

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

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

1. Approval of City Council Meeting Minutes:

- a. Special Meeting Minutes of August 20, 2019
- b. Regular Meeting Minutes of August 20, 2019
- c. Special Meeting Minutes of August 26, 2019
- d. Special Meeting Minutes of August 28, 2019

2. Approval of the Accounts Payable Register of September 3, 2019 as presented.

3. Award contracts to Detroit Salt Company:

1. in the amount of \$74.57 per ton for 2,500 tons of ice control salt at a total cost of \$186,425 for early delivery; and
2. in the amount of \$76.58 per ton for 1,500 tons of ice control salt at a total cost of \$114,870 for seasonal back-up on an as-needed basis

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

4. Amend a construction contract with Kamminga and Roodvoets, Inc. of Grand Rapids, Michigan for the State Streets Water Main Project in an amount not to exceed \$592,593.25 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for the West Lake Management Program Special District No. 020-Q.
6. Set a Committee of the Whole Meeting on Monday, September 16, 2019 at 5:30 p.m. for the purpose of reviewing and discussing proposed Ordinance Amendment #18/19-B, Residential Amendments.
7. Set a Special Meeting on Tuesday, October 1, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.
8. Hampton Creek Wetland Emergency Pumping - Information Only.
9. Minutes of Boards & Commissions:
 - a. Youth Advisory Committee of July 22, 2019.
 - b. Senior Citizen Advisory Board of July 19, 2019.
10. Materials Transmitted from August 20, 2019.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings.

- Local Officers Compensation Commission, Wednesday, September 4, 2019 at 4:00 p.m., City Hall Room #2.
- Park Board, Wednesday, September 4, 2019 at 6:30 p.m., Millennium Park.
- Human Services Board, Thursday, September 5, 2019 at 6:30 p.m., City Hall Room #1.
- Planning Commission, Thursday, September 5, 2019 at 7:00 p.m., Council Chambers.
- Zoning Board of Appeals, Monday, September 9, 2019 at 7:00 p.m., Council Chambers.
- Environmental Board, Wednesday, September 11, 2019, 7:00 p.m., City Hall Room #1.
- Historic District Commission, Wednesday, September 11, 2019, 8:15 a.m., City Hall Room #2.
- Youth Advisory Committee, Monday, September 16, 2019 - CANCELLED.
- Committee of the Whole, Monday, September 16, 2019, 5:30 p.m., City Hall Room #1.

2. Communication from the Portage Community Center Executive Director Chris Buckley and Board President Kirk Mason.

D. Public Hearings:

E. Regular Business Agenda:

1. Accept the recommendation from the Mayor to appoint Joseph S. La Margo as City Manager, pending successful completion of background checks and negotiation of an employment contract, with final action planned for September 17, 2019.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

MINUTES OF THE SPECIAL MEETING OF AUGUST 20, 2019

Mayor Patricia Randall called the meeting to order at 4:32 p.m. The following Councilmembers were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also present were City Attorney Randy Brown, Deputy City Manager I/City Clerk Adam Herringa and Mr. Dave Krings and Mr. Robert Slavin of Slavin Management Consultants.

Mr. Slavin reviewed the process used to recruit candidates. He explained that the application window remains open though no applications have been received recently. Mr. Slavin informed City Council that over 40 applications were received and the list was ultimately narrowed to 10. He explained that the candidates have a variety of backgrounds but most are from the Midwest. All candidates, he stated, had requested confidentiality. At the conclusion of this meeting, he continued, the hope is to have a short-list of candidates. Mr. Slavin emphasized that time is important as candidates are being considered for other jobs. He concluded his comments stating that any offer would be contingent upon a background check.

Councilmember Reid inquired what was involved in the background check and Mr. Slavin stated that it involved reference checks and a site visit. He explained that such a check must be authorized by the candidate and takes a couple of weeks.

Mayor Randall shared that City Council would be discussing candidates with the goal of getting a top three identified and interviewed by the end of August. She suggested that, should a second interview be needed, it could be conducted the same day as the first interview. Mr. Slavin stated that most candidates indicated interview availability in August but a candidate would likely not be able to start until 30 days after selection.

With regard to the interview sessions, Mayor Randall commented that the last time a City Manager was hired the process was too lengthy. Mr. Slavin stated that the process used last time was atypical. Mr. Slavin stated that interviews should be held in public and that City Council should consider asking questions in a "round robin" fashion. He then suggested a Friday/Saturday interview process. Mayor Randall suggested that interview options not be limited to Fridays and Saturdays given the proximity of many of the candidates. Councilmember Reid suggested that a decision on number of candidates to be interviewed occur after candidates are ranked and questioned the need to move swiftly to select a City Manager given the significance of the decision. Mayor Randall concurred that City Council should move ahead with ranking of candidates and then make a determination as to how to proceed with interviews.

Motion by Pearson, seconded by Reid, to move into closed session for the purpose of discussing applicants who requested confidentiality. Upon a voice vote, motion carried 7 to 0. City Council went into closed session at 4:48 p.m.

Mayor Randall returned the meeting to open session at 6:22 p.m. Mayor Randall inquired if City Council was ready to rank the candidates or if an alternative method to short-list should be utilized. Councilmember Ford suggested that, rather than ranking all ten candidates, only five be ranked. Once the five are ranked, he continued, City Council can then decide how many to invite for interviews.

Councilmember Urban commented that he would have preferred a larger and stronger

list of candidates and asked Mr. Slavin for his thoughts. Mr. Slavin confirmed that it is not the strongest list but he is concerned about waiting too long as several candidates are under consideration for other jobs. Mr. Slavin continued by stating that the City of Portage has a deadline and there are several candidates worth consideration. Councilmember Urban inquired if there were indications why additional good candidates may not have applied. Mr. Slavin responded and indicated several reasons why candidates were reluctant to apply but assured City Council that a negative connotation about Portage was not cited by a single candidate as a reason he or she did not apply. Mr. Dave Krings commented that the search can continue after the interviews.

Mayor Pro Tem Pearson stated that, in his experience, a focus on recruiting candidates from the Midwest is preferred as candidates from other parts of the country often have differing salary and other expectations. He then stated appreciation that a hard application deadline was not used. Next, he expressed his preference that City Council rank the candidates and then determine how to proceed.

City Council then ranked the candidates according to their preferred choice and the rankings were entered and averaged. Councilmembers Burns, in reviewing the results, indicated that City Council clearly had a preference for one and likely two candidates to bring in for interviews but not a strong indication for a third.

Mayor Randall inquired of Mr. Slavin if it made sense to bring in just one candidate or if more would be preferred. Mr. Slavin commented that only bringing in a single candidate would be limiting and recommended that an additional candidate or candidates be interviewed. City Council then discussed how many candidates to bring in for interviews and Councilmember Reid noted that there is a clear preference for a second candidate. Mayor Pro Tem Pearson agreed with the suggestion of Councilmember Reid that at least two candidates be interviewed. Councilmember Urban questioned if the top two choices according to the ranking sheet accurately reflects the best candidates. Councilmember Ford pointed out the value of meeting someone in-person and suggested two or three candidates be interviewed. Councilmember Burns suggested additional candidates be solicited and Mayor Randall shared her preference that City Council conduct interviews of at least two of the current candidates. Mayor Randall, City Council and Mr. Slavin then reviewed schedules and availability of candidates to schedule interviews.

City Council next discussed the interview process and determined that a full interview by City Council is preferred and Councilmember Ford raised a question as to whether one-on-one interviews between Councilmembers and candidates could be held. Mr. Slavin stated that such a process could work and City Attorney Brown expressed reservations with one-on-one interviews. Mr. Slavin reviewed why a one-on-one interview is sometimes utilized. Councilmembers Ford and Urban expressed support for one-on-one interview opportunities and City Council discussed the length of the interview sessions and potential dates. City Council settled on Wednesday, August 28th as the date for all interviews with 30 minute one-on-one interviews being held in the morning starting at 8:00 a.m. until noon with public interviews held in the evening beginning at 5:00 p.m.

Motion by Urban, seconded by Ford, to invite candidates F and G to the City of Portage

on Wednesday, August 28th to meet with Councilmembers individually one-on-one and that City Council meet for public interviews that evening at 5:00 and 6:30 p.m. to conduct two separate interviews. Upon a voice vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:01 p.m.

Adam Herringa, City Clerk

CITY COUNCIL MEETING MINUTES FROM AUGUST 20, 2019

The Regular Meeting was called to order by Mayor Randall at 7:02 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 honor all religions and personal beliefs and in recognition of the start of school and end of the summer season. The Mayor and City Council then recited the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Reid removed Item A.5, Residential Amendments, from the Consent Agenda. Motion by Reid, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Knapp, to approve the Regular Meeting Minutes of August 6 and Pre-Council of August 19, 2019. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 20, 2019: Motion by Reid, seconded by Knapp, to approve the Accounts Payable Register of August 20, 2019. Upon a roll call vote, motion carried 7 to 0.

MOTOR COACH SERVICES FOR THE PORTAGE SENIOR CENTER: Motion by Reid, seconded by Knapp, to approve the low bid from Gail Andrus Travel, LLC, for motor coach services for the late 2019 and 2020 Portage Senior Center travel program in the amount of \$46,390 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

SALE OF 2527 WEST MILHAM AVENUE: Motion by Reid, seconded by Knapp, to adopt the Resolution to sell 2527 West Milham Avenue and authorize the City Manager to execute all documents related to the real estate transaction on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

MID-YEAR RETREAT: Motion by Reid, seconded by Knapp, to set a Special Meeting on Tuesday, October 8, 2019 at Portage City Hall, Council Chambers, for purpose of a mid-year retreat. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Knapp, to receive the minutes of the Historic District Commission of July 17, 2019. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Knapp, to receive the Materials Transmitted of August 6, 2019. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Ms. Ursula Rykert, 6812 Bratcher Street, spoke of her and her husband's history of living in Portage. She reviewed her appreciation for her

neighborhood and concern that businesses are encroaching into sensitive neighborhood areas such as her own. She stated that she believes city rules and ordinances are not being enforced on her street and that disputes between neighbors are on-going. She pointed to neighborhood blight and parking as issues in need of resolution and asked for City Council to get involved in the situation.

City Manager Shaffer stated that city staff are well aware of the situation on Bratcher Street and that enforcement action has been taken by the Department of Community Development and Police Division. Director of Community Development Vicki Georgeau stated that her department is very familiar with the neighborhood dispute between Mr. Rykert and his neighbor. She stated that she would provide City Council with a chronology of events/actions related to this matter and, in response to an inquiry, will be reviewing the Code of Ordinances for ambiguity in the Home Occupation component. Mayor Randall stated that the City will do what it can to support resolution of the dispute and listed some possible options.

Maurice Rykert, 6812 Bratcher, questioned the assistance that could be offered and Mr. Shaffer stated that resources are available to assist with blight and home rehabilitation. Mr. Rykert spoke at length regarding enforcement of the Code of Ordinances. Mr. Shaffer commented that enforcement doesn't necessarily lead to compliance and that the conflict in the neighborhood needs to stop. He commented that people need to be willing to work together to achieve resolution.

Mr. Tom Welsh, 2380 Tangley Oak, stated that he is the President of the Portage Rotary Club. He explained that the Rotary Club sponsored the 4th of July fireworks on Long Lake and reminded City Council that the fireworks were launched from a barge on the water. He explained that Portage Rotary member Karen Foster was the coordinator of the fireworks event and arranged for the barge. He stated that due to unforeseen circumstances the barge remained on the water for a couple of weeks after the event during which time Ms. Foster received a ticket for a misdemeanor from the Michigan Department of Natural Resources. Mr. Welsh asked City Council to support dismissal of the ticket.

City Manager Shaffer shared that he had reached out to the Court and asked that the ticket be dismissed due to extenuating circumstances. Councilmember Burns noted that a request was made for City Council to support dismissal of the ticket. Motion by Burns, seconded by Reid, that "The City Council for the City of Portage, Michigan, is petitioning the State of Michigan Department of Natural Resources (MDNR) to graciously dismiss the citation issued to Ms. Karen Foster, given her willingness to volunteer and the importance of the 4th of July fireworks event to the community." Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

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

PUBLIC HEARINGS:

BROWNFIELD REDEVELOPMENT PLAN AND PLAN AMENDMENT NO. 7: Mayor Randall opened the public hearing and City Manager Shaffer reviewed the proposed development by Comcast and shared that City Administration is fully supportive of the Brownfield Development Plan and Plan Amendment. Community Development Director Vicki Georgeau provided additional information about the project and how the Brownfield designation will capture Tax Increment Revenue and what those funds could be used for in the future. She explained that other area Brownfield Programs exist (such as the Kalamazoo County Brownfield Redevelopment Authority) and relayed that the Portage Brownfield Program will be able to focus exclusively on benefitting City of

Portage projects. Ms. Georgeau relayed that the Portage Brownfield Redevelopment Authority unanimously voted to support this plan and amendment.

