

7:30 p.m. Call to Order.

Invocation: Pastor Steve Nichols of Berean Baptist Church.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Gun Violence Awareness Day Proclamation.
2. 50th Anniversary of Boy Scout Troop 244.

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of May 9, 2017.
2. Special Meeting of May 9, 2017.
3. Pre-Council Meeting Minutes of May 22, 2017.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of May 23, 2017 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

1. Communication from the City Manager recommending that City Council approve the Fiscal Year 2017-2018 Budget.
- * 2. Communication from the City Manager recommending that City Council approve a permit for a fireworks display on July 3, 2017, sponsored by the Portage Rotary Club.
- * 3. Communication from the City Manager recommending that City Council amend an existing contract with Abonmarche Consultants to perform engineering services for the:
 1. Portage Road/Lakeview Drive intersection in the amount of \$48,450;
 2. Oakland Drive/Vanderbilt Avenue intersection in the amount of \$13,350,

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

- * 4. Communication from the City Manager recommending that City Council award Contract Change Order #1 in the amount of \$48,064.42 to Rieth-Riley Construction Company, Incorporated, for mill and fill asphalt repair of additional local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.
- * 5. Communication from the City Manager regarding the April Environmental Report - Information Only.

G. Communications:

1. Communication from Sheila Powers of Powers Bath, 8944 Portage Road, regarding a crosswalk on Portage Road.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council award a construction contract to Lakeland Asphalt of Springfield, Michigan, for the reconstruction of Portage Road, from Mandigo Avenue to East Osterhout Avenue, in an amount not to exceed \$759,181.86 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council award a construction contract for the Chopin Avenue and Mozart Street Water Main Project to Balkema Excavating, Incorporated, of Kalamazoo, Michigan, in an amount not to exceed \$220,644 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council award a contract to Wightman & Associates, Inc., for engineering, architectural and construction administration services for facilities at the Eliason Nature Reserve Trailhead and Celery Flats Historical Area Visitor Center at a cost not to exceed \$65,000 and authorize the City Manager to execute all documents related to these projects on behalf of the city.
- * 4. Communication from the City Manager recommending that City Council accept the low bid in the amount of \$40,555 from Michigan Paving & Materials Company to provide repairs to the East Romence Road Bikeway and authorize the City Manager to execute all documents related to the contract on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.
- 2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, May 24, 8:00 a.m., State of the City Address, Council Chambers.
 - b. Thursday, May 25, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd floor, Epic Center, Kalamazoo.
 - c. Thursday, June 1, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - d. Thursday, June 1, 7:00 p.m., Planning Commission, Council Chambers.
 - e. Wednesday, June 7, 8:15 a.m., Historic District Commission, City Hall Room No. 2.
 - f. Wednesday, June 7, 6:30 p.m., Park Board, Lexington Green Park.
 - g. Monday, June 12, 7:00 p.m., Zoning Board of Appeals, Council Chambers.

* N. Materials Transmitted.

- 1. Department Monthly Reports

Adjournment.

NATIONAL GUN VIOLENCE AWARENESS DAY PROCLAMATION

WHEREAS, this proclamation declares June 2, 2017, to be National Gun Violence Awareness Day in the City of Portage to honor and remember all victims and survivors of gun violence and declare that we as a country must do more to reduce gun violence; and

WHEREAS, every day, 93 Americans are killed by gun violence and more than 200 have sustained non-fatal firearm injuries over the last 5 years; and

WHEREAS, Americans are 25 times more likely to be killed with guns than people in other developed countries; and

WHEREAS, protecting public safety in the communities they serve is the highest Responsibility of the Mayor; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from dangerous people; and

WHEREAS, mayors and law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

WHEREAS, June 2, 2017, would have been the 20th birthday of Hadiya Pendleton, a teenager who marched in President Obama's second inaugural parade and was tragically shot and killed just weeks later; and

WHEREAS, to help honor Hadiya – and the 93 Americans whose lives are cut short and the countless survivors who are injured by shootings every day – a national coalition of organizations has designated June 2, 2017, as the third annual National Gun Violence Awareness Day; and

WHEREAS, the idea was inspired by a group of Hadiya's friends who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods, and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to Wear Orange on June 2nd to help raise awareness about gun violence; and

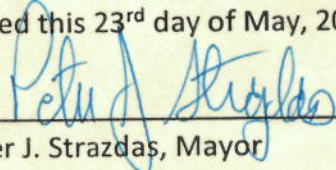
WHEREAS, by wearing orange on June 2nd Americans will raise awareness about gun violence and honor the lives and lost human potential of Americans stolen by gun violence; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE BE IT RESOLVED, that I, Peter J. Strazdas, Mayor of the City of Portage, do hereby declare June 2, 2017, to be **National Gun Violence Awareness Day** and encourage all citizens to support their local community efforts to prevent the tragic effects of gun violence and to honor and value human lives.



Signed this 23rd day of May, 2017


Peter J. Strazdas, Mayor



City of Portage ***Proclamation***

50th ANNIVERSARY OF BOY SCOUT TROOP 244

- WHEREAS,** Boy Scout Troop 244 was formed in 1967 and has provided hundreds of scouts with a lifetime of memories and knowledge; and
- WHEREAS,** 143 scouts have received the rank of Eagle Scout and scouts of Troop 244 have gone on to serve our country in the military and have been stationed worldwide; and
- WHEREAS,** numerous scouts of Troop 244 have graduated college and put their leadership and skills developed through scouting to work for the betterment of their communities; and
- WHEREAS,** many scouts of Troop 244 select vocations based on their scouting experience and maintain a sense of adventure and love of the outdoors; and
- WHEREAS,** helping others is part of the Scout Law and Oath and Troop 244 has contributed over 50,000 hours of community service in such areas as local food banks, environmental stewardship, the Adopt-a-Highway program, local schools, the Portage Community Center and Toys-for-Tots program; and
- WHEREAS,** scouts of Troop 244 have engaged in adventure trips around the country including outdoor experiences in such places as Alaska, Colorado, Wyoming, Florida, Minnesota and annual activities around the State of Michigan; and
- WHEREAS,** Boy Scout Troop 244 has established a legacy and tradition of instilling the ideals of citizenship and service that will benefit the community and nation for years to come.
- NOW, THEREFORE, BE IT RESOLVED THAT** the Mayor and City Council of the City of Portage, Michigan, do hereby call on the residents of the City of Portage to join in recognizing and congratulating Boy Scout Troop 244 on their 50th Anniversary.



Signed this 23rd day of May, 2017

Peter J. Strazdas, Mayor

CITY COUNCIL MEETING MINUTES FROM MAY 9, 2017

The Regular Meeting was called to order by Mayor Strazdas at 7:30 p.m.

At the request of Mayor Strazdas, Pastor Adam Davidson of Portage Free Methodist Church gave the invocation and City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATIONS: Mayor Strazdas issued a National Children's Mental Health Awareness Day Proclamation. Discussion followed. He also issued the 22nd Annual CompTIA AITP National Collegiate Conference Competition Proclamation in honor of the Kalamazoo Valley Community College Team winners. Discussion followed.

APPROVAL OF MINUTES: Motion by Randall, seconded by Reid, to approve the Regular Meeting Minutes of April 25, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Ansari, seconded by Randall, to approve the Budget Session Meeting Minutes of May 2, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Randall, seconded by Reid, to approve the Pre-Council Meeting Minutes of May 8, 2017, as presented. Upon a voice vote, motion carried 4 to 0 with Councilmembers Pearson and Urban and Mayor Pro Tem Ansari abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Motion by Reid, seconded by Randall, to approve the Consent Agenda motions as presented. Mayor Pro Tem Ansari indicated he would be abstaining from Item F.3, CDBG Program – FY 2017-2018, because he serves on the Portage Community Center Board, therefore would not take part in the discussion. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 9, 2017:** Motion by Reid, seconded by Randall, to approve the Accounts Payable Register of May 9, 2017. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARING:

PUBLIC HEARING ON THE FISCAL YEAR 2017-2018 PROPOSED BUDGET: Mayor Strazdas opened the public hearing and referred to the communication from the City Manager recommending that Council hold a Public Hearing on the Fiscal Year 2017-2018 proposed Budget and the tax rate of 10.9205 mills required to support the proposed budget. He referred to the process of holding the public hearing, hearing questions and probably adopting the Budget at the next Regular City Council Meeting, and deferred to City Manager Larry Shaffer. Mr. Shaffer expressed his appreciation to the Mayor and City Council for their effort of over ten hours reviewing the detail this \$72,910,006 Budget that contains 23 Funds across 7 major categories. Secondly, he recognized the dedication of Deputy City Manager Rob Boulis, Finance Director Bill Furry and Deputy Director of Accounting/Budget Lauren VanderVeen for their preparation and presentation of the Budget, and he acknowledged all of the City Department Heads who deliver the services for the Community.

He mentioned that the \$72,910,006 represents a 2% increase found primarily in Capital Improvement investments that pay dividends to the people we serve; and, through the hard work of the Finance Department, he is proud to announce that the City is able to provide a modest millage rate reduction. He noted that the Capital Improvement Program (CIP) for infrastructure improvements is \$17,692,000, for a dramatic 11% increase, and he said people will see the results with the roads that are paved, the parks that are improved, and the trails that are extended in the community. He indicated that there is an increase of 10.38% in the street fund that is exactly consistent with the City Council Policy of being aggressive with road reconstruction projects. He offered to answer to any questions and stressed that all staff are very proud of the Budget and look forward to delivering on it as a promise to Portage citizens this upcoming fiscal year. Mayor Strazdas concurred that the process was a very good collaborative effort with open dialogue and how good it was to see this Council come together with the Administration and to work toward the right kinds of initiatives.

Mayor Pro Tem Ansari concurred that the Budget Session was excellent. He commented that the recommended Fund Balance at 24% is extremely high and reiterated that the State requirement is only 13% and most local governments have between 13% and 17%. He saw no reason for the high Fund Balance, additional funds should become available from the State somewhere in the area of \$600,000, the tax base has grown, and the revenue is up by 2.3% and is expected to increase by 5% to 7%. He went on to say 1% of from the Fund Balance translates into \$250,000 that could be returned to the taxpayers in the form of a lower millage. He granted that this is not a huge return, then indicated that it is a move in the right direction.

Councilmember Ford praised Mr. Shaffer and his Budget because of the fact that the General Fund increase after debt avoidance was only 0.3% which is very strong and shows that the City is able to stay under the inflation rate. He then noted that as the City employs more people, procures more expensive products, yet the City still maintains a tight General Fund Budget.

Mayor Strazdas indicated that there will be no vote on the Budget at this meeting; and, there will be opportunities to make comment at the next meeting when City Council will take action. Mayor Strazdas opened the public hearing to the audience and invited anyone who wished to speak on the Proposed Budget. City Attorney Brown indicated that Council has to hold the public hearing, but there is no action until the next meeting. Motion by Randall, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Discussion followed.

PETITIONS AND STATEMENTS OF CITIZENS: State House Representative Brandt Iden provided an update of House activities. He indicated that it was a tragic day in Lansing, mentioned addictions are a problem for all of us, and one of his colleagues from Marquette, John Kivela, committed suicide after struggling with addiction problems this morning. He said the budget process is moving along nicely with the debate and hope being that the State budget can be as good as that of Portage, and hopefully return some money. He noted that the House and Senate Budgets have been released and are very close, and the variances are being debated with the goal of finishing by the end of June. He said the Budget contains additional dollars for K through 12; revenue sharing dollars are up; and, the State of Michigan is headed in the right direction and explained. He cited two bills that he has up, Michigan Cyber Civilian Corps (MiC3), a group of trained cybersecurity experts who volunteer to provide expert assistance to enhance the State's ability to rapidly resolve cyber incidents for education, libraries, government and business sectors. Because 64 officers were killed in the line of duty, last year, he and Representative Klint Kesto introduced new legislation, House Bills 90 and 91, to protect police, firefighters and emergency medical service (EMS) officials from being targeted for violent or aggressive behavior. He said he is proud to take the lead on this legislation which makes it a hate crime and demonstrates for the first responders that the Michigan Legislature "has their backs." Discussion followed. At the request of Mayor Strazdas, Representative Iden indicated that the Public Alert Warning System is up and running; that it was utilized once in Southeast Michigan; that it is working well; that our community is fortunate that it has not had to use it; and, that it is being replicated across the country. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

- * **COMPUTER REPLACEMENT – LEASING PROGRAM:** Motion by Reid, seconded by Randall, to approve the three-year lease of 62 Lenovo replacement computing devices, 48 monitors and accessories from Capital Advantage Leasing of Grand Rapids, Michigan, at a total lease price of \$74,012.40 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.
- * **LIFE AND LONG-TERM DISABILITY INSURANCE:** Motion by Reid, seconded by Randall, to approve a one-year contract renewal, with the option for two additional one-year renewals, with The Hartford for employee basic life, basic accidental death and dismemberment, contributory life, contributory accidental death and dismemberment, dependent life and long-term disability insurance and authorize the City Manager to execute all documents related to the contract renewal on behalf of the city. Upon a roll call vote, motion carried 7 to 0.
- * **CDBG PROGRAM - FY 2017-2018:** Motion by Reid, seconded by Randall, to approve the Community Development Block Grant (CDBG) Program FY 2017-2018 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the U.S. Department of Housing and Urban Development. Upon a roll call vote, motion carried 7 to 0.

PRELIMINARY PLAT OF THE OAKS (PHASE I), 4800 BISHOP AVENUE: Mayor Strazdas referred to the communication from the City Manager that recommended that Council approve the Preliminary Plat of The Oaks (Phase I), 4800 Bishop Avenue, subject to the conditions outlined in the August 12, 2016 Department of Community Development staff report. City Manager Shaffer asked that Community Development Director Vicki Georgeau explain the plat approval process, and indicated that this is the first of a three step matriculated process to help City Council understand what to anticipate to allay any concerns of Council regarding this matter.

Ms. Georgeau referred City Council to the application in the Agenda Packet from Landmark Development Partners, LLC, and explained the three steps averred to by Mr. Shaffer. She referred to the Preliminary Plat approval and tentative approval of the general street and lot layout of the development; the second stage is final preliminary plat which is also called engineering plan review, construction plan review, where the applicant provides details of the design of the streets and utilities and the storm sewer system; and, the third stage is the actual construction of those improvements with the City inspecting them throughout the process in conjunction with the plan, then it is brought back to City Council for final plat approval. She indicated that it then goes through approvals at the County and State before construction on the homes can commence.

She described the proposed plan using a map and noted that Phase I includes lots for twenty homes and described details of the plat using the plat drawing, and touched on the future phases. She pointed out that the applicant has reviewed the wetlands on the site with the Department of Environmental Quality as designated on the map. She related that the Planning Commission reviewed the proposal in August, had a public hearing on August 18, 2016; staff is recommending approval of the preliminary plat subject to finalization of public streets and utilities design, including stormwater that will be addressed at the next step in the process with a review of the engineering and construction plans. She mentioned that at the public hearing, there were four residents who expressed concerns with the water table that has risen, and reminded Council of water problems on the east side of Sprinkle Road in 2008, 2009 and 2010, and noted that those water table levels are back again. She said some of the residents on Jamaica Lane were experiencing water in their basements and wanted assurances that the development was not going to exacerbate their situation. She indicated that the Planning Commission

discussed this issue at great length, and ultimately approved the Preliminary Plat unanimously; and, since the August Public Hearing, the applicant has performed due diligence regarding the storm water and groundwater issues and explained. She highlighted some of the proposed solutions being considered by the applicant, including a radon venting system to also pump water out of basements or crawl spaces as necessary, and indicated that the details of this general plan will be considered at the next step in the approval process, the final approval of the plat engineering plan. With that, she said staff is recommending approval of the Preliminary Plat, which is the general plan with the lot layout and streets placement that is proposed for the Preliminary Plat of The Oaks (Phase I). Mayor Strazdas asked for any questions of City Council. Discussion followed focused around groundwater, storm water and flooded basements versus houses built on slabs. Ms. Georgeau provided analysis and information, or deferred either to the applicant, to Jamie Harmon, Assistant City Engineer, or to the future explanations that will take place during step 2 of the final approval of the plat engineering plan.

Mayor Strazdas asked Attorney Randy Brown to review the process at this stage of the Preliminary Plat approval process. Mr. Brown indicated that this is the tentative approval of the Preliminary Plat; at this juncture, the City Ordinance only requires is a review of the lot size, lot orientations and street layout; nevertheless, the issues being discussed will be relevant at some point in time, but, based on the Ordinance and the State Statutes, he said these are the only issues to be considered tonight. In terms of whether the Council can legally require certain measures, the State Statute and the Ordinance are clear that the City cannot base a rejection, a condition or the approval of a plat on any requirement that is not contained in the Ordinance or State Law. He expressed his opinion that it would be difficult to answer some of these questions because there would be the need to research the Ordinances, the groundwater guidelines, etc., to determine whether there is any language that would allow the City to base a condition on such a requirement. He also expressed his opinion that the developer has submitted a plat for approval and, based on the Ordinance, Council can approve it because it met the requirements that are necessary for tonight; however, if later down the road, he recognized that there may be problems with the engineering plans and storm water issues, but that is not the responsibility of the City. He said the City has the obligation tonight to review the proposed Preliminary Plat based upon what is before it; and, the City can only deny it tonight based on the three elements contained in the proposal. In answer to Councilmember Urban, Mr. Brown informed him he can base a denial, or subject the approval of a Preliminary Plat to conditions that are in the Ordinance and in the State Statute that this Plat still needs related to the three issues, the lot size, lot orientations and street layout. He also said following the Ordinance and State Statute, it would be difficult to reject the Preliminary Plat tonight. He explained that the law is written to make it very difficult for municipalities to stray into areas without having the basis for such rejection; the basis has to be contained in the Ordinance.

Mayor Strazdas invited the applicant to come forward, and Pat Lennon of Honigman, Miller, Schwartz and Cohn, LLP, reviewed the process and spoke in favor of the Preliminary Plat application. Mayor Strazdas reminded him that some of Council were here when there were high water tables, so they have an elevated anxiety level because citizens came forward and asked, “What was the City Council going to do about it?” (emphasis added), not what was the developer going to do, but what was the City going to do about water in their basements. Discussion followed.

Pat Flanagan, Engineer with Ingersoll, Watson & McMachen, representing Landmark Development Partners, LLC, also spoke in support of the application and explained some specific results of the analysis that was taken, some of the concepts that have been developed and some of the proposed remedies to be used for storm water and groundwater issues associated with the project. Discussion followed. He indicated that the radon venting system has been required by the State of Michigan for about 15 years and can easily be configured in order to collect water under a basement floor, install a pit in the floor, collect the water, and pump it out to the storm sewer system or somewhere else that is appropriate and explained. Discussion followed.

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Motion by Randall, seconded by Ford, to approve the Preliminary Plat of The Oaks (Phase I), 4800 Bishop Avenue, subject to the conditions outlined in the August 12, 2016 Department of Community Development staff report.

Councilmember Urban asked about the proposal to bring in fill to raise the road, to raise the front yard; that leaves backyards low such as backyards that are against Jamaica Lane; and asked if that will leave soggy backyards for everybody. Mr. Flanagan indicated that they have plans and the intent to install improvements or drainage systems in the backyards, such as a French drain, a stone pit or a dry well. He explained that the goal is to get the water into the ground. If the City would allow it, he said the remedy could include a storm sewer system to include a drain that would connect to a storm sewer in the street. In answer to Councilmember Urban, Mr. Flanagan responded that the radon vent system would work because the basements would be elevated high enough that the pumping would be infrequent, and the groundwater would only be a few inches or six inches above the basement floor and explained. Discussion followed.

Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Ford, Pearson, Randall and Reid, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Urban. Mayor Strazdas summarized and said that staff understands the concerns and will work toward solutions.

*** LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA) APPOINTMENTS:**

Motion by Reid, seconded by Randall, to confirm the City Manager appointments to the Local Development Finance Authority by adopting the Resolution to Appoint Members to the Local Development Finance Authority of the City of Portage. Upon a roll call vote, motion carried 7 to 0.

*** LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA) ANNUAL REPORT:**

Motion by Reid, seconded by Randall, to accept the FY 2015-2016 Local Development Finance Authority (LDFA) Annual Report as information only. Upon a roll call vote, motion carried 7 to 0.

*** DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL FINANCIAL REPORT:**

Motion by Reid, seconded by Randall, to accept the FY 2015-2016 Downtown Development Authority Annual Financial Report as information only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

PRESENTATION BY THE PORTAGE PUBLIC SAFETY DEPARTMENT - POLICE DIVISION REGARDING BODY-WORN CAMERAS: Mayor Strazdas introduced the item, then deferred to City Manager Shaffer, who introduced Deputy Police Chief John Blue and Lieutenant Matt Wolf and thanked them for their patience. Chief Blue reviewed the requirements of information requests, processing Freedom of Information Act requests, downloading data, storage of data and the preparation of data for release. He said they have two presentations, the cameras themselves, and a brief presentation demo of a traffic stop and a brief interaction with a subject in order to get an actual element to view what it looks like from the point of view of the camera.

Lieutenant Matt Wolf indicated that the process for the body cam project began two years ago when Council granted approval to research the issue which included product research, looking at different cameras, policy development and infrastructure. He indicated that this was a collaborative effort with the IT Department and a committee was formed. He said they became aware that Panasonic was soon going to roll out a next generation camera which peaked their interest because Panasonic was the camera used in the Police vehicles and the body cam would work seamlessly with the mobile video recorder they had. After a couple of delays getting the product, last summer they began testing and evaluating the body cams utilizing a select group of officers. He indicated that the Department is very satisfied with the unit and the quality of the video; and, in November of last year, the Department rolled it out and every road officer is now issued and required to wear a body camera. Discussion followed.

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He described the features of the camera and showed two sample videos. Questions included the life of the camera, cost of the camera at \$1,000, FOIA process, retention of the videos of three years unless use of force then they are kept forever, routine audits, equipment check procedure, normally letting the person know they are being recorded, violation of privacy, traffic over the police radios, redaction under FOIA, RAM that records the last 30 seconds prior to camera activation and the durability of the cameras.

Mayor Strazdas asked how it feels to have the ability to prove what you said or did in a situation when someone accuses you of saying or doing something else, and Lieutenant Wolf indicated that it makes a big difference and cited a recent example of a mom seeing her son admit that he was texting his mom during a traffic violation. Discussion followed when it is legal to record, when it is mandated and when it should not be recorded.

Motion by Pearson, seconded by Randall, to receive the Presentation by the Portage Public Safety Department - Police Division regarding Body-Worn Cameras. Upon a voice vote, motion carried 7 to 0.

ANNUAL UPDATE OF THE PARK BOARD: Park Board Chair Tim Earl and Vice Chair John Peer provided a presentation to City Council regarding the activities of the Park Board. Mr. Earl indicated that it has been a time of transition. He indicated that he was the new Chair and John is the new Vice Chair; he welcomed Kathleen Hoyle as the new Director of Parks & Recreation; he mentioned that there is a fair amount of turnover of Park Board members; and, he noted a lot of new programs. He expressed his intention of getting a 501(c)(3) for the Friends of the Park as a priority to create the tax deductible option for donors.

He highlighted Art in the Park and said the Celery Park Music Fest will be moved to the Overlander Band Shell as it makes sense to keep it with the Summer Series and because of the staff requirements. He recognized the help of the Park Rangers and Peggy Napier, Rental Coordinator, who went above and beyond to help put on the event. He reported on Get Active Portage, Food Trucks, Summer Picnic in the Parks Series, Fishing Fare and Traditional Holiday.

In answer to Councilmember Ford, he indicated that the success of the Monster Mash event surprised everybody, will be expanded to have a haunted trail and will continue to grow. He said the Park Board is currently working out the details.

Mr. Earl indicated that a beer tent is not likely with Music Fest because it occurs on Sunday afternoon, but the event will have a Food Truck or two.

Councilmember Randall praised him for his report, said the events get better every year, and told him the band at the Recycled Art in the Park was perfect. She concurred with getting a 501(c)(3) for the Friends of the Park as a priority to create the tax deductible option for donors. She asked Mr. Earl how he plans to solicit for that. Mr. Earl indicated the *Portager*, the City website and the local media.

Motion by Ansari, seconded by Reid, to receive the Annual update of the Human Services Board. Upon a voice vote, motion carried 7 to 0.

*** MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Planning Commission of April 20, 2017.

COUNCIL COMMITTEE REPORT:

CITY SURVEY COMMITTEE: Councilmember Ford indicated that the Survey Committee will be meeting Friday, May 12, 2017, in the City Council Conference Room. He indicated that he emailed the topics that Council discussed at the last meeting to the Committee and that Mr. Shaffer has responded with a number of topics that had been forgotten and these questions will be addressed at the meeting on Friday. Discussion followed.

