

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Fair Housing Month.

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. Committee of the Whole of March 26, 2019.
- b. Regular Meeting of March 26, 2019.
- c. Pre-Council Meeting of April 8, 2019.

2. Approval of the Accounts Payable Register of April 9, 2019 as presented.

3. Establish a public hearing on April 23, 2019, to consider resolutions to adopt the:

1. recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
2. recommendation that the water commodity rate remain at \$3.14 per 1,000 gallons of metered water;
3. recommendation that adjustments be made to the sewer and water base quarterly charges as noted in the 2019 Utility Rate Financial Study;
4. recommendation that the new rates become effective on July 1, 2019;
5. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2019 Utility Rate Financial Study.

4. Adopt a Resolution Accepting Newly Constructed Dedicated Streets as Public Streets and authorize the City Manager to execute all documents related to these actions on behalf of the city.

5.
 1. Award a construction contract to Kamminga and Roodvoets, Incorporated of Grand Rapids, Michigan for the Idaho Avenue Reconstruction project in an amount not to exceed \$1,904,977.90;
 2. Amend a contract with Wightman & Associates, Incorporated in the amount of \$156,800 to provide construction engineering services for the Idaho Avenue Reconstruction project;
 3. Amend the Fiscal Year 2018-2019 Capital Improvement Program Budget in the amount of \$800,000,

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

6. Approve a contract in the amount of \$110,392 to DeLoof Construction, Inc. of Kalamazoo, Michigan, for general contractor services for waterproofing at the Public Safety Police Annex and authorize the City Manager to execute all documents related to this matter on behalf of the city.

7. Approve a contract amendment to Abonmarche Consultants Inc. for:

1. engineering design and bidding phase services for the Portage Road lane reconfiguration from Lakeview Drive to Forest Drive in the not-to-exceed amount of \$105,700; and
2. a feasibility study for a lane reconfiguration from Forest Drive to East Centre Avenue in an amount not to exceed \$45,000,

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

8. Authorize the purchase of one Godwin Dri-Prime CD150M Critically Silenced Utility Pump from Xylem Dewatering Solutions, Inc., of Bridgeport, New Jersey, for a total cost of \$52,254 and authorize the City Manager to execute all documents related to this purchase on behalf of the city.
9. Approve a Michigan Liquor Control Commission (MLCC) application for a Special License for Beer, Wine & Spirit service on the premises at the Portage Senior Center (320 Library Lane), for a mixology class planned for Thursday, May 2, 2019 and authorize the City Manager to execute all documents on behalf of the city.
10. Adopt the Resolution to Oppose FCC Changes to the 1984 Cable Act.
11. Set a Special Meeting on Tuesday, May 21, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.
12. Minutes of Boards & Commissions:
 - a. Park Board of March 6, 2019.
 - b. Human Services Board of March 7, 2019.
13. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings:

1. Historic District Commission, Wednesday, April 10, 2019 at 8:15 a.m. in City Hall Room #2.
2. Environmental Board, Wednesday, April 10, 2019 at 7:00 p.m. in City Hall Room #1
3. Youth Advisory Committee, Monday, April 15, 2019 at 6:00 p.m. in City Hall Room #1.
4. City Council Budget Review Session #1, Tuesday, April 16, 2019 at 5:00 p.m. in City Hall Room #1.
5. Senior Citizen Advisory Board, Wednesday, April 17, 2019 at 2:30 p.m. at Portage Senior Center.
6. Planning Commission, Thursday, April 18, 2019 at 7:00 p.m. in Council Chambers.

2. Presentation by Chair Pat Maye regarding the Human Services Board annual goals and objectives update.

D. Public Hearings:

E. Regular Business Agenda:

1. Presentation of the Proposed Fiscal Year 2019-2020 Budget.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

FAIR HOUSING RESOLUTION

WHEREAS, 2019 is the 51st anniversary of the Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended, to prohibit housing discrimination when based on race or color, national origin, religion, sex, familial status or disability, and declared that equal housing opportunity is a basic right of every American; and

WHEREAS, The Michigan State Legislature passed the Elliot-Larsen Civil Rights Act of Michigan in 1976 to protect people from housing discrimination based on religion, color, race, national origin, age, sex, familial status or marital status; and

WHEREAS, The Michigan State Legislature passed the Michigan Persons with Disabilities Civil Rights Law of 1976 to protect individuals with disabilities from housing discrimination; and

WHEREAS, The City of Portage passed a Non-Discrimination Ordinance in 2016 to prohibit housing discrimination based on their actual or perceived race, color, religion, national origin, sex, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity, and has completed an Analysis of Impediments to Fair Housing, and annually undertakes activities to further fair housing efforts and educate the public on fair housing issues; and

WHEREAS, Equal housing opportunity is a goal to be achieved within the City of Portage.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, by virtue of the authority vested in me as the Mayor of Portage, Michigan, do hereby resolve the month of April 2019, as **FAIR HOUSING MONTH** in hope that this observance will promote fair housing practices throughout the City.

Signed this 9th day of April, 2019

Patricia M. Randall, Mayor

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE
PORTAGE CITY COUNCIL
OF MARCH 26, 2019**

Mayor Patricia Randall called the meeting to order at 5:16 p.m. The following Councilmembers were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall. Councilmember Terry Urban arrived at 5:23 p.m. Also present were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, City Attorney Randall Brown, Assistant City Attorney Matt Quardokus, Deputy City Clerk Erica Eklov, Community Development Director Vicki Georgeau, and Transportation & Utilities Director Kendra Gwin.

Mayor Randall shared that the Committee of the Whole Meeting is for discussion regarding the Portage Road / Lake Center District Area and invited City Manager Shaffer to begin. City Manager Shaffer stated that the City Administration has identified the Portage Road corridor to have significant potential and positive assets that, with a certain amount of public investment and planning, will allow the city to tap into that potential. City Manager Shaffer introduced Community Development Director Vicki Georgeau and Transportation & Utilities Director Kendra Gwin to elaborate on past city plans, studies, as well as current efforts for the project area. City Manager Shaffer indicated that after the staff presentation the City Administration is looking for feedback from City Council on the current plan and project direction.

Director Georgeau began by highlighting the 2014 Comprehensive Plan that included the Lake Center Subarea Plan for the Portage Road corridor. She noted the plan's objectives included: promoting consistent building placement and character; refining zoning to achieve a more cohesive built environment; creation and implementation of a Lake Center "brand"; identifying key sites for redevelopment to spur future, long-term redevelopment, and provide improved, yet safe means of travel for all users. Director Georgeau further noted the area successes to date, including the new Cove Restaurant, Biggby Coffee and other brownfield redevelopments. She updated the City Administration's focus on slowing the area traffic through implementation of a road diet, as well as a recent installation of a pedestrian island. The additional Stryker/Kenco development at Zylman Avenue has applied a new traffic circle and site developments, while the city has begun efforts to improve the Emily Drive lift station and acquired the adjacent property.

Director Georgeau highlighted the ongoing Portage Road / Lakeview Drive intersection improvement. Director Gwin stated that the intersection location was found to have an invasive species of Japanese Knotweed, which crews had been working to remediate over the 2018-19 fall and winter season. Mayor Pro Tem Pearson asked if this was holding up the adjacent condo development. Director Gwin relayed that the site for the condo development also has invasive species that the developer is working to remediate. Director Georgeau stated the intersection area will also have a pedestrian island to Lakeview Park. Mayor Pro Tem Pearson asked if this could be reconsidered as a pedestrian bridge citing the current pedestrian island near Daane's Party Store that has experienced accident damage. City Manager Shaffer stressed that prior incidents in the area have largely been due to impaired and dangerous driving, stressing the city's strong desire to advocate for pedestrian safety in the area. Councilmember Knapp asked about the potential for increased signaling to advance pedestrian safety in this area.

Director Georgeau noted the current CIP includes gateway signage and other improvements that city staff wants to incorporate with the area's business owners in order to create a sense of place while enhancing area safety. Director Georgeau supplied that recent public meetings regarding city proposed road diets in the area have, thus far, had a difficult reception with

attendees. Director Georgeau provided that the city wants to hire an engineer to create detailed designs on enhanced safety in the Lake Center area while incorporating a sense of place at the same time. Director Georgeau also highlighted the proposal to bury utilities in the area as part of upcoming surrounding projects.

Councilmember Knapp asked about the possibility of outside funding assistance. City Manager Shaffer stated that the city will continue to explore and be open to the option; however, the potential for outside funding is not promising.

Mayor Randall asked if there were any assessments currently in the area and Director Georgeau responded there were currently none and that assessment was likely not a viable option. Director Georgeau then highlighted the city's plan to identify potential brownfield sites within the corridor and utilize funds from brownfield redevelopment toward area improvements.

Director Georgeau suggested the creation of a "Corridor Improvement Authority" to incorporate the use of a business facade improvement program. Discussion followed with Director Georgeau providing additional explanation regarding how brownfield redevelopment initiatives work.

Director Georgeau moved on to discussing projects the City Administration would like to start bringing before City Council as early as the spring of 2019 for consideration. She noted when the County previously widened Portage Road and then turned over ownership of the road to the city that the County did not leave right of way space for utilities or future flexibility. Director Georgeau relayed that the city's current proposal includes relocating wires behind businesses approximately 100 feet in order to improve the appearance of the corridor. Mayor Pro Tem Pearson asked whether the area's electrical poles are aging and whether a partnership with Consumer's Energy was feasible and cost-effective if the city were to perform the work. Directors Georgeau and Gwin stated it would likely be difficult to partner with Consumer's and receive funding, but that staff would still bring the proposal to Consumer's Energy.

Mayor Pro Tem Pearson inquired whether the vacant gas station at Portage Road and Zylman Avenue will be incorporated in the Lake Center corridor projects. Director Gwin responded that there was no need for inclusion of the former gas station site.

Councilmember Reid asked if there were plans to widen Zylman Avenue. Director Gwin replied that some widening will be done but the area is largely wetlands and prohibits further widening of the road.

Director Georgeau noted the city's desire to implement streetscape enhancements along Portage Road, which would be executed by way of easements, with the property owner assuming responsibility for ongoing maintenance of any improvements installed by the city. Mayor Randall asked if this proposal included replacement of area sidewalks, noting the current poor condition. Director Georgeau responded that the sidewalks were indeed part of the planned improvements and each sidewalk will be evaluated on an individual basis. Councilmember Knapp asked how much it would cost the city to budget for continued maintenance of the proposed street improvements in order to enhance area consistency. Director Georgeau responded that it might be feasible, but should only be done through the Corridor Improvement Authority in order to avoid setting a precedent.

Mayor Pro Tem Pearson highlighted the land near H & B Market and asked whether the city is monitoring the real estate market in order to encourage better quality growth. Director Georgeau replied that the city is examining the area but certain lots are marketable as is, while some lots are too narrow for development, such as the West Lake Drive-In. Director Georgeau offered that there are opportunities for land acquisition or retaining longstanding businesses but in a new building or a mixed-use format. City Manager Shaffer interjected that the city does need to illustrate a decent return on investment, either through funding or livability/quality but noted the

area has great potential and room for improvement. Mayor Pro Tem Pearson then asked about the status of the property the city acquired at Emily Drive, as well as the potential for the city to acquire the West Lake Drive-In property. He asked what the cost would be to the city, highlighting the additional repairs needed for the West Lake Drive-In sea wall. City Manager Shaffer provided a current update on the status of the West Lake Drive-In property. Councilmember Reid offered that the Drive-In location also had alternative potential as a food truck gathering location.

Councilmember Reid inquired how parking will be accommodated in the future in the Lake Center area. Director Georgeau replied that the city would plan to implement minimum and maximum setback rules.

Mayor Randall began to bring the meeting to a close, asking staff to clarify the desired outcome of the Committee of the Whole Meeting. City Manager Shaffer responded that the City Administration seeks to learn whether the items presented regarding the Lake Center Area follow the desired direction of City Council.

Mayor Randall responded that she supports the goal to slow, as well as improve the area's traffic flow.

Mayor Pro Tem Pearson wants to hear additional explanation from staff concerning form-based zoning and potential other zoning options but ultimately supports work thus far.

Councilmember Ford asked staff to fully evaluate current traffic patterns and ensure funding is available for the plans proposed.

Councilmember Reid expressed concern with the current traffic trend in relation to the road diet proposal and wants to ensure that area residents, as well as businesses, will be fully included in any city planning.

Councilmember Urban also noted concerns with implementing a road diet for existing traffic lanes the city has worked to maintain over the past few years. He also cited concerns with partial undergoing of utilities, questioning whether it was cost effective.

Councilmember Knapp expressed support for efforts to improve and invest in the area, noting appreciation with the city's plans and efforts, but stressed traffic in the area could improve.

Mayor Randall adjourned the meeting at 6:35 p.m.

Erica L. Eklov, Deputy City Clerk

CITY COUNCIL MEETING MINUTES FROM MARCH 26, 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, 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 to all religions and personal beliefs and in recognition of children who suffer in the hands of authoritative figures.

Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

PROCLAMATION: At the invitation of Mayor Randall, Ms. Sarah Joshi of the Kalamazoo County Child Abuse and Neglect Council and member of the Planning Commission read a proclamation in recognition of Child Abuse Prevention Month. Mayor Randall thanked Ms. Joshi for her work and support of child abuse prevention. Ms. Joshi summarized the work of the Child Abuse and Neglect Council and shared how City Council and the community might support their efforts.

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. Item A.6, Resolution to Fund Various Capital Improvements, was removed. Motion by Ford, seconded by Reid, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Ford, seconded by Reid, to approve the Regular Meeting Minutes of March 12, 2019, and Pre-Council of March 25, 2019. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 26, 2019: Motion by Ford, seconded by Reid, to approve the Accounts Payable Register of March 26, 2019. Upon a roll call vote, motion carried 7 to 0.

CONSTRUCTION CONTRACT FOR LOVERS LANE IMPROVEMENTS: Motion by Ford, seconded by Reid, to award a construction contract to Lakeland Asphalt Corporation of Springfield, Michigan, for the Lovers Lane Improvements in an amount not to exceed \$1,133,642.85 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.

FINAL PRELIMINARY CONDOMINIUM SUBDIVISION – COPPERLEAF PHASE IV: Motion by Ford, seconded by Reid, to approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf Phase IV, 3800 West Milham Avenue. Upon a roll call vote, motion carried 7 to 0.

REZONING APPLICATION 18/19-5 (1700 EAST CENTRE): Motion by Ford, seconded by Reid, to accept Rezoning Application #18/19-5, 1700 East Centre Avenue, for first reading and set a public hearing for April 23, 2019. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Ford, seconded by Reid, to receive the minutes of the Youth Advisory Committee of February 18, Senior Citizen Advisory Board of February 20, and Planning Commission of March 7, 2019. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Ford, seconded by Reid, to receive the Materials Transmitted of March 12, 2019. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Ms. Carolyn Pesheck, 6745 Shoreham, introduced herself and shared that she is the representative of her church to the group Interfaith Strategy for Advocacy and Action in the Community (ISAAC). She reviewed the community issues that are the focus of ISAAC, such as homelessness, and shared that she has been asked to follow actions of the City of Portage and report relevant events and activities back to ISAAC. Ms. Pesheck also shared that she would likely be raising issues of concern to ISAAC with the City of Portage.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Ford, seconded by Reid, to receive the Calendar of Meetings. Upon a voice vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

NOTICE OF INTENT RESOLUTION FOR FUNDING CAPITAL IMPROVEMENTS: Mayor Randall invited Councilmember Reid to begin discussion. Councilmember Reid summarized the item and recommendation to authorize the issuance of up to \$7 million in bonds to fund Capital Improvement Projects. She continued by pointing out the efforts of City Council to consistently reduce the debt level of the City of Portage and questioned the impact of this bond issuance along with pending projects such as a new Community Senior Center and Fire Station on these efforts. City Manager Shaffer reviewed the projects that the requested bond issuance would cover and shared that, over the past several years, the debt level of the City of Portage had been reduced from in excess of \$100 million to between \$50 and \$60 million. He indicated that, as a result of pending capital projects, the debt level may rise slightly in the next two or three years but then continue the downward trend. Mr. Shaffer introduced Finance Director Bill Furry to provide additional information.

Mr. Furry stated that the city is looking for up to \$6.5 million in bonding and that, even if this full amount is obtained, the debt level in this fiscal year will still drop by approximately \$3 million. He explained that the issuance of debt is always the final option when putting together the Capital Improvement Program (CIP) and that the actual amount needed will be finalized as we get closer to the end of the fiscal year. Mr. Furry then reviewed a chart indicating recent debt level history and projections and provided an overview of the funding sources for capital projects.

Councilmember Reid stated that an effort is consistently made on upkeep of existing resources and that, at this moment in time, it appears the city has more projects than funds available to pay for them. She inquired how long until the city would be debt free? Mr. Furry reviewed that these bonds would be callable in 8 years but that the bond issuance is for 20 years. He expressed skepticism that the city would ever be completely debt free. Mr. Furry then reviewed the diligent efforts of the Finance Department to identify surplus and other funding to avoid debt issuance.

Councilmember Reid pointed to new construction and building valuations and inquired as to the impact on city revenues. Mr. Furry stated that the increased valuations will help the city in a variety of facets but the exact extent remains undetermined. Councilmember Reid expressed support for the agenda recommendation and expressed the need for the city to keep looking at the

total financial picture. She concluded by pointing out the CIP projects referenced in the agenda item are not new and were previously reviewed and approved.

Councilmember Burns complimented Mr. Furry and staff on efforts to dramatically reduce debt over the past several years from a high of \$105 million to the current level. Mr. Burns pointed out that, unlike many other municipalities, the city is fortunate to have no "Other Post-Employment Benefit" (OPEB) nor unfunded pension liabilities. This fact, he stated, puts the city in great financial shape to be able to take on capital projects while maintaining a positive fiscal trajectory.

Councilmember Ford expressed appreciation that the Finance Department recognizes and takes into account that tax dollars are being used to fund debt payments. He inquired whether the city would continue to try to retire debt early. Mr. Furry confirmed that the city will continue to try to retire old debt.

Mayor Randall commented that the bond rating for Portage was recently increased resulting in better borrowing rates. She inquired if an increased debt level would jeopardize this rating. Mr. Furry expressed skepticism that a reduced bond rating would result, and commented that a key to obtaining the better rating was the implementation of a debt management policy.

City Manager Shaffer complimented the Finance Director and Finance Department on their efforts. He continued by stating that the city had a surplus above the 24% fund balance last fiscal year and he anticipates another surplus again at the conclusion of this fiscal year. Such surpluses, he continued, can be used to help pay for projects without increasing debt. He continued by stating that growth in the community remains strong, especially in the industrial sector, and that an excess of a 5% increase in overall tax valuation is anticipated.

Motion by Reid, seconded by Burns, to adopt the Notice of Intent Resolution to fund construction of various capital improvements. Upon a roll call vote, motion carried 7 to 0.

FIRE STATION NO. 2 CONSTRUCTION: Mayor Randall deferred to City Manager Shaffer who thanked Councilmember Knapp for the reminder that, at the City Council Retreat, it was determined that a second Committee of the Whole (COW) Meeting on the construction of Fire Station No. 2 was to be scheduled before any action was taken. He asked that City Council remove the item from the agenda and schedule a Committee of the Whole Meeting. City Council and staff reviewed potential dates for the COW and deadlines for action to be taken. Motion by Reid, seconded by Knapp, to remove Item E.1, Contract with Hall Builders, LLC, to perform general contractor services for construction of Fire Station No. 2 and Retention Basin No. 5 drainage improvements, from the March 26, 2019 Regular Meeting Agenda and set a Committee of the Whole Meeting on Tuesday, May 7, 2019 at 5:15 p.m. in City Hall Conference Room No. 1 for the purpose of discussing the construction and replacement of Fire Station No. 2. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson shared that he attended a meeting of the Environmental Health Advisory Council (EHAC) at which a railroad related property in the City of Kalamazoo which involves a groundwater restricted zone was reviewed and discussed. He stated that additional discussion is anticipated prior to the EHAC making a recommendation to the Kalamazoo County Commission.

Mayor Pro Tem Pearson next shared that he attended a meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA). He stated that routine budgetary items were approved.

Councilmember Knapp shared that she attended a meeting of the Kalamazoo County Public Arts Commission. She reviewed topics that were discussed such as better defining public art and creating and keeping updated an inventory of public art in Kalamazoo County. She then shared that the Public Arts Commission received a presentation on an exciting upcoming exhibit called "Black Refractions: Highlights from the Studio Museum in Harlem." She invited and encouraged the

community to reach out to the Kalamazoo Institute of Arts to get more information and help make this exhibition a true community-wide event.

Councilmember Ford shared that he attended a meeting of the Utility Rate Committee and provided an update on topics that were discussed such as health of the water and sewer funds, groundwater levels, future CIP projects and a rate reduction for the next fiscal year.

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

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid thanked Mayor Pro Tem Pearson for representing Portage at the EHAC Meeting. She then shared that she attended the presentation at Portage North Middle School by Governor Gretchen Whitmer. Councilmember Reid concluded by sharing that a member of the Youth Advisory Committee was instrumental in getting the Governor to visit Portage North Middle School.

Councilmember Burns thanked Mayor Randall for attending the recent “Walk to End Homelessness” sponsored by Housing Resources, Inc. Mr. Burns also thanked members of City Council for their financial support and shared that the fundraising goal of the event was \$90,000 but over \$119,000 was received. He also thanked Consumers Energy who provided matching funds.