Ms. Georgeau referenced concerns in the Brownfield Agreement related to the ability of the applicant to file a tax appeal and shared that the city and the applicant had reached an acceptable compromise on the language. Councilmember Reid inquired as to who and how any determination is made regarding the release of funds that are held while the appeal is heard. Ms. Georgeau stated that the determination would be made by the Brownfield Redevelopment Authority. Attorney Brown then reviewed the specific agreement language and further clarified that Portage Brownfield Redevelopment Authority would have to determine whether or not the expectations of the project have been satisfied. Motion by Reid, seconded by Ford, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Motion by Ford, seconded by Reid, to approve the City of Portage Brownfield Redevelopment Plan, with Brownfield Redevelopment Plan Amendment No. 7, 6666 Lovers Lane. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS:

ORDINANCE AMENDMENT 18/19-B, RESIDENTIAL AMENDMENTS: Councilmember Reid provided a summary of the agenda item and noted that it includes a variety of recommended amendments to the zoning code. She stated that she and other Councilmembers have questions they would like answered prior to taking action on this item and that staff needs time to prepare answers. She noted that one topic in particular, lot coverage on lakefront property, will require additional information for her to be able to make an informed decision. She stated her preference that a Committee of the Whole Meeting be held. Mayor Pro Tem Pearson concurred and stated that he had asked for a significant amount of information from staff. Mayor Randall commented that the date and time of the proposed Committee of the Whole Meeting on this topic should be included in the next City Council agenda. Motion by Reid, seconded by Knapp, to hold a Committee of the Whole Meeting on a date suitable to City Council for the purpose of reviewing and discussing proposed Ordinance Amendment #18/19-B, Residential Amendments, and defer any action on this item until after the Committee of the Whole Meeting is held. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns shared that he attended a meeting of the Central County Transportation Authority at which the proposed budget was presented and a public hearing on the budget was scheduled for September 9th. He concluded by stating that the budget document and additional information is available at the website of the Central County Transportation Authority. Motion by Ford, seconded by Reid, to receive the Council Committee Report as presented. Upon a voice vote motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Mr. Ed Haines, 7745 West St. Andrews Circle thanked City Council for their support in reducing flooding in the Hampton Bog area. He noted that water levels are still higher than normal but that residents are starting to be able to use their backyards again. He asked that City Council continue to support flooding relief efforts in his neighborhood and stated his preference that water levels be further reduced. Mayor Randall noted that the reduction level authorized by the Department of Environment, Great Lakes and Energy (EGLE) had been reached. City Manager Shaffer shared that he had spoken with EGLE and the city is pursuing an amendment of the current pumping permit for up to six months or a year to allow the city to pump water as needed. He shared that the firm contracted by the city, Fishbeck Thompson

Carr and Huber, was continuing their study and results would be shared with EGLE. In response to an inquiry, Mr. Shaffer noted that the pump being used was mobile and can easily be returned to the flooding site and reactivated.

Ms. Kathy Haines, 7745 West St. Andrews Circle, inquired if the sources of drainage into the Hampton Bog had been identified. Mr. Shaffer responded by stating that the study is on-going. He noted that drainage does occur from developments in Texas Township which may mean the Kalamazoo County Drain Commissioner will need to get involved. He concluded by stating that costs associated with a permanent solution may be spread into and include Texas Township.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid noted that the first day of school for Portage Public Schools is the same day as the next City Council Meeting and expressed hope that everyone enjoys the last few weeks of summer.

Councilmember Knapp commented on the start of school and noted that traffic patterns and volumes will change once school is in session. She noted that buses, parents and children will be more prevalent on the roadways and sidewalks. She then mentioned an upcoming groundbreaking ceremony for the new Fire Station No. 2.

Councilmember Burns thanked all of the residents who spoke at the meeting. He then noted that the 125th anniversary of Labor Day is coming up. He asked that residents reflect upon the contributions of workers to the benefit of the nation.

Councilmember Ford noted that City Council had a Special Meeting in advance of tonight's Regular Meeting to review and discuss potential candidates for the job of City Manager.

City Manager Shaffer commented that road construction projects have been going well and that several projects have either been completed or are nearing completion.

Mayor Pro Tem Pearson thanked Portage Rotary President Tom Welsh for speaking and shared information on the contributions of the Portage Rotary Club to the July 4th Fireworks event. Mayor Pro Tem Pearson concluded by thanking Councilmember Burns for the resolution in support of Ms. Foster.

Mayor Randall apologized for the slightly late start to the City Council Meeting noting that City Council is in the process of selecting a new City Manager since Mr. Shaffer would be retiring in Mid-November. She shared that interview sessions are tentatively scheduled for the evening of August 28th. Next, Mayor Randall recognized the opening of Fresh Thyme market and Milham Pharmacy in Portage. She then shared that she attended a picnic with Mr. Shaffer sponsored by Twelve Baskets which is a not-for-profit organization that operates a food pantry serving the community. She thanked Twelve Baskets for their service and emphasized the need for compassion to resolve neighborhood disputes and pledged to review ordinances should that be necessary. Next, Mayor Randall concluded her comments by complimenting and noting the prevalence of new roads and schools in the community and asked that motorists be mindful of additional walkers and bikers as school goes back into session.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:02 p.m.

Adam Herringa, City Clerk

MINUTES OF THE SPECIAL MEETING OF AUGUST 26, 2019

Mayor Patricia Randall called the meeting to order at 5:00 p.m. The following Councilmembers were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Councilmember Ford participated via a conference call and arrived in person at 5:58 p.m. Also present were City Attorney Randy Brown, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

Mayor Randall inquired as to the interview process and how questions would be asked. Mr. Boulis and Mr. Herringa shared their understanding that City Council would each take turns asking questions in a "round robin" fashion. Mr. Boulis shared that the last time such interviews were held Mr. Dave Krings of Slavin Management Consultants reviewed written questions from the public before submitting them to be asked by Mr. Robert Slavin.

Mayor Randall asked if there were any objections to taking action on amending the motion setting the interview schedules that was adopted at the August 20th Special Meeting. There being no objection, motion by Reid, seconded by Knapp, to amend the motion of August 20, 2019 which was to "invite candidates F and G to the City of Portage on Wednesday, August 28th to meet with Councilmembers individually one-on-one and that City Council meet for public interviews that evening at 5:00 and 6:30 p.m. to conduct two separate interviews" to "hold a Special Meeting on Wednesday, August 28th in Council Chambers for the purpose of holding interviews and deliberations on two candidates for the position of City Manager with the Special Meeting convening at 12:30 p.m. with interviews occurring at 1:00 p.m. and 2:15 p.m. followed by a recess until interviews resume at 5:00 p.m. and 6:15 p.m. with deliberations to follow." Upon a roll call vote, motion carried 7 to 0.

Mayor Randall stated that she is planning to welcome each candidate and set aside time in each session for questions from the public. Councilmember Reid suggested that the public be asked to submit written questions in the first half of the interview so that Mr. Krings will have time to review the questions before they are asked. Attorney Brown suggested that the public be asked to submit questions in the first 30 minutes of each interview but that any late arriving questions not be ignored.

With a sense of how the questions will be asked, Mayor Randall moved on and inquired as to any specific questions that City Council would like to ask. Mayor Pro Tem Pearson referenced a set of sample interview questions provided by Slavin Management Consultants and indicated that he found fourteen questions he likes and Councilmember Knapp indicated that she had reached a similar number. Councilmember Reid suggested that the candidates be permitted to give a complete answer to each question they are asked rather than having a specific time limit. Mr. Boulis stated that questions can be asked from the list provided by Mr. Slavin or Councilmembers may come up with their own. He concluded by recommending that the same questions be asked of each candidate. Councilmember Urban stated that the same questions did not have to be asked of each candidate and indicated he planned on asking questions of candidates based on information provided in application materials.

Mayor Pro Tem Pearson suggested that City Council attempt to identify questions to ask the candidates. Mayor Randall suggested that City Council focus their questions on those topics most important to them as a Councilmember. Councilmember Urban questioned whether he would have enough information following the interviews to be able to make a decision. Mayor Randall asked that all Councilmembers keep an open mind.

Mayor Pro Tem Pearson recommended a question from the list provided by Mr. Slavin

and indicated his intention to ask that particular question. Councilmember Knapp suggested a question as well and Councilmember Reid inquired as to how follow-up questions could be asked. Attorney Brown indicated that it would be appropriate for the follow-up to occur immediately after the original answer is given and Mr. Boulis emphasized that the follow-up should be specifically related to the answer that was given.

Councilmember Urban asked if the one-hour length of each interview session could be extended to afford City Council the opportunity to ask additional questions. Mayor Pro Tem Pearson concurred that additional time would be appreciated. Mayor Randall suggested an extension from one-hour to one-and-a-half hours. Councilmember Urban and Mayor Pro Tem Pearson were agreeable to the suggestion.

Mayor Randall indicated that she would start the interview process by asking the candidates to begin by sharing information about themselves and then proceed into asking questions.

City Councilmembers next reviewed questions they were each considering asking. Some Councilmembers stated they planned to utilize questions provided by Slavin Management Consultants, another planned to review and ask questions from the ICMA list of best questions to ask potential city managers and other Councilmembers crafted their own questions to ask. Mr. Herringa indicated that he would summarize and provide City Council with a long list of questions which could then be asked should time permit.

Councilmember Burns inquired as to the next steps after the interviews are concluded. Mr. Boulis shared that it will have been a very long day and he would recommend that City Council break and hold a discussion at the September 3rd Regular City Council Meeting. Councilmember Knapp indicated that she would likely need to call into this meeting. Mr. Boulis commented that the first step would be to select a candidate and the next step would be to negotiate a contract which would then need to be approved by City Council.

Mr. Herringa noted that the motion adopted earlier included one-hour interview times. Motion by Reid, seconded by Knapp, to amend the motion such that each interview session be one-and-a-half hours long with a 15-minute break in between interview sessions. Upon a roll call vote, motion carried 7 to 0.

Mayor Randall and Councilmember Reid suggested that City Council be prepared with additional questions should time permit. Councilmember Ford suggested that City Council could use the time between the afternoon and evening sessions to review and revise interview questions.

ADJOURNMENT: Mayor Randall adjourned the meeting at 6:13 p.m.

Adam Herringa, City Clerk

**MINUTES OF THE SPECIAL MEETING OF AUGUST 28, 2019
CITY MANAGER CANDIDATE INTERVIEW SESSIONS**

Mayor Randall called the meeting to order at 12:35 p.m. The following Councilmembers were present: Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also present were Deputy City Manager Rob Boulis, City Attorney Randy Brown, City Clerk Adam Herringa and Dave Krings of Slavin Management Consultants.

Mayor Randall reviewed the interview process for the benefit of the audience and Attorney Brown reviewed types of interview questions that would and would not be permissible. Deputy City Manager Rob Boulis and Deputy City Manager I/City Clerk Adam Herringa shared that each candidate had been given tours of the city.

RECESS: 12:45 p.m.

RECONVENE: 1:00 p.m.

City Council interviewed Ms. Lisa Imus for the position of City Manager. Mayor Randall welcomed Ms. Imus and provided a brief review of the interview process and invited Ms. Imus to begin by providing an introductory statement. Ms. Imus reviewed her background, experience, skills and employment history.

Following her statement, Mayor Randall initiated the interview. City Council asked questions and Ms. Imus responded to questions related to economic development in Portage and uncertainty of the retail sector, difficult management decisions and how she handled them, efforts to increase productivity/efficiency via technology, challenges she sees facing the City of Portage, personal strengths and areas for improvement, working with staff and residents of diverse cultural backgrounds, why she feels she is a good fit for Portage and vice versa, communication style with staff, residents and City Council, history with collaborating with other governmental entities, management style, how she responds when City Council disagrees with a recommendation, ability to strike a balance between competing interests, ethical dilemmas she has faced, approach to addressing an underperforming staff member, information related to her separation from a previous employer and exposure to environmental regulations and implementing green initiatives.

Mayor Randall opened the floor to questions that had been submitted by members of the audience. Mr. Dave Krings read the questions and inquired as to whether there is a place for local government to take a position on matters of global concerns such as climate change, when a program or endeavor should be discontinued, how much effort and how many resources should be devoted to innovation and economic growth, role of tax abatements and other incentives in the economic development process and when eminent domain should be utilized.

RECESS: 2:20 p.m.

RECONVENE: 2:43 p.m.

City Council interviewed Mr. Joseph La Margo for the position of City Manager. Mayor Randall welcomed Mr. La Margo and provided a brief review of the interview process and invited Mr. La Margo to begin by providing an introductory statement. Mr. La Margo shared details relating to his background, experience, skills and employment history.

Following his statement, Mayor Randall initiated the interview. City Council asked questions related to economic development in Portage and uncertainty of the retail sector, experience in revitalizing a shopping mall, difficult management decisions and how he handled them, efforts to increase productivity/efficiency via technology, challenges he sees facing the City of Portage, personal strengths and areas for improvement, working with staff and residents of diverse cultural backgrounds, why he feels he is a good fit for Portage and vice versa, communication style with staff, residents and City Council, history of collaborating with other governmental entities, management style and how he responds when City Council disagrees with a recommendation.

Mayor Randall opened the floor to questions received from the audience. Mr. Krings asked the same audience questions of Mr. La Margo that were asked of Ms. Imus. No additional questions were received from the audience.

RECESS: 4:13 p.m.

RECONVENE: 5:00 p.m.

Mayor Randall reconvened the meeting and the interview of Ms. Lisa Imus for the position of City Manager resumed. City Council asked questions related to experience in managing capital projects, engagement in public/private ventures, efforts related to fiscal responsibility, how she would identify organizational strengths and weaknesses, how she might respond to an economic downturn, why she chose to serve on a school board, experience related to crafting a budget and reducing debt, management experience related to public safety departments, efforts related to improving services to the business community, experience in working with unions, how she works to anticipate problems, steps she would take to encourage affordable housing, how she would engage with the community, experiences related to visioning and strategic planning, experiences in dealing with flooding, whether her experience in running a private business has helped her as a government official, how she views the relationship and communication between staff and Councilmembers, how she would work to engage citizens, how she would foster relationships with corporate citizens, her views on the importance of relationships with state lawmakers and how she would work to encourage businesses to remain or relocate to Portage.

Mayor Randall opened the floor to questions received from the audience. Mr. Krings asked Ms. Imus questions on behalf of the audience related to her comfort level in taking risk, how much investment should be made in innovation and growth initiatives and what type of resources should the city be offering to assist mid-size businesses.