GOURDNECK LAKE GOVERNMENTAL LAKE BOARD: Councilmember Urban indicated that last summer Council received a petition to create the Gourdneck Lake Governmental Lake Board. He indicated that he did not see how the Board could treat in 2017, but the first treatment will happen upon receipt of the permit, either today or next week. He said through the hard work of the entire Board, Riparian residents, the cooperation of the City of Portage, and especially Schoolcraft Township, who is willing to do a special billing as the Schoolcraft portion of the roll was confirmed last week. He indicated that due to a technical error on the part of the Board, the public hearing on the Special Assessment roll hearing was continued, and he expects the Board will confirm the Portage portion of the roll a week from Friday. He indicated treatment would take place because Schoolcraft is willing to bill early, because of a County loan for start-up costs, and because of the hard work of the Board members with sometimes two meetings a week in order to work through the logistics and the decisions which were more difficult than he realized, or he would have let Councilmember Randall handle this Board. He noted that it was complicated because of the large number of properties off of the lake with legal access which exceeded the number of Riparian properties. He summed up, thanked staff, and thanked Schoolcraft Township for their willingness to bill early for the Board and make treatment possible this year.

AUSTIN LAKE GOVERNMENTAL LAKE BOARD: Councilmember Pearson reminded everyone that the Austin Lake Governmental Lake Board will have a Public Hearing on Practicability, Wednesday, May 10, 2017, at 7:00 p.m. in City Hall Council Chambers. He encouraged everyone to attend. Discussion followed.

NEW BUSINESS:

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS: Motion by Reid, seconded by Randall, to appoint Aiyla Arif, Colin Carroll, Riya Chaudhary, Thomas Chen, Megan Chow, Casey Flanagan, Vivek Ganapa, Alexa Gavlas, Vishnu Ghantasala, Owen Gwyn, Lauren Hart, Brennan Ketteler, Maham Khanum, Tanvi Khurmi, Anjana Krishnan, Sydney Kruggel, Emily Zantjer Lin, Samuel Mayer, Benjamin Miller, Ruwarashe Mukwada, Sheila Mwanda, Sid Pagariya, Rushik Patel, Brandon Pittman, Christina Postula, Sadiya Sajjad, Samhita Sunkara, Sana Syed, Henry Zimmerman and Omar Thaj with terms ending June 30, 2018, to the Youth Advisory Committee; appoint Vishnu Ghantasala with term ending June 30, 2018, as Youth Participant to the Environmental Board; appoint Owen Gwyn with term ending June 30, 2018, as Youth Participant to the Human Services Board; appoint Rushik Patel with term ending June 30, 2018, as Youth Participant to the Park Board; appoint Veronica Demaio with unfulfilled term ending February 28, 2019, Brenda Carlton as Alternate with term ending February 28, 2018, and Linda Finch as Alternate with term ending February 28, 2020, to the Zoning Board of Appeals; reappoint Bill Patterson and appoint Margaret Harrell-Page and Scott Steven Chu with terms ending May 31, 2020, to the Planning Commission; appoint Sheldon Smith and waive the 10-year term limit to reappoint William J. Leach with terms ending June 1, 2020, to the Construction Board of Appeals; appoint Bill Strong with unfulfilled term ending October 1, 2019, to the Environmental Board; and appoint Stephanie Upshaw with unfulfilled term ending October 1, 2017, to the Human Services Board. Upon a roll call vote, motion carried 7 to 0.

BID TABULATION:

* **OAKLAND DRIVE RESURFACING PROJECT FROM KATIE COURT TO WEST CENTRE AVENUE:** Motion by Reid, seconded by Randall, to award a contract in the amount of \$163,364.80 to Rieth-Riley Construction Co., Incorporated, for resurfacing of Oakland Drive from Katie Court to West Centre Avenue 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.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Urban issued an apology for his being unable to be earlier at the Interview Session that began at 5:15 p.m. in Conference Room No. 1.

Councilmember Reid acknowledged the outcome of the vote on the 911 Consolidated Dispatch Election on May 2, 2017, where the citizens did not approve a \$2.30 telephone fee. She indicated that she serves on the Finance Committee which is looking at other financial options that she will bring those to Council, and the Authority will continue to look at the concept. She expressed her appreciation for Representative Brandt Iden and the synergy with the Kalamazoo Valley Community College Team Annual CompTIA AITP National Collegiate Conference Competition winners as we are growing the technology right here in the area.

Councilmember Randall wished all of the Mothers in the vicinity a Happy Mothers Day.

Mayor Pro Tem Ansari thanked the Osterhout Neighborhood, the Chair of the Board of the Kalamazoo Islamic Center, Mayor Strazdas, City Manager Shaffer and the Police Officers, who attended the event at the Kalamazoo Islamic School. He said it was also an honor to be a part of the National Day of Prayer.

Mayor Strazdas again thanked the Mr. Shaffer and the Administration for the fine job with the Budget and explained.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED:** Motion by Reid, seconded by Randall, to receive the Materials Transmitted of Tuesday, April 26, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 9:40 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
AND BOARDS AND COMMISSIONS APPLICANTS
MAY 9, 2017**

Mayor Peter Strazdas called the meeting to order at 5:15 p.m. The following Councilmembers were present at this meeting: Councilmembers Jim Pearson, Patricia Randall, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Councilmember Claudette Reid arrived at 5:16 p.m., Councilmember Richard Ford arrived at 5:25 p.m., and Councilmember Terry Urban arrived at 5:35 p.m. Also present were City Manager Laurence Shaffer, City Clerk James Hudson and Deputy City Clerk Adam Herringa. Council, staff and the Youth Advisory Committee applicants introduced themselves.

* From 5:15 p.m. to 5:50 p.m., and at the request of Mayor Strazdas, Deputy City Clerk Adam Herringa explained what the Youth Advisory Committee does and the benefits of being on the Committee. Discussion followed. City Council interviewed Colin Carroll, Riya Chaudhary, Thomas Chen, Vishnu Ghantasala, Owen Gwyn, Sydney Kruggel, Emily Zantjer Lin, Samuel Mayer, Rushik Patel, Brandon Pittman, Sadiya Sajjad and Omar Thaj for the Youth Advisory Committee. Discussion followed.

* From 5:50 p.m. to 6:20 p.m., City Council interviewed Veronica Demaio, Scott Chu, Margaret Harrell-Page and Brenda Carlton for the Zoning Board of Appeals with an overlap between 6:00 p.m. to 6:20 p.m., devoted to City Council interviews of Bill Patterson, Veronica Demaio, Scott Chu, Margaret Harrell-Page and Brenda Carlton for the Planning Commission. Discussion followed.

* From 6:20 p.m. to 6:30 p.m., City Council interviewed Sheldon Smith for the Construction Board of Appeals, and Construction Board of Appeals Chair Larry Schmidt was present for questions. Discussion followed.

* From 6:31 p.m. to 6:48 p.m., City Council interviewed Stacey Rocklin and Bill Strong for the Environmental Board. Environmental Board Chair Bill Beck provided an overview of the responsibilities of the Board and was present for questions. Discussion followed.

* From 6:49 p.m. to 6:55 p.m., City Council interviewed Stephanie Upshaw for the Park Board. Park Board Chair Tim Earl, Vice Chair Jonathan Peer and Parks Department Director Kathleen Hoyle were present for questions and discussion followed.

* From 6:55 p.m. to 7:10 p.m., City Council interviewed Stephanie Upshaw for the Human Services Board. City Clerk Jim Hudson indicated that Linda Finch was very interested in the Zoning Board of Appeals, the Environmental Board, the Park Board and the Human Services Board, but could not be present because she is traveling for work all week. Discussion followed.

ADJOURN: Mayor Strazdas adjourned the meeting at 7:11 p.m.

James R. Hudson, City Clerk

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
MAY 22, 2017**

Mayor Strazdas called the meeting to order at 8:00 a.m. The following Councilmembers were present: Councilmembers Ford and Randall and Mayor Strazdas. Councilmembers Pearson and Reid joined the meeting via conference call. Mayor Pro Tem Ansari and Councilmember Urban were absent with excuse. Also present were City Manager Shaffer, Deputy City Manager Boulis and Deputy City Clerk Herringa.

Councilmember Pearson asked for an explanation as to what was included by way of pay and benefits in the wage and salary resolution of Item F.1. Deputy City Manager Boulis provided an explanation as to the potential wage and related benefit changes that may occur for city employees. For example, he stated that many non-union employees would receive an increase of approximately 3% though this is dependent on factors such as performance evaluations.

Councilmember Ford inquired about the roadwork to be conducted on Chasemoor Drive as indicated in Item F.4. Mr. Ford expressed support for planning out roadwork and asked why the change order to the contract was necessary. City Manager Shaffer explained that, in this circumstance, a citizen called to report that the road condition on Chasemoor was deteriorating. Following a review by staff, it was determined that a portion of Chasemoor was failing and that action needed to be taken. Councilmember Ford expressed his support for a proactive street repair program and Councilmember Randall asked when the street is scheduled for repaving and for the rating (PASER) of the street. City Manager Shaffer concurred with the need for a proactive street repair program and stated that he would research and respond to the questions of Councilmember Randall.

Regarding Item L.3, Councilmember Ford inquired if the City had done work with the low bidder which is based in East Grand Rapids. City Manager Shaffer responded that the City has had little experience working with the low bidder, MCSA Group, Inc. Councilmember Ford indicated that he was comfortable with not taking the low bid and that the rationale provided for going with the recommended bidder is sufficient in his opinion.

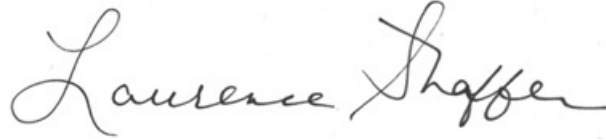
Councilmember Randall inquired if the topic of "fund balance" would come up at this City Council Meeting. Mayor Strazdas responded that the topic would occur at another meeting, most likely later in the calendar year. Councilmember Randall asked that City Council be made aware in advance when such a discussion would occur. Mayor Strazdas expressed support for a Committee of the Whole meeting on the topic once a better idea of the actual financial reserves are better known. Councilmember Ford commented that a reduction in the millage rate for an amount of \$250,000 out of a tax base of \$2 billion would likely result in an insignificant amount of savings for the taxpayer. Mayor Strazdas expressed support for holding a meeting to discuss the topic of cash reserves and fund balance approximately one month before a vote is taken.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:17 a.m.

Adam Herringa, Deputy City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of May 23, 2017 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period April 23, 2017 through May 7, 2017 and notes \$221,181.53 in automated clearing house payments, \$167,749.70 in paper checks and \$7,028.33 in auto-pay payments for a grand total of \$395,959.56.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER

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Check Dates From: April 23, 2017 To: May 7, 2017

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
04/26/2017	6721(A)	MONIFA A. JUMANNE, PH.D.	SPECIAL PROJECTS CONSULTANT	1,666.00
05/05/2017	6722(A)	A I S CONSTRUCTION EQUIP. CO.	EQUIPMENT RENTALS	8,727.44
05/05/2017	6723(A)	A-1 SIGNS	FAMILY FISHING FAIR	38.00
05/05/2017	6724(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	47,435.86
05/05/2017	6725(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	2,837.73
05/05/2017	6726(A)	AIRGAS GREAT LAKES	WELDING SUPPLIES	105.22
05/05/2017	6727(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARDS	1,557.90
05/05/2017	6728(A)	APPROVED PROTECTION SYSTEMS	FIRE EXTINGUISHERS	600.00
05/05/2017	6729(A)	ARGUS-HAZCO	FIREHOSE REPLACEMENT	1,423.00
05/05/2017	6730(A)	ARROW UNIFORM RENTAL	ENTRY RUG RENTAL	48.09
05/05/2017	6731(A)	ASSOCIATED GOVERNMENT SERVICES INC	BUILDING INSPECTIONS	50.00
05/05/2017	6733(A)	B L HARROUN & SON INC.	BUILDING REPAIRS	565.99
05/05/2017	6734(A)	BCHS-HELPNET	EMPLOYEE ASSISTANCE	1,628.67
05/05/2017	6735(A)	BRENNER OIL CO.	DIESEL FUEL	17,696.90
05/05/2017	6736(A)	BYHOLT INC.	MAINTENANCE SUPPLIES	899.19
05/05/2017	6737(A)	C C I SOUTH, INC.	TIME CLOCK MAINTENANCE	157.50
05/05/2017	6738(A)	C D W GOVERNMENT, INC.	SCADA MONITOR	169.90
05/05/2017	6739(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,926.34
05/05/2017	6740(A)	CARRIER & GABLE	TRAFFIC SUPPLIES/EQUIP	12,618.00
05/05/2017	6741(A)	CLEAN EARTH ENVIRONMENTAL SERV	SLUDGE REMOVAL	2,512.00
05/05/2017	6742(A)	CROWN TROPHY	GIPSON SERVICE AWARD	59.00
05/05/2017	6743(A)	DEER CONTRACTING & LANDSCAPE	RETAINING WALL REPAIRS	19,515.38
05/05/2017	6744(A)	EG WORKFORCE SOLUTIONS	TEMPORARY ASSISTANCE	508.32
05/05/2017	6745(A)	ETNA SUPPLY, INC.	REPAIR AND MAINTENANCE	547.56
05/05/2017	6746(A)	FURRY, WILLIAM	EMPLOYEE REIMBURSEMENT	199.99
05/05/2017	6747(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	2,495.50
05/05/2017	6748(A)	GORDON WATER SYSTEMS	WATER SERVICE	245.32
05/05/2017	6749(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	1,472.00
05/05/2017	6750(A)	GREATER KALAMAZOO UNITED WAY	EMPLOYEE CONTRIBUTIONS	815.84
05/05/2017	6751(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST SERVICES	55.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: April 23, 2017 To: May 7, 2017

Check Date	Check	Vendor Name	Description	Amount
05/05/2017	6752(A)	HARTFORD LIFE INSURANCE COMPANY	INSURANCE SERVICES	8,629.65
05/05/2017	6753(A)	HURLEY & STEWART, LLC	STORMWATER ASSET MGT	5,148.31
05/05/2017	6754(A)	INDUSCO SUPPLY CO., INC.	REPAIR/MAINT SUPPLIES	608.35
05/05/2017	6755(A)	J-AD GRAPHICS, INC	BROCHURE PRINTING	1,739.00
05/05/2017	6756(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	440.00
05/05/2017	6757(A)	LAKE MICHIGAN MAILERS, INC.	BARCODING MAIL SERVICE	55.00
05/05/2017	6758(A)	MATERIALS RESOURCES	REPAIR/MAINT SUPPLIES	28.00
05/05/2017	6759(A)	MAURER'S TEXTILE RENTAL SERVICES	UNIFORM SHIRTS	238.73
05/05/2017	6760(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	230.00
05/05/2017	6761(A)	MEJEUR ELECTRIC LLC	LIGHTING REPAIR	1,081.00
05/05/2017	6762(A)	MIDWEST CIVIL ENGINEERS	ENGINEERING SERVICES	3,690.00
05/05/2017	6763(A)	MUNICIPAL CODE CORPORATION	ANNUAL MUNICIPAL CODES	2,543.04
05/05/2017	6764(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	629.00
05/05/2017	6765(A)	OGDEN, JESSE	UMPIRE PAYROLL	147.00
05/05/2017	6766(A)	ONE WAY PRODUCTS	CAN LINERS	610.30
05/05/2017	6767(A)	PCM SALES, INC.	OPERATING COSTS	40,550.00
05/05/2017	6768(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	240.00
05/05/2017	6769(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECKS (HR)	16.67
05/05/2017	6770(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	500.00
05/05/2017	6771(A)	PORTAGE FIREFIGHTERS	APRIL 2017 UNION DUES	1,726.08
05/05/2017	6772(A)	PORTAGE ON-CALL FIREFIGHTERS	APRIL 2017 UNION DUES	80.00
05/05/2017	6773(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR APRIL	742.00
05/05/2017	6774(A)	PREIN & NEWHOF	ENGINEERING SERVICES	750.00
05/05/2017	6775(A)	PREMIER TRUCK SALES & RENTAL, INC.	PACKER TRUCK RENTAL	7,000.00
05/05/2017	6776(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	446.54
05/05/2017	6777(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	548.65
05/05/2017	6778(A)	ROE-COMM, INC.	REPROGRAM RADIOS	187.50
05/05/2017	6779(A)	SAFETY SERVICES, INC.	AIR TESTER MAINTENANCE	158.92
05/05/2017	6780(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIRS	3,469.61
05/05/2017	6781(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS	180.00
05/05/2017	6782(A)	SYNERGISTIC ONLINE SOLUTIONS	SOFTWARE MAINTENANCE	1,840.00
05/05/2017	6783(A)	THE POSTMAN INC.	FENCE INSTALLATION	1,000.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: April 23, 2017 To: May 7, 2017

Check Date	Check	Vendor Name	Description	Amount
05/05/2017	6784(A)	THOMPSON, HELENE	PROGRAM INSTRUCTOR	312.00
05/05/2017	6785(A)	TRUCK & TRAILER SPECIALTIES	ADDITIONAL TRUCK SET	184.04
05/05/2017	6786(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	APRIL 2017 UNION DUES	429.86
05/05/2017	6787(A)	VANDERBERG, WARD M	UMPIRE PAYROLL	94.00
05/05/2017	6788(A)	VANDERVEEN, LAUREN	EMPLOYEE TRAINING	351.00
05/05/2017	6789(A)	VERPLANK TRUCKING CO.	LIMESTONE	1,567.16
05/05/2017	6790(A)	W W GRAINGER INC	WADERS	309.20
05/05/2017	6791(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICE	840.00
05/05/2017	6792(A)	WOLVERINE POWER SYSTEMS	FIRE GENERATOR MAINTENANCE	2,263.28
Total ACH Transaction				221,181.53

Check Type: Paper Check

04/25/2017	301961	ACROSS THE STREET PRODUCTIONS INC	FIRE OPS SUBSCRIPTION	125.00
04/25/2017	301962	ESTATE OF FLORA SMITH	FIRE ESCROW FUNDS	12,056.00
04/25/2017	301963	MICHIGAN CHAPTER IAAI	FIRE MARSHAL TRAINING	250.00
04/25/2017	10080	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	278.81
05/05/2017	10081	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	590.63
05/05/2017	301964	A T & T	TELEPHONE SERVICE	133.65
05/05/2017	301965	ACTION GEAR EMBROIDERY INC.	UNIFORM APPARREL	469.00
05/05/2017	301966	ADP, INC.	ENTERPRISE ETIME	3,284.50
05/05/2017	301967	ALLEGRA PRINT & IMAGING	BUSINESS CARDS	771.23
05/05/2017	301968	ARIF, MUHAMMAD	EMPLOYEE REIMBURSEMENT	461.92
05/05/2017	301969	ARTWEAR APPAREL GRAPHICS, INC.	UMPIRE SHIRTS	175.50
05/05/2017	301970	AT&T YELLOW PAGES	YELLOW PAGES AD	624.80
05/05/2017	301971	AUTOBODY USA - SOUTHSIDE	VEHICLE REPAIR	574.20
05/05/2017	301972	BABCOCK, MERRILL	DAMAGED MAILBOX	44.00
05/05/2017	301973	BEERY, MICHAEL	EMPLOYEE REIMBURSEMENT	150.00
05/05/2017	301974	BRAND TRAITS	WEBSITE CONSULTATION	1,200.00
05/05/2017	301975	CADWELL APPARELL	UNIFORM APPARREL	261.00
05/05/2017	301976	CARDNO, INC.	GRASS SEED	898.45
05/05/2017	301977	CASEY, BARBARA	TRIP REFUND	142.00
05/05/2017	301978	CHICAGO TITLE OF MI	TAX OVERPAYMENT REFUND	34.57

ACCOUNTS PAYABLE REGISTER

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Check Dates From: April 23, 2017 To: May 7, 2017

Check Date	Check	Vendor Name	Description	Amount
05/05/2017	301979	CHICAGO TITLE OF MICHIGAN, INC.	TITLE SEARCH	322.25
05/05/2017	301980	CLOVERDALE EQUIPMENT OF WEST MICH	PORTABLE COMPRESSOR	19,956.00
05/05/2017	301981	CONRAD CONSULTING & REMODELING	CDBG - 5536 DEERFIELD	3,400.00
05/05/2017	301982	CORFMAN, MIKE	FIRE TRAINING	164.50
05/05/2017	301983	DEGRAAF, JOAN	STUART MANOR DEPOSIT	150.00
05/05/2017	301984	DEREK HENSON	FIRE MARSHAL DUES	325.00
05/05/2017	301985	DEVON TITLE AGENCY	TAX OVERPAYMENT REFUND	46.96
05/05/2017	301986	DIETSCH, DOUG	SCHRIER DEPOSIT REFUND	100.00
05/05/2017	301987	EKLOV, ERICA	EMPLOYEE REIMBURSEMENT	120.59
05/05/2017	301988	ELIZABETH LOEBIG	EMPLOYEE REIMBURSEMENT	149.00
05/05/2017	301989	EMERGENCY MEDICAL PRODUCTS INC	FIRE EMS SUPPLIES	85.50
05/05/2017	301990	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	6,912.61
05/05/2017	301991	FIDELITY NATIONAL TITLE CO LLC	TAX OVERPAYMENT REFUND	117.79
05/05/2017	301992	FORSHEE, MARK	UMPIRE PAYROLL	188.00
05/05/2017	301993	FRANKLIN, STANLEY	DAMAGED MAILBOX	44.00
05/05/2017	301994	GALL'S, LLC	FIRE EMS SUPPLIES	140.00
05/05/2017	301995	GILBERTSON, SCOTT	DAMAGED MAILBOX	44.00
05/05/2017	301996	GORDON FOOD SERVICE	VOLUNTEER RECOGNITION	274.91
05/05/2017	301997	GREATER KALAMAZOO FOP LODGE 98	APRIL 2017 UNION DUES	3,350.12
05/05/2017	301998	HADDOCK, KYLE	PARK DEPOSIT REFUND	100.00
05/05/2017	301999	HILLSIDE INDIAN CUISINE	REFRESHMENTS FOR VOLUNTEERS	157.94
05/05/2017	302000	HOEKSTRA ROOFING CO.	ROOF REPAIRS	174.88
05/05/2017	302001	HOGNACHI, DAVID	UMPIRE PAYROLL	115.00
05/05/2017	302002	HOME DEPOT	MISC REPAIR SUPPLIES	935.76
05/05/2017	302004	INGERSOLL, WATSON, MCMACHEN	ENGINEERING SERVICES	245.00
05/05/2017	302005	INT'L ASSOC OF FINANCIAL CRIMES INV	EMPLOYEE TRAINING	90.00
05/05/2017	302006	KALAMAZOO COUNTY ROAD COMMISSI	LIQUID TAR EMULSION	709.74
05/05/2017	302007	KALAMAZOO COUNTY TREASURER	1ST QUARTER SUBPOENA	165.25
05/05/2017	302008	KALAMAZOO LANDSCAPE SUPPLIES	PROCESSED TOPSOIL	3,396.99
05/05/2017	302009	KEANE, MARY ANN	TRIP REFUND	142.00
05/05/2017	302010	KENT COMPANIES, INC.	CONCRETE LIFTING SERVICE	750.00
05/05/2017	302011	KOZAR, MARIE	PROGRAM REFUND	25.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: April 23, 2017 To: May 7, 2017

Check Date	Check	Vendor Name	Description	Amount
05/05/2017	302012	KZOO TIRE COMPANY	VEHICLE MAINTENANCE	19.50
05/05/2017	302013	LARRY MOORE	TUITION REIMBURSEMENT	391.00
05/05/2017	302014	LIGTENBERG, JACK AND MARY	TRIP REFUND	222.00
05/05/2017	302015	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	48.00
05/05/2017	302016	MAKRINA CONKLIN	TUITION ASSISTANCE REFUND	800.00
05/05/2017	302017	MANSFIELD, GRANT	OVERPAY REFUND	8.64
05/05/2017	302018	MICH ASSOC OF CHIEFS OF POLICE	EMPLOYEE TRAINING	260.00
05/05/2017	302019	MICHAEL A. BAKER	UMPIRE PAYROLL	50.00
05/05/2017	302020	MICHIGAN ASSOC OF MUNICIPAL CLERKS	EMPLOYEE TRAINING	350.00
05/05/2017	302021	MICHIGAN ASSOC. OF PLANNING	EMPLOYEE TRAINING	480.00
05/05/2017	302022	MICHIGAN ASSOCIATION OF FIRE CHIEFS	EMPLOYEE TRAINING	280.00
05/05/2017	302023	MICHIGAN CAT	DOZER RENTAL	1,536.00
05/05/2017	302024	MICHIGAN NENA	EMPLOYEE TRAINING	350.00
05/05/2017	302025	MICHIGAN SECURITY & LOCK	REKEY LOCKS	125.49
05/05/2017	302026	MIDWEST CUSTOM EMBROIDERY COMPANY	UNIFORM SHIRTS	1,270.22
05/05/2017	302027	MIDWEST ENERGY COOPERATIVE	ELECTRICAL SERVICES	279.24
05/05/2017	302028	MIKE CORFMAN	FIRE TRAINING	1,395.10
05/05/2017	302029	MLIVE MEDIA GROUP	CLASSIFIED ADS	2,427.47
05/05/2017	302030	MOORS I, LLC	MEETING EXPENSES	48.12
05/05/2017	302031	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	958.00
05/05/2017	302032	MUSSLEMAN HOME IMPROVEMENTS	CDBG - 7610 AUTUMN	350.00
05/05/2017	302033	NASH, CASSANDRA	PARK DEPOSIT REFUND	100.00
05/05/2017	302034	NAT'L ASSOC OF SCHOOL RESOURCE OFCR	EMPLOYEE TRAINING	495.00
05/05/2017	302035	NYE UNIFORMS	COLLAR BRASS	590.90
05/05/2017	302036	OAKLAND POLICE ACADEMY	DNA UPDATE TRAINING	100.00
05/05/2017	302037	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,929.45
05/05/2017	302039	OLDENBURG, LAURA	PARK DEPOSIT REFUND	100.00
05/05/2017	302040	ORWIG, RYAN	SOFTBALL EXPENSES	540.00
05/05/2017	302041	PARSA, SURESH	PARK DEPOSIT REFUND	100.00
05/05/2017	302042	PATESEL, TERRY	UMPIRE PAYROLL	141.00
05/05/2017	302043	PAYNE, COLLEEN	DAMAGED MAILBOX	44.00
05/05/2017	302044	PEERLESS, INC.	FIRE STATION SUPPLIES	180.00