Councilmember Ford shared that, prior to the regular meeting, City Council held a Committee of the Whole Meeting to discuss redevelopment efforts in the Lake Center Business District. He expressed optimism for the future of this area and thanked staff and City Council for their efforts.

Mayor Pro Tem Pearson shared that he had the opportunity to speak with Governor Whitmer and learned that she has relatives who live in Portage.

Mayor Randall shared that she met with Governor Whitmer along with Mayor Pro Tem Pearson and City Manager Shaffer. She shared that she discussed the proposed Portage Community Senior Center as a model for regional senior centers throughout the state and that the public/private partnership that is being used to fund the project could be a role model as well. She commented that the Governor seemed receptive to both.

Next, Mayor Randall shared that she attended a Kalamazoo County Board of Commissioners Meeting focused on leadership. She reviewed topics that were discussed, upcoming projects and shared her belief that the City of Portage and Kalamazoo County maintain a strong relationship and work to help each other whenever possible.

Mayor Randall next shared that she attended a presentation regarding groundwater levels in the Black Forest Drive neighborhood with Councilmembers Burns and Knapp. She shared that this neighborhood has been experiencing serious problems with groundwater levels and reviewed efforts being taken by the city to help mitigate the problem.

Mayor Randall stated that she, along with Councilmember Knapp, attended the performance of Shrek, Jr. presented by Portage North Middle School. She reminded City Council and the audience that members of the Portage North Middle School Drama Department and students had recently attended a City Council Meeting and complimented the school on an outstanding performance.

Mayor Randall next shared that she has been reading to elementary school students as part of “March is Reading Month” and cautioned motorists to be mindful as students will be going on spring break and more active in the community.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:52 p.m.

Adam Herringa, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF APRIL 8, 2019**

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

Mayor Randall inquired if someone would be present to receive the proclamation. City Manager Shaffer responded in the affirmative.

With regard to Item A.2, Accounts Payable, Mayor Pro Tem Pearson inquired if Check No. 309277 to Pfizer was for trailway easements. City Manager Shaffer confirmed that the payment was for easements. Mayor Pro Tem Pearson asked the City Manager to, in the near future, prepare and provide City Council with an update on efforts regarding expansion of the trail system and easement acquisition.

With regard to Item A.3, Public Hearing on Water and Sewer Rates, Councilmember Reid shared that she received a question from a resident who lives in Portage but receives water service from the City of Kalamazoo. She shared that the resident asked about the senior citizen discount. Councilmember Reid speculated that it would be up to the City of Kalamazoo as to whether a discount can or should be provided. Mr. Shaffer stated that he also believes that it would be up to the City of Kalamazoo as to whether a discount can be provided but would research and respond. Mayor Randall asked that the response include a comparison between water rates for the City of Kalamazoo and the City of Portage. Mayor Pro Tem Pearson asked that the total number of residents getting water service from the City of Kalamazoo be included in the response.

With regard to Item A.5, Idaho Avenue Reconstruction, Mayor Randall inquired if Portage Public Schools was consulted regarding the project. City Manager Shaffer stated that City Administration worked closely with Portage Public Schools on planning the reconstruction of Idaho Avenue and West Milham Avenue. He continued by sharing that the goal of the reconstruction projects are to have them complete before the next school year begins.

With regard to Item A.6, Waterproofing at the Public Safety Police Annex, Mayor Randall inquired if this was a temporary fix. Mr. Shaffer stated that the hope is this will be a permanent solution. He stated that city staff has been advised that this will work to alleviate the water problems. If not, Mr. Shaffer continued, alternatives will have to be explored such as moving staff and facilities to other locations within the police building. Councilmember Reid inquired if the work came with a guarantee. Deputy City Manager Boulis confirmed that the work is guaranteed by Ayers Waterproofing.

With regard to Item A.9, Liquor License for Mixology Class, Mayor Randall inquired if this was a new event at the Senior Center and whether it will be open to the public. City Manager

Shaffer confirmed that this is a new activity and speculated as to whether it would be open to non-members.

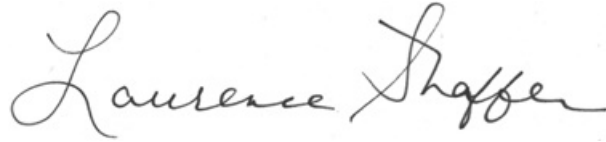
With regard to Item E.1, Presentation of the Proposed Budget, Mayor Randall inquired as to when City Council would receive copies of the proposed budget and when it would be available online. Mr. Shaffer stated that hard copies of the budget would be provided to City Council Tuesday evening and he would research and respond to the question about online availability.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:11 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 the Accounts Payable Register of April 9, 2019 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 March 17, 2019 through March 31, 2019 and notes \$318,468.94 in automated clearing house payments, \$744,550.09 in paper checks and \$20,834.90 in auto-pay payments for a grand total of \$1,083,853.93.

FUNDING: N/A

Attachments: 1. Accounts Payable of April 9, 2019

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/17/2019 To: 3/31/2019

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
03/22/2019	10644(A)	A-1 SIGNS	DPS TRUCK SIGNS	315.40
03/22/2019	10645(A)	ABONMARCHE CONSULTANTS, INC	WSTNDG/SHVR TRAFFIC SIGNALS	37,210.14
03/22/2019	10646(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	102.73
03/22/2019	10647(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,600.64
03/22/2019	10648(A)	ALL-PHASE ELECTRIC SUPPLY CO.	LIGHTING SUPPLIES	2,292.00
03/22/2019	10649(A)	AMERICAN SAFETY & FIRST AID	SAFETY/FIRST AID SUPPLIES	662.28
03/22/2019	10650(A)	AUMACK, MICHAEL	UMPIRE PAYROLL/TRAINING	75.00
03/22/2019	10651(A)	BEEBE, RONALD E.	UMPIRE PAYROLL/TRAINING	25.00
03/22/2019	10652(A)	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE - 2018	2,775.94
03/22/2019	10653(A)	CAPITAL ADVANTAGE LEASING	KONICA MINOLTA COPIER	693.15
03/22/2019	10654(A)	CHARTER COMMUNICATIONS	CABLE TV	233.49
03/22/2019	10655(A)	CLEANIT CORP	CARWASHES	66.00
03/22/2019	10656(A)	CONTINENTAL LINEN SERVICES	MAT SERVICE	93.43
03/22/2019	10657(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	17,944.62
03/22/2019	10658(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC MAINTENANCE	1,011.14
03/22/2019	10659(A)	DOUGLASS SAFETY SYSTEMS LLC	FIRE UNIFORMS	795.78
03/22/2019	10660(A)	EKLOV, ERICA	2019 MAMC INSTITUTE	553.67
03/22/2019	10661(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	SPECIALTY TRAILER	7,604.56
03/22/2019	10662(A)	EVERETT, CHIP	FIRE OPS TRAINING	1,851.70
03/22/2019	10663(A)	EXTREME POWER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	429.92
03/22/2019	10664(A)	FERGUSON WATERWORKS #3386	CELERY FLATS PROJECT	174.84
03/22/2019	10665(A)	FISHBECK THOMPSON CARR & HUBER, INC	ENGINEERING SERVICES	2,557.07
03/22/2019	10666(A)	GORDON WATER SYSTEMS	WATER SERVICE	271.50
03/22/2019	10667(A)	GORNO FORD	NEW FLEET VEHICLE	22,991.00
03/22/2019	10668(A)	GREAT LAKES CHLORIDE, INC.	DEICING LIQUID	5,540.27
03/22/2019	10669(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL	229.00
03/22/2019	10670(A)	HARTMAN, CHARLES	UMPIRE PAYROLL/TRAINING	24.00
03/22/2019	10671(A)	HOJNACKI, DAVID	UMPIRE PAYROLL/TRAINING	23.00
03/22/2019	10672(A)	HOWARD PRINTING	PRINTING SERVICES	2,125.00
03/22/2019	10673(A)	INDUSCO SUPPLY CO., INC.	PAPER PRODUCTS	516.79
03/22/2019	10674(A)	JACK DOHENY SUPPLIES INC.	VACTOR MAINTENANCE	486.92

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03/22/2019	10675(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	342.93
03/22/2019	10676(A)	LOUTHAN, WILLIAM F	UMPIRE PAYROLL/TRAINING	24.00
03/22/2019	10677(A)	M & M CUSTOM FABRICATING INC.	NAME BADGES ADVISORY	262.45
03/22/2019	10678(A)	MATERIALS RESOURCES	MISC SUPPLIES	78.30
03/22/2019	10679(A)	MENARDS, INC	PCBP PROJECT	1,080.13
03/22/2019	10680(A)	MOORE, LARRY	FIRE OPS TRAINING	172.12
03/22/2019	10681(A)	NASON, RICHARD	FIRE OPS TRAINING	564.66
03/22/2019	10682(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	1,400.00
03/22/2019	10683(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	319.42
03/22/2019	10684(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	7,549.76
03/22/2019	10685(A)	PLM LAKE & LAND MANAGEMENT	PERMIT FEE - WEST LAKE	1,500.00
03/22/2019	10686(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE DISPOSAL SERVICE	454.53
03/22/2019	10687(A)	RHODES, KEVIN	UMPIRE PAYROLL/TRAINING	24.00
03/22/2019	10688(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	21,579.19
03/22/2019	10689(A)	RIETH-RILEY CONSTRUCTION CO., INC	PATCH MATERIAL	677.00
03/22/2019	10690(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	1,086.58
03/22/2019	10691(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIR	5,378.87
03/22/2019	10692(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	360.00
03/22/2019	10693(A)	SUEZ WATER ENVIRONMENTAL SERVICES	STORM SEWER PIPE RPR	48,209.79
03/22/2019	10694(A)	TERMINAL SUPPLY CO.	LED WARNING LIGHTS	812.05
03/22/2019	10695(A)	TOO CLEAN JANITORIAL	JANITORIAL SERVICES	810.00
03/22/2019	10696(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	523.82
03/22/2019	10697(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,176.67
03/22/2019	10698(A)	WEST MICHIGAN INT'L LLC	DUMP TRUCKS	108,002.41
03/22/2019	10699(A)	WEST MICHIGAN STAMP & SEAL, INC	NEW NAME BADGE	15.00
03/22/2019	10700(A)	XEROX CORPORATION	COPY USAGE	789.28
Total ACH Transactions:				318,468.94
Check Type: Paper Checks				
03/22/2019	309234	A B C WAREHOUSE	MONITOR	799.99
03/22/2019	309235	A T & T	TELEPHONE SERVICE	3,957.70
03/22/2019	309236	AARON CANTRELL PHOTOGRAPHY	2019 MLK EVENT	575.00
03/22/2019	309237	ADP, INC.	ADP PAYROLL SERVICES	4,978.69

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03/22/2019	309238	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,195.00
03/22/2019	309239	AMAN, SAFINA	RENTAL DEPOSIT REFUND	100.00
03/22/2019	309240	APWA SW MICHIGAN BRANCH	MEMBERSHIPS	100.00
03/22/2019	309241	ARIF, MUHAMMAD	TRAINING REIMBURSEMENT	135.00
03/22/2019	309242	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	365.00
03/22/2019	309243	AUTOBODY USA - SOUTHSIDE	BODY WORK	1,311.60
03/22/2019	309244	BENNER, DOUG	REFUND OVERPAY	9.00
03/22/2019	309245	BLOOM SLUGGETT MORGAN, PC	LEGAL SERVICES	10,092.08
03/22/2019	309246	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	33.98
03/22/2019	309247	CAPITAL CONSULTANTS, INC. DBA C2AE	BUILDING MAINTENANCE	10,135.31
03/22/2019	309248	CARTRIDGE WORLD	PRINTER SERVICES	1,700.11
03/22/2019	309249	CINTAS CORP.	UNIFORM RENTAL	433.09
03/22/2019	309250	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	236,127.83
03/22/2019	309251	DEVON TITLE AGENCY	TITLE INSURANCE	370.00
03/22/2019	309252	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR REPAIR	1,242.00
03/22/2019	309253	FIRE DEPARTMENT TRAINING NETWORK	FIRE OPS TRAINING	2,990.00
03/22/2019	309254	FUN SERVICES	EVENT SUPPLIES	607.78
03/22/2019	309255	GREATER KALAMAZOO COMMUNITY SERVICE	EXHIBITOR TABLE	100.00
03/22/2019	309256	HERRINGA, ADAM	EASEMENT RECORDING	305.20
03/22/2019	309257	HOME DEPOT	MISC BUILDING SUPPLIES	488.06
03/22/2019	309258	IMAGESTREAM, INC.	BIKE TRAIL EASEMENT	39,000.00
03/22/2019	309259	KALAMAZOO AVIATION HISTORY MUSEUM	2019 MLK EVENT - AIR	7,905.36
03/22/2019	309260	KALAMAZOO COUNTY TREASURER'S ASSN	2019 DUES - MCGUIRE	10.00
03/22/2019	309261	KALAMAZOO NATURE CENTER, INC.	JANUARY KNC PROGRAM	200.00
03/22/2019	309262	KALAMAZOO SPORTSWEAR	SCREEN PRINT SERVICE	13.75
03/22/2019	309263	KNOWBE4, INC.	KNOWBE4 EMAIL SECURITY	2,295.00
03/22/2019	309264	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER CONTRACT	1,092.00
03/22/2019	309265	KOVACH, ANTHONY & BONNIE	TRIP REFUND	100.00
03/22/2019	309266	LED LIGHTING WHOLESALE INC.	LIGHTING SUPPLIES	450.00
03/22/2019	309267	MATTAWAN CONSOLIDATED SCHOOLS	2019 MLK EVENT	195.00
03/22/2019	309268	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	75.00
03/22/2019	309269	MEDILODGE OF PORTAGE	LUNCHES ST PATRICK'S	384.00

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03/22/2019	309270	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	767.15
03/22/2019	309271	MICHIGAN IAAI	FIRE MARSHAL TRAINING	295.00
03/22/2019	309272	MICHIGAN SECURITY & LOCK	FIX MECH RM DOOR	778.00
03/22/2019	309273	NORTHERN LAKE SERVICE, INC.	WATER AMPLE ANALYSIS	440.00
03/22/2019	309274	OFFICE DEPOT, INC.	OFFICE SUPPLIES FOR	237.87
03/22/2019	309275	PACKER, ADAM	SWIM LESSON REFUND	15.00
03/22/2019	309276	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	341.78
03/22/2019	309277	PFIZER, INC.	RIGHT-OF-WAY EASEMENT	31,645.00
03/22/2019	309278	RATHCO SAFETY SUPPLY, INC.	SIGNS/SIGN MATERIALS	706.00
03/22/2019	309279	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
03/22/2019	309280	RESTORATIVE LAKE SCIENCES, LLC	2019 WEST LAKE WEED	1,625.00
03/22/2019	309281	SCHMITT, TRACY	MILEAGE REIMBURSEMENT	61.48
03/22/2019	309282	SPARTAN INSULATION & COATING, INC.	INSULATION - RESTROOM	3,170.00
03/22/2019	309283	SPC SPECIALTY PRODUCTS, LLC	SPECIALTY PATCH	100.00
03/22/2019	309284	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHER SOLVENT	966.78
03/22/2019	309285	STATE SYSTEMS RADIO, INC	DUAL BAND MOBILE	4,750.38
03/22/2019	309286	STEENSMA LAWN & POWER EQUIPMENT	MOWING EQUIPMENT	29,189.00
03/22/2019	309287	SUNBELT RENTALS, INC.	TRAD HOLD GENERATORS	168.00
03/22/2019	309288	SUPERIOR ASPHALT, INC.	HMA DELIVERY	2,940.00
03/22/2019	309289	TITLE RESOURCE AGENCY	UTILITIES OVERPAYMENT	17.40
03/22/2019	309290	TRUE-TECH INDUSTRIES CO.	EVALUATE DUMP CYLINDER	240.00
03/22/2019	309291	TUCKER, MARIE	TRIP REFUND	17.50
03/22/2019	309292	TURNKEY MERCHANDISE PROGRAMS	EVENT STAFF VESTS	1,226.40
03/22/2019	309293	ULINE, INC.	RESTROOM PROJECTS	593.92
03/22/2019	309294	UNION STREET HYDRAULICS	CYLINDER REPAIRS	1,372.00
03/22/2019	309295	UNITED PARCEL SERVICE	WEEKLY DELIVERY	12.32
03/22/2019	309296	VARIPHY INC.	VARIPHY ANNUAL RENEW	1,700.00
03/22/2019	309297	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVI CE	1,818.56
03/22/2019	309298	VICKSBURG HARDWARE	SUPPLIES AND MAINTENCE	422.91
03/29/2019	309299	A T & T	TELEPHONE SERVICE	379.02
03/29/2019	309300	A T & T LONG DISTANCE	LONG DISTANCE	1.86
03/29/2019	309301	ACTION PIANO SERVICE	PIANO TUNING	165.00

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03/29/2019	309302	ALLEGRA PRINT & IMAGING	MISC PRINTING SERVICE	1,527.00
03/29/2019	309303	ARROWHEAD SCIENTIFIC, INC.	LAB SUPPLIES QUOTE	526.85
03/29/2019	309304	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	22.00
03/29/2019	309305	BEACON ATHLETICS	SOFTBALL FIELD SUPPLIES	1,330.52
03/29/2019	309306	BRONSON HEALTHCARE GROUP	FIRE MEDICAL SERVICE	65.00
03/29/2019	309307	CARTRIDGE WORLD	INK CARTRIDGES	149.56
03/29/2019	309308	CINTAS CORP.	UNIFORM RENTAL	167.04
03/29/2019	309309	COMMERCIAL DOOR SERVICES	FIRE FACILITY MAINT	226.00
03/29/2019	309310	COOK, THOMAS	TRIP REFUND	50.00
03/29/2019	309311	DEVON TITLE AGENCY	TITLE INSURANCE	640.00
03/29/2019	309312	DODSON, JOANN	TRIP REFUND	200.00
03/29/2019	309313	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	8,143.00
03/29/2019	309314	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	382.00
03/29/2019	309315	EZ FLEX LLC	DEFENSIVE TACTICS	4,528.60
03/29/2019	309316	FIRST AMERICAN TITLE CO.	TITLE FOR IMAGESTREAM	500.00
03/29/2019	309317	GETTY IMAGES (US) INC.	STOCK PHOTOS	520.00
03/29/2019	309318	HOME DEPOT	MISC CLEANING SUPPLIES	95.43
03/29/2019	309319	HOPKINS FUNDRAISING CONSULTING	SENIOR CENTER CAMPAIGN	6,250.00
03/29/2019	309320	KALAMAZOO COUNTY HEALTH & COMMUNITY	RAMONA FOOD LICENSE	651.00
03/29/2019	309321	KALAMAZOO COUNTY LAND BANK	2018 TAX YEAR LAND B	226.93
03/29/2019	309322	KALAMAZOO MODEL RAILROAD HISTORICAL	MODEL TRAIN DISPLAY	250.00
03/29/2019	309323	KCASI	CENTENARIAN LUNCHEON	50.00
03/29/2019	309324	KIESER & ASSOCIATES, LLC	PROPOSAL-2019 WETLANDS	2,322.50
03/29/2019	309325	LAJOICE, MARY	TRIP REFUND	98.00
03/29/2019	309326	M M R M A	INSURANCE PREMIUM	248,597.50
03/29/2019	309327	MCCLURE, DENNIS & CAROLYN	TRIP REFUND	400.00
03/29/2019	309328	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	50.00
03/29/2019	309329	METRO BUILDING INSPECTORS ASSOC.	TRNG REGISTRATION	30.00
03/29/2019	309330	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	331.60
03/29/2019	309331	MICHIGAN SECRETARY OF STATE	VEHICLE REGISTRATION	156.00
03/29/2019	309332	MILBOCKER & SONS, INC.	SIDEWALK IMPROVEMENT	8,725.00
03/29/2019	309333	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	90.00

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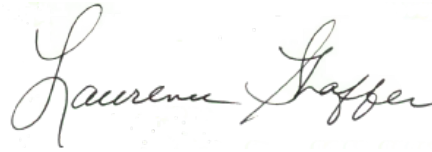
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03/29/2019	309334	MILLER, CANFIELD, PADDOCK & STONE	LEGAL SERVICES	8,820.00
03/29/2019	309335	MOUNGER, SALLY	TRIP REFUND	88.00
03/29/2019	309336	NATE MELVIN	SCHRIER DEPOSIT REFUND	150.00
03/29/2019	309337	NORTHERN LAKE SERVICE, INC.	WATER SAMPLE TESTING	720.00
03/29/2019	309338	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,047.56
03/29/2019	309340	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	481.25
03/29/2019	309341	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	183.55
03/29/2019	309342	RATHCO SAFETY SUPPLY, INC.	SIGNS/MATERIALS	302.50
03/29/2019	309343	RAY ALLEN MANUFACTURING, LLC	CANINE EQUIPMENT	231.99
03/29/2019	309344	RHINO PRODUCTS, INC.	FIRE EMS SUPPLIES	1,000.00
03/29/2019	309345	SHARK MANUFACTURING LLC	FIRE SCBA MAINTENANCE	579.99
03/29/2019	309346	SIRIUS XM RADIO	SATELLITE RADIO MPIR	331.45
03/29/2019	309347	SMITH, RICHARD & KATHLEEN	TRIP REFUND	140.00
03/29/2019	309348	SOMSEL, CAROLYN	TRIP REFUND	50.00
03/29/2019	309349	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	36.25
03/29/2019	309350	SUPERIOR BUSINESS SOLUTIONS	PORFOLIOS	691.50
03/29/2019	309351	TL NEWS	KALAMAZOO GAZETTE	416.00
03/29/2019	309352	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	13,950.00
03/29/2019	309353	TRIPLE K IRRIGATION INC	HOSE FITTINGS	1,747.80
03/29/2019	309354	WATKINS, JOAN	TRIP REFUND	93.00
03/29/2019	309355	WENSTRUP, CATHY	TRIP REFUND	122.00
03/29/2019	309356	WIGHTMAN	EASEMENT DESCRIPTION	700.00
03/29/2019	309357	WILHELME, JOE	EMPLOYEE REIMBURSEMENT	196.04
03/29/2019	309358	WITMER PUBLIC SAFETY GROUP	FIRE OPS UNIFORMS	50.49
Total Paper Checks:				744,550.09
Check Type: Auto-Pay Payments				
03/18/2019	7718	CONSUMERS ENERGY	GAS-ELECTRIC	1,670.71
03/19/2019	7725	CONSUMERS ENERGY	GAS-ELECTRIC	4,438.84
03/20/2019	7738	CONSUMERS ENERGY	GAS-ELECTRIC	5,579.26
03/22/2019	7745	CONSUMERS ENERGY	GAS-ELECTRIC	505.32
03/25/2019	7747	CONSUMERS ENERGY	GAS-ELECTRIC	5,226.24
03/27/2019	7755	CONSUMERS ENERGY	GAS-ELECTRIC	1,319.91

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03/28/2019	7756	CITY OF PORTAGE	WATER-SEWER	2,094.62
			Total Auto-Pay Payments:	20,834.90
			Grand Total:	1,083,853.93

TO: Honorable Mayor and City Council
FROM: Laurence Shaffer, City Manager
SUBJECT: 2019 Utility Rate Financial Study



SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Establish a public hearing on April 23, 2019, to consider resolutions to adopt the:

1. recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
2. recommendation that the water commodity rate remain at \$3.14 per 1,000 gallons of metered water;
3. recommendation that adjustments be made to the sewer and water base quarterly charges as noted in the 2019 Utility Rate Financial Study;
4. recommendation that the new rates become effective on July 1, 2019;
5. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2019 Utility Rate Financial Study.

