FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
JULY 11, 2017

7:30 p.m. Call to Order.

Invocation:

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Approval of City Council Meeting Minutes.

1. Regular Meeting Minutes of June 27, 2017.
2. Pre-Meeting Minutes of July 10, 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 July 11, 2017 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

* 1. Communication from the City Manager recommending that City Council approve the revisions to the:

   1. CDBG Program FY 2017-18 Annual Action Plan; and
   2. FY 2017-18 Human/Public Service allocations.

* 2. Communication from the City Manager recommending that City Council adopt a resolution to participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program and authorize the City Manager to execute a Memorandum of Understanding with the MEDC.

* 3. Communication from the City Manager recommending that City Council approve the purchase of:

   1. one (1) DS 450 High-Throughput Scanner & Tabulator in the amount of $36,416;
   2. one (1) ExpressVote Universal Voting System in the amount of $2,697; and
   3. a five-year maintenance contract in the amount of $57,565

   from Election Systems & Software (ES&S) and authorize the City Manager to execute all documents on behalf of the city.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Public Schools Regular Business of May 22 and Committee of the Whole Work Session of June 12, 2017.

J. Council Committee Reports:

1. Communication from the City Council Community Survey Committee recommending that City Council:

    1. award a contract to the Kercher Center for Social Research at Western Michigan University in the amount of $11,206 to conduct the 2017 Portage Community Survey;
    2. approve changes to the annual survey document as recommended by the City Council Community Survey Committee; and

    authorize the City Manager to execute all related documents.

K. New Business:

L. Bid Tabulations:

M. Other City Matters:

1. Statements of Citizens.
2. From City Council and City Manager.
3. * Reminder of Meetings:

    a. Wednesday, July 12, 8:15 a.m., Historic District Commission, City Hall Room No. 1.

    b. Wednesday, July 12, 9:00 a.m., Historic District Commission Study Committee, City Hall Room No. 1.

    c. Wednesday, July 12, 2:00 p.m. and 6:00 p.m., Fire Code Public Hearings, Council Chambers.

    d. Wednesday, July 12, 6:30 p.m., Park Board, Ramona Park followed by Lakeview Park at 7:15 p.m.

    e. Wednesday, July 12, 7:00 p.m., Environmental Board, City Hall Room No. 1.

    f. Wednesday, July 19, 2;30 p.m., Senior Citizen Advisory Board, Portage Senior Center.

    g. Thursday, July 20, 7:00 p.m., District Library Board, Portage District Library.

    h. Thursday, July 20, 7:00 p.m., Planning Commission, Council Chambers.

* N. Materials Transmitted.

1. Materials Transmitted of June 27, 2017.

Adjournment.

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.1.
JULY 11, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT:

SUPPORTING PERSONNEL:

ACTION RECOMMENDED:

FUNDING:

Attachments: 1. Regular Meeting Minutes of June 27, 2017.

DRAFT

CITY COUNCIL MEETING MINUTES FROM JUNE 27, 2017

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

At the request of Mayor Strazdas, Associate Pastor Kyle Tade of the Portage United Church of Christ gave an invocation and City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Regular Meeting Minutes of June 13, 2017, as presented. Upon a voice vote, motion carried 7 to 0.
Motion by Reid, seconded by Randall, to approve the Pre-Council Meeting Minutes of June 26, 2017, as presented. Upon a voice vote, motion carried 5 to 0 with Councilmember Urban and Mayor Pro Tem Ansari abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Randall to read the Consent Agenda. Councilmember Reid asked that Item L.3, Lakeview Park Tennis/Pickleball Court Upgrades – Bid Tabulation, be removed from the Consent Agenda. Motion by Randall, seconded by Ansari, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JUNE 27, 2017:** Motion by Randall, seconded by Ansari, to approve the Accounts Payable Register of June 27, 2017, as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **PROFESSIONAL SERVICES CONTRACT: SCHOOL CROSSING GUARDS:** Motion by Randall, seconded by Ansari, to 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. Upon a roll call vote, motion carried 7 to 0.

* **PROPOSED THREE-YEAR LABOR AGREEMENT WITH THE PORTAGE POLICE COMMAND OFFICERS ASSOCIATION:** Motion by Randall, seconded by Ansari, to 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). Upon a roll call vote, motion carried 7 to 0.

* **MAY 2017 ENVIRONMENTAL REPORT:** Motion by Randall, seconded by Ansari, to receive the communication from the City Manager regarding the May 2017 Environmental Summary Report as information only. Upon a roll call vote, motion carried 7 to 0.

INTRODUCTION OF TRANSPORTATION & UTILITIES DIRECTOR ROGER BUELL: City Council received an introduction of Transportation & Utilities Director Roger Buell from Mr. Shaffer. Mr. Shaffer reminded Council that Mr. Buell was confirmed as the Director of Transportation & Utilities at the last Regular City Council Meeting and reviewed his credentials and work history. Discussion followed.

COMMUNICATIONS:

ANNUAL UPDATE FROM THE HISTORIC DISTRICT COMMISSION (HDC): At the request of Mayor Strazdas, Historic District Commission Chair Katie vanLonkhuyzen, 6638 Angling Road, introduced herself as both Chair and historical homeowner. She reviewed the credentials of the fine group of Historic District Commissioners, who currently serve, and proceeded with her report. She indicated that the most exciting that has happened for the Commission so far this year was their Annual Event at American Hydrogeology Corporation, 6869 Sprinkle Road, hosted and sponsored by Mick Lynch. She said the attendance was outstanding. She spoke with great enthusiasm about the event, said they had a special speaker, a mini-expo of different contractors who could work on historic properties, and many interested citizens who got to tour Mick Lynch's buildings on site. Discussion followed. She alluded to the participation of the very active Commission with the Park Board, the Youth Advisory Committee Greenathon and future events as an outreach effort along with the use of social media. She reviewed the challenges associated with increased enthusiasm of the public and the ensuing issues related to the "demolition of historic properties by neglect" owing to a lack of enthusiasm from the homeowner, and explained.

At the request of Mayor Strazdas, Ms. vanLonkhuyzen outlined the Portage Historic District. She explained that most cities have a geographically defined District, but the Portage District is all over the City because the City began as an agricultural community. She indicated the District is mostly based on farm structures, is defined by actual properties, and not by a geographically defined neighborhood like in Kalamazoo, for example. Discussion followed. She described the importance of an historic structure by saying that she considers herself a steward in the District, and explained the need for longevity and historical retention as essential 100 years from now so people can view her house with the same passion as she. Discussion followed.

Councilmember Reid asked how citizens can connect on social media with the Portage Historic District Commission, and Ms. vanLonkhuyzen referred her to the HDC Facebook page, Portage Historic District Commission Facebook.

Councilmember Randall complimented Ms. vanLonkhuyzen on her historic home. When she asked if the Portage Historic District is growing, Ms. vanLonkhuyzen informed her that it cannot grow, even though some homeowners have expressed an interest, because the State will not allow expansion at this time no matter what the age of the home. Councilmember Randall asked once a home is in the District and a new buyer is not interested in being in the District anymore, is it possible to get out of the District. Ms. vanLonkhuyzen indicated that it is a "forever" commitment, but the homeowner could go through a removal process. However, she pointed out that there has not been a removal during her timeframe with the District. She explained the purpose of the District is to protect the house for the public for the long term. She stressed the importance of the disposition of people who buy an historic home and their regard for its heritage and significance. Discussion followed.

Motion by Ford, seconded by Randall, to receive the Annual update from the Historic District Commission. Upon a voice vote, motion carried 7 to 0.

PRESENTATION FROM SEAN MCBRIDE, EXECUTIVE DIRECTOR OF KALAMAZOO COUNTY TRANSIT AUTHORITY (KCTA), AND CCTA/KCTA BOARD CHAIR LINDA TEETER: CCTA/KCTA Board Chair Linda Teeter, 3757 Cedar Ridge Road, Kalamazoo, deferred to Sean McBride, Executive Director of Kalamazoo County Transit Authority (KCTA), who thanked Councilmembers Pearson and Urban for their yeoman's work over the years. He cited consolidation as the main Public Transit accomplishment since October 1, 2016. He outlined some of the services of Kalamazoo Regional Transit; two the main reasons to use Public Transit, getting to work and getting to school; Metro County Connect Service; direct service to the Battle Creek VA Hospital for our veterans; Sunday and Late Night Service; eleven Community Service Vans for non-profit organizations; Bus Service; Service Changes, Bus Ridership; and Bus Routes. He talked about specific bus routes, Service Highlights, Website Update, Download MyStop Apps, Bus Stop Shelters, and Transit System Funding, capital expenditures, and the importance of community support and partnerships for Public Transportation. Discussion followed.

Mayor Strazdas welcomed Ms. Teeter back, and she spoke to the various anachronisms referenced by Mayor Strazdas at the beginning of the discussion, explained the evolution of the resultant Authorities that were formed, and outlined the boundaries of each of the Authorities. She also thanked Councilmembers Pearson and Urban for their leadership and participation in the CCTA. She spoke in favor of Public Transportation. She reviewed some of the various historical elements related to Public Transportation, the mass transit study from Chicago as the impetus to provide the bus service in Kalamazoo County today, and the importance to economic development in the greater community. She distinguished the two Authorities, indicated that both meet on the second Monday of the month, and emphasized they both have the same goals. Discussion followed regarding the tragic accident on Oakland Drive where an individual hit a bus at a rate of speed of 100 miles per hour.

Motion by Ansari, seconded by Reid, to receive the presentation from Sean McBride, Executive Director of Kalamazoo County Transit Authority (KCTA), and CCTA/KCTA Board Chair Linda Teeter. Upon a voice vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: City Council received the minutes of the Portage Zoning Board of Appeals of May 22, 2017, and the Portage Planning Commission of June 1, 2017.

COUNCIL COMMITTEE REPORT:

PUBLIC MEDIA NETWORK (PMN) BOARD: Councilmember Reid indicated that the Board is working toward identifying a new Executive Director for the Public Media Network Board and the Search Committee has identified two potential candidates. Discussion followed. Motion by Ford, seconded by Ansari, to receive the report from Councilmember Reid regarding the PMN Board. Upon a voice vote, motion carried 7 to 0.

BID TABULATIONS:

*** WINTERS DRIVE BASIN REHABILITATION PROJECT – BID TABULATION:** Motion by Randall, seconded by Ansari, to 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. Upon a roll call vote, motion carried 7 to 0.

*** SOUTH CEMETERY PARKING LOT OVERLAY – BID TABULATION:** Motion by Randall, seconded by Ansari, to 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. Upon a roll call vote, motion carried 7 to 0.

LAKEVIEW PARK TENNIS/PICKLEBALL COURT UPGRADES – BID TABULATION: At the request of Mayor Strazdas, Councilmember Reid reviewed the request and pointed out that the City had approached four different companies for bids and only one of the companies actually submitted a bid. She indicated she had asked the Administration to find out why the three companies did not submit a bid because it is hard for Council to know if this is a good bid or not. She revealed that one company was contacted, and that company said the reason they did not bid was because they had so much work that they didn't need to bid anymore. She noted that this is a project that could have been anticipated, and the reason for bringing this matter forward was to bid earlier on summer projects in order to get bids from multiple companies to ensure the very best price. She said she is not sure if this is a good price or a bad price because it is the only price, and the bid process is one way that the City can work to try to get the best price possible so we can be good stewards. Discussion followed.

