AUDIT AND CAFR PREP	4,300.00
01/23/2019	308727	THE UNION LLC	JAN COOKING CLASS	240.00
01/25/2019	308728	3B DISTRICT COURT	BOND - BALLARD, MARTEL	306.00
01/25/2019	308729	A-1 ASPHALT SEALING & REPAIR, INC.	ASPHALT REPAIRS	11,021.65
01/25/2019	308730	ADP, INC.	PAYROLL & TIME-ATTEND SERVICE	3,371.10
01/25/2019	308731	ALLEGRA PRINT & IMAGING	BUSINESS CARDS	536.00
01/25/2019	308732	BLOOM SLUGGETT MORGAN, PC	LEGAL SERVICES	1,274.79
01/25/2019	308733	CAVALIER ELECTRIC INC.	BD Payment Refund	178.00
01/25/2019	308734	CAVALIER ELECTRIC INC.	BD Payment Refund	178.00
01/25/2019	308735	CENTER FOR PUBLIC SAFETY EXCELLENCE	FIRE OPS TRAINING	1,490.00
01/25/2019	308736	CEREAL CITY WINDOW CLEANING	WINDOW CLEANING 3 X YR	340.00
01/25/2019	308737	CHEMICAL BANK	OVERPAYMENT FINAL SEWE	85.23
01/25/2019	308738	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	181,338.80
01/25/2019	308739	D & J REAL ESTATE LLC	OVERPAYMENT REVISED WTAX	138.48
01/25/2019	308740	DAVENPORT, KENNEDY	INSTRUCTOR FEE - SKATING	50.00
01/25/2019	308741	DENOAYER OPERATING, LLC	VEHICLE MAINTENANCE	301.49
01/25/2019	308742	EBERSOLE, MARLENE	TRIP REFUND 190329	65.00
01/25/2019	308743	EVERETT, RICHARD	FIRE OPS MEMBERSHIP	125.00
01/25/2019	308744	FADER EQUIPMENT, INC.	ANCHORS	172.25
01/25/2019	308745	FLIERS UNDERGROUND SPRINKLING	PUMP MAINTENANCE	1,537.80
01/25/2019	308746	FREIGHTLINER OF GRAND RAPIDS, INC.	MAINTENANCE SUPPLIES	19.07
01/25/2019	308747	FUTURE PRO, INC.	BASKETBALL HOOP ASSEMBLIES	3,875.00
01/25/2019	308748	GOLDEN WEST INDUSTRIAL SUPPLY, INC.	WORK LIGHTS	205.26
01/25/2019	308749	GREAT LAKES RECREATION CO.	PLAYGROUND REPAIRS	2,562.00
01/25/2019	308750	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATOR SERVICES	175.00
01/25/2019	308751	HOME DEPOT	MISC CLEANING & MAINT	1,069.55