The City Council Water/Sewer (Utility) Rate Study Committee, comprised of Councilmembers Burns, Ford and Knapp, and citizens Randy Orwig and Ted W. Vliek, Sr., has completed a review of the 2019 Utility Rate Financial Study as prepared by the City Administration. The 2019 Utility Rate Financial Study focused on ensuring the financial health and stability of the utility system. Following a thorough review and analysis of the 2019 Utility Rate Financial Study, the Utility Rate Study Committee voted (5 to 0) to recommend to City Council the water and sewer rates and charges as proposed.

City Council awarded a contract to Utility Financial Solutions, LLC (UFS) to perform the 2011 Water and Wastewater Rate Study in November 2010. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to utility customers. The proposed FY 2019 - 2020 utility rates are based in large part on the results of the comprehensive analysis performed by UFS.

City Administration will continue to investigate opportunities to further reduce operating expenses of the utility funds over time, along with consideration to fund future capital effort with available cash.

For FY 2019 - 2020, the sewer commodity rate is recommended to remain at \$4.60 per thousand gallons of metered water. The water commodity rate is recommended to remain at \$3.14 per thousand gallons of metered water. Basic quarterly charges for both sewer and water use, which are calculated to provide funding for certain fixed costs for the utility systems, are recommended as noted in the 2019

Utility Rate Financial Study. It is recommended that the sewer and water basic quarterly charges be reduced as follows:

Sanitary Sewer Basic Quarterly Charge		
City of Portage Customers		
Meter Size	Current Quarterly Charge	(-3.69%) percent Proposed Quarterly Charge
5/8"	\$30.58	\$26.91
3/4"	\$45.87	\$40.37
1"	\$68.81	\$60.55
1 1/2"	\$122.32	\$107.64
2"	\$183.48	\$161.46
3"	\$305.80	\$269.10
4"	\$611.60	\$538.20
6"	\$1,070.30	\$941.85
8"	\$1,529.00	\$1,345.50

Water Basic Quarterly Charge		
City of Portage Customers		
Meter Size	Current Quarterly Charge	(-3.42%) percent Proposed Quarterly Charge
5/8"	\$23.40	\$20.59
3/4"	\$35.10	\$30.89
1"	\$52.65	\$46.33
1 1/2"	\$93.60	\$82.36
2"	\$140.40	\$123.54
3"	\$234.00	\$205.90
4"	\$468.00	\$411.80
6"	\$819.00	\$720.65
8"	\$1,170.00	\$1,029.50

The net effect of the combined sewer and water rate recommendations on the typical residential customer is an overall utility rate decrease of three and fifty-six hundredths (3.56%). The combined utility rate recommendations represent an annual decrease of approximately \$25.92 (from approximately \$727.12 per year to approximately \$701.50 per year) for the typical residential customer with both public sewer and water service. Overall, in terms of public health, utility costs represent a tremendous benefit for the cost incurred by the customer.

Items less significant in dollar amount, but still important to the continuing financial health of the utility systems, were also reviewed by the Utility Rate Study Committee. It is essential that the amount charged for these services recover the costs to provide such services. If charges are inadequate to allow for recovery of costs, rate payers subsidize the service provided. Charges and fees reviewed in the context of the 2019 Utility Rate Financial Study include water connection charges, meter charges, meter box charges, hydrant meter charges and water processing fees. All current charges are recommended as noted in the study. If approved, the proposed rate changes would be adopted and become effective July 1, 2019.

As such, it is recommended that City Council establish a public hearing on April 23, 2019 for consideration of the proposed rates and charges as set forth in the 2019 Utility Rate Financial Study.

FUNDING: N/A

Attachments: 1. 2019 Utility Rate Financial Study



2019 Utility Rate Financial Study

2019 UTILITY RATE FINANCIAL STUDY

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2019 UTILITY RATE FINANCIAL STUDY

SECTION I - UTILITY RATES

INTRODUCTION

The City Administration has reviewed the utility rate structure for the purpose of considering necessary adjustments to utility rates, while addressing long-term needs of the city utility system. During the development of the 2019 Utility Rate Financial Study, a review of the previous study and the present rate structure was conducted.

As part of the ongoing effort to control costs and maintain the lowest possible utility rates for water and sewer customers, the City Administration reviewed the overall utility operation in light of the privatization of the operation and maintenance functions of the utility initiated in March 1997. Privatization has been extremely effective in cutting overall utility costs while still providing a high level of service to customers. The city's contractor performs all routine operation and maintenance activities for the water utility, including operation of the pumping and overhead storage facilities; meter installation, repair and reading; water service repair and maintenance; water main repair; fire hydrant flushing and repair; MISS DIG staking and other miscellaneous activities. Routine operation and maintenance activities performed for the sewer utility include cleaning and inspection of sanitary sewers; cleaning of storm sewer piping and manholes; daily inspection, maintenance and repair of sanitary sewage pumping facilities; repair and cleaning of sanitary sewer manholes; street sweeping and other miscellaneous activities. On November 1, 2016 the City Council awarded a 5-year contract extension to Suez Environmental Services, Incorporated to end March 2022.

The proposed Fiscal Year 2019-2020 utility rates are in large part based on the recommendations of the comprehensive rate analysis performed by Utility Financial Solutions, LLC (UFS) in 2011. On November 16, 2010, City Council awarded a contract to UFS to review past and current financial reports of the water and wastewater utilities, along with detailed accounting of the utilities finances. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to the utility customers. The cost of service analysis showed that the 2010 rate structure was insufficient to ensure the receipt of revenues necessary to recover the fixed costs of the utility. To address this concern, in Fiscal Year 2011-2012 utility rates began the trend of shifting revenue collection to basic quarterly charges based on meter size, while keeping the commodity rate increases in line with the normal inflationary costs to provide the water and wastewater service. This trend is continued in the 2019 Utility Rate Study.

Background

The Governmental Accounting Standards Board (GASB) requires that Sewer and Water Funds be enterprise funds and be operated in a manner similar to private business, with costs recovered primarily through user charges.

In 1986, the first Water and Sanitary Sewer Rate Committee reviewed the financial status of the Sanitary Sewer and Water Funds. The Water and Sanitary Sewer Rate Committee has met every year since to review the rates and make recommendations to the City Council. Prior to 1986, utility rates were reviewed and adjusted on an as needed basis, which lead to unpredictable rates and charges.

In 2008, the city received a letter from the State of Michigan requiring a financial plan to rectify a water fund deficit. The city has followed the plan submitted to the State of Michigan and the water fund deficit has been eliminated. Water and sanitary sewer rate increases required to eliminate the deficit, meet the conditions in the financial plan submitted to the State of Michigan and reach a positive working capital balance for the utility funds as a whole were substantial. Over the past several years the utility funds have been able to pay cash for capital improvement projects and pay off all callable debt. The funds are now in a suitable position to reduce utility rates. Rate adjustments since 2007 are as follows:

<u>Fiscal Year</u>	<u>Combined Water & Sewer % Rate Change (Typical Residential Customer)</u>
2007	14.89
2008	13.68
2009	12.22
2010	15.03
2011	10.85
2012	4.85
2013	2.73
2014	1.40
2015	0.94
2016	0.75
2017	0.62
2018	-3.91

Rate adjustments typically result from inflationary pressure, material changes in programs and operations, and other factors which cannot be controlled by the city, such as charges from the City of Kalamazoo for sewage treatment and Consumers Energy for gas and electricity.

CURRENT STATUS

A fundamental principle of utility fund financing is that user rates should be sufficient to fund the entire cost of utility system operations. This principle is accepted by all authoritative sources (Government Finance Officers Association, American Water Works Association, etc.) and is based on the enterprise fund status. Enterprise funds operate as a private business and all businesses must generate sufficient revenues to cover costs in order to be viable.

Utility System Rate Structure

For provision of sanitary sewer and water service, a two-part rate structure is in effect. For sanitary sewer and water customers, the rate consists of a fixed portion, referred to as the "basic quarterly charge" and a unit rate, referred to as the "commodity" rate.

For water and sewer activities of the utility, the basic quarterly charge is designed to cover the fixed

costs of providing service. These costs, which are generally stable throughout the year despite the amount of water produced or sewage transported, include: Personnel salaries and fringes, the Suez operation and maintenance contract, office supplies, mailing expenses, telephone charges, environmental testing, water quality testing, printing and publishing and equipment repair and maintenance. The fixed costs are applied to the meter size using a formula which recognizes the capacity of the meter size and the impact on the water and sanitary sewer systems.

Commodity rates are designed to cover more variable costs, including sewage treatment costs, public utilities, sewer lead repair, equipment rental costs, equipment replacements, retention basin testing and administrative costs. Commodity rates are based on a dollar amount per thousand gallons of water metered for both water and sewer billings, with sewer billings capped for residences as described below. All classes of customers are billed quarterly with a quarterly of the annual basic rate applied in addition to the commodity charge.

Sanitary Sewer System

The City of Portage sanitary sewer system consists of 236 miles of sewer main and 56 sewage lift stations. The sanitary sewer system has a capacity of 10.8 million gallons per day, with an average daily flow of 4.1 million gallons. Future expansion projects are prioritized to address the areas with greatest potential for groundwater contamination. Citizen petitions are also given high priority. Priorities are reviewed annually by the City Administration to ensure consistency with Council goals and environmental concerns. Current and projected resources of the Sanitary Sewer Fund appear adequate to accommodate increased expansion of the sanitary sewer system. The recommended ten-year 2019-2029 Capital Improvement Program (CIP) includes \$8.355 million in sanitary sewer system improvements and expansions. The proposed improvements would be funded through various financing methods. The projects are considered important in order to pursue placement of sanitary sewer throughout the city and to continue with the mandatory sewer hookup program emphasis. In addition to extension of sanitary sewer mains, operational improvements over the next ten years include:

- Installation of sewer leads where not included in original construction.
- Installation of mains in existing developed plats.
- Renovation of sanitary sewer lift stations and force mains

The proposed sanitary sewer rate structure was developed taking into account the capital expenditures necessary to meet these needs through various financing means.

Sanitary Sewer Billing Cap

Sewer bills are calculated based upon water usage with the assumption that water used within a residence is generally discharged to the sanitary sewer system as wastewater. A cap on sewer billing to residential customers limits the sewer bill to 125% of the customer's winter quarter water usage. The 125% cap was established based upon an analysis of residential accounts with separate water meters for irrigation. This analysis was undertaken to determine the quarterly water usage pattern of the "typical residential customer." Results of the analysis indicated that average summer water usage discharged to the sanitary sewer system, for a single-family residence, is approximately 125% of the winter water consumption when external irrigation is excluded. Winter usage is defined as that

quarter in which January occurs. The sanitary sewer billing cap ensures that residential customers are billed for flow to the sanitary sewer and not for outdoor water use.

Water System

The city water system consists of 20 production wells, one 750,000 gallon elevated storage tank, one 1,500,000 gallon elevated storage tank and 250 miles of water main. In 2006, the Environmental Protection Agency lowered the allowable arsenic levels in public drinking water to 10 micrograms per liter. As a result, two wells were abandoned, one well was decommissioned and the Garden Lane Water Treatment Plant was constructed to eliminate high arsenic levels in the water. The water system currently has a capacity of 26.35 million gallons per day. The average day production is 4.60 million gallons. Fishbeck, Thompson, Carr & Huber, Inc. completed a comprehensive Water Reliability Study for the city in 2013 and updated the Wellhead Protection Program in 2015. These studies, together with current management information and system use data, are the basis for planned future system improvements.

The recommended 2019-2029 CIP includes \$19.870 million in water system improvements. Current and future anticipated demands placed on the system necessitate provision of numerous operational improvements over the next ten years, including:

- Installation of transmission mains in currently unserved areas and for needed conveyance of large volumes of water throughout the service area.
- Installation of service lines in developed plats.
- Improvement of the stormwater collection and recharge system.
- Additional treatment facility with iron removal capabilities.
- Additional water storage.

The proposed water rate structure was developed taking in consideration of the capital expenditures necessary to meet the above noted needs through various types of financing.

On February 11, 2014, Portage City Council approved reinstatement of a 10% discount on water use charges for eligible senior citizens. Redistribution of the 10% discount to senior citizen customers to the remaining water customers was also taken into account in the development of the water rate structure. The subsidy for the Senior Citizen Discount in Calendar Year 2018 was \$67,058.80.

Utility Customer Growth

The utility customer base has grown to 15,758 sanitary sewer customers and 14,927 water customers as of January 1, 2019. An increase in the number of customers has a general impact of stabilizing system-wide operation costs as cost of service can be spread over a larger number of users. Although the total number of water and sewer customers continues to increase, the rate of increase in utility customers has slowed in recent years. The utility system is a mature system with 96.7 % of developed properties served by municipal sewer and 87.5% served by municipal water. In the future, new customer growth will be most directly related to new development occurring in the city.

FINANCIAL REVIEW

Using current information on the status of the utility systems as background, the 2019 Utility Rate Financial Study was conducted to determine appropriate cost recovery rate levels. These rates provide for operation of the utility systems, funding of utility-related capital improvement needs and repayment of Limited Tax General Obligation (LTGO), city share debt and Utility Revenue bond debt related to infrastructure extensions and replacements.

The Comprehensive Annual Financial Reports for prior fiscal years provide the primary source for review of the past financial condition of the Utility Funds. Additional sources include the Municipal Budget for Fiscal Year 2018-2019, the 2018-2028 CIP, the recommended 2019-2029 CIP and prior utility rate studies. The financial condition of the Utility Funds as of June 30, 2018 is healthier than previous expectations.

As of June 30, 2018, the Sewer Fund had a working capital balance of \$11,759,404, which was 171% of operating expenses, and the Water Fund had a working capital balance of \$6,889,911, which was 192% of operating expenses. These balances have been generated through conservative budgeting and forecasting methods as well as substantial rate increases over the last decade.

Typical Residential Customer

The typical residential customer in Portage purchases 19,000 gallons of water and is billed for 15,000 gallons of sewage flow per quarter. The typical residential customer has been defined based upon an analysis of all residential accounts and represents the baseline used for comparison since single-family residences represent about 90% of utility accounts. The table below demonstrates the typical average residential customer quarterly usage of water and billing of sewage flow.

TYPICAL RESIDENTIAL CUSTOMER

	Metered Water (x1000 gallons)	Billed Sewer (x1000 gallons)
Winter usage (quarter including January)	14	14
Spring usage	14	14
Summer usage	33	18
<u>Autumn usage</u>	<u>14</u>	<u>14</u>
Annual Total	75	60

The differential between the metered water and the billed sewer is a result of the 125% sewer cap. The cap impacts the summer sewage billing quarter by limiting it to 125% of the winter metered water.

RATE RECOMMENDATIONS

Tables 1, 2 & 3 summarize Sanitary Sewer Fund and Water Fund statements of estimated revenue and expenses for the fiscal years ending June 30, 2019 through 2024. Projected commodity rates, sales in millions of gallons and an analysis of capital/debt needs and funding are also presented. Factors that impact these projections include the cost of living increase, the number of utility customers, revised arsenic level standards promulgated by the USEPA, reduced flow from sewer customers and the sewage treatment costs by the City of Kalamazoo in the case of the Sewer Fund. Table 4 analyzes the recommendations as applied to the "typical residential customer." The following recommendations are presented regarding 2019 Utility Rates.

Sanitary Sewer Fund

It is recommended that the sewer commodity rate remain at \$4.60 per thousand gallons. The rate will: 1) provide for treatment charges billed by the City of Kalamazoo, 2) continue funding operations, capital improvement needs, repayment of outstanding sewer-related Limited Tax General Obligation (LTGO) bonds and Utility Revenue bonds and 3) provide for future LTGO and revenue bond debt. Privatization of the utility operation has resulted in a significant savings in the sewer fund over the last eighteen years, in spite of a lower billable flow growth compared to previous years.

It is recommended that the sewer basic quarterly charges be reduced as shown below:

SANITARY SEWER BASIC QUARTERLY CHARGE CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 30.58	\$ 26.91
3/4"	\$ 45.87	\$ 40.37
1"	\$ 68.81	\$ 60.55
1-1/2"	\$ 122.32	\$ 107.64
2"	\$ 183.48	\$ 161.46
3"	\$ 305.80	\$ 269.10
4"	\$ 611.60	\$ 538.20
6"	\$ 1,070.30	\$ 941.85
8"	\$ 1,529.00	\$ 1,345.50

The basic quarterly charges are designed to cover the fixed costs related to the operation of the sanitary sewer system. The decrease in the Basic Quarterly Charge conforms to the recommendation in the 2011 Comprehensive Rate Analysis by Utility Finance Solutions, LLC. With the continuation of the sanitary sewer bill cap of 125%, the recommended basic quarterly charges and continuing the commodity rate at \$4.60 per thousand gallons will result in a 3.69% decrease for the typical residential sanitary sewer customer.

In previous utility rate studies, emphasis has been placed on stabilizing retained earnings in the Sanitary Sewer Fund at a level of \$1,500,000 as recommended by the city's financial advisor. An adequate cash balance must be maintained for operation of the utility and to make debt service payments. Basic Quarterly Charges are recommended to ensure sufficient resources are available

within the Sanitary Sewer Fund to meet obligations to avoid the need for subsidy by non-utility related funds.

For Fiscal Year 2018-2019 the estimated working capital (i.e. cash) at the end of the year is \$13,132,810. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2019-2020, an acceptable level of working capital balance can be maintained through Fiscal Year 2023-2024.

The recommended rate for Fiscal Year 2019-2020 is lower than the rate forecast in the 2018 Utility Financial Rate Study. As shown in Table 1 (Utility Fund Statements of Revenues and Expenses – Sanitary Sewer Fund) no rate changes are recommended in subsequent years.

Sanitary Sewer Rate - Schoolcraft Township

The service agreement with Schoolcraft Township establishes the rate charged to customers in Schoolcraft Township. The basic quarterly charge is the same as charged to the City of Portage customers. There is a 5% surcharge on the commodity rate and a \$0.35 charge per thousand gallons for capital costs. It is recommended that the sanitary sewer commodity rate to Schoolcraft Township customers be continued at \$5.18 per thousand gallons.

Water Fund

Water Service Charges

It is recommended that the water commodity rate remain at \$3.14 per thousand gallons. The basic quarterly costs are designed to cover fixed costs related to the operation of the water system. It is recommended that the water basic quarterly charges be decreased as shown below:

WATER BASIC QUARTERLY CHARGE CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 23.40	\$ 20.59
3/4"	\$ 35.10	\$ 30.89
1"	\$ 52.65	\$ 46.33
1-1/2"	\$ 93.60	\$ 82.36
2"	\$ 140.40	\$ 123.54
3"	\$ 234.00	\$ 205.90
4"	\$ 468.00	\$ 411.80
6"	\$ 819.00	\$ 720.65
8"	\$ 1,170.00	\$ 1,029.50

This decrease conforms to the recommendation in the 2011 Comprehensive Utility Rate Study by Utility Financial Solutions, LLC. The proposed rate will result in a 3.42% decreased monthly expense for the typical residential water customers.

Private Fire Protection Service Charges.

Dedicated fire protection service is defined as a separate water service line that solely provides fire protection to a property. The Basic Quarterly Charge will ensure that the cost of providing a dedicated fire service that only benefits one property is borne by the benefiting customer and not the utility customers at large. In addition to the Basic Quarterly Charge a \$6.40 per 1,000 gallon charge for all water use recorded on the fire service bypass meter is assessed. It is recommended that the Basic Quarterly Charge for fire protection services remain unchanged as shown in the table below.

