

7:30 p.m. Call to Order.

Invocation: Associate Pastor Kyle Tade of the Portage United Church of Christ.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of June 13, 2017.
2. Pre-Meeting Minutes of June 26, 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 June 27, 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 extend the current contract with All City Management Services, Inc., for two years in the amount of \$58,514.40 per year, with the option of one additional two-year renewal, to provide school crossing guard services 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 authorize the Mayor and City Clerk to execute a three-year labor agreement between the City of Portage and the Portage Police Command Officers Association (PPCOA).
- * 3. Communication from the City Manager regarding the May 2017 Environmental Report - Information Only.
- 4. Introduction of Transportation & Utilities Director Roger Buell.

G. Communications:

1. Annual update from the Historic District Commission.
2. Presentation from Sean McBride, Executive Director of Kalamazoo County Transit Authority (KCTA), and CCTA/KCTA Board Chair Linda Teeter.

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Zoning Board of Appeals of May 22, 2017.
2. Planning Commission of June 1, 2017.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council award a contract to Payjay, Incorporated, of New Buffalo, Michigan, for the Winters Drive Basin Rehabilitation Project in an amount not to exceed \$267,889.70 and authorize the City Manager to execute all documents related to this project on behalf of the city.

- * 2. Communication from the City Manager recommending that City Council accept the low bid from Michigan Paving & Materials to provide asphalt repairs to the South Cemetery access roads in the amount of \$46,085.60 and authorize the City Manager to execute all documents related to this contract on behalf of the city.
- * 3. Communication from the City Manager recommending that City Council approve a contract with Tennis Courts Unlimited, Incorporated, for upgrade to Lakeview Park tennis/pickleball courts in the amount of \$21,700 and authorize the City Manager to execute all documents related to this 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. Thursday, June 29, 7:00 p.m., Planning Commission, Council Chambers.
 - b. Thursday, July 6, 6:30 p.m., Human Services Board, City Hall Room No. 1.
 - c. Monday, July 10, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
 - d. Tuesday, July 11, 3:00 p.m., Youth Advisory Committee, City Hall Room No. 1.

* N. Materials Transmitted.

- 1. Department Monthly Reports
- 2. Materials Transmitted of June 13, 2017.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM JUNE 13, 2017

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

At the request of Mayor Strazdas, Pastor Bill Fernhout of Prairie Edge Christian Reformed Church, gave the invocation and City Council and the audience recited the Pledge of Allegiance.

At the request of Mayor Strazdas, the Deputy City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia Randall, Claudette Reid, Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and Deputy City Clerk Adam Herringa.

APPROVAL OF MINUTES: Motion by Ansari, seconded by Ford, to approve the May 23, 2017 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 7 to 0. Motion by Randall, seconded by Ford, to approve the June 12, 2017, Pre-Council Meeting Minutes. Upon a voice vote, motion carried 4 to 0 with Councilmembers Reid and Urban and Mayor Pro Tem Ansari abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Pearson to read the Consent Agenda. Motion by Pearson, seconded by Reid, to approve the Consent Agenda motions. Mayor Strazdas asked that Item F.5, Appointment to the Park Board, be removed from the Consent Agenda. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JUNE 13, 2017:** Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of June 13, 2017. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Phil Stinchcomb, 1607 Bellaire Avenue, announced his candidacy for Portage City Council, described his commitment to the City of Portage and the community, rationale for running for office and shared his vision and hopes for Portage.

Jim Stephanak, 10725 Cora Drive, shared that he recently announced his candidacy for City Council. Mr. Stephanak described his commitment to the City of Portage and the community, rationale for running for office and shared his vision and hopes for Portage.

Ms. Alyssa Stewart, 5180 Fountain Square Drive, Kalamazoo, spoke on behalf of the United Way of the Battle Creek and Kalamazoo Region regarding a “diaper drive” effort to assist families in need. Ms. Stewart reviewed relevant poverty statistics and explained how the public can assist in the diaper drive effort.

Mr. Kris Mbah, 2224 East Cork Street, Apt. 1B, Kalamazoo, spoke and thanked Mayor Strazdas for his years of service and leadership in the community.

Mr. Jim Brutsche, 5421 Lovers Lane, expressed concern with traffic noise from Interstate 94 at his home, specifically as it relates to trucks using “jake brakes” to slow themselves down. He requested that the City take the necessary measures to install “No Jake Brakes” signs on I-94 to the east and west of the Lovers Lane bridge. Discussion followed on the nature of jake brakes and the role of the Michigan Department of Transportation. Motion by Pearson, seconded by Randall, to refer the concern to City Administration for review and to make a recommendation to City Council regarding the matter. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

APPOINTMENT OF DIRECTOR OF TRANSPORTATION AND UTILITIES: City Manager Shaffer reviewed the qualifications of W. Roger Buell and the rationale for his recommendation that City Council confirm Mr. Buell’s appointment as Director of Transportation and

Utilities. Motion by Pearson, seconded by Ansari, to confirm the appointment of W. Roger Buell as the Director of Transportation and Utilities, effective June 19, 2017. Upon a roll call vote, motion carried 7 to 0.

* **UNPAID WATER AND SEWER CHARGES:** Motion by Pearson, seconded by Reid, to order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2017 will be transferred to the 2017 city tax roll and assessed against the property for which the services were furnished. Upon a roll call vote, motion carried 7 to 0.

* **LABOR COUNSEL SERVICES CONTRACT:** Motion by Pearson, seconded by Reid, to renew the contract with Warner, Norcross & Judd LLP for Labor Counsel Services for a three-year period through fiscal year 2019-2020 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **GRANT APPLICATION FOR A NEW VOTING SYSTEM:** Motion by Pearson, seconded by Reid, to adopt the Resolution authorizing the City Manager or his designee to submit a Grant Application on behalf of the City of Portage to the Michigan Secretary of State for a new voting system. Upon a roll call vote, motion carried 7 to 0.

APPOINTMENT TO PARK BOARD: Mayor Strazdas explained that, while board and commission appointments normally take place at special meetings, the Chairperson of the Park Board, Tim Earl, expressed a desire that the vacancies on the Park Board be filled as soon as possible. Mayor Strazdas shared that the application of Ms. Lana Escamilla arrived shortly after the last board and commission interview session and that she seemed highly qualified to fill one of the vacancies. City Manager Shaffer shared that he, Chairperson Earl, and other staff members met with Ms. Escamilla and were pleased to recommend her for appointment to the Park Board. Mayor Strazdas asked Ms. Escamilla questions related to her qualifications and interest in serving on the Park Board. Ms. Escamilla shared details regarding her history of volunteerism, commitment to the City of Portage and passion for the park system. Motion by Ford, seconded by Ansari, to appoint Lana Escamilla to an unfulfilled term on the Park Board ending October 1, 2017. Upon a voice vote, motion carried 7 to 0.

* **PORTAGE ROAD PEDESTRIAN CROSSING AT FOREST DRIVE:** Motion by Pearson, seconded by Reid, to receive the Communication from the City Manager regarding pedestrian safety at the Portage Road pedestrian crossing at Forest Drive as Information Only. Upon a roll call vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

1. Portage Public Schools Regular of March 27, Special and Regular of April 17, and Policy Governance Retreat and Committee of the Whole Work Session of May 8, 2017;
2. Human Services Board of March 30, 2017;
3. Senior Citizen Advisory Board of April 19, 2017; and
4. Planning Commission of May 18, 2017.

NEW BUSINESS:

POSITION ON THE KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY BOARD OF DIRECTORS: Councilmember Pearson explained that, up until a few weeks ago, he was not planning on resigning from the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors. However, it was recently determined that the KCCDA Executive Committee would expand from four to five members with the new position being allotted to a

representative of the City of Portage. Councilmember Pearson noted that the KCCDA Executive Committee was composed of administrators and not elected officials and thus believed it more appropriate that the Portage City Manager serve in his place. Councilmember Reid thanked Councilmember Pearson for his service on the KCCDA and complimented his recommendation that the City Manager be his replacement. Motion by Pearson, seconded by Ansari, to accept the resignation of Councilmember Jim Pearson from the Kalamazoo County Consolidated Dispatch Authority Board of Directors and appoint City Manager Larry Shaffer to the Kalamazoo County Consolidated Dispatch Authority Board of Directors with immediate effect. Upon a roll call vote, motion carried 7 to 0.

Mayor Strazdas shared that he is currently serving as an Alternate to Councilmember Pearson on the KCCDA Board of Directors and believed it appropriate that, rather than lose Councilmember Pearson and his experience from the KCCDA Board of Directors altogether, Councilmember Pearson replace him as Alternate thus making Councilmember Pearson the Alternate to City Manager Shaffer.

Motion by Reid, seconded by Ansari, to accept the resignation of Mayor Peter Strazdas as Alternate from the Kalamazoo County Consolidated Dispatch Authority Board of Directors and appoint Councilmember Jim Pearson as the Alternate to Larry Shaffer on the Kalamazoo County Consolidated Dispatch Authority Board of Directors with immediate effect. Upon a roll call vote, motion carried 7 to 0.

BID TABULATIONS:

* **SUMMER MILL AND FILL PROGRAM ASPHALT REPAIRS:** Motion by Pearson, seconded by Reid, to approve the low bid of \$275,550.30 from Michigan Paving & Materials Company, and award a contract change order in the amount of \$94,449.36, for a total cost of \$369,999.66 for the Summer Mill and Fill Program asphalt repairs of major and local street sections 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.

* **HEATING, COOLING, VENTILATION AND AIR CONDITIONING MAINTENANCE OF CITY OWNED FACILITIES:** Motion by Pearson, seconded by Reid, to approve the low bid for a two-year contract with R. W. Lapine, Inc., in the amount of \$76,170 for Heat, Ventilation and Air Conditioning (HVAC) maintenance of city owned facilities, with an option for four one-year contract extensions 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 AND CITY MANAGER: Councilmember Reid noted that the Standard and Poor's Bond Rating for the City of Portage recently increased from AA to AA+. She continued by praising the City of Portage and all involved, both past and present, for taking the fiscally prudent steps necessary to obtain such an excellent rating.

Councilmember Randall complimented Nick Arnold, Director of Public Safety, on his completion of the FBI National Academy and highlighted the major tenants of the program.

Mayor Pro Tem Ansari wished State Representative Dave Maturen the best of health and recovery following a traffic accident.

Mayor Strazdas shared that he, the City Manager, and other community leaders recently met with Ian Read, Chief Executive Officer of Pfizer. Mayor Strazdas shared that Mr. Read was impressed by the health and quality of life in the Portage community along with the partnership between the City of Portage and Pfizer. Mayor Strazdas also shared that he anticipates Pfizer continuing to make significant investments to their Portage facilities over the next decade. Finally, Mayor Strazdas complimented all involved in making the decisions and putting forth the efforts that resulted in such an excellent bond rating for the City of Portage.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF JUNE 2, 2017:** Motion by Pearson, seconded by Reid, to receive the Materials Transmitted of Friday, June 2, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:18 p.m.

Adam Herringa, Deputy City Clerk

*Indicates items included on the Consent Agenda.

DRAFT

MINUTES FROM THE SPECIAL PRE-MEETING OF THE PORTAGE CITY COUNCIL OF JUNE 26, 2017

Mayor Strazdas called the meeting to order at 8:00 a.m. The following Councilmembers were present: Mayor Peter Strazdas. Councilmembers Richard Ford, Patricia M. Randall and Councilmember Claudette Reid were present via the conference phone line. Councilmember Jim Pearson entered the meeting via the conference phone line at 8:06 a.m. Councilmember Terry Urban and Mayor Pro Tem Ansari were absent with notice and excuse. Also in attendance were City Manager Larry Shaffer and City Clerk James Hudson.

Councilmember Randall asked if there will be the introduction of the new Transportation & Utilities Director, Roger Buell, who started Monday, June 19, 2017, at the meeting, and City Manager Larry Shaffer assured her that there would be.

Councilmember Reid called in and Mayor Strazdas reviewed that there was a question of whether there would be the introduction of the new Transportation & Utilities Director, Roger Buell, and Mr. Shaffer confirmed that there would be.

Mr. Hudson noted a Point of Order and notified Mayor Strazdas that there is now a quorum of Council.

With regard to Item F.2, Proposed three-year Labor Agreement with the Portage Police Command Officers Association, Councilmember Ford asked if an agreement for a defined contribution plan had been reached. City Manager Shaffer disclosed that there are two issues before Council: first, at the meeting there will be the question of ratification of the Police Command Officers Contract and; second, one of the issues discussed with the Police Patrol Officers was the Defined Benefit Retirement Plan; that the City has resisted this with great vigor; that the Administration is still negotiating this with the Police Patrol Officers; and that it remains a “sticking point.”

Councilmember Reid asked why the City has several contracts with the Police and Fire, instead of one contract, and have one contract going forward. Mr. Shaffer pointed out that each unit has the ability to organize on its own behalf; traditionally, the Police Patrol Officers and Police Command Officers are represented by different units because they each have different concerns. He acknowledged that in the old days, there was some bundling, but Police Command Officers have always felt they have different issues than Police Patrol Officers and, as a result, sought separate recognition as a collective bargaining unit; and, they are well within their rights to bargain separately.

Mayor Strazdas and Mr. Shaffer updated Councilmember Pearson when he arrived via the conference phone. With regard to Item F.2, Proposed three-year Labor Agreement with the Portage Police Command Officers Association, Councilmember Pearson asked if the Police Patrol Officers have had a Defined Benefit Retirement Plan in the recent past. Mr. Shaffer answered in the negative as it was something that was eliminated from their contract at least two rounds ago. He also reminded Council that many municipalities around Michigan, and around the country, have gotten into a lot of financial difficulty over defined benefit retirement plans. He offered his opinion that Portage was very wise to move to defined contribution and emphasized he could not imagine a situation where he would recommend a defined benefit plan to City Council.

DRAFT

With regard to Item F.3, May 2017 Environmental Report, as a member on the Austin Lake Governmental lake Board, Councilmember Pearson indicated the five-year contract for weed reduction in West Lake Management Program that was signed off in 2014 was of interest to the Board. With that, he requested copies of the contract for the years 2015, 2016 and 2017, and the Open Report from the Restorable Lake Scientist, who is doing the Aeration for Austin Lake. Mr. Shaffer indicated he would be happy to obtain that for him.

With regard to Item F.2, Proposed three-year Labor Agreement with the Portage Police Command Officers Association, Councilmember Randall asked Mr. Shaffer how many times the Administration has met with the Police Union, or is the Administration waiting for arbitration. Mr. Shaffer indicated that they have not been meeting frequently at all, and not in the last three months; in fact, he pointed out that the Administration may take them up on an unfair labor practice because of a failure to negotiate since it is not going anywhere. When Councilmember Randall asked if this has affected morale, Mr. Shaffer noted that there have been very good reports regarding morale since changing the schedules about a year ago, even though they have been without a contract since July of 2016. He indicated that some of them are surely looking for a pay increase. When asked if any increases will be retroactive, Mr. Shaffer pointed out that that can be, but it is all negotiable, and retroactivity goes back on the table as of July 1, 2017.

With regard to Item L.3, Lakeview Park Tennis/Pickleball Court Upgrades – Bid Tabulation, Councilmember Reid pointed out that four different requests for bids were released and only one came back. She asked if the Administration followed up to obtain information regarding why the three companies did not bid; and, was it because the companies have too much work, or is the bid process too difficult to result in multiple bids for review. Mr. Shaffer answered that there is a follow-up with companies that do not bid, and he would check with Purchasing Manager Judy Johnson for an explanation regarding this instance. Councilmember Reid asked that in the future, for entities whom we have approached directly who do not present a bid, can Council receive the reasons why they chose not to bid. She indicated she felt it was important to know if it is because they have too much work, or is the bid process too difficult.

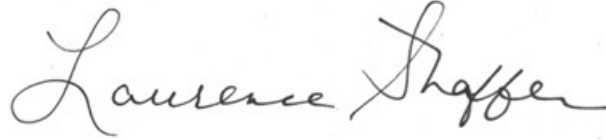
Mayor Strazdas offered that owing to his experience at Western Michigan University, bidding anytime in the summertime for summertime work is not a good situation. He said generally the best value is bidding in the winter for summer work.

ADJOURN: Mayor Strazdas adjourned the meeting at 8:14 a.m.

James Hudson, 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 June 27, 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 June 4, 2017 through June 18, 2017 and notes \$265,071.39 in automated clearing house payments, \$1,540,880.08 in paper checks and \$59,035.85 in auto-pay payments for a grand total of \$1,864,987.32.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER

Page 1 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
06/09/2017	6941(A)	A-1 SIGNS	PLAQUE	12.15
06/09/2017	6942(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	534.00
06/09/2017	6943(A)	APOLLO FIRE EQUIPMENT COMPANY	FIRE MAINT SUPPLIES	661.13
06/09/2017	6944(A)	APPROVED PROTECTION SYSTEMS	ANNUAL EXTINGUISHER	153.30
06/09/2017	6945(A)	ARGUS-HAZCO	AIR COMPRESSOR SERVICE	1,800.00
06/09/2017	6946(A)	AUTOMATIC MICROFILM CO.	RECORDS FILMING	57.75
06/09/2017	6947(A)	C C I SOUTH, INC.	CABLE WORK	157.50
06/09/2017	6948(A)	C D W GOVERNMENT, INC.	DNS WEB FILTERING	959.11
06/09/2017	6949(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,963.79
06/09/2017	6950(A)	CHARTER COMMUNICATIONS	CABLE TV	556.71
06/09/2017	6951(A)	CONSUMERS CONCRETE CORP.	DRAINAGE SUPPLIES	1,120.90
06/09/2017	6952(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYSTEM MAINT	102.00
06/09/2017	6953(A)	ETNA SUPPLY, INC.	REPAIR AND MAINT	188.51
06/09/2017	6954(A)	GLOBAL TELEMATIC SOLUTIONS LLC	MONTHLY SUBSCRIPTION	625.00
06/09/2017	6955(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	80.25
06/09/2017	6956(A)	IRISH AYRES ENTERPRISES, LLC	MOWING/LANDSCAPE	19,375.25
06/09/2017	6957(A)	J-AD GRAPHICS, INC	NEWSLETTER PRODUCTION	2,174.00
06/09/2017	6958(A)	JAROTH, INC	PAY PHONES	303.00
06/09/2017	6959(A)	KLOSTERMAN DISTRIBUTING	RAMONA PARK SUPPLIES	960.57
06/09/2017	6960(A)	LAKE MICHIGAN MAILERS, INC.	METER PLUS SERVICE	55.00
06/09/2017	6961(A)	MATERIALS RESOURCES	SUPPLIES	437.84
06/09/2017	6962(A)	MAURER'S TEXTILE RENTAL SERVICES	16/17 BUDGET UNIFORM	18.51
06/09/2017	6963(A)	MEJEUR ELECTRIC LLC	SIGN REPAIR	144.00
06/09/2017	6964(A)	MICROSYSTEMS, INC.	ANNUAL MAINTENANCE	199.50
06/09/2017	6965(A)	ONE WAY PRODUCTS	CAN LINERS	439.59
06/09/2017	6966(A)	PEOPLEFACTS, LLC 740303	CREDIT CHECK	178.28
06/09/2017	6967(A)	RIDGE AUTO NAPA	VEHICLE MAINTENANCE	274.63
06/09/2017	6968(A)	S B F ENTERPRISES, INC.	PRINTING & PROCESSING	751.83
06/09/2017	6969(A)	SET ENVIRONMENTAL INC	POWER WASHING	3,965.00
06/09/2017	6970(A)	STANDARD & POOR'S	ANALYTICAL SERVICES	11,500.00