There being no further questions, Mayor Randall invited Ms. Imus to ask questions of City Council. She inquired as to citizen feedback on three years of decreasing millage rates.

City Council reviewed how this was accomplished along with the various funding sources of the city. Mayor Pro Tem Pearson commented that the City of Portage has a demanding citizenry with high expectations. The Mayor and Council thanked Ms. Imus for her time and consideration.

RECESS: 6:24 p.m.

RECONVENE: 6:45 p.m.

Mayor Randall reconvened the meeting and the interview of Mr. Joseph La Margo for the position of City Manager resumed. City Council asked questions related to communication between staff and Councilmembers, ability to strike a balance between competing interests, how he might respond to an economic downturn, why he changed from a career path in Illinois state government to a career in local government, experience related to addressing flooding and high water, experience in managing public/private ventures and capital campaigns, experience in addressing issues important to senior citizens, experience related to needing to do more with fewer resources, how he would evaluate strengths and weaknesses of the organization, promoting affordable housing, debt reduction, managing budgets, staffing level differences between Orland Park and Portage and what skillset he may be lacking that could be supported by staff.

Mayor Randall opened the floor to questions received from the audience. Mr. Krings asked the same audience questions of Mr. La Margo that were asked of Ms. Imus following her second interview. No additional questions were received from the audience.

There being no further questions, Mayor Randall invited Mr. La Margo to ask questions of City Council. Mr. La Margo asked City Council for their thoughts and vision as far as what could make the community transition from good to great, City Council expectations for the first 90 days and whether the City Council has engaged in strategic planning or if they are interested in doing so. Councilmembers took turns responding to Mr. La Margo's questions. The Mayor and City Council thanked Mr. La Margo for his time and consideration.

Mayor Randall commented that she was impressed by both candidates but intended to recommend appointment of Mr. La Margo. Mayor Pro Tem Pearson stated he was most impressed by Mr. La Margo and this sentiment was echoed by Councilmembers Burns, Ford and Knapp. Councilmember Reid concurred that Mr. La Margo was a strong candidate but indicated she was uncertain as to whether she was convinced he was the right choice given that City Council had just conducted a lengthy interview session and she had not yet had time to reflect.

Mayor Pro Tem Pearson suggested a potential motion to confirm the recommendation of Mayor Randall. City Attorney Brown opined that this Special Meeting was not noticed to include the confirmation of a candidate but rather to be focused on candidate interviews. Mr. Brown stated that Mayor Randall is welcome to make her recommendation known. City Council, Mr. Brown and Deputy City Manager Boulis reviewed potential next steps in the process and potential motions. Mayor Randall formally stated her recommendation that Mr. Joseph La Margo be appointed as the next City Manager of Portage. Following additional

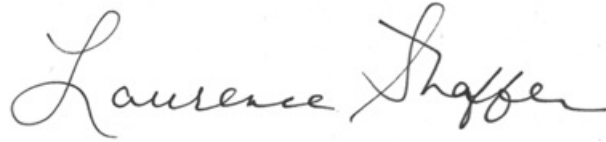
deliberation as to the best way to proceed, Motion by Pearson, seconded by Knapp, that City Council supports the recommendation of the Mayor that Mr. La Margo be the next City Manager. Attorney Brown assured City Council that the motion and vote were non-binding and that a vote confirming the appointment would be appropriate at the Regular City Council Meeting scheduled for September 3, 2019. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:48 p.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of Accounts Payable Register

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 August 11, 2019 through August 24, 2019 and notes \$778,670.69 in automated clearing house payments, \$3,189,432.23 in paper checks and \$71,262.01 in auto-pay payments for a grand total of \$4,039,364.93.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of September 3, 2019

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 1 of 10

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
08/13/2019	11617(A)	MCMILLAN, BRANDON	TRAIN THE TRAINER - HUMAN TRAFFIC	90.00
08/16/2019	11618(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	3,349.00
08/16/2019	11619(A)	APPROVED PROTECTION SYSTEMS	ANNUAL INSPECTION	641.40
08/16/2019	11620(A)	BEST WAY DISPOSAL, INC.	19/20 CURBSIDE RECYCLING	51,622.48
08/16/2019	11621(A)	BILL'S LOCK SHOP, INC.	CITY HALL TREASURY DOOR REPAIR	415.00
08/16/2019	11622(A)	BLUESTONE PSYCH	PSYCH EVAL	930.00
08/16/2019	11623(A)	BYHOLT INC.	6A STONE DELIVERY	764.30
08/16/2019	11624(A)	C D W GOVERNMENT, INC.	PANASONIC 1D DEPLOYMENT SERV	3,140.00
08/16/2019	11625(A)	CARSTAR PORTAGE	FIRE APPARATUS REPAIR	2,218.10
08/16/2019	11626(A)	COMPLETE LANDSCAPING SOLUTIONS	MOWING FOR TALL GRASS AND WEEDS	466.25
08/16/2019	11627(A)	D & D PRINTING CO.	RAMONA PASSES	498.70
08/16/2019	11628(A)	DEER CONTRACTING & LANDSCAPE	BRICK WALL REPAIR - ODP	12,100.00
08/16/2019	11629(A)	EKLOV, ERICA	YAC SUPPLIES - GAMES & PAINTS	116.89
08/16/2019	11630(A)	ELECTION SYSTEMS & SOFTWARE, INC.	4G NETWORK COMPATIBLE MODEMS	7,150.00
08/16/2019	11631(A)	ENGINEERED PROTECTION SYSTEMS, INC.	DOOR ALARM INSTALLATION	254.00
08/16/2019	11632(A)	FISHBECK THOMPSON CARR & HUBER, INC	ENGINEERING - WATER RELIABILITY	2,791.81
08/16/2019	11633(A)	GORDON WATER SYSTEMS	WATER FOR CMO	465.30
08/16/2019	11634(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL - DPW	133.00
08/16/2019	11635(A)	M & M CUSTOM FABRICATING INC.	RANGER NAME PLATES	29.85
08/16/2019	11636(A)	MEJEUR ELECTRIC LLC	ELECTRICAL SERVICES	3,350.00
08/16/2019	11637(A)	MICHIGAN OFFICE ENVIRONMENTS	FARMERS MARKET DESK	624.62
08/16/2019	11638(A)	NASON, RICHARD	FIRE OPS TRAINING	756.64
08/16/2019	11639(A)	O'BRIEN, THOMAS	REIMB NIGP ONLINE COURSE	530.00
08/16/2019	11640(A)	ONE WAY PRODUCTS	CAN LINERS AND SUPPLIES	112.00
08/16/2019	11641(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	5,939.71
08/16/2019	11642(A)	PCM SALES, INC.	MONTHLY IT OUTSOURCING	41,374.08
08/16/2019	11643(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND CHECK	60.12
08/16/2019	11644(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAEMENT	507.38
08/16/2019	11645(A)	R W LAPINE INC.	HVAC ON-CALL SERVICES AND PARTS	272.38
08/16/2019	11646(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER FEE	4,281.67
08/23/2019	11647(A)	A NEW LEAF	SIX MONTHS OF PLANT CARE	85.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 2 of 10

Check Date	Check	Vendor Name	Description	Amount
08/23/2019	11648(A)	ABONMARCHE CONSULTANTS, INC	ZYLMAN/SHAVER/S WESTNEDGE ENGINEER	85,929.44
08/23/2019	11649(A)	AIRGAS USA LLC	SHOP MAINTENANCE	135.42
08/23/2019	11650(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	159.00
08/23/2019	11651(A)	ALRO STEEL CORPORATION	MAINTENANCE SUPPLIES	19.80
08/23/2019	11652(A)	AMERICAN SAFETY & FIRST AID	RANGER FIST AID SUPPLIES	199.02
08/23/2019	11653(A)	APOLLO FIRE APPARATUS REPAIR	FIRE OPS TOOLS MAINT	3,741.51
08/23/2019	11654(A)	AUMACK, MICHAEL	UMPIRE PAYROLL 2019	525.00
08/23/2019	11655(A)	BAKER, MICHAEL	UMPIRE PAYROLL 2019	150.00
08/23/2019	11656(A)	BARKER, DAVID	VALOR-SURVIVE & THRIVE 8/	262.08
08/23/2019	11657(A)	BEEBE, RONALD E.	UMPIRE PAYROLL 2019	475.00
08/23/2019	11658(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE-2019-2020	126,475.67
08/23/2019	11659(A)	BLUE, JOHN	ALERRT CONF 2019 9/29 - 10/2/19	483.50
08/23/2019	11660(A)	BYHOLT INC.	2NS SAND	381.20
08/23/2019	11661(A)	C D W GOVERNMENT, INC.	ADOBE ACROBAT PRO 2017 LICENSE	748.60
08/23/2019	11662(A)	CAPITAL ADVANTAGE LEASING	KYOCERA 19TH OF 20 QTRLY	228.00
08/23/2019	11663(A)	CARLETON EQUIPMENT CO.	FRONT END LOADER	39,900.00
08/23/2019	11664(A)	CHARTER COMMUNICATIONS	CABLE TV	730.72
08/23/2019	11665(A)	COLLIER, MICHAEL	STAFF & COMMAND SCHOOL	9.70
08/23/2019	11666(A)	COMPLETE LANDSCAPING SOLUTIONS	MOWING FOR TALL GRASS AND WEEDS	68.40
08/23/2019	11667(A)	CONTINENTAL LINEN SERVICES	SEASONAL MAT SERVICE	66.37
08/23/2019	11668(A)	DEER CONTRACTING & LANDSCAPE	CURB REPAIRS	3,780.00
08/23/2019	11669(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	17,733.08
08/23/2019	11670(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE FACILITY MAINT.	738.00
08/23/2019	11671(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIVISION	1,300.10
08/23/2019	11672(A)	FERGUSON WATERWORKS #3386	LEXINGTON PROJECT	2,413.50
08/23/2019	11673(A)	FORSHEE, MARK	UMPIRE PAYROLL 2019	350.00
08/23/2019	11674(A)	GORDON WATER SYSTEMS	WATER SERVICE	31.75
08/23/2019	11675(A)	GRIFFIN PEST SOLUTIONS, INC.	ANNUAL PEST CONTROL 19/20	80.00
08/23/2019	11676(A)	HOJNACKI, DAVID	UMPIRE PAYROLL 2019	138.00
08/23/2019	11677(A)	HURST MECHANICAL, INC.	FIX ANNEX HOT WATER HEATER	1,138.00
08/23/2019	11678(A)	INDUSCO SUPPLY CO., INC.	DPS JANITORIAL SUPPLIES	741.62
08/23/2019	11679(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE BED RENOVATE	5,791.85

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 3 of 10

Check Date	Check	Vendor Name	Description	Amount
08/23/2019	11680(A)	J & J LAWN SERVICE, INC.	MOWING SERVICES - UTILITIES	9,215.00
08/23/2019	11681(A)	J-AD GRAPHICS, INC	NEWSLETTER AUGUST SEPTEMBER	2,256.00
08/23/2019	11682(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	783.96
08/23/2019	11683(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	269.70
08/23/2019	11684(A)	LAND MATTERS LLC	LAND ACQUISITION SERVICES	4,026.80
08/23/2019	11685(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,056.16
08/23/2019	11686(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL 2019	150.00
08/23/2019	11687(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	285.17
08/23/2019	11688(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP SOIL	480.00
08/23/2019	11689(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES - POLICE DIV	1,400.00
08/23/2019	11690(A)	NYE UNIFORMS	MISC. UNIFORMS 19/20	1,348.75
08/23/2019	11691(A)	ONE WAY PRODUCTS	CAN LINERS AND SUPPLIES	1,453.82
08/23/2019	11692(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	5,913.10
08/23/2019	11693(A)	PARIS CLEANERS	19/20 LAUNDRY CONTRACT	864.53
08/23/2019	11694(A)	PATESEL, TERRY	UMPIRE PAYROLL 2019	50.00
08/23/2019	11695(A)	PAVER PET SUPPLY	19/20 PET SUPPLIES	62.00
08/23/2019	11696(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	1,202.50
08/23/2019	11697(A)	PETERS CONSTRUCTION CO.	SIDEWALK CONSTRUCTION	6,370.34
08/23/2019	11698(A)	POWERDMS, INC.	ANNUAL SUBSCRIPTION RENEW	4,180.00
08/23/2019	11699(A)	PREMIER SAFETY	FIRE RESCUE SUPPLIES	222.00
08/23/2019	11700(A)	PRINTING SERVICES INC	FALL/WINTER BROCHURE 2019	6,256.00
08/23/2019	11701(A)	R W LAPINE INC.	HVAC REPLACEMENT - WATER	9,827.41
08/23/2019	11702(A)	RHODES, KEVIN	UMPIRE PAYROLL 2019	408.00
08/23/2019	11703(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	185.98
08/23/2019	11704(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	761.35
08/23/2019	11705(A)	ROTO-ROOTER SEWER & DRAIN SERV	EMERGENCY SERVICE	283.95
08/23/2019	11706(A)	RYAN, JOHNATHAN	UMPIRE PAYROLL 2019	141.00
08/23/2019	11707(A)	S B F ENTERPRISES, INC.	PRINT/PROCESS QRTLTY UTILITY BILLS	597.43
08/23/2019	11708(A)	SAFETY SERVICES, INC.	SAFETY SUPPLIES	180.84
08/23/2019	11709(A)	SMITH, JESSICA	PROJECT LIFESAVER CONF	300.00
08/23/2019	11710(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	174,553.53
08/23/2019	11711(A)	TERMINAL SUPPLY CO.	EQUIPMENT LIGHTS	625.04