ACCOUNTS PAYABLE REGISTER

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Check Dates From: April 23, 2017 To: May 7, 2017

Check Date	Check	Vendor Name	Description	Amount
05/05/2017	302045	PLANNING & ZONNING NEWS	SUBSCRIPTION	350.00
05/05/2017	302046	PLAYCORE WISCONSIN, INC.	PLAYGROUND BORDER	8,150.99
05/05/2017	302047	PUCKETT, LESLIE	PARK DEPOSIT REFUND	240.00
05/05/2017	302048	RESTORATIVE LAKE SCIENCES, LLC	2017 WEST LAKE WEED	1,500.00
05/05/2017	302049	RHODES, KEVIN	UMPIRE PAYROLL	126.00
05/05/2017	302050	ROBINSON, KEVIN	UMPIRE PAYROLL	84.00
05/05/2017	302051	SCHURING JR CO, JOHN	NOTARY BOND FEE	50.00
05/05/2017	302052	SHELBURNE, LAURIE	EMPLOYEE TRAINING	195.15
05/05/2017	302053	SHERMAN TOOL / CORNWELL TOOLS	EQUIPMENT SCANNER	3,795.00
05/05/2017	302054	SLATER, JEREMY	SOFTBALL EXPENSES	250.00
05/05/2017	302055	SMITH, ROBERT	UMPIRE PAYROLL	168.00
05/05/2017	302056	SPRING CREST CUSTOM DRAPERIES	SHADES FOR OFFICE	460.00
05/05/2017	302057	STAFFORD'S PERRY HOTEL	EMPLOYEE TRAINING	597.00
05/05/2017	302058	STATE OF MICHIGAN	SEX OFFENDER REGISTRATION	810.00
05/05/2017	302059	STATE OF MICHIGAN (DOT)	S WESTNEDGE/ROMENCE PRJ	35,407.08
05/05/2017	302060	STATE OF MICHIGAN (MDEQ)	2017 STORM WATER ANNEX	4,000.00
05/05/2017	302061	STEENSMA LAWN & POWER EQUIPMENT	CHAIN SAWS	3,647.41
05/05/2017	302062	SUITS U TAILOR SHOP INC	ALTERATIONS	95.00
05/05/2017	302063	SUNBELT RENTALS, INC.	DISCHARGE HOSE RENTAL	1,482.00
05/05/2017	302064	SWT EXCAVATING, INC	WATER SERVICE INSTALL	443.37
05/05/2017	302065	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	1,950.00
05/05/2017	302066	TRACTOR SUPPLY CORP.	OPERATING SUPPLIES	87.97
05/05/2017	302067	UNITED PARCEL SERVICE	WEEKLY DELIVERY	44.07
05/05/2017	302068	UNITED PARTY & EVENT SERVICES	TENTS, TABLES & CHAIRS	975.00
05/05/2017	302069	UNIVERSAL TOOL INC.	ICE RESURFACER BLADE	2,055.00
05/05/2017	302070	VARIDESK LLC	STANDING DESK	363.75
05/05/2017	302071	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	1,781.10
05/05/2017	302072	W W WILLIAMS	PROGRAMMING	338.00
05/05/2017	302073	WASHINGTON, HUGH	PARK DEPOSIT REFUND	100.00
05/05/2017	302074	WATKINS, GREG	UMPIRE PAYROLL	96.00
05/05/2017	302075	WEINBERG, JEAN	SR TRIP REFUND	116.00
05/05/2017	302076	WELCHERT NATIONAL TITLE	OVER PMT FINAL WATER	41.17

ACCOUNTS PAYABLE REGISTER

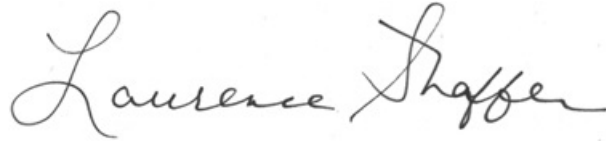
Page 7 of 7

Check Dates From: April 23, 2017 To: May 7, 2017

Check Date	Check	Vendor Name	Description	Amount
05/05/2017	302077	WEST MICH ASSOC OF CHIEFS OF POLICE	MEMBERSHIP DUES	25.00
05/05/2017	302078	WEST MICH ASSOC OF CHIEFS OF POLICE	MEMBERSHIP DUES	25.00
05/05/2017	302079	WEST MICHIGAN OFFICE INTERIORS	OFFICE CHAIRS	1,291.80
05/05/2017	302080	WEST MICHIGAN REALTORS TITLE CO	TAX OVERPAYMENT REFUND	35.22
05/05/2017	302081	WRAPS N SIGNS	RECREATION PATCH	79.00
05/05/2017	302082	CITY FLATS HOTEL	LODGING - HOFFMASTER	1,063.75
05/05/2017	302083	HOFFMASTER, KAITLIN	TRAINING EXPENSES	145.00
05/05/2017	302084	HURST MECHANICAL, INC.	OPERATING SUPPLIES	241.35
05/05/2017	302085	PORTAGE ROTARY CHARITIES	SPECIAL EVENT INSURANCE	2,320.13
05/05/2017	302086	SHORELINE TOURS & TRAVEL	TRIP VENDOR PAYMENT	5,554.46
05/05/2017	302087	TECHNOLOGY SOLUTIONS	SOFTWARE SERVICES	5,776.75
			Total Paper Check:	167,749.70
Check Type: Auto-Pay				
4/24/2017	4751	CONSUMERS ENERGY	GAS-ELECTRIC	2,746.82
5/4/2017	4791	CONSUMERS ENERGY	GAS-ELECTRIC	4,281.51
			Total Auto-Pay:	7,028.33
			Grand Total:	395,959.56

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fiscal Year 2017-2018 Budget Approval

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Fiscal Year 2017-2018 Budget.

Following City Council budget review sessions on April 11 and April 25, as well as the public hearing on May 9, 2017, the adoption of the General Appropriations Act and the Salary and Wage Resolution will complete the Fiscal Year 2017-2018 Budget adoption and authorize implementation beginning July 1, 2017.

The Fiscal Year 2017-2018 Budget is a conservative financial plan that maintains a high level of excellence in service. The persistent financial challenges of the state economy continue to affect local governments, bringing uncertainty regarding revenue sharing monies, Act 51 street funds, and other state and federal awards and entitlements. However, effective financial controls and planning instituted by the City Administration will minimize the effects of future budget challenges.

This budget is a sound financial plan for the community that:

- Lowers the overall city tax rate (millage) to 10.9205 mills;
- Includes reimbursements from the state offsetting revenue reductions due to personal property tax losses;
- Maintains the City Council prescribed fund balance for the General Fund at 24 percent of General Fund expenditures;
- Preserves the City of Portage position in the lower 25 percent of all Michigan cities with populations greater than 20,000 in terms of millage level.

The General Appropriations Act Resolution, which is attached, has been prepared to conform to all requirements of the City Charter and state statutes. The Salary and Wage Resolution, necessary to establish salary and wage schedules, is also attached. In accordance with the timeline prescribed by the City Charter, Council adoption of these two resolutions is recommended.

FUNDING: N/A

Attachments:

1. General Appropriations Act resolution
2. Salary and Wage Resolution

GENERAL APPROPRIATIONS ACT
RESOLUTION TO ADOPT THE BUDGET
OF THE CITY OF PORTAGE FOR THE FISCAL YEAR
JULY 1, 2017 TO JUNE 30, 2018
AND TO MAKE APPROPRIATIONS THEREFORE

Moved by
Supported by

WHEREAS, Chapter 7 of the City Charter requires: That the City Manager submit a budget proposal with his recommendation to the City Council; that a public hearing be held on said budget proposal; that the City Council by resolution adopt a budget for the ensuing fiscal year, make an appropriation of the money needed therefore, and designate the sum to be raised by taxation; and

WHEREAS, the Manager has submitted said budget and recommendations and a public hearing has been held thereon;

NOW, THEREFORE, BE IT RESOLVED as provided in Chapter 7 of the City Charter, and in conformity with Public Act 621 of 1978, the Uniform Budgeting and Accounting Act, that the budgets attached hereto and made a part hereof by reference are hereby considered and adopted, to be administered on an activity level, with the exception of the Capital Improvement Fund, which will be administered on a program/project level, as the budgets of the City of Portage to cover the operations and expenditures thereof for the fiscal year July 1, 2017 to June 30, 2018.

BE IT FURTHER RESOLVED that the sum of \$21,244,219 be raised by taxation by the levy of 10.9205 mills for operations on the taxable value of all real and personal property in the City as follows:

General Operating Fund	7.5000 mills	\$14,597,900
Capital Improvement Fund	2.0000 mills	3,881,419
Curbside Recycling Fund	0.3250 mills	632,600
Leaf Pickup/Spring Cleanup Fund	0.3455 mills	672,500
Municipal Street Fund	<u>0.7500 mills</u>	<u>1,459,800</u>
	<u>10.9256 mills</u>	<u>\$21,244,219</u>

BE IT FURTHER RESOLVED that the City Manager be authorized to transfer necessary amounts between activities/ departments within a fund and make any adjustments within or between funds which do not change ending fund balance. The Capital Improvement Funds shall be considered one fund for the purposes of this provision.

BE IT FURTHER RESOLVED that for the General Fund, the fund balance shall be at least 24% of the 2016-2017 appropriations, including transfers.

BE IT FURTHER RESOLVED that a copy of this budget resolution be furnished to the City Assessor, who together with the Finance Director shall then proceed to assess and collect the taxes in accordance with the City Charter and State Statutes.

YES:
NO:
ABSENT:

James R. Hudson, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the 23rd day of May, 2017 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 23rd day of May, 2017

James R. Hudson, City Clerk

SALARY AND WAGE RESOLUTION
RESOLUTION TO ADOPT THE SALARY AND WAGE SCHEDULES FOR
THE FISCAL YEAR JULY 1, 2017 TO JUNE 30, 2018

Moved by
Supported by

WHEREAS, Section 6.18(a) of the City Charter and Section 248.06 of the City Code require that upon recommendation of the City Manager, the City Council shall establish uniform salary and wage scales for all officers and employees of the City;

NOW, THEREFORE, BE IT RESOLVED that for the period beginning July 1, 2017 and until otherwise directed, salaries and wages shall be established and adjusted as follows:

- (1) Personnel of the following bargaining units shall receive compensation in accordance with bargaining agreements being negotiated to replace the labor agreements expiring June 30, 2016:
Portage Police Officers Association (PPOA)
Portage Police Command Officers Association (PPCOA)
- (2) Personnel of the following bargaining units shall receive compensation effective July 1, 2017 in accordance with applicable collective bargaining agreements:
International Association of Firefighters (IAFF) – effective 7/1/15-6/30/20
United Auto Workers (UAW) – Department of Public Services – effective 7/1/15-6/30/18
- (3) Department Head and full time non-union employees receive salary adjustments as provided for in the Non-Union Employee Compensation and Classification Plan, as recommended by the City Manager and adopted with the budget on May 23, 2017. The 2017/2018 recommended budget provides for one-time merit bonus or adjustments for department Head and full-time non-union employees and for organizational restructuring and certain attainment adjustments authorized by the City Manager during the fiscal year. Total adjustments for Department Head and regular full-time non-union employees shall not exceed \$136,150. Part-time and seasonal employees receive wage increases as approved by the City Manager. Compensation for the City Manager shall be determined by the City Council.

YES:
NO:
ABSENT:

James R. Hudson, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the 23rd day of May, 2017 the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 23rd day of May, 2017.

James R. Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Permit to Conduct Fireworks Display

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council approve a permit for a fireworks display on July 3, 2017, sponsored by the Portage Rotary Club.

The Portage Rotary Club has submitted an application for a permit to conduct a public fireworks display on July 3, 2017 at Portage Public Schools' McCamley Field. A letter from the Portage Rotary requesting favorable consideration of the permit is attached, as well as the Portage Schools Site Reservation Sheet for 2017. The public display of fireworks is regulated by Public Act 328 of 1931, the Fireworks Law. The Act provides that municipalities may issue permits for public fireworks displays on a form issued by the State Fire Marshal.

The Act requires that the local governmental unit rule on the competency and qualifications of pyrotechnic operators who propose to conduct a display before the permit is issued. In the City of Portage, the responsibility is designated to the Fire Marshal. Night Magic, Incorporated, a professional pyrotechnic company with a long record of conducting public fireworks displays, including those in the City of Portage, will be conducting the 2017 display. Based on requirements set forth in the International Fire Code and applicable National Fire Protection Association (NFPA) standards, the Fire Marshal has determined that Night Magic, Incorporated, is both competent and qualified.

The Portage Public Safety Department is coordinating with the Portage Rotary Club to ensure a safe and orderly event. Further, the attached informational letter was sent by the Portage Rotary Club to property owners within one-quarter mile of the launch location of the fireworks about the event. As such, it is recommended that City Council approve a permit for the proposed public fireworks display sponsored by the Portage Rotary Club.

FUNDING: N/A

Attachments:

1. Fire Marshal Conditional Approval
2. Rotary Fireworks letter 2017
3. Portage Schools Site Reservation Sheet 2017
4. 2017 Rotary Fireworks Application
5. Map of Display Area

James Hudson

From: Derek Henson
Sent: Thursday, April 27, 2017 4:37 PM
To: James Hudson
Cc: Adam Herringa
Subject: FW: Fireworks Permit for July 4th, 2017
Attachments: [Untitled].pdf

Jim,
This is approved pending a site plan be submitted from the fireworks operator for review.

Thank you,
Derek

From: James Hudson
Sent: Monday, February 20, 2017 10:31 AM
To: Derek Henson <hensond@portagemi.gov>
Cc: Adam Herringa <herringa@portagemi.gov>
Subject: FW: Fireworks Permit for July 4th, 2017

Good Morning, Derek,

Although this is a bit early, the Rotary would like an early approval of this request. Thanks for your help.

Jim

From: clerkmfp@portagemi.gov [mailto:clerkmfp@portagemi.gov]
Sent: Monday, February 20, 2017 9:54 AM
To: James Hudson
Subject:



Portage Rotary Club

April 29th, 2017

Greetings:

The Portage Rotary Club is planning a public fireworks show to be held the evening of July 3, 2017, beginning at dusk, at McCamley Field located at Portage Central High School. A licensed professional pyrotechnic operator contracted by Portage Rotary will conduct the fireworks display.

Records provided by the City of Portage indicated that you are a property owner located within one-quarter mile of this location. In an effort to promote positive neighbor relations, Portage Rotary is notifying you of this community event.

It is anticipated that the Portage City Council will review and consider granting a permit to conduct a fireworks display at the May 23, 2017 City Council Meeting held at City Hall. As a neighbor, if you have any formal comments regarding the proposed fireworks display, they can be heard at the May 23, 2017 City Council Meeting or submitted in writing to the following:

Office of the City Clerk
City of Portage
7900 South Westnedge Ave
Portage, MI 49002

If you have questions about the proposed fireworks display, please contact me at 269 303-5459. The Portage Rotary hopes you will enjoy the fireworks display and thanks you in advance for your support of this patriotic community event.

Sincerely,

Jim Martin
President
Portage Rotary Club

cc. Portage City Clerk
Portage Fire Marshal

Event Detail Report

Schedule ID	20465	Creation Date	3/29/2017 8:33:41AM
Title	McCAMELY - FIREWORKS - Portage Rotary	Active	Yes
Organization	Portage Rotary Club	Fee	\$0.00
Status	Approved	# of Parking Spaces	
Approval Note	Other Needs		
Contact Name	Karen Foster	Day-Time Phone	
Address	P O BOX 55 Portage, MI 49081	Evening Phone	
Fax		Cellular Phone	269-207-6122
Email	kfoster@bpmportage.com		
Company	Britton Gallagher	Policy No	1619303-05
Coverage	Coverage from Night Magic Displays		
Coverage Dates			
Building Room		Room Contact Name	Zone
McCamley Complex			Marti Phelps
McCamley Complex			Joe Wallace
McCamley Complex			Chris Riker

Note: * indicates Alternate Event "C" indicates canceled, declined, or unavailable event.

 indicates no insurance coverage

Attachment A

5/19/2017

Event Detail Report

Event Date	7/3/2017	8:00 AM -11:00 PM	Setup Begin Time	8:00 AM	Breakdown End Time	11:00 PM	Location	McCamley
Task								
McCamley - Fireworks.	WO/Incident ID	WO/Incident Status	Task Description		Craft/Problem Type			
Need flag on Softball field for event. Need trash cans on practice fields. Rotary will clean up the date after fireworks.			New		Athletic Fields (Maintenance Service)			
custodial coverage needed during event time 6P-11P. KFoster from Portage Safety has a key to open for setup time. McCamley Field - need flag for the softball field for the fireworks. Will put in concession stand when done.			New		Custodial (Maintenance Service)			
RAIN DATE 7/4								

Note: * Indicates Alternate Event "C" Indicates canceled, declined, or unavailable event.

 Indicates no insurance coverage

Event Detail Report

Schedule ID	20466	Creation Date	3/29/2017 8:35:44AM
Title	McMCMCAMLEY- *RAIN DATE* FIREWORKS		
Organization	Portage Rotary Club	Active	Yes
Status	Approved	Fee	\$0.00
Approval Note	# of Parking Spaces		
	Other Needs		
Contact Name	Karen Foster	Day-Time Phone	
Address	P O BOX 55	Evening Phone	
	Portage, MI 49081	Cellular Phone	269-207-6122
Fax			
Email	kfoster@bpmportage.com		
Company	Britton Gallagher	Policy No	1619303-05
Coverage	Coverage from Night Magic Displays		
Coverage Dates			
Building Room	Room Contact Name	Zone	
McCamley Complex		Marti Phelps	
McCamley Complex		Joe Wallace	
McCamley Complex		Chris Riker	

Note: * indicates Alternate Event "C" indicates canceled, declined, or unavailable event.  indicates no insurance coverage

Event Detail Report

PORTAGE PUBLIC SCHOOLS (2)

Event Date	7/4/2017	8:00 AM - 11:00 PM	Setup Begin Time	8:00 AM	Breakdown End Time	11:00 PM	Location
Task	WO/Incident ID		WO/Incident Status	Task Description		Craft/Problem Type	
RAIN DATE							
Fireworks @ McCamley							
- custodial coverage							
needed during event							
time 6P-11P. KFoster							
from Portage Safety has							
a key to open for setup							
time. McCamley Field -							
need flag for the softball							
field for the fireworks.							
Will put in concession							
stand when done.							
RAIN DATE 7/4							
McCamley - Fireworks.							
Need flag on Softball							
field for event. Need							
trash cans on practice							
fields. Rotary will clean							
up the date after							
fireworks.							
				New	Athletic Fields (Maintenance Service)		

Note: * indicates Alternate Event "C" indicates canceled, declined, or unavailable event.

☒ Indicates no insurance coverage

5/19/2017

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☒ Display Fireworks

☐ Private Display

☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

AGE (18 YEARS OR OLDER) OF APPLICANT

ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, I.L.C. ORA OR OTHER

TELEPHONE NUMBER

AGE (18 YEARS OR OLDER) OF PYROTECHNIC OPERATOR
48

Portage, Paw Paw, WMU, Mendon, etc

AGE OF ASSISTANT (18 YEARS OR OLDER)

AGE OF OTHER ASSISTANT (18 YEARS OR OLDER)

NAME OF PROPOSED DISPLAY: Portage McCaughey Field, 8100 S. Westwedge

10:15 PM

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Delivered to site day of show

ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES INC.

777 108th Ave. NE, #200 BELLEVUE, WA 98004

KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)

428	3 inch display shells
70	2 1/2 inch display shells
9	Multi shot boxes

DATE

2-16-17

2017

Permit for Fireworks Other Than Consumer or Low Impact
Michigan Department of Licensing & Regulatory Affairs
Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

Authority	2011 PA 256	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency/
Compliance	Required	
Penalty	Permit will not be issued.	

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.

Public Display		
ISSUED TO	AGE (18 or over)	
Portage Rotary Club / Karen Foster		
ADDRESS		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS		
428 pcs 3 inch display shells 70 pcs 2 1/2 inch display shells 9 pcs Multi shot Boxes		
EXACT LOCATION OF DISPLAY OR USE		
CITY, VILLAGE, TOWNSHIP	DATE	TIME
BOND OR INSURANCE FILED		AMOUNT
☒ Yes ☐ No		\$10,000,000.00

Issued by action of the Legislative Body of a		
☐ city	☐ village	☐ township of _____ on the _____ day of _____ 20____
_____ (Signature and Title of Legislative Body Representative)		

FORM IS VALID FOR YEAR SHOWN ONLY

NIGHT MAGIC DISPLAYS

3999 Hupp Rd. La Porte IN 46350

800-998-3900 Toll Free

Fax 574-272-6042

AGREEMENT

AGREEMENT made this 14th day of February, 2017, by **Night Magic Displays**, by its authorized agent hereinafter referred to as "Seller" and the **City of Portage**, hereinafter referred to as "Buyer".

1. **SALE OF GOODS:** The Seller shall sell to the Buyer certain Fireworks Display(s) in accordance with the program (Bid) attached hereto which shall be incorporated herein. This Display will be given on the evening(s) **July 3, 2017**, weather permitting, it being understood that should inclement weather prevent the giving of any Display on the date mentioned herein, it will be given on the next clear agreed upon date in the given year.

2P. **PURCHASE PRICE and PAYMENT:** Purchase price shall be **\$9,000.00**. Payment shall be made within 10 days after display is shot. A finance charge of one and one half percent per month will be assessed on all accounts overdue.

If inclement weather should prevent the giving of this display on the alternate agreed upon date, the Buyer will have the option of fulfilling this contract with a buyout of 40% of the display amount to the Seller.

3. **CLAIMS:** Any claims for loss or damage, defective materials and or product or shortages in count, or for any other cause is waived by Buyer unless made within Three (3) days after delivery.

WARRANTIES: The Seller warrants that the displays and their contents are in conformity with the specifications set forth in the Bid. No other representations or warranties have been made by the Seller or relied upon by the Buyer. This warranty is expressly in lieu of any and all warranties expressed or implied.

4. **LIABILITY:** The Buyer further agrees to provide the following:

- Sufficient area for the Displays in accordance with the N.F.P.A. code of distances.
- Adequate Security Staff protection to prevent spectators from entering Display Area.
- Protection of the Display area by roping off or similar facility.
- Daylight inspection of Display site the day following the Display.
- State Permit for Fireworks Display.

5. **ADDITIONAL COVENANTS:**

- Seller agrees to furnish Pyrotechnicians for this Display. This includes labor for setup, firing, tear down of display and initial inspection and clean up of Display area.
- Seller shall purchase insurance for the benefit of Seller and Buyer in the amount of \$10,000,000.00 for each display. Such insurance shall cover damage and personal injury resulting from any aspect of this contract.

6. **BENEFIT:** This agreement shall be binding upon and inure to the benefit of the parties, their successors, and assigns.

IN WITNESS, WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT THIS 16

DAY OF Feb, 2017.

NIGHT MAGIC DISPLAYS

By [Signature]
Authorized Agent of SELLER

[Signature]
Authorized Agent of BUYER

Karen L Bowen-Foster KFoster@bpm
Printed Name email address Portage, IN
504 E Center Portage MI 49002
Billing Address City State Zip

Insurance certificate will be emailed to
address provided here by buyer

Please sign and return both originals to NIGHT MAGIC DISPLAYS. - an executed original will be returned for your records.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
777 108th Ave NE, #200
Bellevue WA 98004

CONTACT NAME: Kristen Look
PHONE (A/C, No, Ext): 425-586-1016 **FAX (A/C, No):** 425-451-3716
E-MAIL ADDRESS:

INSURED MIANINC-01
Mian, Inc. dba Night Magic Displays
3999 E. Hupp Road, Bldg R-3-1
La Porte IN 46350

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: T.H.E. Insurance Company	12866
INSURER B: Liberty Insurance Corporation	42404
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 185048704

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Per Show Agg GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		CPP010529901	2/4/2017	2/4/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS		CPP010529901	2/4/2017	2/4/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION S		ELP001210401	2/4/2017	2/4/2018	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	WC34S311836057 WC534S524913037	2/4/2017 2/4/2017	2/4/2018 2/4/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as additional insured on the General Liability policy per form number CG133F (07/95)
The City of Portage, its agents, employees & Elected officials, Portage Public Schools and Portage Rotary Club are named as additional insured with respects to the July 3, 2017 firework display in Portage MI.