Mr. Shaffer acknowledged that Councilmember Reid made an excellent point and indicated that typically the City works very hard to get the bid process out in a timely fashion so the contractors can anticipate fitting the project into the summer schedule. However, he said that this project had two characteristics that compelled us internally to try to move this along as expeditiously as possible: first, pickleball has become very popular, so resurfacing of the tennis/pickleball courts as soon as possible and expediting the project became very important; and, second, the City employees removed all of the asphalt and all of the underground, packed it again, put in all new concrete and prepped it; and, we were never quite sure when that project was going to end. Nevertheless, he said those two factors aside, we should do a better job of timing these bids in order to ensure we get the most number of bidders.

At the request of Mayor Strazdas to get a motion on the floor for discussion, motion by Reid, seconded by Randall, to 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. There being no discussion, upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Randall attributed the new Dog Park in part to the efforts of Councilmember Ford, a topic he campaigned on, and she thanked Zoetis for their $10,000 donation. She noted that now that the grass has grown, the ribbon-cutting will be Thursday, June 29, 2017, at 11 a.m. and invited all to attend. She also promoted the Summer Concert Series and the 126th Army Concert Band, who were excellent last year. She said the concert is free to the public and is sponsored by Portage and Discover Kalamazoo, and is at 7 p.m. on Thursday, July 6, 2017. Discussion followed.

Councilmember Ford welcomed Transportation & Utilities Director Roger Buell to the City.

Councilmember Pearson concurred with Councilmember Randall regarding the Dog Park by noting that the Parks Department delayed the Dog Park many times; nevertheless, Councilmember Ford was passionate about the Dog Park and put it on the front burner. He described the two segment park, and promised there would be local vendors with refreshments for both canines and humans at the ribbon-cutting ceremony. He then announced that the Portage Rotary Club would sponsor the 4th of July Fireworks at McCamley Field on July 3, 2017, with a rain date of July 4. He said that the gates open at 6 p.m., fireworks start at dusk, and there is no charge, but donations are accepted. He emphasized that it is the businesses and generous citizens who pay for it and the City provides Police, Fire and some insurance needs. Finally, he indicated fireworks can only be set off the day before, the day of and the day after a holiday by State law. Discussion followed.

Mayor Pro Tem Ansari recognized the Parks Department for organizing a picnic on Oakland Drive that was a huge success.

Mayor Strazdas reflected on spending a day with the Curious Kids Program on Friday, June 23, 2017, where over 1,000 participated. He indicated that he joined Firemen and Construction Workers to speak about their different careers. He said it was fun talking with them with their curiosity and about their future and their careers.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Randall, seconded by Ansari, to receive the Departmental Monthly Reports of March. Upon a roll call vote, motion carried 7 to 0.

* **MATERIALS TRANSMITTED:** Motion by Randall, seconded by Ansari, to receive the Materials Transmitted of June 13, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:31 p.m.

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James R. Hudson, City Clerk

* **Indicates items included on the Consent Agenda.**

MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JULY 10, 2017

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

Councilmember Randall asked if there will be a person to do an invocation and City Clerk James Hudson replied that he is still looking for one.

Under Item J.1, 2017 Community Survey, Councilmember Pearson suggested a question regarding receipt of the *Portager* via e-mail. He pointed out that on Student Mayor and Council for the Day, the students consistently reveal that they do not read the *Portager*. He asked for a question on the Survey addressing this, and gave the example of the receipt of the Portage District Library Newsletter via e-mail which he reads, then discards. Councilmember Reid pointed to Question #26 of the Survey: "What is your preferred method of obtaining information about what is going on in Portage city government? (Check all that apply.)" She agreed that the options are different from e-mail. Councilmember Pearson concurred and inferred it needs to be on the survey in some way. Councilmember Reid agreed this is a good idea, but said there was no need for a question on the Survey and offered that the City could start giving the option of getting it by e-mail for a year and see how it goes because the Post Office has to deliver to all households currently. Mayor Strazdas indicated that this option was looked at some months ago, and if a citizen wants the electronic version instead of the paper version, this would require that the U.S. Mail alter the database and this became an issue. City Manager Larry Shaffer offered to research the matter.

Councilmember Randall referred to Question #7 of the Survey, recognized the deficit, but expressed her preference that a dollar amount be included, and Councilmember Pearson concurred and offered the suggestion of a percentage option. Councilmember Reid concurred saying the user fees only cover 30% of the cost to operate the ice rink, for example, and Mr. Shafer indicated that he would put a number to this.

With regard to 9-1-1 emergency dispatch services in Portage, Councilmember Randall contrasted the question, "Have you ever used 9-1-1?" with the Marijuana questions which ask, "Do you want this or that?" Councilmember Reid responded that the decision to consolidate has already been made, so the 9-1-1 question becomes a funding question, not a survey question of whether 9-1-1 is either wanted or not.

Mayor Strazdas congratulated the Survey Committee on the fine job they did covering all of the issues that arose over the past year and thanked them for their work.

Councilmember Pearson asked about the low number of applicants for the Special Meeting and why there was so much time allotted to each vacancy. Mr. Hudson responded that at the time the communication was generated, there was hope that more applicants would respond to the Tom Haroldson article, but to no avail.

Councilmember Randall indicated that Dr. Richard Dirrenberger expressed an interest in the Kalamazoo County Consolidated Dispatch Authority Citizen Ad Hoc Committee, had read all of the materials regarding Consolidated 9-1-1 and had a great interest in its success, probably due to his profession as a physician. Mayor Strazdas moved the Special Meeting from 5:30 p.m. to 6:00 p.m. and asked that everyone be contacted.

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

James Hudson, City Clerk

PORTAGE A Natural Place to Move

CITY COUNCIL AGENDA ITEM C.1.
JULY 11, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

Laurence Shaffer

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of July 11, 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 18, 2017 through July 2, 2017 and notes $475,524.42 in automated clearing house payments, $1,091,997.91 in paper checks and $18,959.66 in auto-pay payments for a grand total of $1,586,481.99.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER
Check Dates From: 6/18/2017 To: 7/02/2017

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
06/26/2017	7037(A)	A I S CONSTRUCTION EQUIP. CO.	PUMP RENTAL	3,825.84
06/26/2017	7038(A)	A-1 SIGNS	PROJECT SIGNS	87.00
06/26/2017	7039(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	4,824.50
06/26/2017	7040(A)	AMERICAN SAFETY & FIRST AID	OPERATING SUPPLIES	289.26
06/26/2017	7041(A)	AUTOMATIC MICROFILM CO.	RECORD STORAGE	973.90
06/26/2017	7042(A)	C D W GOVERNMENT, INC.	WIDE SCREEN MONITORS	1,188.47
06/26/2017	7043(A)	CARRIER & GABLE	STREET NAME SIGNAGE	9,334.00
06/26/2017	7044(A)	CHARTER COMMUNICATIONS	CABLE TV	102.81
06/26/2017	7045(A)	CLEANIT CORP	CAR WASHES	281.97
06/26/2017	7046(A)	CONSUMERS CONCRETE CORP.	DRAINAGE SUPPLIES	821.25
06/26/2017	7047(A)	CROWN TROPHY	CHAMP TROPHY	327.60
06/26/2017	7048(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERV	97.95
06/26/2017	7049(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEMS	3,960.40
06/26/2017	7050(A)	ETNA SUPPLY, INC.	REPAIR AND MAINTENANCE	26.00
06/26/2017	7051(A)	F D LAKE COMPANY	CHAIN INSPECTION	160.00
06/26/2017	7052(A)	FARM N GARDEN	FENCE SUPPLIES	34.50
06/26/2017	7053(A)	GREATER KALAMAZOO UNITED WAY	CONTRIBUTIONS	755.84
06/26/2017	7054(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST SERVICE	205.00
06/26/2017	7055(A)	KAHN, WILMA	PROGRAM INSTRUCTOR	264.00
06/26/2017	7056(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	185.05
06/26/2017	7057(A)	LOWE'S HOME CENTER	OPERATING SUPPLIES	19.66
06/26/2017	7058(A)	MATERIALS RESOURCES	SUPPLIES	130.40
06/26/2017	7059(A)	MEJEUR ELECTRIC LLC	ELECTRICAL REPAIRS	145.00
06/26/2017	7060(A)	MUNICIPAL CODE CORPORATION	MUNICODE ADMINISTRATION	450.00
06/26/2017	7061(A)	ONE WAY PRODUCTS	CAN LINERS	746.26
06/26/2017	7062(A)	PORTAGE FIREFIGHTERS	DUES FOR JUNE 2017	1,726.08
06/26/2017	7063(A)	PORTAGE ON-CALL FIREFIGHTERS	DUES FOR JUNE 2017	100.00
06/26/2017	7064(A)	PORTAGE POLICE OFFICERS ASSOC	DUES FOR JUNE 2017	714.00
06/26/2017	7065(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	61.19
06/26/2017	7066(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	167,775.40

Check Date	Check	Vendor Name	Description	Amount
06/26/2017	7067(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	DUES FOR JUNE 2017	443.06
06/26/2017	7068(A)	W W GRAINGER INC	MAINTENANCE SUPPLIES	285.06
06/26/2017	7069(A)	WARNER NORCROSS & JUDD LLP	LABOR SERVICES	3,975.00
06/26/2017	7070(A)	WEST SHORE SERVICES, INC	REPAIRS TO SIREN SIT	1,392.50
06/26/2017	7071(A)	WOLVERINE POWER SYSTEMS	GENERATOR RELACMENT	2,789.99
06/30/2017	7072(A)	A I S CONSTRUCTION EQUIP. CO.	TINK CLAW BLADES	3,575.00
06/30/2017	7073(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	5,278.70
06/30/2017	7074(A)	AIRGAS GREAT LAKES	FIRE OPS SUPPLIES	1,344.89
06/30/2017	7075(A)	ALL-PHASE ELECTRIC SUPPLY CO.	LIGHTING SUPPLIES	180.00
06/30/2017	7076(A)	AMERICAN SAFETY & FIRST AID	DPS FIRST AID SERVICE	241.74
06/30/2017	7077(A)	APOLLO FIRE APPARATUS REPAIR	FIRE APPARATUS REPAIR	221.32
06/30/2017	7078(A)	AUMACK, MICHAEL	UMPIRE PAYROLL	400.00
06/30/2017	7079(A)	AUTOMATIC MICROFILM CO.	IMAGING SERVICES	257.68
06/30/2017	7080(A)	BELL EQUIPMENT COMPANY	SWEEPER RENTAL	20,000.00
06/30/2017	7081(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	117,223.10
06/30/2017	7082(A)	BYHOLT INC.	SAND AND GRAVEL	3,182.27
06/30/2017	7083(A)	C M P DISTRIBUTORS, INC.	UNIFORM VESTS	1,465.00
06/30/2017	7084(A)	CAPITAL ADVANTAGE LEASING	PURCHASE OF DISCOUNT	1,100.00
06/30/2017	7085(A)	CARRIER & GABLE	TS MAINTENANCE SUPPL	22,286.00
06/30/2017	7086(A)	DELTA DENTAL PLAN OF MICHIGAN	JULY 2017 DELTA DENT	17,921.42
06/30/2017	7087(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC SUPPLIES	2,147.47
06/30/2017	7088(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SECURITY SYSTEM FEES	6,011.80
06/30/2017	7089(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	4,739.50
06/30/2017	7090(A)	GORDON WATER SYSTEMS	WATER SERVICE - DPS	142.25
06/30/2017	7091(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL AT DPS	113.00
06/30/2017	7092(A)	INDUSCO SUPPLY CO., INC.	PAPER PRODUCTS	460.50
06/30/2017	7093(A)	IP CONSULTING, INC.	RECORDING SOFTWARE	1,745.25
06/30/2017	7094(A)	J & J LAWN SERVICE, INC.	MDOT PROPERTY LANDSCAPE	5,120.00
06/30/2017	7095(A)	J. ALLEN & CO. INC.	BIKEWAY ASPHALT REPAIR	24,323.96
06/30/2017	7096(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	270.00
06/30/2017	7097(A)	KIEL, MICHAEL	UMPIRE PAYROLL	210.00
06/30/2017	7098(A)	LAWSON PRODUCTS, INC	FASTENERS FOR FLAGS	104.66