Private Fire Protection - Basic Quarterly Charge

<u>Fire Protection Service Size</u>	<u>Current Basic Quarterly Charge</u>	<u>Proposed Basic Quarterly Charge</u>
4 – inch	\$15.00	\$15.00
6 – inch	\$35.00	\$35.00
8 – inch	\$60.00	\$60.00
10 – inch	\$95.00	\$95.00
12 – inch	\$135.00	\$135.00
16 – inch	\$240.00	\$240.00

As shown on Table 2 (Utility Fund Statements of Revenues and Expenses - Water Fund), no rate changes are recommended in subsequent years. The water quarterly basic charges and commodity rate can be decreased and continue to fund operations, meet major capital improvement needs, keep up with inflationary increases in water production costs (pumping, disinfection, etc.), repay outstanding water-related Limited Tax General Obligation (LTGO) bonds and Utility Revenue bonds and provide for future LTGO and revenue bond debt. In future years, costly major water projects such as additional water storage and iron removal facilities will be required as demands on the Portage water system increase. In addition, the Water Fund will finance needed storm drainage improvements throughout the city.

Emphasis has been placed on stabilizing retained earnings in the Water Fund at a level of \$2,500,000 as recommended by the city's financial advisor. An adequate cash balance needs to be maintained for operation of the utility and to make debt service payments. There are sufficient resources available within the Water Fund to meet obligation to avoid the need for subsidy by non-utility related funds with the recommended rate over the coming years. For Fiscal Year 2018-2019, the estimated working capital (i.e. cash) at the end of the year is \$6,463,401. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2019-2020 an acceptable level of working capital balance can be maintained through Fiscal Year 2023-2024.

It is important that the city continue to plan for an additional water tower, replacement for the Haverhill water tower or a water main extension under the airport (currently scheduled in Fiscal Year 2020-2021 in the recommended 2019-2029 CIP). The new water tower will provide for greater storage capacity in the city's residential and commercial areas to improve system reliability during peak demand and also improve fire flow in the northern portion of the city. The installation of new iron removal facilities at the Shuman well site (currently scheduled in Fiscal Year 2021 through 2023 in the recommended 2019-2029 CIP) to relieve pressure on the Kalamazoo/Portage groundwater aquifer and the Milham well field located north of Portage Northern High School. Exploration in southern Portage, Schoolcraft Township and Pavilion Township was not successful in locating any new suitable well sites with low iron content.

Water Rate — Pavilion Township and Schoolcraft Township

It is recommended that the basic quarterly charges for Pavilion Township and Schoolcraft Township residents be the same as charged to City of Portage customers. It is also recommended that the water commodity rate for Pavilion Township and Schoolcraft Township residents remain at \$3.78 per thousand gallons.

SUMMARY OF RECOMMENDATIONS

The effect of the combined recommendations on the typical City of Portage residential customer is projected through Fiscal Year 2023-2024 in Table 3. The Fiscal Year 2019-2020 combined rate decrease of 3.56% for the typical residential customer is a lower rate than projected for Fiscal Year 2019-2020 in the 2018 Utility Rate Financial Study. For the typical residential customer having both municipal water and sewer service, the proposed rate will result in an annual decrease of \$25.92. With operations, capital improvements and debt service continuing to be funded, the utility systems have been self-supporting since July 1989. Self-supporting status is essential for these important enterprise funds so that the funds do not become a financial drain on either the General Fund or the Capital Improvement Fund.

SECTION II – UTILITY

FEES AND CHARGES

INTRODUCTION

Although the establishment of appropriate commodity rates and basic quarterly charges for water and sewer service is the primary focus of the annual Utility Rate Financial Study, it is also prudent to give attention to matters which may be less significant in dollar amounts but are still important to the financial health of the utility system, i.e. utility fees and charges.

Background

The establishment of adequate fees and charges for services performed in addition to the delivery of water and sewer service is necessary to fairly and equitably recover costs for services provided. When fees and charges are inadequate, the utility rate payer must bear the cost for services provided to others. Examples include costs for service connections, meters, turn-on fees, etc. In each case, if the charges for these services are inadequate to recover costs, the rate payers subsidize the service provided to some extent.

CURRENT STATUS AND RECOMMENDATIONS

Meter Charges

The current meter installation charges are based on the cost of the meter plus the cost of labor and equipment to install the meter. The current meter and installation costs have been reviewed and it was determined that several water meter charges need to be increased to reflect the current cost of installation. It is recommended that water meter charges be adjusted as shown in the table below.

<u>Meter Size</u>	<u>Current Charges</u>	<u>Actual Cost/Recommended Charges</u>
5/8"	\$225	\$225
3/4"	\$280	\$280
1"	\$345	\$345
1-1/2" SR (Irrigation)	\$815	\$1,050
1-1/2" Compound		\$1,580
2" SR (Irrigation)	\$1,010	\$1,350
2" Compound	\$2,225	\$2,225
3" Compound	\$2,925	\$2,925
4" Compound	\$4,530	\$4,530
6" Compound	\$7,840	\$7,840

Meter Box Charge

A meter box charge is based on the cost of materials to install the meter box. Meter boxes are used when a suitable location for meter installation is not available in the building or property being served. The charge has been reviewed and it was found that the cost has not increased. It is recommended that the meter box charge remain unchanged at \$1250.

Hydrant Meter Charges

The use of meters on fire hydrants is a service provided as a convenience to contractors or individuals who need to obtain large quantities of water in a short period of time. It is recommended that the minimum charge for use of a hydrant meter remain at \$150. The minimum charge for supplying and installing a meter on a fire hydrant includes the use of 15,000 gallons of water. It is also recommended that the commodity charge for use over 15,000 gallons of water remain at \$6.40 per 1,000 gallons. Furthermore, that the deposit required to ensure the return of all hydrant meter hoses and other items remain at \$250. This deposit eliminates the potential problem of collecting for the service provided.

Fire Hydrant Flow Test Charge

Fire hydrant flow tests are often requested by insurance companies and developers to determine the quantity of water available for fire protection at a property. The established charge for providing a flow test ensures that the cost is borne by the benefiting customer and not the utility customers at large. It is recommended that the charge for a hydrant flow test remain at \$135.

Reinstatement Processing Fee

A fee is charged for reinstating water service turned off due to delinquency or at the request of the customer. In the case of delinquency, three notices are sent to the customer with a shut-off date established on the third notice. Once a work order has been issued for water shut-off, the processing fee is automatically added to the customer's bill and payment of the delinquent bill plus the processing fee is required prior to reactivation of service. The current fee is \$50 and is recommended to be continued for Fiscal Year 2019-2020. No fee is charged for a water turn-off and subsequent restoration of water service when requested by the customer or contractor due to an emergency or scheduled maintenance activity. For water service turn-on after normal working hours, the current processing fee of \$100 is recommended to be continued for Fiscal Year 2019-2020. The \$100 processing charge reflects the added hourly cost for the service technician associated with the provision of water service turn-on after normal working hours.

Other Charges and Policies

1. **Flat Rate:** Non-metered sewer customers are billed based on a water usage of 15,000 gallons per quarter (flat rate). It is recommended that this policy be continued.
2. **Irrigation Allowance:** Single family residences, residential condominiums and all other individually metered residential units may be given a discount for irrigation as follows:
 - a. Charges for such customers are based on actual water consumption, except that there is no sewage charge for water consumption exceeding 125% of the water consumption for the most recent quarter billing in which the month of January is included;
 - b. Residential customers who do not have a quarter billing in which the month of January is included or who have a zero (0) water usage for the quarter which includes the month of January have the sewer charge for the other three quarters established at the maximum rate volume of 15,000 gallons or actual usage, if less, per quarter until such time as quarter billing information, in which the month of January is included, is available. It is recommended that the irrigation allowance be continued.
3. **Senior Citizen Water Allowance:** City of Portage water customers 65 years of age and older who submit an application and provide proof of age are eligible for a 10% discount on water use charges for their primary residence account.
4. **Non-Sufficient Funds (NSF) Check Fee:** It is recommended to maintain the current fee of \$30 per occurrence to reflect current administrative cost for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
5. **Outstanding Charges Limit:** The amount of past due/outstanding charges necessitating water shut-off is recommended to be maintained at \$60.
6. **Utility Late Fee Waivers:** It is recommended that the utility billing late fee be waived if the customer:
 - a. has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. signs up for automatic payment where the amount due is taken from their bank account on the due date.

SUMMARY OF RECOMMENDATIONS

Summarizing recommendations for Fiscal Year 2019-2020 utility fees and charges, it is advised that:

1. Charges for meters be adjusted to reflect the current cost of installation.
3. Charges for installation of meter box remain the same.
4. The current charge of a \$250 deposit for the installation of a hydrant meter remains the same and the current minimum charge including the use of up to 15,000 gallons of water remains at \$150. Further, the current commodity charge of \$6.40 per thousand gallons for all water used over 15,000 gallons remains the same.
5. The \$50 processing fee associated with turn-on or shut-off of a water service is continued, except the initial turn-on for first-time customers will be at no charge. When the city dispatches a person to turn on water during non-business hours, the processing fee of \$100 will be continued.
6. The flat rate based on a consumption of 15,000 gallons per quarter for non-metered sewer customers continues in effect.
7. The sewer billing cap for residential customers having a zero water meter reading in the quarter that contains January remains at 15,000 gallons.
8. The current charge of \$30 per occurrence will be assessed for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
9. The utility billing late fee will be waived:
 - a. if the customer has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. if the customer signs up for automatic payment.
10. A credit of \$1.00 for each normal quarterly bill will be given to each customer on the utility billing automatic payment plan.
11. An amount past due of more than \$60 remain as the shut-off level amount.

Utility Fund Statement of Revenues and Expenses

SEWER FUND							Table 1
2019/2020 RATES							
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
SALES (million gallons)	1,229	1,229	1,229	1,229	1,229	1,229	1,229
RATE (per 1000 gallons)	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
BASE CHARGE (per quarter)	\$34.75	\$30.58	\$26.91	\$26.91	\$26.91	\$26.91	\$26.91
User charges	9,126,007	9,100,000	8,591,000	8,243,000	8,244,000	8,245,000	8,246,000
Tap in fees and other revenue	341,375	241,600	241,600	241,600	241,600	241,600	241,600
TOTAL OPERATING REVENUE	9,467,382	9,341,600	8,832,600	8,484,600	8,485,600	8,486,600	8,487,600
Operations and maintenance	2,659,404	2,106,000	2,303,950	2,339,000	2,374,000	2,410,000	2,446,000
Sewer treatment charges	2,187,323	2,500,000	3,250,000	3,299,000	3,348,000	3,398,000	3,449,000
General and administrative	1,187,829	1,420,370	1,844,706	1,872,000	1,900,000	1,929,000	1,958,000
Depreciation	849,133	862,558	900,000	918,075	933,150	944,888	960,863
TOTAL OPERATING EXPENSE	6,883,689	6,888,928	8,298,656	8,428,075	8,555,150	8,681,888	8,813,863
OPERATING GAIN (LOSS)	2,583,693	2,452,672	533,944	56,525	(69,550)	(195,288)	(326,263)
Interest income	70,634	118,500	120,300	122,100	123,900	122,700	124,500
Interest on outstanding debt	(116,394)	(98,440)	(84,670)	(72,290)	(60,030)	(47,505)	(36,300)
Capital outlay	(7,577)	(140,000)	(140,000)	(140,000)	(140,000)	(140,000)	(140,000)
NET NON-OPERATING REVENUE (EXPENSE)	(53,337)	(119,940)	(104,370)	(90,190)	(76,130)	(64,805)	(51,800)
NET GAIN (LOSS) BEFORE TRANSFERS	2,530,356	2,332,732	429,574	(33,665)	(145,680)	(260,093)	(378,063)
TRANSFERS IN (OUT)	(65,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(90,000)
CHANGE IN NET POSITION	2,465,356	2,247,732	344,574	(118,665)	(230,680)	(345,093)	(468,063)
CASH FLOW ANALYSIS							
Beginning Cash Balance	11,303,117	11,208,828	12,800,588	12,660,973	11,489,497	11,256,068	10,358,057
Net Cash from Operating Activities	3,270,720	3,315,230	1,433,944	974,600	863,600	749,600	634,600
Net Transfers In & Investing Activities	(5,808)	118,500	120,300	122,100	123,900	122,700	124,500
Proceeds of Bond Issuance	-	-	-	-	-	-	-
CASH AVAILABLE	14,568,029	14,642,558	14,354,832	13,757,673	12,476,997	12,128,368	11,117,157
Capital Improvement Needs	2,587,572	1,245,000	1,125,000	1,735,000	725,000	1,290,000	1,295,000
Principal & Interest on Long Term Debt	771,629	596,970	568,859	533,176	495,929	480,311	545,434
CASH OUTFLOW	3,359,201	1,841,970	1,693,859	2,268,176	1,220,929	1,770,311	1,840,434
ENDING CASH BALANCE	11,208,828	12,800,588	12,660,973	11,489,497	\$11,256,068	10,358,057	9,276,723
WORKING CAPITAL	11,759,404	13,132,810	12,989,571	11,787,691	11,548,204	10,626,886	9,517,488
Typical residential % change		-4.02%	-3.69%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

WATER FUND							Table 2
2019/2020 RATES							
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
SALES (million gallons)	1,361	1361	1361	1,361	1,361	1361	1361
RATE (per 1000 gallons)	\$3.20	\$3.14	\$3.14	\$3.14	\$3.14	\$3.14	\$3.14
BASE CHARGE (per quarter)	\$25.44	\$23.40	\$20.59	\$20.59	\$20.59	\$20.59	\$20.59
User charges	7,176,938	7,068,000	6,172,000	6,172,000	6,172,000	6,172,000	6,172,000
Tap in fees and other revenue	276,133	131,000	276,133	276,133	276,133	276,133	276,133
TOTAL OPERATING REVENUE	7,453,071	7,199,000	6,448,133	6,448,133	6,448,133	6,448,133	6,448,133
Operations and maintenance	1,491,943	1,518,052	1,736,562	1,767,000	1,798,000	1,829,000	1,861,000
General and administrative	1,284,447	1,306,925	1,381,107	1,405,000	1,430,000	1,455,000	1,480,000
Depreciation	807,518	843,185	830,000	890,828	899,937	908,472	916,655
TOTAL OPERATING EXPENSE	3,583,908	3,668,162	3,947,669	4,062,828	4,127,937	4,192,472	4,257,655
OPERATING GAIN (LOSS)	3,869,163	3,530,838	2,500,464	2,385,305	2,320,196	2,255,661	2,190,478
Interest income	128,728	123,600	126,100	128,600	131,200	128,600	131,200
Interest on outstanding debt	(544,816)	(470,950)	(410,500)	(353,990)	(297,800)	(239,920)	(184,250)
Capital outlay	(17,575)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)	(180,000)
NET NON-OPERATING REVENUE (EXPENSE)	(433,663)	(527,350)	(464,400)	(405,390)	(346,600)	(291,320)	(233,050)
NET GAIN (LOSS) BEFORE TRANSFERS	3,435,500	3,003,488	2,036,064	1,979,915	1,973,596	1,964,341	1,957,428
TRANSFERS IN (OUT)	(50,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
CHANGE IN NET POSITION	3,385,500	2,948,488	1,981,064	1,924,915	1,918,596	1,909,341	1,902,428
CASH FLOW ANALYSIS							
Beginning Cash Balance	7,829,619	7,535,193	7,482,808	5,774,044	5,142,975	5,774,044	5,142,975
Net Cash from Operating Activities	4,567,224	3,846,673	2,866,064	2,870,743	2,873,533	2,872,813	2,874,083
Net Transfers In & Investing Activities	9,541	98,090	65,695	57,775	73,853	65,775	65,801
Proceeds of Bond Issuance	-	-	-	-	-	-	-
CASH AVAILABLE	12,406,384	11,479,957	10,414,566	8,702,563	8,090,361	8,712,632	8,082,859
Capital Improvement Needs	1,574,750	1,380,000	2,055,000	1,165,000	1,105,000	940,000	2,125,000
Principal & Interest on Long Term Debt	3,296,441	2,617,149	2,585,522	2,394,588	2,247,425	2,267,581	1,978,788
CASH OUTFLOW	4,871,191	3,997,149	4,640,522	3,559,588	3,352,425	3,207,581	4,103,788
ENDING CASH BALANCE	7,535,193	7,482,808	5,774,044	5,142,975	4,737,936	5,505,051	3,979,071
WORKING CAPITAL	6,889,911	6,463,401	4,987,428	4,442,331	4,092,472	4,755,080	3,436,989
Typical residential % change		-3.70%	-3.42%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

SEWER AND WATER FUNDS							Table 3
2019/2020 RATES							
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Audited	Estimated	Projected	Projected	Projected	Projected	Projected
User charges	16,302,945	16,168,000	14,763,000	14,415,000	14,416,000	14,417,000	14,418,000
Tap fees	617,508	372,600	517,733	517,733	517,733	517,733	517,733
TOTAL OPERATING REVENUE	16,920,453	16,540,600	15,280,733	14,932,733	14,933,733	14,934,733	14,935,733
Operations and maintenance	4,151,347	3,624,052	4,040,512	4,106,000	4,172,000	4,239,000	4,307,000
Sewer treatment charges	2,187,323	2,500,000	3,250,000	3,299,000	3,348,000	3,398,000	3,449,000
General and administrative	2,472,276	2,727,295	3,225,813	3,277,000	3,330,000	3,384,000	3,438,000
Depreciation	1,656,651	1,705,743	1,730,000	1,808,903	1,833,087	1,853,360	1,877,517
TOTAL OPERATING EXPENSE	10,467,597	10,557,090	12,246,325	12,490,903	12,683,087	12,874,360	13,071,517
OPERATING GAIN (LOSS)	6,452,856	5,983,510	3,034,408	2,441,830	2,250,646	2,060,373	1,864,216
Interest income	199,362	242,100	246,400	250,700	255,100	251,300	255,700
Interest on outstanding debt	(661,210)	(569,390)	(495,170)	(426,280)	(357,830)	(287,425)	(220,550)
Capital outlay	(25,152)	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)	(320,000)
NET NON-OPERATING REVENUE (EXPENSE)	(487,000)	(647,290)	(568,770)	(495,580)	(422,730)	(356,125)	(284,850)
NET GAIN (LOSS) BEFORE TRANSFERS	5,965,856	5,336,220	2,465,638	1,946,250	1,827,916	1,704,248	1,579,366
TRANSFERS IN (OUT)	(115,000)	(140,000)	(140,000)	(140,000)	(140,000)	(140,000)	(145,000)
CHANGE IN NET POSITION	5,850,856	5,196,220	2,325,638	1,806,250	1,687,916	1,564,248	1,434,366
CASH FLOW ANALYSIS							
Beginning Cash Balance	19,132,736	18,744,021	20,283,396	18,435,017	16,632,472	17,030,112	15,501,032
Net Cash from Operating Activities	7,837,944	7,161,903	4,300,008	3,845,343	3,737,133	3,622,413	3,508,683
Net Transfers In & Investing Activities	3,733	216,590	185,995	179,875	197,753	188,475	190,301
Bond issue Proceeds	-	-	-	-	-	-	-
CASH AVAILABLE	26,974,413	26,122,515	24,769,398	22,460,236	20,567,358	20,841,000	19,200,016
Capital Improvement Needs	4,162,322	2,625,000	3,180,000	2,900,000	1,830,000	2,230,000	3,420,000
Principal & Interest on Long Term Debt	4,068,070	3,214,119	3,154,381	2,927,764	2,743,354	2,747,892	2,524,222
CASH OUTFLOW	8,230,392	5,839,119	6,334,381	5,827,764	4,573,354	4,977,892	5,944,222
ENDING CASH BALANCE	18,744,021	20,283,396	18,435,017	16,632,472	15,994,004	15,863,108	13,255,794
WORKING CAPITAL	18,649,315	19,596,211	17,976,999	16,230,022	15,640,676	15,381,966	12,954,477
Typical residential % change		-3.56%	-3.56%	0.00%	0.00%	0.00%	0.00%

Table 4

	Fiscal 2018-2019 Current Rates			Fiscal 2019-2020 Proposed rates		
	Sewer Cap = 125%			Sewer Cap = 125%		
	Sewer (000 Gal.)	Water (000 Gal.)	Total	Sewer (000 Gal.)	Water (000 Gal.)	Total
Winter	14	14		14	14	
Spring	14	14		14	14	
Summer	18	33		18	33	
Fall	14	14		14	14	
Total	60	75		60	75	
Rate per 1000 gallons	\$4.60	\$3.14		\$4.60	\$3.14	
Usage charge	\$276.00	\$235.50	\$511.50	\$276.00	\$235.50	\$511.50
Annual basic rate	122.32	93.60	215.92	107.64	82.36	190.00
Total	\$398.32	\$329.10	\$727.42	\$383.64	\$317.86	\$701.50
% change				-3.69%	-3.42%	-3.56%

Increased cost for the Typical Portage Residential Customer

	<u>for sewer</u>	<u>for water</u>	<u>for both</u>
per year	-\$14.68	-\$11.24	-\$25.92
per quarter	-\$3.67	-\$2.81	-\$6.48
per month	-\$1.22	-\$0.94	-\$2.16
per week	-\$0.28	-\$0.22	-\$0.50
per day	-\$0.04	-\$0.03	-\$0.07

Project Expenditures (\$000)

Project Number/Title		Fiscal Year										Total
		19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	
1	Lift Station Renovations	500	500	500	750	500	500	500	500	500	500	5,250
2	Pump Station Mechanical Upgrades	400										400
3	South Westnedge Avenue Sanitary Sewer Lead Installation		60									60
4	Ramona Park Plat Sanitary Sewer		950									950
5	South Westnedge Avenue Lift Station Renovation		700									700
6	Weaver Drive Sanitary Sewer, Charles Street to north end				315							315
7	Zylman Avenue Sanitary Sewer, South Sprinkle Road to Deep Point Drive					660						660
TOTALS		900	2,210	500	1,065	1,160	500	500	500	500	500	8,335
Special Assessments			75		40	55						170
Municipal Street Fund			75		40	55						170
Sewer Fund cash		900	2060	500	985	1050	500	500	500	500	500	7,995

CAPITAL IMPROVEMENT PROJECT SUMMARY

WATER

Project Expenditures (\$000)

Project Number/Title	Fiscal Year										Total
	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	
1 Storm Drainage Improvements Program	50	50	50	50	50	50	50	50	50	50	500
2 Shaver Road Water Main Replacement	500		1,000								1,500
3 Nevada Avenue, Dakota Avenue, and Ohio Avenue Water Main Installation	600										600
4 Shuman Well Rehabilitation	350										350
5 Lakeview Avenue Water Main Replacement	500										500
6 Pine View Water Storage Facility Renovation	350										350
7 Northwest Water Storage Facility		6,000									6,000
8 Consolidated Drain Rehabilitation		400									400
9 Ramona Park Plat Water Main		350									350
10 East Milham Avenue Water Main Replacement		250									250
11 SCADA System Upgrade		60									60
12 Meredith Street Water Main Replacement		300									300
13 Schuring Road Water Main Replacement				525							525
14 Northeast Quadrant Well Field Development					1,200						1,200
15 Woodland Elementary School Water Main					115						115
16 Shuman Wellfield Iron Removal Facility					650	6,000					6,650
17 Water System Reliability Study Update					55					55	110
18 Portage Road Water Main Extension, Helen Avenue to Byrd Drive								350			350
19 Lovers Lane Water Main Abandonment									50		50
20 East Shore Drive Water Main Replacement										310	310
TOTALS	2,350	7,410	1,050	575	2,070	6,050	50	400	100	415	20,470
Special Assessments		100									100
Capital Improvement Bonds		3,000				5,000					8,000
Other Financing (LDFA funds for water tower)		1,210									1,210
Water Fund Cash	2,350	3,100	1,050	575	2,070	1,050	50	400	100	415	11,160

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Resolution Accepting New Public Streets - Act 51 Mileage Certification

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: Adopt a Resolution Accepting Newly Constructed Dedicated Streets as Public Streets and authorize the City Manager to execute all documents related to these actions on behalf of the city.