ACCOUNTS PAYABLE REGISTER

Page 2 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/09/2017	6971(A)	THE LIFEGUARD STORE	LIFEGUARD APPAREL	2,045.30
06/09/2017	6972(A)	WEST MICHIGAN STAMP & SEAL,INC	NAME PLATES	54.60
06/09/2017	6973(A)	WOLVERINE POWER SYSTEMS	GENERATOR SERVICE	311.60
06/09/2017	6974(A)	XEROX CORPORATION	COPIER USAGE	537.23
06/13/2017	6975(A)	A-1 SIGNS	ENGRAVED SIGN	20.55
06/13/2017	6976(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	4,841.60
06/13/2017	6977(A)	C D W GOVERNMENT, INC.	DOCUMENT SCANNER	966.97
06/13/2017	6978(A)	CARRIER & GABLE	TRAFFIC SIGNAL REPAIRS	16,581.40
06/13/2017	6979(A)	FARM N GARDEN	FENCE SUPPLIES	1,367.92
06/13/2017	6980(A)	FERRELLGAS, LP	PROPANE TANK RENTAL	84.00
06/13/2017	6981(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	1,419.75
06/13/2017	6982(A)	GORDON WATER SYSTEMS	GORDON WATER SYSTEMS	58.50
06/13/2017	6983(A)	IP CONSULTING, INC.	NETWORK SWITCH UPGRADE	61,899.22
06/13/2017	6984(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	218.93
06/13/2017	6985(A)	KUSHNER & COMPANY, INC.	MAY-JUNE 2017 COBRA	302.71
06/13/2017	6986(A)	KYLE JOSEPH OBERHILL	LIFEGUARD CERT INSTR	1,170.00
06/13/2017	6987(A)	MEEKHOF TIRE SALES & SERVICE INC.	TRAILER TIRES	657.64
06/13/2017	6988(A)	NEW LEAF, A	CITY HALL PLANT CARE	85.00
06/13/2017	6989(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	1,625.00
06/13/2017	6990(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES	3,197.54
06/13/2017	6991(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE	9,722.75
06/13/2017	6992(A)	ROAD EQUIPMENT PARTS CENTER	TRAILER AXLES	2,705.24
06/13/2017	6993(A)	UL LLC	LADDER TESTING	2,716.05
06/13/2017	6994(A)	VISION SERVICE PLAN (OH)	JULY 2016-JUNE 2017	2,172.03
06/13/2017	6995(A)	VOLOGY DATA SYSTEMS	PHONE UPGRADE PHASE	8,176.83
06/13/2017	6996(A)	WEST MICHIGAN STAMP & SEAL,INC	NAME PLATES	54.60
06/13/2017	6997(A)	WIGHTMAN & ASSOCIATES, INC.	2017 E MILHAM BRDG	1,550.00
06/13/2017	6998(A)	XEROX CORPORATION	XEROX AGREEMENT	409.34
06/16/2017	6999(A)	A I S CONSTRUCTION EQUIP. CO.	EXCAVATOR PARTS	4,609.23
06/16/2017	7000(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	3,768.55
06/16/2017	7001(A)	AIRGAS GREAT LAKES	WELDING SUPPLIES	666.39
06/16/2017	7002(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL	2,025.00

ACCOUNTS PAYABLE REGISTER

Page 3 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/16/2017	7003(A)	ARGUS-HAZCO	FIRE OPS SUPPLIES	445.44
06/16/2017	7004(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	425.00
06/16/2017	7005(A)	BELL EQUIPMENT COMPANY	RENTAL SWEEPERS	699.46
06/16/2017	7006(A)	C D W GOVERNMENT, INC.	MERAKI ENTERPRISE	2,369.37
06/16/2017	7007(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC SUPPLIES	2,227.55
06/16/2017	7008(A)	DOUGLASS SAFETY SYSTEMS LLC	FIRE PPE GEAR	1,054.57
06/16/2017	7009(A)	ETNA SUPPLY, INC.	LAKEVIEW SUPPLIES	171.60
06/16/2017	7010(A)	HOWARD PRINTING	JUNE 2017 PORTAGER	3,139.20
06/16/2017	7011(A)	KIEL, MICHAEL	UMPIRE PAYROLL	126.00
06/16/2017	7012(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	3,687.04
06/16/2017	7013(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	1,161.00
06/16/2017	7014(A)	LOWE'S HOME CENTER	RESTORATIONS	23.69
06/16/2017	7015(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	368.00
06/16/2017	7016(A)	MEEKHOF TIRE SALES & SERVICE INC.	UNIT TIRES AND SERVICE	1,377.82
06/16/2017	7017(A)	MEJEUR ELECTRIC LLC	LED UPDATE/CONVERT	4,292.00
06/16/2017	7018(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	312.50
06/16/2017	7019(A)	OGDEN, JESSE	UMPIRE PAYROLL	126.00
06/16/2017	7020(A)	ONE WAY PRODUCTS	CAN LINERS	902.50
06/16/2017	7021(A)	PCM SALES, INC.	MONTHLY SERVICE	40,550.00
06/16/2017	7022(A)	PECKELS, CHRISTINE	PROGRAM INSTRUCTOR	300.00
06/16/2017	7023(A)	QUALITY CONCRETE AND MASONRY LLC	GUTTER PAN REPLACE	2,250.00
06/16/2017	7024(A)	RIDGE AUTO NAPA	GATE LATCH SUPPLIES	5,288.15
06/16/2017	7028(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	306.42
06/16/2017	7029(A)	ROBINSON, KEVIN	UMPIRE PAYROLL	168.00
06/16/2017	7030(A)	S B F ENTERPRISES, INC.	PROGRAMMING CHANGES	255.00
06/16/2017	7031(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPAIRS	4,000.00
06/16/2017	7032(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	264.00
06/16/2017	7033(A)	VANDERBERG, WARD M	UMPIRE PAYROLL	141.00
06/16/2017	7034(A)	VERPLANK TRUCKING CO.	LIMESTONE DELIVERY	1,587.88
06/16/2017	7035(A)	W W GRAINGER INC	MAINTENANCE SUPPLIES	21.63
06/16/2017	7036(A)	WOLVERINE POWER SYSTEMS	FIRE FACILITY MAINT	260.00
			Total ACH Transaction:	265,071.39

ACCOUNTS PAYABLE REGISTER

Page 4 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
Check Type: Paper Check				
06/08/2017	10090	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	388.52
06/09/2017	302430	ALAN TURNER	PERFORMANCE FEE	750.00
06/09/2017	302431	ALLEGRA PRINT & IMAGING	PRINTING OF BROCHURE	260.00
06/09/2017	302432	ARROWHEAD SCIENTIFIC, INC.	EVIDENCE SUPPLIES	480.64
06/09/2017	302433	B S N	FENCE GUARDS	889.16
06/09/2017	302434	BOXWOOD TECHNOLOGY, INC.	JOB POST T&U DIRECTO	420.00
06/09/2017	302435	CAMPBELL AUTO SUPPLY	CAMPBELL AUTO SUPPLY	89.26
06/09/2017	302436	CHEMICAL BANK	CERTIFICATE OF DEPOSIT	500,000.00
06/09/2017	302437	CONSUMERS ENERGY	STREETLIGHTS	37,420.32
06/09/2017	302438	COOK, VIRGINIA R.	TEMPORARY GRADING	100.00
06/09/2017	302439	COSTAR REALTY INFORMATION, INC.	JULY 2016 COSTAR	321.82
06/09/2017	302440	D L GALLIVAN INC.	COPY MACHINE USAGE	113.29
06/09/2017	302441	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE FOR DOG PARK	892.50
06/09/2017	302442	DENISTON, AMBER	PARKING FEES	42.00
06/09/2017	302443	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	2,444.52
06/09/2017	302444	FAWLEY OVERHEAD DOOR, INC.	FIRE FACILITY MAINT	670.00
06/09/2017	302445	FRIENDS OF THE PSC	FUNDS RECEIVED	716.00
06/09/2017	302446	GEARHART, CHAYS	TEMPORARY GRADING	100.00
06/09/2017	302447	GENNARA, ROBERT	TEMPORARY GRADING	616.00
06/09/2017	302448	HALT FIRE, INC.	FIRE APPARATUS PARTS	1,779.61
06/09/2017	302449	HARTER, JASON L.	TEMPORARY GRADING	100.00
06/09/2017	302450	HOME DEPOT	OPERATING SUPPLIES	969.62
06/09/2017	302451	HUSS, MAURICE L.	TEMPORARY GRADING	100.00
06/09/2017	302452	KALAMAZOO LANDSCAPE SUPPLIES	SIDEWALK RESTORATION	514.18
06/09/2017	302453	LEACH, BRUCE	TEMPORARY GRADING	100.00
06/09/2017	302454	LOCEY SWIM POOL CO.	FOUNTAIN SUPPLIES	39.80
06/09/2017	302455	LYLES, DOYLE & DOROTHY	TRIP REFUND	200.00
06/09/2017	302456	LYSTER, NATHANIEL & ZEBARAH, SARAH	TEMPORARY GRADING	100.00
06/09/2017	302457	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	30.00
06/09/2017	302458	MLIVE MEDIA GROUP	BIDS WANTED CLASSIFIED	4,156.85
06/09/2017	302459	MONETA, BRUNO & RENATE	TEMPORARY GRADING	100.00

ACCOUNTS PAYABLE REGISTER

Page 5 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/09/2017	302460	MYERS, STEPHANIE	TEMPORARY GRADING	100.00
06/09/2017	302461	NYE UNIFORMS	UNIFORMS AND EQUIPMENT	225.20
06/09/2017	302462	OFFICE DEPOT, INC.	OFFICE SUPPLIES	760.05
06/09/2017	302463	PETRULIO, MARY LOU	TRIP REFUND	97.00
06/09/2017	302464	PORTAGE PUBLIC SCHOOLS	PNMS POOL RENTAL	416.00
06/09/2017	302465	PORTER, AUSTIN	PERMANENT EASEMENT	515.00
06/09/2017	302466	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	1,312.85
06/09/2017	302467	S A MORMAN & CO.	GATE SUPPLIES	440.00
06/09/2017	302468	SAVIANO, PATRICIA M.	TEMPORARY GRADING	100.00
06/09/2017	302469	SAVIANO, PATRICIA M.	TEMPORARY GRADING	5,886.50
06/09/2017	302470	SHERMAN TOOL / CORNWELL TOOLS	OPERATING TOOLS	168.92
06/09/2017	302471	STEENSMA LAWN & POWER EQUIPMENT	MOWING SUPPLIES	139.80
06/09/2017	302472	TAFT, KENNETH L.	TEMPORARY GRADING	100.00
06/09/2017	302473	THOMPSON-BARE, NANCY L.	TEMPORARY GRADING	100.00
06/09/2017	302474	TODD ARBANAS ENTERPRISES INC.	TREE TRIMMING SERVICE	1,200.00
06/09/2017	302475	UNDERDAH, KATHLEEN CAMPBELL	TEMPORARY GRADING	100.00
06/09/2017	302476	UNITED PARTY & EVENT SERVICES	STATE OF THE CITY	876.25
06/09/2017	302477	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGUISHER	97.95
06/09/2017	302478	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICES	48.10
06/09/2017	302479	WALKER, DAVID A. & SALLY R.	TEMPORARY GRADING	2,216.00
06/09/2017	302480	WALKER, DAVID A. & SALLY R.	TEMPORARY GRADING	100.00
06/09/2017	302481	WALKER, JEFFREY B.	TEMPORARY GRADING	100.00
06/12/2017	302482	57TH DISTRICT COURT	BOND - KEITH ROBERT	321.00
06/12/2017	302483	A-1 REFRIGERATION SALES & SERV	REPAIR	37,012.08
06/12/2017	302484	ARTWEAR APPAREL GRAPHICS, INC.	LIFEGUARD UNIFORMS	1,251.00
06/12/2017	302485	CARTRIDGE WORLD	OPERATING SUPPLIES	1,026.97
06/12/2017	302486	CLARK, RONALD	TRANING EXPENSES	230.00
06/12/2017	302487	CONSUMERS ENERGY DAMAGE CLAIMS	TRANSFORMER RELOCATION	4,033.00
06/12/2017	302488	DEWOLF & ASSOCIATES	EMP TRNG - RONALD CLARK	385.00
06/12/2017	302489	DIGITAL COMBUSTION, INC.	FIRE TRAINING SFTWRE	1,880.00
06/12/2017	302490	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	3,515.62
06/12/2017	302491	FORBES CONSTRUCTION & EXCAVATING	HYDRANT REFUND	100.00

ACCOUNTS PAYABLE REGISTER

Page 6 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/12/2017	302492	HALT FIRE, INC.	FIRE APPARATUS MAINT	1,133.33
06/12/2017	302493	HERITAGE COMMUNITY OF KALAMAZOO	PROGRAM PAYMENT	210.00
06/12/2017	302494	HOEKSTRA ROOFING CO.	ROOF REPAIR	333.50
06/12/2017	302495	KNOWBE4, INC.	IT SECURITY	3,037.50
06/12/2017	302496	LINDERS, RUTH	TRIP REFUND	110.00
06/12/2017	302497	LOCEY SWIM POOL CO.	FOUNTAIN SUPPLIES	49.70
06/12/2017	302498	MCNALLY ELEVATOR CO.	BLDG REPAIR/MAINT	126.15
06/12/2017	302499	MLIVE MEDIA GROUP	BIDS WANTED CLASSIFIED	176.57
06/12/2017	302500	PADDLESPTS WAREHOUSE	RAMONA LIVERY SUPPLIES	1,107.38
06/12/2017	302501	PARIS CLEANERS	UNIFORM CLEANING	1,531.65
06/12/2017	302502	PORTINGA, RICHARD	TRIP REFUND	110.00
06/12/2017	302503	PRUDENTIAL NURSERY	TREE PLANTING SERVICE	1,600.00
06/12/2017	302504	RATHCO SAFETY SUPPLY, INC.	SIGN POSTS AND SIGNS	3,208.50
06/12/2017	302505	SOOFA	UPGRADE SOOFA UNITS	1,189.00
06/12/2017	302506	STATE OF MICHIGAN	SOR REGISTRATION FEE	360.00
06/12/2017	302507	STATE SYSTEMS RADIO, INC	TOWER RENTAL	1,506.48
06/12/2017	302508	SUNBELT RENTALS, INC.	DISCHARGE HOSE RENTAL	2,317.25
06/12/2017	302509	SWT EXCAVATING	HYDRANT REFUND	100.00
06/12/2017	302510	UNITED PARCEL SERVICE	WEEKLY DELIVERY	37.98
06/12/2017	302511	VERIZON WIRELESS SERVICES, LLC	CELL PHONE SERVICE	2,163.62
06/12/2017	302512	XYLEM DEWATERING SOLUTIONS, INC.	PUMP RENTAL	2,094.00
06/16/2017	302513	1ST SOURCE BANK	CD PURCHASE 17 MONTH	250,000.00
06/16/2017	302514	3B DISTRICT COURT	BAIL BOND	270.00
06/16/2017	302515	4TH DISTRICT COURT	BAIL BOND	300.00
06/16/2017	302516	A T & T	TELEPHONE SERVICE	2,613.44
06/16/2017	302517	ACE PARKING LOT STRIPING, INC.	PARKING LOT STRIPING	568.50
06/16/2017	302518	ACE PARKING LOT STRIPING, INC.	PARKING LOT STRIPING	1,528.50
06/16/2017	302519	ACTION TRAFFIC MAINTENANCE	GUARD RAIL REPAIR	3,975.00
06/16/2017	302520	ACTIVE NETWORK LLC	ACTIVE NET EQUIPMENT	2,705.30
06/16/2017	302521	ADP, INC.	PAYROLL PROCESSING	880.13
06/16/2017	302522	ADVANCED LUBRICATION, LLC	WEAR ANALYSIS KITS	120.00
06/16/2017	302523	AMALGAM LLC	INTERNET MAPPING	4,500.00

ACCOUNTS PAYABLE REGISTER

Page 7 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/16/2017	302524	ARIF, MUHAMMAD	TRCLC SUMMER CONF	50.00
06/16/2017	302525	ARIF, MUHAMMAD	EMPLOYEE REFUND	772.08
06/16/2017	302526	ARROWHEAD SCIENTIFIC, INC.	SUPPLIES	319.30
06/16/2017	302527	AUTO TRIP DESIGN OF SW MICH	FIRE APPARATUS MAINT	208.00
06/16/2017	302528	BABRICK, CHANDRA	RAMONA#2 DEPOSIT REF	100.00
06/16/2017	302529	BATTLE LAKE SR. CARD PROJECT	PROGRAM PAYMENT	85.00
06/16/2017	302530	BERBEROVIC, AMELA	RAMONA#2 DEPOSIT REFUND	100.00
06/16/2017	302531	BEST WAY DISPOSAL, INC.	PORTABLE RENTAL	96.50
06/16/2017	302532	BLUE CROSS/BLUE SHIELD OF MICH	JULY 2017 BCBSM INSU	65,316.68
06/16/2017	302533	BORGESS HEALTH ALLIANCE	MEDICAL TESTING	68.00
06/16/2017	302534	BRAYMAN, COURTNEY	CELERY FLATS DEPOSIT	450.00
06/16/2017	302535	BRINK'S, INC	TERMINATION FEE	50.00
06/16/2017	302536	BRYCE, MELANIE	RAMONA#2 DEPOSIT REF	100.00
06/16/2017	302537	C.A.L.E.A.	CALEA CONFERENCE	670.00
06/16/2017	302538	CARLETON EQUIPMENT CO.	MAINTENANCE SUPPLIES	271.56
06/16/2017	302539	CHEMICAL BANK	SEWER PAYMENTS	473,394.96
06/16/2017	302540	CITY OF KALAMAZOO TREASURER	WATER SERVICE	81.57
06/16/2017	302541	CONSUMERS ENERGY-BILL PMT CNT	NW BIKEWAY LAND RENT	1,000.00
06/16/2017	302542	DAVE'S CONCRETE PRODUCTS, INC.	DPS CONCRETE	21,676.00
06/16/2017	302543	DAVIS, TAMARA	LAKEVIEW#2 REFUND	100.00
06/16/2017	302544	EDIE, PHIL	TRIP REFUND	125.00
06/16/2017	302545	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	1,351.54
06/16/2017	302546	EPILEPSY FOUNDATION OF MICHIGAN	GRAIN ELV REFUND	100.00
06/16/2017	302547	FADER EQUIPMENT, INC.	POWER TOOL RENTAL	380.75
06/16/2017	302548	FLETCHER ENTERPRISES	PAINTING SERVICES	245.00
06/16/2017	302549	FORMULA K EQUIPMENT LLC	REPAIR SUPPLIES - #2	43.84
06/16/2017	302550	FORSHEE, MARK	UMPIRE PAYROLL	94.00
06/16/2017	302551	FOUR WINDS CASINO SHUTTLE	PROGRAM PAYMENT	162.00
06/16/2017	302552	FULLER, SHEILA	RAMONA#1 REFUND	100.00
06/16/2017	302553	GIVE 'EM A BRAKE SAFETY INC.	ARROW BOARD REPAIR	1,887.14
06/16/2017	302554	GOLDSBERRY, JOE	SCHRIER REFUND	100.00
06/16/2017	302555	GREAT LAKES PLUMBING	BD Payment Refund	134.00