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 4 of 10

Check Date	Check	Vendor Name	Description	Amount
08/23/2019	11712(A)	THE IRRIGATOR	FIRE FACILITY MAINT	231.75
08/23/2019	11713(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE PARK	5,180.00
08/23/2019	11714(A)	TYLER, JIM	UMPIRE PAYROLL 2019	50.00
08/23/2019	11715(A)	UL LLC	FIRE APPARATUS MAINT	330.00
08/23/2019	11716(A)	VANPORTFLIET, DEREK	VALOR - SURVIVE & THRIVE	252.33
08/23/2019	11717(A)	W W GRAINGER INC	EQUIPMENT MAINTENANCE	133.56
08/23/2019	11718(A)	WIGHTMAN	ENGINEERING SERVICES	89,000.00
08/23/2019	11719(A)	WINDER POLICE EQUIPMENT, INC.	FIRE APPARATUS MAINT	324.00
08/23/2019	11720(A)	WOOD PLUMBING LLC	2019 BACKFLOW TESTS	3,960.00
08/23/2019	11721(A)	WORLDPOINT ECC	FIRE TRAINING SUPPLIES	3,288.63
08/23/2019	11722(A)	XEROX CORPORATION	JULY 2019 XEROX AGREEMENT	216.05
Total ACH Transactions:				778,670.69

Check Type: Paper Check

08/12/2019	310745	MICH. HUMAN TRAFFICKING TASK FORCE	TRAIN THE TRAINER - B MCMILLAN	160.00
08/14/2019	310746	KLINE FARMS	40 STRAW BALES FROR LUAAU	200.00
08/14/2019	310747	MEREDITH HOLDINGS, LLC	EASEMENT - 5088 MEREDITH ST	2,105.60
08/16/2019	310748	A T & T	ELECTRONIC COMMUNICATIONS	11,141.39
08/16/2019	310749	ADP, INC.	PAYROLL/ETIME SERVICES	4,416.06
08/16/2019	310750	ADVANCE II LLC	TEMP STAFF - DEPUTY CLERK FMLA LEAV	176.88
08/16/2019	310751	ALLEGRA PRINT & IMAGING	MISC PRINTING SERVICES	1,229.00
08/16/2019	310752	BINDER PARK ZOOLOGICAL SOCIETY, INC	AUGUST BINDER PARK PROGRAM	200.00
08/16/2019	310753	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	67,422.45
08/16/2019	310754	CARRICK, ROBYN & TERRY	REIMB SEWER LEAD VIDEO/INSPECT	582.62
08/16/2019	310755	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	178.27
08/16/2019	310756	CITY OF KALAMAZOO (PUBLIC SAF)	TYLER RECORDS MANAGEMENT	44,422.20
08/16/2019	310757	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	218,247.78
08/16/2019	310758	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGE	86.36
08/16/2019	310759	ENSION	ANNUAL WEB GIS SERVICE	4,500.00
08/16/2019	310760	FDC ENTERPRISES, INC.	REFUND OF HYDRANT METER DEP	100.00
08/16/2019	310761	GORDON FOOD SERVICE	RAMONA CONCESSIONS	209.35
08/16/2019	310762	H & K EXCAVATING	REFUND OF HYDRANT METER DEP	100.00
08/16/2019	310763	HAMPTON INN	HOTELS FOR GLENN MILLER	1,677.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 5 of 10

Check Date	Check	Vendor Name	Description	Amount
08/16/2019	310764	JOHNSTON LEWIS ASSOCIATES INC.	INSURANCE ON STORAGE TANK	4,277.33
08/16/2019	310765	KIESLER POLICE SUPPLY	REPLACE HANDGUNS/HOLSTERS	8,589.18
08/16/2019	310766	LOCEY SWIM POOL CO.	FOUTAIIN SUPPLIES FOR CITY HALL	26.70
08/16/2019	310767	M M R M A	PMT 2 OF 2, ANNUAL LIABILITY INS	256,867.50
08/16/2019	310768	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES - DPS	50.00
08/16/2019	310769	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINT	1,450.74
08/16/2019	310770	MICHIGAN ASSESSOR ASSOCIATION	2019 MAA FALL TRAINING REGISTRATION	195.00
08/16/2019	310771	MICHIGAN PAVEMENT MARKINGS LLC	LINE STRIPING SERVICES	45,462.70
08/16/2019	310772	MLIVE MEDIA GROUP	LEGAL NOTICE FOR JULY 2019	614.38
08/16/2019	310773	MODERNISTIC CARPET CLEANING CO	CARPET CLEANING - TECH SERVICES	200.00
08/16/2019	310774	MOSQUITO CONTROL OF SW MICHIGAN	INCREDIBLES MOVIE SPRAY	338.00
08/16/2019	310775	OFFICE DEPOT, INC.	OFFICE SUPPLIES 2018/19	1,557.07
08/16/2019	310776	PETERS CONSTRUCTION CO.	ZYLMAN AVE RECONSTRUCTION	135,712.05
08/16/2019	310777	PETTY CASH-KELLY REED	REPLENISHMENT CHECK	736.84
08/16/2019	310778	PIPEK INFRASTRUCTURE SERVICES	STORM SEWER VIDEO INSPECTION	48,741.99
08/16/2019	310779	PLUMMER'S ENVIRONMENTAL SERVICES	SEWER LATTERAL INSPECTION	4,620.00
08/16/2019	310780	PORTAGE ROTARY	CITY MANAGER ROTARY DUES	225.00
08/16/2019	310781	QUALITY POOL AND SPA	REFUND OF HYDRANT METER DEP	100.00
08/16/2019	310782	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATERIALS	82.50
08/16/2019	310783	ROWLEY BROTHERS, INC.	MOTOR OIL	1,368.00
08/16/2019	310784	S & T LAWN SERVICE	LANDSCAPING SERVICES	1,563.00
08/16/2019	310785	SCHUMAKER, ADAM	GLENN MILLER AMPLIFIER RENTAL	60.00
08/16/2019	310786	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS 19/20	12.50
08/16/2019	310787	UNITED PARTY & EVENT SERVICES	HOW 2 TRAIN MOVIE EQUIP RENTAL	600.00
08/16/2019	310788	VEEDER, JASON	DJ FOR LUAU AND MONSTER MASH	800.00
08/16/2019	310789	VERIZON WIRELESS	WIRELESS SERVICE	48.12
08/16/2019	310790	WILLIAMS & WORKS	ENGINEERING - EAST CENTRE AVE,	18,550.58
08/16/2019	310791	X-TREME DEMOLITION INC.	REFUND OF HYDRANT METER DEPOSIT	100.00
08/16/2019	310792	YEO & YEO	2018-2019 AUDIT AND CAFR	4,900.00
08/16/2019	310793	S & T LAWN SERVICE	LANDSCAPING SERVICES	1,563.00
08/16/2019	310794	AMALGAM LLC	ANNUAL WEB GIS SERVICE	4,500.00
08/16/2019	310795	MICHIGAN ASSOC. OF PLANNING	MAP CONFERENCE FOR STAFF	1,525.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 6 of 10

Check Date	Check	Vendor Name	Description	Amount
08/20/2019	310796	ATTORNEYS TITLE AGENCY LLC	CDBG SMITH 3826 FLORINDA DOWN PMT	3,000.00
08/20/2019	310797	ROWLEY BROTHERS, INC.	MOTOR OIL	1,328.00
08/21/2019	310798	JOHNSON, HOWARD L, & DELLINGER,	FENCE RELOCATION W/IN EASEMENT	1,000.00
08/21/2019	310799	NATIONS TITLE AGENCY	CDBG SMITH 3826 FLORINDA DOWN PMT	3,000.00
08/22/2019	310800	2ND CIRCUIT COURT	BOND COURT#20120041515H -	100.00
08/22/2019	310801	A T & T	ELECTRONIC COMMUNICATIONS	3,666.75
08/22/2019	310802	A T & T LONG DISTANCE	LONG DISTANCE SERVICE	174.37
08/22/2019	310803	ACE PARKING LOT STRIPING, INC.	PARKING LOT STRIPING	300.00
08/22/2019	310804	ALLEGRA PRINT & IMAGING	PRINTING - BUSINESS CARDS	670.00
08/22/2019	310805	ALLIED MECHANICAL SERVICE	IRRIGATION REPAIRS	3,837.84
08/22/2019	310806	ALTA EQUIPMENT CO.	CRACK SEALER MAINT	368.63
08/22/2019	310807	AMERICAN SCREEN PRINTING	UNIFORMS	152.50
08/22/2019	310808	AR ENGINEERING LLC	ENGINEERING SERVICES	4,161.25
08/22/2019	310809	AT&T	GPS TRACKING	1,500.00
08/22/2019	310810	BLOOM SLUGGETT, PC	LEGAL SERVICES	625.00
08/22/2019	310811	BOARD OF TRUSTEES MICHIGAN STATE U	TREE DIAGNOSTIC SERVICES	300.00
08/22/2019	310812	CABELA'S, INC.	20 WATCH CAPS ITEM# 28125	258.75
08/22/2019	310813	CALNIN, ANGEL & MATTHEW	OVERPMT FINAL UTIL BILL 4660 BRICKL	21.70
08/22/2019	310814	CAMPBELL AUTO SUPPLY	FIRE APPARATUS MAINT.	31.23
08/22/2019	310815	CARTRIDGE WORLD	PRINTER SERVICES	1,797.69
08/22/2019	310816	CHEESE PEOPLE OF GRAND RAPIDS	FARMERS MARKET SNAP/EBT REIMB	12.00
08/22/2019	310817	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	196.63
08/22/2019	310818	CREATIVE SERVICES OF NEW ENGLAND	2019 PARK RANGER STICKERS	206.95
08/22/2019	310819	DAVIS, MICHELLE	LAKEVIEW SOFTBALL DEPOSIT RFND	100.00
08/22/2019	310820	DELOOF CONSTRUCTION, INC.	CONTRACTING FOR WATER REMEDIATION	49,895.00
08/22/2019	310821	DEVON TITLE AGENCY	TITLE INSURANCE	670.00
08/22/2019	310822	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIRS	8,318.41
08/22/2019	310823	ERB, GREG W	BD Bond Refund	615.00
08/22/2019	310824	FECK, EMILY	STUART MANOR DEPOSIT REFUND	150.00
08/22/2019	310825	FRED PRYOR SEMINARS/CAREERTRACK	EXCEL BASICS & BEYOND THE BASICS	128.00
08/22/2019	310826	GAIL W. GUTH	CITY SIGN PROJECT	3,000.00
08/22/2019	310827	GORDON FOOD SERVICE	RAMONA CONCESSIONS	237.65

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 7 of 10

Check Date	Check	Vendor Name	Description	Amount
08/22/2019	310828	GREAT LAKES CHEMICAL SERVICES INC	VEHICLES SERVICES	350.00
08/22/2019	310829	GREEN, TIMOTHY J & AVA M	BD Bond Refund	300.00
08/22/2019	310830	GROSSMAN, HORNE & CANNIZZARO PC	PORTAGE PUBLIC SAFETY FOUNDATION	380.00
08/22/2019	310831	GWIN, KENDRA	TRAVEL ADVANCE-APWA PUBLIC WORKS	500.00
08/22/2019	310832	HALT FIRE, INC.	FIRE APPARATUS MAINT	40.41
08/22/2019	310833	HARBEN, INC.	RODDER TRAILERS MAINT.	1,559.39
08/22/2019	310834	HEFFNER, SAVANNAH	STUART MANOR DEPOSIT REFUND	150.00
08/22/2019	310835	HERNANDEZ, PAUL & ILDA	RENTAL DAMAGE DEPOSIT RETURN	100.00
08/22/2019	310836	HEWITT, NATHAN	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/22/2019	310837	HILL, SHANNON	HAYLOFT THEATRE DEPOSIT REFUND	150.00
08/22/2019	310838	HOLOCENE ENVIRONMENTAL LLC	PROFESSIONAL SERVICES	850.00
08/22/2019	310839	HOME DEPOT	MISC BUILDING SUPPLIES	1,246.74
08/22/2019	310840	VOID	VOID	0.00
08/22/2019	310841	HOPKINS FUNDRAISING CONSULTING	SENIOR CENTER CAMPAIGN	6,250.00
08/22/2019	310842	INCREDIBLE KETTLE	FARMERS MARKET SNAP/EBT REIMB	28.00
08/22/2019	310843	INT'L ASSOC OF FIRE CHIEFS	FIRE ADMIN TRAINING	240.00
08/22/2019	310844	INT'L PUBLIC MGT ASSOC FOR HR	IPMA MEMBERSHIP	405.00
08/22/2019	310845	INTERNATIONAL CODE COUNCIL, INC	FIRE MEMBERSHIPS	135.00
08/22/2019	310846	JERECO LLC	BD Bond Refund	1,280.00
08/22/2019	310847	JOHN W. DUNLOP	FISH CAMP INSTRUCTION	140.00
08/22/2019	310848	JONES, TRAVIS	OVERPMT FINAL UTIL BILL 7163 LESLEE	55.12
08/22/2019	310849	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES JULY 2019 MH TAX	805.00
08/22/2019	310850	KALAMAZOO LANDSCAPE SUPPLIES	LEXINGTON PROJECT	335.50
08/22/2019	310851	KAMMINGA & ROODVOETS, INC.	IDAHO AVE RECONSTRUCTION	904,308.49
08/22/2019	310852	KEENAN, STEPHANIE	RAMONA SOCCER DEPOSIT REFUND	100.00
08/22/2019	310853	KENT COUNTY DPW	WASTE DISPOSAL RED MED/DRUG	90.00
08/22/2019	310854	KIESLER POLICE SUPPLY	REPLACE HANDGUNS/HOLSTERS	1,494.00
08/22/2019	310855	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - COMMUNICATION SERV	364.00
08/22/2019	310856	KRAMER, TOM OR DON	UB REFUND FOR FINALED ACCT	14.48
08/22/2019	310857	KZOO TIRE COMPANY	TIRE REPAIR	1,021.50
08/22/2019	310858	LANGUAGE LINE, INC	19/20 LANGUAGE SERVICES	34.04
08/22/2019	310859	LED LIGHTING WHOLESALE INC.	REPLACEMENT BULBS DPW	1,350.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 8 of 10