01/25/2019	308752	J & J LOCKSMITHS	GATE HANDLE REPAIR - DOG PK	92.30
01/25/2019	308753	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE OPS TRAINING	305.00
01/25/2019	308754	KALAMAZOO COUNTY HEALTH & COMMUNITY	2018 HHW PROGRAM -USAGE	5,837.57
01/25/2019	308755	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES - DECEM	465.00
01/25/2019	308756	KALAMAZOO COUNTY TREASURER	4TH QTR BILL - SUBPOENA BY MAIL	246.00
01/25/2019	308757	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	318.31
01/25/2019	308758	KZOO TIRE COMPANY	TIRES AND TIRE REPAIRS	1,658.50
01/25/2019	308759	LAKESIDE DESIGN & HOME IMPROVEMENT	BD Payment Refund	50.00
01/25/2019	308760	MCDONALD'S TOWING & RESCUE, INC.	VACTOR TOWING	630.00
01/25/2019	308761	MENARD'S (WEST MAIN)	SPLIT RAIL FENCE	3,705.70
01/25/2019	308762	MERSINO DEWATERING, INC.	DEWATERING SERVICES	24,408.00
01/25/2019	308763	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	3,826.84
01/25/2019	308764	MICHIGAN EMERGENCY MANAGEMENT ASSOC	FIRE ADMIN MEMBERSHIP	50.00
01/25/2019	308765	MOORE, LARRY	FIRE OPS TRAINING	868.00
01/25/2019	308766	MORGAN, EMILY	INSTRUCTOR FEE - SKATING	50.00
01/25/2019	308767	NETWORKFLEET, INC.	GPS SERVICES	834.90
01/25/2019	308768	OFFICE DEPOT, INC.	OFFICE SUPPLIES	145.27
01/25/2019	308769	OTTEN TROPHIES	RETIREMENT AWARDS	223.46
01/25/2019	308770	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	442.62
01/25/2019	308771	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	240.57
01/25/2019	308772	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	311.78
01/25/2019	308773	PFIZER, INC	OVERPAYMENT WINTER 2018	245.98
01/25/2019	308774	PFIZER, INC.	9 EASEMENTS, PORTAGE & ROMENCE	149,394.00
01/25/2019	308775	POLK & COMPANY, R L	POLK CITY DIRECTORIES	943.00
01/25/2019	308776	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERVICE	1,262.50
01/25/2019	308777	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
01/25/2019	308778	RESCUEGEAR, INC.	FIRE RESCUE SUPPLIES	249.52
01/25/2019	308779	ROBERTSON RESEARCH INSTITUTE	PROTECTING THE PROTECT	36,000.00
01/25/2019	308780	RTC AGILITY TEST	PRE OFFER AGILITY TEST	200.00
01/25/2019	308781	SMITH, LARRY	PROGRAM INSTRUCT COST REIMB	67.60
01/25/2019	308782	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	1,658.95
01/25/2019	308783	STEENSMA LAWN & POWER EQUIPMENT	FIRE EQUIPMENT	772.53
01/25/2019	308784	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	171,130.91
01/25/2019	308785	SUPERIOR ASPHALT, INC.	HMA DELIVERY	2,660.00
01/25/2019	308786	TRACTOR SUPPLY CORP.	PROPANE TANKS	56.90
01/25/2019	308787	UNITED PARCEL SERVICE	WEEKLY DELIVERY	23.96
01/25/2019	308788	UNITED PARTY & EVENT SERVICES	CHRISTMAS DISPLAY	528.00

01/25/2019	308789	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,724.83
01/25/2019	308790	WHITNEY, BENJAMIN	BOND REFUND	1,050.00
01/28/2019	308791	ROSE, THOMAS H & S S	2018 Sum Tax Refund	1,853.76
02/01/2019	308792	FRED PRYOR SEMINARS/CAREERTRACK	OSHA COMPLIANCE TRAINI	179.00
02/01/2019	308793	THE UNION LLC	FEB COOKING CLASS	240.00
01/31/2019	308794	HOPKINS FUNDRAISING CONSULTING	SENIOR CENTER CAMPAIGN	6,250.00
Total Paper Checks:				686,544.27

Check Type: Auto-Pay Payments

01/14/2019		CONSUMERS ENERGY	GAS-ELECTRIC	5,741.43
01/15/2019		CONSUMERS ENERGY	GAS-ELECTRIC	39,743.49
01/15/2019		RANDALL BROWN & ASSOC	RETAINER FEE	18,810.00
01/16/2019		CONSUMERS ENERGY	GAS-ELECTRIC	2,765.81
01/17/2019		CONSUMERS ENERGY	GAS-ELECTRIC	8,707.49
01/18/2019		CONSUMERS ENERGY	GAS-ELECTRIC	675.82
01/22/2019		CONSUMERS ENERGY	GAS-ELECTRIC	5,471.13
01/23/2019		CONSUMERS ENERGY	GAS-ELECTRIC	329.34
01/25/2019		CONSUMERS ENERGY	GAS-ELECTRIC	108.41
01/31/2019		CITY OF PORTAGE	WATER-SEWER	90.88
Total Auto-Pay Payments:				82,443.80

Grand Total: 1,053,624.66

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Comprehensive Liability, Property and Auto Fleet Insurance

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$497,195 for the period March 1, 2019 to March 1, 2020 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has been insured by the Michigan Municipal Risk Management Authority (MMRMA) for comprehensive liability, property and auto fleet insurance since 1984. The MMRMA has quoted a one-year renewal rate for the period March 1, 2019 to March 1, 2020 in the amount of \$497,195, which includes \$15 million of liability coverage and \$75,000 of self-insurance retention coverage (the dollar amount that must be paid by the city before the insurance policy will respond to a liability loss). The renewal rate represents a decrease of 2.3% from the premium cost paid for the period March 1, 2018 to March 1, 2019 in the amount of \$509,112.