ACCOUNTS PAYABLE REGISTER

Page 8 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/16/2017	302556	HA, KATHERINE	LAKEVIEW#2 REFUND	100.00
06/16/2017	302557	HARMON, JAMIE	TRCLC SUMMER CONFERENCE	50.00
06/16/2017	302558	HARTMAN, CHARLES	UMPIRE PAYROLL	144.00
06/16/2017	302559	HEATH, KEVIN	UMPIRE PAYROLL	42.00
06/16/2017	302560	HOGNACHI, DAVID	UMPIRE PAYROLL	207.00
06/16/2017	302561	HOLIDAY INN EXPRESS	LODGING EXPENSE	273.00
06/16/2017	302562	HOME DEPOT	MAINTENANCE SUPPLIES	2,793.00
06/16/2017	302565	HOUSER, DANIEL	TRAINING EXPENSES	30.00
06/16/2017	302566	KALAMAZOO COUNTY HEALTH & COMMUNITY	HHW RECYCLING	158.38
06/16/2017	302567	KALAMAZOO COUNTY TREASURER	2016 TAX PAYMENT	518.70
06/16/2017	302568	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATIONS	3,519.00
06/16/2017	302569	KALAMAZOO NATURE CENTER, INC.	KNC OUTREACH POGRAMS	300.00
06/16/2017	302570	KEAN, DANIELLE	WESTFIELD REFUND	100.00
06/16/2017	302571	KENT COUNTY DPW	CONTINUING REFUND	90.00
06/16/2017	302572	KZOO TIRE COMPANY	TIRE TUBES	34.00
06/16/2017	302573	LAUDERDALE, DOROTHY	TRIP REFUND	94.00
06/16/2017	302574	LEVY, BRANDI	LAKEVIEW#1 REFUND	100.00
06/16/2017	302575	LEXISNEXIS RISK SOLUTIONS	MONTHLY ACCURINT CHG	150.00
06/16/2017	302576	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	168.00
06/16/2017	302577	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	102.00
06/16/2017	302578	MCMILLAN, ANGELA	HAYLOFT REFUND	150.00
06/16/2017	302579	MEDILODGE OF PORTAGE	PROGRAM VENDOR PAYMENT	112.00
06/16/2017	302580	MEINTS, AMY	RAMONA#2 REFUND	100.00
06/16/2017	302581	MENARDS, INC	BUILDING SUPPLIES	711.95
06/16/2017	302582	MICHIGAN ASSESSOR ASSOCIATION	EMPLOYEE TRAINING	250.00
06/16/2017	302583	MICPA	2017-18 MICPA MEMBERSHIP	295.00
06/16/2017	302584	MILLER ROAD TRANSFER STATION	DEBRIS DISPOSAL	380.00
06/16/2017	302585	MLIVE MEDIA GROUP	CLASSIFIED ADS	320.00
06/16/2017	302586	MOORS I, LLC	CITY MANAGER MEETING	154.88
06/16/2017	302587	MOSES FIRE EQUIPMENT, INC.	FIRE OPS SUPPLIES	2,596.31
06/16/2017	302588	MURPHY, JAMES	SCHRIER REFUND	100.00
06/16/2017	302589	NATIONAL KIDNEY FOUNDATION OF MICH	GRAIN ELV REFUND	100.00

ACCOUNTS PAYABLE REGISTER

Page 9 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/16/2017	302590	NYE UNIFORMS	FIRE ADMIN UNIFORMS	831.25
06/16/2017	302591	O'REILLY AUTO PARTS	REPAIR SUPPLIES	2.05
06/16/2017	302592	OFFICE DEPOT, INC.	OFFICE SUPPLIES	213.26
06/16/2017	302593	OLAN, BAMBI	LAKEVIEW #2 DEPOSIT	100.00
06/16/2017	302594	PAPER CENTRAL	PRINTER/COPY PAPER	808.00
06/16/2017	302595	PATESEL, TERRY	UMPIRE PAYROLL	141.00
06/16/2017	302596	PATRICK, CIERRA	STUART REFUND	150.00
06/16/2017	302597	PETERMAN CONCRETE CO.	PROJECT SUPPLIES	355.00
06/16/2017	302598	PIETRZYKOWSKI, STEVEN	LAKEVIEW#1 REFUND	100.00
06/16/2017	302599	POLDERMAN'S FLOWER SHOP	FLORIST SERVICE	98.90
06/16/2017	302600	PORTAGE BUDGET STORAGE, LLC	RECORDS STORAGE	5,110.80
06/16/2017	302601	RAWLINSON'S APPLIANCES	DPS REFRIGERATORS	1,618.00
06/16/2017	302602	REDA, TARA	LAKEVIEW#2 REFUND	100.00
06/16/2017	302603	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	925.08
06/16/2017	302604	RHODES, KEVIN	UMPIRE PAYROLL	168.00
06/16/2017	302605	RODRIGUEZ, OCTAVIO	DAMAGED MAILBOX REIM	44.00
06/16/2017	302606	ROWLEY BROTHERS, INC.	OIL DRY 25# BAGS	529.90
06/16/2017	302607	RUGG, JENNIFER	RAMONA#1 REFUND	100.00
06/16/2017	302608	S & T LAWN SERVICE	HYDRO-SEEDING SERVICE	2,469.95
06/16/2017	302609	SCHAEFFER MANUFACTURING COMPANY	BULK TANK ADDITIVES	3,549.47
06/16/2017	302610	SCHEPELER, AMANDA	RAMONA#1 REFUND	100.00
06/16/2017	302611	SHEELER, ELEANOR	TRIP REFUND	82.00
06/16/2017	302612	SHERWIN WILLIAMS	FENCE PAINT	1,821.49
06/16/2017	302613	SINCLAIR RECREATION, LLC	DRINKING FOUNTAINS	7,110.00
06/16/2017	302614	SLEVATZ, LAURA	HAYLOFT REFUND	150.00
06/16/2017	302615	SMITH, ROBERT	UMPIRE PAYROLL	126.00
06/16/2017	302616	SPACKMAN, KATHY	STUART REFUND	150.00
06/16/2017	302617	STATE SYSTEMS RADIO, INC	COMM EQUIP REPAIR	701.70
06/16/2017	302618	STEENSMA LAWN & POWER EQUIPMENT	FIRE OPERATING SUPPLIES	2,863.14
06/16/2017	302619	STIGER, JENNIFER	SCHRIER REFUND	100.00
06/16/2017	302620	STRYKER CORPORATON	1901 ROMENCE CREDIT	915.13
06/16/2017	302621	TABER, SHIRLEY	SCHRIER REFUND	100.00

ACCOUNTS PAYABLE REGISTER

Page 10 of 10

Check Dates From: June 4, 2017 To: June 18, 2017

Check Date	Check	Vendor Name	Description	Amount
06/16/2017	302622	THE TREE MOVER, LLC	TREE MOVING SERVICES	230.00
06/16/2017	302623	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	5,200.00
06/16/2017	302624	TRACTOR SUPPLY CORP.	FLEET MAINTENANCE	236.21
06/16/2017	302625	TRAILERS MIDWEST, INC.	TRAILER	300.00
06/16/2017	302626	U S POSTAL SERVICE	POSTAGE METER REFILL	3,000.00
06/16/2017	302627	U S POSTMASTER	PORTAGER POSTAGE	5,000.00
06/16/2017	302628	UNITED PARTY & EVENT SERVICES	FFF TENT RENTAL	370.00
06/16/2017	302629	VALADEZ, CONNIE	LAKEVIEW#1 REFUND	100.00
06/16/2017	302630	VANLEEUEWEN, ANDREW	WESTFIELD REFUND	100.00
06/16/2017	302631	WATKINS, GREG	UMPIRE PAYROLL	144.00
06/16/2017	302632	WHEELER, JOYCE	TRIP REFUND	82.00
06/16/2017	302633	WRAPS N SIGNS	REFLECTIVE DECALS	885.75
Total Paper Check:				1,540,880.08
Check Type: Auto-Pay				
06/06/17	4908	CONSUMERS ENERGY	GAS-ELECTRIC	4,299.28
06/08/17	4936	CONSUMERS ENERGY	GAS-ELECTRIC	8,737.46
06/12/17	4935	CONSUMERS ENERGY	GAS-ELECTRIC	857.64
06/13/17	4943	CONSUMERS ENERGY	GAS-ELECTRIC	4,801.01
06/14/17	4951	CONSUMERS ENERGY	GAS-ELECTRIC	17,713.66
06/15/17	4956	CONSUMERS ENERGY	GAS-ELECTRIC	3,115.61
06/16/17	4904	RANDALL BROWN & ASSOC	ATTORNEY RETAINER	18,818.00
06/16/17	4959	CONSUMERS ENERGY	GAS-ELECTRIC	693.19
Total Auto-Pay:				59,035.85
Grand Total Payments:				1,864,987.32

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Professional Services Contract: School Crossing Guards

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

ACTION RECOMMENDED: That City Council extend the current contract with All City Management Services, Inc., for two years in the amount of \$58,514.40 per year, with the option of one additional two-year renewal, to provide school crossing guard services and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Michigan Vehicle Code gives the City of Portage authority to establish school crossings within the city for the safety of school children. The locations of the crossings are determined by a joint review process identified by the vehicle code involving the Traffic Engineer, Department of Public Safety and Portage Public Schools. Traffic studies performed on a regular basis identify nine (9) local crossings that are staffed by crossing guards during morning and afternoon shifts.

Historically, the city found it difficult to maintain a staffing level sufficient for all nine crossing locations. Sworn police officers and other staff were used to cover posts, which was an ineffective use of valuable resources. On May 12, 2015, City Council approved a two-year contract with All City Management Services, Inc. to manage and staff all school crossing guard locations within the city, guaranteeing coverage of all crossing locations and eliminating the use of sworn officers for this task. The services have been provided by All City Management Services in a competent and professional manner throughout the firm's tenure

In light of the expiration of the current contract, the City Administration desired to extend the agreement with All City Management Services. To ensure All City Management Services was still offering competitive pricing, the City Administration conducted a good faith search for companies able to provide this service. Only one alternative firm was identified, Park Inc., which quoted the same services offered by All City Management at a price of \$79,000 per year. By comparison, All City Management Services submitted a quote of \$58,514.40 per year.

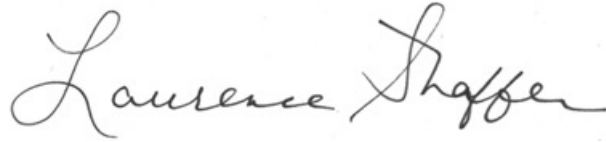
Therefore, it is recommended that City Council extend the current contract with All City Management Services for two years in the amount of \$58,514.40 per year, with the option of one additional two-year renewal to provide school crossing guard services and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available in the FY 2017-2018 Police Division budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Proposed three-year Labor Agreement with the Portage Police Command Officers Association

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager
Shannon Hertz, Director of Human Resources

ACTION RECOMMENDED: That City Council authorize the Mayor and City Clerk to execute a three-year labor agreement between the City of Portage and the Portage Police Command Officers Association.

The City Administration has negotiated a replacement agreement with the Portage Police Command Officers Association (PPCOA) for the labor agreement that expired on June 30, 2016. A tentative agreement has been reached and was ratified by the PPCOA members. The agreement covers 10 bargaining unit members for a period from July 1, 2016 through June 30, 2019. Bargaining unit members are Police Sergeants and Lieutenants. Highlights of the ratified agreement include:

- Incorporation of the previously agreed upon 12-hour Patrol Team work schedule, including the option to return to an 8-hour work schedule at the discretion of either the city or the union.
- Modification of the administrative Sergeant work schedule to help eliminate some overtime and to better address the needs of the city.
- A wage increase in the first year of the agreement (July 1, 2016) of two percent (2%).
- A second year wage increase of three percent (3%) effective on July 2, 2017.
- A third year wage increase of two and one-half percent (2.5%) effective July 1, 2018.

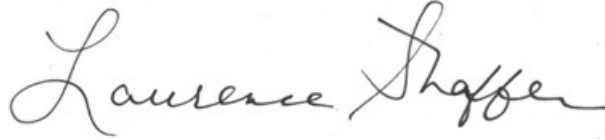
Council approval of the three-year labor agreement between the City of Portage and the Portage Police Command Officers Association is recommended.

FUNDING: N/A

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: May 2017 Environmental Summary Report

SUPPORTING PERSONNEL: Kendra Gwin, Deputy Director of Transportation & Utilities

ACTION RECOMMENDED: Information Only

Attached please find the May 2017 Summary Environmental Activity Report from Department of Transportation & Utilities Deputy Director, Kendra Gwin. 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. May Environmental Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
May 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 6 site/building plan and/or plats completed in May 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 May 2017: 5 residential; 1 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. 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 remained in place for two weeks during which time groundwater levels were monitored daily. <i>The pump was removed on May 25, 2017.</i>
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	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

System (NPDES)
Permit Implementation

(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. *Program implementation is ongoing.*

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.
Internal Environmental Efforts	Summarize internal city environmental efforts including recycling, building improvements, and hybrid vehicle inclusion.	Environmental efforts in the City of Portage are ongoing. <i>Fuel efficient furnaces in the Celery Flats Grain Elevator and Schoolhouse will be installed by RW LaPine, Inc. of Comstock, MI. Installation date to be determined.</i> <i>All used or bad light bulbs/batteries from the DPS facility were taken to Kalamazoo Household Hazardous Waste at the end of May.</i>
Environmental Board	Summarize efforts of the Environmental Board projects.	City Manager Shaffer attended a regularly scheduled Environmental Board meeting in April. <i>The board will present two projects to City Council at the June 27, 2017 meeting regarding how to best address previously identified environmental threats.</i>

Submitted by: Jamie Harmon, Assistant City Engineer

2016 Public Transit

Annual Report

Public Transit

System Transferred to the CCTA

On October 1, 2016, the public transit system was transferred from the City of Kalamazoo to the Central County Transportation Authority (CCTA). The City has been operating public transit since 1967. The transfer is a result of creating a single operating entity to provide high-quality and integrated public transportation services to better serve the residents of Kalamazoo County.

transit began about 15 years ago. At that point, there were public transit services being provided both by the City of Kalamazoo and Kalamazoo County. Community leaders through their work with the Kalamazoo Area Transportation Study (KATS) determined it was best to unify public transit. Many community partners were involved as the following steps took place:

- 2005—the Kalamazoo County

The process to regionalize public

(Continued on page 2)

Sunday & Late Night Service Added

Fixed-route bus and Metro County Connect service began providing extended service hours and Sunday service in 2016 for the first time in Metro Transit's 50-year history.

Many bus routes now operate from 6 am until 12:15 am Monday through Friday, ending at approximately 10:15

pm on Saturdays, and from 8 am to 5 pm on Sundays. Each route is different, so please consult the individual bus schedules for exact times. The new hours went into effect in September, 2016, following months of planning, researching route effectiveness, and community

(Continued on page 2)

Central County Transportation Authority board meets on the second Monday of each month at 11:30 a.m.

Kalamazoo County Transportation Authority board meets at 5:30 p.m. on the second Monday of each month.

All meetings are held at 530 N. Rose, Kalamazoo, Michigan. For more information about boards, go to www.kmetro.com or call (269) 337-8087.

Transit Facts

- The Metro County Connect service provided a record number of rides during the year 2016. 162,647 rides were provided during the year.
- 56,168 rides were provided throughout the year on Community Service Vans.
- 2,865,614 rides were provided on Metro Transit services in 2016.
- Metro Transit buses ran on 19 routes using 36 buses. 14 of those buses are hybrid electric.
- Service is provided seven days a week.
- Sunday and late night service was added for the first time in 2016.



(Transfer—Continued from Cover)

Transportation Authority (KCTA) was established by the Kalamazoo County Board of Commissioners and later in 2006 the first county-wide millage was approved by the voters to support regional public transit services.

- 2011—State legislation was passed with the help of Senator Schuitmaker, Representative McCann and Representative O'Brien that allowed for overlapping governance and millage funding that best meets the urban and rural characteristics of Kalamazoo County.
- 2013—officials developed a plan to move forward with regional public transportation in Kalamazoo County that was formally endorsed by many regional partners like Kalamazoo County, City of Kalamazoo, KATS, City of Portage and others.
- 2014—the Kalamazoo County Board of Commissioners created the Central County Transportation Authority (CCTA). The district boundaries of the CCTA

include the cities of Kalamazoo, Parchment, Portage, and townships of Comstock, Kalamazoo, and Oshtemo (partial area that includes voting precincts 4, 5, 6, 7, and 8).

- 2015—voters approved a CCTA millage to fund the fixed-route bus system and service expansion to include Sundays and later night service.
- October, 2015 — the KCTA, CCTA, TAB, and City of Kalamazoo approved a comprehensive Transfer Agreement to facilitate the

transfer of the City of Kalamazoo Metro Transit bus system to the CCTA.

- 2016—service agreements were signed with Oshtemo Township to continue service west of 9th Street and with Texas Township and Kalamazoo Valley Community College to continue service to KVCC.

Following many months of planning, the transfer was finalized on October 1, 2016, and the public transportation system is now county-wide.

2016 Service Facts and Stats

- | | |
|---|--|
| • Service Area—562 Sq Miles | system-wide)—55,108 |
| • Kalamazoo County Population—250,758 | • Average Passengers per Hour per Bus—22.5 |
| • Route Miles Served for Fixed-Route Bus—1,152,351 | • Routes Served—19 |
| • Hours Fixed-Route Buses in Service—117,660 | • Line-Haul Diesel Buses—22 |
| • Western Michigan University Passenger Trips—522,627 | • Line-Haul Hybrid Buses—14 |
| • Passenger Trips per Week (avg. | • Average Vehicle Age—8 |
| | • Oldest Vehicle Age—16 |
| | • Number of Bus Shelters—77 |

(Sundays—Continued from Cover)

meetings to determine the public transportation needs of the area. Each Sunday alone, there are approximately 2,000 passenger trips taken on-board buses.

Metro County Connect (MCC) service hours are the same as the fixed-route bus system, listed above. Sunday service on MCC began in February, 2016. There have been an average of 60 rides

provided each Sunday on MCC.

The increase in service was made possible by voters within the CCTA boundaries approving a 2015 millage request to fund fixed-route bus service that included funding for the increased service hours.



(above from left) Executive Director Sean McBride, passenger William Drain, and CCTA Board Chairperson Linda Teeter take the first Sunday ride.

50 Years — Serving Kalamazoo County

Metro Transit will spend 2017 celebrating 50 years of providing dedicated public transportation services to the Kalamazoo area community.

In looking back through the years to the origin of Metro Transit as a public transportation system, there have been a lot of changes and growth, beginning in 1967 when a privately owned transportation system was struggling and taxpayers voted in

favor of the City of Kalamazoo taking over what was then known as Kalamazoo City Lines and operating the system as a transportation system for the public.

For those next 50 years, Metro Transit would provide safe, dependable, convenient, accessible, and cost effective transportation services to anyone needing a ride in Kalamazoo County. In just the

past 20 years, there have been approximately **57 million** public transit rides provided by Metro Transit.

Some of the very significant milestones throughout the years were:

- Becoming the very first fully accessible public transportation system in the State of Michigan in 1980

(Continued on page 4)

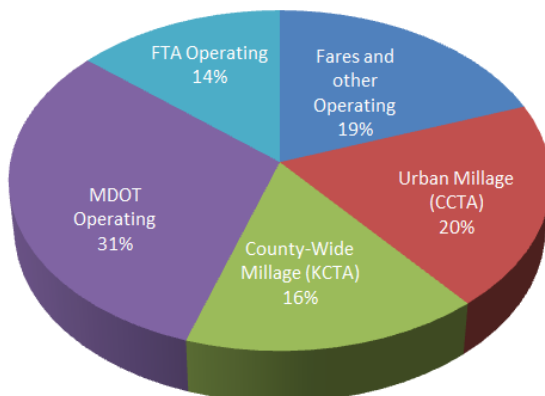
Transportation Funding Details

The cost to operate the public transit system is \$17.8 million per year, enabling the provision of the fixed-route bus system, Metro County Connect (the demand-response service), Community Service Van program, operation of the Kalamazoo Transportation

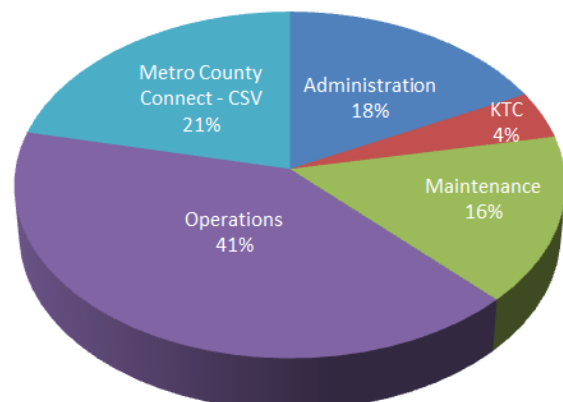
Center and other complementary services such as travel training. About 55% of system funding comes from local sources that include passenger fares and two voter approved millages. State and Federal grants account for 45% of system revenue. In addition to operating costs, there

is annual capital investment totaling \$2.5 million and funded the purchase of buses, vans, and facility and information technology investments. Capital purchases are funded 80% from Federal grants and 20% from State grants.