CERTIFICATE HOLDER

City of Portage
8111S. Westnedge
Portage MI 49002
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED—AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONTRACT OR WRITTEN AGREEMENT

This endorsement modifies insurance provided by the Coverage Part(s) checked below:

- ☐ All Coverage Parts or
☒ Only the following checked Coverage Part(s)

- ☒ COVERAGE PART A - COMMERCIAL GENERAL LIABILITY
N/A COVERAGE PART B - CONTRACTOR'S POLLUTION LIABILITY
N/A COVERAGE PART C - PROFESSIONAL LIABILITY
N/A COVERAGE PART D - SITE ENVIRONMENTAL LIABILITY
N/A COVERAGE PART E - PRODUCTS POLLUTION LIABILITY
N/A COVERAGE PART F - OTHER

Solely with respect to coverage afforded by the Coverage Part(s) checked above:

SECTION II – Who Is An Insured is amended to include as an additional insured any person or organization you are required to include as an additional insured on this Policy by written contract or written agreement in effect during this "policy period" and executed prior to the "occurrence" of any "bodily injury" or "property damage" but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by:

1. Your acts or omissions, or
2. The acts or omissions of those acting on your behalf.

Liability for the above acts or omissions includes the liability you are required to assume in a written contract or written agreement with an additional insured that is specifically related to "your work", provided that assumption of the additional insured's liability is permitted by law.

The insurance provided to the additional insured(s) under this endorsement is limited as follows:

1. In the event that the Limits of Insurance provided by this Policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance stated in the Declarations.
2. Any coverage provided by this endorsement to an additional insured(s) shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a written contract or written agreement specifically requires that this insurance apply on a primary and noncontributory basis.
3. With respect to the insurance afforded to the additional insured(s), the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, (other than service, maintenance or repairs) on the project to be performed by

or on behalf of the additional insured(s) at the location of the covered operations, has been completed; or

- b. That portion of "your work" out of which the "bodily injury" or "property damage" arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project;

provided that item 3.a. and 3.b. above shall not apply if such coverage is required by written contract or written agreement in effect during this "policy period" and executed prior to the "occurrence" of any "bodily injury" or "property damage".

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

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Burns & Wilcox

251 N. Rose St., Suite 228, Kalamazoo, MI 49007
Phone: () - OR () - Fax: () -

DATE: 5/2/2017

INSURANCE BINDER

Page 1 of 1

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN BELOW.

INSURED: Portage Rotary Club

PO BOX 55
Portage, MI 49081

B&W PRODUCER: Mandy M Johnson
AGENT: JOHN SCHURING JR. AGENCY
P.O. BOX 156
Portage, MI 49081-1566

LOCATION(S) OF RISK:

1. 8135 S. Westnedge, Portage, MI 49002

POLICY EFFECTIVE FROM: 07/03/2017 AT 12:01 AM TO 07/05/2017 AT 12:01 AM STD TIME AT RISK LOCATION.

FORM OF COVERAGE: COMMERCIAL GENERAL LIABILITY OCCURRENCE

POLICY NO: CPS2665840

INSURER(S):

Line Of Business	Supplier(s)	Participation
Commercial General Liability	Scottsdale Insurance Company	100.00 %

LIMITS / DEDUCTIBLES:

100% MINIMUM & DEPOSIT

TOTAL CHARGES:

Premium: \$ 100.00 Additional Insured (Fully Earned)
Premium: \$ 2,000.00 Commercial General Liability
Premium: \$ 105.00 Terrorism, Certified Acts of (CGL)
Fee: \$ 60.00 Policy Fee (Fully Earned)
Tax: \$ 55.13 Surplus Lines Tax - GenLiab

MINIMUM RETAINED PREMIUM:
100.00 % EARNED (Except Where Fully Earned)
MINIMUM PREMIUM = \$2,205.00

TOTAL: \$ 2,320.13

EXCLUSIONS:

ENDORSEMENTS:

CONDITIONS:

PLEASE REVIEW THIS BINDER CAREFULLY AS IT MAY DIFFER FROM COVERAGES AND LIMITS REQUESTED.

STATE LAW REQUIRES THAT THE INSURED BE NOTIFIED PRIOR TO BINDING, THAT COVERAGE IS TO BE PLACED IN A CARRIER NOT LICENSED IN THIS STATE, AND THAT THE PAYMENT OF LOSS MAY NOT BE GUARANTEED IN CASE OF INSOLVENCY.

THIS COMPANY BINDS THE KIND(S) OF INSURANCE STIPULATED HEREIN. THE ABOVE COVERAGES ARE THE ONLY COVERAGES BOUND. ANY COVERAGE REQUESTED IN THE APPLICATION THAT DIFFERS FROM THE ABOVE IS NOT INCLUDED. THE INSURANCE IS SUBJECT TO THE TERMS, CONDITIONS, LIMITATIONS, AND FORMS OF THE POLICY(S) IN CURRENT USE BY THE COMPANY. THIS BINDER IS CANCELLED SIXTY (60) DAYS FROM THE EFFECTIVE DATE OR WHEN REPLACED BY A POLICY, WHICHEVER COMES FIRST.

THE AGENT MUST READ THIS CERTIFICATE AND IF NOT CORRECT RETURN IT IMMEDIATELY TO BURNS & WILCOX, LTD.

BY: Alan J. Kaufman, Authorized Representative

THIS TEXT IS RED.

THIS INSURANCE HAS BEEN PLACED WITH AN INSURER THAT IS NOT LICENSED BY THE STATE OF MICHIGAN. IN CASE OF INSOLVENCY, PAYMENT OF CLAIMS MAY NOT BE GUARANTEED.

THIS TEXT IS RED.

Forms and Endorsements

Common Policy

IL 00 17 11-98 COMMON POLICY CONDITIONS

IL 00 21 9-08 NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT

NOTX0178CW 3-16 CLAIM REPORTING

NOTX0423CW 2-15 POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

OPS-D-1 8-10 COMMON POLICY DECLARATIONS

UTS-119g 6-14 MINIMUM EARNED CANCELLATION PREMIUM

UTS-365s 2-09 AMENDMENT OF NONPAYMENT CANCELLATION CONDITION

UTS-74g 8-95 PUNITIVE OR EXEMPLARY DAMAGE EXCLUSION

UTS-9g 5-96 SERVICE OF SUIT CLAUSE

UTS-COVPG 1-16 COVER PAGE

UTS-SP-2 12-95 SCHEDULE OF FORMS AND ENDORSEMENTS

UTS-SP-3 8-96 SCHEDULE OF LOCATIONS

Commercial Liability

CG 00 01 4-13 COMMERCIAL GENERAL LIABILITY COVERAGE FORM

CG 21 06 5-14 EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - WITH LIMITED BODILY INJURY EXCEPTION

CG 21 16 4-13 EXCLUSION - DESIGNATED PROFESSIONAL SERVICES

CG 21 44 4-17 LIMITATION OF COVERAGE TO DESIGNATED PREMISES OR PROJECT

CG 21 47 12-07 EMPLOYMENT-RELATED PRACTICES EXCLUSION

CG 21 67 12-04 FUNGI OR BACTERIA EXCLUSION

CG 21 73 1-15 EXCLUSION OF CERTIFIED ACTS OF TERRORISM

CG 24 26 4-13 AMENDMENT OF INSURED CONTRACT DEFINITION

CLS-SD-1L 8-01 COMMERCIAL GENERAL LIABILITY COVERAGE PART SUPPLEMENTAL DECLARATIONS

CLS-SP-1L 10-93 COMMERCIAL GENERAL LIABILITY COVERAGE PART EXTENSION OF SUPPLEMENTAL DECLARATIONS

GLS-106s 12-13 TOTAL LIQUOR LIABILITY EXCLUSION

GLS-152s 8-16 AMENDMENT TO OTHER INSURANCE CONDITIONS

GLS-227s 4-13 ASSAULT AND/OR BATTERY EXCLUSION

GLS-289s 11-07 KNOWN INJURY OR DAMAGE EXCLUSION - PERSONAL AND ADVERTISING INJURY

GLS-30s 1-15 CONTRACTORS SPECIAL CONDITIONS

GLS-341s 8-12 HYDRAULIC FRACTURING EXCLUSION

GLS-457s 10-14 AIRCRAFT EXCLUSION

GLS-47s 10-07 MINIMUM AND ADVANCE PREMIUM ENDORSEMENT

GLS-5s 4-08 SPECIAL EVENT PARTICIPANT EXCLUSION

GLS-74s 9-05 AMENDMENT OF CONDITIONS

GLS-94s 6-15 BODILY INJURY, PROPERTY DAMAGE, PERSONAL AND ADVERTISING INJURY LIABILITY
DEDUCTIBLE ENDORSEMENT

UTS-266g 5-98 ASBESTOS EXCLUSION

UTS-267g 5-98 LEAD CONTAMINATION EXCLUSION

UTS-428g 11-12 PREMIUM AUDIT ENDORSEMENT

ADDITIONAL FORMS

Commercial Liability

CG 20 12 4-13 ADDITIONAL INSURED - STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION - PERMITS OR AUTHORIZATION -

- 1) CITY OF PORTAGE / 7900 S. WESTNEDGE AVE / PORTAGE, MI 49002
- 2) PORTAGE PUBLIC SCHOOLS / 8107 MUSTANG DR / PORTAGE, MI 49002

CG 21 04 11-85 EXCLUSION - PRODUCTS-COMPLETED OPERATIONS HAZARD

GLS-271s 8-04 AMUSEMENT RIDE EXCLUSION

UTS-85g 2-98 ANIMAL EXCLUSION

John Schuring Jr. Co. INSURANCE

Invoice: 5570
May 2, 2017

John Schuring Jr. Co. Insurance

PO Box 1566
Portage, MI 49081
Phone: 269-327-3031
Fax: 269-327-2987

FOR:
Fourth of July Fireworks liability policy

TO:
Portage Rotary Club
P.O. Box 55
Portage, MI 49081

Date Effective	Transaction Information	Amount
7/03/17	Commercial General Liability Policy CPS2665840 Effective: 7/03/17 to 7/05/17	\$2320.13
	Invoice Total:	\$2320.13

Make all checks payable to JOHN SCHURING JR. CO.
THANK YOU FOR YOUR BUSINESS!

Parking

Google Maps

Additional Parking - First Reformed Church, Portage Library
Portage Dept Public Safety



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portage Road/Lakeview Avenue Intersection & Oakland Drive/Vanderbilt Avenue Intersection

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council amend an existing contract with Abonmarche Consultants to perform engineering services for the:

1. Portage Road/Lakeview Drive intersection in the amount of \$48,450;
2. Oakland Drive/Vanderbilt Avenue intersection in the amount of \$13,350,

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

A 2013 report by city staff identified several design deficiencies in the Portage Road/Lakeview Drive intersection, primarily with sight distance and approach grades. On September 22, 2015, City Council awarded a contract to Abonmarche Consultants for preliminary re-design of the intersection. A preliminary design for improvements at this intersection has been completed and submitted for Federal Transportation Safety funding.

On April 18, 2017, the city received a commitment of \$372,000 in federal funds for the intersection improvements. The new design involves relocating the intersection approximately 150 feet to the south on Portage Road and construction of a small cul-de-sac to accommodate existing driveways on Lakeview Avenue. In order to utilize the federal funding the intersection must be completed in 2018. As such, the City Administration requested a proposal from Abonmarche Consultants to complete the final design and construction administration.

Abonmarche Consultants submitted a cost of \$48,450 to perform all of the engineering requirements for the Portage Road at Lakeview Avenue intersection project. City staff have reviewed the cost and consider the price fair value for the required labor and effort.

Also included in the proposal is the administration of an additionally funded safety project at the Oakland Drive and Vanderbilt Avenue intersection. The Oakland Drive/Vanderbilt Avenue intersection project consists of the installation of an overhead flashing warning beacon. The intersection has experienced a high rate of stop sign violations and recent installation of blinking stop signs has not alleviated the problem. Federal funds in the amount of \$40,000 have been confirmed for the Oakland Drive/Vanderbilt Avenue intersection. The project will be completed in 2018.

Abonmarche Consultants submitted a cost of \$13,350 to perform the required design and construction engineering.

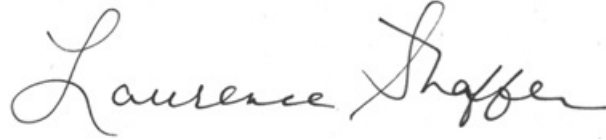
Therefore, it is recommended that City Council amend an existing contract with Abonmarche Consultants to perform engineering services for the Portage Road/Lakeview Avenue intersection and the Oakland Drive/Vanderbilt Avenue intersection in the total amount of \$61,800 and authorize the City Manager to sign all documents on behalf of the city.

FUNDING: There are existing funds in the 2016-17 Capital Improvement Program for the entirety of the project.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Mill and Fill Spring Repairs – Contract Change Order #1

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council award Contract Change Order #1 in the amount of \$48,064.42 to Rieth-Riley Construction Company, Incorporated, for mill and fill asphalt repair of an additional local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city.

The fiscal year 2016-2017 Major & Local Street budgets include funding for “mill and fill” repairs to sections of major and local streets where surface asphalt is in poor condition. City Council approved the repair of eleven sections of local streets on April 25, 2017. Due to favorable contract pricing, the deteriorating street of Chasemoor Drive can be added to the spring mill and fill contract.

The initial spring mill and fill contract was awarded to Rieth-Riley Construction in the amount of \$143,442.48. Contract Change Order #1 of \$48,064.42 would be added to the original contract for a total price of \$191,506.90. In addition, \$29,397.40 of this change order will require a budget amendment to facilitate transfer of funds from the Major Streets Fund to the Local Streets Fund. The transfer will help fund repairs from the appropriate accounts for Act-51 tracking purposes.

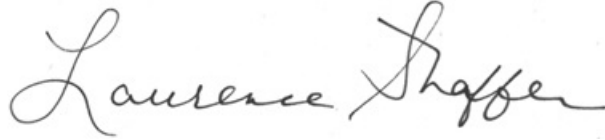
Therefore, it is recommended that City Council award Contract Change Order #1 in the amount of \$48,064.42 to Rieth-Riley Construction Company, Incorporated, for mill and fill asphalt repair of an additional local street section and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are available in the fiscal year 2016-2017 Major & Local Street budgets.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: April Environmental Report

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Attached please find the April 2017 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

City Council has a quality of environment goal to “enhance environmental quality and protect natural resources.” The summary report is intended for informational purposes and to keep the Council, Planning Commission and Environmental Board apprised of current environmental issues.

FUNDING: N/A

Attachments: 1. April Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
April 2017 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual testing ongoing.
Site Inspection / Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	Coordination with property owners and City or State agencies ongoing. <i>Review of 5 site/building plan and/or plats completed in April 2017.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>Sanitary sewer hookup permits issued in April 2017: 4 residential; 0 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district in 2014. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. The Association elected to use Restorative Lake Sciences, LLC for consulting services in 2015 and to renew the contract with Restorative Lake Science for 2017. Planning is underway for 2017.

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential
impact of retention basins on
groundwater levels.

Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monthly sampling at two retention basins continues. Current findings show groundwater levels have risen approximately 36" over all previously recorded levels at Black Forest and are at record levels on the east side of Portage.

The Black Forest neighborhood has experienced increased water levels resulting in flooding on Black Forest Drive. Residents are experiencing water in their basements for the first time. A temporary pumping operation and piping have been set up to pump the detention basin down during daytime hours and route pumped water to Sprinkle Road that outlets South in the Ramona Park detention basin, which has a greater capacity.

Overnight the water levels rise while the pump is not running, which indicates the groundwater level is high. This could also be attributed to sump pumps continuing to pump water from residents' basements. The Transportation & Utilities department and Suez Environmental are continuing to monitor the water levels of the basin and seek options to control the groundwater levels.

On April 20, 2017, once groundwater levels had dropped to pre-season high groundwater level conditions, the pump was removed from site along with pipe. On May 3rd, the pump was reinstalled with a temporary hose placed across Fireside Avenue to pump water in the stormwater basin to Sprinkle Road. The hose is expected to remain in place for two weeks. Groundwater levels continue to be monitored daily.

Wellhead Protection
Program (WHPP)

Development of program to protect
City well fields and surrounding area
from contamination resulting from
improper land use.

Current Wellhead Protection was originally approved in 2001. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of

		approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2016, with report submitted. No significant change in groundwater impacts. <i>Sampling will be completed again in June 2017.</i>
National Pollution Discharge Elimination System (NPDES) Permit Implementation	Five year plan to implement the current NPDES stormwater permit.	Received NPDES general permit on August 15, 2001. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Program implementation is ongoing.
National Pollution Discharge Elimination System (NPDES) Permit Implementation	Kalamazoo River Mainstream Watershed Management Plan	Draft of watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.
	Portage River Watershed Management Plan	Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant for watershed update was awarded to Calhoun County Conversation District. No new developments.

	Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.	On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled “Storm Water Illicit Discharges and Connections.” Continued outfall sampling is required by permit and will be budgeted accordingly. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Report submitted to MDEQ as part of the annual report. Follow-up reporting on IDEP procedures submitted on August 25, 2016. <i>Program implementation is ongoing.</i>
Garden Lane Water Treatment Plant	Native Prairie Restoration	Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing. Native prairie burn completed in March 2016. Staff assisting the Environmental Board with invasive species control. A native prairie burn will not take place in spring 2017. City staff are working together to implement a management program for future burns. Procedures are being implemented and resources identified so that the fire department will have the ability to administer and control native prairie burns.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2017-18 with Terra Contracting is in process.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures are being constructed as a local boy scout project and will help assess damage from deer in the areas they are placed. The agreement concerning deer exclosures between the city and the Kalamazoo Nature Centre expiring March 1, 2017 is extended in its entirety through October 1, 2017. Investigation work in conjunction with the board is ongoing. No new developments.
Identify Environmental Threats	Work with Chair of the Environmental Board to identify and prioritize potential environmental threats within the city.	The Environmental Board has formed two small groups, each tasked with choosing one of the top threats identified in previous workshop meetings and identifying a project that would best address such threats.

Invasive Species Management Program	Address strategic issues of prevention, detection, eradication and control for terrestrial invasive species in the City of Portage trails and parks.	<i>Bridget Bell, Invasive Outreach Educator for the Kalamazoo Conservation District, provided training on invasive species to all DPS employees on April 27, 2017.</i>
Internal Environmental Efforts	Summarize internal city environmental efforts including recycling, building improvements, and hybrid vehicle inclusion.	<i>Environmental efforts in the City of Portage are ongoing. The Public Services building switched to self-flushing sloan valves in the mechanic's restroom. Staff continues to look for opportunities to convert to motion sensor lights and LED bulbs.</i>
<i>Environmental Board</i>	<i>Summarize efforts of the Environmental Board projects.</i>	<i>Larry Shaffer attended a regularly scheduled Environmental Board meeting in April. The board will present two projects to City Council at the June 13, 2017 meeting regarding how to best address previously identified environmental threats.</i>

Submitted by: Jamie Harmon, Assistant City Engineer

5/17/17

To: Portage City Council
7900 So. Westnedge
Portage, Mi. 49002



Ref: Local Pedestrian Ordinance

I own a business at 8944 Portage Road in Portage. There is a Crosswalk in front of my business. I have a direct view, of the Crosswalk, from my office. The Crosswalk has yellow flashing caution lights and bright yellow signs with walker and arrow symbols, to mark it's location. I have watched many people cross back and forth. There are mothers pushing strollers, bicyclist and walkers. Some of these people are confused about the Crosswalk. They push the button to turn on the caution lights and think the traffic will stop or at least slow down. I know this because I've seen them call out to "stop" or to "slow down."

There are no signs in the Crosswalk's area to tell them that traffic does not yield. Here is the problem, the way I understand it. Apparently motorist have the right of way until the pedestrian steps into the lane, then the motorist has to stop. I've seen cars stop in the left lane and cars keep going in the right lane (it is a four lane road with a center lane) and visa versa. Traffic is going at 45 miles an hour if not more. All this is a recipe for a disaster. I am bringing this serious issue to you, because I am frightened that I will be a witness to a horrific tragedy. As my husband says, "just because a pedestrian has the right of way when they step into a lane, doesn't mean a car is going to bounce off of them."

Sincerely,

Sheila Powers

Powers Bath

8944 Portage Road

Portage, Mi 49002

c#269-998-6310

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Portage Road Reconstruction (Mandigo to East Osterhout) - Bid Tabulation

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council award a construction contract to Lakeland Asphalt of Springfield, Michigan, for the reconstruction of Portage Road, from Mandigo Avenue to East Osterhout Avenue, in an amount not to exceed \$759,181.86 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The fiscal year 2016-2017 Capital Improvement Program (CIP) budget provides funding for the reconstruction of Portage Road from Mandigo Avenue to East Osterhout Avenue. This project is included as part of the 2017 Major Streets Reconstruction Program. The project involves reconstruction of the street to include installation of concrete sidewalk, as well as curb and gutter along the east side of Portage Road, widening with dedicated bike lanes, minor drainage improvements, Americans with Disabilities Act (ADA) ramps at intersections, block retaining walls and restoration.

In the State of Michigan, street conditions are rated using the PASER (Pavement Surface Evaluation Rating) system. The standard breakdown for the PASER ratings with a general description are as follows:

Rating	Description
9-10	Excellent (new pavement)
8	Very Good (little to no maintenance required)
6-7	Good (sound structural condition with crack seal maintenance)
4-5	Fair (candidates for pavement overlay)
3	Poor (needs patching and repair to remove failed areas prior to an overlay)
2	Very Poor (severe deterioration, needs reconstruction with total base repair)
1	Failed (requires total reconstruction)

On a scale of 1-10, this section of Portage Road has a PASER rating of 4, which is fair condition. The resurfacing of this section of roadway will improve the structural strength of the pavement, add longevity to the pavement life and provide a smooth driving surface. This project meets standard asset management strategies for this rating and will bring this roadway to a PASER rating of 10 when the project is complete.

On September 20, 2016, City Council awarded a contract to Abonmarche Consultants, Incorporated, for design and construction engineering of the 2017 Major Street Reconstruction Program. Project design for the Portage Road project is now complete. The city received five bids for the construction work on May 11, 2017. The low bid was submitted by Lakeland Asphalt of Springfield, Michigan in the amount of \$759,181.86. Lakeland Asphalt has completed many projects in the City of Portage and most recently paved South Shore Drive in the summer of 2016. If awarded, the project construction will begin in June 2017 and be completed by September 2017.

Therefore, it is recommended that City Council award a construction contract to Lakeland Asphalt of Springfield, Michigan for the reconstruction of Portage Road from Mandigo Avenue to East Osterhout Avenue, in an amount not to exceed \$759,181.86 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The Portage Road Reconstruction project is part of the 2017 Major Street Reconstruction Program in the fiscal year 2016-2017 CIP, with the total appropriation totaling \$2,733,000.

Attachments:

1. Bid Tabulation
2. Recommendation of Award

BID TABULATION
PORTAGE ROAD RECONSTRUCTION

<u>BIDDER</u>	<u>BID</u>
Lakeland Asphalt Company 548 Avenue A Springfield, MI 49037	\$759,181.86
Rieth-Riley Constrution Co., Inc. 911 Hatfield Ave. Kalamazoo, MI 49001	\$771,897.22
Michigan Paving & Materials Company 2300 Glendenning Dr. Kalamazoo, MI 49001	\$786,000.18
Kamminga & Roodvoets, Inc. 3435 Broadmoor Ave., SE Grand Rapids, MI 49512	\$809,721.65
Brenner Excavating, Inc. 2841 132nd Ave. Hopkins, MI 49328	\$879,027.80

May 12, 2017

W. Christopher Barnes, PE
7719 S. Westnedge Avenue
Portage, MI 49002

Re: Recommendation for Contract Award
Portage Road Reconstruction Project
ACI Project No. 16-0979-2

Dear Mr. Barnes,

On May 11, 2017, we received five (5) bids for the Portage Road Reconstruction Project. All five bidders furnished the necessary bonding with their bids. We checked the bids for completeness and accuracy. A summary of the attached bid tabulation is provided below with the low bidder indicated in **bold**.

Bid Summary

<u>Prepared By:</u>	<u>Addendum</u>	<u>Bid Bond</u>	<u>Base Bid Amount:</u>
Engineer's Estimate	-	-	\$823,875.00
Lakeland Asphalt (Battle Creek, MI)	Yes	Yes	\$759,181.86
Rieth-Riley Construction (Kalamazoo, MI)	Yes	Yes	\$771,897.22
Michigan Paving and Materials, Co. (Kalamazoo, MI)	Yes	Yes	\$786,000.18*
Kamminga & Roodvoets (Grand Rapids, MI)	Yes	Yes	\$809,721.65
Brenner Excavating, Inc. (Hopkins, MI)	Yes	Yes	\$879,027.80

* - Indicates change from amount read at bid opening due to correction in accordance with Article 1.17 of the Instructions to Bidders.

Lakeland proposes employing Peters Construction (Excavation, Underground and Retaining Wall), Remington Construction (Concrete), Rathco (Signage), Severance Electric (Traffic Feedback Sign), JL Milling (Pavement Milling).