Check Date	Check	Vendor Name	Description	Amount
08/22/2019	310860	LEWIS, ERIC	WESTFIELD SOFTBALL DEPOSIT	100.00
08/22/2019	310861	LIFELOC TECHNOLOGIES, INC.	PBTS	1,350.00
08/22/2019	310862	LOCEY SWIM POOL CO.	FOUTAIIN SUPPLIES FOR CITY HALL	26.10
08/22/2019	310863	MCCAFFERTY, SHAWNA	HAYLOFT THEATRE DEPOSIT RFND	150.00
08/22/2019	310864	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	45.00
08/22/2019	310865	MENARDS	SPLIT RAIL FENCE	2,936.50
08/22/2019	310866	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINT	1,329.82
08/22/2019	310867	MICHIGAN ASSOC. OF SENIOR CENTERS	CONFERENCE REGISTRATION	235.00
08/22/2019	310868	MICHIGAN CRISIS RESPONSE ASSOC.	FIRE OPS TRAINING	399.00
08/22/2019	310869	MICHIGAN FIRE INSPECTOR'S SOCIETY	FM TRAINING	1,125.00
08/22/2019	310870	MOLNAR, PATTY	SHRM-SCP EXAM AND STUDY MATL	1,225.00
08/22/2019	310871	MOLNAR, PATTY	SHRM MEMBERSHIP	189.00
08/22/2019	310872	MORTLOCK, TODD	OVERPMT FINAL UTIL BILL 6670 EDGEFI	119.67
08/22/2019	310873	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	158.09
08/22/2019	310874	NAFTEL, BEVIN	HAYLOFT & AMP. DEPOSIT REFUND	300.00
08/22/2019	310875	NEAL, BRETT	LAKEVIEW SOFTBALL DEPOSIT	100.00
08/22/2019	310876	NETWORKFLEET, INC.	GPS SERVICES	1,326.50
08/22/2019	310877	NORTHERN CONSTRUCTION SERVICES CORP	2018 LOCAL STREETS PHASE II	708,750.84
08/22/2019	310878	OCKERMAN, JOAN	TRIP REFUND 190821 TALL SHIPS	1,149.00
08/22/2019	310879	OFFICE DEPOT, INC.	MISC OFFICE SUPPLIES	1,355.86
08/22/2019	310880	VOID	VOID	0.00
08/22/2019	310881	VOID	VOID	0.00
08/22/2019	310882	PAPER CENTRAL	30 CARTONS OF COPY PAPER	965.50
08/22/2019	310883	PEER, JON	GO DADDY.COM ITEM NO. 1069427	59.88
08/22/2019	310884	PENCHURA, LLC	CELERY FLATS PARK LANDSCAPE	1,119.35
08/22/2019	310885	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	543.93
08/22/2019	310886	PFAU SMITH, MARNIE	OVERPMT FINAL UTIL BILL 2802 RADCLI	92.68
08/22/2019	310887	PIPELINE MAINTENANCE SERVICES, INC.	CULVERT CLEANING	700.00
08/22/2019	310888	POLDERMAN'S FLOWER SHOP	FLOWERS FROM CMO	100.90
08/22/2019	310889	PR MEDIA	JOB ADVERTISING	350.00
08/22/2019	310890	RAILROAD MANAGEMENT CO. IV, LLC	RAILROAD LEASE AGREEMENT	1,589.94
08/22/2019	310891	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATERIALS	55.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 9 of 10

Check Date	Check	Vendor Name	Description	Amount
08/22/2019	310892	REHACEK, CHARA	UB REFUND, FINAL BILL	216.52
08/22/2019	310893	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL - COMPOST	9,083.33
08/22/2019	310894	RETTIC, ANN	PERFORMANCE AT SPECIAL LUNCH	100.00
08/22/2019	310895	RIEMANN, KATHY	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/22/2019	310896	RIVERSIDE INTEGRATED SYSTEMS, INC.	MONITOR FIRE ALARM	270.00
08/22/2019	310897	ROBERTSON, CHARLIE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/22/2019	310898	ROOT SPRING SCRAPER CO.	MOLDBOARD REPAIRS	3,484.00
08/22/2019	310899	SCHUMACHER, CHRISTOPHER	RAMONA FOOTBALL DEPOSIT REFUND	100.00
08/22/2019	310900	SECTIGO LIMITED	SSL RENEWAL 1 YR -TS	482.95
08/22/2019	310901	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL MAINTENANCE	4,430.00
08/22/2019	310902	SHETLER CONSTRUCTION LLC	ROOFING COATING ANNEX LOBBY	15,000.00
08/22/2019	310903	SHI INTERNATIONAL CORP.	MULTIFUNCTION PRINTER	3,050.50
08/22/2019	310904	SHORT, MARY	TRIP REFUND 190926 WEST MICH	50.00
08/22/2019	310905	SILK ABSTRACT COMPANY	OVERPAYMENT STAX19 FOR 58	190.38
08/22/2019	310906	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIR SUPPLIES	206.36
08/22/2019	310907	SMITH, DANIEL	SCHRIER PARK DEPOSIT REFUND	150.00
08/22/2019	310908	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHING FLUID	980.98
08/22/2019	310909	STATE OF MICHIGAN	SOR REGISTRATION FEES	30.00
08/22/2019	310910	STATE OF MICHIGAN (DOT)	WEST MILHAM RECONSTRUCTION	331,366.26
08/22/2019	310911	STATE SYSTEMS RADIO, INC	ANNUAL TOWER LEASE CONTRACT	1,551.67
08/22/2019	310912	SUPERIOR BUSINESS SOLUTIONS	MISC. UNIFORMS 19/20	3,982.24
08/22/2019	310913	SUZANNE GERNAAT	PROGRAM INSTRUCTOR PAYMENT	285.00
08/22/2019	310914	TMR BUILDERS INC	OVERPAYMENT FINAL WATER/SEWER	41.40
08/22/2019	310915	UNITED PARCEL SERVICE	UPS WEEKLY	44.79
08/22/2019	310916	USA TODAY	SUBSCRIPTION FOR LOBBY PATRONS	29.00
08/22/2019	310917	USABLUEBOOK	HYDRANT METERS	2,595.70
08/22/2019	310918	VELD, ANN	TRIP REFUND 191115 TEXAS TENORS	98.00
08/22/2019	310919	VERIZON WIRELESS	WIRELESS CARDS	2,583.94
08/22/2019	310920	WASTE MANAGEMENT	DISPOSAL SERVICES	163,871.50
08/22/2019	310921	WEBSTER ELECTRIC	BD Payment Refund	136.00
08/22/2019	310922	WENDLING-OSBORN, JANE A	TRIP REFUND 191206	50.00
08/22/2019	310923	WITMER PUBLIC SAFETY GROUP	FIRE ADMIN UNIFORMS	81.99

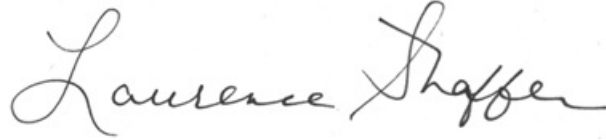
ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/10/2019 To: 8/24/2019

Page 10 of 10

Check Date	Check	Vendor Name	Description	Amount
			Total Paper Checks:	3,189,432.23
Check Type: Auto-Pay Payment				
08/12/2019		CONSUMERS ENERGY	GAS-ELECTRIC	1,287.31
08/13/2019		CONSUMERS ENERGY	GAS-ELECTRIC	9,466.07
08/14/2019		CONSUMERS ENERGY	GAS-ELECTRIC	24,601.70
08/15/2019		RANDALL BROWN & ASSOC	RETAINER FEES	18,810.00
08/15/2019		CONSUMERS ENERGY	GAS-ELECTRIC	1,035.35
08/16/2019		CONSUMERS ENERGY	GAS-ELECTRIC	506.51
08/19/2019		CONSUMERS ENERGY	GAS-ELECTRIC	10,790.68
08/20/2019		CONSUMERS ENERGY	GAS-ELECTRIC	361.71
08/21/2019		CONSUMERS ENERGY	GAS-ELECTRIC	4,178.48
08/22/2019		CONSUMERS ENERGY	GAS-ELECTRIC	224.20
			Total Auto-Pay Payments:	71,262.01
			Grand Total:	4,039,364.93

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Ice Control Salt Purchase - Cooperative Purchase

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award contracts to Detroit Salt Company:

1. in the amount of \$74.57 per ton for 2,500 tons of ice control salt at a total cost of \$186,425 for early delivery and
2. in the amount of \$76.58 per ton for 1,500 tons of ice control salt at a total cost of \$114,870 for seasonal back-up on an as-needed basis

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

Each year, the city participates in the Michigan Delivering Extended Agreements Locally (MiDEAL) program for the procurement of winter ice control salt. The purchasing program provides the city excellent economic savings due to the large volume purchasing power of the State of Michigan. The state ice control salt bids are structured for early deliveries, as well as for seasonal back-up quantities delivered on an as-needed basis. Salt continues to be the most cost-effective deicing agent for assuring safe roadway travel during the winter months.

In FY 2018-2019, the city purchased 3,300 tons of ice control salt at a cost of \$229,953. For FY 2019-2020, \$435,750 has been appropriated for the purchase of salt with funds being used from Act 51 - Michigan Transportation Funds.

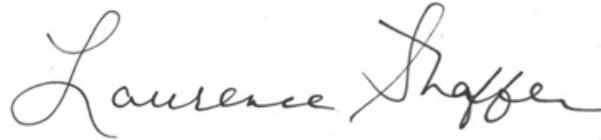
It is recommended that City Council award contracts to Detroit Salt Company in the amount of \$186,425 for the early delivery of 2,500 tons of ice control salt at the price of \$74.57 per ton and in the amount of \$114,870 for 1,500 tons of ice control salt for seasonal back-up on an as-needed basis at the price of \$76.58 per ton. This pricing represents a 17 percent increase per ton from FY 2018-2019 due to increased salt usage across the country during the winter of 2018-2019.

FUNDING: Fund are budgeted and available for this purchase in the FY 2019-2020 Major and Local Streets budgets.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: States Streets Water Main Project - Amendment

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Amend a construction contract with Kamminga and Roodvoets, Inc. of Grand Rapids, Michigan for the State Streets Water Main Project in an amount not to exceed \$592,593.25 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2019-2020 Capital Improvement Program (CIP) budget provides funding for the State Streets Water Main Project. The project entails the installation of water main on Nevada Avenue, Dakota Avenue and Ohio Avenue from West Milham Avenue to Idaho Avenue. The total appropriation, to include a budget amendment, is \$660,000. The total project, to include engineering and inspection, is \$645,000. All of the funds will be provided by the Water Fund. No borrowing is anticipated. All funding will be provided by the cash on hand. The new water main extensions will provide public water to the remaining high density properties with aging shallow wells in this neighborhood. The project would also include street milling and resurfacing upon completion of all water main work.

On April 9, 2019, City Council awarded a contract in an amount not to exceed \$1,904,977.90 to Kamminga and Roodvoets, Inc. for the construction of water main and road improvements on Idaho Avenue, which is substantially complete. Kamminga and Roodvoets, Inc. has done an excellent job on the Idaho Avenue Water Main and Reconstruction Project. The company is very responsive to city requests and resident needs, and completed the project on schedule.

Design of the State Streets Water Main project was finalized on August 16, 2019 and construction could be completed in 2019 if the work can begin in September. With this timeline in mind, the city requested a proposal from Kamminga and Roodvoets, Inc. to complete the State Streets Water Main Project. The firm submitted a proposal in the amount of \$592,593.25, using unit pricing from the Idaho Avenue Project.

It is recommended that City Council amend a construction contract to Kamminga and Roodvoets, Inc. of Grand Rapids, Michigan for the State Streets Water Main Project, in an amount not to exceed \$592,593.25, and authorize the City Manager to execute all documents related to the contract on behalf of the city. If approved, the construction of the State Streets Water Main Project will begin in September of 2019 and be completed in the fall of 2019.

FUNDING: Funds are available in the FY 2019-2020 Capital Improvement Program budget.

Attachments: 1. State Streets Water Main Recommendation



August 26, 2019

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

Subject: Recommendation for Contract Award
State Streets Watermain Project
J&H Project No. 774-7576.001

Mrs. Gwin:

At the request of City Staff, Kamminga and Roodvoets provided a bid for completion of the State Streets Watermain Project. With this bid, Kamminga and Roodvoets is holding their unit pricing from the Idaho Avenue Reconstruction Project. Based on recent bidding results, this pricing is advantageous for the City. It also retains the Contractor on site, saving time and cost for mobilization.

Bid Summary

Engineer's Estimate	\$599,899.95
Kamminga and Roodvoets	\$592,593.25

The bid of \$592,593.25 submitted by Kamminga and Roodvoets of Grand Rapids, MI is in line with the Engineer's Estimate for the work. Kamminga and Roodvoets has previously furnished the qualifying project experience and meets the MDOT prequalification requirement for this project. Their proposed subcontractors also meet the MDOT prequalification requirements and have completed several past projects for the City of Portage. Jones & Henry Engineers, Ltd. recommends award of the Contract to Kamminga and Roodvoets, in the amount of \$592,593.25.

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

Sincerely,

JONES & HENRY ENGINEERS, LTD.