PROJECTED 2017 CCTA REVENUE
\$17,822,279



PROJECTED 2017 CCTA EXPENSES
\$17,654,696



(50 years—Continued from 3)

with the addition of wheelchair lifts in all 54 vehicles.

- City of Kalamazoo voters approving the first public transit millage to help support services in 1986.
- Adding bicycle racks in 2000 to all buses to further increase travel options.
- Obtaining the County's paratransit service, Care-A-Van, now known as Metro County Connect in 2005.
- Opening the Kalamazoo Transportation Center as a true intermodal transportation center in 2006.
- Adding Sunday and late night service in 2016.

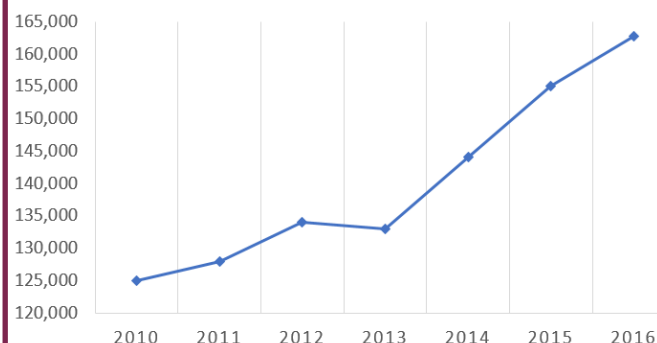
Throughout the year there will be a variety of events and activities to celebrate 50 years of serving our community.

Community Services

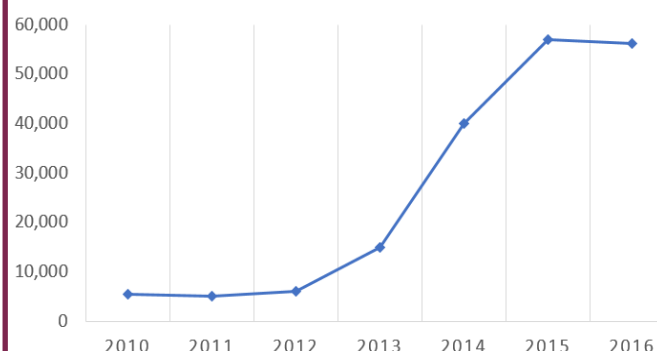
Metro County Connect and Community Service Vans

The Metro County Connect program set records in 2016 by providing an all-time high number of passenger trips to people in our community. There were 162,647 passenger trips provided in 2016 for an increase of 5.13% above 2015. The Community Service Van program provided a total of 56,168 passenger trips throughout the year 2016.

METRO COUNTY CONNECT RIDERSHIP



COMMUNITY SERVICE VAN RIDERSHIP



2016 KCTA Board

Linda Teeter, *Chairperson*
 Greg Rosine, *Vice Chair*
 Curtis Aardema
 Jeff Breneman
 Paul Ecklund
 Martin Janssen
 JJ Meddaugh
 Saura Sahu
 Edie Trent



2016 CCTA Board

Linda Teeter, *Chairperson*
 Greg Rosine, *Vice Chair*
 Rob Bricker
 Rob Britigan
 Pamela Brown Goodacre
 Deb Everett
 Martin Janssen
 Garrylee McCormick
 Ann Nieuwenhuis
 Jim Pearson
 Terry Urban

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – May 22, 2017

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Seyburn at 7:00 p.m. in the Council Chambers. Twelve people were in the audience.

MEMBERS PRESENT: John Byrnes, Alexander Philipp, Lowell Seyburn, Scott Chu, Veronica Demaio, Natalie Rowe.

MEMBERS EXCUSED: Randall Schau, Jay Eichstaedt

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator and Charlie Bear, Assistant City Attorney.

APPROVAL OF THE MINUTES: Byrnes moved and Philipp seconded a motion to approve the April 10, 2017 minutes as submitted. Upon voice vote, the motion was approved 6-0.

NEW BUSINESS:

ZBA #16-20, Karen Colacino Trust, 4011 Woodhams Avenue: Mais summarized the request for a variance to exceed the 25% lot cover requirement by 260 square feet. Attorney Jeff Swenarton spoke on behalf of the applicant and stated the property had been issued a certificate of occupancy and the applicant had no part in exceeding the maximum permitted lot coverage as they did not provide the city faulty survey information nor did they request the contractor build a larger garage than shown in the original building plan. Mr. Swenarton added the request was very small, was not created by the applicant, would provide substantial justice, and the applicant should not be punished financially for the errors of others. Mais advised the Board that Section 622(B) stated that even if compliance was more costly that should not be a consideration, and in any case there was no practical difficulty in this situation as the conforming alternative to do a lot line adjustment with the adjacent property owned by the applicant was readily available and this option did not entail financial hardship. Seyburn inquired if the applicant purchased the properties at 4011 and 3927 Woodhams Avenue at the same time. The applicant replied yes.

The public hearing was opened. No one spoke for or against the request. The public hearing was closed.

Chu stated he did not support the variance because a conforming alternative was available. Rowe stated she did not think the practical difficulty was financial and agreed it was not the applicant's fault. A motion was made by Demaio, seconded by Byrnes to deny the variance to exceed the 25% lot cover requirement by 260 square feet for the following reasons: there are no exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district; the variance is not necessary for the preservation of a substantial property right similar to that possessed by other properties in the same zoning district in the vicinity because there are conforming alternatives available such as adjusting a lot line; the variance would be detrimental to adjacent property and would materially impair the intent and purpose of the zoning ordinance. Upon roll call vote: Byrnes-Yes, Rowe-No, Philipp-No, Seyburn-No, Chu-Yes, Demaio-Yes. Motion failed 3-3.

Chu inquired what would happen to the applicant's property. Mais stated they would either have to remove 260 square feet from the dwelling or do a lot line adjustment allocating 10 feet from 3927 to 4011 Woodhams Avenue. Chu expressed concern that in terms of enforcement there may be a potential issue with regard to a statute of limitations. A motion was made by Rowe, seconded by Phillip to grant a variance to exceed the 25% lot cover requirement by 260 square feet for the following reasons: there are exceptional circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the faulty survey information submitted prior to the applicant's purchase of the property; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to maintain a dwelling that a certificate of occupancy had been issued for; the immediate practical difficulty causing the need for the variance was not created by the applicant; the variance will not be detrimental to adjacent property; and the variance will not materially impair the intent and purpose of the

zoning ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-No, Philipp-Yes, Chu-Yes, Rowe-Yes, Seyburn-Yes, Demaio-No. The motion passed 4-2.

ZBA #16-21, Helene Reish, 1426 Vickery Road: Mais summarized the request for a variance to construct a dwelling with the following minimum setbacks: 27 feet from the north property line, 8 feet from the east and west property lines, and 40 feet from the south property line. Ms. Reish stated they had earlier offers on the property but they backed out once buyers learned a variance was needed. Ms. Reish inquired if the Board could issue a variance for a period longer than six months while she was trying to sell the property. Attorney Bear stated the Zoning Code expressly limits variances to six months.

A public hearing was opened. David Preston, 1504 Vickery; Michael Roeder, 1428 East Osterhout Avenue; and Rita Fox, 1330 East Osterhout Avenue expressed concerns that the proposed setbacks might allow construction of a dwelling that either blocks their view of the lake or would be located too close to neighboring residences. Ms. Reish stated she has been paying taxes for this buildable lot years and had the right to develop the property. Jeff Bertolissi, 10646 Portage Road spoke in favor of the request.

A motion was made by Rowe, seconded by Byrnes to grant a variance to construct a dwelling with the following minimum setbacks: 27 feet from the north property line, 8 feet from the east and west property lines, and 40 feet from the south property line, for the following reasons: there are exceptional circumstances applying to the property that do not apply generally to other properties in the same zoning district which include the lot's orientation to the street; the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and the vicinity, the right to construct a reasonable dwelling; the immediate practical difficulty causing the need for the variance request was not created by the applicant; and the variance would not materially impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at the hearing be incorporated into the record of this hearing and that action of the Board be final and effective immediately. Upon roll call vote: Byrnes-Yes, Philipp-Yes, Seyburn-Yes, Demaio-Yes, Rowe-Yes, Chu-Yes. The motion passed 6-0.

OTHER BUSINESS:

STATEMENT OF CITIZENS:

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Jeff Mais
Zoning & Codes Administrator

PLANNING COMMISSION

June 1, 2017

The City of Portage Planning Commission meeting of June 1, 2017 was called to order by Vice-Chairman Stoffer at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. Three citizens were in attendance.

PLEDGE OF ALLEGIANCE:

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

IN ATTENDANCE:

Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services; Michael West, Senior City Planner; and Randy Brown, City Attorney.

ROLL CALL:

Mr. Forth called the role: Shoup (yes), Bosch (yes), Stoffer (yes), Joshi (yes), Harrell-Page (yes) and Chu (yes). A motion was then made by Commissioner Bosch, seconded by Commissioner Joshi, to approve the Roll excusing Commissioners Patterson and Schimmel. The motion was unanimously approved 6-0.

APPROVAL OF MINUTES:

Vice-Chairman Stoffer referred the Commission to the May 18, 2017 meeting minutes contained in the agenda packet. A motion was made by Commissioner Joshi, seconded by Commissioner Bosch, to approve the minutes as submitted. The motion was unanimously approved 6-0.

SITE/FINAL PLANS:

None

PUBLIC HEARING:

1. Rezoning Application: Rezoning Application #16/17-5, 7338 Lovers Lane. Vice-Chairman Stoffer referred the Commission to the May 25, 2017 letter from Mr. Scott Gignac of Jensco Properties, LLC requesting that the rezoning request be withdrawn from further consideration. After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Shoup, to accept the applicant's request to withdraw Rezoning Application #16/17-5, 7338 Lovers Lane, from further consideration. The motion was unanimously approved 6-0.

2. Special Land Use Permit: Increasing Light World Ministries, 7548 South Sprinkle Road. Mr. West summarized the May 26, 2017 staff report regarding a request from Mr. DeWayne Pletcher to establish a small ministry/church within a portion of the existing Primerica Financial Services building located at 7548 South Sprinkle Road. Mr. West stated the applicant was proposing to utilize approximately 600 square feet of the building for a sanctuary/worship area for Increasing Light World Ministries. Mr. West indicated the applicant has stated the congregation is small (approximately 20 people) and would meet Sunday mornings at 10:30am for services and on Thursdays between 12:00pm-1:00pm for prayer meetings (approximately 10 people). Mr. West indicated the applicant was also the owner of Primerica Financial Services and office hours are by appointment only. Mr. West discussed the maximum occupant load established by the Building Inspector and Fire Marshal for the church sanctuary (maximum 28 people) and stated sufficient parking was present on-site. Mr. West discussed the small congregation size, limited service days/times and minimal overlapping hours with Primerica Financial Services office and stated the proposal to establish a religious institution at the site fulfills the requirements for issuance of a Special Land Use Permit.

Mr. DeWayne Pletcher (applicant) was present to support the application and discuss the proposal to establish a small church within the existing building. The public hearing was then opened by Vice-Chairman Stoffer. No citizens spoke regarding the proposed special land use permit. A motion was then made by Commissioner Bosch, seconded by Commissioner Shoup, to close the public hearing. The motion was unanimously approved 6-0.

After a brief discussion, a motion was made by Commissioner Bosch, seconded by Commissioner Shoup, to approve the Special Land Use Permit for Increasing Light World Ministries, 7548 South Sprinkle Road. Commissioner Joshi disclosed that she is a past acquaintance of Mr. Pletcher, however, indicated she can vote impartially on the application. The motion was unanimously approved 6-0.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS:

None

OLD BUSINESS:

None.

ADJOURNMENT:

The Commission and staff briefly discussed the upcoming meeting schedule for the next couple months which included meetings on June 15th, June 29th and July 20th and all Commissioners indicated they would be present at these meetings. Mr. Forth stated that Election of Officers and a Planning Commission training session would occur during these upcoming meetings.

There being no further business to come before the Commission, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

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

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Winters Drive Basin Rehabilitation Project - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Deputy Director of Transportation & Utilities

ACTION RECOMMENDED: That City Council award a contract to Payjay, Incorporated, of New Buffalo, Michigan, for the Winters Drive Basin Rehabilitation Project in an amount not to exceed \$267,889.70 and authorize the City Manager to execute all documents related to this project on behalf of the city.

Funds are budgeted annually to perform major maintenance on city retention basins. As part of the fiscal year 2016-17 and 2017-18 Capital Outlay budgets for the Transportation & Utilities Department, funds have been allocated to rehabilitate the stormwater retention basin on Winters Drive. The Winters Drive retention basin, constructed in 1968, has not undergone major maintenance and is in need of a complete rehabilitation.

In 2015, city staff applied for a Stormwater, Asset Management and Wastewater (SAW) Grant through the State of Michigan authorizing funding to inventory all the stormwater basins within the City of Portage. To prepare this asset management plan, the city contracted the professional services of the consulting team Hurley & Stewart, LLC in March 2015. The results from the SAW grant inventory confirmed the necessity of the Winters Drive rehabilitation by rating this basin the lowest grade of all city basins. Recommendations for rehabilitation include clearing massive overgrowth, removing accumulated sedimentation and replacing perimeter fencing.

On June 15, 2017, two construction bids were received for the Winters Drive Rehabilitation Project, with the low bid submitted by Payjay, Incorporated of New Buffalo, Michigan in the amount of \$267,778.70. Payjay has successfully completed similar projects for the city in the past. Construction work will begin in July 2017 and be completed by the fall of 2017.

Therefore, it is recommended that City Council award a contract to Pajay, Incorporated for the Winters Drive Rehabilitation Project in an amount not to exceed \$267,778.70 and authorize the City Manager to execute all documents related to this project on behalf of the city.

FUNDING: Sufficient funding is available in the fiscal year 2016-17 and 2017-18 water and sewer Capital Outlay budgets.

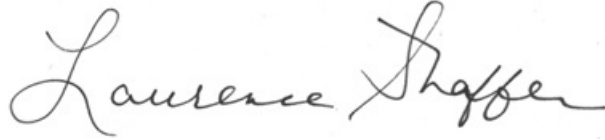
Attachments: 1. Bid Tabulation

BID TABULATION
WINTERS DRIVE BASIN REHABILITATION

<u>BIDDER</u>	<u>BID</u>
Pajay, Inc. 19167 Rose City Rd. New Buffalo, MI 49117	\$267,778.70
Balkema Excavating, Inc. 1500 River St. Kalamazoo, MI 49048	\$332,942.00

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: South Cemetery Parking Lot Overlay - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council accept the low bid from Michigan Paving & Materials to provide asphalt repairs to the South Cemetery access roads in the amount of \$46,085.60 and authorize the City Manager to execute all documents related to this contract on behalf of the city.

The 2017-2018 Capital Improvement Program budget includes funding to repair the South Cemetery access roads. Repairs will consist of removing and replacing the existing asphalt on the access roads throughout the cemetery.

Bids were requested for this planned asphalt repair. In addition, bidders were requested to provide cost data for the installation of a geotextile underlayment to be applied under the applied asphalt. The application of a geotextile underlayment helps to extend the life of the asphalt by reducing reflective cracking and potholes. A total of three bids were received. The low bid in the amount of \$46,085.60 was submitted by Michigan Paving & Materials of Kalamazoo, Michigan. The bid price includes \$40,955.60 for asphalt repairs and \$5,130 for geotextile underlayment to the eastern access road where the road is severely deteriorated.

Michigan Paving & Materials has performed these types of repairs successfully for the city in the past. Therefore, it is recommended that a contract be awarded to Michigan Paving & Materials in the amount of \$46,085.60 to perform asphalt repairs, with additional underlayment, to the South Cemetery access roads and authorize the City Manager to execute all documents related to this contract on behalf of the city.

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

Attachments: 1. Bid Tabulation

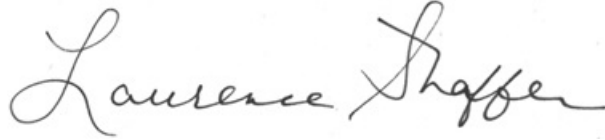
BID TABULATION
SOUTH CEMETERY PARKING LOT ASPHALT OVERLAY

<u>Item</u>	<u>Units</u>	<u>Est. Qty.</u>	Michigan Paving & Materials Col 2300 Glendenning Rd. Kalamazoo, MI 49001		J. Allen & Co. 8288 E. Michigan Ave. Galesburg, MI 49053		Wyoming Asphalt Paving Co. 470 N 12th St. Plainwell, MI 49080	
			<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>
Overlay w/165 #/SYD w/MDOT 36A HMA	Ton	452	\$76.60	\$34,623.20	\$84.00	\$37,968.00	\$86.00	\$38,872.00
Cold Mill HMA Surface (1.5 inches)	SYD	2,916	\$1.40	\$4,082.40	\$2.00	\$5,832.00	\$2.19	\$6,386.04
Restoration with Top Dirt & Grass Seed	CYD	15	\$150.00	<u>\$2,250.00</u>	\$50.00	<u>\$750.00</u>	\$30.00	<u>\$450.00</u>
Total Bid				\$40,955.60		\$44,550.00		\$45,708.04
 <u>Additional Pricing</u>								
Geotextile Mirapave 500	SYD	2,916	\$4.00	\$11,664.00	\$4.00	\$11,664.00	\$4.19	\$12,218.04
Geotextile Mirapave 500	SYD	1,026	\$5.00	\$5,130.00	\$5.00	\$5,130.00	\$5.34	\$5,478.84

<u>Item</u>	<u>Units</u>	<u>Est. Qty.</u>	Rieth-Riley Construction Co., Inc. 911 Hatfield Ave. Kalamazoo, MI 49001		A1 Asphalt, Inc. 4634 Division Wayland, MI 49348	
			<u>Unit Price</u>	<u>Total</u>	<u>Unit Price</u>	<u>Total</u>
Overlay w/165 #/SYD w/MDOT 36A HMA	Ton	452	\$98.00	\$44,296.00	\$115.50	\$52,206.00
Cold Mill HMA Surface (1.5 inches)	SYD	2,916	\$2.85	\$8,310.60	\$6.07	\$17,700.12
Restoration with Top Dirt & Grass Seed	CYD	15	\$150.00	<u>\$2,250.00</u>	\$77.13	<u>\$1,156.95</u>
Total Bid				\$54,856.60		\$71,063.07
 <u>Additional Pricing</u>						
Geotextile Mirapave 500	SYD	2,916	\$3.22	\$9,389.52	\$7.34	\$21,403.44
Geotextile Mirapave 500	SYD	1,026	\$4.11	\$4,216.86	\$7.34	\$7,530.84

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Lakeview Park Tennis/Pickleball Court Upgrades - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve a contract with Tennis Courts Unlimited, Incorporated, for upgrade to Lakeview Park tennis/pickleball courts in the amount of \$21,700 and authorize the City Manager to execute all documents related to this contract on behalf of the city.

The 2016-2017 Capital Improvement Program budget provides funding for resurfacing the tennis/pickleball courts at Lakeview Park. The existing asphalt court surface had deteriorated to a poor condition with severe cracks that make the playing surface very irregular and unsafe for patrons. In the fall of 2016, the Department of Public Services began rehabilitating the asphalt court surfaces, which is now complete.

In May 2017, bids were requested from four companies to provide court painting and net installation for one tennis court and four pickleball courts. Only one bid was received, that of Tennis Courts Unlimited of Watervliet, Michigan in the amount of \$21,700. Tennis Courts Unlimited, Incorporated has performed these types of repairs successfully for the city since 1999.