A distribution of assets is expected from MMRMA in the next four to five months, which will be based on favorable claim experience by the city and investment income earned by MMRMA on its assets. The exact amount is not yet known; however, the distribution received over the past seven years averaged nearly \$356,000 per year. A summary of MMRMA insurance premiums and distribution of assets for the past seven years is shown below.

Year	Premium	Distribution of Assets	Total Premium After Distribution
2012	\$433,977	\$505,863	(\$71,886)
2013	\$403,253	\$269,378	\$133,875
2014	\$410,668	\$360,727	\$49,941
2015	\$446,134	\$502,123	(\$55,989)
2016	\$484,971	\$363,159	\$121,812
2017	\$495,476	\$283,096	\$212,380
2018	\$509,112	\$206,700	\$302,412

Therefore, it is recommended that City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the MMRMA at a total cost not to exceed \$497,195

for the period March 1, 2019 to March 1, 2020 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds have been programmed for insurance costs in the FY 2018 - 2019 budget, with the balance to be included in the FY 2019 - 2020 budget.

Attachments: 1. Michigan Municipal Risk Management Authority Coverage Proposal

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Portage	Proposal No: Q000011915
Date of Original Membership:	March 10, 1986	
Proposal Effective Dates:	March 01, 2019 To March 01, 2020	
Member Representative:	Rob Boulis	Telephone #: (269) 329-4402
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Portage** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Portage** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Portage is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Portage is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Portage's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$75,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	\$75,000 Per Occurrence

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Portage** is afforded all coverages provided by MMRMA, except as listed below:

1. Specialized Emergency Response Expense Recovery Coverage
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Portage agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Liability	15,000,000	N/A	N/A	N/A
2	Judicial Tenure	N/A	N/A	N/A	N/A
3	Sewage System Overflows	500,000	N/A	500,000	N/A
4	Volunteer Medical Payments	25,000	N/A	N/A	N/A
5	First Aid	2,000	N/A	N/A	N/A
6	Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7	Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
	Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8	Michigan No-Fault	Per Statute	N/A	N/A	N/A
9	Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Buildings and Personal Property	48,111,129	350,000,000	N/A	N/A
2	Personal Property in Transit	2,000,000	N/A	N/A	N/A
3	Unreported Property	5,000,000	N/A	N/A	N/A
4	Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5	Fine Arts	2,000,000	N/A	N/A	N/A
6	Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7	Money and Securities	1,000,000	N/A	N/A	N/A
8	Accounts Receivable	2,000,000	N/A	N/A	N/A
9	Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10	Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11	Structures Other Than a Building	18,000,000	N/A	N/A	N/A
12	Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13	Marine Property	1,000,000	N/A	N/A	N/A
14	Other Covered Property	10,000	N/A	N/A	N/A
15	Income and Extra Expense	5,000,000	N/A	N/A	N/A
16	Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17	Faithful Performance	Per Statute	N/A	N/A	N/A
18	Earthquake	5,000,000	N/A	5,000,000	100,000,000
19	Flood	5,000,000	N/A	5,000,000	100,000,000
20	Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement.			
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim	Retroactive Date
	\$5,000,000		
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000 Each Claim	7/1/2013
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000 Each Claim	7/1/2013
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000 Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000 Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000 Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000 Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above	Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above	Not Applicable	Occurrence

Annual Aggregate Limit of Liability

Member Aggregate	All Members Aggregate
\$5,000,000	\$25,000,000

The total liability of MMRMA shall not exceed \$5,000,000 per Member Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

The total Liability of MMRMA and MCCRMA shall not exceed \$25,000,000 for All Members Combined Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

City of Portage

Period: March 01, 2019

To March 01, 2020

Coverages per Member Coverage Overview:	\$497,195
Stop Loss Coverage:	\$0
Member Loss Fund Deposit:	\$0
TOTAL ANNUAL CONTRIBUTIONS:	\$497,195

E. List of Addenda

1. Limited Liability Coverage For Use or Operations of Unmanned Aircraft

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:

City of Portage

Proposal No:

Q000011915

MMRMA

Member Representative

MMRMA Representative

Date

Date

1-15-19

ADDENDUM

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT (Optional)

This addendum modifies the Liability and Motor Vehicle Physical Damage Coverage Document