Rieth-Riley Construction has not responded to our request for their subcontractor list at this time.

Based on the bid results and our knowledge of these Contractors, Abonmarche recommends award of the contract to Lakeland Asphalt, the low bidder, in the amount of \$759,181.86.

Sincerely,

ABONMARCHE

Daniel A. Dombos II, P.E.
Senior Project Engineer

Attach: 16-0979-2 Bid Tabulation – Unit Price



Owner: City of Portage
Project Name: Portage Road Reconstruction Project
Project Number: 16-0979-2
Alt. Agency: n/a
Date and Time: May 11, 2017 at 3:00pm

Legend:

Low Bidder
Correction

Bid Tabulation

Portage Road Reconstruction Project

Item	Unit	Estimated Quantity	Engineer's Estimate		Lakeland Asphalt Corp.		Rieth-Riley Construction Co.	
			Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization, Max	LSUM	1.00	\$ 57,600.00	\$ 57,600.00	\$ 4,200.00	\$ 4,200.00	\$ 34,700.00	\$ 34,700.00
2 Tree, Rem, 19 inch to 36 inch	Ea	6.00	\$ 1,000.00	\$ 6,000.00	\$ 1,592.10	\$ 9,552.60	\$ 1,150.00	\$ 6,900.00
3 Stump, Rem, 19 inch to 36 inch	Ea	1.00	\$ 250.00	\$ 250.00	\$ 242.28	\$ 242.28	\$ 175.00	\$ 175.00
4 Dr Structure, Abandon	Ea	1.00	\$ 750.00	\$ 750.00	\$ 428.93	\$ 428.93	\$ 428.93	\$ 428.93
5 Dr Structure, Rem	Ea	3.00	\$ 300.00	\$ 900.00	\$ 368.81	\$ 1,106.43	\$ 368.81	\$ 1,106.43
6 Sewer, Rem, Less than 24 inch	Ft	25.00	\$ 12.50	\$ 312.50	\$ 29.59	\$ 739.75	\$ 29.59	\$ 739.75
7 Curb and Gutter, Rem	Ft	80.00	\$ 10.00	\$ 800.00	\$ 11.77	\$ 941.60	\$ 11.77	\$ 941.60
8 Masonry and Conc Structure, Rem	Cyd	3.00	\$ 250.00	\$ 750.00	\$ 197.23	\$ 591.69	\$ 197.23	\$ 591.69
9 Pavt, Rem	Syd	100.00	\$ 8.50	\$ 850.00	\$ 8.80	\$ 880.00	\$ 8.80	\$ 880.00
10 Sidewalk, Rem	Syd	70.00	\$ 12.50	\$ 875.00	\$ 20.11	\$ 1,407.70	\$ 20.11	\$ 1,407.70
11 _ Fence, Salv	Ft	60.00	\$ 45.00	\$ 2,700.00	\$ 27.00	\$ 1,620.00	\$ 15.00	\$ 900.00
12 _ Retaining Wall, Rem	Cyd	15.00	\$ 125.00	\$ 1,875.00	\$ 93.82	\$ 1,407.30	\$ 93.82	\$ 1,407.30
13 _ Machine Grading, Modified	Sta	25.25	\$ 1,250.00	\$ 31,562.50	\$ 965.11	\$ 24,369.03	\$ 965.11	\$ 24,369.03
14 Erosion Control, Inlet Protection, Fabric Drop	Ea	25.00	\$ 85.00	\$ 2,125.00	\$ 119.60	\$ 2,990.00	\$ 119.60	\$ 2,990.00
15 Erosion Control, Silt Fence	Ft	750.00	\$ 2.00	\$ 1,500.00	\$ 2.75	\$ 2,062.50	\$ 2.75	\$ 2,062.50
16 Aggregate Base, 8 inch	Syd	100.00	\$ 10.00	\$ 1,000.00	\$ 14.99	\$ 1,499.00	\$ 14.99	\$ 1,499.00
17 Aggregate Surface Cse, 6 inch	Syd	25.00	\$ 15.00	\$ 375.00	\$ 17.72	\$ 443.00	\$ 17.72	\$ 443.00
18 Maintenance Gravel, LM	Cyd	200.00	\$ 20.00	\$ 4,000.00	\$ 17.50	\$ 3,500.00	\$ 17.50	\$ 3,500.00
19 Trenching	Sta	25.00	\$ 200.00	\$ 5,000.00	\$ 608.93	\$ 15,223.25	\$ 608.93	\$ 15,223.25
20 Sewer, Cl A, 12 inch, Tr Det B	Ft	249.00	\$ 55.00	\$ 13,695.00	\$ 41.02	\$ 10,213.98	\$ 41.02	\$ 10,213.98
21 Sewer Bulkhead, 12 inch	Ea	3.00	\$ 200.00	\$ 600.00	\$ 498.96	\$ 1,496.88	\$ 498.96	\$ 1,496.88
22 Dr Structure Cover, Adj, Case 1	Ea	20.00	\$ 400.00	\$ 8,000.00	\$ 475.85	\$ 9,517.00	\$ 475.85	\$ 9,517.00
23 Dr Structure, 48 inch dia	Ea	1.00	\$ 1,800.00	\$ 1,800.00	\$ 1,793.64	\$ 1,793.64	\$ 1,793.64	\$ 1,793.64
24 Dr Structure, Temp Lowering	Ea	16.00	\$ 300.00	\$ 4,800.00	\$ 441.17	\$ 7,058.72	\$ 441.17	\$ 7,058.72
25 _ Dr Structure Cover, Type B, Modified	Ea	7.00	\$ 550.00	\$ 3,850.00	\$ 719.18	\$ 5,034.26	\$ 719.18	\$ 5,034.26
26 _ Dr Structure Cover, Type K, Modified	Ea	12.00	\$ 650.00	\$ 7,800.00	\$ 898.28	\$ 10,779.36	\$ 898.28	\$ 10,779.36
27 _ Dr Structure Cover, Type KL, Modified	Ea	6.00	\$ 850.00	\$ 5,100.00	\$ 1,269.67	\$ 7,618.02	\$ 1,269.67	\$ 7,618.02
28 _ Dr Structure Cover, Type Q, Modified	Ea	12.00	\$ 550.00	\$ 6,600.00	\$ 735.17	\$ 8,822.04	\$ 735.17	\$ 8,822.04
29 _ Leaching Basin, 72 inch dia	Ea	16.00	\$ 3,400.00	\$ 54,400.00	\$ 5,718.36	\$ 91,493.76	\$ 5,718.36	\$ 91,493.76
30 Underdrain, Subgrade, 6 inch	Ft	225.00	\$ 10.00	\$ 2,250.00	\$ 7.53	\$ 1,694.25	\$ 7.53	\$ 1,694.25
31 Pavt, Cleaning	LSUM	1.00	\$ 4,000.00	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 750.00
32 Cold Milling HMA Surface	Syd	11750.00	\$ 2.75	\$ 32,312.50	\$ 0.59	\$ 6,932.50	\$ 1.15	\$ 13,512.50
33 HMA Surface, Rem	Syd	1385.00	\$ 3.50	\$ 4,847.50	\$ 5.32	\$ 7,368.20	\$ 5.32	\$ 7,368.20
34 HMA, 4E3	Ton	1565.00	\$ 70.00	\$ 109,550.00	\$ 53.00	\$ 82,945.00	\$ 54.00	\$ 84,510.00
35 HMA, 5E3	Ton	1315.00	\$ 75.00	\$ 98,625.00	\$ 57.00	\$ 74,955.00	\$ 56.00	\$ 73,640.00
36 HMA Approach	Ton	107.00	\$ 95.00	\$ 10,165.00	\$ 85.00	\$ 9,095.00	\$ 102.00	\$ 10,914.00
37 _ Conc Base Cse, Nonreinf, 5 inch	Syd	745.00	\$ 35.00	\$ 26,075.00	\$ 34.14	\$ 25,434.30	\$ 27.30	\$ 20,338.50
38 Cement	Ton	5.00	\$ 175.00	\$ 875.00	\$ 125.00	\$ 625.00	\$ 150.00	\$ 750.00
39 Driveway, Nonreinf Conc, 6 inch	Syd	765.00	\$ 31.00	\$ 23,715.00	\$ 39.42	\$ 30,156.30	\$ 35.69	\$ 27,302.85
40 Driveway Opening, Conc, Det M	Ft	115.00	\$ 20.00	\$ 2,300.00	\$ 15.44	\$ 1,775.60	\$ 21.19	\$ 2,436.85
41 _ Curb and Gutter, Conc, Det C4, Modified	Ft	2690.00	\$ 18.00	\$ 48,420.00	\$ 16.25	\$ 43,712.50	\$ 12.19	\$ 32,791.10
42 Sidewalk Ramp, Conc, 6 inch	Sft	2245.00	\$ 5.50	\$ 12,347.50	\$ 6.76	\$ 15,176.20	\$ 4.59	\$ 10,304.55
43 Sidewalk, Conc, 4 inch	Sft	5800.00	\$ 3.50	\$ 20,300.00	\$ 4.19	\$ 24,302.00	\$ 3.99	\$ 23,142.00

Bid Tabulation

Portage Road Reconstruction Project

Item	Unit	Estimated Quantity	Engineer's Estimate		Lakeland Asphalt Corp.		Rieth-Riley Construction Co.	
			Unit Price	Total	Unit Price	Total	Unit Price	Total
44 _ Detectable Warning Surface, Cast Iron	Ft	50.00	\$ 75.00	\$ 3,750.00	\$ 70.00	\$ 3,500.00	\$ 60.00	\$ 3,000.00
45 _ Mailbox Support, Temp	Ea	2.00	\$ 1,100.00	\$ 2,200.00	\$ 748.14	\$ 1,496.28	\$ 748.14	\$ 1,496.28
46 _ Mailbox, Rem	Ea	29.00	\$ 25.00	\$ 725.00	\$ 57.92	\$ 1,679.68	\$ 57.92	\$ 1,679.68
47 _ Mailbox, Salv	Ea	27.00	\$ 50.00	\$ 1,350.00	\$ 0.01	\$ 0.27	\$ 0.01	\$ 0.27
48 _ Mailbox, Temp	Ea	44.00	\$ 25.00	\$ 1,100.00	\$ 57.18	\$ 2,515.92	\$ 57.18	\$ 2,515.92
49 Post Hole Through Conc for Wood Post	Ea	27.00	\$ 150.00	\$ 4,050.00	\$ 45.00	\$ 1,215.00	\$ 50.00	\$ 1,350.00
50 Post, Steel, 3 lb	Ft	480.00	\$ 5.50	\$ 2,640.00	\$ 5.25	\$ 2,520.00	\$ 5.85	\$ 2,808.00
51 Sign, Type III, Rem	Ea	33.00	\$ 25.00	\$ 825.00	\$ 20.00	\$ 660.00	\$ 5.00	\$ 165.00
52 Sign, Type IIIA	Sft	99.00	\$ 15.00	\$ 1,485.00	\$ 12.50	\$ 1,237.50	\$ 19.00	\$ 1,881.00
53 Sign, Type IIIB	Sft	78.00	\$ 15.00	\$ 1,170.00	\$ 12.50	\$ 975.00	\$ 19.00	\$ 1,482.00
54 Reflective Panel for Permanent Sign Support, 6 foot	Ea	1.00	\$ 50.00	\$ 50.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
55 Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	Ft	170.00	\$ 5.00	\$ 850.00	\$ 2.50	\$ 425.00	\$ 2.50	\$ 425.00
56 Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	65.00	\$ 10.00	\$ 650.00	\$ 10.00	\$ 650.00	\$ 8.00	\$ 520.00
57 Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	Ea	2.00	\$ 125.00	\$ 250.00	\$ 155.00	\$ 310.00	\$ 125.00	\$ 250.00
58 Pavt Mrkg, Ovly Cold Plastic, Only	Ea	3.00	\$ 125.00	\$ 375.00	\$ 150.00	\$ 450.00	\$ 125.00	\$ 375.00
59 Pavt Mrkg, Ovly Cold Plastic, Thru Arrow Sym	Ea	1.00	\$ 100.00	\$ 100.00	\$ 155.00	\$ 155.00	\$ 120.00	\$ 120.00
60 Pavt Mrkg, Waterborne, 4 inch, White	Ft	100.00	\$ 0.50	\$ 50.00	\$ 0.07	\$ 7.00	\$ 1.00	\$ 100.00
61 Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	6500.00	\$ 0.25	\$ 1,625.00	\$ 0.07	\$ 455.00	\$ 0.10	\$ 650.00
62 Pavt Mrkg, Waterborne, 8 inch, White	Ft	5650.00	\$ 0.40	\$ 2,260.00	\$ 0.14	\$ 791.00	\$ 0.10	\$ 565.00
63 Rem Spec Mrkg	Sft	97.00	\$ 2.50	\$ 242.50	\$ 2.95	\$ 286.15	\$ 2.00	\$ 194.00
64 Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	Ea	10.00	\$ 80.00	\$ 800.00	\$ 64.00	\$ 640.00	\$ 64.00	\$ 640.00
65 Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	Ea	10.00	\$ 20.00	\$ 200.00	\$ 1.00	\$ 10.00	\$ 1.00	\$ 10.00
66 Minor Traf Devices	LSUM	1.00	\$ 7,500.00	\$ 7,500.00	\$ 5,470.06	\$ 5,470.06	\$ 5,500.00	\$ 5,500.00
67 Plastic Drum, High Intensity, Furn	Ea	100.00	\$ 12.50	\$ 1,250.00	\$ 17.00	\$ 1,700.00	\$ 17.00	\$ 1,700.00
68 Plastic Drum, High Intensity, Oper	Ea	100.00	\$ 2.50	\$ 250.00	\$ 1.00	\$ 100.00	\$ 1.00	\$ 100.00
69 Sign, Portable, Changeable Message, Furn	Ea	1.00	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
70 Sign, Portable, Changeable Message, Oper	Ea	1.00	\$ 100.00	\$ 100.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
71 Sign, Type B, Temp, Prismatic, Furn	Sft	700.00	\$ 5.00	\$ 3,500.00	\$ 4.50	\$ 3,150.00	\$ 4.50	\$ 3,150.00
72 Sign, Type B, Temp, Prismatic, Oper	Sft	700.00	\$ 1.00	\$ 700.00	\$ 0.25	\$ 175.00	\$ 0.25	\$ 175.00
73 Traf Regulator Control	LSUM	1.00	\$ 7,500.00	\$ 7,500.00	\$ 4,752.00	\$ 4,752.00	\$ 3,200.00	\$ 3,200.00
74 Slope Restoration, Type B	Syd	2350.00	\$ 4.00	\$ 9,400.00	\$ 10.77	\$ 25,309.50	\$ 11.93	\$ 28,035.50
75 Pedestal, Alum	Ea	2.00	\$ 750.00	\$ 1,500.00	\$ 1,690.00	\$ 3,380.00	\$ 1,690.00	\$ 3,380.00
76 Pedestal, Fdn	Ea	2.00	\$ 750.00	\$ 1,500.00	\$ 1,390.00	\$ 2,780.00	\$ 1,390.00	\$ 2,780.00
77 _ Driver Feedback Sign, R2-1, Solar, Install	Ea	2.00	\$ 2,500.00	\$ 5,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00
78 Hydrant, Relocate, Case 2	Ea	3.00	\$ 2,000.00	\$ 6,000.00	\$ 2,805.35	\$ 8,416.05	\$ 2,805.35	\$ 8,416.05
79 Gate Box, Adj, Temp, Case 1	Ea	4.00	\$ 350.00	\$ 1,400.00	\$ 162.27	\$ 649.08	\$ 162.27	\$ 649.08
80 Water Shutoff, Reconst, Case 1	Ea	3.00	\$ 400.00	\$ 1,200.00	\$ 559.44	\$ 1,678.32	\$ 559.44	\$ 1,678.32
81 _ Water Serv, 1.25 inch	Ft	275.00	\$ 30.00	\$ 8,250.00	\$ 25.94	\$ 7,133.50	\$ 25.94	\$ 7,133.50
82 _ Curb Stop and Box	Ea	9.00	\$ 500.00	\$ 4,500.00	\$ 183.67	\$ 1,653.03	\$ 183.67	\$ 1,653.03
83 _ Water Meter Pit Assembly	Ea	2.00	\$ 1,750.00	\$ 3,500.00	\$ 2,052.99	\$ 4,105.98	\$ 2,052.99	\$ 4,105.98
84 Flowable Fill, Non-Structural	Cyd	4.00	\$ 150.00	\$ 600.00	\$ 508.93	\$ 2,035.72	\$ 508.93	\$ 2,035.72
85 _ Segmental Retaining Wall, Split Face	Syd	395.00	\$ 275.00	\$ 108,625.00	\$ 275.15	\$ 108,684.25	\$ 275.15	\$ 108,684.25
86 _ Spillway, HMA	Ea	4.00	\$ 200.00	\$ 800.00	\$ 150.00	\$ 600.00	\$ 130.00	\$ 520.00
Total: Portage Road Reconstruction Project			\$ 823,875.00		\$ 759,181.86		\$ 771,897.22	
Bid Statistics			% of Estimate	100.00%	% of Estimate	92.15%	% of Estimate	93.69%
			% of Low Bid	108.52%	% of Low Bid	100.00%	% of Low Bid	101.67%

Owner: City of Portage
Project Name: Portage Road Reconstruction Project
Project Number: 16-0979-2
Alt. Agency: n/a
Date and Time: May 11, 2017 at 3:00pm

Bid Tabulation

Portage Road Reconstruction Project

Item		Unit	Estimated Quantity	Michigan Paving & Materials Co.		Kamminga & Roodvoets, Inc.		Brenner Excavating, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Max	LSUM	1.00	\$ 19,000.00	\$ 19,000.00	\$ 56,000.00	\$ 56,000.00	\$ 23,540.00	\$ 23,540.00
2	Tree, Rem, 19 inch to 36 inch	Ea	6.00	\$ 1,592.10	\$ 9,552.60	\$ 900.00	\$ 5,400.00	\$ 1,279.00	\$ 7,674.00
3	Stump, Rem, 19 inch to 36 inch	Ea	1.00	\$ 242.28	\$ 242.28	\$ 150.00	\$ 150.00	\$ 194.50	\$ 194.50
4	Dr Structure, Abandon	Ea	1.00	\$ 428.93	\$ 428.93	\$ 250.00	\$ 250.00	\$ 396.50	\$ 396.50
5	Dr Structure, Rem	Ea	3.00	\$ 368.81	\$ 1,106.43	\$ 240.00	\$ 720.00	\$ 396.50	\$ 1,189.50
6	Sewer, Rem, Less than 24 inch	Ft	25.00	\$ 29.59	\$ 739.75	\$ 12.00	\$ 300.00	\$ 7.75	\$ 193.75
7	Curb and Gutter, Rem	Ft	80.00	\$ 11.77	\$ 941.60	\$ 6.00	\$ 480.00	\$ 9.85	\$ 788.00
8	Masonry and Conc Structure, Rem	Cyd	3.00	\$ 197.23	\$ 591.69	\$ 100.00	\$ 300.00	\$ 131.00	\$ 393.00
9	Pavt, Rem	Syd	100.00	\$ 8.80	\$ 880.00	\$ 8.00	\$ 800.00	\$ 10.90	\$ 1,090.00
10	Sidewalk, Rem	Syd	70.00	\$ 20.11	\$ 1,407.70	\$ 7.00	\$ 490.00	\$ 10.90	\$ 763.00
11	_ Fence, Salv	Ft	60.00	\$ 27.00	\$ 1,620.00	\$ 5.00	\$ 300.00	\$ 16.40	\$ 984.00
12	_ Retaining Wall, Rem	Cyd	15.00	\$ 93.82	\$ 1,407.30	\$ 50.00	\$ 750.00	\$ 54.60	\$ 819.00
13	_ Machine Grading, Modified	Sta	25.25	\$ 965.11	\$ 24,369.03	\$ 1,500.00	\$ 37,875.00	\$ 3,276.00	\$ 82,719.00
14	Erosion Control, Inlet Protection, Fabric Drop	Ea	25.00	\$ 119.60	\$ 2,990.00	\$ 100.00	\$ 2,500.00	\$ 78.60	\$ 1,965.00
15	Erosion Control, Silt Fence	Ft	750.00	\$ 2.75	\$ 2,062.50	\$ 2.00	\$ 1,500.00	\$ 1.60	\$ 1,200.00
16	Aggregate Base, 8 inch	Syd	100.00	\$ 14.99	\$ 1,499.00	\$ 20.00	\$ 2,000.00	\$ 16.40	\$ 1,640.00
17	Aggregate Surface Cse, 6 inch	Syd	25.00	\$ 17.72	\$ 443.00	\$ 15.00	\$ 375.00	\$ 21.80	\$ 545.00
18	Maintenance Gravel, LM	Cyd	200.00	\$ 17.50	\$ 3,500.00	\$ 10.00	\$ 2,000.00	\$ 27.30	\$ 5,460.00
19	Trenching	Sta	25.00	\$ 608.93	\$ 15,223.25	\$ 500.00	\$ 12,500.00	\$ 802.50	\$ 20,062.50
20	Sewer, CI A, 12 inch, Tr Det B	Ft	249.00	\$ 41.02	\$ 10,213.98	\$ 55.00	\$ 13,695.00	\$ 30.90	\$ 7,694.10
21	Sewer Bulkhead, 12 inch	Ea	3.00	\$ 498.96	\$ 1,496.88	\$ 400.00	\$ 1,200.00	\$ 191.50	\$ 574.50
22	Dr Structure Cover, Adj, Case 1	Ea	20.00	\$ 475.85	\$ 9,517.00	\$ 650.00	\$ 13,000.00	\$ 493.50	\$ 9,870.00
23	Dr Structure, 48 inch dia	Ea	1.00	\$ 1,793.64	\$ 1,793.64	\$ 1,800.00	\$ 1,800.00	\$ 1,180.00	\$ 1,180.00
24	Dr Structure, Temp Lowering	Ea	16.00	\$ 441.17	\$ 7,058.72	\$ 300.00	\$ 4,800.00	\$ 277.50	\$ 4,440.00
25	_ Dr Structure Cover, Type B, Modified	Ea	7.00	\$ 719.18	\$ 5,034.26	\$ 400.00	\$ 2,800.00	\$ 623.00	\$ 4,361.00
26	_ Dr Structure Cover, Type K, Modified	Ea	12.00	\$ 898.28	\$ 10,779.36	\$ 1,100.00	\$ 13,200.00	\$ 753.00	\$ 9,036.00
27	_ Dr Structure Cover, Type KL, Modified	Ea	6.00	\$ 1,269.67	\$ 7,618.02	\$ 1,100.00	\$ 6,600.00	\$ 1,097.00	\$ 6,582.00
28	_ Dr Structure Cover, Type Q, Modified	Ea	12.00	\$ 735.17	\$ 8,822.04	\$ 400.00	\$ 4,800.00	\$ 639.50	\$ 7,674.00
29	_ Leaching Basin, 72 inch dia	Ea	16.00	\$ 5,718.36	\$ 91,493.76	\$ 5,500.00	\$ 88,000.00	\$ 4,883.00	\$ 78,128.00
30	Underdrain, Subgrade, 6 inch	Ft	225.00	\$ 7.53	\$ 1,694.25	\$ 15.00	\$ 3,375.00	\$ 4.80	\$ 1,080.00
31	Pavt, Cleaning	LSUM	1.00	\$ 3,653.58	\$ 3,653.58	\$ 750.00	\$ 750.00	\$ 2,000.00	\$ 2,000.00
32	Cold Milling HMA Surface	Syd	11750.00	\$ 0.90	\$ 10,575.00	\$ 0.55	\$ 6,462.50	\$ 0.77	\$ 9,047.50
33	HMA Surface, Rem	Syd	1385.00	\$ 5.32	\$ 7,368.20	\$ 15.00	\$ 20,775.00	\$ 6.05	\$ 8,379.25
34	HMA, 4E3	Ton	1565.00	\$ 60.00	\$ 93,900.00	\$ 57.00	\$ 89,205.00	\$ 63.40	\$ 99,221.00
35	HMA, 5E3	Ton	1315.00	\$ 65.00	\$ 85,475.00	\$ 61.10	\$ 80,346.50	\$ 67.90	\$ 89,288.50
36	HMA Approach	Ton	107.00	\$ 75.00	\$ 8,025.00	\$ 75.00	\$ 8,025.00	\$ 83.40	\$ 8,923.80
37	_ Conc Base Cse, Nonreinf, 5 inch	Syd	745.00	\$ 27.30	\$ 20,338.50	\$ 33.00	\$ 24,585.00	\$ 25.00	\$ 18,625.00
38	Cement	Ton	5.00	\$ 150.00	\$ 750.00	\$ 175.00	\$ 875.00	\$ 167.00	\$ 835.00
39	Driveway, Nonreinf Conc, 6 inch	Syd	765.00	\$ 35.69	\$ 27,302.85	\$ 40.00	\$ 30,600.00	\$ 36.90	\$ 28,228.50
40	Driveway Opening, Conc, Det M	Ft	115.00	\$ 21.19	\$ 2,436.85	\$ 19.00	\$ 2,185.00	\$ 23.20	\$ 2,668.00
41	_ Curb and Gutter, Conc, Det C4, Modified	Ft	2690.00	\$ 12.19	\$ 32,791.10	\$ 17.00	\$ 45,730.00	\$ 13.20	\$ 35,508.00
42	Sidewalk Ramp, Conc, 6 inch	Sft	2245.00	\$ 4.59	\$ 10,304.55	\$ 5.00	\$ 11,225.00	\$ 4.10	\$ 9,204.50
43	Sidewalk, Conc, 4 inch	Sft	5800.00	\$ 3.99	\$ 23,142.00	\$ 3.00	\$ 17,400.00	\$ 3.45	\$ 20,010.00