Therefore, it is recommended that a contract be awarded to Tennis Courts Unlimited, Incorporated in the amount of \$21,700 to perform tennis/pickleball court upgrades at Lakeview Park and authorize the City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: Funds are budgeted and available for this work in the fiscal year 2016-2017 Parks & Recreation Capital Improvement Program budget.

Attachments: 1. Bid Tabulation

BID TABULATION
LAKEVIEW PARK TENNIS/PICKLEBALL COURTS UPGRADES

	<u>Total</u>
Tennis Courts Unlimited	\$21,700.00
PO Bo 156	
Watervliet, MI 49098	
 Arnt Asphalt Sealing, Inc	 No Bid
1240 S Crystal Ave	
Benton Harbor, MI 49022	
 Racquet Sports	 No Bid
5850 Comstock Park Dr	
Comstock Park, MI 49321	
 Sport Court Construction	 No Bid
30312 M-40	
Paw Paw, Mi 49079	

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: June 2, 2017

FROM: Meshia Rose, Deputy Assessor *MR*

SUBJECT: May 2017 Department Operations Report

The following information summarizes the operations of the Office of the City Assessor City during May 2017:

- **Departmental Report Book:** Pursuant to Administrative Order No. 1.39(a) the Assessor's Office has completed the Department Report Book with 2017 assessment information. The Departmental Report Book is a compilation of useful current and historical information related to property valuation, tax rates, tax distribution, tax abatement, tax rate history, and other miscellaneous reports relating to the 2017 City Assessment Roll. The information contained in the report is used by most city departments and agencies within the community.
- **Residential & Commercial Property Valuation for 2018:** The Assessor's Office has begun the analysis of the residential sales that have taken place thus far to determine what the anticipated sales/assessment ratio will be for use in the preparation of the 2018 assessment roll. The State Tax Commission has returned to the April 1, 2015 to March 31, 2017 sales study period. At this point in time it is uncertain what the final ratio study will be or the impact it will have on the 2018 assessed valuations. The Assessor's office has also begun the review of all residential and commercial land values throughout the city and continues to work on finalizing new construction and property verification.
- **Assessing Administration:** In addition to in depth sales analysis, the Assessor's Office processed 222 deed transactions during the month of May. These continuous transactions are usually accompanied by Principal Residence Exemption and Property Transfer Affidavit documents that are processed separately.
- **2017 July Board of Review:** The Assessor's Office is preparing for the 2017 July Board of Review which addresses corrections and mutual mistakes of fact that are discovered during the course of the year. Property valuation issues cannot be presented to the July Board of Review. The 2017 July Board of Review will be held on July 18, 2017. Much of the July Board of Review activity consists of homestead exemption corrections due to untimely filings.
- **Customer Service:** The staff of the City Assessor's Office are continuously seeking ways to improve customer service. This includes prompt and courteous response to telephone and e-mail inquiries.

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

TO: Laurence Shaffer, City Manager**DATE:** June 6, 2017**FROM:** James R. Hudson, City Clerk**SUBJECT:** May Monthly Report**PUBLIC INFORMATION AND CITIZEN ASSISTANCE**

Held the monthly Youth Advisory Committee Meeting and the Portage Public Schools Advisory Council Meeting. Attended Local Bicycling 2017 and Beyond Meeting at KRESA. Attended the Historic District Commission event at American Hydrogeology on Sprinkle Road.

Prepared for Board and Commission Member interviews and followed up on appointments.

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 in preparation for the granting of a new Class C License, processed Solicitor Permits, Block Party Permits and transmittal letters for citizens, City Departments and the City Attorney.

Attended the Health Management Program planning meeting. Had AED training at the Fire Department. Provided suggested updates 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.

AGENDA PREPARATION AND FOLLOW-UP

Prepared and collated City Council Agenda packets for the May Budget Session and the 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. Attended the State of the City Address by Mayor Peter Strazdas.

Provided follow-up communications, adopted Resolutions and approved Ordinances on items passed by City Council at the May Regular City Council Meetings, Budget Session and Special Board and Commission Applicant Interview Meeting.

ELECTION PREPARATION AND FOLLOW-UP

Conducted the May 2, 2017 Special Election and prepared for the November City Election and issued Nominating Petitions for three potential City Council Candidates. Assisted the County Clerk with the Election Audit and coordinated election equipment pick up as trade-ins on the new election equipment.

Attended the ES&S Election Equipment Kick-off and information session with all municipal clerks and the County Clerk.

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.

RECORDS

Continued to utilize the Statewide Freedom of Information Act (FOIA) Procedures and Guidelines, Summary of the Procedures and Guidelines and FOIA Forms for use by staff, coordinated the FOIA research and retrieved documents for various departments and assisted with the search and printing of various microfilm documents.

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.

CEMETERIES

Processed six (6) 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.

Provided the Department of Public Services Department with the listing of veterans in preparation for Memorial Day. Worked with GIS Specialist on the quarterly update of the cemetery maps.

PUBLICATIONS

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

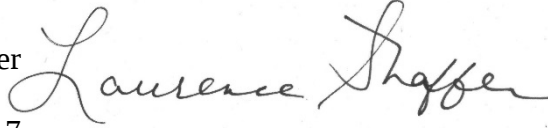
CITY OF PORTAGE

COMMUNICATION

TO: Honorable Mayor and City Council

DATE: June 1, 2017

FROM: Laurence Shaffer, City Manager



SUBJECT: Monthly Report – May 2017

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on May 9 and 23.
 - Pre-Council meetings on May 8 and 22.
 - Council Budget Review meeting #2 on May 2.
 - Board and Commission interviews on May 9.
 - Community Survey Committee on May 12
 - State of the City Address on May 24.

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

- Talked with John Shagonaby, local Potawatomi tribe representative and Gun Lake Tribal Gaming Authority CEO regarding updating historical representative displays on May 1 and 25.
- Met with Portage District Library reps to review a Portage historical videos project on May 4.
- Met with Rich MacDonald of Hinman Co. on May 5.
- Met with Councilmember Claudette Reid on May 4, as well as Councilmembers Terry Urban, Patricia Randall, Jim Pearson and Rich Ford on May 5.
- Met with Ron Kitchens and Jill Bland of Southwest Michigan First on May 5.
- Toured a designated historic property on May 8.
- Met with Bob Randall of Zoetis on May 8.
- Interviewed with Fox 17 on May 8.
- Attended the Discover Kalamazoo event on May 8.
- Attended the annual Employee Service Awards on May 10.

- Met with former Councilmember Ted Vliek, Sr. on May 11.
- Attended the monthly Kalamazoo County Consolidated Dispatch Authority Board of Directors meeting on May 11.
- Met with Mayor Pro Tem Ansari on May 15.
- Attended the Southwest Michigan Managers Association meeting on May 16.
- Met with Greg Ayers of Discover Kalamazoo on May 17.
- Presented at the Bike Kalamazoo Advocacy meeting on May 17.
- Met with United Auto Worker (UAW) reps on May 18.
- Attended the Historic District Commission's annual event on May 18.
- Met with Karen Munson of SUNY Oneonta on May 19.
- Met with former Mayor Jamie Graham on May 17.
- Attended the Kalamazoo County Elderhood event on May 18.
- Met with Kalamazoo County Drain Commissioner Patricia Crowley on May 19.
- Met with Ed Sackley and Claudette Reid regarding Public Media Network on May 22.
- Met with Stan Stek of Miller Canfield on May 24.
- Met with Councilmember Pearson on May 24.
- Met with Dr. Monifa Jumanne regarding cultural events on May 31.

3. Projects - Completed and Ongoing:

- Interviewed candidates for the Transportation & Utilities Director position.
- Continued the transition and design of the new city website through CivicPlus.
- Continued work on new building security and keyless entry projects.
- 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 May 3 and continued coordination of the May 18 event.
- Attended the May 6 presentation for the Historic District Commission's receipt of the 2017 Michigan One-Room Schoolhouse Award.

4. Public Information and Citizen Assistance:

- Mailed the May *Portager* and coordinated production of the June *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, upcoming lake board meetings/assessments, 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.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: June 5, 2017

FROM: Vicki Georgeau ^{Va} Director of Community Development

SUBJECT: Monthly Customer Service Report for May 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 SERVICES

Planning Commission

May 4, 2017 meeting:

1. Convened a public hearing, reviewed, discussed and then approved a Special Land Use Permit for Group Child Care Home (Powers), 1343 East Osterhout Avenue.

May 18, 2017 meeting:

1. Convened a public hearing, reviewed, discussed and then adjourned Rezoning Application #16/17-5, 7338 Lovers Lane, to the June 1, 2017 meeting.
2. Provided Resolutions honoring Commissioner Richmond, Commissioner Dargitz and Chairman Welch for their many years of service to the Planning Commission.

Zoning Board of Appeals

May 22, 2017 meeting:

1. Reviewed, discussed and then approved a variance for Karen Colacino Trust, 4011 Woodhams Avenue, to exceed the 25% lot coverage standard by 260 square feet.
2. Reviewed, discussed and then approved a variance for Helene Reish, 1426 Vickery Road, to construct a single family dwelling with the following setbacks: 27 feet from north property line, 8 feet from east and west property lines and 40 feet from the south property line.

Human Services Board

The Human Services Board did not meet in May 2017.

Local Development Finance Authority

May 2, 2017 meeting:

1. Conducted Election of Officers and assigned Wenzel as Chairman, Brooks as Treasurer, and Colestock as Secretary.
2. Reviewed, discussed and then approved a Resolution authorizing the transmission of the FY2015-16 Annual Financial Report.
3. Reviewed and discussed LDFA Audit and Uncaptured Review.

OTHER BOARD ACTIVITIES

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

Citizen Information Requests:

During the month of May 2017, a total of 261 cases/violations were inspected in response to citizen service requests or staff field observations and include: 91 tall grass/weeds; 54 signs; 40 debris/refuse; 29 parking; 15 inoperable vehicles; 14 zoning; 6 housing maintenance; 4 building maintenance; 3 property maintenance; 3 sidewalk-obstruction; 1 noise and 1 unsafe structure.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in May.

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	4	\$955,526
Single-family Attached	4	\$888,164
Residential Additions, Interior Remodels, Garages, Sheds, etc.	36	\$564,457
Commercial Additions, Interior Remodels, etc.	9	\$1,177,190
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	230	N/A
Totals	283	\$3,585,337

CDBG Housing Assistance Programs

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

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: June 20, 2017

FROM: William Furry, Director of Finance

wfg

SUBJECT: Monthly Report-May 2017

ACCOUNTING /PAYROLL

- During the month, 927 invoices were processed. Bi-weekly Accounts Payable payments included 367 paper checks totaling \$730,198.01 and 172 automated clearinghouse (ACH) payments totaling \$990,440.73. The count of ACH vendors at the end of the month was 362.
- Processed 2 payrolls, creating 585 deposit advices and checks for 320 employees, with a total monthly payroll expenditure of \$986,161.81. First payroll of the month included payment to 87 election workers.
- Attended department meeting for new website design.
- Worked on draft revisions of several Administrative Orders pertaining to processes and procedures affecting payroll.
- Continued preparation of files and annual audit schedules in preparation for creation of the financial statements for the fiscal year ending June 30, 2017.

TREASURY

- Issued 365 preliminary notices to property owners notifying them of pending June City Council action regarding unpaid water/sewer charges. This was an 8% increase compared to the number of letters sent in the prior year. Work continued to issue similar notices upon City Council action to occur in June.
- Mailed 35 letters to escrow and mortgage companies requesting their list of parcels for the summer 2017 tax season.
- Continued administering delinquent business personal property tax collections through small claims litigation. Monitored several payment plans and maintained necessary court filings.
- Prepared and issued the following utility billing statements:
 - 4640 regular quarterly bills (cycle 2) – emailed 298 bills
 - 131 final bills – emailed 35 bills.
- Prepared and issued the following utility billing delinquency notices:
 - 805 delinquent notices (cycle 1 and 4)
 - 328 disconnect notices (cycle 1)
 - 31 delinquent notices to customers with inactive services.
- Processed 215 requests to initiate or terminate water/sewer services. Staff averages 10 such requests each business day.
- Treasury staff worked with 89 customers at the counter to whom receipts were not issued. Staff averages 5 such requests each business day.
- Staff handled 990 phone calls during May 2017. Since July 1, 2016, 11,473 phone calls have been handled, averaging 50 per business day.

- Sent out 27 miscellaneous receivable statements.
- Treasury Supervisor prepared semi-annual staff evaluations.
- Treasury Supervisor attended Michigan Municipal Treasurer's Association Advanced Training.
- Treasury Specialist appeared at Circuit Court to have the 2011 delinquent business personal taxes written off per State law.
- Treasury Supervisor met with other city staff regarding the new website design.

FINANCE/BUDGET

- Held phone call with S&P for upcoming bond sale, reviewed S&P report draft and received an upgraded bond rating from AA to AA+.
- Met with Budget Team and department heads to prepare for Council Review Session #2 of the 2017-2018 proposed budget. Participated in a Council Work Session held May 2nd for the proposed FY 2017-2018 budget.
- Attended council session at which 2017-2018 budget was adopted May 23, 2017.
- Began work on final budget book incorporating changes adopted by City Council.
- 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.
- Provided open purchase order reports to all departments to review for closing any unnecessary purchase orders.
- The Deputy Director of Accounting/Budget attended three webcasts to further learning on the subjects of audit and accounting risks for CPAs, managing crucial conversations, and becoming a trustworthy leader 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.
- Reviewed and approved 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 Mayor's State of the City presentation.

BENEFITS & COMPENSATION

- Continued to monitor, research, track 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.).
- Continued to work with Kushner & Company in regard to Flexible Spending Account, COBRA and Medical Reimbursement Account contract renewal.
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued to work on restatement of Defined Benefit Plan as required by the IRS.

- Completed processing of one-year life and long term disability renewal with The Hartford.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.
- Attended “There’s a Better Alternative for Employee Benefits Funding” seminar provided by Rose Street Advisors in conjunction with Pulse Health Solutions.

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 Follow Up Program for Certified Workers’ Compensation Professionals - CWCP.

06/20/2017

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 05/31/2017

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 05/31/17	Percent of Amended Used
101	General Fund				
	Totals for dept 1001-City Council	118,800	192,358	63,450	33%
	Totals for dept 1085-City Council-Human Services	131,941	131,941	100,200	76%
	Totals for dept 1501-District Court	67,815	70,595	49,152	70%
	Totals for dept 1720-City Manager	549,855	549,855	426,909	78%
	Totals for dept 2001-Finance Accounting	437,871	437,871	318,585	73%
	Totals for dept 2002-Finance & Budget	327,751	327,751	217,628	66%
	Totals for dept 2053-Finance Treasury	171,456	169,097	119,578	71%
	Totals for dept 2110-MIS	846,066	849,607	681,017	80%
	Totals for dept 2133-MIS Public Information	55,570	55,570	43,686	79%
	Totals for dept 2209-Assessor	515,458	515,358	288,235	56%
	Totals for dept 2247-Assessor Board Of Review	38,832	38,932	23,621	61%
	Totals for dept 2310-Attorney	226,728	226,728	207,526	92%
	Totals for dept 2415-City Clerk	143,324	143,324	112,529	79%
	Totals for dept 2416-City Clerk Records Management	71,096	73,919	60,218	81%
	Totals for dept 2491-City Clerk Elections	245,319	245,319	206,514	84%
	Totals for dept 2610-Human Resources	579,766	609,104	356,746	59%
	Totals for dept 2733-Purchasing	83,672	83,672	59,989	72%
	Totals for dept 2734-Purchasing Risk Management	29,475	29,475	17,221	58%
	Totals for dept 2865-Parks Maintenance	1,308,460	1,314,240	996,469	76%
	Totals for dept 2876-Cemeteries	72,678	72,678	55,656	77%
	Totals for dept 2877-Parks & Rec - Parks	592,244	591,559	517,018	87%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	10,000	10,000		0%
	Totals for dept 2879-Parks & Rec - Board Activities		8,710	4,788	55%
	Totals for dept 2880-Parks & Rec Rec - Admin	184,916	183,240	126,583	69%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	57,700	63,257	41,374	65%
	Totals for dept 2885-Parks & Rec - Programs	9,040	9,040	1,562	17%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,579	93,579	38,718	41%

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 05/31/17	Percent of Amended Used
	Totals for dept 2887-Parks & Rec Rec - Special Events	33,500	33,500	24,068	72%
	Totals for dept 2888-Parks & Rec - Ice Rink	123,282	126,282	60,609	48%
	Totals for dept 3005-Police Administration	854,219	854,219	597,343	70%
	Totals for dept 3006-Police Youth Services	496,721	499,459	407,725	82%
	Totals for dept 3007-Police Investigation	669,574	677,724	612,331	90%
	Totals for dept 3010-Police Patrol	5,341,925	5,359,139	4,093,906	76%
	Totals for dept 3020-Police Training	115,037	115,037	111,227	97%
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	7,624	95%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,005,424	1,005,424	804,085	80%
	Totals for dept 3031-Police Emergency Sirens	9,376	9,376	436	5%
	Totals for dept 3035-Police 911 Cmr's PSAP	207,170	207,170	162,354	78%
	Totals for dept 3040-Police Records & PST	438,914	438,914	354,064	81%
	Totals for dept 3050-Police Drug Law Enforcement	311,809	311,809	265,722	85%
	Totals for dept 3065-Police Facility Management	76,900	95,951	71,022	74%
	Totals for dept 3310-Fire Admin	695,868	748,989	572,277	76%
	Totals for dept 3320-Fire Operations	3,940,801	3,951,212	3,185,797	81%
	Totals for dept 3330-Fire On Call Firefighters	136,790	136,790	56,183	41%
	Totals for dept 3331-Fire Emergency Operations	7,570	7,570	1,842	24%
	Totals for dept 3340-Fire Prevention	149,599	149,599	117,710	79%
	Totals for dept 3350-Fire Training	185,028	187,928	122,725	65%
	Totals for dept 3365-Fire Facility Management	77,550	81,534	79,662	98%
	Totals for dept 3710-Comm Dev Building Services	453,988	454,343	347,770	77%
	Totals for dept 3720-Comm Dev Planning & Development	301,246	307,546	238,948	78%
	Totals for dept 3730-Comm Dev Neighborhood Services	240,598	243,598	199,216	82%
	Totals for dept 3765-Comm Dev Building Maintenance	249,459	252,372	186,161	74%
	Totals for dept 4210-General Public Services	519,400	519,400	387,387	75%
	Totals for dept 6720-Senior Center	336,339	334,718	265,340	79%
	Totals for dept 6721-Senior Center Trips	232,889	232,889	206,930	89%
	Totals for dept 6725-		6,000	6,753	113%
	Totals for dept 9610-Transfers Out	913,000	913,000	913,000	100%
	TOTAL GENERAL FUND	25,101,388	25,366,271	19,595,189	77%

06/20/2017

BUDGET REPORT FOR CITY OF PORTAGE
Calculations as of 05/31/2017

FUND	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	2016-17 ACTIVITY THRU 05/31/17	Percent of Amended Used
202	Major Street Fund	3,409,832	3,547,506	2,907,192	82%
203	Local Streets Fund	1,303,231	1,361,691	1,059,713	78%
204	Municipal Streets Fund	1,580,420	1,580,420	1,580,420	100%
223	Curbside Recycling Fund	651,844	656,844	560,551	85%
226	Leaf Pickup / Spring Cleanup Fund	722,404	723,904	490,475	68%
230	CDBG Program Income Fund	150,000	150,000	33,364	22%
252	West Lake Weed Mgt	40,000	40,000	17,000	43%
296	Community Development Block Grant	229,877	337,070	277,563	82%
298	Cable Television Fund	1,018,179	1,052,706	657,463	62%
400	CIP General	13,426,000	20,174,957	12,197,819	60%
490	Sewer CIP	1,710,000	3,186,307	601,064	19%
491	Water CIP	2,060,000	4,979,074	97,225	2%
590	Sewer Fund	8,023,912	8,182,094	5,436,230	66%
591	Water Fund	5,140,886	5,394,789	4,437,913	82%
APPROPRIATIONS - ALL FUNDS		39,466,585	51,367,362	30,353,992	59%

TO: Laurence Shaffer, City Manager

DATE: June 13, 2017

FROM: Shannon Hertz, Director Human Resources 

SUBJECT: Human Resources Department Monthly Report – May 2017

RECRUITING

The following positions were filled in May:

- Park Maintenance Laborers (2) (AccessPoint)
- Park Rangers (2)
- Ramona Park Waterfront Lifeguards/Senior Lifeguards (9)
- Ramona Park Shift Supervisors (3)
- Equipment Operator II - Public Services
- Police Lieutenant
- Police Sergeant
- Laborer - Public Services

The following positions have candidates identified:

- Ramona Park Waterfront Lifeguards/Senior Lifeguards (1)
- Director of Transportation and Utilities
- Seasonal Laborer Crew Leader (PT)

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

- On-Call Firefighters
- Police Officer (1 PT) (Final interview scheduled)
- Police Officer (2 FT) (Candidates in background)
- Radio Operators/Dispatch (2) (Testing June 6, 2017)

Employment applications, assessments and recruitment activities:

- 104 Applications processed and screened
- 49 In person and phone interviews conducted
- 12 Testing and other assessments conducted on individuals
- 0 Career fairs attended

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for the drug testing program
- Conducted on-boarding for 15 new/returning employees

- Attended 1 department-specific Safety meeting
- Attended 2 meetings regarding new software roll-outs

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- Conducted AED training.
- Began planning for the 2017/2018 HMP plan year.