Check Date	Check	Vendor Name	Description	Amount
06/30/2017	7099(A)	LEWIS PAPER PLACE, INC.	8.5 X 11 PAPER	31.71
06/30/2017	7100(A)	MAURER'S TEXTILE RENTAL SERVICES	UNIFORM RENTALS	1,472.77
06/30/2017	7104(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL	230.00
06/30/2017	7105(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	142.50
06/30/2017	7106(A)	OGDEN, JESSE	UMPIRE PAYROLL	84.00
06/30/2017	7107(A)	ONE WAY PRODUCTS	CAN LINERS	554.61
06/30/2017	7108(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,179.08
06/30/2017	7109(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MGMT	758.00
06/30/2017	7110(A)	PREIN & NEWHOF	ENGINEERING SERVICES	164.00
06/30/2017	7111(A)	RIDGE AUTO NAPA	AUTO SUPPLIES	33.42
06/30/2017	7112(A)	ROBINSON, KEVIN	UMPIRE PAYROLL	168.00
06/30/2017	7113(A)	SAFETY SERVICES, INC.	HI-VIS CLOTHING	2,908.51
06/30/2017	7114(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	144.00
06/30/2017	7115(A)	SUEZ WATER ENVIRONMENTAL SERVICES	HYDRANT REPAIR REIMB	6,416.51
06/30/2017	7116(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	4,450.00
06/30/2017	7117(A)	USA SOFTBALL OF MICHIGAN	SLOWPITCH TOURNAMENT	5,435.00
06/30/2017	7118(A)	VANDERBERG, WARD M	UMPIRE PAYROLL	164.50
06/30/2017	7119(A)	VERPLANK TRUCKING CO.	DURAPATCHER STONE	1,552.04
06/30/2017	7120(A)	WEST MICHIGAN STAMP & SEAL,INC	STAMP	22.75
06/30/2017	7121(A)	WOLVERINE LAWN SERVICE, INC.	IRRIGATION SYSTEM	48.57
			Total ACH Payments:	**475,524.42**

Check Type: Paper Check

Check Date	Check	Vendor Name	Description	Amount
06/19/2017	10091	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	436.01
06/20/2017	10092	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	639.45
06/20/2017	10093	PETTY CASH-BARB GARLOW	REPLENISHMENT CHECK	234.98
06/28/2017	10094	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	412.61
06/28/2017	10095	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	572.66
06/29/2017	10096	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	641.60
06/30/2017	10097	PETTY CASH-ERICA EKLOV	REPLENISHMENT CHECK	478.80
06/30/2017	10098	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	724.19
06/23/2017	302634	57TH DISTRICT COURT	BAIL BOND	300.00

Check Date	Check	Vendor Name	Description	Amount
06/23/2017	302635	A T & T	TELEPHONE SERVICE	1,972.40
06/23/2017	302636	A T & T LONG DISTANCE	LONG DISTANCE SERVICE	13.64
06/23/2017	302637	A-1 ASPHALT SEALING & REPAIR, INC.	PARKING LOT ASPHALT	8,230.00
06/23/2017	302638	ACE PARKING LOT STRIPING, INC.	PARKING LINE STRIPING	1,133.50
06/23/2017	302639	ALL CITY MANAGEMENT SERVICES, INC.	SERVICES & CHARGES	3,112.86
06/23/2017	302640	ALLEGRA PRINT & IMAGING	BLANK GREETING CARDS	1,384.00
06/23/2017	302641	ALNARSHI, MIKE	KICKBALL CANCELED	45.00
06/23/2017	302642	ANGA, ERICA	KICKBALL CANCELED	45.00
06/23/2017	302643	ANGA, ERICA	KICKBALL CANCELED	45.00
06/23/2017	302644	BARNES, KATHY	GRAIN ELV DEPOSIT	100.00
06/23/2017	302645	BAUCOM, DANIELLE	SCHRIER DEPOSIT REFU	100.00
06/23/2017	302646	C M P DISTRIBUTORS, INC.	REPLACEMENT M4 RIFLE	2,827.95
06/23/2017	302647	CAMPBELL AUTO SUPPLY	AUTO SUPPLIES	54.13
06/23/2017	302648	CARTRIDGE WORLD	INK CARTRIDGE	15.30
06/23/2017	302649	CITY OF PORTAGE ESCROW ACCOUNT	APRIL KALAMAZOO SEWER	254,648.28
06/23/2017	302650	CLARK HILL	BOND COUNSEL SERVICE	16,179.00
06/23/2017	302651	COMAR, TODD	GRAIN ELV DEPOSIT	100.00
06/23/2017	302652	DELIA TACTICAL INSTERNATIONAL LLC	RESCUE TOOL	2,590.00
06/23/2017	302653	DEVIN MACKINDER	TEST AND MILEAGE	162.84
06/23/2017	302654	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	18,066.59
06/23/2017	302655	ERGOMART	3 MONITOR TOWERS	3,400.44
06/23/2017	302656	FASTENAL CO.	FIRE MAINT SUPPLIES	90.04
06/23/2017	302657	GOVERNMENT FINANCE OFFICERS ASSOC	ADDITIONAL CAFR 2015	70.00
06/23/2017	302658	GRAND HOTEL	TRIP VENDOR PAYMENT	5,000.00
06/23/2017	302659	GREATER KALAMAZOO FOP LODGE 98	DUES FOR JUNE 2017	3,295.20
06/23/2017	302660	GROB, CHRIS	RAMONA#2 DEPOSTI	100.00
06/23/2017	302661	HENSELY, TERESA	DAMAGED MAILBOX	22.00
06/23/2017	302662	HOME DEPOT	FRIDGE/SUPPLIES	1,034.14
06/23/2017	302663	INT'L PUBLIC MGT ASSOC FOR HR	DISPATCHER TESTS	1,280.15
06/23/2017	302664	IPREO, LLC	ELECTRONIC DISTRIBUTION	1,500.00
06/23/2017	302665	J J KELLER & ASSOCIATES, INC.	COMPLIANCE POSTERS 3	1,112.36
06/23/2017	302666	JAMES, ROBERT	TOURN CANC- REFUND	255.00

Check Date	Check	Vendor Name	Description	Amount
06/23/2017	302667	JONES, JACK	TRIP REFUND	125.00
06/23/2017	302668	KAHLE, JOAN	TRIP REFUND	82.00
06/23/2017	302669	KALAMAZOO COUNTY HEALTH & COMMUNITY	2017 HHW PROGRAM	391.71
06/23/2017	302670	KALAMAZOO COUNTY TREASURER	OAKBROOK MOBILE HOME	1,290.00
06/23/2017	302671	KALAMAZOO LANDSCAPE SUPPLIES	PROCESSED TOP SOIL	205.20
06/23/2017	302672	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	309.81
06/23/2017	302673	KELLOGG, MELISSA	KICKBALL CANCELED	30.00
06/23/2017	302674	KIESER & ASSOCIATES, LLC	ANNUAL TEST	2,785.75
06/23/2017	302675	KINGSTON, SHARON	RENTAL DEPOSIT REFUND	100.00
06/23/2017	302676	KITCH, DRUTCHAS & WAGNER	DAS/CELL TOWER	2,730.00
06/23/2017	302677	KRIER, DAWAINE	RENTAL DEPOSIT REFUND	100.00
06/23/2017	302678	KUIPER BROTHERS MOVING INC.	APRIL-JUNE STORAGE	188.00
06/23/2017	302679	KZOO TIRE COMPANY	TIRES AND TIRE REPAIR	1,933.00
06/23/2017	302680	LANTING, SARAH	KICKBALL CANCELED	60.00
06/23/2017	302681	LAWSON PRODUCTS, INC	REPAIR AND MAINTENANCE	467.45
06/23/2017	302682	MARXMODA	OFFICE CHAIR	1,092.00
06/23/2017	302683	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	78.00
06/23/2017	302684	MEDILODGE OF PORTAGE	PROGRAM VENDOR	220.50
06/23/2017	302685	MICH ASSOC OF CHIEFS OF POLICE	MEMBERSHIP	100.00
06/23/2017	302686	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	2,176.11
06/23/2017	302687	MICHIGAN DEPARTMENT OF TREASURY	ESCHEATABLE FUNDS	83.60
06/23/2017	302688	MIKE KERSTEN	TEST AND MILEAGE	162.84
06/23/2017	302689	MILLER, CANFIELD, PADDOCK & STONE	DEFINED BENEFIT PLAN	1,818.00
06/23/2017	302690	MISASI, VALERIE	KICKBALL CANCELED	30.00
06/23/2017	302691	MLIVE MEDIA GROUP	FISH FAIR ADVERTISING	849.02
06/23/2017	302692	MUNICIPAL FINANCIAL CONSULTANTS	CONSULTANT COSTS	17,980.00
06/23/2017	302693	MUNOZ, JOHN	TOURN CANC- REFUND	255.00
06/23/2017	302694	MURPHY, AMIE	KICKBALL CANCELED	45.00
06/23/2017	302695	MURPHY, REBECCA	CENTRAL DEPOSIT	100.00
06/23/2017	302696	NICHOLSON, MARY	KICKBALL CANCELED	30.00
06/23/2017	302697	O'BRIEN, BUFFY	STUART DEPOSIT REFUND	150.00
06/23/2017	302698	OBRIEN, MARGARET	HAYLOFT DEPOSIT REFUND	150.00