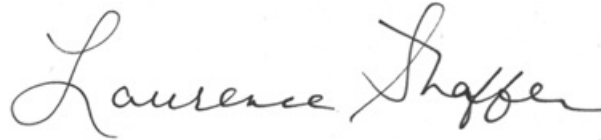
Aaron J Davenport, PE
Principal; Office Director

Attachment: Kamminga and Roodvoets Bid Form

Cc: Jamie Harmon, PE - City of Portage

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: West Lake Weed Management - 2020 to 2024 Application Program

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Adopt Resolution No. 1, accept the City Manager Report and request preparation of Resolution No. 2 for the West Lake Management Program Special District No. 020-Q.

The West Lake Improvement Association (Association) has requested city assistance in creating a new five-year assessment district for the management of aquatic plants in West Lake. West Lake Weed Management assessment programs were approved by City Council in 1988, 1993, 1999, 2005, 2010, and 2015. It is the desire of the West Lake residents, as indicated in the attached letter from the Association, to continue current lake management efforts. Maintenance efforts in the past have concentrated on herbicide treatment of the lake for control of nuisance aquatic plants. Currently, \$7,695 remains in the project account from the previous five-year program with \$23,400 due September 30, 2019 as the final installment on the current assessment.

The Association has requested an assessment budget of approximately \$176,000. Utilizing the available funds in the project account and the final assessment installments reduces the anticipated five-year cost of the management program to \$144,905. As in previous five-year programs, the Association has requested the city participate in the management plan in the amount of 20% of the anticipated cost of the five-year program, or \$35,200, with the riparian owners funding 80% of the program, or approximately \$117,000 (\$100 per parcel per year). At the request of the Association, this amount would be assessed against the lake riparians on a per parcel basis as previously done since the 1999 assessment district. Per parcel assessment is preferred by the Association because all riparian owners have the right to use the lake equally, regardless of lot size.

The five-year management plan for West Lake includes herbicide treatment of lake aquatic plants. In 1988, the City Attorney and Bond Counsel determined that control of aquatic plants as part of an overall lake management program represented a public improvement and that a special assessment district could be established as permitted by City Charter and Ordinances. Protecting city resources is appropriate as lakes provide an overall benefit to the quality of life in the city. The city share cost would be funded within the Capital Improvement Program.

It is recommended that City Council initiate the project by adopting Resolution No. 1, accepting the City Manager Report and requesting preparation of Resolution No. 2 for the West Lake Management Program Special Assessment District No. 020-Q.

FUNDING: Special Assessment Collection - West Lake Weed Budget in the General Fund

- Attachments:**
1. City Manager Report Special Assessment 020-Q
 2. West Lake Weed Assessment Request Letter- August 2019
 3. Resolution #1 - West Lake Weed Assessment

CITY MANAGER REPORT

CITY OF PORTAGE

TO: Mayor and City Council

FROM: Laurence Shaffer, City Manager

DATE: August 23, 2019

SUBJECT: West Lake Management Special Assessment District No. 020-Q

I, the undersigned, being the City Manager for the City of Portage, Michigan, in pursuance of a resolution adopted by the City Council, relative to the above entitled special assessment project, hereby report the probable cost, extent, necessity of the proposed improvement, the boundaries, the estimated useful life and suggested method of apportioning of the cost of the project, the proportion, if any, to be paid by the City-at-large, and other necessary and pertinent information as follows:

Probable Cost: \$176,000

Extent of Project: Establish funding to provide for the management of West Lake including herbicide treatment of aquatic plants.

Necessity: To maintain the quality and usefulness of West Lake for the riparian lake owners and general public.

Boundaries: Unplatted Land: Land located in Section 22 described as beginning 99 ft. west and approximately 540 ft. south of the center $\frac{1}{4}$ Post of Section 22 on the North shore line of West Lake; thence Westerly along said north shore line of West Lake and West Lake channel to the Southwest corner of Lot 132 of the recorded plat of Fabercrest #2; thence South 42 degrees East approximately 90 ft. to the South line of West Lake channel; thence Easterly along said South line approximately 1,150 ft. to the west shore of West Lake; thence Southerly along said shore approximately 2,100 ft. to the Northeast corner of Lot 4 of the recorded plat of Matteson's Park and place of ending; Also land located in Section 27 described as: Beginning at the Northwest corner of Lot 30 of the recorded plat of West Lake Beach, which is on the South shore of West Lake, thence Westerly along said shore line approximately 165 ft. to the place of ending.

Platted Land: Lots 7 through 57 inclusive of Ames West Lake Park; Lots 1 through 10 inclusive of Burr's West Lake Resort; Lots 1 through 15 inclusive and Lot 89 of Dixie-Mac Park excluding the south 20 ft. of Lot 8; Lots 129 through 140 inclusive of Fabercrest #2; Lots 1 through 26 inclusive of

Hilliard's Plat; Lots 1 through 14 inclusive of James W. Scott West Lake;
Lots 3 through 37 inclusive of Matteson's Park; Lots 1 through 13 and Lots
28 through 46 inclusive of Newell's West Lake Subdivision; Lots 1 through
26 inclusive of Pleasant View Beach; Lots 1 through 14 inclusive of Reid's
Plat; Lots 2 through 30 inclusive of West Lake Beach.

Useful Life: 5 Years

Method of Apportioning	Special Assessment due September 30, 2019	\$ 23,400
	Current Special Assessment Balance	\$ 7,695
	Special Assessment 2020-2024	\$115,000
	Special Assessments	\$140,800 (80%)
	City Share	<u>\$ 35,200</u> (20%)
	TOTAL	\$176,000

Attachments

Laurence Shaffer
City Manager



August 2th, 2019

Kendra Gwin
Transportation & Utilities Department
City of Portage
7900 South Westnedge
Portage, MI 49024

Re: West Lake 2020-2025 Special Assessment District

Dear Ms. Gwin,

The purpose of this letter is a request to initiate a new special assessment district for the riparian residents of West Lake for the purposes of a continued successful treatment of the lake to control weed growth, control storm drainage and promote the general health of the lake for the benefit of all Portage residents. Our current, five-year assessment district ends this year (2019) and we would like to continue the success we have had for another five years to come. The West Lake Improvement Association (and all our members) stand prepared to assist the City with the establishment of the district and the implementation of the annual treatments.

The West Lake Improvement association and its members are requesting an assessment of \$100 per West Lake deeded property owner, per year, for a five (5) year period, 2020-2025. The City of Portage also contributes to this district by a 20% factor of the total assessments of the riparian

property owners, in recognition of the presence of the West Lake Nature Preserve. This district would replace our currently expiring assessment.

Over the past 35 plus years, our West Lake Improvement Association has studied and addressed invasive weed problems by employing trained professionals to identify, monitor and treat these weeds with herbicides. In recent years, our board has retained the services of Jennifer L. Jermalowicz-Jones of Restorative Lake Sciences, LLC of Spring Lake to perform an annual thorough lake study and chart our progress down a proven path of success. The water quality of West Lake has benefitted.

As illustrated in the attached spreadsheet, a continuation of our current annual study and treatments has been projected to have a five-year cost of \$175,500, or an average of \$35,100 annually. Actual annual treatment costs vary to meet exact conditions controlled by air and water temperatures and seasonal influence. While we are confident in our planned costs, based on our history, we have also included some small contingencies to help us adjust for unforeseen increases in the costs of labor or chemicals. Our assessments costs per riparian will remain at \$100.

The West Lake Improvement Association was chartered to protect water quality and home values by protecting the health of West Lake. For those reasons, the Association, on behalf of our members, respectfully request that the City favorably considers our petition to establish this continued special assessment district. The Association stands ready to support the efforts required to make this district a success.

Please feel free to contact me at 269-615-0383 if you have any questions.

Sincerely,



Mark Yassay, President
West Lake Improvement Association

CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 1
WEST LAKE MANAGEMENT PROGRAM SPECIAL ASSESSMENT DISTRICT #020-Q

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 _____ day of _____, 2019, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____ and seconded by:

Councilmember _____.

WHEREAS, the City Council of the City of Portage is of the opinion that it is desirable and necessary for the public health, safety and welfare that the following described public improvement be constructed:

Establish funding to provide for the management of West Lake including herbicide treatment of aquatic plants.

AND WHEREAS, the Special Assessment Ordinance of the City provides that before determining to make any improvement by means of special assessment procedures, the City Council shall secure certain information from the City Manager.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council, at the request of the West Lake Improvement Association, hereby commences special assessment proceedings for the above described public improvement.

2. The matter of making such public improvement shall be referred to the City Manager who is hereby directed to prepare a report which shall include all necessary and pertinent information which will enable the Council to ascertain the probable cost, extent and necessity of the proposed improvement, the boundaries, the estimated useful life, a suggested

method of apportioning the cost of the project and what proportion, if any, should be paid by the City-at-large.

3. The City Manager is hereby directed to file said report and recommendation with the City Clerk as soon as the same has been prepared.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

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, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a _____ meeting of the City Council of said City, held on the _____ day of _____, 2019, the original of which resolution is on file in my office.

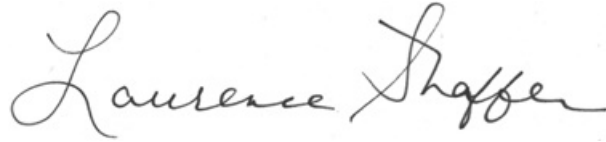
IN WITNESS THEREOF, I have hereto affixed my official signature this _____ day of _____, 2019.

Adam Herringa, City Clerk

APPROVED AS TO FORM
DATE 8/22/2019
[Signature]
CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Committee of the Whole Meeting

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Set a Committee of the Whole Meeting on Monday, September 16, 2019 at 5:30 p.m. for the purpose of reviewing and discussing proposed Ordinance Amendment #18/19-B, Residential Amendments.

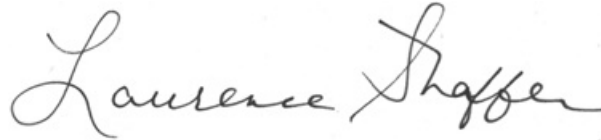
At its regular meeting of August 20, 2019, City Council voted "to hold a Committee of the Whole Meeting on a date suitable to City Council for the purpose of reviewing and discussing proposed Ordinance Amendment #18/19-B, Residential Amendments, and defer any action on this item until after the Committee of the Whole Meeting is held." It is recommended that this meeting be held on Monday, September 16 beginning at 5:30 p.m.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Board and Commission Interview Session

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Set a Special Meeting on Tuesday, October 1, 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 Summary, and per the Policy for Appointments to Citizen Advisory Boards, Council will interview applicants to fill vacancies on the following Boards and Commissions:

EDC/TIFA and BRA	2 expiring terms
Environmental Board	3 expiring terms
Historic District Commission	3 expiring terms
Human Services Board	2 expiring terms, 1 vacancy
Park Board	3 expiring terms, 1 vacancy
Senior Citizens Advisory Board	3 expiring terms

It is recommended that City Council set a Special Meeting on Tuesday, October 1, 2019, beginning at 5:15 p.m., to interview Board and Commission applicants.

FUNDING: N/A

Attachments: 1. Vacancy Summary

BOARDS/COMMISSIONS VACANCY SUMMARY FOR OCTOBER 1, 2019 SPECIAL MEETING

INTERVIEWS	5:15 pm	5:30 pm	5:45 pm	6:00 pm	6:15 pm	6:30 pm
APPLICANTS	<i>SR CITZ</i> 3 exp terms 3 yr terms	<i>ENV BD</i> 3 exp terms 3 yr terms	<i>HDC</i> 3 exp terms 3 yr terms	<i>HSB</i> 2 exp terms 1 vacancy 3 yr terms	<i>PK BD</i> 3 exp terms 1 vacancy 3 yr terms	<i>EDC/TIFA and BRA</i> 2 exp terms 6 yr terms
Michael F. Barton			Member			
Jeremy P. Custer			Member			
Brian Harrison		Member				
Chelsea Huber		Member				
Effie Kokkinos				Member		
Robb Krueger					Member	
Rebecca Lopez			Member			
Jo A. McCrumb	Member					
Jeffrey Monroe						Member
Jonathan Peer					Member	
Staci Salisbury					Member	
Fiorella Spalvieri				Member		
William Strong		Member				
Daniel J. Vomastek (PPS)						Member
Sharon D. White	Member					
Linda Zoeller	Member					

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.

NP – Applicant with No Preference.

1 – will attend

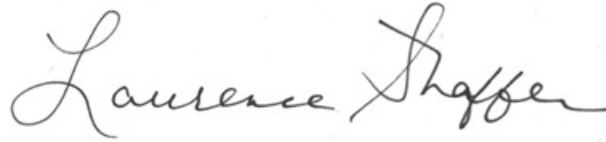
2 – unable to attend

3 – no response

08/05/19

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Hampton Creek Wetland Emergency Pumping - Information Only

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

On July 24, 2019, the Michigan Department of Environment, Great Lakes and Energy (EGLE) Water Resources Division issued a 30-day permit that allowed the city to temporarily place an intake pipe in the Hampton Creek Wetlands at 7887 Moorsbridge Road to pump water from the bog into the sanitary sewer system. Pumping was necessary to reduce the bog water level by approximately 6 inches.

Pumping began on July 24, 2019, and an average of 225 gallons per minute was pumped from July 24, 2019 through August 8, 2019 at which time the bog water level had been reduced by 6 inches and the pump was shut off.

The emergency pumping permit was scheduled to expire on August 22, 2019, however staff has submitted a Wetland Permit Minor Revision request to EGLE to extend the emergency permit for an additional 12 months. The extension, if approved, will allow the city to resume pumping and lower the water level by 6 inches if, during that 12-month time period, the bog water level rises 6 inches, returning to the high water levels recorded prior to July 24, 2019.