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 29 participants for the 2017-2018 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 23 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

- After the May 2, 2017 Special Election status forms were updated and payroll processed.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: June 15, 2017

FROM: Kathleen Hoyle, Director of Parks, Recreation and Senior Citizen Services

SUBJECT: Monthly Operations Report for May 2017

PARKS & RECREATION:

PARK RESERVATIONS

Amphitheatre	1	\$300
Gazebo	1	\$50
Grain Elevator	5	\$1,110
Hayloft	3	\$3,780
Lakeview #1	2	\$180
Lakeview #2	1	\$110
Lakeview Softball	19	\$612
Ramona #1	3	\$250
Ramona #2	3	\$250
Ramona Softball #1	2	\$70
Ramona Softball #2	2	\$70
Ramona Soccer North	15	\$680
Ramona Soccer #5	0	\$0
Ramona Soccer #6	0	\$0
Ramona Football #1	16	\$453
Ramona Football #2	16	\$453
Ramona Football #3	0	\$0
Ramona Football #4	0	\$0
Schrier Park	1	\$240
Schrier Park Pavilion	0	\$0
Schoolhouse	2	\$100
Stuart Manor	3	\$600
South Westnedge #1	2	\$240
South Westnedge #2	2	\$240
South Westnedge #3	2	\$240
South Westnedge #4	2	\$240
South Westnedge #5	2	\$240
South Westnedge #5	2	\$240
Westfield	0	\$0
Westfield Softball	1	\$15
TOTAL	108	\$10,763.00

EVENTS

Family Fishing Fair	614 Participants
Cure Search Walk	263 Participants
Bicycle Safety Camp	150 Participants
Paddle Sports 5/13	70 Participants
Paddle Sports 5/20	7 Participants

Active Net Software

Online Activity Registration	17
Walk In Activity Registration	8

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	2604	681
Rides	45	8
Volunteers	336	155
Trips	102	85
Total Seniors Served	3087	728
Average served per day	104	

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,395	129	38

Age Range	Count	Percent
Ages 55-59	19	2.6
Ages 60-64	36	4.9
Ages 65-69	106	14.6
Ages 70-74	145	19.9
Ages 75-79	144	19.8
Ages 80-84	114	15.7
Ages Below 55	19	2.6
Ages Over 85	145	19.9
Totals	728	100

City/Town	Count	Percent
In Town	466	64.
Out of Town	262	36
Totals	728	100

Ethnicity	Count	Percent
African American	9	1.2
Asian American	3	.4
Caucasian	598	82.1
Hispanic	5	0.7

Native American	10	1.4
Unknown	103	14.1
Totals	728	100

Gender	Count	Percent
Female	518	71.2
Male	210	28.8
Totals	728	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Administrative Support	10	\$217.90	1	1
Board Member	16.33	\$355.89	9	7
Club/Group Support	1,450.33	\$31,602.63	242	118
Events/Programs	72	\$1,568.88	22	18
Kitchen	28.05	\$611.15	21	8
Transportation	58	\$1,263.82	13	4
Travel	160.92	\$3,506.29	27	12
Totals	1,803.63	\$39,300.98	336	155

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	61	56
Extended Trips	41	41
Totals	102	97

FUNDRAISING

Income for the month of May was \$9,545.62 and includes transportation donations, fundraising, newsletter advertisements and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- PSC staff participated in the Senior & Veteran's Expo held in Mattawan.
- The Mother's & Father's Day luncheon was held, with 72 participating.
- "Club PSC," a new PSC walking program, kicked off at the beginning of May. Members will participate throughout the summer.
- A "Spring Flavors" cooking demonstration was held with 33 participating.
- Two day trips were offered, Irving Berlin's I love a Piano & Spring into Detroit, with a total of 61 participating. Two extended trips were offered, the Kentucky Derby and Wet n' Wild (trip to Canada), with 41 participating.
- A third ten-week series of the Aging Mastery Program (AMP) started, with 18 participants and 2 volunteer facilitators.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: June 19, 2017

FROM: Nicholas J. Arnold, Public Safety Director – Police/Fire Chief 

SUBJECT: Monthly Report for May 2017

On May 30, 2017, Portage Department of Public Safety Police and Fire Divisions participated in the Kalamazoo/Battle Creek International Airport Full Scale Emergency Exercise. The exercise was part of annual airport emergency preparedness training. Planning for the exercise had taken place over several months. Participants also included the Kalamazoo County Sheriff's Office Airport Division, Kalamazoo Department of Public Safety, Kalamazoo County Medical Control, Western Michigan University Medical, Pride Care and Life EMS, Kalamazoo County and State Emergency Management, Texas Township Fire/Rescue, Airport Fire/Rescue, The American Red Cross, and South County Fire/Rescue.



The training exercise involved a simulated aircraft crash that included an aircraft training simulator, role players and several volunteer personnel. The training covered such topics as aircraft firefighting, aircraft rescue, and triage (a method of rapidly assessing multiple victims of an incident). The exercise tested response procedures from all those involved.



POLICE DIVISION STATISTICAL SUMMARY

Police Incidents Dispatched:	3,198
Fire Incidents Dispatched:	512
Gun Registrations:	107
Warrants Obtained:	122
Expressway Incidents Handled:	35
9-1-1 Calls Received	2,754

ARRESTS

Total Adult Arrests: 306

Major Charges:

Aggravated/Felonious Assault-Family-Gun
Aggravated/Felonious Assault-Police Officer
Identity Theft
Fleeing & Eluding

Total Juvenile Arrests: 31

Major Charges:

Larceny from a Building
MDP to Private Property
Burglary
Possession of Marijuana

APRIL CRIME STATISTICS

Violent Crimes:	77
Non-Violent Crimes:	367

Reported Crimes - April 2017 Compared to April 2016:

Part I Crimes:	+53.7%
Part II Crimes:	- 5.1%

Year-to-Date Comparison:

Part I & II Crimes Total YTD:	+ 2.6%
-------------------------------	--------

TRAINING

Topics: Advanced Dispatch
Technology Conference
School Resource Officer
K-9 Decoy

VOLUNTEER HOURS

May:	112
YTD:	752

EMPLOYEES INJURED

May:	0
YTD:	3

FIRE DIVISION STATISTICAL SUMMARY

Calls for Service	Count
Fire	10
Rescue & Emergency Medical Service Incident	260
Hazardous Condition (No Fire)	16
Service Call	52
Good Intent	128
False Alarm and False Call	42
Special Type of Incident	1
Total Calls	509
Total Property Loss	\$46,216.00

Inspections	Count
Annual Attempt & Inspection	180
Reinspection Attempt & Inspection	33
Plan Review	21
Key Box	1
Final or Move-in	8
Fire Protection Plan and Inspection	25
FOIA	4
Campfire New/Renewal	34
Other	6
	312

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

Public Education	Adults & Children	
State of the City Address	30	0
Memorial Day Parade	1000	500
Touch a Truck	1700	1700
Family Fishing Fair	200	400
Car Seats	35	14
		Installed
Car Seats		32

Training	
Citywide Hands Only CPR	67
Live Fire Training	28
Pump Operations	34
Firefighter Self-Rescue	10
EMS CEUs - Pediatric Assessment	34

SIGNIFICANT EVENTS – MAY 2017

Portage police officers assisted the Kalamazoo County Sheriff's Office in locating the suspect in an armed robbery that occurred at the Gourdneck Lake Market on Portage Road. Officers observed the suspect vehicle in the drive-through at the McDonald's restaurant on Portage Road and attempted to make contact with the suspect. However, the suspect fled, intentionally striking two police vehicles. The suspect then abandoned his vehicle and fled on foot but was arrested a short distance away. The suspect was charged with multiple felonies.

The victim of a fraud advised she met a man on an Indian dating website. The man stated he lived in California and owned a construction business. He was seeking a government contract for a project in Washington, D.C. and needed to provide 10% of the money. The victim agreed to loan the suspect a total of \$24,000 over three separate wire transfers. The victim has since received no contact from the suspect, nor has she been repaid the loan money. Detectives have learned that the money is still in an account at the Bank of China, but that account has been frozen. The bank is in the process of trying to recover the money.

Officers responded to two local restaurants on reports that wallets had been stolen from purses. The victims became aware of the thefts when suspicious purchases were made on their credit cards shortly after the larcenies. Detectives are continuing to investigate. It is believed the crimes were committed by an organized group that targets the I-94 corridor.

On May 15, reports were received of a single car accident on northbound US 131 at the Centre Street exit ramp. Portage firefighters and police officers arrived to find a 2001 Ford SUV laying on its side with the lone occupant, a 59-year-old female Schoolcraft resident, trapped inside. Firefighters extricated the occupant, and she was transported to the hospital for treatment. Officers determined that, as the vehicle was traveling northbound on US-131, the driver attempted to take the exit ramp at Centre Street; however, the vehicle went off the left side of the exit ramp and rolled over several times.

On May 20, the superintendent of a local school district reported a teacher as missing. The teacher had not shown up at a prearranged meeting, so contact was attempted at her residence. The teacher's husband advised that she was not home, and he had not seen her since the night of May 18. The missing teacher is Theresa Joan Lockhart, a 44-year-old white female. When Ms. Lockhart left her Portage residence, she was driving her vehicle, which was later located a few miles away from her residence. Since the time she left her home, there has been no known contact with her. The investigation into Ms. Lockhart's disappearance is suspicious, and her husband, Christopher Lockhart, is a person-of-interest. The investigation and search is continuing. Contacts have been made with many acquaintances.

At approximately 2:30 a.m. on May 24, fire and police units were dispatched to a structure fire at 3130 Sturgeon Bay. Fire crews extinguished the fire on the exterior of the structure, which had extended into the first and second floors. The fire was deemed under control within thirty minutes of receiving the alarm. All occupants had evacuated, and no injuries were reported. The cause and origin of the fire is currently under investigation, with an approximate fire loss of \$25,000.

On May 26, police and fire units were dispatched to a traffic crash on westbound I-94 near the exit ramp for northbound US-131. Once on scene, officers learned that a Chevy Silverado, traveling west on I-94, merged into the far right lane. After merging, the truck had to brake suddenly due to traffic congestion. A charter bus, which was transporting school age children, was traveling behind the truck and was unable to brake in time and collided with the rear of the Silverado. This collision caused the Silverado to collide with an SUV in front of it. That SUV then collided with a Dodge Ram truck in front of it. The driver of the Silverado was transported to the hospital with apparent minor injuries. Four passengers from the charter bus were also transported to the hospital for apparent minor injuries.

A fire crew was dispatched to Crossroads Mall for a two-year-old child stuck in a vending machine. The child had crawled into the small opening of the claw machine. Fire personnel removed the lower prize retrieval door and extricated the child, who was not hurt. The machine was then closed securely with duct tape. The owner of the machine was notified by Mall Security of the situation.

An auto body repair business reported a breaking and entering after an employee found the office had been ransacked. Several checks were stolen from the business, and a subject later tried cashing one of the stolen checks at a credit union in Oshtemo Township. Detectives are continuing the investigation.

On May 31, police and fire units responded to the 9100 block of S. Sprinkle Road on a reported two-car injury crash. Once on scene, officers determined that a northbound pickup truck collided head-on with a southbound SUV. The driver of the SUV, a 42-year-old Plainwell woman, was pronounced dead at the scene. The driver of the pickup truck, a 74-year-old Three Rivers man, was transported to the hospital in serious condition but subsequently died from his injuries. The cause of the crash remains under investigation.

SPECIAL ACTIVITIES

On May 17, Portage bike officers participated in the annual “Ride of Silence.” The ride, which is held during National Bike Month, aims to raise the awareness of motorists, police and city officials that cyclists have a legal right to the public roadways. The ride is also a chance to honor the lives of those who have been killed or injured. The annual event drew more attention this year due to the tragic fatal crash in Kalamazoo that claimed the lives of ten cyclists one year ago.



Portage firefighters and mascot “Sparkita” participated in the annual Portage Family Fishing Fair on May 20 at Ramona Park. Tours of a fire engine were provided, as well as demonstrations and practice of “Hands Only CPR.” All participants who went through the Portage Fire Department booth received a fishing pole.

TRAINING

Portage firefighters received training at the Regional Training Facility. This live fire training event focused on search and rescue, utilizing the new aerial apparatus, fire attack, hose deployment, and fire streams.



Fire Chief Mike Corfman provided Hands Only CPR and Automatic External Defibrillator (AED) training to 67 Portage city employees as part of the city's initiative to increase awareness of cardiac emergencies, train city personnel on CPR and the use of AEDs, and install nine AED units in five city buildings.

NJA:JMH:jh

TO: Laurence Shaffer, City Manager**DATE:** June 16, 2017**FROM:** Rod Russell, Director of Public Services**SUBJECT:** Monthly Operations Report for May 2017**STREET MAINTENANCE ACTIVITIES**

- Repaired damaged mailboxes from winter snow removal operations
- Repaired damaged and faded traffic control signs
- Started installation of the five feet from bicycle when passing signs
- Continued work on Dog Park by restoring grass, installing gates/fencing, compacting walking paths, installing benches/picnic tables/waste containers and painting perimeter fencing
- Hauled millings to Dog Park for additional walking paths
- Repaired damaged lawns from snow and brush removal
- Moved front plows to Portage Public Schools for this year's Paint the Plow Program
- Received 1,050 tons of road salt
- Delivered DPS scrap metal to local recycling company
- Repaired red block wall on Schuring Road
- Completed testing for new Equipment Operator II candidate on equipment operations
- Cleared brush from storm water retention basins
- Cleared debris from storm water ditch just north of Old Kilgore Road
- Removed two trees from Blackburn Avenue
- Removed debris from playscape construction site at West Lake Nature Preserve
- Removed fall limb from St. George Circle
- Completed installation of new basketball court at Lakeview Park
- Started installation of one tennis court and four pickleball courts at Lakeview Park
- Repaired potholes on major and local streets with the Durapatch machine
- Cleaned up Durapatched areas with street sweeper
- Removed fallen limbs from Rainbow Court and Schuring Road
- Repaired tilted bunker block wall at DPS north storage lot
- Installed gate pedestal at DPS facility
- Removed soil from the roadway that was left by a contractor leaving the Stryker construction project on Portage Road
- Installed and removed American flags, cones, barricades and message boards on South Westnedge Avenue for the Memorial Day parade
- Crack sealed the Dog Park, Oakland Drive Park, and Harbors West Park parking lots
- Removed fallen limb on Schuring Road

- Sent two employees to Traffic Control Regulator training on 5/31
- Hired contractor to paint traffic lines and specialty pavement markings on major and local streets
- Hired contractor to collect 2,551 cubic yards of rubbish during the Spring Clean Up Program
- Hired contractor to test water monitoring well at compost site
- Hired contractor to remove moss from brick pavers on East Romence Road Parkway
- Hired contractor to repair damaged curbs and sidewalks
- Supported Equipment Division with mechanic help
- Supported City Clerk by installing & removing voting signs and flags on 5/2
- Supported Department of Public Safety's Bike Safety Camp on 5/13
- Supported Cure Search Walk/Run at Celery Flats Historic Area on 5/20
- Supported Mayor's *State of the City* presentation at City Hall by transporting a painted snow plow for display on 5/24
- Supported the Transportation & Utilities Department with removal of tree limbs on West Centre Avenue on 5/25

Weekly Curbside Recycling Program - The following summarizes total weights of recyclable materials collected during the month of May 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
May-17	201.96	67	13160	8	9	25
YTD Total	2,277.08	290	13160	8	9	25

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Mowed grass in parks and cemeteries
- Prepared softball fields for league and tournament games

- Turned on water at park facilities
- Repaired irrigation and plumbing leaks
- Repaired plumbing leaks and clogs in park facilities
- Repaired lighting issues in park facilities
- Prepared for installation of two donated park benches
- Repaired damaged split rail fencing
- Poured foundations for headstone installations in city cemeteries
- Removed water fountain from north pond at Celery Flats for electrical repairs
- Trimmed trees along Lovers Lane in preparation for trail repairs
- Repaired malfunctioning park gates
- Repaired door on garbage dumpster storage location at Ramona Park
- Repaired broken component of playscape at Lexington Green Park
- Conducted weed whip and truck/trailer operations training for seasonal laborers
- Reinstalled broken sink at Portage Creek Bicentennial Park Trail Head Park
- Applied fertilizer to park athletic fields and flower gardens
- Repaired two broken benches at Trail Head and Liberty Park
- Repaired broken wall mounted drinking fountain at South Westnedge Park
- Picked up fertilizer for Kalamazoo in Bloom (KIB) flower bed planting preparation
- Prepared voyageur and canoe area for KIB flower planting on 5/17
- Prepped City Centre flowerbeds with rototilling, adding fertilizer, placing canoe and butterfly sculptures for upcoming KIB annual planting day on 5/19
- Installed water spigot and leveled walking paths at new Dog Park
- Ensured the Dog Park hydro-seeded grass areas were properly watered
- Repaired west sliding door on Grain Elevator
- Moved park signage at Lakeview Park
- Removed leaves and branches from Portage Senior Center property
- Installed fence cap at Ramona Park pickleball courts
- Prepared cemeteries for Memorial Day
- Prepared Ramona Park Beach for opening day
- Mowed tall grasses located on city right-of-ways with roadside mowing tractor
- Installed wire around Millennium Pond to deter geese intrusion
- Painted water well cover located in South Westnedge Park
- Repaired soil erosion area on Northwest Bikeway
- Installed flower tree planters at Point Garden and Library Lane
- Sent an employee to Traffic Control Regulator training on 5/31
- Hired contractor to remove fallen tree at South Westnedge Park Skate Park
- Hired contractor to restore landscaping around playscapes at Central Park and West Lake Nature Preserve
- Hired contractor to clean Millennium Park pond
- Hired contractor to paint new Schrier Park pavilion
- Hired contractor to install new playscape at West Lake Nature Preserve
- Hired contractor to paint parking lot lines at Dog Park and South Westnedge Park
- Supported six burials and three lot showing in city cemeteries
- Supported Portage Senior Center with repair of metal computer storage rack

- Supported Portage Senior Center by removing a tree near entrance
- Supported Recycled Art in the Park at Celery Flats Historic Area 5/6-5/14
- Supported Recycled Latex Paint Drop Off event at DPS on 5/6
- Supported garlic mustard weed pull at West Lake Nature Preserve on 5/6
- Supported Portage Farmer's Market at Portage Senior Center on 5/7
- Supported Mayor's Bike Ride on 5/13
- Supported Farmer's Market at Portage Senior Center on 5/14 & 5/21
- Supported Kalamazoo in Bloom planting day at City Centre on 5/17 and 5/19
- Supported Family Fishing Fair at Ramona Park on 5/20
- Supported Eagle Scout project at Portage Creek Bicentennial Park on 5/20
- Supported Cure Search Walk/Run at Celery Flats Historical Area on 5/20
- Supported garlic mustard pull at Celery Flats Historical Area on 5/20

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 123 work orders for the month of May 2017. A total of \$13,783.91 was spent on billable labor hours while the parts costs were \$5,595.75. The outside contracted work was \$3,134.11.