The Annual Act 51 Mileage Certification Report requires that all streets constructed during the preceding calendar year be accepted for public use through the adoption of a resolution by the jurisdiction's governing body. In the case of new streets constructed within the confines of new residential development, although these streets are technically accepted through the plat approval process, Act 51 requires the governing body to adopt one inclusive resolution accepting these streets incorporated in the new development, which merely need to be listed in the resolution. This action certifies that the new streets conform to city specifications and can be dedicated for public use, which qualifies these streets for annual roadway maintenance funding in accordance with the provisions of Act 51, Public Act 1951, as amended. The previous Annual Act 51 Mileage Certification Report for the year of 2017 was adopted by Council on May 8, 2018.

Streets constructed and dedicated for the 2018 calendar year include:

- Bunchberry Drive
- Boxwood Court

With the certification of Bunchberry Drive and Boxwood Court (in the Whispering Meadows plat) a total of 1,043.44 centerline feet of local street will be added to the city street network, bringing the total centerline miles of local streets to 148.94 miles. Coupled with the existing 72.04 centerline miles of major streets, a total of 220.98 centerline miles of streets will make up the City of Portage street system.

It is recommended that City Council adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets.

FUNDING: 2017/2018 Act 51 Funding (Major \$4,002,569 and Local \$1,231,393)

Attachments: 1. Resolution Accepting New Public Streets

CITY OF PORTAGE

RESOLUTION ACCEPTING NEWLY CONSTRUCTED
PLATTED STREETS AS PUBLIC STREETS

At a regular meeting of the Council for the City of Portage, Michigan, Kalamazoo County, Michigan, held at the City Hall on the ____ day of _____, 2019, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

Resolution offered by: _____

Seconded by _____

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place platted streets within the City Local Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended:

AND WHEREAS, streets were constructed and final plat and site acceptance was granted to certain plats during the 2019 calendar year.

NOW, THEREFORE, BE IT RESOLVED: that the center line of said streets are described in the following:

BUNCHBERRY DRIVE

THE CENTERLINE OF BUNCHBERRY DRIVE (PUBLIC ROADWAY) SITUATED IN THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 7; THENCE SOUTH 00° 10' 00" EAST ON THE EAST LINE OF SAID SECTION 7 AND THE WEST LINES OF "ROBINSWOOD", ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 26 OF PLATS, PAGE 14, KALAMAZOO COUNTY RECORDS AND "ROBINSWOOD NO. 2", ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 30 OF PLATS, PAGE 05, KALAMAZOO COUNTY RECORDS, 924.32 FEET (RECORDED AS 924.70 FEET) TO THE NORTH LINE OF WHISPERING MEADOWS NO. 3, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 39, PAGE 05, KALAMAZOO COUNTY RECORDS; THENCE NORTH 85° 03' 20" WEST ON SAID NORTH LINE 467.64 FEET; THENCE NORTH 16° 31' 29" WEST ON SAID NORTH LINE 79.77 FEET; THENCE NORTH 81° 10' 10" WEST ON SAID NORTH LINE 78.17 FEET TO THE POINT OF BEGINNING OF THE CENTERLINE OF BUNCHBERRY DRIVE

(PUBLIC RIGHT OF WAY); THENCE NORTH 33° 20' 53" EAST ON SAID CENTERLINE 128.20 FEET; THENCE NORTHEASTERLY 124.53 FEET ON SAID CENTERLINE AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 40° 29' 00" EAST 124.21 FEET; THENCE NORTH 47° 37' 07" EAST ON SAID CENTERLINE 152.01 FEET; THENCE NORTHEASTERLY 173.40 FEET ON SAID CENTERLINE AND ON A 200.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 22° 46' 53" EAST 168.02 FEET; THENCE NORTH 02° 03' 21" WEST ON SAID CENTERLINE 159.35 FEET TO THE POINT OF ENDING OF SAID CENTERLINE OF BUNCHBERRY DRIVE. TOTAL LENGTH 737.49'

BOXWOOD COURT

THE CENTERLINE OF BOXWOOD COURT (PUBLIC ROADWAY) SITUATED IN THE SOUTHEAST QUARTER OF SECTION 7, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 7; THENCE SOUTH 00° 10' 00" EAST ON THE EAST LINE OF SAID SECTION 7 AND THE WEST LINES OF "ROBINSWOOD", ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 26 OF PLATS, PAGE 14, KALAMAZOO COUNTY RECORDS AND "ROBINSWOOD NO. 2", ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 30 OF PLATS, PAGE 05, KALAMAZOO COUNTY RECORDS, 924.32 FEET (RECORDED AS 924.70 FEET) TO THE NORTH LINE OF WHISPERING MEADOWS NO. 3, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 39, PAGE 05, KALAMAZOO COUNTY RECORDS; THENCE NORTH 85° 03' 20" WEST SAID NORTH LINE 467.64 FEET; THENCE NORTH 16° 31' 29" WEST ON SAID NORTH LINE 79.77 FEET; THENCE NORTH 81° 10' 10" WEST ON SAID NORTH LINE 78.17 FEET TO THE CENTERLINE OF BUNCHBERRY DRIVE; THENCE NORTH 33° 20' 53" EAST ON SAID CENTERLINE 128.20 FEET; THENCE NORTHEASTERLY 124.53 FEET ON SAID CENTERLINE AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 40° 29' 00" EAST 124.21 FEET; THENCE NORTH 47° 37' 07" EAST ON SAID CENTERLINE 54.25 FEET; THENCE SOUTH 42° 22' 53" EAST 30.00 FEET TO THE POINT OF BEGINNING OF THE CENTERLINE OF BOXWOOD COURT (PUBLIC RIGHT OF WAY); THENCE CONTINUING SOUTH 42° 22' 53" EAST ON SAID CENTERLINE 23.90 FEET; THENCE SOUTHEASTERLY 132.90 FEET ON SAID CENTERLINE AND ON A 230.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS SOUTH 58° 56' 08" EAST 131.06 FEET; THENCE SOUTHEASTERLY 69.15 FEET ON SAID CENTERLINE AND ON A 341.75 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 69° 41' 36" EAST 69.03 FEET; THENCE SOUTH 63° 53' 48" EAST ON SAID CENTERLINE 50.00 FEET TO THE POINT OF ENDING OF SAID CENTERLINE OF BOXWOOD COURT. TOTAL LENGTH 305.95'

BE IT FURTHER RESOLVED that said streets are located within city rights-of-way and are under the control of the City of Portage; that said streets are public streets and are for public street purposes; and that said streets are accepted into the City Local Street System.

That all resolution or parts of resolutions insofar as they conflict with this provision of this resolution are hereby rescinded.

Dated: _____, 2019

Adam Herringa, City Clerk

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

Adam Herringa, City Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2019, the original of which resolution is on file on my office.

Adam Herringa, City Clerk

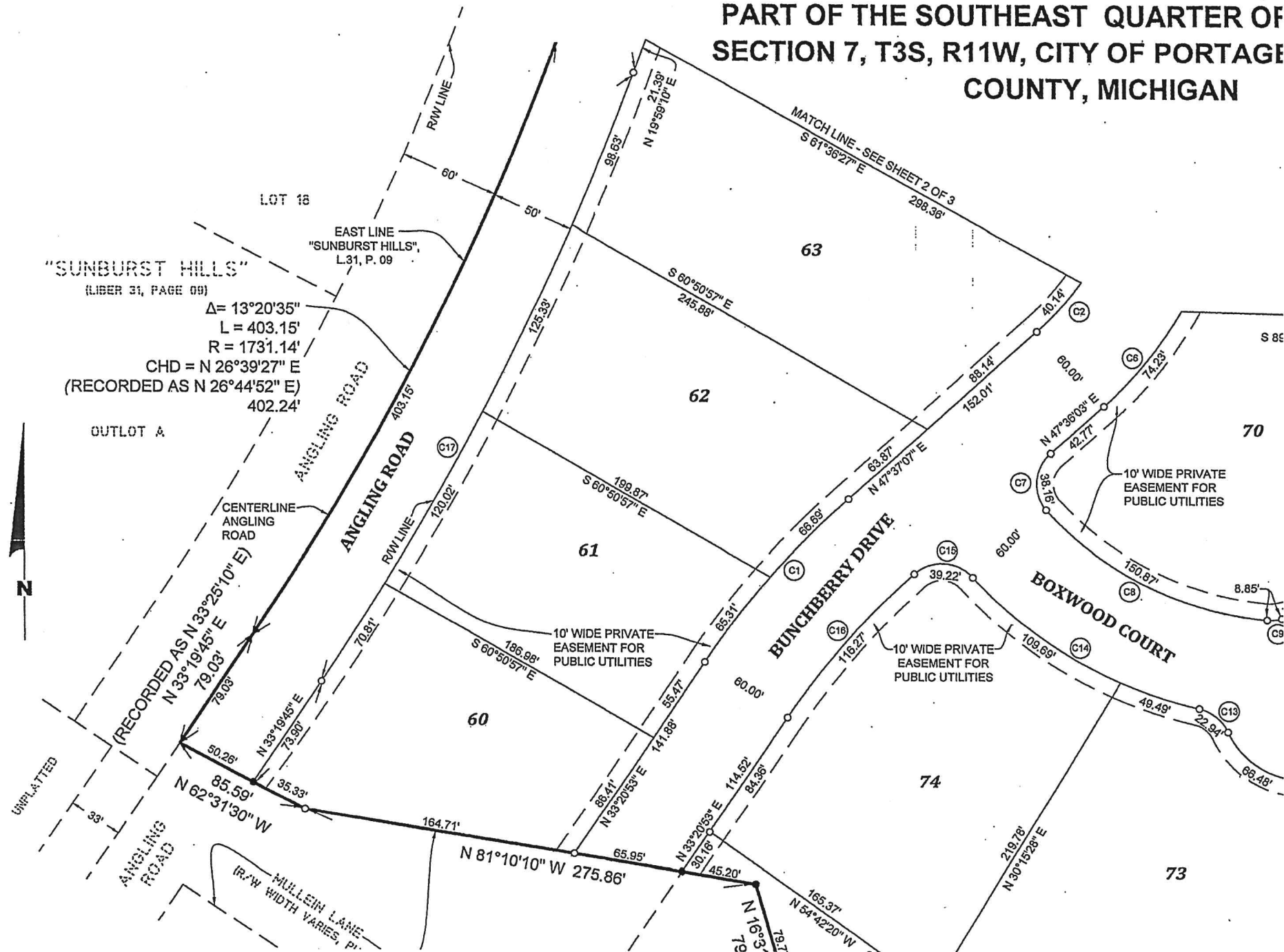
APPROVED AS TO FORM
DATE 3/25/2019

CITY ATTORNEY

[illegible]

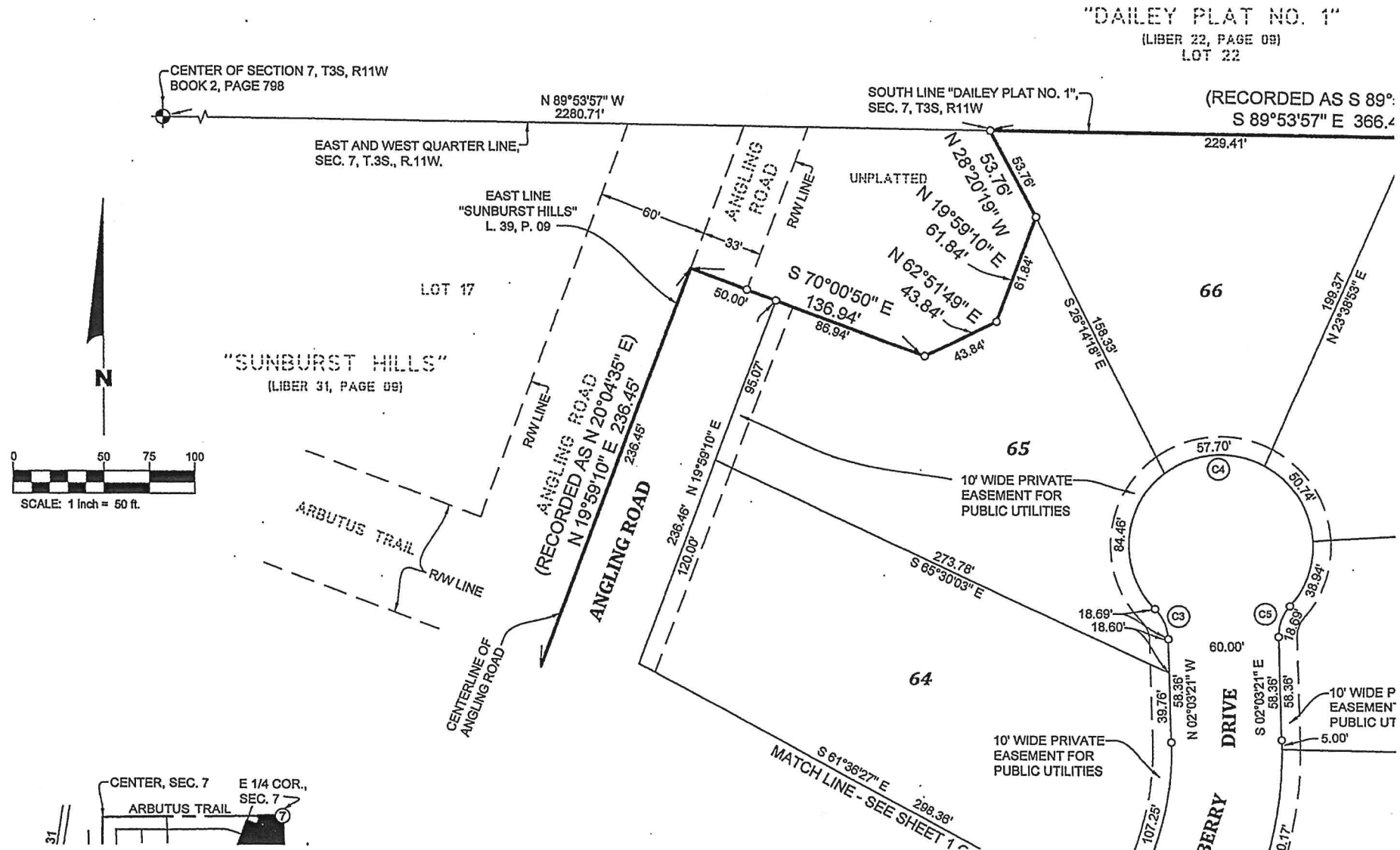
WHISPERING MEADOW

PART OF THE SOUTHEAST QUARTER OF
SECTION 7, T3S, R11W, CITY OF PORTAGE
COUNTY, MICHIGAN



WHISPERING MEADOWS NO. 4

PART OF THE SOUTHEAST QUARTER OF FRACTIONAL SECTION 7, 1 CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Idaho Avenue Reconstruction (Oregon Avenue to South Westnedge Avenue) - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED:

1. Award a construction contract to Kamminga and Roodvoets, Incorporated of Grand Rapids, Michigan for the Idaho Avenue Reconstruction project in an amount not to exceed \$1,904,977.90;
2. Amend a contract with Wightman & Associates, Incorporated in the amount of \$156,800 to provide construction engineering services for the Idaho Avenue Reconstruction project;
3. Amend the Fiscal Year 2018-2019 Capital Improvement Program budget in the amount of \$800,000,

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

In June, 2018, the State of Michigan granted a Supplemental Community Infrastructure Investment in the amount of \$850,000 in state funds, which enables the Idaho Avenue Reconstruction project to be completed a year sooner than originally scheduled in the FY 2019-2020 Capital Improvement Plan (CIP) budget. While the Supplemental Community Infrastructure Investment covers the cost of resurfacing Idaho Avenue, it does not cover the cost of the storm sewer improvements and water main replacement which was programmed in the FY 2019-2020 plan. Therefore, the FY 2018-2019 CIP budget requires an amendment in the amount of \$800,000. Sufficient resources are available in the Water Fund for this amendment.

On June 26, 2018, City Council approved a contract amendment with Wightman & Associates, Inc. in the amount of \$69,875 for design engineering of the Idaho Avenue Reconstruction project. Design was finalized for bidding of the Idaho Avenue Reconstruction project, and on March 28, 2019, three bids were received with the low bid being submitted by Kamminga and Roodvoets, Inc., of Grand Rapids, MI, in the amount of \$1,904,977.90.

Wightman & Associates, Inc., of Allegan, MI, has submitted a proposal for construction engineering services in the not-to-exceed amount of \$156,800. Staff has reviewed the proposal and found it to be appropriate for the work to be completed. The project construction is planned to begin early May 2019 and is expected to be completed by September 2019.

Therefore, it is recommended that City Council award a construction contract to Kamminga and Roodvoets, Inc., of Grand Rapids, MI, for the Idaho Avenue Reconstruction project from Oregon Avenue to South Westnedge Avenue in an amount not to exceed \$1,904,977.90, amend the contract with Wightman & Associates, Inc. in an amount not-to-exceed \$156,800 for construction engineering services, amend the FY 2018-2019 CIP budget in the amount of \$800,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are available in the FY 2018-2019 Capital Improvement Program. The Water Fund has an unrestricted balance of \$9,000,000.

Attachments:

1. Idaho Avenue Reconstruction - Bid Tabulation
2. Wightman & Associates, Incorporated Proposal

BID TABULATION
IDAHO AVENUE RECONSTRUCTION

<u>Bidder</u>	<u>Total Bid</u>
Kamminga & Roodvoets, inc. 3435 Broadmoor Ave SE Grand Rapids, MI 49512	\$1,904,977.90
Hoffman Bros., Inc. 8574 Verona Road Battle Creek, MI 49014	\$2,098,179.14
Northern Construction Services, Corp P.O. Box 1299 Niles, MI 49120	\$2,375,297.50

March 28, 2018

City of Portage
Transportation & Utilities
7719 S. Westnedge Avenue
Portage, MI 49002

Attention: Jamie Harmon, P.E., Assistant City Engineer

**RE: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES - CONSTRUCTION
IDAHO AVENUE RECONSTRUCTION**

Dear Jamie:

On March 28, 2019 the City of Portage opened bids for the Idaho Avenue project and anticipates awarding the contract to Kamminga and Roodvoets, Inc. in the amount of \$1,904,977.90. The project award is anticipated to occur at the April 9th City Council meeting, with a potential start date of May 6th. The project is expected to be substantially complete on August 16th, with a final completion date of September 15, 2019. This timeline would results in a 19-week project duration, consisting of 15 weeks of full-time inspection, plus 4 weeks of part-time inspection.

Section I – Scope of Services

In order to meet the expectations of the City, Wightman proposes the following description of services to be performed.