FUNDING: Not applicable

Attachments: None

Minutes of Boards & Commissions

Youth Advisory Committee Minutes

July 22, 2019, 6:00 p.m.

- I. Call to order
- II. Introductions and Attendance
- III. Approval of the June Meeting Minutes
- IV. Report from Liaisons
 - a. Park Board would like to know what sport related events we would like to see around Portage
 - i. Bicycle events, charity runs (5k), basketball games, community service opportunities at parks, beach volleyball tournaments
- V. Local Government
 - a. History of Portage
 - b. Responsibilities of Local Government (time permitting)
 - c. Organization of City Government (time permitting)
 - i. Postponed
- VI. Social Media (FB, IG, Twitter, Snapchat – advertise in school)
 - a. Looking for more content to post
- VII. Great American Campout Review
 - a. Music for next year
 - b. Mood was overall dreary
 - c. Face painting went well, was very popular
 - i. Have more face painting tables next year
 - d. Good number of volunteers
 - e. Beach ball baseball was popular
 - f. Have Mr. Crispy at the event next year
 - g. S'mores went well
 - h. Nature hike should have been more planned
- VIII. July 4th Fireworks Event Review
 - a. Games weren't very popular
 - b. Lack of parent supervision on kids
 - c. Have more games for older children
 - d. Games weren't in a very visible location
 - e. Games might not be necessary for the Fireworks event
 - f. Glow sticks for next year?
 - g. Needs more structure and organization in the future
- IX. Community Movie Night – YAC sponsored event
 - a. Sign up at SignUp.com – <https://signup.com/go/mfdAtsc>
 - b. Co-sponsored with Breakfast Optimist Club of Kalamazoo
 - c. Public Safety Demonstrations: 7 – 9 p.m. – Arrive 6 - 6:15 p.m.
 - i. Volunteers will have specific jobs this year:
 - 1. Greeter
 - 2. Station supervisor

3. Working at a booth
 - d. *"Spider Man: Into the Spider-Verse"*
 - e. Friday, August 2 at approximately 9:15 p.m., arrive at 6:15 p.m. (usually until 11:30 p.m.)
 - i. Need a photographer - Riya
 - f. Pre-Movie Trivia – need Q and A's - Riya
 - g. Refreshments (popcorn and water)
 - i. Food truck - ?? / Smoked Down BBQ??
 1. Smoked Down BBQ will be there, will give out one free meal (vegetarian options available)
 - h. Giveaways? (glow sticks, Gift bags, stuffed animals, theme prizes around movie (Spider Man candy), sticky hand on the wall toy, markers/colored pencils and other art supplies)
 - i. Glow sticks, sticky hand on the wall, Spider Man mask
 - ii. ?? games and prizes; tables and booths
 - i. Flyers/Promotion – ADVERTISE!!
 - i. Twitter account
- X. Volunteering Opportunities
 - a. Public Safety Alcohol/Tobacco compliance checks (Two 16 year olds and Two 18 years olds)
 - i. Volunteers:
 1. Kate – 16
 2. Dustin – 16
 3. Jace- 16
 4. Britton – 18
 5. Abby - 18
 - b. Ramona Park Luau on August 17 from 3-9 p.m.
 - i. Approved
 - c. Public Safety "Pig Out" at Public Safety Dept. on August 24th
 - i. Approved
- XI. Goals
 - a. What do you want to gain from this experience?
- XII. YAC T-shirts / YAC hats (Riya)
 - a. Designs have been created
- XIII. Election of Officers (October/November)
- XIV. Selecting Liaisons
- XV. Next Meetings
 - a. Monday, August 19
 - i. Approved

Portage Senior Citizens Advisory Board

July 19, 2019

ATTENDANCE:

Bill Wieringa, Mary Lou Petrulio, Linda Zoeller, Douglas Gilchrest, Tony Lorentz, Sharon White, Trudy Riker, Art Roberts

Absent Excused: John Lobo

Guests:

Staff: Kim Phillips

Call to order time: 2:35 PM

June Minutes Approval:

The June minutes were approved as submitted, Larry Smith moved, Sharon White seconded.

Travel Program, Trudy Riker:

Five very successful trips went out last month, the Fish Boil is a popular, well received trip and will be repeated in upcoming years. We do sometimes have participants who overestimate their walking capacity. A more in-depth description of walking levels is being considered.

The next trip preview is coming up on September 28th. Any volunteers are welcome.

The fiscal year 2018-19 resulted in the highest amount of revenue in their history.

Current Events, Sharon White:

Sharon distributed an activities sheet highlighting the activities coming up in August.

Friends of PSC Board Update, Trudy Riker:

Approved purchase of one iPad, financial report approved, capital campaign was discussed and a donation amount was decided upon. Antonio Orteeze was a guest who spoke regarding fundraising ideas. A donor event at the end of September was discussed.

Legislative Update, Art Roberts:

KCASI has a meeting August 19th at 1:15 at the PSC. Meals on Wheels and Loaves & Fishes will be presenting. No Portage Public Schools officials were in attendance at the city hall educational meeting & panel discussion. Kalamazoo Public Schools were in attendance.

Manager's Report, Kim Phillips:

Kim anticipates being back to work by the end of August.

Capital Campaign is progressing nicely, Sept 17 is the official public announcement. So far, 3.2 million dollars has been raised. Pledge forms are being delivered to the PSC today.

One of the issues we will be addressing is the issue of ageism, and the global misperceptions about older adults. If you are interested, there is a great book called This Chair Rocks.

The August meeting agenda item should include a budget analysis report.

Old Business:

None.

Program needs assessment status: Yesterday was the first of two group discussions run by the group consultants hired. We kept staff out of the room during the meeting. Larry Smith commented that many people didn't know where to look for information on what the PSC does. Many of these people did not own computers, Sparks and the Library were suggested as opportunities to learn about what the PSC does. Larry did not see any revolutionary ideas, but many suggestions and ideas would need more space than currently available. There was confusion by the group as to which services were offered by the library vs. the senior center. Doug's perception was that there were pockets of information but nobody seemed to have the whole vision of what is going on currently. A suggestion for a coffee time in which a staff person or knowledgeable member is available for question and answer time.

Kim informed the board that a survey will be promoted in August to help put a road map together for upcoming programming.

New Business:

None.

Activities Reminders:

CBD oil presentation coming up, grocery bingo, and more - check your newsletter!

Advisory Board Comments:

Art Roberts: What is Wild Animals? Binder Park Zoo is bringing animals to the PSC.

Citizen comments:

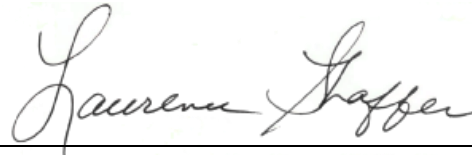
Time Adjourned: 2:55 PM

Next meeting: August 21, 2:30 PM

MATERIALS TRANSMITTED

Tuesday, August 20, 2019

1. Communication from the City Manager regarding the July 2019 Monthly Financial Report – Information Only
2. Communication from the City regarding setting a Special Meeting for a Mid-year Retreat
Agenda Item A.6.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: William Furry, Finance Director

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

Attachments: 1. July 2019 Financial Report

08/09/2019

BUDGET REPORT FOR CITY OF PORTAGE
 Calculations as of 07/31/2019

FUND	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	Percent of Amended Collected/Used
REVENUES					
Totals for dept 0000 -		24,360,004	24,360,004	1,269,021	5%
Totals for dept 1720 - City Manager		500	500	0	0%
Totals for dept 2053 - Finance Treasury		1,000	1,000	241	24%
Totals for dept 2110 - Technology Services		0	0	0	0%
Totals for dept 2415 - City Clerk		64,550	64,550	97	0%
Totals for dept 2491 - City Clerk Elections		23,000	23,000	950	4%
Totals for dept 2865 - Parks Maintenance		1,500	1,500	700	47%
Totals for dept 2876 - Cemeteries		59,400	59,400	3,668	6%
Totals for dept 2877 - Parks & Rec - Parks		65,500	65,500	0	0%
Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
Totals for dept 2882 - Parks & Rec - Team Sports		140,540	144,236	22,120	15%
Totals for dept 2885 - Parks & Rec - Programs		19,000	13,000	1,909	15%
Totals for dept 2886 - Parks & Rec - Ramona Park		54,450	54,450	0	0%
Totals for dept 2887 - Parks & Rec - Special Events		12,000	12,000	1,373	11%
Totals for dept 2888 - Parks & Rec - Millennium Park		45,000	45,000	0	0%
Totals for dept 3005 - Police Administration		155,000	155,000	6,077	4%
Totals for dept 3010 - Police Patrol		1,000	1,000	40	4%
Totals for dept 3021 - Police Training-Grant Funded		9,000	9,000	0	0%
Totals for dept 3030 - Police Public Safety Dispatch/ts		19,209	19,209	0	0%
Totals for dept 3050 - Police Drug Law Enforcement		1,000	1,000	0	0%
Totals for dept 3310 - Fire Admin		160	160	0	0%
Totals for dept 3340 - Fire Prevention		900	900	130	14%
Totals for dept 3710 - Comm Dev Building Services		750,000	750,000	58,494	8%
Totals for dept 3720 - Comm Dev Planning & Development		55,000	55,000	11,470	21%
Totals for dept 3730 - Comm Dev Neighborhood Services		177,500	177,500	164,770	93%
Totals for dept 6720 - Senior Center		158,700	158,700	7,541	5%
Totals for dept 6721 - Senior Center Trips		375,000	375,000	0	0%
Totals for dept 6722 - Senior Center Activities		15,000	15,000	0	0%
Totals for dept 6725 - Aging Mastery Program		1,200	1,200	120	10%
TOTAL REVENUES - GENERAL FUND		26,635,113	26,632,809	1,566,221	6%

08/09/2019

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 07/31/2019

FUND	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	2019-20 ACTIVITY	Percent of Amended Collected/Used
EXPENDITURES					
Totals for dept 1001-City Council		88,000	88,000	300	0%
Totals for dept 1085-City Council-Human Services		169,740	169,740	825	0%
Totals for dept 1720-City Manager		654,587	654,587	38,810	6%
Totals for dept 2001-Finance Accounting		449,430	449,430	22,908	5%
Totals for dept 2002-Finance & Budget		301,790	301,790	12,643	4%
Totals for dept 2053-Finance Treasury		140,391	140,391	14,172	10%
Totals for dept 2110-MIS		852,278	852,278	8,654	1%
Totals for dept 2133-MIS Public Information		57,563	57,563	3,666	6%
Totals for dept 2209-Assessor		445,695	445,695	26,043	6%
Totals for dept 2247-Assessor Board Of Review		35,174	35,174	1,562	4%
Totals for dept 2310-Attorney		226,728	226,728	37,620	17%
Totals for dept 2415-City Clerk		167,958	167,958	7,609	5%
Totals for dept 2416-City Clerk Records Management		67,256	67,256	6,728	10%
Totals for dept 2491-City Clerk Elections		233,631	233,631	5,210	2%
Totals for dept 2610-Human Resources		473,940	473,940	23,283	5%
Totals for dept 2733-Purchasing		85,594	85,594	4,813	6%
Totals for dept 2734-Purchasing Risk Management		25,958	25,958	3,265	13%
Totals for dept 2865-Parks Maintenance		1,332,081	1,332,081	60,725	5%
Totals for dept 2876-Cemeteries		66,855	66,855	3,077	5%
Totals for dept 2877-Parks & Rec - Parks		649,905	649,905	38,239	6%
Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom		15,000	15,000	0	0%
Totals for dept 2880-Parks & Rec Rec - Admin		204,852	204,852	9,929	5%
Totals for dept 2882-Parks & Rec Rec - Team Sports		70,650	74,346	3,523	5%
Totals for dept 2885-Parks & Rec - Programs		53,670	34,150	587	2%
Totals for dept 2886-Parks & Rec Rec - Ramona Park		132,532	132,532	23,805	18%
Totals for dept 2887-Parks & Rec Rec - Special Events		111,379	111,379	11,079	10%
Totals for dept 2888-Parks & Rec - Ice Rink		88,603	88,603	183	0%
Totals for dept 3005-Police Administration		1,228,159	1,228,159	104,733	9%
Totals for dept 3006-Police Youth Services		517,905	517,905	26,074	5%
Totals for dept 3007-Police Investigation		708,861	708,861	41,154	6%
Totals for dept 3010-Police Patrol		5,692,511	5,692,511	533,173	9%
Totals for dept 3020-Police Training		266,790	266,790	12,003	4%
Totals for dept 3021-Police Training-Grant Funded		9,000	9,000	0	0%
Totals for dept 3030-Police Public Safety Dispatch/its		69,619	69,619	4,352	6%
Totals for dept 3031-Police Emergency Sirens		23,676	23,676	0	0%
Totals for dept 3040-Police Records & PST		640,074	640,074	37,676	6%
Totals for dept 3050-Police Drug Law Enforcement		248,286	248,286	16,839	7%