Bid Tabulation

Portage Road Reconstruction Project

Item		Unit	Estimated Quantity	Michigan Paving & Materials Co.		Kamminga & Roodvoets, Inc.		Brenner Excavating, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
44	Detectable Warning Surface, Cast Iron	Ft	50.00	\$ 60.00	\$ 3,000.00	\$ 65.00	\$ 3,250.00	\$ 66.70	\$ 3,335.00
45	_ Mailbox Support, Temp	Ea	2.00	\$ 748.14	\$ 1,496.28	\$ 500.00	\$ 1,000.00	\$ 1,638.00	\$ 3,276.00
46	_ Mailbox, Rem	Ea	29.00	\$ 57.92	\$ 1,679.68	\$ 20.00	\$ 580.00	\$ 44.90	\$ 1,302.10
47	_ Mailbox, Salv	Ea	27.00	\$ 0.01	\$ 0.27	\$ 60.00	\$ 1,620.00	\$ 106.50	\$ 2,875.50
48	_ Mailbox, Temp	Ea	44.00	\$ 57.18	\$ 2,515.92	\$ 25.00	\$ 1,100.00	\$ 44.90	\$ 1,975.60
49	Post Hole Through Conc for Wood Post	Ea	27.00	\$ 150.00	\$ 4,050.00	\$ 50.00	\$ 1,350.00	\$ 81.90	\$ 2,211.30
50	Post, Steel, 3 lb	Ft	480.00	\$ 5.25	\$ 2,520.00	\$ 5.25	\$ 2,520.00	\$ 5.85	\$ 2,808.00
51	Sign, Type III, Rem	Ea	33.00	\$ 20.00	\$ 660.00	\$ 20.00	\$ 660.00	\$ 22.20	\$ 732.60
52	Sign, Type IIIA	Sft	99.00	\$ 12.50	\$ 1,237.50	\$ 12.50	\$ 1,237.50	\$ 13.90	\$ 1,376.10
53	Sign, Type IIIB	Sft	78.00	\$ 12.50	\$ 975.00	\$ 12.50	\$ 975.00	\$ 13.90	\$ 1,084.20
54	Reflective Panel for Permanent Sign Support, 6 foot	Ea	1.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 27.80	\$ 27.80
55	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	Ft	170.00	\$ 2.50	\$ 425.00	\$ 2.50	\$ 425.00	\$ 2.80	\$ 476.00
56	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	65.00	\$ 10.00	\$ 650.00	\$ 10.00	\$ 650.00	\$ 11.10	\$ 721.50
57	Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	Ea	2.00	\$ 155.00	\$ 310.00	\$ 155.00	\$ 310.00	\$ 172.50	\$ 345.00
58	Pavt Mrkg, Ovly Cold Plastic, Only	Ea	3.00	\$ 155.00	\$ 465.00	\$ 150.00	\$ 450.00	\$ 167.00	\$ 501.00
59	Pavt Mrkg, Ovly Cold Plastic, Thru Arrow Sym	Ea	1.00	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	\$ 172.50	\$ 172.50
60	Pavt Mrkg, Waterborne, 4 inch, White	Ft	100.00	\$ 0.07	\$ 7.00	\$ 0.07	\$ 7.00	\$ 0.08	\$ 8.00
61	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	6500.00	\$ 0.07	\$ 455.00	\$ 0.07	\$ 455.00	\$ 0.08	\$ 520.00
62	Pavt Mrkg, Waterborne, 8 inch, White	Ft	5650.00	\$ 0.14	\$ 791.00	\$ 0.14	\$ 791.00	\$ 0.15	\$ 847.50
63	Rem Spec Mrkg	Sft	97.00	\$ 2.95	\$ 286.15	\$ 2.95	\$ 286.15	\$ 3.30	\$ 320.10
64	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	Ea	10.00	\$ 64.00	\$ 640.00	\$ 64.00	\$ 640.00	\$ 71.20	\$ 712.00
65	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	Ea	10.00	\$ 1.00	\$ 10.00	\$ 1.00	\$ 10.00	\$ 1.10	\$ 11.00
66	Minor Traf Devices	LSUM	1.00	\$ 6,500.00	\$ 6,500.00	\$ 20,750.00	\$ 20,750.00	\$ 15,455.00	\$ 15,455.00
67	Plastic Drum, High Intensity, Furn	Ea	100.00	\$ 17.00	\$ 1,700.00	\$ 17.00	\$ 1,700.00	\$ 18.90	\$ 1,890.00
68	Plastic Drum, High Intensity, Oper	Ea	100.00	\$ 1.00	\$ 100.00	\$ 1.00	\$ 100.00	\$ 1.10	\$ 110.00
69	Sign, Portable, Changeable Message, Furn	Ea	1.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,334.00	\$ 1,334.00
70	Sign, Portable, Changeable Message, Oper	Ea	1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.10	\$ 1.10
71	Sign, Type B, Temp, Prismatic, Furn	Sft	700.00	\$ 4.50	\$ 3,150.00	\$ 4.50	\$ 3,150.00	\$ 5.00	\$ 3,500.00
72	Sign, Type B, Temp, Prismatic, Oper	Sft	700.00	\$ 0.25	\$ 175.00	\$ 0.25	\$ 175.00	\$ 0.28	\$ 196.00
73	Traf Regulator Control	LSUM	1.00	\$ 4,264.60	\$ 4,264.60	\$ 1,440.00	\$ 1,440.00	\$ 7,945.00	\$ 7,945.00
74	Slope Restoration, Type B	Syd	2350.00	\$ 16.77	\$ 39,409.50	\$ 5.00	\$ 11,750.00	\$ 5.15	\$ 12,102.50
75	Pedestal, Alum	Ea	2.00	\$ 1,690.00	\$ 3,380.00	\$ 1,690.00	\$ 3,380.00	\$ 1,879.00	\$ 3,758.00
76	Pedestal, Fdn	Ea	2.00	\$ 1,390.00	\$ 2,780.00	\$ 1,390.00	\$ 2,780.00	\$ 1,546.00	\$ 3,092.00
77	_ Driver Feedback Sign, R2-1, Solar, Install	Ea	2.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,224.00	\$ 4,448.00
78	Hydrant, Relocate, Case 2	Ea	3.00	\$ 2,805.35	\$ 8,416.05	\$ 3,500.00	\$ 10,500.00	\$ 3,822.00	\$ 11,466.00
79	Gate Box, Adj, Temp, Case 1	Ea	4.00	\$ 162.27	\$ 649.08	\$ 400.00	\$ 1,600.00	\$ 297.50	\$ 1,190.00
80	Water Shutoff, Reconst, Case 1	Ea	3.00	\$ 559.44	\$ 1,678.32	\$ 300.00	\$ 900.00	\$ 491.50	\$ 1,474.50
81	_ Water Serv, 1.25 inch	Ft	275.00	\$ 25.94	\$ 7,133.50	\$ 50.00	\$ 13,750.00	\$ 28.80	\$ 7,920.00
82	_ Curb Stop and Box	Ea	9.00	\$ 183.67	\$ 1,653.03	\$ 450.00	\$ 4,050.00	\$ 663.00	\$ 5,967.00
83	_ Water Meter Pit Assembly	Ea	2.00	\$ 2,052.99	\$ 4,105.98	\$ 1,500.00	\$ 3,000.00	\$ 1,051.00	\$ 2,102.00
84	Flowable Fill, Non-Structural	Cyd	4.00	\$ 508.93	\$ 2,035.72	\$ 250.00	\$ 1,000.00	\$ 327.50	\$ 1,310.00
85	_ Segmental Retaining Wall, Split Face	Syd	395.00	\$ 255.00	\$ 100,725.00	\$ 225.00	\$ 88,875.00	\$ 387.50	\$ 153,062.50
86	Spillway, HMA	Ea	4.00	\$ 250.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00	222.5	\$ 890.00
Total: Portage Road Reconstruction Project				\$ 786,000.18		\$ 809,721.65		\$ 879,027.80	
Bid Statistics				% of Estimate	95.40%	% of Estimate	98.28%	% of Estimate	106.69%
				% of Low Bid	103.53%	% of Low Bid	106.66%	% of Low Bid	115.79%

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Chopin Avenue & Mozart Street Water Main Project - Bid Tabulation

SUPPORTING PERSONNEL: W. Christopher Barnes, Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council award a construction contract for the Chopin Avenue and Mozart Street Water Main Project to Balkema Excavating, Incorporated, of Kalamazoo, Michigan, in an amount not to exceed \$220,644 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The fiscal year 2016 - 2017 Capital Improvement Program budget provides funding for the Chopin Avenue and Mozart Street Water Main Project on Chopin Avenue from Mozart Street west to the cul-de-sac and on Mozart Street north from Beethoven Avenue to the cul-de-sac. The project involves the installation of new water main, minor storm drainage improvements and road resurfacing.

On September 8, 2016, City Council awarded a contract to Midwest Civil Engineers, Incorporated, for the design and construction engineering of the 2017 Utility Projects, to include the Chopin Avenue/Mozart Street project. Subsequently, City Council approved Resolution #5 of the Special Assessment District for the Chopin Avenue/Mozart Street project at the January 10, 2017 regular meeting. Project design is now complete and on May 11, 2017 bids for the construction work were received from three contractors. The low bid was submitted by Balkema Excavating, Incorporated, of Kalamazoo, Michigan in the amount of \$220,644. Balkema Excavating has successfully completed many similar projects for the city, with the most recent being the South Shore Drive sanitary sewer installation and water main replacement project last summer.

Therefore, it is recommended that City Council award a construction contract for the Chopin Avenue and Mozart Street Water Main Project to Balkema Excavating, Incorporated, of Kalamazoo, Michigan in an amount not to exceed \$220,644 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted in the fiscal year 2016 - 2017 Capital Improvement Program budget by the utilization of special assessment bonds and utility bonds.

Attachments:

1. Bid Tabulation
2. Letter of Recommendation

BID TABULATION
CHOPIN AND MOZART WATER MAIN INSTALLATION

<u>BIDDER</u>	<u>BID</u>
Balkema Excavating, Inc. 1500 River Street Kalamazoo, MI 49048	\$220,644.00
Kalin Construction Company, Inc. 2663 Yore Avenue Sodus, MI 49126	\$268,509.00
Brenner Excavating, Inc. 2841 132nd Ave. Hopkins, MI 49328	\$284,721.25



Midwest Civil Engineers, P.C.

ENGINEERING ♦ SURVEYING ♦ ARCHITECTURE

13560 76th Street
South Haven, MI 49090
<http://www.mce-us.com>

Phone: 269-637-9205
Fax: 269-637-9206
Email: rob@mce-us.com

May 15, 2017

City of Portage
Jamie Harmon
7719 South Westnedge Avenue
Portage, MI 49002

Re: Chopin Avenue & Mozart Street Water Main Installation
Letter of Recommendation

MCE has thoroughly reviewed all submitted bids for the Chopin Avenue and Mozart Street Water Main Installation Project. MCE has evaluated the bid by the low bidder, Balkema Excavating Inc., and have determined them to be responsive and responsible, and that the contract price is considered fair and reasonable.

MCE hereby recommends that the City of Portage award the Chopin Avenue and Mozart Street Water Main Installation contract to Balkema Excavating, Inc. for the bid price of \$220,644.00.

Feel free to contact our office with any questions.

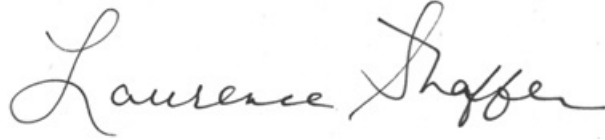
Sincerely,

MidWest Civil Engineers, P.C.

Rob Pirsein

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Eliason Nature Reserve and Celery Flats Trailhead Stations - Bid Tabulation

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

ACTION RECOMMENDED: That City Council award a contract to Wightman & Associates, Inc., for engineering, architectural and construction administration services for facilities at the Eliason Nature Reserve Trailhead and Celery Flats Historical Area Visitor Center at a cost not to exceed \$65,000 and authorize the City Manager to execute all documents related to these projects on behalf of the city.

City Council has a community development goal to “promote quality of life in Portage” and an objective to “maintain a coordinated and innovative approach toward development of park land and providing recreational opportunities.” In alignment with the stated goal and objective, the Eliason Nature Reserve and Celery Flats Historical Area provide recreation opportunities and preserve important natural features and open space for the community. A coordinated approach is necessary to ensure that park properties are developed according to the Council goals and objectives. Along these lines, this recommendation includes the construction of facilities at these two city parks.

Construction of the non-motorized trail, known as the South Central Portage Bikeway, was completed in the spring of 2016 and represents the last element in Phase One of the Eliason Nature Reserve development plan. A distance of over six miles of bikeway/trail is now available, creating a continuous non-motorized trail from the Portage/Kalamazoo city limit at Kilgore Road, south to Osterhout Avenue. The construction of trailhead facilities with restrooms at the Eliason Nature Reserve Osterhout Trailhead and the Celery Flats Historical Area Visitors Center to enhance these parks is proposed.

Celery Flats Visitors Center:

The proposed contract would include site planning, landscape design, engineering services and construction administration for a 30-foot by 70-foot structure with two restrooms at Celery Flats. The structure will replace the existing outdated Interpretive Center. The facility will be a pre-engineered shelter structure conceptually shown in the attached illustration. The estimated construction cost of the shelter is \$460,875.

Eliason Nature Reserve Trailhead at Osterhout Avenue:

The proposed contract would include site planning, landscape design, engineering services and

construction administration for a 20-foot by 40-foot structure with two restrooms at the Eliason Nature Reserve Trailhead located on Osterhout Avenue. The pre-engineered structure would be a smaller version of the proposed facility at Celery Flats. A solution to remedy the existing standing water issue at the Eliason Nature Reserve Trailhead location will also be developed. The estimated construction cost of the facility is \$298,400.

On April 6, 2017, bids were received for engineering and architectural design services from four companies. After interviewing the bidders, a decision was carefully made to select Wightman & Associates Inc. for engineering, architectural and construction administration services. Wightman & Associates has a successful working history with the City of Portage on similar projects. The firm has an excellent reputation and has completed a number of similar park facilities in southwest Michigan. Wightman & Associates will provide engineering, architectural and construction administration of the Eliason Nature Reserve and Celery Flats Historical Area trailhead projects. These services will include construction staking and inspection, material testing and landscape design at both locations.

While not the lowest cost, Wightman & Associates provided the best understanding of the project scopes and included the coordination of the existing adjacent Celery Flats parking lot construction in the proposal for no additional cost. Additionally, Wightman & Associates committed to provide a much-needed water drainage solution at the Eliason Nature Reserve Trailhead. The submitted cost of \$65,000 (\$40,000 for Eliason and \$25,000 for Celery Flats) for both projects is reasonable for the highly technical work involved.

Therefore, it is recommended that City Council approve a contract with Wightman & Associates for engineering, architectural and construction administration services for projects at the Eliason Nature Reserve Osterhout Trailhead and the Celery Flats Historical Area Visitor Center at a cost not to exceed \$65,000 and authorize the City Manager to sign all documents related to the projects on behalf of the city.

FUNDING: Funds are available in the fiscal year 2016-2017 and 2017-2018 Capital Improvement Program budgets.

Attachments:

1. Conceptual Structure
2. Bid Tabulation

Conceptual Structure

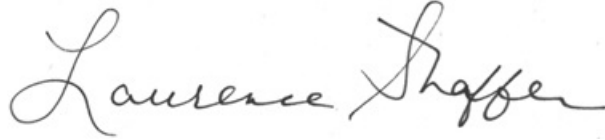


TABULATION OF PROPOSALS - PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES
ELIASON RESERVE TRAILHEAD DEVELOPMENT
CELERY FLATS EVENTS/VISITORS CENTER DEVELOPMENT

<u>Firm</u>	<u>Estimated Project Hours</u>			<u>Project Proposal</u>			
	<u>Design</u>	<u>Construction</u>	<u>Total Hours</u>	<u>Eliason Reserve</u>	<u>Celery Flats</u>	<u>Total Cost</u>	<u>Price Per Hour</u>
MCSA Group, Inc. 529 Greenwood Ave. SE East Grand Rapids, MI 49506	530	160	690	\$11,300.00	\$44,400.00	\$ 55,700.00	\$80.72
Wightman & Associates, Inc. 9835 Portage Rd. Portage, MI 49002	384	252	636	\$25,000.00	\$40,000.00	\$ 65,000.00	\$102.20
Byce & Associates, Inc. 487 Portage Street Kalamazoo, MI 49007	538	286	824	\$35,350.00	\$58,400.00	\$ 93,750.00	\$113.77
O'Boyle, Cowell, Blalock & Associates, Inc. 521 S. Riverside Dr. Kalamazoo, MI 49004	475	160	635	\$28,950.00	\$38,900.00	\$ 67,850.00	\$106.85

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: East Romence Road Bikeway Improvements - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council accept the low bid in the amount of \$40,555 from Michigan Paving & Materials Company to provide repairs to the East Romence Road Bikeway and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The fiscal year 2017-2018 Capital Improvement Program budget includes funding to repair a section of the East Romence Road Bikeway from Lovers Lane to South Westnedge Avenue. Routine asphalt surface maintenance is required on bikeways to maintain a safe and smooth riding surface for cyclists and pedestrians.

In addition to advertising the project in the *Kalamazoo Gazette* and on the city website, the administration invited nineteen (19) area asphalt construction companies to bid on the East Romence Road Bikeway Improvement Project. A total of two bids were received. The low bid, in the amount of \$40,555, was submitted by Michigan Paving & Materials Company of Kalamazoo, Michigan.

Michigan Paving & Materials Company has successfully performed these type of repairs for the city in the past. It is recommended that a contract in the amount of \$40,555 be awarded to Michigan Paving & Materials Company to perform asphalt repairs to East Romence Road Bikeway and that the City Manager be authorized to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available for this work in the fiscal year 2017-2018 Capital Improvement Program budget.

Attachments: 1. Bid Tabulation

BID TABULATION
EAST ROMENCE ROAD BIKEWAY MILL & FILL

<u>ITEM DESCRIPTION</u>	<u>UNITS</u>	<u>EST. QTY.</u>	Michigan Paving & Materials Co. 2300 Glendenning Rd. Kalamazoo, MI 49001		Rieth-Riley Construction Co. 911 Hatfield Ave. Kalamazoo, MI 49001	
			<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
MDOT 36A MOD HMA w/165# syd	TON	363	\$85.00	\$30,855.00	\$74.00	\$26,862.00
Cold Mill HMA Surface (1.5 inches)	SYD	3670	\$1.50	\$5,505.00	\$1.60	\$5,872.00
Top Dirt & Grass Seed	CYD	34	\$30.00	\$1,020.00	\$103.00	\$3,502.00
Rail Road Insurance	LS	1	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
Traffic Control & Construction Signage	LS	1	\$2,175.00	<u>\$2,175.00</u>	\$10,600.00	<u>\$10,600.00</u>
Grand Total				\$40,555.00		\$51,836.00

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 3, 2017

FROM: Meshia Rose, Deputy City Assessor

SUBJECT: April 2017 Department Operations Report

The following information summarizes the operations of the City Assessor's Office during April 2017:

- **State Tax Commission Form L-4025:** As required by statute, form L-4025 for the City of Portage was completed by the City Assessor's Office and submitted to the Kalamazoo County Equalization Department. This form is the final total of taxable value with Principle Resident Exemptions by school district. Timely completion and submittal of this form, therefore, is critical for the adoption of budgets by area taxing entities. Principal Residence Exemption status becomes final as of June 1st.
- **Tool & Die Recovery – Renaissance Zone Exemptions**

Public Act 376 of 1996 requires the State of Michigan to reimburse local school districts, ISD's, community colleges and public libraries for property tax revenue lost as a result of property tax exemptions granted to qualified property in a renaissance zone. The City of Portage has three such tool and die zones that have been granted exemptions by City Council in past years. The amount exempted to each parcel will decrease by 25% each year during the last three years of exemption. Two parcels were subject to the three year phase out beginning in 2017 while the rest of the tool & die renaissance zone parcels will be subject to the three year phase out beginning in 2018. The 2017 form 3369 requesting reimbursement from the Treasury Department has been filed by the City Assessor's Office.
- **Office Department Book:** Our office has been preparing the 2017 Department Book. This document consists of numerous reports and summaries which are taken from the Board of Review certified assessment roll, such as tax rate history, residential unit breakdown, apartment building summaries and many other reports that are useful to other departments and the administration.
- **Customer Service:** The staff of the City Assessor's Office provided a high level of customer service during the month of April.

Please contact me if you have any questions concerning the information presented above.

TO: Laurence Shaffer, City Manager**DATE:** May 11, 2017**FROM:** James R. Hudson, City Clerk**SUBJECT:** April Monthly Report

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Prepared for Board and Commission Member interviews, advertised for applicants interested in serving, prepared and mailed invitations to applicants and Board and Commission Chairs.

Attended the Respecting Differences Forum at Miller Auditorium, orientation of five (5) new employees.

Deputy City Clerk Adam Herringa assisted in organizing and participated in “Operation Sticker Shock” with the Youth Advisory Committee and the Kalamazoo County Substance Abuse Task Force. Coordinated and executed the 5th Annual Greenathon at Celery Flats and attended a meeting of the Portage Public School District Advisory Council.

Responded to request(s) from Police Department for copies of Police Reports required during an investigation (reports are on microfilm). Performed research for city departments on a variety of topics.

Coordinated the Freedom of Information Act (FOIA) process and the liquor license procedures, insured all requirements were met, and processed Solicitor Permits and transmittal letters for citizens, City Departments and the City Attorney.

Had discussion regarding the planned update to the “Portage City Clerk” segment of the City of Portage website. Provided Notary Public Service to citizens upon request.

Prepared transmittals for documents, resolutions, FOIA responses and recorded documents for City Departments and the City Attorney. Provided help to citizens for over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

CEMETERIES

Processed all grave openings/closings, including the preparation of invoices and Burial Rights Certificates and entry on the BS&A Cemetery Software module. Researched availability of lots for citizens in conjunction with the Parks Department and assisted with burials.

AGENDA PREPARATION AND FOLLOW-UP

Prepared and collated City Council Agenda packets for the April Regular City Council Meetings, uploaded the agenda packets to the city website and prepared them for distribution to City Council. Prepared the Summary and Minutes of the two Regular City Council Meetings and one Budget Session and uploaded them on the website.

Provided follow-up communications, adopted Resolutions and approved Ordinances on items passed by City Council at the April City Council Meetings.

Prepared for the City Council Special Meeting, at which members and new applicants for the various boards and commissions were interviewed and appointed, and followed up accordingly.

Uploaded the City Council Agenda Packets to the City Website, and distributed Suggested Motions to City Council for City Council Meetings.

Prepared Minutes and Resolutions of the Council Meetings for permanent records and indexed Approved Minutes of City Council Meetings.

Prepared for the City Council Pre-Meetings and Regular Meetings and followed up with Gazette Notices, letters to Developers, Resolutions, notices to taxing jurisdictions, and contract follow-ups as necessary.

RECORDS

Updated the City of Portage Code of Ordinances. Coordinated the FOIA research and retrieved documents for various departments and assisted with the search and printing of various microfilm documents. Stored records for the Finance Department and City Clerk Department.

Administered the microfilming, scanning and destruction of documents contract for the city and reviewed recently scanned and microfilmed documents for completeness and accuracy. Continued implementation of the Michigan State approved citywide revised Document Retention Schedules.

Added approved minutes of Council meetings to the permanent record and the Document Collection in Clerk's Index as well as Clerk folder on Sharecop for Internet download and filed all contracts for the month.

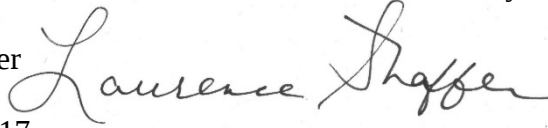
PUBLICATIONS

Published public and legal notices in the *Kalamazoo Gazette* as necessary for meetings and public hearings.

ELECTION PREPARATION AND FOLLOW-UP

Test Coordinated notices, checked ballot proofs, assembled election official kits, programmed and tested M-100 and AutoMark voting devices, convened the Election Commission and performed the Accuracy and prepared precinct supply needs and ballot bags for the May 2, 2017 Special Election.

Continued processing additions, changes, deletions from the QVF In-Box, and continued process of manually recording QVF changes/updates (addresses, DOB, ID numbers, etc.) on in-house Master Voter Cards and filing, and continued the process of printing Master Cards and ID Cards for all new registrations and changes, as indicated.