May 2017	May 2016	
123	169	Work Orders
\$5,595.75	\$16,553.34	Parts Cost
\$13,783.91	\$17,375.97	Labor Cost
16	14	Preventative Maintenance (P.M.) Work Orders Completed
\$157.15	\$191.52	Average Cost per P.M
\$2,514.40	\$2,681.28	Total P.M. Cost
\$0.00	\$0.00	Contracted Repairs-Body & Painting
\$3,134.11	\$2,619.66	Contracted Repairs (Not Including Body & Paint)
\$5,303.00	\$2,026.51	Building Renovations

BUILDING MAINTENANCE

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

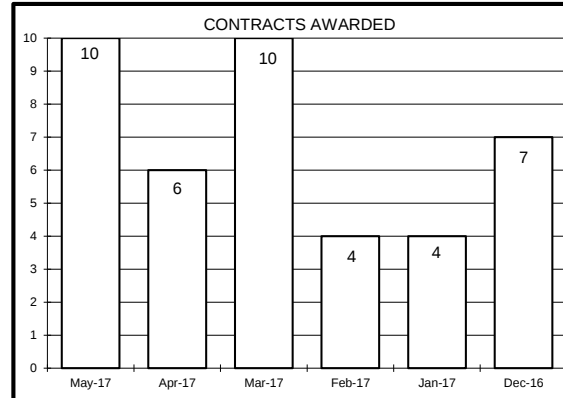
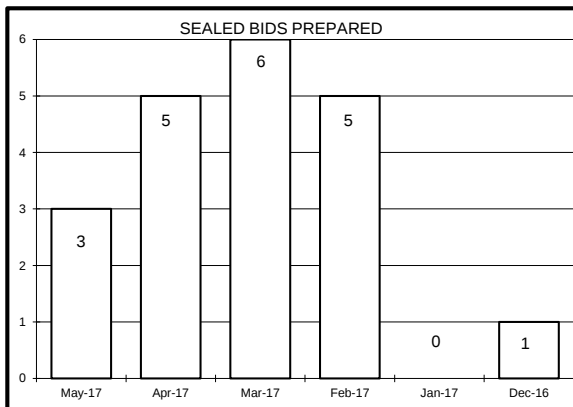
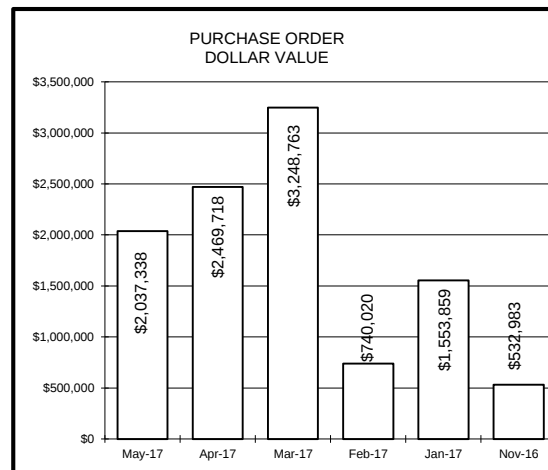
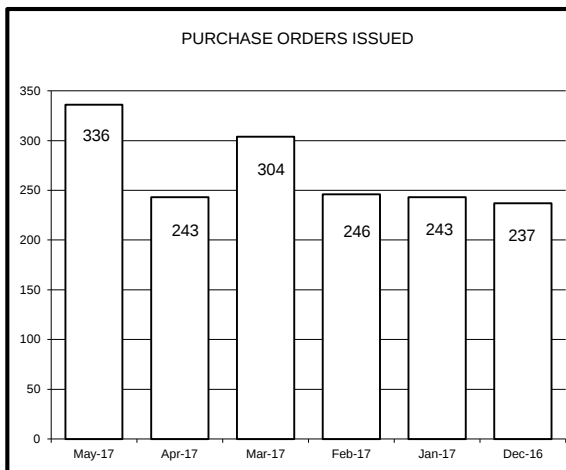
TO: Laurence Shaffer, City Manager

DATE: June 1, 2017

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - May 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

Engineering Services - Portage Road/Lakeview Dr. Intersection
 Engineering Services - Oakland Drive/Vanderbilt Ave. Intersection
 Local Street Mill & Fill Contract Change order
 Portage Road Reconstruction
 Chopin/Mozart Water Main Project
 Eliason Nature Reserve/Celery Flats Facilities Design
 East Romence Road Bikeway Repairs
 Computer Hardware Lease
 Employee Life and Disability Insurance
 Oakland Drive Resurfacing
 HVAC Maintenance
 Fire Station #2 Architectural Services

SEALED BIDS PREPARED

South Cemetery Asphalt Improvements
 City Sign Design
 Winters Drive Basin Rehab

- Five new claims were filed with MMRMA, three claims were settled.
- Purchasing staff added 13 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: June 16, 2017

FROM: Kendra Gwin, Deputy Director of Transportation & Utilities



SUBJECT: Transportation & Utilities Department Monthly Report for May 2017

The month of May 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 May 737 inspections were made by Suez personnel.
2. Suez personnel received 27 customer service calls throughout May.
3. Suez personnel responded to 29 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 135 million gallons of water were produced/pumped during the month of May. Production averaged around 4.4 million gallons of water per day during the month. Seven hundred sixteen water quality analyses were completed during the month.
5. Nine new meters were installed and 3 new service leads were required to be tapped during the month of May.
6. Miss Dig stakings were completed at 557 locations.
7. Two water main breaks occurred during the month of May at 5623 Meredith Street and 4492 Briarhill Drive.
8. Suez personnel cleaned a total of 11,120 feet of sanitary sewer and inspected and cleaned 43 manholes.
9. During May Suez swept 352 lane miles of streets.

In the transportation and utility areas, the following activities in May 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. Six 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 May 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. This spring, the groundwater levels rose 36” from previous high levels recorded in 2009. Homeowners in the Black Forest Drive area were being impacted by water in basement areas. The city installed a temporary hose to pump the retention basin in an effort to relieve the high groundwater table levels. The pump was removed on May 25, 2017.
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 May included the following:

1. Storm Water Basin Asset Plan – MDEQ SAW Grant

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. The final report has been submitted to the MDEQ. Project complete.

2. 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.

3. West Centre Avenue Intersections 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 80% complete.

4. 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. Construction is approximately 30% complete.

5. 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 99% complete.

6. 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.

7. 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 is underway.

8. Oakland Drive, Katie Court to West Centre Avenue

On May 9, 2017 City Council awarded a contract to Reith-Riley Construction Company in the amount of \$163,364.80. Construction to begin June 26, 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. Project is complete.

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. Construction is underway.

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. City Council awarded a contract to Lakeland Asphalt in the amount of \$759,181.86 on May 23, 2017. Construction start date pending.

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

Chopin Avenue and Mozart Street Watermain

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. City Council awarded a contract to Balkema Excavating in the amount of \$220,644 on May 23, 2017. Construction to begin July 2017.

Archwood/Cliffwood (water and sewer)

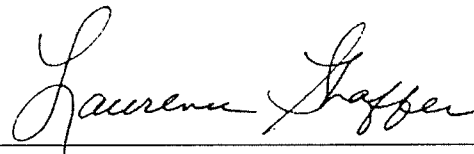
On December 13, 2016 City Council elected to cancel the Cliffwood/Archwood Special Assessment process and the project was terminated.

MATERIALS TRANSMITTED

Tuesday, June 13, 2017

1. TO BE REPLACED IN ITEM F.2 OF THE JUNE 13, 2017 CITY COUNCIL

AGENDA: Updated communication from the City Manager regarding the Delinquent Water & Sewer Bills, plus updated list attachment, as of Monday, June 12, 2017.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Delinquent Water and Sewer Bills - **UPDATED**

SUPPORTING PERSONNEL: William K. Furry, Director of Finance

ACTION RECOMMENDED: That City Council order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2017 will be transferred to the 2017 city tax roll and assessed against the property for which the services were furnished.

The City Manager is required to report to City Council on an annual basis those water and sewer bills which are unpaid as of March 31. In accordance with the city ordinances, unpaid water and sewer utility accounts considered to be uncollectible by the Finance Director are required to be reported to City Council on an annual basis. Unpaid utility accounts as of March 31, 2017 currently total ~~\$83,998.77~~ **\$77,166.14**. A listing, **updated to reflect accounts outstanding as of Monday, June 12, 2017**, is attached showing the delinquent accounts. A progressive series of six separate notifications have been issued to the customer/owner in accordance with city procedures, State laws and Municipal Code Section 82-374 through 82-376 and have not resulted in payment. State law allows the charges to remain with the associated property. According to Chapter 82, Division 7, Section 82-197, Lien for Unpaid Charges, Portage Code of Ordinances, the unpaid accounts are to be transferred to the city tax roll and assessed against properties to which the services are provided. Action by City Council to order notice to all applicable property owners that all unpaid water and/or sewer charges transferred to the 2017 city tax roll is requested to begin this process.

FUNDING: N/A

Attachments: Listing of delinquent accounts **UPDATED**

Delinquent UB to Tax List

Monday, June 12, 2017

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
00007-005-E	3629 W MILHAM AVE	BIRES, MICHAEL	BIRES, MICHAEL	457.81
00008-060-O	6133 OAKLAND DR	TWYMAN, JESSICA	JAMES, FE ADELAIDA P & MICHAEL	108.28
00010-220-O	6701 S WESTNEDGE AVE	LOGANS ROADHOUSE #414 - PREB	GLS PORTAGE LLC/ATT: PROP T/	8,589.56
00012-065-O	4416 E MILHAM AVE	LANGDON, TIFFANY	ROBERTS, RODNEY & ROSE	177.39
00016-206-O	7480 S WESTNEDGE AVE	MIMIS MOBIL LLC	KALAMAZOO INVESTMENT PROP	30.78
00016-395-O	1006 SCHURING RD	CROYLE, KENNETH	DAN PARKER PROPERTIES, LLC	369.19
00018-084-B	4591 ROMENCE RD	STEENSTRA, MARIJO	STEENSTRA, MARIJO	557.04
00018-187-O	7753 S 12TH ST	AUCUNAS, ALEX & BRANDY	K & M STRADT ENTERPRISES, LL	354.54
00021-105-O	8418 S WESTNEDGE AVE	KOWALIK, CHRISTINE	KOWALIK, C & BINGHAM, L TRUS	43.93
00021-150-A	1411 W CENTRE AVE	DERHAMMER EXCAVATING	DERHAMMER, TERRY D	233.82
00022-035-O	1316 E CENTRE AVE	GOLDACKER, DONNA	MULTANI, HARBHAJAN S	167.04
00022-100-O	912 E CENTRE AVE	AYALA, CARMEN	HALL, RUTH J & DAVID C TRUST	59.29
00022-245-O	8635 S WESTNEDGE AVE	RADCLIFF, KENDALL	BARRY, KENDALL M	311.16
00023-345-O	8817 PORTAGE RD	LALIBERTE, DONALD & GERRY	LALIBERTE, DONALD & GERRY	560.72
00023-347-O	8811 PORTAGE RD	LALIBERTE, DONALD & GERRY	LALIBERTE, DONALD & GERRY	560.72
00025-005-O	9044 EAST SHORE DR	RAFFERTY-POLK, VICKI	OCWEN LOAN SERVICING, LLC	923.90
00025-135-O	4719 NASH AVE	WILLIAMS, JOY	WILLIAMS, JOY A	66.95
00025-145-O	4729 NASH AVE	MENDHAM JR, PHILIP & JODI	MENDHAM JR, PHILIP L & JODI L	43.95
00025-155-O	4811 NASH AVE	PREUSSEL, JAMES	PREUSSEL, JAMES B	159.33
00026-146-O	2472 STANLEY AVE	FARRINGTON, LYNETTE	FARRINGTON, LYNETTE	2,775.11
00027-035-O	1110 SOUTH SHORE DR	RAAB, CAROLYN	RAAB SR, DONALD L & CAROLYN	557.36
00027-180-O	1213 BACON AVE	DENAWAY, JACOB	DENAWAY, JACOB	233.43
00029-018-O	1930 VANDERBILT AVE	KINGSNORTH, KATHERINE	KINGSNORTH, KATHERINE	467.42
00029-120-O	2306 VANDERBILT AVE	HOUSER, MICHAEL	HOUSER, MICHAEL	21.91
00032-071-O	10445 SHAVER RD	RED'S GRILL	R WAGNER ENTERPRISES LLC	962.37
00032-385-A	10648 SHAVER RD	10648 SHAVER, LLC	10648 SHAVER, LLC	72.35
00032-385-A	10648 SHAVER RD	JONES, AUTUMN	10648 SHAVER, LLC	357.33
00032-385-A	10648 SHAVER RD	COLLISON, LISA	10648 SHAVER, LLC	39.83
00032-480-K	10697 OAKLAND DR	CORNELL, JOANN	BLODGETT, TERRY W & CYNTHIA	241.56
00032-500-O	10748 OAKLAND DR	OCCUPANT - 10748 OAKLAND DR	STEPHENS M & ARCURAGI, M	7.41
00032-525-O	10648 OAKLAND DR	OERTEL, ETHAN & MELISSA	OERTEL, ETHAN C	654.72
00034-010-O	10130 PORTAGE RD	EAGLE VIEW GROUP, LLC	DEMMOND, BLAKE & CAITLYN	104.68
00220-012-O	113 BACON AVE	DUNCAN, GARY	DUNCAN, GARY	15.32
00220-016-O	217 BACON AVE	MCENTEE, DEBRA	MCENTEE, DEBRA	218.64
00292-021-O	7860 HARVEST LN	JAMES, BRIAN	JAMES, BRIAN & MUMININA	40.79
00340-126-O	8414 PORTAGE RD	WOJCIECHOWSKI, DAVID & SUE	RIDER, RYAN	43.62
00340-135-O	8314 PORTAGE RD	D SIMON ENTERPRISES LLC	LEGC, LLC	179.19
00460-035-O	8127 MONTE VISTA ST	ROGENSKI, JENNIFER	INCOMPLETE, LLC	46.56

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
00481-047-O	6831 EDGEFIELD ST	GAUTHIER, KRISTIN	WARDELL, TRACY	65.74
00490-010-O	7118 PROVENCE DR	KOCSONDY, ZOLTAN A.	KOCSONDY, ZOLTAN A	92.11
00490-025-O	7068 VENICE DR	GABEL, VALARIE	PERSKY, BRIAN & DANIELLE	196.01
00490-040-O	7173 PROVENCE DR	MATEUS, ANITA	MATEUS, ANITA	518.07
00491-054-O	7329 MILAN DR	BONNER, JENNIFER	BONNER, JENNIFER	457.26
00491-059-O	4659 BLACKBURN AVE	EBIG, NATHAN	EBIG, NATHAN & HEAD, LARISSA	244.59
00491-071-O	4611 SALZBURG CIR	GARCIA, MARC A	GARCIA, MARC & LISA	897.21
00491-113-O	7311 SALERNO CIR	HOYAT, MAIN	HAYAT, MIAN SAQIB	1,191.71
00492-133-O	4700 MARCEL AVE	MIFSUD, ROBERT & KIMBERLY	MIFSUD, ROBERT & KIMBERLY	724.97
00492-134-O	4720 MARCEL AVE	JANIK, DEBORAH	JANIK, MICHAEL G & DEBORAH M	438.05
00492-135-O	4750 MARCEL AVE	GILL, DAWOOD	GILL, DAWOOD K & RUTH	141.53
00541-058-O	2424 AVALON WOODS DR	UTASH, JACOB & BETHANY	NORWOOD, JACOB L	107.26
00604-076-O	9978 SAILOR CT	HESLEY, DALE	HESLEY, DALE	39.87
00940-003-O	5008 OLD COLONY RD	CORONADO, AUDREY	CORONADO, AUDREY & PAYNE, I	487.25
00940-057-O	5116 BRONSON BL	PRESSLEY, DAVID	PRESSLEY, DAVID	539.42
00940-069-O	5107 MAPLERIDGE DR	BROWN, BRIAN	BROWN, BRIAN & MARY	533.99
01000-054-A	8113 BROOKWOOD DR	HOSBEIN, HENRY & JILL	HOSBEIN, HENRY A & J M	680.48
01001-062-O	8333 CHARWOOD DR	NYBLOM, PATRICIA OR SHERYL	NYBLOM, SHERYL	653.80
01121-020-O	410 DAWNLEE AVE	MASON, EVELYN	CERVEN, DAVID P & PAMELA	102.37
01180-037-O	9336 QUARTER LINE DR	LONGJOHN, SUSAN K	LONGJOHN, SUSAN K	218.57
01241-029-O	8301 TRANQUIL ST	HARRIS, VANCE	HARRIS II, VANCE G	557.36
01241-033-O	8325 TRANQUIL ST	PARISH, ROBIN	CARCO INVESTMENTS LLC	92.99
01241-034-O	8331 TRANQUIL ST	PEEBLES, CHASTITY	FIRST AMERICAN FUNDING, LLC	402.18
01241-036-O	8343 TRANQUIL ST	WENTZEL, CINDY	WENTZEL, CINDY K	297.36
01241-038-O	1021 ORCHARD DR	THRASHER, CONNIE	THRASHER, CONNIE J	331.16
01241-046-O	8314 TRANQUIL ST	GETTYS, THOMAS	GETTYS, THOMAS & B	356.38
01241-056-O	814 SHUMWAY AVE	PICKETT, HALI	HANOUTE, LEWIS D	127.56
01241-058-O	802 SHUMWAY AVE	HILL, SARA	KEEGAN-SORTLAND, JOSHUA A	265.82
01241-074-O	915 SHUMWAY AVE	BOWERS, HEATHER	WALES-ISAACS, MICHELLE	297.56
01242-088-O	8444 LOVERS LN	MC CARTY, LAURA	MCCARTY, LISA D	6.63
01423-127-O	7654 CHIPPEWA ST	WALTERS PREB, ELIZABETH A	WALTERS, CARL H III & E A	154.55
01540-018-O	3219 COACHLITE AVE	KARPENKO, KELLY	STAGEKY HOLDINGS CORP	307.40
01721-050-O	6305 AVON ST	MUNYANSHONGORE, APRIL	MUNYANSHONGORE, ALAIN & AP	26.50
01723-185-O	1509 EDINGTON ST	SMITH, RACHAEL	NEWNUM, TIM J	59.40
01724-276-O	1720 BELLAIRE AVE	ROBINSON, LOUIS	ROBINSON, LOUIS AND KENDRA	165.18
01900-025-O	218 AMOS AVE	ROUSH, RUSSELL	ROUSH, RUSSELL J & J K	768.50
01900-031-O	326 AMOS AVE	DIMAS, TRISHA	DIMAS, SERGIO	406.99
01900-034-O	412 AMOS AVE	SHARPE, CAROLYN	WAIT, PATRICIA & EVANS, CAROL	129.76
01900-034-O	412 AMOS AVE	KNOX, JOHN	WAIT, PATRICIA & EVANS, CAROL	109.99
01900-040-O	417 AMOS AVE	WILLIAMS, KEN	WILLIAMS, KENNETH A	504.42
01900-052-O	205 AMOS AVE	HARPOLE, SHARLA	HARPOLE, JASON & SHARLA	266.10