- Construction Engineering – Once the Contract has been awarded, WAI will begin the construction engineering phase of the project. This will include the following services
 - Schedule and attend pre-construction meeting and distribute minutes
 - Full-time resident project representative during critical work (15 weeks @ 50 hrs/wk), and part-time during non-critical phases (4 weeks @ 20 hrs/wk)
 - Attendance at bi-weekly progress meetings and distribute minutes (9 estimated)
 - All required construction staking
 - All required materials testing including concrete, aggregates, density, and HMA in accordance with MDOT testing requirements
 - Preparation and maintenance of project files, using Field Manager, including but not limited to shop drawing review, IDRs, and material documentation
 - Preparation of monthly pay estimates (5 estimates)
 - Attendance at final inspection and walk-through
 - As-built drawings
 - Project close-out

BENTON HARBOR

A 2303 PIPESTONE ROAD
BENTON HARBOR, MI 49022

○ 269.927.0100

ALLEGAN

A 1670 LINCOLN ROAD (M-40)
ALLEGAN, MI 49010

○ 269.673.8465

KALAMAZOO

A 433 E. RANSOM STREET
KALAMAZOO, MI 49007

○ 269.327.3532

GOWIGHTMAN.COM

Section II – Fees

All services described herein would be performed at a ***Guaranteed Maximum Fee of \$156,800.*** All services would be invoiced on a monthly basis with payment due within 30 days.

Section III – Level of Effort

The estimate hours for this project are as follows:

	<u>Construction Phase</u>
Owner/Partner:	<u>6</u> hours
Professionals:	<u>378</u> hours
Technicians:	<u>898</u> hours
Clericals:	<u>2</u> hours
Survey Crew (2-man)	<u>180</u> hours

Thank you again for requesting a proposal from our firm for this project. We look forward to continuing our relationship throughout the construction phase of this project. Should you have any questions or comments or wish to further discuss our proposal, please do not hesitate to call me

If you have any questions, please feel free to contact me.

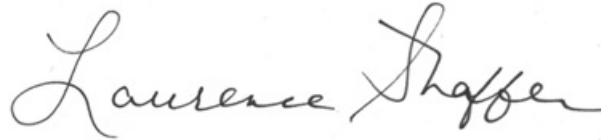
Very truly yours,



Mickey E. Bittner, P.E.
mbittner@gowightman.com

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Public Safety Police Annex Basement - Bid Tabulation

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Approve a contract in the amount of \$110,392 to DeLoof Construction, Inc. of Kalamazoo, Michigan, for general contractor services for waterproofing at the Public Safety Police Annex and authorize the City Manager to execute all documents related to this matter on behalf of the city.

The basement of the Police Annex located on the north end of the Public Safety Headquarters building at 7810 Shaver Road has had ongoing problems with water intrusion and high humidity for several years. Ayers Waterproofing of Lansing, Michigan, will be performing water remediation work to correct the issues. As part of the overall waterproofing process, the city requested bids from capable general contractors, working in conjunction with Ayers Waterproofing, in order to accomplish the necessary waterproofing techniques.

On March 28, 2019, bids were solicited and two sealed bids were received; one from DeLoof Construction, Inc. of Kalamazoo, Michigan, and one from Kalleward Group of Kalamazoo, Michigan. The low bid was submitted by DeLoof Construction, Inc. in the amount of \$110,392. The bid received by Kalleward Group was almost double, at \$243,000.

It is recommended that City Council approve a contract in the amount of \$110,392 to DeLoof Construction, Inc., for general contractor services for waterproofing at the Police Annex and authorize the City Manager to execute all documents related to this matter on behalf of the city.

FUNDING: Funds are budgeted and available for this project in the FY 2018-2019 Capital Improvement Program Budget.

Attachments: 1. General Contractor Waterproofing - Bid Tabulation

GENERAL CONTRACTING FOR WATERPROOFING POLICE ANNEX BASEMENT
BID TABULATION

	TOTAL BID:
DeLoof Construction, Inc. 6781 W. Q Avenue Kalamazoo, MI 49009	\$110,392.00
Kalleward Group 3548 Gembrit Circle Kalamazoo, MI 49001	\$243,000.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portage Road Improvements (Lakeview Avenue to East Centre Avenue)

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities
Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve a contract amendment to Abonmarche Consultants Inc. for:

1. engineering design and bidding phase services for the Portage Road lane reconfiguration from Lakeview Drive to Forest Drive in the not-to-exceed amount of \$105,700; and
2. a feasibility study for a lane reconfiguration from Forest Drive to East Centre Avenue in an amount not to exceed \$45,000,

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

As discussed during the March 26, 2019 Committee of the Whole meeting, the goal of the Lake Center Subarea Plan (part of the 2014 Comprehensive Plan) is to create “A vibrant commercial corridor with a unified attractive visual character that builds upon the history of the Lake Center District.” The Subarea Plan recommends streetscape enhancements and traffic calming, as two means of achieving this goal. With regard to implementation strategies, the plan also recommends reclaiming a portion of the street right-of-way for Complete Street improvements, which can be accomplished with a lane reconfiguration, also referred to as a “road diet”.

The Capital Improvement Program (CIP) includes implementation of a four-to-three lane road reconfiguration from East Osterhout Avenue north to Lakeview Drive, which will be completed in late summer 2019 subsequent to the Portage Road and Lakeview Drive intersection realignment. In 2015, the city hired CESO, an engineering firm, to study the feasibility of constructing a five-to-three lane road reconfiguration from Lakeview Drive to Forest Drive. This study determined a road diet in this segment of Portage Road was feasible, and City Council requested the City Administration proceed with detailed engineering and a cost estimate, with the goal of implementation in 2020-2021. Finally, City Council directed the City Administration to study the feasibility of a road diet further north on Portage Road, from Forest Drive to East Centre Avenue. If a road diet is not feasible from Forest Avenue to East Centre Avenue, an evaluation of sidewalk and streetscape enhancements will be completed. Once preliminary engineering design and cost estimates are developed, implementation can be further evaluated and scheduled in the Capital Plan, with the goal of completion in 2022-2023.

Attached are the detailed proposals and timelines from Abonmarche Consultants, Inc. with regard to the above engineering design professional services. Due to the expedited schedule, staff requested a proposal from Abonmarche for design engineering services based on the firm's significant experience with city policies and procedures, traffic signal requirements and the fact that consultant is pre-qualified with the Michigan Department of Transportation. Abonmarche implemented the first phase of the Portage Road Diet from Osterhout Avenue to Wetherbee Avenue, and is the design engineer for the Portage Road Diet from Wetherbee Avenue to Lakeview Drive. Abonmarche is currently working on several other projects in the Lake Center business corridor. The firm is the engineering consultant on the Portage Road/Lakeview Avenue re-alignment project, Zylman Avenue Reconstruction Project and the Emily Lift Station Reconstruction project. Staff has reviewed the proposals from Abonmarche and found them to be appropriate for the work required.

Therefore, it is recommended that City Council amend an engineering professional services contract with Abonmarche Consultants, Inc. for engineering design and bidding phase services for a Portage Road lane reconfiguration from Lakeview Drive to Forest Drive not-to-exceed \$105,700, and a feasibility study for a lane reconfiguration from Forest Drive to East Centre Avenue in an amount not-to-exceed \$45,000, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funds are available in the FY 2018-2019 Capital Improvement Program budget

Attachments:

1. Abonmarche proposal for Portage Road - Lakeview Drive to Forest Drive (Road Diet)
2. Abonmarche proposal Portage Road - Forest Drive to East Centre Avenue Road Diet Feasibility Study

March 4, 2019

Ms. Kendra Gwin, PE
Director of Transportation and Utilities
City of Portage
7719 South Westnedge Avenue
Portage, MI 49002

RE: Portage Road – Lakeview Drive to Forest Drive (Road Diet)
Proposal for Professional Services

Dear Ms. Gwin:

Abonmarche is pleased to present this proposal for Design and Bidding Phase services related to the Portage Road Road Diet and Streetscape Enhancement project. The project will consist of the following general elements:

- Milling and resurfacing the existing pavement
- Restriping the pavement to implement a 5-to-3 lane road diet
- Removal of the existing curb and gutter on the west side of Portage Road and relocating it easterly to provide additional green space and evaluation of sidewalk options
- Storm sewer evaluation and improvements associated with moving the curb and related design elements
- Storm manhole additions south of Emily Drive and ties into the existing storm sewer system
- Removal of the existing refuge island at McClish Court
- Evaluation of modifying Ames Drive to a right-in, right-out, left-in access
- Feasibility of a marginal access road from Ames Drive to Forest Drive (located directly west of Portage Road frontage parcels, or improving 2nd Street – to allow for routing of traffic to Forest Drive for left turns onto Portage Road
- Coordination and contingencies for burying overhead utilities
- Streetscape enhancements
- Potential water main improvements on Portage Road between Ames and McClish and on Ames between Portage Road and 2nd Street.
- Our scope of services is based on local funding (i.e. no Federal or MDOT funds)
- The project does not include sanitary sewer improvements or water main improvements other than mentioned above.

SCHEDULE

The following timeline is proposed for this project:

<u>Phase</u>	<u>Completion Date</u>
Project Initiation	April 1, 2019
Submit Preliminary Layout of Lane Configuration for City Review	June 14, 2019
Submit Preliminary Package for City Review	October 11, 2019
Meet with City to Review Preliminary Package	November 1, 2019
Submit Final Package (90%) for City Review	January 20, 2020
Meet with City to Review Final Package	February 10, 2020
Right-of-Way/Easements	May 15, 2020
Order Mast Arms	October 15, 2020
Submit Bidding Package for City Review	December 4, 2020
Bidding	January 15, 2021
Construction to Begin	June 15, 2021

PROJECT TEAM

Our project team members consist of the same personnel that have successfully completed many recent projects for the city: Timothy R. Drews, P.E., PTOE (Project Principal, Traffic Engineering, QA/QC), Daniel A. Dombos II, P.E. (Project Management and Design Oversight), Sam Jablonowski, PE (Project Engineer), Kathy Burczak, RLA, ASLA (Landscape and Streetscape Improvements) and Matthew Reinking, PS (Survey Services). In addition, we have five (5) PEs and eight (8) EITs in our Benton Harbor office that can assist as needed. Based upon our experience with previous City of Portage projects, we are confident that we can achieve the project goals and deliver a successful project.

SCOPE OF SERVICES

The following will detail our scope of services and fees for this project.

DESIGN PHASE

1. Kickoff meeting with city staff to review the project scope, work plans, schedule and preliminary costs estimates. This meeting is intended to set the stage for a clear understanding of the project goals, timelines and lines of communication.
2. Boundary and Topographic survey – All survey work will be on state plane coordinates and vertical datum to match the city's datum. Survey limits will consist of Portage Road from Lakeview Drive to Forest Drive for a 100' width centered on the centerline, and an additional 50 feet at each intersection, the city property located between Ames Drive and Forest Drive, 2nd Street from Ames Drive to Forest Drive, and Forest Drive from 2nd Street to Portage Road. In addition, an Avenue to Austin Lake including storm sewer on



both sides of the road. Data collected for the topographic survey work will include full topographic survey for the entire right of way including existing pavement, sidewalk, structures including pipe inverts, utility poles, trees, mailboxes, driveways, parking areas, other significant features, and ground elevations outside the pavement edge.

3. Soil borings and pavement cores – We will subcontract with Soils and Structures for geotechnical engineering. We expect to complete pavement cores/soil borings as directed by city staff. We have budgeted for six (6) soil borings and pavement corings on Portage Road, one soil boring and pavement coring on Ames Drive, 2nd Street and Forest Drive and three (3) soil borings on the city property between Ames Drive and Forest Drive. All of these borings will be completed to 10' depth. In addition, we will conduct two (2) soil borings to 25' depth at the Forest Drive intersection for the traffic signal design. Our sub-consultant will provide boring logs, and a report of their findings and recommendations.
4. Evaluation of alternatives for the Ames Drive intersection, and Ames to Forest drive connector including geometrics, traffic operations, and cost estimating.
5. Preparation of roadway, drainage and utility plans at 1:20 scale including removals, plan and profiles detailing the roadway geometrics and grading and water main improvements, revisions to the pavement crown and cross-slopes, storm system evaluation and improvements, typical cross sections, standard details and notes, streetscape/landscaping plan, soil erosion and sedimentation control, pavement markings and permanent signage.
6. Traffic maintenance plan – We will work with the city to develop the most efficient traffic control plans and/or provisions for the project.
7. Preparation of traffic signal plans for the Portage Road/Forest Drive intersection. We understand that the city will purchase the mast arms/standards separately with information provided by us for mast arm specifications. The signal plans will include:
 - Removal diagram and quantities
 - New pole locations
 - Signal head design and locations including LED signals
 - Wiring diagrams
 - Provisions for reconnection and/or upgrade of network connections – including fiber optic cabling, digital video encoders, fiber termination panels, media converter switches, etc.
 - Materials list and pay items
 - Standard details and notes
 - MDOT standard signal details and special provisions
 - Analysis and preparation of traffic signal timing plans based on 15-minute turn movement counts provide by the city.
8. Preparation of permit applications necessary for construction of the project. This will include an MDEQ PA 399 permit application for water main construction, and could include a right-of way permit for temporary construction signage to be placed in the



Road Commission right-of-way. Our services do not include review and permitting for environmental impacts such as wetlands, floodplains, etc. or SHPO clearance.

9. Preparation of sketches/descriptions for right-of-way acquisition. We understand that ordering of title work and property/easement acquisition services will be performed by others.
10. Cost estimating – Cost estimates will be prepared at various design stages in the project to confirm the city's budget and recommend revisions, if necessary.
11. Submittal of preliminary drawings to utility companies for location of their utilities, and follow-up for review of potential conflicts including a utility coordination meeting.
12. Preparation of specifications and special provisions per city requirements.
13. Progress meetings and design review meetings with city staff, as necessary.
14. Plans, specifications and the final cost estimate will be submitted to city staff for review prior to advertising for bids.

BIDDING PHASE

Support for city staff for one (1) local bid letting, including:

1. Distribution of plans to contractors and plan rooms.
2. Maintaining a bid register.
3. Attendance at a pre-bid meeting.
4. Answering questions and providing clarifications and/or addenda, as necessary.
5. Attendance at the bid opening
6. Compiling a bid tabulation and recommendation for award of the contract.
7. Compiling and distribution of contracts for execution by the city and contractor.

FEES

Our fees to complete the above scope of services are proposed as follows. We understand that Construction Phase services will be negotiated at a later date:

Design Phase	\$ 101,500
Bidding Phase	<u>\$ 4,200</u>
Total	\$ 105,700



Your signature in the space provided below and/or issuance of a contract amendment will serve as authorization to proceed with this project. If you have any questions, please contact me at 269-876-9286 or tdrews@abonmarche.com.

Sincerely,
Abonmarche Consultants, Inc.



Timothy R. Drews, PE, PTOE, RSP
Vice President

cc. Christopher Cook, PE

Authorized by

Date



February 25, 2019

Ms. Kendra Gwin, PE
Director of Transportation and Utilities
City of Portage
7719 South Westnedge Avenue
Portage, MI 49002

RE: Portage Road – Forest Drive to East Centre Avenue
Road Diet Feasibility Study
Proposal for Professional Services

Dear Ms. Gwin:

Abonmarche is pleased to present this proposal for a feasibility study to evaluate a proposed 5-to-3 lane road diet Portage Road Road from Forest Drive to East Centre Avenue. The project will consist of the following general elements:

- Feasibility study for a 5-to-3 lane road diet.
- Sidewalk and streetscape enhancements along both sides of Portage Road, with and without a road diet.
- Relocation of overhead utilities to the east and west of Portage frontage parcels (within existing utility corridors) or direct bury of the lines.
- Traffic Study to confirm operational and safety challenges with a 5-to-3 lane road diet. We assume that the city will provide the necessary traffic counts and crash data.
- The intent is to include the improvements in 2022-2023 fiscal year budget.

SCHEDULE

The following timeline is proposed for this project:

<u>Phase</u>	<u>Completion Date</u>
Project Initiation	April 1, 2019
Submit Alternatives with Preliminary Estimates for City Review	June 10, 2019
Meet with City to Review Alternatives	June 21, 2019
Submit Final Report for City Review	August 12, 2019
Meet with City to Review Final Report/Comments	August 23, 2019
Submit Final Report for City Council	September 10, 2019

PROJECT TEAM

Our project team members consist of the same personnel that have successfully completed many recent projects for the city: Timothy R. Drews, P.E., PTOE (Project Principal, Traffic Engineering, QA/QC), Daniel A. Dombos II, P.E. (Project Management and Design Oversight), Sam Jablonowski, PE (Project/Traffic Engineer), and Kathy Burczak, RLA, ASLA (Landscape and Streetscape Improvements). In addition, we have five (5) PEs and eight (8) EITs in our Benton Harbor office that can assist as needed. Based upon our experience with previous City of Portage projects, we are confident that we can achieve the project goals and deliver a successful project.

SCOPE OF SERVICES

The following will detail our scope of services and fees for this project.

DESIGN PHASE

1. Kickoff meeting with city staff to review the project scope, work plans, and schedule. This meeting is intended to set the stage for a clear understanding of the project goals, timelines and lines of communication.
2. Boundary and Topographic survey – Survey work will not be included with this project. We will utilize high resolution aerial photographs as the base drawing for the proposed concepts.
3. Preparation of road diet and sidewalk options. This will include to-scale plans that indicate lane options, transitions, obstacles, and solutions.
4. Traffic analysis – This will include traffic operational analyses using traffic counts provided by the city based on Highway Capacity Manual methodologies and Synchro software. We will also compile and review crash data for the corridor and make recommendations for safety improvements.
5. Preparation of sketches for relocation of underground utilities to existing utility corridors or underground. This will also include 2 meetings with the utility companies to discuss the plan and buy consensus.
6. Cost estimating – Detailed cost estimates will be prepared for the various project components for city budgetary purposes.
7. The plans, cost estimates and analysis data will be compiled into a report for review and approval by city staff.
8. Progress meetings and design review meetings with city staff, as necessary.
9. Final presentation to City Council.



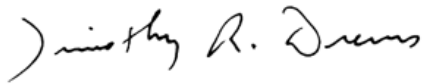
FEES

Our fees to complete the above scope of services are proposed as follows.

Portage Road Feasibility Study	\$ 45,000
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Your signature in the space provided below and/or issuance of a contract amendment will serve as authorization to proceed with this project. If you have any questions, please contact me at 269-876-9286 or tdrews@abonmarche.com.

Sincerely,
Abonmarche Consultants, Inc.



Timothy R. Drews, PE, PTOE, RSP
Vice President

cc. Christopher Cook, PE

Authorized by

Date



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Godwin Dri-Prime CD150M Critically Silenced Utility Pump

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Authorize the purchase of one Godwin Dri-Prime CD150M Critically Silenced Utility Pump from Xylem Dewatering Solutions, Inc., of Bridgeport, New Jersey, for a total cost of \$52,254 and authorize the City Manager to execute all documents related to this purchase on behalf of the city.

High capacity utility pumps are used on various occasions when storm water flooding or sanitary sewer lift station issues require the immediate removal or transfer of liquids. In 2016, the city replaced two pumps, purchased in 1980, with a Godwin Dri-Prime CD150M pump purchased from Xylem Dewatering Solutions, Inc., of Bridgeport, New Jersey, as the firm is considered to be a sole source vendor for this particular type of pump. At that time, one Godwin Dri-Prime CD150M pump was thought to be sufficient. However, the ongoing retention basin flooding issues in the Suffield Woods neighborhood over the last two years, along with sanitary sewer emergencies, has caused the city to rely on a rental pump, which has proven to be costly and has caused a delay in response time. The purchase of an additional pump would prevent the city from relying on rental equipment from an outside vendor. The city has paid \$59,175.42 in pump rental charges over the last two years.

A quote was received from Xylem Dewatering Solutions, Inc., as a sole source vendor, for a Godwin Dri-Prime Model CD150 Critically Silenced Pump at a total cost of \$52,254. Similar to the purchase in 2016, there are no other vendors that can meet the specifications required by the city. The newer model pump is equipped with a silencing feature that will reduce noise significantly in residential areas.

It is recommended that City Council approve the purchase of one Godwin Dri-Prime CD150M Critically Silenced Utility Pump from Xylem Dewatering Solutions, Inc., in the amount of \$52,254 and authorize the City Manager to execute all documents related to this purchase on behalf of the city.

FUNDING: Funds are available in the water and sewer operation and maintenance accounts.

Attachments: 1. Xylem Sale Quotation 146001660

March 13, 2019

Mr. Jereme Rowland
City of Portage
7719 South Westnedge Ave
Portage, MI 49002

Phone: 269-329-4445
Fax: 269-324-9240
Email: rowlandj@portagemi.gov

RE: CD150M Sale

Sale Quotation 146001660

Dear Mr. Rowland:

Thank you for your interest in Xylem Dewatering Solutions, Inc. Per your request, we are pleased to provide you with a sales quotation for our Godwin Dri-Prime® Series CD150M Critically Silenced Pump.

The Godwin Dri-Prime® Model CD150M Pump will be powered by a JCB TCAE-55 Final Tier 4 Diesel Engine. The pump and engine will also be skid mounted with a 100-gallon fuel storage tank and will come with a "Drop-In" style trailer equipped with electric brakes, DOT light kit and a three (3) inch pintle style hitch.

This pump comes equipped with our PrimeGuard Controller that can activate the optional automatic start/stop float system along with a number of other electronic functions. The PrimeGuard can also assist you with scheduled maintenance, pump diagnostics, and the ability to have remote monitoring of the pumping system when it is equipped with a satellite messaging system.