A. LIMITATIONS OF COVERAGE, PROCEDURES, EXCLUSIONS, DEFINITIONS.

1. MMRMA will pay for any loss as defined in Sections 1 and 2 of the Liability and Motor Vehicle Physical Damage Coverage Document, caused by the use or operation of an Unmanned Aircraft, the actual loss up to a \$1,000,000 limit per occurrence and subject to a \$2,000,000 annual member aggregate.
2. The Member Duties, Responsibilities, Other Conditions stated in Section 7 of the Liability and Motor Vehicle Physical Damage Coverage Document shall apply to Limited Liability Coverage for use or operations of Unmanned Aircraft.
3. As respects this Limited Liability Coverage for Use or Operations of Unmanned Aircraft Addendum, Section 7; Member Duties, Responsibilities, Other Conditions, of the Liability and Motor Vehicle Physical Damage Coverage Document is amended to include the following:

P. FAA COMPLIANCE

The terms of this Addendum apply only if the Member is in compliance with all FAA rules and regulations governing the use or operation of an unmanned aircraft, at time of occurrence.

4. The Liability and Motor Vehicle Physical Damage Coverage Document Section 4, Definitions, shall apply to this Limited Liability Coverage For Use Or Operation Of An Unmanned Aircraft Addendum.
5. As respects this Limited Liability Coverage For Use Or Operations Of Unmanned Aircraft Addendum, Section 2; Exclusion C, of the Liability and Motor Vehicle Physical Damage Coverage Document is deleted in its entirety and replaced by the following:

EXCLUSIONS

- C. Ownership, maintenance, loading or unloading, use or operation of any aircraft
(other than unmanned aircraft), airfields, or runways; watercraft over 75 feet in length;

Period: 03/01/2019 to 03/01/2020

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT
(Optional)

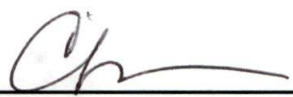
Accepted By:
City of Portage

Member ID:
1049

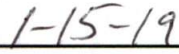
MMRMA

Member Representative

Date



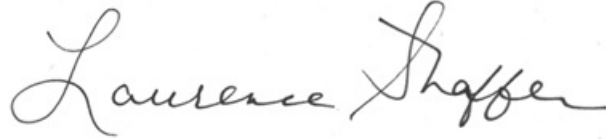
MMRMA Representative



Date

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Storm Water Monitoring Program - Contract Award

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a three-year contract to Environmental Resources Group of Wixom, Michigan, in the not-to-exceed amount of \$130,080 for the Storm Water Monitoring Program and authorize the City Manager to execute all documents related to this contract on behalf of the city.

In 1993, the City of Portage began monitoring storm water retention basins throughout the city for adverse environmental impacts. As part of the 1987 amendment to the Clean Water Act of 1972, cities in urban areas are required to obtain and implement storm water discharge permits through the National Pollution Discharge Elimination System (NPDES) program. The permit requires annual storm water effluent sampling of all storm sewer pipes with a diameter of 30 inches or greater that outfall into a lake, stream or river. The permit also requires an inspection of all municipal surface water outfalls, regardless of size, on a five-year cycle.

On January 31, 2019, four proposals were received to perform both storm water basin monitoring and storm sewer outfall monitoring and testing. The low proposal was submitted by Environmental Resources Group, of Wixom, Michigan, in the amount of \$130,080. Environmental Resources Group has not previously performed work for the City of Portage; however, they do have extensive work experience with the MDEQ and have provided excellent references for similar projects.

The testing and monitoring program was last awarded in 2014 to Nova Consultants, Incorporated in the amount of \$22,756 over a four-year contract. The contract expired December 31, 2018. After the recent Michigan Department of Environmental Quality (MDEQ) audit, testing and monitoring requirements in the 2019 bid package were defined in more detail to ensure compliance with the MDEQ regulations. These changes resulted in a significant increase in consultant project hours.

Therefore, it is recommended that City Council award a three-year contract to Environment Resources Group in the not-to-exceed amount of \$130,080 for the Storm Water Monitoring Program and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding available in the Water Utility Budget

Attachments: 1. Proposal Tabulation

STORM WATER MONITORING PROGRAM
PROPOSAL TABULATION

	Environmental Resource Group	SME	Kieser & Associates, LLC	ATC Group Services LLC
January 1, 2019 - December 31, 2019	\$44,685	\$48,370	\$50,900	\$135,110
January 1, 2020 - December 31, 2020	\$32,130	\$44,370	\$43,137	\$98,180
January 1, 2021 - December 31, 2021	\$32,915	\$45,350	\$44,816	\$103,740
Installation of 3 New Monitoring Wells	\$9,075	\$7,300	\$10,090	\$14,130
Abandonment of 2 Existing Monitoring Wells	\$2,275	\$600	\$1,120	Included in # 4
City Discretionary Allowance (\$3,000 annually)	\$9,000	\$9,000	\$9,000	\$9,000
TOTAL:	\$130,080	\$154,990	\$159,063	\$360,160