TO: Honorable Mayor and City Council**DATE:** May 1, 2017**FROM:** Laurence Shaffer, City Manager**SUBJECT:** Monthly Report – April 2017

The following summarizes some of the activities in which staff of the Office of the City Manager were involved during the month of April 2017.

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on April 11 and 25.
 - Pre-Council meetings on April 10 and 24.
 - Committee of the Whole meeting on April 10.
 - Council Budget Review meeting #1 on April 18.
 - Annual Arbor Day Tree Planting Ceremony on April 25.

2. Represented the City of Portage in the following activities, among others:

- Met with representatives from the Environmental Board regarding land planning on April 7 and 21.
- Met with Mayor Pro Tem Ansari on April 11 and 28.
- Met with Eric Holdorf of Signature Associates on April 11.
- Met with Dr. Monifa Jumanne on April 11 and 28.
- Attended the annual Respecting Differences symposium on April 12.
- Attended the monthly Environmental Board meeting on April 12.
- Attended the Kalamazoo County Consolidated Dispatch Board of Directors meeting on April 13.
- Reviewed the Ambulance RFP with Dr. William Fales, Emergency Medical Response Director for Kalamazoo on April 18.
- Met with representatives of Allen Edwin Homes on April 19.
- Attended the Public Safety Awards presentation on April 19.
- Met with Central County Transportation Authority Director Sean McBride on April 20.
- Met with Councilmember Pearson on April 20.

- Attended the Kalamazoo Area Centenarians Luncheon on April 21.
- Conversed with representatives of the local Potawatomi tribe regarding local collaborative efforts on April 21.
- Met with representatives of the Kalamazoo/Battle Creek United Way organization on April 21.
- Attended the Downtown Development Authority meeting on April 25.
- Met with KCCDA Director Jeff Troyer on April 26.
- Met with Vicksburg Manager Jim Mallery on April 27.
- Hosted a new employee orientation on April 27.
- Met with Joe Gesmundo of AVB on April 27.
- Attended the PSC Annual Volunteer Appreciation Event on April 27.
-

3. Projects - Completed and Ongoing:

- Began the transition and design of the new city website through CivicPlus.
- Continued work on new building security and keyless entry projects.
- Worked with the Mayor on the State of the City presentation.
- Continued PPOA/PPCOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of city buildings to optimize energy efficiency.
- Continued review of medical marijuana related matters with city legal counsel.
- Continued review various city signage for cataloging and marketing efforts.
- Continued oversight of planning, design and construction for various city projects and developments.
- Consulted with city staff regarding Information Technology projects, as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting on April 5 and began coordination for May 18 event.

4. Public Information and Citizen Assistance:

- Mailed the April *Portager* and coordinated production of the May *Portager* newsletter.
- Continued oversight of the *PortageAlert* system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including blight/tall lawns, Spring (Junk) Collection, flooding, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.

- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.
- Continued to collect and monitor SeeClickFix.com citizen concerns and questions, as well as ensure timely responses.

TO: Laurence Shaffer, City Manager**DATE:** May 17, 2017**FROM:** Vicki Georgeau, ¹⁹Director of Community Development**SUBJECT:** Monthly Customer Service Report for April 2017

Staff performed research, conducted reviews, and developed recommendations and information necessary for the efficient and effective delivery of community planning and development services, construction permitting and neighborhood programs. All areas involved considerable commitment of staff resources necessary to ensure appropriate customer service, the protection of the public health, safety and welfare and the provision of community development programs. These services were provided together with processing and responding to citizen information requests performed on a continuous basis.

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICESPlanning Commission

April 20, 2017 meeting:

1. Reviewed, discussed and then approved the Specific (Site) Plan for Retail Shop, 5050 South Westnedge Avenue.
2. Discussed the application and review criteria table for the 2017-2018 Neighborhood and Community Enhancement Program Process and established a subcommittee of three Commissioners (Joshi, Richmond and Stoffer) to review future applications.

Zoning Board of Appeals

April 10, 2017 meeting:

1. Reviewed, discussed and then approved a variance for Jeff Kraft, 813 Lakeview Drive, to construct a 616 square foot detached garage up to 19 feet in height.
2. Reviewed, discussed and then approved a variance for Adrienne Wiltzer, 6000 Oakland Drive, to allow an additional freestanding sign (double-faced, not to exceed 64 feet) near the southwest corner of Oakland Drive and West Milham Avenue.
3. Reviewed, discussed and then approved a variance for Jolene Vadyk, 1725 Lakeview Drive, to replace a nonconforming, 80 square-foot accessory structure located a) six feet from the front (south) property line; b) six inches from the side (east) property line and c) exceeds the maximum 25% lot coverage.

Human Services Board

The Board regular meeting in April was moved back to March 30, 2017. The Human Services Board did not meet in April, but did make the annual presentation to Council on April 11th.

Downtown Development Authority

April 25, 2017 meeting:

1. Reviewed, discussed and then approved a resolution authorizing the transmission of the FY2015-16 Annual Financial Report.
2. Conducted Election of Officers.

OTHER BOARD ACTIVITIES

- Local Development Finance Authority - The Authority did not meet in April 2017.
- Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority – The Authority did not meet in April 2017.

Citizen Information Requests:

During the month of April 2017, a total of 161 cases/violations were inspected in response to citizen service requests or staff field observations and include: 53 debris/refuse; 27 parking; 22 inoperable vehicles; 18 building maintenance; 14 signs; 9 zoning; 7 tall grass/weeds; 4 housing maintenance; 3 property maintenance; 3 safety, sanitation and health; and 1 access.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in April.

Issued permits and conducted required building, electrical, plumbing and mechanical inspections to ensure compliance with local codes/ordinances. The following list shows major permits:

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Detached	2	\$459,641
Single-family Attached	3	\$544,933
Residential Additions, Interior Remodels, Garages, Sheds, etc.	35	\$651,291
Commercial Additions, Interior Remodels, etc.	10	\$2,918,069
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	176	N/A
Totals	226	\$4,573,934

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	1	0	0	0
Applications Approved	1	0	0	0
Loan Closings	1	0	N/A	0
Monthly Projects Completed	2	0	0	0
Projects Underway	5	0	0	0
FY YTD Projects Completed	8	0	1	0

TO: Laurence Shaffer, City Manager**DATE:** May 10, 2017**FROM:** William Furry, Director of Finance **SUBJECT:** Monthly Report-April 2017

ACCOUNTING & PAYROLL

- During the month, 566 invoices were processed for payment. Bi-weekly Accounts Payable payments included 215 paper checks totaling \$422,956.96 and 137 automated clearinghouse (ACH) payments totaling \$678,953.93. The count of ACH vendors at the end of the month was 358.
- Prepared quarter-end financial reports for Community Development Block Grant (CDBG) for approval by Community Development department. Federal reports were also prepared and filed, and drawdown of funds completed.
- Processed 2 payrolls, creating 489 checks and deposit advices for 242 employees, with a total monthly payroll expenditure of \$968,963.91.
- Calculated and submitted first quarter unemployment insurance contribution.
- Prepared quarterly accounting entry to allocate Medical Opt Out payments by department.
- Respond to various inquiries and questions on the electronic time and attendance system. Continue to troubleshoot and tweak the setup to fix system issues as they arise.
- Attended meeting about the new city website.
- Updated pertinent city intranet and website information.
- Added content to ADP system home page with employee reminders and links to training materials

TREASURY

- Treasury staff continued monthly meetings with Transportation & Utilities and SUEZ Staff to address possible utility billing issues.
- Treasury staff attended scheduled HMP training sessions.
- Treasury Supervisor attended quarterly Kalamazoo County Treasurer's meeting.
- Treasury Supervisor attended City of Portage website rebuild meetings.
- Treasury Supervisor met with Parks staff and other Finance staff regarding the flow of payments after new Parks software is implemented on May 3, 2017.
- Reviewed delinquent business personal tax accounts for possible litigation. After sending out notices the first part of March, the March and April 2017 delinquent personal property tax collections totaled \$15,068.88.
- Prepared and issued the following utility billing statements:
 - 5,504 regular quarterly bills (cycles 1 and 4)
 - Emailed 333 regular quarterly bills (cycles 1 and 4)

- 138 final bills (all cycles)
- Emailed 18 final bills (all cycles)
- Prepared and issued the following utility billing delinquency notices:
 - 607 delinquent notices (cycle 3)
 - 366 shut-off notices (cycle 3)
 - 25 delinquent final property owner notices (all cycles) for customers with inactive accounts.
- Shut off the water service for 31 customers due to non-payment on April 26, 2017.
- Processed 227 requests to initiate or terminate water and sewer service.
- Staff handled 912 phone calls during April 2017. Since July 1, 2016, 10,483 phone calls have been processed, averaging 50 per business day.
- During April 2017 staff worked with 109 customers at the Treasury counter to whom receipts were not issued. On average, staff works with 6 such customers each day.
- Printed 25 miscellaneous receivable statements.

FINANCE & BUDGET

- Reviewed proposed budget book proof received from the printer. Worked with the Assistant to the City Manager to make final changes.
- Prepared and delivered proposed budget book and budget line item detail packages for April 11, 2017 distribution to City Council. Also emailed these documents to department heads to prepare for presentations at the Council Review Sessions.
- Prepared for and met with Budget Team and department heads to prepare for Council Review Session #1 for the 2017-2018 budget.
- Participated in Council Budget Review Session held on April 18th for the proposed FY 2017-2018 budget. Prepared responses to questions addressed at the session.
- Prepared the annual METRO revenue report and emailed it to the State of Michigan.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity and balances into SymPro software and generated monthly SymPro reports for the investment committee.
- Reconciled BS&A Fixed Asset module to the 2015-2016 CAFR, ensuring the reliability of using the software going forward versus the historically-used Excel fixed asset workbook.
- Met with the new Parks, Recreation and Senior Center Director to discuss various questions, including the FY 2017-2018 budget presentation.
- The Deputy Director of Accounting/Budget attended one webcast to further learning on the subject of Government Finance Officers Association best practices and to earn continuing professional education hours to maintain her CPA license. Submitted training requests for final credits needed for the two year reporting period ending June 30, 2017.
- Worked with BS&A on finance questions and issues.
- Reviewed and approved as appropriate accounts payable invoices and invoices with a purchase order prior to payment.
- Prepared and posted various budget amendments.
- Attended meetings and responded to various questions and requests from the City Manager's Office and other departments.
- Attended the Respecting Differences seminar.

BENEFITS & COMPENSATION

- Continued to monitor, research, and implement requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Reviewed life and long term disability quote for upcoming renewal process.
- Conducted meeting with Kushner & Company regarding FSA plan administration.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.
- Attended “Sustainable Funding Strategies” benefits seminar provided by Keyser Insurance Group.

WORKERS' COMPENSATION

- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.
- Attended Annual Bleakley, Cypher, Parent, Warren & Quinn, P.C. Workers' Compensation Seminar

05/10/2017

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 04/30/2017

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 04/30/17	Percent of Amended Used
101	GENERAL FUND				
	Totals for dept 1001-City Council	118,800	192,358	63,142	33%
	Totals for dept 1085-City Council-Human Services	131,941	131,941	92,684	70%
	Totals for dept 1501-District Court	67,815	70,595	47,146	67%
	Totals for dept 1720-City Manager	549,855	549,855	390,707	71%
	Totals for dept 2001-Finance Accounting	437,871	437,871	291,569	67%
	Totals for dept 2002-Finance & Budget	327,751	327,751	202,953	62%
	Totals for dept 2053-Finance Treasury	171,456	171,456	109,786	64%
	Totals for dept 2110-MIS	846,066	849,607	585,781	69%
	Totals for dept 2133-MIS Public Information	55,570	55,570	39,873	72%
	Totals for dept 2209-Assessor	515,458	515,358	261,987	51%
	Totals for dept 2247-Assessor Board Of Review	38,832	38,932	22,374	57%
	Totals for dept 2310-Attorney	226,728	226,728	188,716	83%
	Totals for dept 2415-City Clerk	143,324	143,324	103,551	72%
	Totals for dept 2416-City Clerk Records Management	71,096	73,919	54,933	74%
	Totals for dept 2491-City Clerk Elections	245,319	245,319	184,400	75%
	Totals for dept 2610-Human Resources	579,766	609,104	322,860	53%
	Totals for dept 2733-Purchasing	83,672	83,672	54,841	66%
	Totals for dept 2734-Purchasing Risk Management	29,475	29,475	13,681	46%
	Totals for dept 2865-Parks Maintenance	1,308,460	1,314,240	904,653	69%
	Totals for dept 2876-Cemeteries	72,678	72,678	50,275	69%
	Totals for dept 2877-Parks & Rec - Parks	592,244	591,559	471,192	80%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	10,000	10,000		0%
	Totals for dept 2879-Parks & Rec - Board Activities		4,710	1,688	36%
	Totals for dept 2880-Parks & Rec Rec - Admin	184,916	183,240	113,397	62%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	57,700	63,257	29,981	47%
	Totals for dept 2885-Parks & Rec - Programs	9,040	9,040	1,490	16%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,579	93,579	35,165	38%
	Totals for dept 2887-Parks & Rec Rec - Special Events	33,500	33,500	22,934	68%
	Totals for dept 2888-Parks & Rec - Ice Rink	123,282	126,282	58,084	46%

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 04/30/17	Percent of Amended Used
	Totals for dept 3005-Police Administration	854,219	854,219	548,020	64%
	Totals for dept 3006-Police Youth Services	496,721	499,459	368,557	74%
	Totals for dept 3007-Police Investigation	669,574	677,724	552,829	82%
	Totals for dept 3010-Police Patrol	5,341,925	5,356,780	3,757,494	70%
	Totals for dept 3020-Police Training	115,037	115,037	103,445	90%
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	7,305	91%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,005,424	1,005,424	751,464	75%
	Totals for dept 3031-Police Emergency Sirens	9,376	9,376		0%
	Totals for dept 3035-Police 911 Cmrs PSAP	207,170	207,170	149,703	72%
	Totals for dept 3040-Police Records & PST	438,914	438,914	324,255	74%
	Totals for dept 3050-Police Drug Law Enforcement	311,809	311,809	243,160	78%
	Totals for dept 3065-Police Facility Management	76,900	95,951	60,381	63%
	Totals for dept 3310-Fire Admin	695,868	748,989	507,247	68%
	Totals for dept 3320-Fire Operations	3,940,801	3,951,212	2,914,277	74%
	Totals for dept 3330-Fire On Call Firefighters	136,790	136,790	51,366	38%
	Totals for dept 3331-Fire Emergency Operations	7,570	7,570	1,842	24%
	Totals for dept 3340-Fire Prevention	149,599	149,599	107,649	72%
	Totals for dept 3350-Fire Training	185,028	187,928	105,262	56%
	Totals for dept 3365-Fire Facility Management	77,550	81,534	72,658	89%
	Totals for dept 3710-Comm Dev Building Services	453,988	454,343	316,221	70%
	Totals for dept 3720-Comm Dev Planning & Development	301,246	307,546	218,590	71%
	Totals for dept 3730-Comm Dev Neighborhood Services	240,598	243,598	184,475	76%
	Totals for dept 3765-Comm Dev Building Maintenance	249,459	252,372	171,256	68%
	Totals for dept 4210-General Public Services	519,400	519,400	342,843	66%
	Totals for dept 6720-Senior Center	336,339	334,718	260,793	78%
	Totals for dept 6721-Senior Center Trips	232,889	232,889	120,384	52%
	Totals for dept 6725-Aging Mastery Program		6,000	6,753	113%
	Totals for dept 9610-Transfers Out	913,000	913,000	913,000	100%
	TOTAL GENERAL FUND	25,101,388	25,362,271	17,881,072	71%

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 04/30/17	Percent of Amended Used
202	Major Street Fund	3,409,832	3,547,506	2,712,521	76%
203	Local Streets Fund	1,303,231	1,361,691	974,485	72%
204	Municipal Streets Fund	1,580,420	1,580,420	1,580,420	100%
223	Curbside Recycling Fund	651,844	656,844	503,666	77%
226	Leaf Pickup / Spring Cleanup Fund	722,404	723,904	439,453	61%
230	CDBG Program Income Fund	150,000	150,000	33,014	22%
252	West Lake Weed Mgt	40,000	40,000	14,000	35%
296	Community Development Block Grant	229,877	337,070	261,601	78%
298	Cable Television Fund	1,018,179	1,052,706	544,441	52%
400	CIP General	13,426,000	20,202,390	11,430,285	57%
490	Sewer CIP	1,710,000	3,186,307	598,191	19%
491	Water CIP	2,060,000	4,979,074	94,323	2%
590	Sewer Fund	8,023,912	8,182,094	5,181,001	63%
591	Water Fund	5,140,886	5,394,789	4,306,858	80%

TO: Laurence Shaffer, City Manager**DATE:** May 15, 2017**FROM:** Shannon Hertz, Director Human Resources **SUBJECT:** Human Resources Department Monthly Report – April 2017

RECRUITING

The following positions were filled in April:

Park Maintenance Laborers (4) AccessPoint Laborers) for April
Bagged Leaf Pick-Up Laborer (1 AccessPoint Laborer) for April

The following positions have candidates identified:

Park Maintenance Laborers (2 AccessPoint Laborers) for May
Ramona Park Waterfront Lifeguards/Senior Lifeguards (10)
Ramona Park Shift Supervisors (3)

The following positions are open and/or recruitment efforts are ongoing:

Director of Transportation and Utilities
Equipment Operator II - Public Services
Laborer - Public Services
On-Call Firefighters
Park Ranger (PT)
Police Lieutenant
Police Sergeant
Police Officer (1 PT)
Police Officer (2 FT) (backfill for promotion and bubble)

Employment applications, assessments and recruitment activities:

79	Applications processed and screened
35	In person and phone interviews conducted
1	Testing and other assessments conducted on individuals
1	Career fairs attended (Mott Community College)

SAFETY, TRAINING AND DEVELOPMENT

April activities to promote the education, development, training and safety of employees included the following:

- Randomly tested 3 participants for drug testing program
- Conducted on-boarding for 3 new/returning employees
- Attended 1 department-specific Safety meeting

- Attended 4 meetings regarding new software roll-outs
- Participated on the Respecting Differences Board this past entire year- planning, coordinating and hosting the 2017 Respecting Difference presentation

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Conducted the 4th quarter educational session.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions.
- Issued retiree health insurance invoices to 6 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 28 participants for the 2017-2018 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 15 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participants.
- Documented and monitored sick leave usage.

ELECTIONS

- Replaced election workers as needed based on responses and cancellations to work the May 2 Special Election. Provided appropriate reports to the Clerk's Office as required for election workers to vote absentee and for the official list to be sent to the County Clerk.

TO: Laurence Shaffer, City Manager**DATE:** April 14, 2017**FROM:** Kathleen Hoyle, Director of Parks, Recreation and Senior Citizen Services**SUBJECT:** Monthly Operations Report for April 2017**PARKS & RECREATION:****PARK RESERVATIONS**

Stuart Manor	1
Grain Elevator	7
Schrier	<u>2</u>
Total:	10

EVENTS:

Autism Walk	279 Participants
Green-a-Thon	685 Participants
March for Babies	150 Participants

SENIOR CITIZEN SERVICES:**ATTENDANCE AND ACTIVITIES**

Activity Type	Duplicated	Unduplicated
Events	2193	548
Rides	46	11
Volunteers	86	80
Trips	252	200
Total Seniors Served	2577	839
Average served per day	123	

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,395	129	38
Age Range	Count	Percent
Ages 55-59	24	2.7
Ages 60-64	44	5.0
Ages 65-69	119	13.5
Ages 70-74	153	17.3
Ages 75-79	147	16.6
Ages 80-84	111	12.6
Ages Below 55	44	5.0
Ages Over 85	241	27.3
Totals	883	100

City/Town	Count	Percent
In Town	542	61.4
Out of Town	341	38.6
Totals	883	100

Ethnicity	Count	Percent
African American	12	1.4
Asian American	4	.5
Caucasian	618	70.
Hispanic	6	.7
Native American	9	1.
Unknown	234	26.5
Totals	883	100

Gender	Count	Percent
Female	652	73.8
Male	231	26.2
Totals	883	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Administrative Support	18	392.22	4	2
Board Member	18.75	408.57	9	7
Club/Group Support	1235.05	26911.66	227	114
Events/Programs	52	1133.08	13	10
Kitchen	23	501.12	17	8
Transportation	59.50	1296.52	13	4
Travel	129	2810.90	28	9
Totals	1555.30	\$33,889.37	312	145

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	75	74
Extended Trips	14	13
Totals	89	86

FUNDRAISING

Income for the month of April was \$3,535 and includes transportation donations, fundraising and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- The Spring Trip Preview was held on Monday, April 17. This open house style event is the kickoff of the spring travel season, and debuts the new trip catalog. Over 120 attended the event, and over \$17,000 in registration revenue was collected on that day. Total trip revenue collected for the week exceeded \$28,000.
- The Bits of Business mini expo was held on Thursday, April 20. 24 vendors attended and over 80 participated. Vendor registrations generated \$1,200 in revenue.

- Portage Senior Center celebrated Volunteer Appreciation Week with a “super hero” themed celebration open house on Thursday, April 27. Approximately 100 volunteers, staff, and special guests helped make this celebration a success.
- 31 attended the Bountiful Beautiful Bargains day trip, and 44 attended Irving Berlin’s I love a Piano day trip. Extended travel offered included Thunder over Louisville and Celebration Belle.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 15, 2017

FROM: Daniel J. Mills, Acting Public Safety Director – Police/Fire Chief

SUBJECT: Monthly Report for April 2017

DM

A Portage Department of Public Safety “Employee Recognition Ceremony” was held in the Council Chambers on April 19, 2017. Senior Deputy Police Chief John Blue and Assistant Fire Chief Stacy French presented awards to department employees based on recommendations from the employees’ peers.

Letters of Commendation

A Letter of Commendation may be issued to a person or group of persons who exhibit outstanding diligence, perseverance, alertness, or highly creditable accomplishment.

Police Officer David Barker – for his actions in response to a suicidal subject.

Police Officer Holly Cerny – for her participation in Safe Kids car seat installations, inspections and educational activities.

Sergeant Michael Collier – for his service as operator and team leader on the Critical Response and Kalamazoo Metro SWAT Teams.

Records Clerk Amber Deniston – for her accomplishments during a records management system conversion project.

Community Policing Officer Adam Dmoch – for his participation in Safe Kids car seat installations, inspections, and educational activities.

Police Officer Kyle Doster – for his dedication to the agency’s mission as a field training officer, defensive tactics instructor, and lab technician.

Battalion Chief Tim Foley – for his dedication to the fire prevention education programs.

Police Officer Aaron Ham – for his surveillance accomplishments, skillful interviewing, and cooperative investigations in drug enforcement operations.

Detective Dereck Hess – for his accomplishments as a member of the Critical Response Unit, Kalamazoo Metro SWAT Team, Southwest Enforcement Drug Team, and Portage Uniformed Narcotics Team.

Police Officer Michael Kline – for his commitment to the skillful processing of crime scenes.

Detective Jim Lord – for his tenacity in an investigation resulting in the arrest of a child predator.

Police Officer Lynley Morgan – for her care and support of a homeless and wayward teen, helping secure a permanent and stable home.

Police Officer Brannon Pierman – for his actions in response to a suicidal subject.

Unit Citation

The Unit Citation Award may be awarded to a shift, crew, or company for significant events that merit recognition.

Captains Kevin Hawkey, Clay Hollister and Steve Tanner, and On-call Firefighters Paul Quezada and Andrew Toepfer – for their participation in Safe Kids car seat installations, inspections, and educational activities.

Innovation Award

The Innovation Award may be earned by an individual, group or team for an outstanding innovative accomplishment that results in improved public service, operations or administration, or a substantial savings to the City.

Community Policing Officer Adam Dmoch – for his innovation and coordination in the Critical Response to Active Shooter program.

Sergeant Bryan Mayhew – for his development and supervision of the canine program.

School Resource Officer Nathan Slavin – for his implementation of a camera system in the Portage Public Schools.

Police Officer Bryan Taffee – for his innovation and coordination in the Critical Response to Active Shooter program.

Police Officer Jordan Wentworth – for his dedication in the development and training for the canine program.

Meritorious Service

The Award of Meritorious Service may be awarded for service rendered in the line of duty where a member performs difficult tasks under unusual circumstances and goes beyond that which is

normally expected where crime is prevented, life and property protected, or criminals apprehended.

Police Officer Holly Cerny – for her diligence during the investigation and arrest of an armed subject connected to a suspect in multiple burglaries, larcenies and various drug crimes.

Captain John Yuhas, Firefighter Derek Dunn, and On-call Firefighter Debora Riley – for their initiative and creative thinking resulting in the rescue of a lost hunter who had become sunk in a muddy swamp.

Volunteer of the Year

Reserve Officer Joshua Richmond exemplifies the outstanding services provided by reserve officers. He has participated with parades, fireworks, football games, oral boards, walks and runs and other special events, such as the bike rodeo and monster mash, as well as assisted moving the speed trailer as requested. During the past year, he dedicated countless hours in voluntary service to the community as a reserve officer.

On-call Firefighter of the Year

Firefighter Ed Kline promotes a positive image and distinguishes himself by professionalism, self-initiative, work and ethical standards beyond what is normally expected. He is a great asset to the fire department because of his selfless desire and positive attitude.