The Godwin Dri-Prime® Model CD150M Pump is rated for maximum flow rates of up to 2,080 Gallons per Minute (GPM) with total dynamic heads reaching up to 167 feet with a suction lift capable of up to twenty-eight (28) vertical feet. The Godwin Dri-Prime® Model CD150M Pump has a solids handling capacity of 3 inches in diameter. We are including a specification sheet, along with a pump curve for your reference.

- *Please note that this is the last Godwin Dri-Prime® Series CD150M available and is on a first come basis, all of the new pumps being manufactured are the new "S" series pumps*

March 13, 2019
City of Portage
Attention: Mr. Jereme Rowland
Sale Quotation # 146001660
Page 2 of 3

Please keep in mind that Xylem Dewatering Solutions can also assist you with our extensive rental / sales fleet of electric and hydraulic sewage and dewatering submersible pumps, filtration systems, well point pumping systems, generators and portable lighting systems and sewer plugs.

Xylem is a responsive around the clock company that is here to ensure your complete satisfaction. If you have any questions or require additional information, please feel free to contact me directly at 815-378-3209 or contact my office at 248-445-0337.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Williams". The signature is stylized with a large initial "B" and a long horizontal stroke extending to the right.

Bob Williams
Outside Sales Representative

BW / av

March 13, 2019
City of Portage
Attention: Mr. Jereme Rowland
Sale Quotation # 146001660
Page 3 of 3

11850 Sears Drive
Suite A
Livonia, MI 48150
Tel: 248-445-0337



SALE QUOTATION

*Godwin Model CD150M 6" Trailered Dri-Prime® Pump Driven by an JCB TCAE-55 Final Tier 4 Diesel Engine
Equipped with a Sound Attenuated Enclosure*

ITEM	QTY	DESCRIPTION
A	1	Dri-Prime CD150M Critically Silenced • Sound Attenuated Enclosure • 6" 150# Flange Suction and Discharge • JCB TCAE-55 FT4 Diesel Engine • Includes PrimeGuard Engine Controller • Skid-mounted • Pump Options • 6" MQD x 150#FL Mounting Kit • 6" FQD x 150#FL Mounting Kit • Engine/Motor Options • Battery Charger - 12 Volt Trickle • Block Heater - 110 Volt
B	1	CD150/HS150 Drop In Trailer (9233)
C	1	PrimeGuard Float Set • w/ 65' Mechanical Floats
D	1	Freight
		NET LUMP SUM SALE TOTAL
		\$ 52,254.00

Please note all sale pricing is in U.S. Dollars. The price does not include freight, export boxing, duties, taxes, or any other items not specifically mentioned.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 30 days. All prices quoted in US dollars.

This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at <https://www.xylem.com/en-US/support/xylem-americas-standard-terms-and-conditions/> and incorporated herein by reference and made a part of the agreement between the parties. (73)

CD150M Dri-Prime® Pump

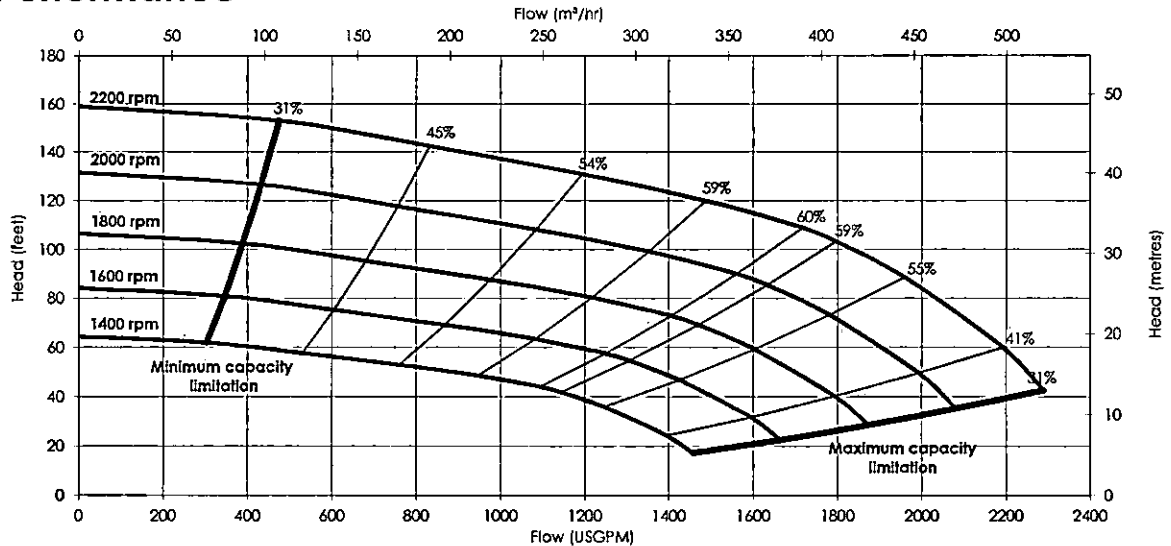
godwin 
a xylem brand

CD150M

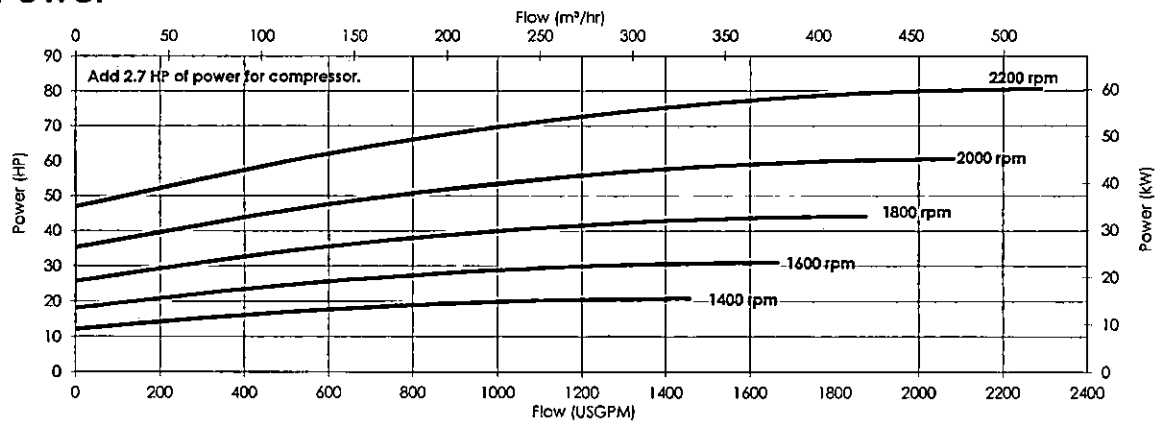
Pump Type	CD150M
Curve No	95-1011-3098
Revision	8
Date	26 September 2014

Branch Sizes	1.50 x 1.50 mm
Speed	Variable
Max Solids Handling	3.0" (75.0 mm)
Max Impeller Diameter	11.0" (280.0 mm)
Min Impeller Diameter	9.4" (240.0 mm)

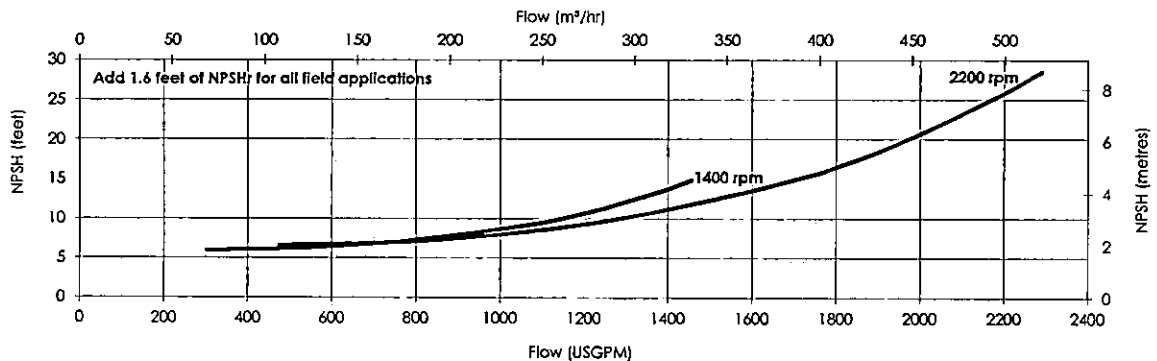
Performance



Power

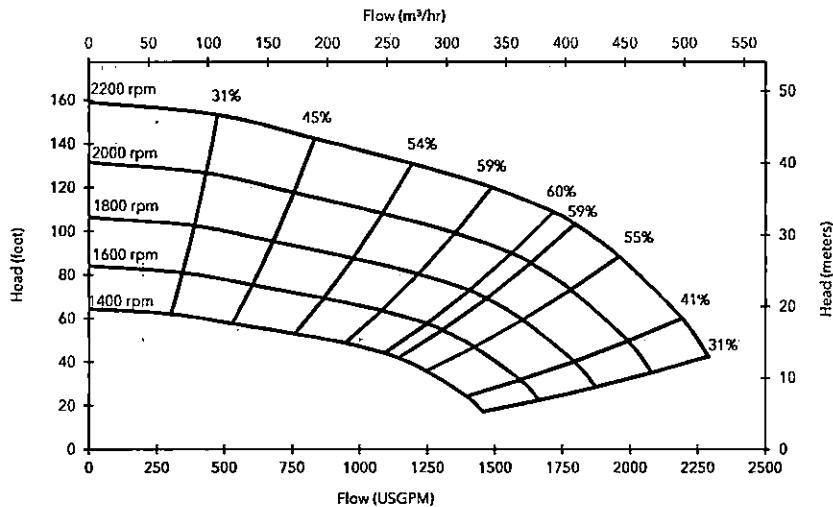


NPSHr



84 Floodgate Road, Bridgeport, NJ 08014 USA, (856) 467-3636 . Fax (856) 467-4841
Email: sales@godwinpumps.com, godwinpumps.com

Performance Curve



Engine option 1

JCB TCAE-55 (FT4), 74 HP @ 2200 rpm

Impeller diameter 11.0"

Pump speed 2200 rpm

Suction Lift Table

Total Suction Head (feet)	Total Delivery Head (feet)				
	30	46	62	81	121
Output (USGPM)					
10	2179	2131	2083	1889	1356
15	2058	1937	1816	1574	1162
20	1453	1453	1453	1332	848
25	1259	1211	1114	969	484

Fuel capacity: 60 US Gal

Max fuel consumption @ 2200 rpm: 4.5 US Gal/hr

Max fuel consumption @ 1800 rpm: 2.4 US Gal/hr

Weight (Dry): 3,200 lbs

Weight (Wet): 3,630 lbs

Dim.: (L) 119" x (W) 66" x (H) 77"

Performance data provided in tables is based on water tests at sea level and 20°C ambient. All information is approximate and for general guidance only. Please contact the factory or office for further details.

Materials

Pump casing & suction cover	Cast iron BS EN 1561 - 1997
Wearplates	Cast iron BS EN 1561 - 1997
Pump Shaft	Carbon steel BS 970 - 1991 817M40T
Impeller	Cast Steel BS3100 A5 Hardness to 200 HB Brinell
Non-return valve body	Cast iron BS EN 1561 - 1997
Mechanical seal	Silicon carbide face; Viton elastomers; Stainless steel body

Engine option 2

John Deere 4045TFC03 (FT4), 74 HP @ 2200 rpm

Impeller diameter 11.0"

Pump speed 2200 rpm

Suction Lift Table

Total Suction Head (feet)	Total Delivery Head (feet)				
	30	46	62	81	121
Output (USGPM)					
10	2179	2131	2083	1889	1356
15	2058	1937	1816	1574	1162
20	1453	1453	1453	1332	848
25	1259	1211	1114	969	484

Fuel capacity: 60 US Gal

Max fuel consumption @ 2200 rpm: 5.2 US Gal/hr

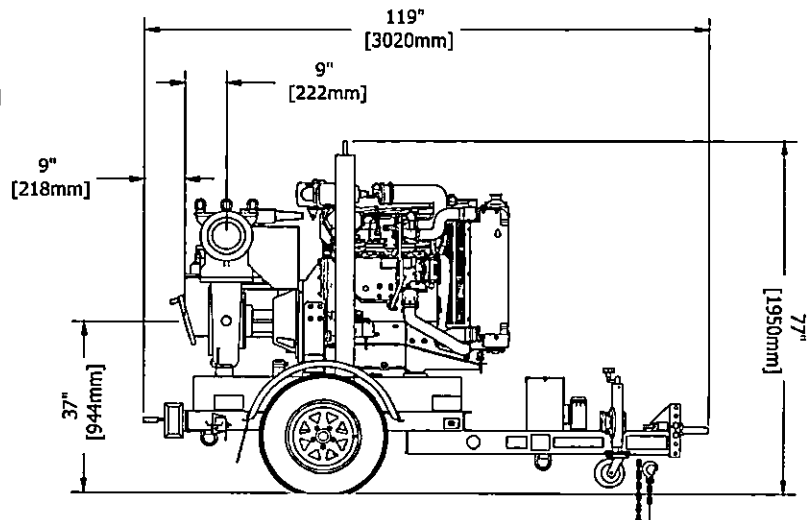
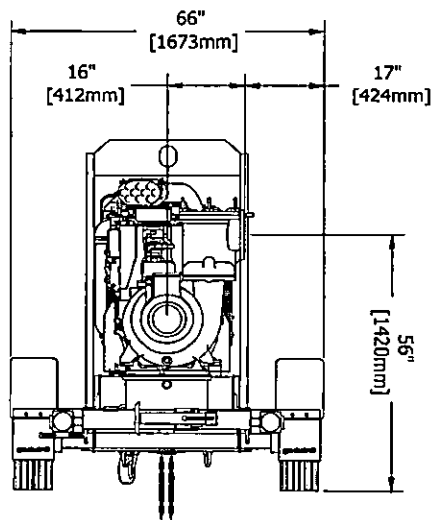
Max fuel consumption @ 1800 rpm: 2.6 US Gal/hr

Weight (Dry): 3,180 lbs

Weight (Wet): 3,610 lbs

Dim.: (L) 119" x (W) 66" x (H) 91"

Performance data provided in tables is based on water tests at sea level and 20°C ambient. All information is approximate and for general guidance only. Please contact the factory or office for further details.



xylem

Let's Solve Water

84 Floodgate Road
Bridgeport, NJ 08014 USA
(856) 467-3636 . Fax (856) 467-4841

Reference number : 200GPA0000980
Date of issue : November 2, 2015
Issue :

www.godwinpumps.com

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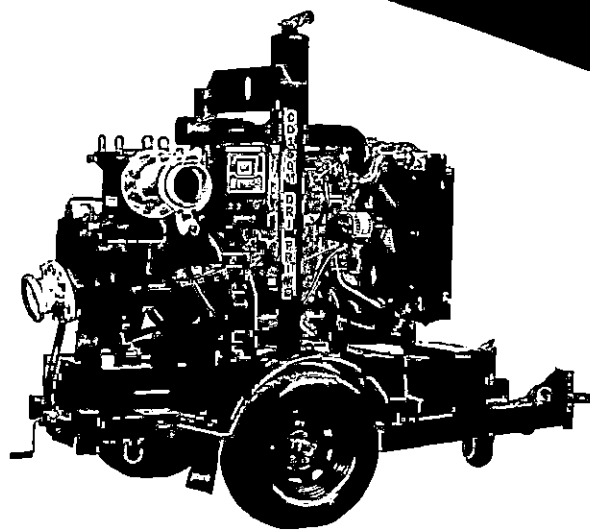
CD150M Dri-Prime® Pump

WITH FINAL TIER 4 (FT4) DIESEL ENGINE

The Godwin Dri-Prime CD150M pump offers flow rates to 2290 USGPM and has the capability of handling solids up to 3.0" in diameter.

The CD150M is able to automatically prime to 28' of suction lift from dry. Automatic or manual starting/stopping available through integral mounted control panel or optional wireless-remote access.

Indefinite dry-running is no problem due to the unique Godwin liquid bath mechanical seal design. Solids handling, dry-running, and portability make the CD150M the perfect choice for dewatering and bypass applications.



Features and Benefits

- Simple maintenance normally limited to checking fluid levels and filters.
- Dri-Prime (continuously operated Venturi air ejector priming device) requiring no periodic adjustment. Optional compressor clutch available.
- Extensive application flexibility handling sewage, slurries, and liquids with solids up to 3.0" in diameter.
- Dry-running high pressure liquid bath mechanical seal with high abrasion resistant solid silicon carbide faces.
- Close-coupled centrifugal pump with Dri-Prime system coupled to a diesel engine or electric motor.
- All cast iron construction (stainless steel construction option available) with cast steel impeller.
- Also available in a critically silenced unit which reduces noise levels to less than 70 dBA at 30'.
- Standard engine JCB TCAE-55 (FT4). Also available with John Deere 4045TFC03 (FT4).

Specifications

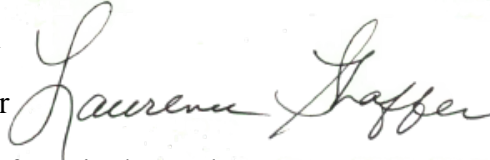
Suction connection	6" 150# ANSI B16.5
Delivery connection	6" 150# ANSI B16.5
Max capacity	2290 USGPM †
Max solids handling	3.0"
Max impeller diameter	11.0"
Max operating temp	176°F*
Max working pressure	70 psi
Max suction pressure	58 psi
Max casing pressure	104 psi
Max operating speed	2200 rpm

* Please contact our office for applications in excess of 176°F.

† Larger diameter pipes may be required for maximum flows.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Liquor License Application for Mixology Class

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

ACTION RECOMMENDED: Approve a Michigan Liquor Control Commission (MLCC) application for a Special License for Beer, Wine & Spirit Service on the premises at the Portage Senior Center (320 Library Lane), for a mixology class planned for Thursday, May 2, 2019 and authorize the City Manager to execute all documents on behalf of the city.

The Portage Senior Center (PSC) will offer "Mixology 101," a cocktail making class, on Thursday, May 2, 2019. The sponsor of the event, StoryPoint of Portage, will supply the alcohol for the class. Participants will learn cocktail recipes and garnish design.

The PSC and the Department of Public Safety – Police Division, will work cooperatively to develop controls to ensure a safe and successful event:

- Pre-registration is required, with a registration fee of \$8 for PSC members and \$10 for non-members.
- Individuals must be 21 years of age or older to participate.
- PSC staff will assist in monitoring and patrolling the location, limiting access to the event.
- PSC and StoryPoint staff, a minimum of 21 years of age, will serve the alcohol.
- Although the license is for "beer, wine & spirits," no beer or wine will be sold at this event. Spirits only will be served and a license is required due to a registration fee being charged.

Chief Nicholas Arnold, Public Safety Director, has approved the Special License Application and the plans for the event. The city's liability insurance would cover any claims made against the city, staff, and volunteers.

It is recommended that City Council approve a Michigan Liquor Control Commission (MLCC) application for a Special License for the consumption of spirits on the premises at the Portage Senior Center (320 Library Lane), for a mixology class planned for Thursday, May 2, 2019 and authorize the City Manager to execute all documents on behalf of the city.