Estimated Project Work Hours in Lump Sum Proposal

Owner/Partner:	0	4	30	NA
Supervisor:	NA	16	84	135
Sr. Project Manager:	NA	NA	NA	135
Professionals:	56	87	NA	660
Technicians:	516	297	680	1925
Clericals:	42	4	0	175
Field Engineer:	187	NA	NA	NA
CADD:	12	9	NA	NA
Field Geologist:	NA	72	NA	NA
Field Technician:	NA	NA	273	NA
Environmental Engineer:	NA	NA	160	NA
Total Hours:	813	489	1227	3030

Hourly Rates (per hour)

Owner/Partner:	\$150	\$195	\$185	NA
Supervisor:	NA	\$155	\$185	NA
Sr. Project Manager:	NA	NA	NA	\$95
Professionals:	\$115	\$115	NA	NA
Technicians:	\$50	\$75	\$60	NA
Clericals:	\$55	\$70	\$50	NA
Field Engineer:	\$75	NA	NA	NA
CADD:	\$65	\$85	NA	\$48
Field Geologist:	NA	\$95	NA	NA
Field Technicians:	NA	NA	\$45	NA
Environmental Engineer:	NA	NA	\$90	NA

Below Hourly Rates (per hour) apply to ATC's Proposal

Program Director		\$105
Sr. Engineer		\$99
Staff Engineer		\$89
Staff Scientist		\$75
Jr. Scientist		\$65
Sr. Technician		\$58
Project Admin		\$40

**STORM WATER MONITORING PROGRAM
PROPOSAL TABULATION**

<u>FIRM</u>	<u>PROPOSAL COST</u>
Environmental Resource Group 28003 Center Oaks Ct. Suite 106 Wixom, MI 48393	\$130,080.00
SME 3301 Tech Circle Drive Kalamazoo, MI 49008	\$154,990.00
Kieser & Associates, LLC 536 E Michigan Ave. Suite 300 Kalamazoo, MI 49007	\$159,063.00
ATC Group Services LLC 46555 Humboldt Dr. Suite 100 Novi, MI 48377	\$360,160.00

Minutes of Boards & Commissions

City of Portage
Historic District Commission
Wednesday, December 5, 2018

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

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

Members Excused: Grunert

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s): None

Approval of Minutes: Forrest moved, seconded by Custer, to approve the November 7, 2018 meeting minutes. Motion approved 6-0.

Old Business:

- a. 5720 Oakland Drive – Barn Deconstruction: Mr. Vergunst was not present to discuss his application to deconstruct the barn located at 5720 Oakland Drive. Mucha informed the Commission Mr. Vergunst was seeking to renew a previously issued Certificate of Appropriateness (approved October 2017). Discussion followed.

Nemeth commented that storage of any salvageable material from the deconstruction is preferred to outright disposal.

Barton commented that the roof of the barn has deteriorated past the point of being repaired, and that there seems to be no significant driving factor to save the existing barn.

Lopez opined that there appears to be little motivation, from a home owners stand point, to save the existing barn. Lopez commented that it appears to be more feasible to deconstruct the barn instead of repairing the existing structure.

vanLonkhuyzen raised concerns regarding what material will be salvaged and stored on site, and what might possibly be removed.

Duniphin informed the Commission that Mick Lynch – historic property owner – has expressed interest in using some of the salvageable material from the deconstruction for projects located elsewhere in the district.

Barton moved, seconded by vanLonkhuyzen, to approve Mr. Vergunst's application for barn deconstruction, dated October 26, 2018, conditioned upon the following stipulations;

1. Site visit with members of the Historic District Commission and the property owner OR a representative of the property owner prior to deconstruction.
2. Site visit with members of the Historic District Commission during deconstruction.
3. Site visit with members of the Historic District Commission to inspect how salvaged materials are being stored.
4. Three (3) year reconstruction plan, per email submittal and application, to be accepted.
5. Guidelines regarding salvaged material storage and standards from the Department of Interior to be mailed with Certificate of Appropriateness.

Motion to approve request for a Certificate of Appropriateness passed 7-0.