Employee of the Year – Non-sworn

Radio Operator Ryan Enderich participated in a software build process upgrade in the Communications Center. He changed his normal working hours, adjusting his personal life to accomplish this. He put in countless hours to help ensure the system was functioning properly prior to the “go-live” date.

During this process, he discovered several problems and then provided solutions to those problems to promote a smooth and successful software build process. Radio Operator Enderich also played a crucial role in the successful training of other employees. Because of his dedication, a nearly flawless transition to the new computer-aided-dispatch software resulted.

Firefighter of the Year

Firefighter Mike Norris diligently worked on the EMS call-processing data in support of the fire department accreditation process. He assisted in the creation of what has now become a tool heavily relied upon for improving the emergency medical services to the citizens of Portage as well as the countywide EMS system.

Firefighter Norris also has a long history of saving lives of first responders, firefighters, and other public safety providers through critical incident stress management. Firefighter Mike Norris works fervently with various crisis management associations locally and regionally to

save the lives of firefighters through training, education, and support of firefighter behavioral health.

Employee of the Year – Sworn

Police Officer Brett Stapert displayed a high level of motivation, teamwork and professionalism during the past year. He formed several community contacts and is keenly aware of “quality of life” issues in the community. He worked closely with various neighborhood groups and was responsive to their concerns. During the past year, Officer Stapert earned eight favorable citizen and supervisor compliments for his performance. He promotes a positive image and has distinguished himself by his professionalism and work ethic.



POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	3,116
Fire Incidents Dispatched:	455
Gun Registrations:	107
Warrants Obtained:	97
Expressway Incidents Handled:	42
9-1-1 Calls Received	2,443

ARRESTS

Total Adult Arrests: 352

Major Charges:

Assault Less Than Murder
Motor Vehicle Theft
Criminal Sexual Conduct
Fleeing & Eluding

Total Juvenile Arrests: 22

Major Charges:

Aggravated/Felonious Assault-Family-Gun
Illegal Use of Credit Card
Resisting Officer
Retail Fraud 3rd Degree

MARCH CRIME STATISTICS

Violent Crimes:	76
Non-Violent Crimes:	280

Reported Crimes - March 2017 Compared to March 2016:

Part I Crimes:	+19.8%
Part II Crimes:	-18.9%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	0.0%
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TRAINING

Topics: Fire Investigation I
K9 Supervisor
NENA Center Manager Certification

VOLUNTEER HOURS

April:	160
YTD:	640

EMPLOYEES INJURED

April:	1
YTD:	3

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	9
Overpressure Rupture	1
Rescue & Emergency Medical Service Incident	256
Hazardous Condition (No Fire)	17
Service Call	50
Good Intent	91
False Alarm and False Call	30
Total Calls	454
Total Property Loss	\$22,550.00

Inspections	Count
Annual Attempt & Inspection	358
Reinspection Attempt & Inspection	21
Plan Review	7
Key Box	1
Final or Move-in	2
Fire Protection Plan and Inspection	7
FOIA	1
Campfire New/Renewal	17
Other	1
	415

Auto/Mutual Aid	Count
Mutual Aid Received by Comstock	2
Automatic Aid Given by Comstock	2
Automatic Aid Given by Oshtemo	2
Mutual Aid Given by Oshtemo	1
Mutual Aid Received by Pavilion	2
Mutual Aid Received by South County	3
Automatic Aid Received by Texas Township	5
Mutual Aid Given to Texas Township	1
Mutual Aid Received by Texas Township	1

Public Education	Adults & Children	
Station Tour	29	64
Spring Clean Up	27	633
Car Seats	27	9
		Installed
Smoke Detectors		0
Car Seats		20

Training	
Live Fire Training	27
Apparatus Drivers Course	30
Strategy and Tactics	30
EMS CEUs	34

APRIL 2016 SIGNIFICANT EVENTS

A vehicle was reported stolen from the parking lot of a restaurant on Westnedge Avenue. Four days later, the vehicle was spotted by an officer from the Kalamazoo Township Police Department, who initiated a traffic stop on it. Charges are being sought against the driver of the stolen vehicle.

The victim of a larceny reported that he had picked up a subject in Kalamazoo and gave him a ride to Portage. When they arrived in Portage, the victim and his family went inside a restaurant, while the subject remained in the victim's vehicle. When the victim returned to his vehicle after spending approximately an hour in the restaurant, the subject was gone, and the victim's vehicle had been ransacked. A gun, which had been hidden in its case in the cargo area of the vehicle, was missing, along with a box of ammunition that had been in the glove box. Surveillance video from the restaurant has been obtained, and detectives are continuing the investigation.

Pavilion Township requested assistance on an accident involving a passenger vehicle and a tractor trailer in the 5400 block of P Avenue. The Portage engine company arrived on scene first and provided patient care and prepared the patient for transport.

Fire units were dispatched for a possible structure fire, as light smoke and flames were seen coming out of the chimney. Firefighters found a fire in the fireplace, which was extinguished, and checked the attic for extension. It was determined that the fire was confined to the chimney with no structural damage. The homeowner was advised to have a licensed chimney sweep clean and check the chimney for defects.

Officers responded to a burglary report at a Portage residence. Officers learned that the victim had allowed a female acquaintance to stay at his residence for approximately two weeks and then had asked her to leave. When the victim returned home from work on the day of the report, the acquaintance was gone, and a TV and numerous firearms were missing. Detectives made contact with the suspect; however, she denied taking the items and accused a person who gave her a ride. That person, however, claims to have been out of state during the time of the theft. The investigation is ongoing.

On April 20, Police and Fire units responded to eastbound I-94 near Oakland Drive on a report of a personal injury accident. The driver of an eastbound vehicle lost control on a wet section of I-94 and collided with the median barrier. The driver, a 25-year-old Springfield woman, lost consciousness and had to be extricated from her vehicle for transportation to the hospital. The vehicle was heavily damaged.

On April 23, the Communications Center received multiple 9-1-1 calls regarding a shed and fence on fire at a Portage residence. Two fire engines and a command vehicle arrived on scene to find a fully-involved shed and a wooden fence on fire. The fire was deemed under control within five minutes after units arrived. The shed, its contents, and eight sections of wooden fence burned, with an estimated fire loss of \$4,000. Careless discharge of smoldering ashes from a manufactured fire pit was the cause of the fire.

An officer received a report from Adult Protective Services regarding possible financial exploitation at a Residential Opportunities, Inc. adult foster care home. Six of the residents had money missing. The money had been given as Christmas gifts and was to be used to purchase items for the residents. It was discovered that some items had been purchased; however, the dollar amounts on the receipts of the purchased items did not match the amount of money that was missing. Detectives are continuing the investigation.

An officer noticed a vehicle registered to a parole absconder parked at a suspected drug house located in a Portage residential area. Officers from the P.U.N.T. unit (Portage Uniformed Narcotics Team) monitored the vehicle for several hours before the suspect attempted to leave the residence. Upon leaving, the suspect spotted the officers and attempted to evade arrest by running from the scene; however, he was quickly apprehended. When his vehicle was searched, a large quantity of methamphetamine was located, along with \$2,600 in cash, which was subsequently forfeited. The case remains under investigation as the suspect may be the target of federal prosecution.

TRAINING

Fire crews participated in live fire training at the Kalamazoo Regional Training facility. This event provided crews an opportunity to perform fire attack operations with the use of the new aerial 1241.



NOTEWORTHY COMMUNITY SERVICE

On April 22, multiple officers from Police and Fire assisted in the homecoming of the “Talons Out Honor Flight.” Honor Flight Network recognizes American veterans for their sacrifices and achievements by flying foreign war veterans to Washington, D.C. to see their memorials at no cost. Top priority is given to World War II and terminally ill veterans from all wars. Portage Police and Fire units assisted with the return of the veterans from D.C., to include a motorcade from the Kalamazoo International Airport to Kalamazoo Christian Middle School on 12th Street.

DJM:JMH;jh

TO: Laurence Shaffer, City Manager

DATE: May 12, 2017

FROM: Rod Russell, Director of Public Services



SUBJECT: Monthly Operations Report for April 2017

STREET MAINTENANCE ACTIVITIES

- Repaired potholes on major and local streets with Durapatching machine
- Completed Quarterly Brush and Bagged Leaf Removal Program with a total of 4,790 cubic yards of brush and 1,025 cubic yards of leaves collected
- Restored shoulders of Oakland Drive along swamp area with dirt removal, brush/liter removal, silt fencing installation, grass seed and erosion control blankets application
- Continued work on Dog Park by installing fencing, restoring turf areas, installing water lines, installing storm water drainage systems and forming for sidewalk and concrete pad installation
- Repaired damaged or faded traffic control signs
- Removed 2.4" of snow from major and local streets
- Removed fallen tree from Mandigo Avenue
- Pushed up loose brush at compost site
- Transported snow plows to Portage Public School for participation in second annual *Paint the Plow Program*
- Hired contractor to remove household bulk items for Spring Cleanup Program with 1,079 cubic yards of material removed April 18 through April 30. The program will continue through May 18.
- Supported City of Kalamazoo during their spring leaf pickup program
- Supported Transportation & Utilities Department by moving two message boards to the Shaver Road paving project

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of April 2017 as well as Fiscal Year-to-Date totals:

WEEKLY CURBSIDE RECYCLING PROGRAM COLLECTION SUMMARY
TOTAL WEIGHT OF RECYCLABLE MATERIALS COLLECTED

		New	Total	Dumpster	Dumpster	Dumpster
Date	Total (tons)	Carts	Carts	2 cyd	4 cyd	6 cyd
Jul-16	214.00	31	12901	8	9	24
Aug-16	223.91	28	12929	8	9	24
Sep-16	219.96	24	12953	8	9	24
Oct-16	204.08	19	12972	8	9	24
Nov-16	218.15	20	12992	8	9	24
Dec-16	219.4	12	13004	8	9	24
Jan-17	223.12	12	13016	8	9	24
Feb-17	165.04	11	13027	8	9	24
Mar-17	204.25	33	13060	8	9	24
Apr-17	183.21	33	13093	8	9	24
YTD Total	2075.12	223				

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Removed leaves and branches in preparation for park grass mowing operations
- Mowed grass in parks and cemeteries
- Prepared softball fields for league and tournament games
- Turned on water at park facilities
- Repaired plumbing leaks and drain clogs in park facilities
- Repaired lighting issues in park facilities
- Installed sporting nets in all parks
- Rolled athletic fields in all parks
- Removed slanted information signs from the parks
- Painted trash barrels in preparation for placement in parks
- Installed pickleball windscreens at Ramona Park
- Removed litter from South Westnedge Avenue and I-94 interchange
- Repaired damaged split rail fencing
- Removed 2.4" of snow from parks and City Centre
- Painted voyageur canoe in preparation for flower planting
- Restored cemetery grave locations with top soil and grass seed
- Poured foundations for headstone installations in cemeteries
- Restored turfed parking lots from winter snow plowing damage

- Repaired decking at Angling Road boardwalk
- Replaced damaged parking bumper blocks in parks after winter snow removal
- Prepared for installation of two donated park benches
- Removed dead trees from South Arboretum
- Installed two pond fountains at Celery Flat Historic Area
- Installed sunscreen at South Westnedge Skate Park
- Prepared flower pots and hanger for upcoming planting season
- Provided training to seasonal laborers on proper turf maintenance in cemeteries
- Repaired playscape at Schrier Park
- Applied fertilizer to cemeteries and parks
- Hired contractor to install electrical outlets at new Schrier Park pavilion
- Hired contractor to install new playscape at Central Park
- Supported one burial in city cemeteries
- Supported Boy Scouts with litter removal from West Fork Crossing Park on 4/12/17
- Supported Moorsbridge neighborhood garage sales by installing and removing temporary no parking signs on 4/14/17 and 4/17/17
- Supported Green-A-Thon at Celery Flats Historic Area on 4/15/17
- Supported Portage Public School 7th & 8th graders with litter removal from Ramona, Haverhill and Lexington Green Parks on 4/19/17
- Supported Boys Scouts with leaf and branch removal from Ramona Park on 4/22/17
- Supported Autism Walk/Run at Grain Elevator on 4/22/17
- Supported Arbor Day Celebration at City Hall with planting of Concolor Fir on 4/25/17

FLEET & FACILITIES DIVISION:

The Fleet & Facilities Division generated 106 work orders for the month of April 2017. A total of \$10,622.75 was spent on billable labor hours while the parts costs were \$4,764.41. The outside contracted work was \$1,531.75.

April 2017	April 2016	
106	134	Work Orders
\$4,764.41	\$8,677.43	Parts Cost
\$10,622.75	\$10,658.98	Labor Cost
18	18	Preventative Maintenance (P.M.) Work Orders Completed
\$68.41	\$119.60	Average Cost per P.M
\$1,231.39	\$2,152.84	Total P.M. Cost
\$0.00	\$0.00	Contracted Repairs-Body & Painting
\$1,531.75	\$2,051.35	Contracted Repairs (Not Including Body & Paint)
\$2,952.41	\$1,356.90	Building Renovations

BUILDING MAINTENANCE

1. Custodial Operations
2. City Hall, Police, and Senior Center support services

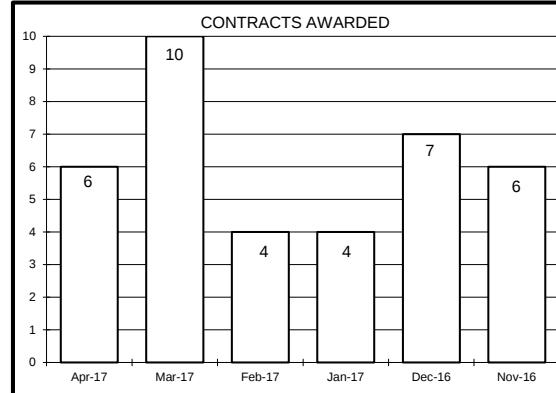
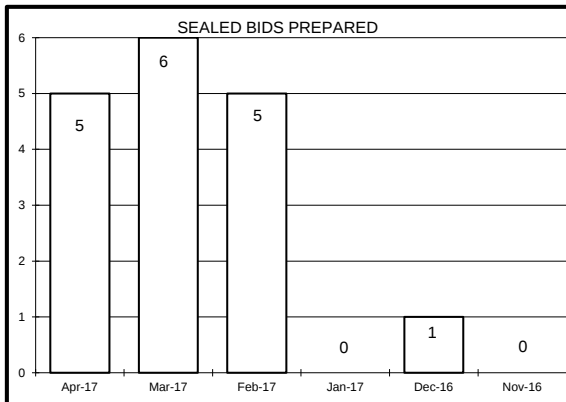
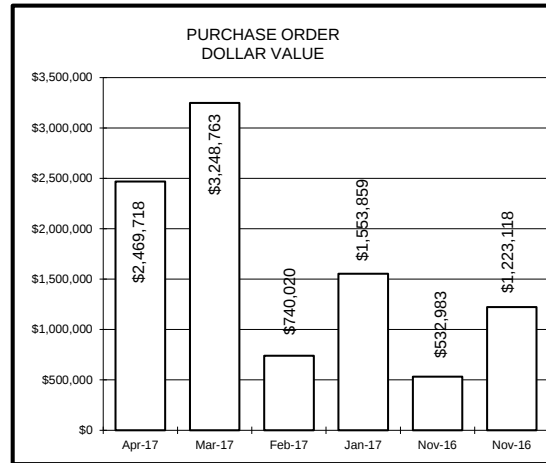
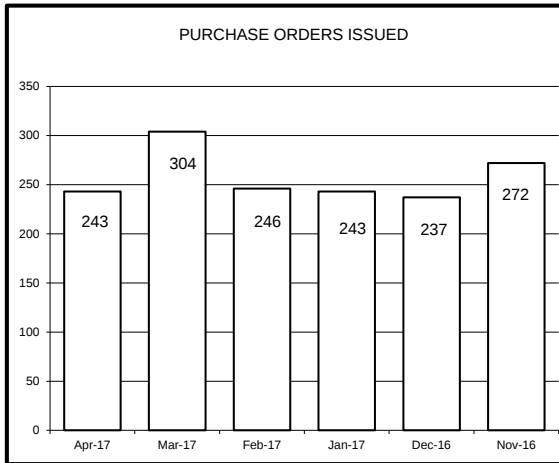
TO: Laurence Shaffer, City Manager

DATE: May 3, 2017

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - April 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

Amberly #1 Pump Rehab
 Radio Equipment Installation
 Spring Asphalt Mill & Fill
 Sidewalk Repairs
 Yard Waste Recycling Service
 HVAC Upgrades Police Headquarters

SEALED BIDS PREPARED

Chopan & Mozart Water Main Installation
 Portage Road Reconstruction
 Oakland Drive Resurfacing
 Fire Station No. 2 Architectural Services
 Computing Devices Replacement

- Three new claims were filed with MMRMA, three claims were settled.
- Purchasing staff added 15 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 19, 2017

FROM: Devin Mackinder, Director of Technology Services & Community Marketing



SUBJECT: Department Monthly Report – April, 2017

The following summarizes some of the public information and technology activities for the month of April.

Cable Access

Continued administration of the Cable Communications Franchise Agreement with Charter Communications, AT&T, Comcast and the Cable Television Access Agreement with Public Media Network:

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Continued working with Director Haasch on emergency broadcast protocols
- Continued working on new city marketing video materials
- Completed the Comcast Uniform Video Franchise Service Agreement
- Completed the Charter Uniform Video Franchise Service Agreement
- Completed plan to bring cablecasting services in-house as a precautionary option

Internet/Intranet Web Site

Continued with daily updates to city Internet and Intranet web sites as well as preparing for future updates and upgrades and compiling monthly statistics.

Significant Activities:

- Continued working on the city website rebuild.

Telecommunications

- Continued working on the Mobilitie ROW permit process
- Identified PROTEC and Grand Valley Metropolitan Council and Bloom, Slugget and Morgan attorneys as resources currently addressing new DAS and small cell permit applications received by municipalities which do not fall under the METRO Act perfectly.

Contract Administration

- Began development of a bid document for replacement of leased computing devices

Information Technology

Continued with several technology projects, supervising Technology Services Department staff and researching new technology opportunities that work toward city goals of providing efficient and cost-effective services.

Significant Activities:

- Continued working with the City of Kalamazoo new IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued development plan for new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued work on new CDBG loans tracking module
- Continued working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued implementation of the citywide keyless entry and camera system project
- Continued researching federal and state requirements for unmanned aircraft system
- Continued implementation of the Public Safety body worn cameras
- Continued working on consolidated dispatch
- Continued working on energy efficiency project with CMO

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives
- Continued work on trademarking “A Natural Place to Move”
- Continued working on Soofa Sign branding

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: May 12, 2017

FROM: W. Christopher Barnes, Director of Transportation & Utilities 

SUBJECT: Transportation & Utilities Department Monthly Report for April 2017

The month of April 2017 was busy for both Transportation & Utilities staff and the Suez Environmental staff. In regards to the Suez Environmental operations, emphasis during the month continued to be directed at ensuring the various activities related to the utility operation were being completed professionally and in a manner to ensure that service levels committed under the Suez Environmental contract with the city are completed in a timely manner.

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of April 692 inspections were made by Suez personnel.
2. Suez personnel received 22 customer service calls throughout April.
3. Suez personnel responded to 19 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 117 million gallons of water were produced/pumped during the month of April. Production averaged around 3.9 million gallons of water per day during the month. Seven hundred sixteen water quality analyses were completed during the month.
5. Eleven new meters were installed and 5 new service leads were required to be tapped during the month of April.
6. Miss Dig stakings were completed at 572 locations.
7. Two water main breaks occurred during the month of April at the intersection of Romence and Constitution and 8841 Waruf Drive.
8. Suez personnel cleaned a total of 4,307 feet of sanitary sewer and inspected and cleaned 6 manholes.
9. Suez personnel performed hydrant flushing during the month of April flushing a total of 2,718 hydrants.

In the transportation and utility areas, the following activities in April were either completed or ongoing at month's end.

1. Review of new development plans from a transportation and utility standpoint continued during the month. Five development and building plans were reviewed.
2. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities. Recent focus by Suez has been sanitary sewer and storm drainage cleaning.
3. The Traffic Engineering section was active during the month of April investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations.
4. Beginning in 1994, the city has administered a Stormwater Retention Basin and Stormwater Outfall Testing and Monitoring program. On April 29, 2014 a four year contract was awarded to Nova Consultants for 2014-2018. Recent water level results show the groundwater levels on the east side of the city reaching record 2009 levels in fall 2016 with levels continuing to rise approximately 18" over the course of the winter. Homeowners in the Black Forest Drive area are being impacted by water in basement areas. This spring, the groundwater levels have risen 36" from previous high levels recorded in 2009. The city has installed a temporary hose to pump the retention basin. This will help relieve the high groundwater table levels.
5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a new bid package for traffic maintenance with bids received July 23, 2015 with the sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015 and renewed on September 1, 2016. Recent work continues to focus on LED sign upgrades, illuminated sign replacements, and controller cleaning.

Implementation of the Capital Improvement Construction Program was also an ongoing activity as the construction season was completed. Accomplishments during the month of April included the following:

1. Storm Water Basin Asset Plan – MDEQ SAW Grant
2. The plan provides an assessment of the functionality and operation of the 73 city-maintained storm water basins. On March 24, 2015 City Council awarded the contract to Hurley & Stewart, LLC, in the amount of \$209,000 which includes a \$195,000 SAW grant awarded by the State of Michigan.
3. Local Street Calming Program

The 2015-16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional

services and the remaining \$15,000 will be used for implementation of the program. OHM was selected based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Draft Program complete with final program documents forthcoming. Development of the program is underway. The first program to follow the program will be Meredith Street this summer.

4. West Centre Avenue Intersection Improvements

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Construction is still underway.

5. South Westnedge Avenue and Kilgore Road Intersection

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and preliminary design work for the intersection of Portage Road and Lakeview Road. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20 for the intersection improvements at South Westnedge Avenue and Kilgore Road, preliminary design services for the intersection improvements at Portage Road and Lakeview Drive have been completed by Abonmarche Consultants.

6. South Westnedge Avenue and Romence Road Intersection Improvements MDOT CMAQ Funding

The 2015 - 2016 Capital Improvement Program includes the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Low bid of \$356,695.06 was submitted by Severance Electric Company. MDOT awarded the contract and preconstruction meeting was held January 2017. Construction is approximately 90% complete.

7. US-131 Crossing Forcemain Replacement

The 2014 – 2015 Capital Improvement Program includes a project to replace the 20" force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for

approximately 94% of the project cost. Design was initially complete for a directional bore under the freeway. The one bid received on August 9, 2016 was substantially over the engineer's estimation cost. Staff is in discussions with the contractor Texas Township and MDOT to identify cost saving measures, so the project was redesigned with construction alternatives and new bids received. On March 28, 2017, City Council awarded a contract to Kamminga & Roodvoets, Incorporated in the amount of \$567,323. Construction start date is pending.

8. Shaver Road Reconstruction Watermain Improvements

The 2016-2017 Capital Improvement Program includes a project for reconstruction of Shaver Road from Vanderbilt Avenue to West Centre Avenue. The project also includes the replacement of existing cast iron water main. Low bid was submitted by Millbocker Construction in the amount of \$2,460,199.82 through a March 2017 bid letting by MDOT. Construction began May 1 2017.

9. Zylman Lift Station Rehabilitation

The 2015-16 Capital Improvement Program includes a project to replace the existing sanitary sewer lift station on Zylman Road to accommodate increased sewage flow in the area. On June 28, 2016 a contract was awarded to Balkema Excavating in the amount of \$477,325 for the project. Construction began November 5, 2016 and the new lift station was operational on January 1, 2017. Final completion and restoration is pending.

10. The 2016-2017 Capital Improvement Program includes projects in the Major Street Reconstruction Programs. These streets include:

Rockford Street, Schuring Road to Romence Road

A preliminary design has been completed for Rockford Street, but due to limited funds needed for Portage Road, will be delayed until the 2017-2018 Capital Improvement Program.

Angling Road, Squire Heath Lane to Romence Road

On September 20, 2016 City Council awarded an engineering contract to Abonmarche consultants in the amount of \$260,600. Design engineering is complete. Angling Road includes the construction of sanitary sewer. Bidding on Angling Road by MDOT was held April 7, 2017 with Hoffman Brothers submitting the low bid. Preconstruction meeting to be scheduled mid-May 2017.

Portage Road, Mandigo Avenue to Osterhout Avenue

A Public Open House was held for Portage Road on March 7, 2017 with approximately 30 attendees. Final design has been completed with bids opened May 11, 2017. Construction scheduled for summer of 2017 with complete road closure of Portage Road to facilitate construction.

11. The 2016-2017 Capital Improvement Program includes a project for construction of utilities at the following locations:

Mozart, Beethoven to North End (water)

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. Design engineering has been completed with bids being opened on May 11, 2017. The Special Assessment process was initiated in November-December 2016.

Archwood/Cliffwood (water and sewer)

On December 13, 2016 City Council elected to cancel the Cliffwood/Archwood Special Assessment process and the project was terminated.

Chopin, Mozart to West End (water)

On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. The project is under design. Bidding is scheduled for early spring.