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
01932-044-O	4665 BLACKTAIL AVE	LIN, JEFF & ANGELA	JUNH, JEFFRE & LIN, ANGELA	18.00
02200-032-O	527 DELLA ST	HILL, JUDITH	FH ENTERPRISES, LLC	158.63
02200-035-O	611 DELLA ST	ROE, ROBIN	ROE, LAWRENCE I & ROBIN E	34.14
02500-018-O	8510 OAKSIDE ST	LEGALLEY, MINDY	LEGALLEY, MINDY	372.08
02560-060-O	2319 FAIRFIELD RD	PATHIC, STEVEN	PERKINS, KELLEY	126.80
02560-063-O	2411 FAIRFIELD RD	MARTELL, ASHLEY	PETROPOULOS, ANGELOS & TSIL	545.65
02561-090-O	1816 BENDER RD	LABRIE, JEFF	FEDERAL HOME LOAN MORTGAG	13.04
02561-103-O	5107 GARDEN RD	JANK, LISA	JANK, LISA	367.12
02561-104-O	1913 BENDER RD	RICKSTAD, BRANDON	DOWNS, MORGAN	731.29
02561-122-O	2327 BENDER RD	RAAB, JACQUELINE	RAAB, P S & RAAB, J L	339.43
02561-144-O	2020 INDIAN RD	WINEKA, MEGHAN	KHABEIRY, NILE & WINEKA, M ME	388.99
02561-145-A	2012 INDIAN RD	SMITH, SCOTT B	SMITH, SCOTT B & A J F	977.55
02561-146-O	2002 INDIAN RD	BREESE, ANN MARIE	BREESE, GABRIEL & ANN MARIE	623.32
02561-156-O	2011 INDIAN RD	BARRETT, MELISSA	BARRETT, MELISSA	489.93
02561-164-O	1326 E KILGORE RD	GONZALEZ, JOSE G	GONZALEZ, JOSE G	358.26
02606-012-O	5229 SHAGBARK CT	LEWIS-BRAUSSARD, KATHERYN	LEWIS-BROUSSARD, KATHRYN	580.11
02607-022-O	4653 CHASEMOOR DR	BEAM, RICHARD & JENNIFER	BEAM, RICHARD & JENNIFER	367.89
02607-035-A	5141 CHASEMOOR CT	GRACIER, JANE	GRACIER, JANE E	364.01
02611-012-O	10373 SHUMAN ST	UELMEN, JOHN TRAVIS	MEISTER, ANDREW J	89.57
02680-006-O	9644 EAST SHORE DR	DERVAN JR, BERNARD F & VIVIAN	DERVAN III, BERNARD F - ET AL	157.66
02800-020-O	1727 MANDIGO AVE	DOORN, DEANNE	DOORN, DEANNE	32.29
02860-044-O	912 E OSTERHOUT AVE	SUNDMAN, ANGELA	PYPHI, MARKUS	569.07
02920-009-O	5226 GROSSE POINTE ST	ZIPPLE-MORRISON, KARL & DANIELLE	ZIPPLE- MORRISON KARLA AND I	1,010.80
02920-022-O	5229 GROSSE POINTE ST	COOPER, KATHY	COOPER, KATHY L	369.12
03040-059-O	405 CONNECTICUT DR	BRUNNER, SCOTT & KARRIE	MOOREHEAD, DANIELLE N	35.01
03161-021-O	6843 ISABELLE ST	GONZALEZ, RAYMOND & NORMA	GONZALEZ, RAYMOND & NORMA	1,483.21
03195-011-O	5759 BAY MEADOW TRL	SHAW, FRANKLIN	MCNEES, SCOTT & JOANNA	160.58
03582-103-O	2705 HILL 'AN' BROOK DR	SHORB, CHERI	HEMKER, LEILA & ALEX	96.95
03640-040-O	7023 CAPRI ST	HALL, NAPOLEON	HALL, NAPOLEON & PATRICIA	40.51
03700-037-O	5603 MONTICELLO AVE	HOWARD, ANNE	FETT, MELISSA A	304.81
03700-056-O	1413 ALICE AVE	DEAU, GAIL	BYERS, GERALDINE	321.87
03700-080-O	5908 MONTICELLO AVE	RICHTER, CHARLES	RICHTER, CHARLES W	184.17
03700-104-O	5835 MT VERNON AVE	NOEL-JONES, THERESA	KALSING PROPERTIES, LLC	133.12
03700-112-A	5739 MT VERNON AVE	DAVID, JESSE	DAVID, JESSE	392.90
03700-136-C	1695 QUAKER AVE	BELDEN, JACKIE	DENALI PROPERTY MANAGEMEN	222.72
03960-016-O	753 W KILGORE RD	ANDERSON, RICHARD	JERECO, LLC	89.71
04020-048-O	1600 ROMENCE RD	WYMAN, JEFFREY & DEE	WYMAN, JEFFERY W & DEE	21.05
04080-004-O	1330 BACON AVE	PINGEL, MIKE	PINGEL, MICHAEL J & A	80.75
04380-005-O	7105 S 12TH ST	WOODS, ANTHONY	WOODS, ANTHONY T	615.03
04380-019-O	7345 S 12TH ST	DEFOREST-PREB, MATTHEW	DEFOREST, MATTHEW	658.49
04380-019-O	7345 S 12TH ST	DEFOREST, MATTHEW	DEFOREST, MATTHEW	36.27

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
04380-026-O	4729 ROMENCE RD	SMITH, ADAM	SMITH, ADAM M	881.41
04440-003-O	10414 DEWBERRY ST	KREIS, CLIFFORD E	KALAMAZOO COUNTY TREASUR	337.32
04440-010-O	10411 DEWBERRY ST	BUTLER, KENNETH	LUC-LAFOREST, PIERRE ET AL	17.06
04440-011-O	10419 DEWBERRY ST	DOYLE, JAMES T	DOYLE, JAMES T	1,173.60
04501-140-O	5539 S SPRINKLE RD	WABER, DONNA	ORR, CHRISTOPHER	42.00
04501-188-O	5622 TIFFIN ST	GARD-LEONARD, DEBRA	GARD, JAMES K & DEBRA J	59.73
04501-198-O	5631 TIFFIN ST	SIETING, BRANDY	SIETING, BRANDY	140.59
04501-242-O	5729 MEREDITH ST	PEARL, AUTUMN	RHOADES, M & SOCHOR, TIM & S	9.89
04503-379-O	5823 CRANSTON ST	HATTENDORF, JEFF	HATTENDORF, JEFFREY J	506.80
04503-398-O	5814 BELARD ST	RODRIGUEZ, MEREJILDO	GURDWARA SINGH SABHA KALAI	435.62
04503-399-O	5808 BELARD ST	MARTIN, KATHLEEN	VILLAGOMEZ, ELIZABETH S	77.83
04620-011-A	10401 LLOY ST	CLARK, CURTIS L	SCHAUER, RON & KATHY	89.47
04680-011-O	8126 LAKE WOOD DR	KRIETZ II, CLARENCE & LISA	KRIETZ II, CLARENCE W & LISA J	28.81
04681-061-O	612 PROSPERITY DR	COVILLE, LAURA	COVILLE, LAURA	10.20
04683-145-O	8125 MAYFIELD ST	ZORBO, KRISTY	FLAGSTAR BANK, FSB	164.98
04740-023-A	1226 BACON AVE	MARTIN, AMBER	FED HOME LOAN MTG	127.67
04741-045-O	10126 TERRY LN	KERNELL, ANTHONY	KERNELL, ANTHONY	335.94
04742-070-O	726 KARENDALE AVE	CUNNINGHAM, DANIEL E	CUNNINGHAM, DANIEL & LINDA	122.15
04800-016-O	10019 LISZT ST	JANNENGA, DANIEL	JANNENGA, DANIEL R & REBECC.	421.75
04920-004-O	10527 S WESTNEDGE AVE	LARSON, KIMBERLY	LARSON, KIMBERLY	204.95
05400-038-O	607 W MELODY AVE	JOHNSON, MARILYNN	JOHNSON, RENEE A	27.71
05402-125-O	8831 DOLPHIN ST	MARSHALL, CARRIE	QUICKEN LOANS INC	504.49
05460-001-O	5922 ROANOKE ST	VLIEK, JESSICA	SCHROEDER, COURTNEY E	94.75
05460-038-O	5528 DEERFIELD ST	STACEY, DUARD	STACEY, DUARD - ET AL	265.17
05460-049-O	5645 ROANOKE ST	KENNEDY, SCOTT	DENALI PROPERTY MANAGEMEN	100.24
05460-068-O	5806 DEERFIELD ST	RUSSELL, BRITTANY ANN	SMITH, DORIS C	119.56
05460-134-O	5915 ROANOKE ST	WRIGHT, MITZI	R & J EQUITIES, LLC	506.34
05502-037-O	7233 PRESTWICK LN	GERGER, MARK	GERGER, MARK E & M A	306.83
05522-149-O	9511 CORDUROY ST	POOL, KATHY	POOL, KATHY A	672.66
05942-090-O	7826 WENDY LN	POUBLON, MICHAEL	MESCHKE, LAURA M & COLIN A	175.54
06000-008-O	9124 S WESTNEDGE AVE	UNDERLY, RICHARD	UNDERLY, RICHARD G	13.46
06360-004-O	915 LAKEVIEW DR	MOHANLAL, RAMON	MOHANLAL, RAMON W	87.28
06480-017-O	2118 RAMONA AVE	SPRAU, JAMES	SPRAU, JAMES E JR	6.52
06480-024-O	2127 LANSING AVE	ROBINS, TEAGUE	LAIRD, JORDAN E	36.05
06540-022-O	1815 GREENVIEW AVE	STEWART, MICHAEL	BLUEGRASS DEVELOPMENT LLC	57.51
06540-070-O	1803 FESCUE ST	WILLMS, KATHERINE	BGP, LLC	28.77
06540-084-O	6821 BUCKHORN ST	WILLIAMS, CORRINA	FEDERAL NATNL MORTGAGE AS:	304.37
06780-002-O	2328 PROSPERITY DR	REGISTER, ASHLEY	BYERS, GERALDINE	354.51
06840-014-O	315 CAMEO AVE	TIMMER, NELSON & HEATHER	DEVRIES, MORGAN L & JOHN M	260.52
06900-011-O	8911 WARUF AVE	WABER, MATT	WABER, MATTHEW & DONNA	38.51
06900-017-O	8841 WARUF AVE	PARE, MATTHEW	NICOLA, ROBERT	97.01

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
07020-001-O	5012 WOODMONT DR	VAN HORN, MICHELLE	BUCHANAN, MICHELLE	682.96
07020-003-O	123 W KILGORE RD	BYERS, LINDA	BYERS SR, MICHAEL & LINDA	435.98
07020-016-O	622 LANDSDOWNE AVE	MORRIS, JASON	MORRIS, JASON A & GRIGGS, JAC	1,013.81
07020-034-O	5124 MIDFIELD DR	FRAGA, PAIGE	FRAGA, MIGUEL	1,022.12
07020-052-O	5136 BRENNERTON DR	SWEENEY, CHRISTINE C	FEDERAL NATIONAL MORTGAGE	206.27
07020-087-A	5111 WOODMONT DR	SHELBY, MICHELLE	SHELBY, MICHELLE L	1,179.51
07021-137-O	5203 ALLARDOWNE ST	PHILLIPSON, RYAN	PHILLIPSON, RYAN	470.10
07022-165-O	526 CIRCLEWOOD SOUTH DR	CLARK, SARAH	CLARK, SARAH A	643.60
07022-166-O	604 CIRCLEWOOD SOUTH DR	SIMMONS, DEBI	SIMMONS, ANTHONY H & D	515.69
07082-058-O	6828 KEYSTONE ST	CAGNEY, CHASE	WOLTHUIS, L & ZONDERVAN, T	68.03
07160-039-O	7112 BOLINGBROOK DR	JONES, BERTHA	KAMATH, SREENIVAS & SOBHA	133.63
07200-032-O	8030 EDMONDS ST	BURCH-DARNER, JANICE	BURCH, JANICE	27.53
07200-051-O	8109 EDMONDS ST	SCHULTZ, MARY ELLEN	R & J EQUITIES LLC	216.89
07281-005-O	4728 NORFOLK CIR	HUGHES, JANET	REICHARD, C J TRUSTEE	52.91
07281-010-O	4768 NORFOLK CIR	PRESSLEY, CHRISTOPHER E	PRESSLEY, CHRISTOPHER	229.71
07380-003-A	209 E OSTERHOUT AVE	WISNER, EUGENE	SELENE FINANCE LP	286.45
07620-011-O	428 PECAN AVE	LAWS, BONNY	CHICKS PROPERTIES, LLC	55.88
07620-056-O	504 SOUTHLAND AVE	HARVEY, JAMES & ELISHA	HEERSEMA, JARED & PHYLICIA	70.81
07623-155-O	6236 PEACHTREE ST	ASHMORE, DALE	ASHMORE, DALE & KIMBERLY	58.28
07623-160-O	6316 PEACHTREE ST	GETTYS, DANIEL	BACON, CHARLES & JANET	52.88
07740-001-O	5011 STONEHENGE DR	SCHAUER, ROBERT T.	SCHAUER, ROBERT T	278.01
07800-024-O	7162 MARFIELD ST	THUROW, CRYSTAL	BOHNE, AARON M	79.32
07860-022-O	2226 SUGARLOAF AVE	PENA, JONI	PENA, JONI A	38.85
08220-018-O	5327 WISTERIA ST	ESTRADA, BRIAN	HICKOK, SUSAN G	547.27
08220-043-O	5336 AZALEA ST	CLEVELAND, MARK A & C N	CLEVELAND, MARK A & C N	391.36
08220-062-O	325 ANDY AVE	HANNAHS, JOSHUA	HANNAHS, JOSHUA & LAURA	567.79
08280-004-O	1901 W KILGORE RD	GARCIA, FRANKIE	GARCIA JR, F & MARTINEZ L	15.46
08282-106-O	5203 OAKLAND DR	LA SALA, LUCAS J	BERGREN, JOSHUA & CLAIRE	130.76
08340-010-O	7136 LOVERS LN	OLSON, EDGAR	OLSON, ED	48.71
08403-132-O	6749 BRIGHAM ST	RADOSH, WALTER	RADOSH, W A & R J	84.43
08580-001-O	428 E CENTRE AVE	JOHNSON, BEVERLY	FOSTER, W & BOWEN-FOSTER, K	296.06
08580-015-O	8211 WAYLEE ST	PARRY, MICHAEL & HEATHER	KUBASIAK, K R & BEAUDRY, Z J	248.34
08580-019-O	406 E CENTRE AVE	RICE, KELSEY	FISH INVESTMENTS LLC	208.29
08700-039-O	5324 RUGBY ST	MCMINN, EMILY	SPRAY, JEFFREY L	92.67
08760-009-O	5927 DOWNING ST	WIITANEN, ZACH	WIITANEN, AMBERLEE	62.68
08760-009-O	5927 DOWNING ST	GONZALEZ, JODI	WIITANEN, AMBERLEE	152.83
08763-140-O	5724 ALTEN ST	BROWN - PREB, RELIJAH D	BROWN, RELIJAH	159.35
08764-157-O	5728 DOWNING ST	CHAMBERLAIN, LESLIE	LARGENT, DUSTIN J	20.32
08764-179-O	5823 DOWNING ST	ANEED, NICHOLAS	CARCO INVESTMENTS LLC	33.35
08820-016-O	2004 E CENTRE AVE	KEHL, LESLIE	ECKERT, STUART & D	191.52
08820-024-O	1923 PLEASANT DR	BROOKS, KATHRYN	BROOKS, SCOTT & KATHRYN	602.03

Parcel #	Service Address	Customer Name	Owner Name	Delq Amount
08820-024-O	1923 PLEASANT DR	DOWNS, LYNDSEY	BROOKS, SCOTT & KATHRYN	90.37
08820-042-O	1820 PLEASANT DR	AILES, RICHELLE	AILES, RICHELLE L	6.17
08820-064-O	1725 PROSPERITY DR	WARNER, ANDREA	WARNER, ANDREA E	10.64
08880-055-O	1308 LAKEVIEW DR	RIDENOUR, CHRISTINA	MCCOY, THOMAS M	36.58
09000-011-O	1423 ORCHARD DR	BROWN JR, JOHN W	BROWN JR, JOHN & CAROLINE	557.36
09000-032-A	1418 ORCHARD DR	BROWN, CHESTER	BROWN, CHESTER & ANNETTE	557.36
09000-032-B	1410 ORCHARD DR	NFH CAPITAL PARTNERS I, LLC	ADAMS, TRAVIS	113.86
09000-033-A	1402 ORCHARD DR	NEEDHAM, JODI	NEEDHAM, JODI	486.82
09000-039-O	1317 JONATHON DR	EGAN, SHANNON	DARROW, SHANNON A	522.70
09000-041-O	1413 JONATHON DR	PEARSON, JEFF & JULIE	WRK GROUP, LLC	44.91
09056-021-O	5911 NEVADA AVE	ROBSON, BRANDON	COLLINS, CHERI	81.29
09056-021-O	5911 NEVADA AVE	THOMPSON, DILLON & CARMEN MORF	COLLINS, CHERI	93.63
09056-045-O	5928 DAKOTA AVE	HUGHSON, SAMUEL	HUGHSON JR, SAMUEL & MARSH	199.26
09057-043-O	5924 NEVADA AVE	VANFULPEN, THOMAS G & P A	VANFULPEN, THOMAS G & P A	557.36
09061-020-O	5747 NEVADA AVE	LEWIS PREB, EVELYN	LEWIS, EVELYN A	475.65
09061-020-O	5747 NEVADA AVE	LEWIS, EVELYN	LEWIS, EVELYN A	131.23
09062-021-O	5743 DAKOTA AVE	MEYER, KRISTIN	MEYER, KRISTIN	355.33
09062-023-O	5739 DAKOTA AVE	CONNORS, ROBIN	CONNORS, ROBIN K	331.15
09063-035-O	5740 MISSOURI AVE	NEMEDI, JOHN C	KALAMAZOO COUNTY TREASURER	1,255.05
09064-041-O	5812 OHIO AVE	HODKINS, DANIEL	HODGKINS, DANIEL A II	229.71
09066-023-O	5739 GEORGIA AVE	CLAYBAUGH, JOSEPH	HOFFMAN, GERARD L	141.09
09300-025-O	7011 WINTER FOREST DR	BROTHERS, THOMAS & MELANIE	GLENN, DEMETRICE D	84.97
09360-040-O	10131 WOODLAWN DR	DONALDSON, JAMES B	DONALDSON, JAMES B & L A	76.15
09360-042-O	10139 WOODLAWN DR	VENDEVILLE, DINAH	WHITMAN HOLDINGS II, LLC	301.87
09360-049-O	10169 WOODLAWN DR	HOSNER, IRA	NORMAN, DENNIS L TRUST	123.71
09451-022-O	2179 WOODY NOLL DR	GRAY, JANET	GRAY, JANET	43.95
09451-030-O	2414 WOODY NOLL DR	CATO, CHRISTOPHER	CATO, CHRISTOPHER R	364.48
09484-137-O	7320 STARBROOK ST	BOYER, NICKOLAS & MARY	GEERING, JARRET & KAYCE	16.52
09485-186-O	1720 WOODLAND DR	BUCHER, LINDSAY	BUCHER, LINDSAY A	59.99
09540-012-E	8908 BALMORAL ST	WHITNEY, NICOLE	LEBIECKI, MEGAN	46.88
22222-222-Z	8415 W LONG LAKE DR	HETTINGA, TIM	HETTINGA, TIM	54.47
44444-444-Z	1577 E T AVE	COVILLE, LINDA	COVILLE, KELLY	56.67
Total Accounts 234			Total:	\$77,166.14

Report Generated: 6/12/2017 4:13 PM
Report Options: All Accounts