Community Outreach: Duniphin informed the Commission that the May 2019 Event will be held at Mick Lynch's property (10209 Portage Road). The event is scheduled for May 18, 2019, 12:00 p.m to 4:00 p.m. Duniphin commented that the Portage Senior Center has agreed to sell tickets to the event. Additionally, tickets will also be sent to property owners of historic homes within Portage, along with tickets going to the various vendors.

Member Comments: Commissioner Maytnier requested reimbursement of \$65.99 for materials and supplies purchased for the May 2018 event. Maytnier indicated picture frames, prints & posters were purchased. Barton moved, seconded by Nemeth, to approve the reimbursement of \$65.99 (sixty-five dollars, ninety-five cents) for materials and supplies purchased by Commissioner Maytnier. Motion passed 5-0 (Maytnier abstaining).

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District at 9:37 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kyle Mucha".

Kyle Mucha
Zoning & Codes Administrator

PLANNING COMMISSION

January 3, 2019

The City of Portage Planning Commission meeting of January 3, 2019 was called to order by Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Twelve citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Michael West, Senior City Planner, and Matthew Quardokus, Assistant City Attorney.

ROLL CALL:

Mr. West called the role: Pezzoli (yes); Baldwin (yes); Harrell-Page (absent); Joshi (yes); Schimmel (yes); Stoffer (yes); and Corradini (yes). A motion was then made by Commissioner Corradini, seconded by Commissioner Joshi, to Approve the Roll excusing Commissioner Patterson. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Chairman Stoffer referred the Commission to the December 20, 2018 meeting minutes contained in the agenda packet. A motion was made by Commissioner Baldwin, seconded by Commissioner Schimmel, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None.

PUBLIC HEARING:

1. Rezoning Application #18/19-3, 129 Boston Avenue. Mr. West referred the Commission to the letter from the applicant, contained in the final agenda packet, requesting that the public hearing for Rezoning Application #18/19-3 be adjourned to the January 17, 2019 meeting.

The public hearing was reconvened by Chairman Stoffer. No citizens spoke regarding the proposed rezoning. After a brief conversation, a motion was made by Commissioner Schimmel, seconded by Commissioner Joshi, to adjourn the public hearing for Rezoning Application #18/19-3, 129 Boston Avenue, to the January 17, 2019, at the request of the applicant. The motion was unanimously approved 6-0.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Accessory Building (Taylor), 10525 Portage Road. Mr. West summarized the December 27, 2018 staff report concerning a request from Scott Taylor to construct a 2,000 square foot (40-foot by 50-foot) detached accessory building along the northcentral portion of the property. According to the applicant, the accessory building will be of pole barn construction and will be utilized for storage of a large RV, two hobby trailers and personal items and will not be used for any business related

purposes. Mr. West discussed the location of the pole building on the property and associated setbacks from adjacent property lines and nearby residences. Mr. West also discussed the wooded nature of the property and the staff recommended three conditions of approval for the proposed accessory building.

The applicant, Mr. Taylor, and Dan Lewis (applicant engineer) were present to support the request. Mr. Lewis reaffirmed that the proposed accessory building would not be utilized for any business related purpose and would allow the applicant to store his large RV and hobby trailers indoors, further away from the adjacent neighbors, which would represent a “win-win” for both the applicant and the neighbors. Mr. Lewis also stated the applicant concurs with the staff recommended conditions of approval. Mr. Taylor presented to the Commission a letter of support signed by 19 area residents, along with photographs of his excavating company storage yard in Galesburg. Mr. Taylor restated that the proposed accessory building would not be utilized for any business activities. Mr. Taylor indicated the proposed location of the accessory building on the property will result in the least amount of trees having to be removed (2-3 trees) and provides significant setbacks from his neighbors. Mr. Taylor stated he had no objections to the staff recommended conditions of approval and would also agree to an earth tone color siding for the building.