08/09/2019

BUDGET REPORT FOR CITY OF PORTAGE

Calculations as of 07/31/2019

FUND	DESCRIPTION	2019-20	2019-20	2019-20	Percent of Amended Collected/Used
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	
Totals for dept 3065-Police Facility Management		196,420	196,420	3,656	2%
Totals for dept 3090-Police KCCDA support		756,793	756,793	378,397	50%
Totals for dept 3310-Fire Admin		713,282	713,282	40,867	6%
Totals for dept 3320-Fire Operations		4,209,123	4,209,123	441,587	10%
Totals for dept 3330-Fire On Call Firefighters		83,527	83,527	4,011	5%
Totals for dept 3340-Fire Emergency Operations		4,900	4,900	50	1%
Totals for dept 3340-Fire Prevention		139,291	139,291	10,250	7%
Totals for dept 3350-Fire Training		191,552	191,552	10,003	5%
Totals for dept 3365-Fire Facility Management		238,050	238,050	253	0%
Totals for dept 3710-Comm Dev Building Services		591,069	591,069	30,788	5%
Totals for dept 3720-Comm Dev Planning & Development		326,307	326,307	16,814	5%
Totals for dept 3730-Comm Dev Neighborhood Services		238,145	238,145	13,191	6%
Totals for dept 3765-Comm Dev Building Maintenance		257,817	257,817	3,112	1%
Totals for dept 4210-General Public Services		510,650	510,650	41,500	8%
Totals for dept 6720-Senior Center		401,901	401,901	20,551	5%
Totals for dept 6721-Senior Center Trips		387,246	387,246	1,958	1%
Totals for dept 6725-Aging Mastery Program		1,500	1,500	0	0%
Totals for dept 6740-Fundraising		0	0	6,260	0%
Totals for dept 9610-Transfers Out		781,419	781,419	0	0%
TOTAL EXPENDITURES - GENERAL FUND		26,635,113	26,619,289	2,168,510	8%
202	Major Street Fund - Revenues	4,412,852	4,412,852	0	0%
	Major Street Fund - Expenditures	4,390,769	4,390,769	89,703	2%
203	Local Streets Fund - Revenues	1,661,784	1,661,784	75	0%
	Local Streets Fund - Expenditures	1,649,992	1,649,992	64,865	4%
204	Municipal Streets Fund - Revenues	1,563,000	1,563,000	108,637	7%
	Municipal Streets Fund - Expenditures	1,563,000	1,563,000	0	0%
223	Curbside Recycling - Revenues	698,885	698,885	48,212	7%
	Curbside Recycling - Expenditures	698,312	698,312	2,414	0%
226	Leaf Pickup/Spring Cleanup - Revenues	803,400	803,400	55,283	7%
	Leaf Pickup/Spring Cleanup - Expenditures	833,692	833,692	17,616	2%
230	CDBG Program Income Fund - Revenues	125,000	125,000	200	0%
	CDBG Program Income Fund - Expenditures	125,000	125,000	4,791	4%

08/09/2019

BUDGET REPORT FOR CITY OF PORTAGE
 Calculations as of 07/31/2019

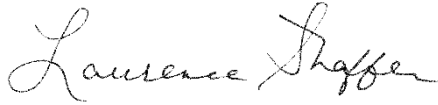
FUND	DESCRIPTION	2019-20	2019-20	2019-20	Percent of
		ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY	Amended Collected/Used
252	West Lake Weed Mgmt - Revenues	32,500	32,500	0	0%
	West Lake Weed Mgmt - Expenditures	32,120	32,120	1,625	5%
296	Community Development Block Grant - Rev	229,105	229,105	27,510	12%
	Community Development Block Grant - Exp	229,105	229,105	0	0%
298	Cable Television Fund - Revenues	784,522	784,522	39,620	5%
	Cable Television Fund - Expenditures	989,038	989,038	66,639	7%
400	Capital Improvement General - Revenues*	19,365,419	27,978,639	321,412	1%
	Capital Improvement General - Expenditures*	19,365,419	36,862,741	302,718	1%
490	Capital Improvement Sewer - Revenues*	900,000	4,905,000	0	0%
	Capital Improvement Sewer - Expenditures*	900,000	3,650,842	0	0%
491	Capital Improvement Water - Revenues*	2,350,000	8,563,775	0	0%
	Capital Improvement Water - Expenditures*	2,350,000	6,498,493	0	0%
590	Sewer Fund - Revenues	8,936,142	8,936,142	1,515,884	17%
	Sewer Fund - Expenditures	8,903,057	8,903,057	286,402	3%
591	Water Fund - Revenues	6,557,387	6,557,387	1,044,386	16%
	Water Fund - Expenditures	6,498,171	6,498,171	404,855	6%
TOTAL REVENUES - ALL FUNDS **		75,055,109	93,884,800	4,727,440	5%
TOTAL EXPENDITURE - ALL FUNDS **		75,162,788	99,543,621	3,410,138	3%

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

** Debt Service and Internal Service Funds not included.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: City Council Special Meeting – Mid-Year Retreat

SUPPORTING PERSONNEL: Patricia M. Randall, Mayor

It is recommended that City Council set a Special Meeting on Tuesday, October 8, 2019 at 5:00 p.m. for the purpose of a conducting a mid-year retreat. The City Administration will update City Council on the projects currently in process and the Council can provide direction as to next steps.

Attachments:

1. December 6, 2019 City Council Retreat Minutes
2. December 6, 2019 City Council Retreat topics

TO: Portage City Council

FROM: Patricia M. Randall, Mayor

SUBJECT: City Council Special Meeting – Mid-Year Retreat

ACTION RECOMMENDED: Set a Special Meeting on Tuesday, October 8, 2019 at 5:00 p.m. at Portage City Hall, Council Chambers, for the purpose of a conducting a mid-year retreat.

On December 6, 2018, City Council held a City Council Retreat to discuss various topics related to the City of Portage, including but not limited to:

- Fire Station No. 2
- Recreational Marijuana
- Cable Access
- Lake Center District
- Community Senior Center

It is recommended that City Council set a Special Meeting on Tuesday, October 8, 2019 at 5:00 p.m. for the purpose of a conducting a mid-year retreat. The City Administration will update City Council on the projects currently in process and the Council can provide direction as to next steps.

FUNDING: N/A

Attachments:

1. December 6, 2019 City Council Retreat Minutes
2. December 6, 2019 City Council Retreat topics

DRAFT

City Council Retreat Minutes of December 6, 2018

**Portage City Hall
City Council Chambers
8:30 a.m. – 4:00 p.m.**

The retreat began at 8:30 a.m. In attendance were Patricia Randall, Mayor; Jim Pearson, Mayor Pro Tem; Rich Ford (left at 1:00 p.m.); Chris Burns; Claudette Reid; Terry Urban; Lori Knapp; Larry Shaffer, City Manager; Rob Boulis, Deputy City Manager (left at 10:30 a.m.).

James Officer began the retreat with a powerful presentation on the need to establish trust in order to create strong and resilient teams. He listed a number of trust breakers that included the following:

- Broken promises.
- Over promise; can't say no.
- Serves own interest.
- Acts inconsistently.
- Avoids issues.
- Doubts others.

Mr. Officer said that in order to build greater trust, a group needs to do the following;

- Move forward together after a vote.
- Speak with candor. Be honest.
- Be unified in professional decorum
- Listen to understand, not to respond.

The Mayor outlined the various achievements of the City over the last year. The list was long and it included the completion of the South Westnedge paving project, the medical marijuana ordinance, the PA 198 and LDFA expansion that allowed the industrial expansion of Pfizer and Striker and the \$3.25 million in grants to fund three road projects.

The City Council engaged in discussion relative to topics previously identified as those of interest or concern for the Council.

That discussion led to the following action items.

- **Committee of the Whole Meetings**
 1. Recreational Marijuana in three months
 2. Lake Center Business District Planning and Redevelopment in February
 3. Fire Station 2 – Next steps –

- **City Manager**
 1. Hire Deputy as soon as possible.
 2. Begin a Search Firm process.
- **Fire Code Review**
- **Community Senior Center Review**
- **Cable Access – possible scholarships; cutover to City operation by 2/1/19**
- **MDNR Land – Partnership rather than purchase. Dialogue ongoing.**
- **PFAS Update – In house testing**
- **Plowtrax – Winter parking ban to be reviewed.**
- **Commercial Corridor – Update on vacancy rates; review of options available.**

Retreat ended at 4:10 p.m.

**City Council Annual Retreat
Thursday, December 6, 2018
Portage City Hall – Council Chambers
8:30 a.m. – 4:00 p.m.
Retreat Facilitator – James Officer**

Various Topics Identified

Fire Station 2

- Councilmember Burns
- Councilmember Ford
- Councilmember Reid

Recreational Marijuana

- Mayor Pro Tem Pearson
- Councilmember Ford
- Councilmember Reid

Cable Access

- Councilmember Ford
- Councilmember Reid

Lake Center Business District

- Mayor Randall
- Mayor Pro Tem Pearson
- Councilmember Knapp

Succession Planning

- Mayor Randall
- Mayor Pro Tem Pearson
- Councilmember Burns
- Councilmember Knapp
- Councilmember Reid

Community Service Center Project

- Mayor Randall
- Mayor Pro Tem Pearson
- Councilmember Burns
- Councilmember Reid

Community Development/Fire Code

- Mayor Randall
- Mayor Pro Tem Pearson
- Councilmember Knapp

Other topics listed by Councilmembers:

- MDNR discussion of property use – Councilmember Ford
- PlowTraxx and parking ordinance – Councilmember Ford
- PFAS update – Councilmember Ford
- Vitality of Commercial Corridor – Councilmember Reid
- Cell towers / Small cell – Councilmember Reid
- Internal Social Media – Mayor Pro Tem Pearson
- Communications / e-Portager – Mayor Randall
- Homelessness / low income housing – Councilmember Burns

Mayor Patricia Randall

My retreat topics are as follows:

1. Community Development

Review of building codes and ordinances including all fire codes
How Portage aligns with neighboring communities with our fire code.
Eliminate that which is subject to personal interpretation and bias.
Customer service training.

2. Lake Center District

Revitalize this corridor
Tax relief options, Zoning options, Streetscape Enhancements,
List of vacant buildings and length of time vacant.
Grandfather vs. endless regulations to refurbish.

3. Communications

Council section in Portager
e-Portager
Social media outreach
News story/release after each meeting.
Technology committee goals.

4. Succession Planning

5. Community Senior Center

Commitment by leadership
Input by council for potential donor names and outreach.

Mayor Pro Tem Jim Pearson

- 1) Lake Center Business District:
What tools can we use to better encourage revitalization?
- 2) Community Development/Fire Codes:
Request internal review to identify high-cost with low-benefit
safely rules Council passed that discourage small business
development
- 3) Recreational Marijuana ordinance:
Council direction for timely implementation
- 4) New “Community Senior Center” Project: Update
- 5) Succession Planning for senior City staff
- 6) Internal Social Media: Progress/timelines

Councilmember Rich Ford

1. PFAs update
2. Fire Station expected build date/impact on finances
3. Recreational Marijuana discussion regarding council preferences to give
administration direction
4. Cable access/live stream update
5. MDNR discussion about property use
6. PlowTracker and Parking Ordinance updates

Councilmember Claudette Reid

1. Fire Station expected build date/impact on finances
 - Also, what changes have been made in the design to bring the cost down
 - Any recommendations for the process/development of future large construction projects to prevent this kind of a "jump" in costs
2. Recreational Marijuana discussion regarding council preferences to give administration direction
 - How to provide a mechanism so that both those citizens in favor and those opposed will feel heard and their concerns considered
3. Cable access/live stream update
 - consideration of captioning for meeting broadcasts
4. Reading of the consent agenda at City Council Meetings
 - Discussion of alternative mechanisms for getting information to Citizens
5. Community and Senior Center project
 - Update on costs and construction issues
 - Mechanism to bring the community into the discussion of the building
 - Timeline and role of Council in this project
6. Succession Planning for senior City staff
7. Vitality of commercial corridor in general and Crossroads Mall in particular
8. Update on state legislation related to control of cell towers and impact on our ordinance.

Councilmember Lori Knapp

Jim has generally identified what I would like to focus on as well. Rather than reinvent the wheel or get overly detailed at this point, I would only add (perhaps logically under the Community Senior Center umbrella) consideration of pursuing an AARP "Age Friendly Community" designation.

Councilmember Chris Burns

1. Succession planning
2. Fire Station 2 (with a broader focus on the financing plan/fiscal impact)
3. Community/Senior Center update
4. The one topic of interest to me is homelessness/low-income housing. An update on the Selinon Park development would be handy.



Portage Community Center

Making Life Better

RECEIVED

AUG 21 2019

CITY MANAGER'S OFFICE
PORTAGE, MI

August 16, 2019

City of Portage
Attn: Mayor Randall & Portage City Council
7900 South Westnedge
Portage, MI 49002

Dear Mayor Randall and Members of the City Council,

On behalf of the Board of Directors, staff and volunteers at the Portage Community Center, we wish to send our sincerest thanks to the City Council for their support in approving the proposed HUD loan for capital improvements at PCC.

As you know, the Portage Community Center is proud to be the only Human Service agency in Portage solely dedicated to helping those who need assistance. We are committed to enhancing our image within the community and to serve more families. Your support not only helps us direct more of our own funds directly to PCC programs, it has helped us leverage more possible funding from other sources.

The Portage Community Center is here thanks to the overwhelming support of our community – the financial, in-kind, and volunteer support so generously given that provides an opportunity for everyone to **Make Life Better**. Without our partnership with the City of Portage, we wouldn't be able to provide the services needed to help struggling Portage families. Thank you for helping us **Make Life Better!**

With Warmest Regards,

Chris Buckley
Executive Director

Kirk Mason
Board President

CC: Larry Shaffer, City Manager

TO: Portage City Council
FROM: Patricia M. Randall, Mayor
SUBJECT: City Manager Appointment



ACTION RECOMMENDED: Accept the recommendation from the Mayor to appoint Joseph S. La Margo City Manager, pending successful completion of background checks and negotiation of an employment contract, with final action planned for September 17, 2019.

Following a national search, thorough review of applications and interviews of two candidates for the position of City Manager on August 28, 2019, I am pleased to recommend that the City Council appoint Joseph S. La Margo City Manager, pending successful completion of background checks and negotiation of an employment contract, with final action planned for September 17, 2019.

FUNDING: Sufficient funding is provided in the operating budget of the Office of the City Manager.

Attachments: None