Check Date	Check	Vendor Name	Description	Amount
06/23/2017	302699	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,127.37
06/23/2017	302700	OMNI PROVIDENCE HOTEL	LODGING DURING CALEA	570.00
06/23/2017	302701	PETERMAN CONCRETE CO.	CONCRETE SUPPLIES	432.60
06/23/2017	302702	PIER ENJOYMENT LLC	ACCESSIBLE RAMP	300.00
06/23/2017	302703	PORTAGE BUDGET STORAGE, LLC	ELECTION EQUIPMENTS	1,277.70
06/23/2017	302704	POWERS, DEBORAH	SCHRIER DEPOSIT	100.00
06/23/2017	302705	PRUDENTIAL NURSERY	TREE PLANTINGS	1,000.00
06/23/2017	302706	RANDALL L BROWN & ASSOC. PLC	NATHAN FILING FEE	180.00
06/23/2017	302707	REAVEY, CINDA	KICKBALL CANCELED	30.00
06/23/2017	302708	RECEIL IT INTERNATIONAL, INC.	DIFFUSERS	80.98
06/23/2017	302709	RIVER CITY REPRODUCTIONS	CEMETERY MAPS	251.50
06/23/2017	302710	ROBERTSON, JAN	PROGRAM REFUND	25.00
06/23/2017	302711	SANDERSON DEHAAN IRRIGATION	IRRIGATION REPAIRS	1,253.18
06/23/2017	302712	SCHAU, RANDALL	PROGRAM INSTRUCTOR	75.00
06/23/2017	302713	SEECLICKFIX, INC.	SEECLICKFIX RENEWAL	5,000.00
06/23/2017	302714	SHERWIN WILLIAMS	PAINT AND PAINT SUPP	66.60
06/23/2017	302715	SIRCHIE FINGER PRINT LABORATORIES	OPERATING SUPPLIES	127.58
06/23/2017	302716	STACEY BAKER	REIMBURSEMENT	884.60
06/23/2017	302717	STAR OF SAUGATUCK BOAT CRUISE	TRIP VENDOR PAYMENT	391.00
06/23/2017	302718	STATE SYSTEMS RADIO, INC	RADIO BASE PARKS DIR	70.00
06/23/2017	302719	SUZANNE GERNAAT	PROGRAM INSTRUCTOR	340.00
06/23/2017	302720	SWT EXCAVATING, INC	SIDEWALK REPAIRS	49,960.64
06/23/2017	302721	TOWNSQUARE MEDIA KALAMAZOO, LLC	RADIO ADS FISH FAIR	854.00
06/23/2017	302722	TRAFFIC TECH SERVICES LLC	TRAFFIC COUNTING	720.00
06/23/2017	302723	VANDERMEER, KELLIE	KICKBALL CANCELED	45.00
06/23/2017	302724	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,579.41
06/23/2017	302725	WOERNER, SUSAN	KICKBALL CANCELED	60.00
06/23/2017	302726	WOLFE, MATT	TRAINING EXPENSES	500.00
06/23/2017	302727	ZAMARRON, CATHERINE	KICKBALL CANCELED	45.00
06/30/2017	302728	A PIZZA YEN	PROGRAM VENDOR	315.00
06/30/2017	302729	A T & T	TELEPHONE SERVICE	140.33
06/30/2017	302730	A-1 REFRIGERATION SALES & SERV	HVAC REPLACEMENT	152,031.23

Check Date	Check	Vendor Name	Description	Amount
06/30/2017	302731	ADP, INC.	ENTERPRISE ETIME	3,533.39
06/30/2017	302732	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD SERVICE	2,804.22
06/30/2017	302733	ALLEGRA PRINT & IMAGING	DOGPARK POSTCARD	306.50
06/30/2017	302734	ALTA EQUIPMENT CO.	DURAPATCHER SUPPLIES	399.99
06/30/2017	302735	ANGLIN, LYNN	RENTAL DEPOSIT REFUND	100.00
06/30/2017	302736	APPLIED INDUSTRIAL TECHNOLOGIE	SPREADER CHAINS	4,143.54
06/30/2017	302737	ARMOLD, NICHOLAS	EMPLOYEE REIMBURSEMENT	560.31
06/30/2017	302738	ARTWEAR APPAREL GRAPHICS, INC.	RAMONA LG UNIFORMS	157.00
06/30/2017	302739	B & H PHOTO & ELECTRONICS CORP.	BATTERY FOR DRONE	160.72
06/30/2017	302740	BELL, TIM	LAKEVIEW DEPOSIT	100.00
06/30/2017	302741	BESCO WATER TREATMENT, INC.	WATER SERVICE	80.00
06/30/2017	302742	BEST WAY DISPOSAL, INC.	16/17 CURBSIDE RECYLING	45,334.64
06/30/2017	302743	BROWN, CATHERINE	LAKEVIEW #1 DEPOSIT	100.00
06/30/2017	302744	BUNCE, MARY	TRIP REFUND	75.00
06/30/2017	302745	C D W GOVERNMENT, INC.	VIDEO SERVER	350.49
06/30/2017	302746	CAMPBELL AUTO SUPPLY	AUTO SUPPLIES	27.25
06/30/2017	302747	CARLETON EQUIPMENT CO.	MAINTENANCE SUPPLIES	161.86
06/30/2017	302748	CARTRIDGE WORLD	REPLACEMENT PRINTER	975.00
06/30/2017	302749	CHARTER COMMUNICATIONS	RETURN SECURITY DEPOSIT	25,006.68
06/30/2017	302750	CITY OF KALAMAZOO TREASURER	WATER SERVICE	177.74
06/30/2017	302751	CITY OF PORTAGE ESCROW ACCOUNT	MAY SEWER PAYMENT	301,218.08
06/30/2017	302752	CLARK, BRIAN	CENTRAL DEPOSIT REFUND	100.00
06/30/2017	302753	CLARK, RONALD	EMPLOYEE REIMBURSEMENT	36.81
06/30/2017	302754	COLEMAN, KRISTINA	LAKEVIEW #1 DEPOSIT	100.00
06/30/2017	302755	CONSUMERS ENERGY	POLE ATTACHMENTS	1,419.60
06/30/2017	302756	DELOOF CONSTRUCTION, INC.	COURT REMODEL	882.00
06/30/2017	302757	DOSTER, CAROL	LAKEVIEW #1 DEPOSIT	100.00
06/30/2017	302758	DUFF, SUSAN	STUART DEPOSIT REFUND	250.00
06/30/2017	302759	EASLEY, TOM	RAMONA #2 DEPOSIT	100.00
06/30/2017	302760	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	540.60
06/30/2017	302761	FADER EQUIPMENT, INC.	POWER TOOL RENTAL	281.10
06/30/2017	302762	FIRE PROTECTION INSPECT SERV	BD PAYMENT REFUND	70.00

Check Date	Check	Vendor Name	Description	Amount
06/30/2017	302763	FIRST REFORMED CHURCH	TRIP VENDOR PAYMENT	100.00
06/30/2017	302764	FLEUREN, ANDREA	WESTFIELD DEPOSIT	100.00
06/30/2017	302765	FORSHEE, MARK	UMPIRE PAYROLL	282.00
06/30/2017	302766	FOX, JULIE	LAKEVIEW #1 DEPOSIT	100.00
06/30/2017	302767	GAUL, SHARON	WESTFIELD DEPOSIT	100.00
06/30/2017	302768	HALT FIRE, INC.	FIRE APPARATUS MAINT	230.88
06/30/2017	302769	HARTMAN, CHARLES	UMPIRE PAYROLL	96.00
06/30/2017	302770	HEATH, KEVIN	UMPIRE PAYROLL	105.00
06/30/2017	302771	HENRY EDWARDS	UMPIRE PAYROLL	63.00
06/30/2017	302772	HENRY, MICHELLE	RAMONA REFUND	210.00
06/30/2017	302773	HERITAGE COMMUNITY OF KALAMAZOO	PROGRAM VENDOR PAYMENT	230.00
06/30/2017	302774	HESSLER, WILLIAM	TRIP REFUND	77.00
06/30/2017	302775	HOGNACHI, DAVID	UMPIRE PAYROLL	253.00
06/30/2017	302776	HOME DEPOT	FENCING SUPPLIES	4,854.01
06/30/2017	302780	HONEYWELL ANALYTICS INC.	FIRE SCBA MAINTENANCE	680.00
06/30/2017	302781	HOUSER, DANIEL	EMPLOYEE REIMBURSEMENT	129.68
06/30/2017	302782	HOUSER, DANIEL	EMPLOYEE REIMBURSEMENT	105.67
06/30/2017	302783	HYDE, TANYA	GRAIN ELV DEPOSIT	100.00
06/30/2017	302784	KALAMAZOO LANDSCAPE SUPPLIES	PROCESSED TOP SOIL	74.15
06/30/2017	302785	KALAMAZOO NATURE CENTER, INC.	BROCHURE UPDATE	6,000.00
06/30/2017	302786	KHALED, JOAN	TRIP REFUND	279.00
06/30/2017	302787	KZOO TIRE COMPANY	MOWER TUBES	19.00
06/30/2017	302788	LANDS END	REPLACEMENT UNIFORMS	415.00
06/30/2017	302789	LAPOINT, RAY	LAKEVIEW #2 DEPOSIT	100.00
06/30/2017	302790	LAVERDURE, ROBERT	UMPIRE PAYROLL	84.00
06/30/2017	302791	LIBBING, MICHELLE	HAYLOFT DEPOSIT REFUND	150.00
06/30/2017	302792	LOHMAN, SARAH	LAKEVIEW #2 DEPOSIT	100.00
06/30/2017	302793	LOUTHAN, WILLIAM F	UMPIRE PAYROLL	48.00
06/30/2017	302794	LYMAN, CATHERINE	TRIP REFUND	45.00
06/30/2017	302795	MAGEO, JASON	RAMONA #1 DEPOSIT	100.00
06/30/2017	302796	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	620.00
06/30/2017	302798	MED EXPRESS URGENT CARE, PC MICH	DOT PHYSICAL	95.00

Check Date	Check	Vendor Name	Description	Amount
06/30/2017	302799	MENARDS, INC	FENCING FOR DOG PARK	1,117.28
06/30/2017	302800	MICHAEL A. BAKER	UMPIRE PAYROLL	75.00
06/30/2017	302801	MICHIGAN STATE POLICE	EMP TNG - SCHUMACHER	695.00
06/30/2017	302802	MIDWEST ENERGY COOPERATIVE	STREETLIGHT ENERGY	279.24
06/30/2017	302803	MIDWEST ENERGY EFFICIENCY ALLIANCE	BUILDING OPERATOR	1,295.00
06/30/2017	302804	MIGALA CARPET ONE, INC.	CARPET-POLICE	5,318.47
06/30/2017	302805	MIKE PETERSON PHOTOGRAPHY, LLC	PARKS PICTURES	450.00
06/30/2017	302806	MOORE MEDICAL, LLC	FIRE EMS SUPPLIES	103.06
06/30/2017	302807	MUNN, COLLEEN	SCHRIER DEPOSIT	100.00
06/30/2017	302808	OAK BROOK ESTATES	DUP PMT MOBILE HOME	774.00
06/30/2017	302809	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,763.16
06/30/2017	302811	ORAN, KELLY	LAKEVIEW #2 DEPOSIT	100.00
06/30/2017	302812	PATESEL, TERRY	UMPIRE PAYROLL	141.00
06/30/2017	302813	PCM SALES, INC.	HEADSET EQUIPMENT	173.00
06/30/2017	302814	PEERLESS-MIDWEST, INC.	PUMP REHABILITATION	42,005.00
06/30/2017	302815	PENCE, JESSICA	RENTAL REFUND ISSUES	160.00
06/30/2017	302816	PHILLIPS, KIMBERLY	EMPLOYEE REIMBURSEMENT	70.18
06/30/2017	302817	PLUMMER'S ENVIRONMENTAL SERVICES	STORM SEWER PIPE	1,712.40
06/30/2017	302818	POULTER, RON	GRAIN ELV DEPOSIT	100.00
06/30/2017	302819	PSI IOTA XI - CONSTANCE BROWN	WALK/RUN DEPOSIT REF	100.00
06/30/2017	302820	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERV	230.50
06/30/2017	302821	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	7,916.66
06/30/2017	302822	RENTZ, MIRASOL	RAMONA #1 DEPOSIT	100.00
06/30/2017	302823	RHODES, KEVIN	UMPIRE PAYROLL	168.00
06/30/2017	302824	RICE, STEPHANIE	SCHRIER DEPOSIT REFUND	100.00
06/30/2017	302825	ROCKROHR, BEV	TRIP REFUND	95.00
06/30/2017	302826	SHILTS, DAWN	EMPLOYEE REIMBURSEMENT	53.28
06/30/2017	302827	SHORELINE TOURS & TRAVEL	US NAT'L PARK TRIP	21,425.42
06/30/2017	302828	SIGN CITY	FIRE APPARATUS MAINT	1,066.00
06/30/2017	302829	SIMON, VIRGINIA	TRIP REFUND	95.00
06/30/2017	302830	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION SUPPLIES	600.08
06/30/2017	302831	SMITH, ROBERT	UMPIRE PAYROLL	126.00