The following citizens spoke regarding the proposed accessory building: 1) William Frakes, 10528 Portage Road; 2) Jeff Przekora, 1811 Vickery Road; 3) Jim Climp, 10625 Portage Road; and 4) Rick Church, 10526 Woodlawn Drive. Mr. Frakes indicated that previous comments made by area residents during the Zoning Board of Appeals (ZBA) variance consideration were not accurate and he supported the applicant’s request for the accessory building. Mr. Przekora stated that Mr. Taylor has been very neighborly and also supports the proposed accessory building. Mr. Przekora indicated he would rather look at an earth tone colored pole barn tucked in the woods, than the large RV and hobby car trailers parked outdoors, and also indicated that he did not desire installation of evergreen trees along his property line, as recommended by staff. Mr. Climp stated that Mr. Taylor has done nothing but make improvements to the property since he purchased approximately 1½ years ago and also expressed support for the proposed accessory building. Mr. Church indicated that 13 area residents signed a letter in opposition to the proposed accessory building when the variance was being considered by the ZBA and was surprised that staff did not provide this letter to the Planning Commission. Mr. Church then circulated copies of this letter to the Planning Commission. Mr. West indicated that the letter referenced by Mr. Church was presented to the ZBA back in December as part of the variance consideration, and was not submitted by Mr. Church for inclusion in the Planning Commission agenda packet. Mr. Church indicated that he would withdraw his opposition to the proposed accessory building if the applicant agreed to 1) No work being conducted on race cars at the site, and 2) No business activities conducted from the site.

Mr. Taylor responded to the comments from Mr. Church and indicated several of the statements contained in the letter that was provided to the ZBA were not truthful. Mr. Taylor restated that no business activities would be conducted from the site, however, indicated that he should be allowed to occasionally work on his hobby race cars from the building. The Commission and staff next discussed the application and whether a condition restricting any work on race cars could be attached to an accessory building approval. Mr. West stated that such a condition would be highly unusual and that other ordinances exist to address nuisance related issues such as noise, disturbance of the peace, refuse/debris, parking, etc. Mr. West indicated the Planning Commission review should focus on the proposed building size, location, setbacks, natural features present on the property and the surrounding land use characteristics. Mr. Church disagreed indicating the ordinance does allow the Planning Commission to attach a condition that would prohibit the applicant from working on race cars. Mr. West stated that surrounding residential property owners can work on personal vehicles, as long as they do so in a manner that does not create a public nuisance, and it would be highly unusual to restrict Mr. Taylor from doing the same activity. Mr. West then provided a review of other accessory buildings that were recently approved

by the Planning Commission including their size, setback from property lines and distance from the nearest adjacent residence.

After a short discussion, a motion was made by Commissioner Pezzoli, seconded by Commissioner Schimmel, to approve the 2,000 square foot accessory building for Scott Taylor, 10525 Portage Road, subject to the following conditions: 1) The accessory building be of an earth tone color; 2) Planting of eight, six-foot tall spruce trees in a staggered configuration within 20 feet of the east wall of the proposed pole barn, as an alternative to the berm proposed by the applicant; and 3) That no business-related items be stored in the pole barn and other existing accessory buildings, nor on the exterior grounds of the property. After additional discussion on the motion, Chairman Stoffer offered an amendment to the motion, seconded by Commissioner Schimmel, to add staff recommended condition 4) The planting of 10 six-foot tall spruce trees within 20 feet of the north property line of 1811 Vickery and east half of 1729 Vickery to fill in gaps in existing trees. The amendment to the original motion was then unanimously approved 6-0. The amended motion with the four conditions of approval was then approved 5-1 with Commissioner Joshi voting No citing concerns about the number of area residents that expressed opposition to the proposed accessory building.

2. 2019 Planning Commission Meeting Dates. Mr. West discussed the scheduled Planning Commission meeting dates for 2019 and indicated the 1st Thursday in July was the 4th of July holiday. The Commission and Mr. West next discussed possibly changing the meeting dates in July to the 11th and 25th (2nd and 4th Thursday) and possibly changing the August meeting dates to the 8th and 22nd (2nd and 4th Thursday) to avoid back-to-back meeting dates. Mr. West indicated that he would have to see if there were any other activities scheduled for the 2nd and 4th Thursdays in July and August. After a brief discussion, the Commission agreed to continue discussion of this matter at the January 17th meeting.

STATEMENT OF CITIZENS/COMMISSIONERS:

Commissioner Pezzoli indicated that he would not be present at the February 19, 2019 meeting.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Michael West, AICP
Senior City Planner

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting January 10, 2019

CALL TO ORDER: 6:30p.m.

MEMBERS PRESENT: Nadeem Mirza, Stephanie Upshaw, Elma (Pat) Maye
Diane Durian, Alice Mwanda, Effie Kokkinos, Timothy Henson, Kathryn Hanfland

MEMBERS ABSENT: Fiorella Spalvieri (excused)

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Kokkinos moved and Mirza supported approval of the December 6, 2018 minutes. Motion passed 8-0.