FUNDING: N/A

Attachments: 1. MLCC Special License Application



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. **It is strongly recommended that you submit the application as soon as you know the date of your event(s).** Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: City of Portage		
Applicant address: 7900 S. Westnedge		
City: Portage		Zip Code: 49002
Contact name: Kimberly Phillips	Phone: 2693294550	Email: phillipk@portagemi.gov
Alternate contact name: Kathleen Hoyle	Phone: 2693294521	Email: hoylek@portagemi.gov
1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No		Leave Blank - MLCC Use Only
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		
2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No		
Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? ☒ Yes ☐ No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: Portage Senior Center, 320 Library Lane, Portage, MI 49002	
City, township, or village where event will be held: Portage	County: Kalamazoo 
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> ☒ Yes ☐ No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☒ Yes ☐ No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☒ Yes ☐ No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) ☒ Yes ☐ No	
5. Is the event location outdoors or partially outdoors? ☐ Yes ☒ No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. _____ feet X _____ feet = _____ square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Only individuals over 21 allowed to participate. Staff will monitor participants in program.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

10. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	4/30/2019	Describe event being held: Volunteer Appreciation Reception		
	Date			
	5:00pm 7:00pm	Special License will be used for:	☐ Beer & Wine Service	☒ Beer, Wine, & Spirit Service
	Start Time End Time	Is this date a Sunday? ☐ Yes ☒ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No	

2	5/2/19	Describe event being held: Mixology Class		
	Date			
	1:00 2:30	Special License will be used for:	☐ Beer & Wine Service	☒ Beer, Wine, & Spirit Service
	Start Time End Time	Is this date a Sunday? ☐ Yes ☒ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☒ No	

3		Describe event being held:		
	Date			
		Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

4		Describe event being held:		
	Date			
		Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

5		Describe event being held:		
	Date			
		Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

6		Describe event being held:		
	Date			
		Special License will be used for:	☐ Beer & Wine Service	☐ Beer, Wine, & Spirit Service
	Start Time End Time	Is this date a Sunday? ☐ Yes ☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:			
	Special License will be used for:		☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction			
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			
8	Date		Describe event being held:			
	Special License will be used for:		☐ Beer & Wine Service ☒ Beer, Wine, & Spirit Service ☐ Wine Auction			
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			
9	Date		Describe event being held:			
	Special License will be used for:		☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction			
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			
10	Date		Describe event being held:			
	Special License will be used for:		☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction			
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			
11	Date		Describe event being held:			
	Special License will be used for:		☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction			
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			
12	Date		Describe event being held:			
	Special License will be used for:		☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction			
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No			

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$50	If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses. Make checks payable to: State of Michigan	Leave Blank - MLCC Use Only
x Number of Special Licenses:	1		
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$50		
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	0		
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	0		
= TOTAL FEES DUE:	\$50		

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Print Name and <u>Phone Number</u> of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Portage Public Safety	
Name & title of reviewing officer: Nick Arnold, Public Safety Director	
Phone number of officer: 2693294561	Email of officer: armoldn@portagemi.gov
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit?	☐ Yes ☒ No
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit?	☐ Yes ☒ No
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
<i>Nicholas J. Arnold</i> Signature of Reviewing Officer 3-28-19 Date	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: First Reformed Church of Portage	
Address of church or school: 7905 S. Westnedge	
City: Portage	Zip Code: 49002
Phone number: 2693273694	Email: <i>pastorclayton@frcportage.org</i>
Name of clergy member or superintendent: <i>Rev. Clayton K. Smith III</i>	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
<i>Rev. Clayton K. Smith III</i> Signature of Clergy Member or Superintendent 3/26/19 Date	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee: N/A	Business ID Number: N/A
Type of license held at this location (e.g. Class C, Club, Tavern, etc.): N/A	
Phone number: N/A	Email: N/A
Name of authorized signer for licensee: N/A	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
Signature of Authorized Signer for Licensee Date	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from City of Portage
(Name of Organization)

for a Special License to serve alcohol on May 2, 2019
(Event Date or Dates)

to be located at Portage Senior Center, 320 Library Lane, Portage MI 49002
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

**Bond of Special License for Sale of
Beer, Wine, and/or Spirits for Consumption on the Premises**

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name: City of Portage

Address of event location: 320 Library Lane

City, township, or village where event will be held: Portage

County: Kalamazoo



Know all men by these presents, that the above applicant, as principal,
and _____

of address _____, City of _____, State of _____

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): _____

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): _____

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): _____

Signature of Special License applicant: _____

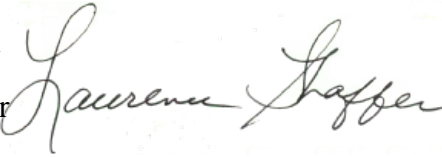
Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Name of Surety Company: _____

Address & Phone of Surety Company: _____

TO: Honorable Mayor and City Council**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Adopt Resolution To Oppose FCC Changes to the 1984 Cable Act**SUPPORTING PERSONNEL:** Devin Mackinder, Director of Technology Services**ACTION RECOMMENDED:** Adopt the Resolution to oppose FCC changes to the 1984 Cable Act.

The City of Portage operates a cable access system that provides the community with live and on-demand coverage of important government meetings, public service announcements, community events, top news stories and emergency notifications. The programming can be seen on local cable access provider channels and the city live stream service. The cable access system is funded by fees collected from local cable companies as per the 1984 Cable Act. The city anticipates collecting approximately \$780,000 in fees in 2019.

The Federal Communications Commission (FCC) is proposing changes that will drastically reduce monetary support for the continued operation of public access channels. Without proper funding, the city may no longer be able to continue cable access system operations, which reduces transparency and availability of city news, events and activities that affect the local community. The funding will also negatively impact ancillary communications provided by the city to communicate with the community such as social media venues and the popular *Portager* newsletter, which are heavily supported by the cable fees collected.

Approval of this Resolution allows the City Administration to petition Congress to prevent the FCC from rewriting the 1984 Cable Act, which would starve local communities of cable access operations funding.

Therefore, it is recommended that City Council adopt the Resolution to Oppose the FCC changes to the 1984 Cable Act.

FUNDING: N/A**Attachments:** 1. FCC Resolution

CITY OF PORTAGE
RESOLUTION TO OPPOSE FCC CHANGES TO THE 1984 CABLE ACT

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the 9th day of April, 2019, at 7:00 p.m. local time.

PRESENT:

ABSENT:

Resolution offered by _____ and seconded by _____.

WHEREAS, The Federal Communications Commission (FCC) is proposing to redefine a "cable franchise fee"; and

WHEREAS, such action will radically reduce the level of monetary support available to operate Public, Educational and Governmental (PEG) access channels across the United States; and

WHEREAS, PEG access channels provide coverage of the activities of government allowing transparency so citizens can be aware of and monitor local government actions which is vital to the health of democracy; and

WHEREAS, PEG access channels provide local content not carried by the broadcast industry in many communities nor is such content readily available in the increasingly under-served print media; and

WHEREAS, PEG access channels not only help prevent "media deserts" in towns and cities across the US but also provide diversity of opinion at the local level.

NOW, THEREFORE, BE IT RESOLVED that the City of Portage, Michigan, is petitioning Congress to prevent the FCC from rewriting the 1984 Cable Act which would financially starve local communities and our PEG channels in its rule-making.

YEAS:

NAYS:

ABSENT:

Adam Herringa, City Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the 9th day of April, 2019 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my signature this 9th day of April 2019.

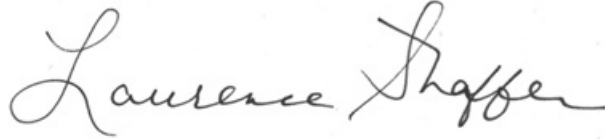
Adam Herringa, City Clerk

APPROVED AS TO FORM
DATE 3/29/2019

CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Special Meeting for Board and Commission Applicants

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Set a Special Meeting on Tuesday, May 21, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.

The City of Portage relies upon citizen participation on many Boards and Commissions that help to serve the community. The advice received from these groups assists the City Council and City Administration in making Portage A Natural Place to Move! These citizens provide the talent and experience needed to meet the diverse challenges facing the community. Interviews of Board and Commission applicants are performed each year in January, May and October.

As reflected on the attached Board and Commission Vacancy Summaries and per the *Policy for Appointments to Citizen Advisory Boards*, Council will interview applicants to fill vacancies on the following Board and Commissions:

Youth Advisory Committee	12 expiring terms, 18 vacancies
Construction Board of Appeals	2 expiring terms, 1 vacancy
Local Officers Compensation Commission	1 expiring term, 3 vacancies
Planning Commission	3 expiring terms, 1 vacancy

It is recommended that City Council set a Special Meeting on Tuesday, May 21, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.

FUNDING: N/A

Attachments: 1. Vacancy Summaries

**YOUTH ADVISORY COMMITTEE VACANCY SUMMARY
FOR MAY 21, 2019 SPECIAL MEETING**

	INTERVIEWS	5:15 pm	
	APPLICANTS	YAC 18 vacancies 12 exp terms 1 yr terms	STATUS
	Clarice Bryant	Member	Appointed 05/08/18
	Colin Carrol	Member	Appointed 05/09/17
	Riya Chaudhary	Member	Appointed 05/10/16
	Megan Chow	Member	Appointed 05/10/16
	Britton Gustafson	Applicant	
	Madeline Herringa	Applicant	
	Reagan Hoff	Applicant	
	Nicholas Johnson	Member	Appointed 05/08/18
	Brennan Ketteler	Member	Appointed 05/09/17
	Samuel Mayer	Member	Appointed 05/09/17
	Una Metzger	Member	Appointed 05/08/18
	Arushi Mithal	Member	Appointed 05/08/18
	Jaime Sackett	Member	Appointed 05/08/18
	Malia Sinkler	Member	Appointed 05/08/18
	Anna Sondag	Applicant	
	Alex Thompson	Member	Appointed 05/08/18

	NON RESIDENTS		STATUS
	James Asher	Participant	PPS – Texas Twp
	Harbaksh Bath	Participant	PPS – Texas Twp
	Leah Bianchetti	Participant	PPS – Texas Twp
	Skyler Huber	Participant	Comstock HS
	Julia Semler	Participant	PPS – Texas Twp
	Bassem Warsi	Participant	PPS – Texas Twp
	Noura Warsi	Participant	PPS – Texas Twp

BOARD/COMMISSION VACANCY SUMMARY FOR MAY 21, 2019 SPECIAL MEETING

INTERVIEWS	<i>pm</i>	<i>pm</i>	<i>pm</i>	
APPLICANTS	PC	CBA	LOCC	STATUS
	3 exp terms 1 vacancy 3 yr terms	2 exp terms 1 vacancy 3 yr terms	1 exp term 3 vacancies 7 yr terms	
Becky Sue Baldwin	Member			Appointed 05/08/18
Timothy Earl		Applicant		
Sarah Joshi	Member			Appointed 05/10/16
Barney Martlew		Member		Appointed 05/14/13
Gerald Myer	Applicant			
Gary Roberts	Applicant			
Betty Schimmel	Member			Appointed 05/14/13
Mike Stoddard			Member	Appointed 04/10/07
George Theodoru		Member		Appointed 05/11/10
Adam Tavernier	Applicant			

NOTE: Alternate – currently serving as an Alternate Member of a Board or Commission and is seeking appointment or reappointment.

Applicant – new applicant seeking appointment to a Board or Commission.

Member – currently serving as a Member of a Board or Commission and is seeking reappointment.

CBM – Current Board Member

NP – No Preference

1 – will attend

2 – unable to attend

3 – no response

Minutes of Boards & Commissions

Portage Park Board Meeting Minutes
March 6, 2019

Board Present: Jon Peer, Elanor Riley, Tara Gish, Kazmira Herberger, Tim Young, Lana Escamilla, Daniel Jassim, Una Metzger – Youth Advisory Committee Member

Board Absent (excused): Staci Salisbury, Robb Krueger

Board Absent (unexcused): N/A

Guests: Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services

Meeting was called to order by Mr. Peer at 6:34pm

I. INTRODUCTION OF GUESTS

II. APPROVAL OF AGENDA

1. Motion to approve meeting agenda by Mrs. Herberger
2. Second by Mr. Young
3. Motion Carries

III. APPROVAL OF PARK BOARD MINUTES

1. Motion to approve February Park Board Minutes by Mrs. Herberger
2. Second by Mr. Jassim
3. Motion Carries

IV. DEPARTMENT REPORT – Hoyle

1. Park Board members reviewed plans for new trail expansion in Bishop's Bog
 - a. New southern portion of trail should be covered by existing budget availability
 - b. Hopefully bids will be placed and construction can begin around May
 - c. Eventually this will include reconstruction of existing trails to add floats to sections of the trail that are sinking
 - d. CIP 2020 next year will request funds to complete northern trail extension
2. New Playgrounds are going to be installed at Haverhill and Ramona Park
3. Beach expansion at Ramona Park
 - a. Permits are confirmed and should add approximately 1/3 acre to the beach
4. Portage Road trail expansion final easement has been confirmed
 - a. Trail will extend from the Stryker trail down Portage Rd to Centre Ave
 - b. 2020 potential budget to connect Garden Ln trail to this new trail
5. Lexington Green bike ramp project should be ready to begin construction as soon as spring thaw
6. Celery Flats pavilion ribbon cutting tentatively scheduled for late May in partnership with Rotary Club, as long as construction continues apace
7. Several park bathroom facilities are planned to be redone including Lakeview and Lexington Green which will add newer facilities and ADA compliance

V. PUBLIC SERVICES REPORT – Russell

1. Not present to provide report

VI. NEW BUSINESS

1. Youth Advisory Committee Update
 - a. Youth Advisory committee does want the Park Board to have a table at Green-a-Thon

- b. The Youth Committee members are interested in more volunteering opportunities
 - i. Trout Unlimited is beginning a stream restoration project at Portage Creek for 16+ age volunteers
 - c. Park Board members will work on cross promoting events on social media with the Youth Committee Social Media subcommittee
- 2. Portage Parks Foundation Report
 - a. Next meeting is March 7, 2019 at 5:30pm @ Portage City Hall
- 3. Financial Report
 - a. Park Board members reviewed financial activity
- 4. Individual Park Reports
 - a. Westfield Park one of the recycling cans appears to have been missing
 - b. Haverhill Park there is snow fencing around the tower and we are unsure who placed it there; potentially due to communications equipment on top of tower.
- 5. Volunteer Development & Procedures
 - a. Previously Human Resources has handled volunteer recruitment and they have a page on the HR portion of the Portage City website
 - b. They will take care of the background check for volunteers
 - c. Mrs. Hoyle is unsure if they will collect the data points that we wish to collect such as what types of events they wish to volunteer for
 - d. Mrs. Herberger requested more information on how often the background checks are updated for previously vetted volunteers
- 6. Adopt A Park
 - a. Nothing to report
- 7. Subcommittee Reports
 - a. Green-a-Thon – April 13
 - i. Mrs. Gish presented a few options for activities such as nature bingo and a nature scavenger hunt
 - ii. Youth Advisory committee will be handing out saplings
 - iii. Mrs. Gish has contacted area greenhouses to get more saplings but has not heard back; will also seek out seed donations from them and other sources
 - b. Make Studio Fundraiser – April 14
 - i. Event is confirmed on the calendar
 - ii. As soon as we have the link for participants to register it will be posted online
 - c. Great American Campout – June 22
 - i. Organizers will break out into committees to streamline each task such as set up / vendor contact, etc.
 - ii. Sponsors for water and food are in place, seeking further sponsors
 - iii. We need to acquire a copy of the movie
 - iv. Registration is now open
 - d. National Night Out – August 6
 - i. Mrs. Gish reached out to the Lexington Green neighborhood association
 - ii. Park board is expected to provide hot dogs, buns, chips and activities
 - iii. Mrs. Gish is investigating food donations
 - e. Pig out with Public Safety – August 31
 - i. Park board is expected to provide hot dogs and buns which will be donated
 - ii. Mrs. Herberger is investigating food donations

- iii. Ms. Metzger expressed concern for vegetarian options, Mrs. Herberger will investigate options
 - f. Heritage Fest – September 7
 - i. Mrs. Herberger and Mr. Peer are organizing donations and country attendees
 - ii. Ms. Metzger will report potential volunteer opportunities to the Youth Advisory committee
 - iii. Mrs. Herberger is also investigating various advertising options
 - g. Monster Mash – October 13
 - i. Nothing to report at this time
 - h. Traditional Holiday – December 7
 - i. Nothing to report at this time
- 8. 2019 – 2020 Board Goals
 - a. Board members reviewed proposed goals and suggested various edits
 - i. Motion to approve Board Goals as amended by Mrs. Escamilla
 - ii. Second by Mrs. Herberger
 - iii. Motion carries
 - b. Mr. Peer will distribute a copy of the amended goals for final review
 - c. Presentation of Board Goals to City Council on April 23, 7pm @ City Hall

VII. SUMMARY ACTIVITY

- 1. Board members reviewed summary activity

VIII. COMMENTS FROM BOARD MEMBERS

- 1. Mrs. Escamilla received comments from a community member who had moved here from another area that they enjoyed our parks compared to where they used to live
- 2. Ms. Metzger is going to provide the contact information for the youth social media committee
- 3. The Board received a thank you note from an Oakland Drive park neighbor thanking the Parks Department for the quick installation of a new entrance gate
- 4. Mr. Peer is going to update nametags for new board members and requests approval for up to \$125 for 5 new nametags
 - a. Motion to approve this expenditure by Mrs. Riley
 - b. Second by Mrs. Herberger
 - c. Motion carries

Motion to adjourn was made by Mr. Young and seconded by Mrs. Escamilla at 8:13pm

Next meeting is April 3, 2019, 6:30 p.m. at Schrier Park

Respectfully Submitted,

Mrs. Elanor Riley
Park Board Secretary

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting March 7, 2019

CALL TO ORDER: 6:32 p.m.

MEMBERS PRESENT: Alice Mwanda, Tim Henson, Nadeem Mirza, Elma (Pat) Maye, Fiorella Spalvieri, Effie Kokkinos, Kathryn Hanfland, Diane Durian (arrived late)

MEMBERS EXCUSED: McCoy stated that Kokkinos and Upshaw had emailed staff notification of their expected absences. Mirza moved and Spalvieri supported motion to excuse both. Motion passed 7-0

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

APPROVAL OF MINUTES: Spalvieri moved and Mwanda supported approval of the February 7, 2019 minutes. Motion passed 7-0.

OLD BUSINESS: FY 2019-2020 Human/Public Service Funding Application review. Henson furnished background information regarding his February 12, 2019 communication to City Clerk Adam Herringa and his subsequent meeting with staff regarding funding applicant Kalamazoo Youth for Christ. He reiterated his concern that there was no curriculum provided for the proposed economic financial literacy program and that the applicant had failed to furnish additional information or answer questions upon inquiry during their December 10th presentation to the Board. Mirza and Mwanda stated that they believed that KYFC had presented their information in a manner consistent with the criteria furnished and with other applicants. They both further suggested that in the future the Board may wish to ask all applicants for more detailed information along with their applications and Spalvieri added that the Board may need to modify the application and/or criteria in order to allow smaller non-profits and new applicants to furnish all relevant information for consideration. Maye asked for a motion to re-consider funding recommendation and no motion was offered. There was a consensus that the Board would include this topic during an upcoming review of the application and criterion for the next funding cycle.

NEW BUSINESS:

1. Analysis of Impediments to Fair Housing Update - Georgeau provided an overview of the recently completed update. Information presented included a summary of data furnished by the Fair Housing Center of Southwest Michigan and analysis of various housing issues and impediments identified through field testing, inquiries, reports of discrimination and surveys conducted in order to determine the degree of difficulty to obtain both rental housing and mortgage products by individuals of various races, income levels, disabilities and other differentiating factors that may affect the ability to obtain suitable housing under the applicable Fair Housing standards and laws. While the analysis indicates that there has been improvement in some areas, it is evident that a degree of housing discrimination continues to exist in Southwest Michigan and that efforts to support the Fair Housing Center and discourage discrimination are needed in order to provide equal housing opportunities to all

individuals. A suggestion by staff to expand the CDBG funded City of Portage Homebuyer Assistance Program to include all areas throughout the city was supported by Maye. Henson requested clarification on ways in which advertising can be discriminatory and staff replied that there can be individuals who have service animals that could be affected by stated policies such as “no pets”. In conclusion, continued participation by the City of Portage in an advisory capacity on the Fair Housing Center Board, statements and policies in support of fair housing initiatives, educational workshops and informational materials will continue to be provided to the public at large and promoted by the City of Portage in this regard. The update will be presented, along with the HUD required CDBG Annual Action Plan, to City Council in April 2019.

2. Kalamazoo Transit Authority LAC Update – No report received due to absence of Upshaw

STATEMENTS: Hanfland stated that Portage Community Center continues to experience a shortage of personal care items and suggested that the Board consider sponsoring a drive or challenge to the community to increase awareness and generate donations of items including laundry detergent, paper towels and mouthwash. Maye asked if Hanfland would be willing to initiate efforts to facilitate this initiative on behalf of the Board and Hanfland agreed to put together a plan.

ADJOURNMENT: Spalvieri moved and Henson supported adjournment at 8:30 p.m. Motion passed 8-0.

Respectfully Submitted,

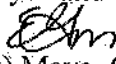
Tom McCoy, Neighborhood Program Specialist

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**TRANSMITTAL FROM
HUMAN SERVICES BOARD**

DATE: April 4, 2019

TO: Honorable Mayor and City Council

FROM:  Elma (Pat) Maye, Chair, Human Services Board

SUBJECT: FY 2018-2019 Board update

On behalf of the Human Services Board, I am writing to summarize the activities of the Human Services Board during the current fiscal year:

- Red Ribbon Week promotion was accomplished in October 2018 which included a proclamation in acknowledgement of the substance and tobacco use prevention event.
- The Board held the required public hearings for the CDBG Program, and reviewed the following documents: FY 2017-18 Consolidated Annual Performance Evaluation Report in September 2018, and the 2019-20 Annual Action Plan, and Analysis of Impediments to Fair Housing over several meetings, beginning on February 7, and ending on April 4, 2019.
- The Board also reviewed human/public service funding applications and recommended funding levels for FY 2019-20 to City Council.
- The Board received an update from the Fair Housing Center of Southwest Michigan on April 4, 2019 that included information on trainings and activities within Portage.
- The Board received an overview from Kalamazoo Metro in November 2018 of bus services and changes in Portage.
- Board member Upshaw continues to report to the Board regarding the Kalamazoo Transit Authority Local Advisory Committee (LAC) activities, and other transit issues on a monthly basis.
- During the April 4, 2019 meeting, the Board discussed and adopted goals for FY 2019-20.

I look forward to discussing the activities of the Human Services Board at an upcoming Council meeting.

Attachment: 2019-2020 Human Services Board Goals and Objectives

2019-2020 HUMAN SERVICES BOARD GOALS AND OBJECTIVES

HUMAN SERVICES BOARD

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
 - a) To make recommendations regarding the Community Development Block Grant (CDBG) Program.
 1. Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
 2. Hear appeals from the CDBG Housing Program Guidelines.
 3. Review fair housing activities.
 - b) To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council.
 1. Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.
2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
 - a) Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
 1. Review public transportation needs within the City of Portage.
 2. Review countywide demand/response of transportation services.
3. To serve as a resource to City Council for special projects.
 - a) To take appropriate action on projects as assigned by City Council.
 - b) Review mechanisms for identifying human service needs in the community.
 - c) Identify and educate City Council on emerging human service issues in Portage.
 1. Continue to serve on Kalamazoo Transit Authority Local Advisory Committee.
 2. Assist City Council with Red Ribbon Week activities.
 3. Review summary of activities pertaining to the city Non-Discrimination Ordinance and diversity initiatives.
4. Forward to City Council an update to goals for current fiscal year and recommended goals for upcoming fiscal year as directed.