Check Date	Check	Vendor Name	Description	Amount
06/30/2017	302832	SNYDER, TODD	SCHRIER DEPOSIT REFUND	100.00
06/30/2017	302833	SOS TECHNOLOGIES	SOS TECHNOLOGIES	310.00
06/30/2017	302834	SOUTHRIDGE CHURCH	LAKEVIEW #1 DEPOSIT	100.00
06/30/2017	302835	SUDS MOBILE CLEANING SYSTEMS, LLC	EQUIPMENT CLEANING	725.00
06/30/2017	302836	SUITS U TAILOR SHOP INC	ALTERATIONS	306.00
06/30/2017	302837	THEBO-PARK, RONI	SCHRIER DEPOSIT REFUND	100.00
06/30/2017	302838	TODD ARBANAS ENTERPRISES INC.	STUMP GRINDING	550.00
06/30/2017	302839	TRACTOR SUPPLY CORP.	OPERATING SUPPLIES	155.88
06/30/2017	302840	UNITED PARCEL SERVICE	WEEKLY DELIVERY	128.65
06/30/2017	302841	VANSCHOICK, DEANNA	SCHRIER DEPOSIT REFUND	100.00
06/30/2017	302842	WAGONER, DAVID	STUART DEPOSIT REFUND	150.00
06/30/2017	302843	WATKINS, GREG	UMPIRE PAYROLL	96.00
06/30/2017	302844	WATKINS, JOAN	TRIP REFUND	90.00
06/30/2017	302845	WILLIAM ROGER BUELL	MOVING EXPENSES	4,489.41
06/30/2017	302846	XYLEM DEWATERING SOLUTIONS, INC.	PUMP RENTAL	1,114.50
			Total Paper Checks:	**1,091,997.91**
Check Type: Auto-Pay Payments				
6/19/2017	4963	CONSUMERS ENERGY	GAS-ELECTRIC	12,751.42
6/21/2017	4978	CONSUMERS ENERGY	GAS-ELECTRIC	3,328.22
6/22/2017	4986	CONSUMERS ENERGY	GAS-ELECTRIC	236.63
6/23/2017	4995	CONSUMERS ENERGY	GAS-ELECTRIC	313.57
6/29/2017	5041	CITY OF PORTAGE	WATER-SEWER	2,329.82
			Total Auto-Pay Payments:	**18,959.66**
			Grand Total	**1,586,481.99**

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: FY 2017-18 Annual Action Plan, and Human/Public Service allocations

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the revisions to the:

1. CDBG Program FY2017-18 Annual Action Plan; and
2. FY 2017-18 Human/Public Service allocations.

The city was notified by the US Department of Housing and Urban Development Detroit Field Office on June 23, 2017 (see attachment) that the city's Community Development Block Grant (CDBG) Program entitlement grant for FY 2017-18 will be $216,112 instead of the projected amount of $223,000. As previously discussed with the City Council at the May 2, 2017 budget workshop once notice from HUD was received regarding the actual entitlement grant, revisions to the plan, as well as the human/public service funding allocations would be necessary.

Accordingly, revisions to the FY 2017-18 Annual Action Plan have been prepared and are attached for review. The overall CDBG Program budget for FY 2017-18 was reduced by $6,888. Consistent with discussions during the public hearing process, funding for housing rehabilitation projects was reduced by $6,125, and as required per federal regulations, human service funding was reduced by $763.

Also attached for Council information is the five-year comparative budget table for the CDBG Program, with the revised budget for FY 2017-18 shown in the far right column. With regard to human/public service funding for FY 2017-18, the reduction in available CDBG Program funds necessitates a review of recommended grant allocations from the CDBG Program and General Fund as well. Staff has reviewed the initial grant recommendations for next fiscal year and recommends the following revised grant amounts, shown on the shaded right side of the table below:

	Initial Recommendation[1]	% / $ Increase Over 2016-17 funding	Revised Recommendation[2]	% / $ Increase Over 2016-17 funding (as revised)
Portage Community Center (PCC)	$124,314	100% / $0	$124,314	100% / $0
Catholic Charities	$ 12,392	107% / $757	$ 12,100	104% / $465
Housing Resources, Inc.	$ 21,400	103% / $665	$ 21,150	102% / $415
YWCA	$ 12,200	104% / $515	$ 12,029	103% / $344
Gryphon Place	$2,700	108% / $200	$2,700	108% / $200
Twelve Baskets	$1,800	N/A	$1,800	N/A
Lending Hands	$1,700	113% / $200	$1,700	113% / $200
Goodwill Industries	$1,550	103% / $50	$1,550	103% / $50
Kalamazoo Literacy Council	$1,000	N/A	$1,000	N/A

1: The initial recommendation for PCC provided $39,726 in CDBG Program funds and $84,588 in General Funds
2: The revised recommendation for PCC provides $38,963 in CDBG Program funds and $85,351 in General Funds

The revised recommendation retains Portage Community Center funding at the current FY 2016-17 funding level as initially proposed and reduces the funding increase slightly for Catholic Charities, Housing Resources, Inc. and the YWCA. This approach still maintains a larger increase over FY 2016-17 funding for these top ranked applicants. Due to the small grant amounts recommended for the other applicants, no other reductions in funding are recommended.

The Human Services Board reviewed the above revisions on July 6, 2017 and recommended approval to City Council. Based on the above, it is recommended that the City Council approve the recommended revisions to: a) CDBG Program FY 2017-18 Annual Action Plan; and b) FY 2017-18 Human/Public Service allocations.

Subsequent to Council approval, the FY 2017-18 Annual Action Plan and Request for Release of Funding will be submitted to the Detroit HUD Field Office and contracts for FY 2017-18 human/public service funding will be provided to City Council for review and approval at the regular meeting on July 25, 2017.

FUNDING: Not Applicable

Attachments:
1. June 23, 2017 Detroit HUD Field Office notice
2. CDBG Program Five-Year Comparative Analysis table
3. Revised pages of the FY 2017-18 Annual Action Plan
4. July 6, 2017 draft Human Services Board minutes

RECEIVED

JUN 23 2017

COMMUNITY DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

June 15, 2017

RECEIVED
JUN 23 2017
PORTAGE
CITY CLERK

The Honorable Peter Strazdas
Mayor of Portage
7900 S Westnedge Avenue
Portage, MI 49002-5117

C: CM
com Dev
CC

Dear Mayor Strazdas:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2017 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low and moderate-income persons and special need populations across the country. President Trump signed Public Law 115-31 on May 5, 2017, which includes FY 2017 funding for these programs. Your jurisdiction's FY 2017 available amounts are:

Community Development Block Grant (CDBG)	$216,112
HOME Investment Partnerships (HOME)	$ 0
Housing Opportunities for Persons with AIDS (HOPWA)	$ 0
Emergency Solutions Grants (ESG)	$ 0

The timing of enactment of HUD's full fiscal year appropriation has significantly shortened the window available to grantees to submit an Annual Action Plan given the effective submission deadline of **Wednesday, August 16, 2017**. The Department cannot provide relief from this deadline as it has been established pursuant to statute and HUD encourages grantees to expedite efforts to finalize and submit their Annual Action Plans. To assist in this effort, CPD has issued a waiver to reduce the public comment period associated with these plans from 30 to 14 days.[618] Failure to submit an Annual Action Plan by August 16, 2017, will cause a grantee to forfeit its FY 2017 CDBG formula funding allocation. If you have questions or require assistance in preparing and submitting your Annual Action Plan, please contact your responsible CPD office.

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, expand economic opportunities for low and moderate income and special needs populations including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

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[618] Waiver is available at Waiver of 24 CFR 91.105(b)(4) and 24 CFR 91.115(b)(4) for FY 2017 Action Plans for Community Planning and Development Program Funds

The Department continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies; providing demographic and income information about the persons that benefited from a community's activities; and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD office director.

Sincerely,

Cliff Taffet
General Deputy Assistant Secretary

CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2013-14 THROUGH 2017-18

	2013-14	2014-15	2015-16	2016-17	2017-18
ENTITLEMENT AMOUNT	$218,364	$218,672	$221,442	$229,877	$216,112
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	$25,000	$25,000	$35,000	$50,000	$50,000
SUB-TOTAL	**$243,364**	**$243,672**	**$256,442**	**$279,877**	**$266,112**
IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	$35,000	$35,000	$100,000	$100,000	$60,000
TOTAL	**$278,364**	**$278,672**	**$356,442**	**$379,877**	**$326,112**
HOUSING (Percent of Total Budget)	**61%**	**59%**	**45%**	**56%**	**64%**
Housing Rehabilition Loan Program	$161,610	$157,225	$149,097	$201,282	$196,003
Emergency Repair Grant	$2,000	$2,000	$2,000	$2,000	$2,000
Homebuyer Downpayment Assistance	$6,000	$6,000	$10,000	$10,000	$10,000
TOTAL HOUSING	**$169,610**	**$165,225**	**$161,097**	**$213,282**	**$208,003**
HUMAN/PUBLIC SERVICES [1]	**15%**	**15%**	**15%**	**15%**	**15%**
Human/Public Services	$34,844	$37,972	$42,510	$41,928	$38,963
TOTAL HUMAN/PUBLIC SERVICES	**$34,844**	**$37,972**	**$42,510**	**$41,928**	**$38,963**
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	**19%**	**19%**	**31%**	**27%**	**17%**
Code Enforcement	$52,563	$53,661	$51,487	$52,253	$54,515
Sidewalk Enhancements	$0	$0	$50,000	$50,000	$0
Unsafe Structure Demolition	$0	$0	$10,000	$0	$0
TOTAL NEIGHBORHOOD IMPROVEMENT	**$52,563**	**$53,661**	**$111,487**	**$102,253**	**$54,515**
ADMINISTRATION [2]	**10%**	**9%**	**16%**	**8%**	**9%**
General Administration	$19,347	$19,814	$39,348	$20,414	$17,631
Fair Housing Services	$2,000	$2,000	$2,000	$2,000	$7,000
TOTAL ADMINISTRATION	**$21,347**	**$21,814**	**$41,348**	**$22,414**	**$24,631**
TOTAL	**$278,364**	**$278,672**	**$356,442**	**$379,877**	**$326,112**

[1] Funding for human/public services must not exceed 15% of the FY 2017-18 CDBG entitlement grant and program income received in FY 2016-17 through December

[2] Funding for administration and fair housing must not exceed 20% of the FY 2017-18 CDBG entitlement grant and estimated FY 2017-18 program income.

4. Summary of Citizen Participation Process and consultation process

The City of Portage encouraged participation utilizing several methods including notification via e-mails, advertising public meetings and public hearings via publication in the local newspaper, and on the city web site, and through the monthly municipal newsletter, the PORTAGER.

5. Summary of public comments

A summary of public comments are provided in the appendix.

6. Summary of comments or views not accepted and the reasons for not accepting them

No public comments were received that were not accepted or considered.