NEW BUSINESS:

1. Presentations by FY 19-20 Human Public Service Grant Applicants - Presentations were heard from representatives of each of the eight grant applicants. Representatives provided background information on their respective agencies as well as furnished data regarding previous performance and anticipated benefits to Portage residents from programs for which funding is being requested. Board members were given the opportunity to ask questions of each applicant and several questions from Board members were addressed by applicants.

The eight agencies and representatives who presented information were:

Catholic Charities – Ben Moe and Tim Lieser
Gryphon Place – Erin Lambeth
Housing Resources – Jacob Beach
Kalamazoo Literacy Council – Michael Evans
Kalamazoo Youth for Christ – Chuck Connors
Lending Hands – Lucinda Stinson
YWCA – Sheri Brockway
Portage Community Center – Chris Buckley and Kirk Mason

2. Kalamazoo Transit Authority LAC update – Upshaw reported that no meeting had been held since the last Board meeting and that the next scheduled meeting she was planning to attend is Wednesday January 16th.

STATEMENTS: Maye queried the Board regarding possibility of moving next scheduled HSB meeting from January 24th to January 23rd due to a scheduling conflict. 2 members indicated that they would not be able to attend either evening and one member indicated that they could not attend on January 23rd, however 5 Board members indicated that they would be able to attend on either

date so a consensus was reached that the meeting would be rescheduled to the 23rd if possible and that McCoy would verify and confirm via email that the change was permissible and that a suitable room was available on the 23rd. McCoy also requested that Board members complete and return their individual Board Member Application Evaluation Forms to the Department of Community Development by January 16th at which time they will be compiled by staff, summarized and included in the January 23, 2108 HSB meeting agenda.

ADJOURNMENT: Kokkinos moved and Mwanda supported adjournment at 8:15 p.m. Motion passed 8-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

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TO: Honorable Mayor and City Council

DATE: February 12, 2019

FROM: Megan Chow, Youth Advisory Committee Chairperson

Megan Chow

SUBJECT: 2018-2019 Youth Advisory Committee Goals and Objectives

The Youth Advisory Committee (YAC) is pleased to submit the following update on our Goals and Objectives:

- 1.) Continue to support educating members of the YAC on the roles and functions of the City of Portage Government.
 - a. The Youth Advisory Committee met several times throughout the summer of 2018 with the sole purpose of learning more about local government and how it operates. Tours of various departments are planned, so far a visit to the Public Service Department has been completed. The next anticipated tour is of Public Safety.
 - b. Youth members on other boards and commissions report back to the YAC at each meeting. A different liaison selecting process was implemented by the YAC this year with at least one volunteer for the city boards and commissions, if not two to three each.
- 2.) Continue a commitment to community service by volunteering time at organizations such as the Portage Community Center. In addition, to take initiative and volunteer in support of other causes as the need may arise.
 - a. We volunteered several times at the Portage Community Center in advance of Christmas and supported other events/activities of the Park Board and Environmental Board.
 - b. We volunteered at the annual MLK event held in 2018 at Portage Northern High School during March and anticipate doing so again in 2019.
- 3.) Promote environmental awareness in the community by hosting an annual Earth Day event in conjunction with the Environmental Board and Park Board.
 - a. The annual Green-A-Thon is planned for this spring at Celery Flats on Saturday, April 13th.
- 4.) Participate in and support community efforts related to addressing substance abuse in the community. Provide teens an opportunity to socialize without the use of drugs and alcohol, including hosting activities such as the Snow Party and Summer Movie Night.
 - a. The Snow Party was held on February 2nd and while there was a focus this year to plan on the possibility of no snow and alternate activities, the weather was perfect with 240 in attendance.
 - b. The Youth Advisory Committee began partnering with the Park Board for the Summer Camp Out event at Ramona Park in 2018.

- c. Partnered with the Breakfast Optimist Club and the Department of Public Safety to host a community summer movie night in August with a law enforcement education opportunity. Last year the movie "Wonder" was shown.
- 5.) Advise the City Council in areas / subjects under the purview of the Youth Advisory Committee.
 - a. Provided the annual presentation to City Council in February 2018.
- 6.) The Youth Advisory Committee succeeded in working with the Department of Public Safety and the Kalamazoo County Substance Abuse Task Force to pass a "Social Host" ordinance for the City of Portage. The Council passed it unanimously in July 2018.
- 7.) Present an annual verbal report to the City Council.
 - a. Completed.

Sincerely,

Megan Chow, Chairperson
Youth Advisory Committee