7. Summary

The City of Portage anticipates receiving $1.46 million in CDBG Program funds over the next five years, and ~~$333,000~~ $326,112 derived from annual entitlement grant funds, anticipated program income and unexpended prior year funds. These funds will be used to address priority needs identified in the Strategic Plan. The following tables summarize and describe the goals of the *2016-2020 Consolidated Plan* over the next five years, as well as the *2017-18 Annual Action Plan.*

Strategic Plan Goals Summary

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Rental Housing	Affordable Housing Non-Homeless Special Needs	City-wide	Affordable Rental Housing	CDBG: $25,000	Rental units rehabilitated: 5 Household Housing Unit
Affordable Owner Housing	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: $1,000,000	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 60 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: $275,000	Housing Code Enforcement/Foreclosed Property Care: 1,750 Household Housing Unit

2017-18 Annual Action Plan Goals and Objectives

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Owner Housing	Affordable Housing	City-wide & Home Buyer Assistance Eligible Neighborhoods	Affordable Owner Housing	CDBG: ~~$214,128~~ $208,003	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: $54,515	Housing Code Enforcement/Fore-closed Property Care: 350 Household Housing Unit
Public Services	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: ~~$39,726~~ $38,963	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted

In addition to the above activities, during FY 2017-18, Planning and Grant Administration, and Fair Housing activities will be accomplished, including an update to the Analysis of Impediments to Fair Housing. The amount of funding allocated for this activity is $24,631. An outcome of this activity is to meet HUD-established planning and reporting, as well as affirmatively furthering fair housing within the community.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen Participation is a key component in the development of the *2017-18 Annual Action Plan*. The *2016-2020 Consolidated Plan* includes a Citizen Participation Plan that: summarizes outreach efforts to engage the public and provides a list of locations where information and copies of the plan can be obtained; explains the provision of technical assistance, if needed; and the process to submit complaints or grievances. As noted in the Citizen Participation Plan, public input is encouraged through timely public notices, public hearings and publication of information relating to proposed Community Development Block Grant activities. Notices and agendas are published and/or posted at least seven days before the date of all public meetings, as well as direct mailings to agencies and interested groups. All meetings are held at City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

A minimum of two public hearings were held prior to the submission of the *2017-18 Annual Action Plan* to HUD to allow for comment on community development needs and housing priorities within the City of Portage. The first public hearing was held on February 2, 2017 and provided an opportunity for citizens, community groups and/or agencies to comment on a draft housing and community development needs identified in the Consolidated Plan. Following this public hearing, a draft of the *2017-18 Annual Action Plan* was prepared. The 30-day public comment period began on February 27, 2017 and ~~will~~ concluded on March 30, 2017 when the Human Services Board ~~will~~ conducted the second public hearing on the draft *2017-18 Annual Action Plan*. Subsequently, a draft Annual Action Plan was presented to City Council for review on May 2, 2017, pending formal notification from HUD regarding the annual entitlement grant. Once the city received notice of the entitlement grant amount for FY 2017-18 on June 23, 2017, an additional meeting to review the revised Annual Action Plan was held by the Human Services Board on July 6, 2017, and final review and approval by City Council occurred on July 11, 2017. Citizens ~~are~~ were allowed to comment during all~~the~~ public hearings and public meetings, or could submit their comments in writing before or during the public hearings and public meetings.

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of c omments not accepted and reasons	URL (If applicable)
1	Public meeting posting on city web site and at City Hall	Non-targeted/ broad community	On January 5, 2017 the Human Services Board held a public meeting to hear presentations from applicants for public service funding from the CDBG Program and General Fund	No comments were received.	No comments were not accepted.	http://www.portagemi.gov/Boards-and-Commissions/HumanServicesBoard.aspx
2	Public Hearing publication in newspaper, posting on city website and at City Hall	Non-targeted/ broad community	On February 2, 2017 the Human Services Board held a public hearing to receive an overview of identified housing and community development needs within the Consolidated Plan, review past grant performance and the schedule for preparing the Annual Action Plan.	No comments were received.	No comments were not accepted.	http://www.portagemi.gov/Boards-and-Commissions/HumanServicesBoard.aspx and http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx
3	Public meeting posting on city web site and at City Hall	Non-targeted/ broad community	On March 2, 2017 the Human Services Board ~~will hold~~ held a public meeting to decide public service funding grant recommendations to City Council from the CDBG Program and General Fund.	~~To be completed after meeting date.~~ No comments were received.	~~To be completed after meeting date.~~ No comments were not accepted.	http://www.portagemi.gov/Boards-and-Commissions/HumanServicesBoard.aspx
4	Public Hearing publication in municipal newsletter, newspaper, posting on city website and at City Hall. Additional letters and/or emails to specific entities.	Non-targeted/ broad community	On March 30, 2017 the Human Services Board ~~will hold~~ held a public hearing to comments on the Annual Action Plan.	~~To be completed after meeting date.~~ No comments were received.	~~To be completed after meeting date.~~ No comments were not accepted.	http://www.portagemi.gov/Boards-and-Commissions/HumanServicesBoard.aspx and http://www.portagemi.gov/Departments/City-Clerk/LegalNotices.aspx

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of c omments not accepted and reasons	URL (If applicable)
5	Posting on city website and at City Hall.	Non-targeted/ broad community	On July 6, 2017, the Human Services Board held a public meeting to review revisions to the Annual Action Plan that reflect the actual entitlement grant amount as indicated by HUD.	No comments were received.	No comments were not accepted.	http://www.portagemi.gov/Boards-and-Commissions/HumanServicesBoard.aspx
6	Posting on city website and at City Hall.	Non-targeted/ broad community	On July 11, 2017, City Council held a public meeting to review revisions to the Annual Action Plan that reflect the actual entitlement grant amount as indicated by HUD.	No comments were received.	No comments were not accepted.	http://www.portagemi.gov/Boards-and-Commissions/HumanServicesBoard.aspx

Table 3 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City of Portage anticipates receiving $1.46 million in CDBG Program funds over the next five years, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan. For FY 2017-18, the city anticipates a budget of $~~333,000.~~326,112.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con. Plan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	$~~223,000~~ 216,112	$50,000	$60,000	$~~333,000~~ 326,112	$~~747,000~~ $754,000	CDBG Program funds will be used to address priority needs identified in the Strategic Plan.

Table 4 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG Program funds directly available to the City of Portage, additional funding from HUD and MSHDA is secured to address homelessness and provide permanent supportive housing through the Kalamazoo County Continuum of Care. In a typical year, approximately $1.8 million in McKinney-Vento Supportive Housing Program Funds are awarded by HUD and approximately $275,000 in Emergency Solutions Grant funds are awarded by MSHDA to non-profit agencies that serve Portage residents. As of November 2015, the Kalamazoo County Public Housing Commission will also generate an additional $800,000 annually for temporary housing assistance, funding for which was garnered through a six-year county-wide millage.

Finally, direct recipients and sub-recipients of CDBG Program funding leverage federal funding with private and public funding to increase the impact of CDBG Program activities and assist in addressing priority needs within the community.

While there are no specific matching requirements for the CDBG Program, leveraging of private and public funds with CDBG Program funding will be tracked and reported annually through the Consolidated Annual Performance Evaluation Report (CAPER).

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Portage generally does not intend to use publically owned land to address priority

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Owner Housing	2017	2018	Affordable Housing	City-wide & Home Buyer Assistance Eligible Neighborhoods	Affordable Owner Housing	CDBG: ~~$214,128~~ 208,003	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
2	Neighborhood Improvement	2017	2018	Non-Housing Community Development	Low-moderate income upper quartile neighborhoods	Neighborhood Improvement	CDBG: $54,515	Housing Code Enforcement / Foreclosed Property Care: 350 Household Housing Unit
3	Public Services	2017	2018	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: ~~$39,726~~ 38,963	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted

Table 5 – Goals Summary

In addition to the above activities, during FY 2017-18, Planning and Grant Administration, and Fair Housing activities will be accomplished, including an update to the Analysis of Impediments to Fair Housing. The amount of funding allocated for this activity is $24,631. An outcome of this activity is to meet HUD-established planning and reporting, as well as affirmatively furthering fair housing within the community.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	OWNER OCCUPIED HOUSING REHABILITATION
	Target Area	City-wide
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: $~~204,128~~198,003
	Description	Scattered site owner-occupied rehabilitation (deferred loans) and emergency repair (grants) activities within the City of Portage.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 12 low-income households will benefit from the Owner-Occupied Housing Rehabilitation Program during FY 2017-18.
	Location Description	The Owner-Occupied Housing Rehabilitation Program will be offered on a city-wide basis to eligible low-income households. The location of specific projects will be dependent on the applications received from eligible low-income households throughout the program year.
	Planned Activities	Activities will include emergency repair grants to address housing conditions that pose an immediate threat to the health and safety of the occupants, whereas housing rehabilitation activities will be accomplished via no interest and low-interest deferred loans. Housing rehabilitation activities will include improvements to the exterior and interior of homes including roofing, doors, windows, siding, weatherization, plumbing, electrical and mechanical improvements, accessibility improvements and other repairs to address code deficiencies within owner-occupied housing units.
2	Project Name	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
	Target Area	Home Buyer Assistance Eligible Neighborhoods
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: $10,000
	Description	First-time home buyer assistance (deferred loans) for purchase of owner-occupied housing in target Portage neighborhoods.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately three low-income home buyers will be assisted with the purchase of homes within eligible neighborhoods.
	Location Description	Home buyer assistance will be allocated to designated low-moderate income neighborhoods and other neighborhoods as provided on the Home Buyer Assistance Program Eligible Neighborhoods map.

	Planned Activities	Low-income home buyers will be assisted with up to 50% of a required down payment and closing costs to purchase a home in an eligible Portage neighborhood. Up to $3,000 will be provided per housing unit, whereas additional assistance of up to $5,000 will be provided to home buyers purchasing a bank-owned foreclosed home or a previously renter-occupied home.
3	Project Name	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
	Target Area	City-wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $~~39,726~~38,963
	Description	Human/public services including provision of emergency assistance, transportation assistance and youth recreation scholarships to low-income Portage households. Services provided by sub recipient Portage Community Center.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4,000 low-income households will be assisted with CDBG Program funded public services provided by the Portage Community Center during FY 2017-18.
	Location Description	Services will be provided primarily at the Portage Community Center, which is located at 325 East Centre Avenue, Portage, Michigan.
	Planned Activities	The Portage Community Center will provide Emergency Assistance (comprised of food, financial assistance and clothing), transportation assistance and youth recreation scholarships to low-income Portage households who are at risk and vulnerable.
4	Project Name	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
	Target Area	Low-moderate income neighborhoods
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Neighborhood Improvement
	Funding	CDBG: $54,515
	Description	Neighborhood Improvement - Code Administration and Enforcement within targeted low-moderate income Portage neighborhoods.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 350 code administration and/or enforcement efforts will be accomplished within low-moderate income neighborhoods during FY 2017-18, which are intended to aid in the prevention and elimination of blight, which benefits all residents of low-moderate income neighborhoods.
	Location Description	Neighborhood Improvement – Code Administration and Enforcement activities will occur within designated low-moderate income neighborhoods, providing an area-wide benefit to such areas of the community.
	Planned Activities	Neighborhood Improvement - Code Administration and Enforcement activities include efforts to aid in the prevention and elimination of blight. Activities include responses to citizen complaints and proactive neighborhood monitoring to protect and improve neighborhood quality of life, including code compliance efforts relating to the Community Quality and Housing/Property Maintenance codes of the City of Portage.
5	Project Name	PLANNING/ADMINISTRATION
	Target Area	Not applicable.
	Goals Supported	Not applicable.
	Needs Addressed	Not applicable.
	Funding	CDBG: $24,631

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Neighborhood Improvement efforts including code administration and enforcement will be directed within low-moderate income neighborhoods, as shown on Map 1 on the proceeding page. The Home Buyer Assistance Program will be directed to low-moderate income neighborhoods, previously designated low-moderate income ("upper quartile") neighborhoods and select south Portage neighborhoods where affordable housing options are available for low-income household participants and where increased home ownership rates are encouraged. Map 2 shows the areas eligible for Home Buyer Assistance. NOTE: Map 1 has been revised since the Consolidated Plan was prepared to correctly include census tract 20.02, block group 3, instead of census tract 20.03, block group 3 in the upper quartile. Map 2 has also been revised accordingly to note this correction.

Owner-occupied housing improvement programs and human/public services will be offered on a city-wide basis to eligible low-income households.

Geographic Distribution

Target Area	Percentage of Funds
Code Administration and Enforcement – see Map 1	~~16~~17%
Down Payment Assistance – see Map 2	3%

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Neighborhood improvement activities that have an area-wide benefit must be allocated to designated low-moderate income neighborhoods. Such efforts supplement and enhance housing assistance programs also offered through the CDBG Program. In an effort to increase home ownership rates and stabilize low-moderate income neighborhoods, home buyer assistance programs are also directed towards select Portage neighborhoods.

Discussion

Efforts to target resources to achieve greater results through program implementation will be considered during the development of each Annual Action Plan over the five-year plan period.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	$50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	$60,000
5. The amount of income from float-funded activities	0
Total Program Income:	**$110,000**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	~~92.60~~ 92.44%

Discussion

In addition to the CDBG Program entitlement grant amount of $~~223,000~~216,112, it is anticipated that $50,000 in program income will be received during FY 2017-2018. Furthermore, $60,000 in unexpended funds available at the end of FY 2015-2016 will also be allocated for expenditure on CDBG Program project during FY 2017-18 for a total budget of $~~333,000~~326,112.

Citizen Comments

February 2, 2017 Public Hearing – CDBG Program Overview of Housing and Community Development Needs for Annual Action Plan Update: Maye moved and Mirza supported opening the public hearing at 6:35 p.m. Motion passed 8-0. City staff Money presented the information which included statistics on demographics, homelessness, housing needs, as well as information on the Strategic Plan, FY 2017-18 Annual Action Plan, and prior program year performance (FY 2015-16). The Board had questions on clarification of homeless numbers, housing costs, and trends in housing. Staff clarified that the homeless count included homeless people at that time and would not include persons staying with relatives, that rental costs did not include vouchers, and that while the average median value of a home may seem high, it was, in fact, a decrease from 2009. As no other Board or public comments were received, Maye moved and Spalvieri supported closing the public hearing at 6:52 p.m. Motion passed 8-0.

March 30, 2017 Public Hearing – CDBG Program Draft 2017-18 Annual Action Plan: A motion was made by Spalvieri, supported by LaPoint to open the public hearing. Motion passed 8-0. Georgeau presented summary of the five-year Consolidated Plan and One-Year Annual Action Plan for activities related to City of Portage Community Development Block Grant (CDBG) Program. Included was a review of national objectives, program income limits, Low/Moderate Income Neighborhoods, a 5-year comparative analysis of budget and program expenditures, and the specifics of the proposed FY 2017-18 budget, as well as target dates for the approval process by City Council and the Detroit HUD Field Office. Georgeau explained that the city has still not yet been informed of its FY 2017-18 entitlement grant amount and that the plan will need to be revised once notice is received, which is now anticipated in May 2017. No questions or comments from the public were received, however LaPoint raised a question regarding budget cuts in FY 2018-19 as the President's plan proposes to eliminate the CDBG Program. Georgeau responded that similar proposals to eliminate the CDBG Program had been made in the past, and staff has previously considered alternative funding sources from MSHDA for housing programs, and options to continue providing necessary services should the CDBG appropriation be reduced or eliminated. Staff noted that the CDBG Program has been supported by members of Congress in a bi-partisan manner in the past, and staff is hopeful the program will not be eliminated, but anticipates further cuts in appropriations. As no further discussion or public comment was received, Maye moved and Durian supported a motion to close the public hearing. Motion passed 8-0. Maye then moved and LaPoint supported a motion that the Board recommends approval of the draft FY 2017-18 Annual Action Plan to City Council. Motion passed 8-0.

July 6, 2017 Public Meeting – CDBG Program 2017-18 Annual Action Plan revisions: To be completed after meeting.

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting July 6, 2017

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Ray LaPoint, Effie Kokkinos, Nadeem Mirza, Stephanie Upshaw, Amanda Woodin, Fiorella Spalvieri, Elma (Pat) Maye
MEMBERS ABSENT: None

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

APPROVAL OF MINUTES: Durian moved and Spalvieri supported approval of the June 1, 2017 minutes as submitted. Motion passed 8-0.

NEW BUSINESS:

CDBG Program 2017-18 Annual Action Plan Revisions and Human/Public Service agency revised grant recommendations: Georgeau presented a summary of the materials transmitted pertaining to the proposed revisions to the 2017-18 Annual Action Plan made necessary by a reduction in the previously anticipated annual entitlement amount. With regard to the CDBG Program, Mirza raised a question regarding the likelihood of further reductions in the future, and LaPoint made a comment regarding the disproportionate ratio of funding reductions between the CDBG Housing Programs and the Human/Public Service agencies, with a suggestion that this ratio may need to be revisited in the future should further entitlement grant reductions be experienced. Additionally, Georgeau summarized recommended changes in grant funding allocations for Human/Public Service agencies who receive grant funding through the CDBG Program and General Fund. It was moved by Durian and supported by Mirza that the Board approve the recommended revisions to both items and present the recommendations to City Council at the July 11, 2017 City Council meeting. Motion passed 8-0.

Resignation of Board member Sandra Shepard: Woodin advised the Board of communication received from Ms. Shepard dated 7/6/17. It was discussed that the City Clerk's office has been notified of the resignation and that a replacement board member has been requested.

STATEMENT OF CITIZENS: No citizens were present.

ADJOURNMENT: Maye moved and Durian supported adjournment at 6:45 p.m. Motion passed 8-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

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CITY COUNCIL AGENDA ITEM F.2.
JULY 11, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Redevelopment Ready Communities Program

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council adopt a resolution to participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program and authorize the City Manager to execute a Memorandum of Understanding with the MEDC.

The Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) Program is a state-wide certification program that encourages communities to adopt innovative strategies and efficient processes that build confidence among businesses and developers. The RRC program measures each community based on best practices developed by experts in the public and private sector, then certifies communities that integrate transparency, predictability and efficiency into their development practices. The goal is to create a community-supported redevelopment vision that invites investment and then, in turn, creates thriving places where people want to live, work and enjoy quality leisure-time activities. Attached is a summary of the RRC program prepared by the MEDC.

Although for many years the City of Portage has been utilizing innovative strategies and efficient processes in its approach to encourage and stimulate (re)development activities within the community, participation in the MEDC's RRC Program provides an additional opportunity to evaluate and implement different successful strategies and processes utilized by other Michigan communities. Finally, the RRC Program allows the city to partner with the MEDC and market key properties within the City of Portage for (re)development.

There are three (3) primary steps in the MEDC certification process: Engagement, Evaluation and Certification. Attached is a flow chart prepared by the MEDC that summarizes the certification process. Completion of the Engagement step includes adoption of a resolution of intent by the City Council to participate in the RRC Program and subsequently, adoption of a Memorandum of Understanding (MOU). Attached is a resolution approved by the City Attorney and a sample MOU prepared by the MEDC.

The next step involves an evaluation and assessment of current practices and available resources to improve existing strategies or adopt new ones to implement best practices. A report of these findings will be provided to the City Council and at that time, Council will be requested to adopt a resolution to proceed with certification in accordance with MEDC requirements. In the final step, which comes after satisfactory implementation of the approved strategies, the City will be eligible for certification as a "Redevelopment Ready Community" and the associated benefits of the RRC marketing assistance for selected (re)development sites.

FUNDING: Not Applicable

Attachments:
1. Resolution
2. MEDC summary of the RRC program
3. RRC flow chart
4. Sample Memorandum of Understanding

CITY OF PORTAGE

A RESOLUTION OF THE PORTAGE CITY COUNCIL REGARDING THE INTENT TO PARTICIPATE IN THE REDEVELOPMENT READY COMMUNITIES PROGRAM OF THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on ______________________, 2017 at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: ____

ABSENT: ____

The following resolution was offered by:

Councilmember: __________________________, and supported by:

Councilmember: __________________________.

WHEREAS, The City of Portage strives to actively engage stakeholders to envision and plan for the future; and

WHEREAS, The City of Portage includes within its boundaries properties that present opportunities for (re)development; and

WHEREAS, The Michigan Economic Development Corporation is offering technical support and certification as a Redevelopment Ready Community for the purposes of economic and development and redevelopment; and

WHEREAS, The City of Portage, wishes to partner with Michigan Economic Development Corporation, Redevelopment Ready Communities Program, for the promotion of economic development and redevelopment opportunities in the City;

WHEREAS, this resolution of intent confirms the City of Portage is committed to adhering to the Michigan Economic Development Corporation Redevelopment Ready Communities Best Practices; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Portage supports participation in the Michigan Economic Development Corporation sponsored Redevelopment Ready Community Program.

ADOPTED: ___________

AYES: Councilmember____

NAYS: Councilmember____

ABSENT: Councilmember____

____
James R. Hudson, City Clerk

CERTIFICATION

I, James R. Hudson, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on the ____ day of _________________, 2017.

____
James R. Hudson, City Clerk

Approved as to form:
Date: 6/28/17

____
City Attorney

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MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program supports Michigan communities to become development ready, competitive and "open for business." RRC is a strategic tool leading change in the development culture for communities. It encourages communities to adopt innovative strategies and efficient processes which build confidence among businesses and developers. RRC provides guidance to communities on making places that will attract people and economic growth.

Redevelopment Ready Communities® was originally launched by the Michigan Suburbs Alliance (MSA) in southeast Michigan in 2003. MSA worked collaboratively with public and private leaders, and economic development and planning experts to achieve a program deemed valuable by all sectors. The Michigan Economic Development Corporation, in collaboration with the Michigan State Housing Development Authority, is building upon the foundation MSA created and expanding the program to be statewide.

Redevelopment Ready Communities® is a program that measures and then certifies communities that integrate transparency, predictability and efficiency into their development practices with the goal of realizing a community-supported redevelopment vision that is inviting to investors. It's one of the first initiatives to measure a community's progress toward "redevelopment readiness." RRC assists localities build deliberate, fair and consistent development processes from the inside out.

Communities have faced unprecedented shifts in the national and local economy as they become centers for growing and attracting businesses, workers and their families. This market shift can boost local and regional economies, but requires changes to traditional approaches to development. To bring about this transition, RRC promotes effective redevelopment strategies that stimulate the property market and reposition communities to move redevelopment projects forward.

Developers want to save time and money – it's their primary concern. Local governments can positively impact an investor's bottom line with effective and transparent development practices, administrative procedures and zoning regulations. And with aggressive reinvestment goals, a realistic action plan and shovel-ready sites, communities can help jumpstart the market by moving projects faster and more frequently. RRC assists communities enhance these strategies.

When a community becomes a certified Redevelopment Ready Community, it signals that it has effective development practices such as clear development procedures, a community-supported redevelopment vision, an open and predictable review process, and many more compelling sites for developers to locate their latest projects. RRC certification says to a developer that a community integrates transparency, predictability and efficiency into their daily practices.

For more information email RRC@michigan.org or contact the Michigan Economic Development Corporation at 517.373.9808.

redevelopment ready communities

CERTIFICATION PROCESS

STEP ONE ENGAGEMENT

Community reviews RRC Best Practices and program information online and contacts regional CATeam specialist

▼

Community completes RRC Best Practice training series

▼

Community thoroughly completes RRC self-evaluation

▼

Community's governing body adopts resolution of intent to participate in program

▼

Community submits completed RRC self-evaluation and resolution to regional CATeam specialist

▼

Community information reviewed

▼

Community placed into RRC pipeline

▼

Community receives formal welcome and information

▼

MOU signed between community and MEDC

STEP TWO EVALUATION

Community submits additional documentation as necessary

▼

Stakeholder interviews and meeting observations

▼

Data and information analyzed

▼

RRC advisory council provides technical expertise for report of findings

▼

Report of findings presented to the community

▼

Community's governing body adopts resolution to proceed within 30 days of report of findings presentation

STEP THREE CERTIFICATION

Community completes missing RRC best practice criteria

▼

Community submits quarterly progress reports

▼

Community accomplishes all RRC best practice criteria

▼

Certification awarded

▼

Community submits biannual progress reports

PROCESS TIMELINE

Timeline is dependent on the number of communities in the RRC pipeline and the completeness of the information submitted by the community.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

3887-170411

Redevelopment Ready Communities®
Joint Memorandum of Understanding

This Memorandum of Understanding ("MOU") by and between the Michigan Economic Development Corporation ("MEDC"), 300 North Washington Square, Lansing, Michigan and community name ("Community"), community address, jointly referred to as the "Parties" and individually as the "Party" is effective as of date ("Effective Date").

The Community is interested in applying to the MEDC under the Redevelopment Ready Communities® Program ("Program") to become certified as a Redevelopment Ready Community ("RRC") and receive assistance from the Program in promoting sites within the Community.

The MEDC is interested in evaluating the Community and making recommendations for the Community to become certified as a RRC under the Program and help market the Community to the public for redevelopment purposes.

Therefore, the above entities have come together in a strategic collaboration to achieve the above stated goals. This collaboration is based on the following understandings:

Community Responsibilities

1. Identifying a primary Program contact who will serve as the lead contact and provide overall technical support for all aspects of this project on behalf of the Community.
2. Provide adequate staff personnel to attend trainings, perform research collection and assessment of current practices of the Community, respond in a timely manner to MEDC questions, and to implement the needed actions to achieve certification of the Program after the evaluation.
3. Provide monthly updates to the Community's elected governing body on status of Program progress.
4. Within fourteen (14) days of receiving the draft Community Report of Findings, provide comments and any additional documentation, and schedule the report out presentation for the Community's elected governing body.
5. Within thirty (30) days of the Community Report of Findings presentation, provide a resolution adopted by the Community's elected governing body that supports the Community's intent to implement the needed actions to achieve certification, if necessary, to meet the Program best practices.
6. Provide progress reports to the MEDC both pre-certification and post-certification on a quarterly or biannual basis, respectively.
7. Within three hundred sixty-five (365) days, complete implementation of the needed actions to achieve certification, if necessary, to meet the Program best practices. Additional time to complete implementation may be provided at the discretion of the MEDC Program staff.
8. Provide documentation that the Community meets the Program best practices as determined by the MEDC prior to being awarded certification.

MEDC Responsibilities

1. Provide general training on the Program.

2. Provide general technical support to the primary Program contact of the Community in collecting the information necessary to complete the Program evaluation and implementation of the best practices.
3. Evaluate information collected from the Community and produce a Community Report of Findings.
4. If necessary, make recommendations of steps to meet the best practices as identified by the MEDC.
5. Once the Program evaluation is completed, the MEDC will coordinate with the RRC Advisory Council to receive input on certifying the Community as a RRC.
6. If certified as a RRC, assist the Community in marketing to the public up to three sites as redevelopment ready.
7. Prepare a license agreement between the Community and the MEDC for Community's use of the RRC certification logo.

This MOU sets forth the intent of the Parties only and does not, and is not intended to, impose any binding obligations on the Parties nor shall it be the basis for any legal claims or liabilities by or among the Parties. Any liability of the Parties, whether in contract, tort or under any other legal or equitable theory, arising out of or in connection with this MOU shall be explicitly excluded. Neither Party shall be entitled to claim compensation for any expenses or losses incurred in bad faith if the intention of this MOU cannot be reached entirely or in part.

This MOU constitutes the entire agreement between the Parties hereto. This MOU may be modified, altered, revised, extended or renewed by mutual written consent of all Parties, by the issuance of a written amendment, signed and dated by all the Parties.

This MOU may be signed in multiple copies and in counterparts which, when taken together, shall constitute the executed MOU. Faxed or scanned copies shall be considered an original.

This MOU is effective until the three year anniversary of the date the Community is certified as a RRC, unless terminated earlier. However, either Party may terminate the MOU by providing notice in writing to the other Party thirty (30) days in advance of the termination. Upon the expiration of the Community's certification as a RRC, the Community may elect to reapply for certification and enter in to a new Memorandum of Understanding with the MEDC.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by their respective authorized representatives.

____________________________________ ________________

name Date

City of xx

____________________________________ ________________

Michigan Economic Development Corporation Date

CITY COUNCIL AGENDA ITEM F.3.
JULY 11, 2017

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager Laurence Shaffer

SUBJECT: Purchase of Election Equipment

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council approve the purchase of:

1. one (1) DS 450 High-Throughput Scanner & Tabulator in the amount of $36,416;
2. one (1) ExpressVote Universal Voting System in the amount of $2,697; and
3. a five-year maintenance contract in the amount of $57,565

from Election Systems & Software (ES&S) and authorize the City Manager to execute all documents on behalf of the city.

In March 2017, Michigan Secretary of State Ruth Johnson approved contracts for the purchase of new voting equipment that every Michigan voter will use for at least the next ten years. The existing election equipment is no longer supported or authorized for use by the Michigan Bureau of Elections.

The State of Michigan coordinated the development of a statewide bid process, contract award and the purchase of voting systems, with input from the county level to determine which system to procure. From the five vendors that submitted bids, the State selected three vendors that could be used to provide the election equipment. The municipal clerks of Kalamazoo County collaborated on a number of occasions and determined that Election Systems & Software (ES&S) provided the best system for voters. Not only did ES&S provide the lowest quote, the firm is the current vendor for Kalamazoo County election equipment. The consistency is expected to make the transition to the new equipment an easier process than moving to a new vendor.

The State of Michigan, with the assistance of the Help America Vote Act (HAVA) Grant, will provide to the City of Portage twenty-two (22) DS200 Tabulators, nineteen (19) ExpressVote Universal Voting System units. To supplement this equipment, the city would also like to purchase one (1) DS 450 High-Throughput Scanner & Tabulator in the amount of $36,416 and an additional ExpressVote Universal Voting System unit in the amount of $2,697 from ES&S. This would allow the city to have a high-throughput scanner to accurately and efficiently process the over 4,000 absentee ballots processed during each election and a spare voting system for persons with disabilities.

The first five years of maintenance for all of the equipment will be provided by the State of Michigan. The last five years of maintenance for the equipment is expected to cost the city $11,513 annually and will be accounted for in future budget years.

Therefore, it is recommended that City Council approve the purchase of one (1) DS 450 High-Throughput Scanner & Tabulator in the amount of $36,416; one (1) ExpressVote Universal Voting System in the amount of $2,697 and a five-year maintenance contract in the amount of $57,565 from Election Systems & Software (ES&S) and authorize the City Manager to execute all documents on behalf of the city.

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

Attachments: 1. N/A

BOARD OF EDUCATION
REGULAR BUSINESS MEETING

May 22, 2017

The regular business meeting of the Board of Education of the Portage Public Schools held on Monday, May 22, 2017, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 35 people and all in attendance recited the Pledge of Allegiance. President Van Antwerp led a moment of silence in the memory of a 2016 Central High School graduate, Alyssa Elsman, as well as her Central Middle School sister, Ava, who is recovering.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Middle School Transition – Where Everybody Belongs (WEB) Program Report. Mr. Michael Huber, Director of Curriculum, welcomed the following Middle School Counselors: Ms. Amy Gray, Ms. Shannon Schippers and Ms. Becky Moon along with two student leaders. Ms. Gray, Ms. Schippers, Ms. Moon and the two student leaders shared background on the first year of the national research-based transition program implemented at all District middle schools. The WEB Program creates a peer support system, both social and academic, for students entering middle school. This was the first full year of implementation and they look forward to sharing future data being collected with the Board.

Bond Update. Mr. Ron Herron, Assistant Superintendent of Operations, updated the Board on the groundbreaking ceremony at the North Campus; the Central High Natatorium; the North Middle School campus; and the Northern High multi-purpose field.

Superintendent's Report. Superintendent Bielang congratulated Mr. John Dunlop, Central Middle School Teacher, for his work involved to secure the Riding For Focus Grant.

Financial Report. Mrs. Karla Colestock, Director of Finance, shared a financial report for the ten month period ending April 30, 2017. She shared news on: the recent storm damage to building roofs; a Skyward representative returning to the District for further consulting and year end planning; and an update on the school aid fund.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Dr. Shelton-Harris explained guidelines the Board uses for this portion of the meeting.

Ms. Johanna Toth, 971 S. 6th, Schoolcraft, a teacher, spoke in support of middle school Media Specialists.

Ms. Olivia Pennebaker, 475 W. Lovell St., Kalamazoo, a citizen, spoke in support of middle school Media Specialists.

Two North Middle School students spoke in support of middle school Media Specialists.

Ms. Andrea Smalley, 1210 W. Maple St., Kalamazoo, a citizen, spoke in support of middle school Media Specialists.

Ms. Amy Koffler, 524 Woods End, a parent, spoke in support of middle school Media Specialists.

Ms. Christina Redmond, 5721 Springridge, a parent, spoke in support of middle school Media Specialists.

Ms. Julie Taylor, 5848 Tradewind, a parent and staff member, spoke in support of middle school Media Specialists.

Ms. Jennifer Odza, 3555 Fleetwood Dr., a parent, spoke in support of middle school Media Specialists.

President Van Antwerp thanked all the speakers for their comments and opened the floor to comments from fellow Board members.

Mrs. Willson noted two events: the Central High School Senior Mustang Ride Out and the Northern High School Senior Breakfast are preparing District seniors for graduation. Mrs. Willson is looking forward to the graduation ceremonies.

Mr. Droppers acknowledged he learned a lot from his recent visit to Community High School.

Mr. Snyder thanked all the speakers, noted the Board appreciates the input and it is listening.

Mr. Rathburn echoed Mr. Snyder’s comments, thanking all the speakers.

Mrs. Novaria shared comments made by Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, at a recent District Advisory Council meeting. Mr. Killips noted we need to listen more to what students and parents want.

Dr. Shelton-Harris acknowledged she could connect with tonight’s speakers and thanked them for all their comments.

President Van Antwerp requested Trustees remain after the meeting to discuss graduation and Superintendent evaluation calendar details.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The minutes of the April 17, 2017, Special Meeting and Regular Business Meeting and the May 8, 2017, Policy Governance Retreat and Committee of the Whole Work Session; Recommended Tennis Court Repairs, (Recommended tennis court repairs for the West Middle, Northern High and Central High School locations from Pro Surfaces of St. Johns, MI for an amount of $85,904.40. An amount between $55,904.40 and $85,904.40 will come from the 2017/18 Building and Site Sinking Fund (BSSF). The BSSF amount will be offset by matching grant funds received from the United States Tennis Association of up to $30,000. This grant amount will be processed through the 2017/18 General Fund.); Recommended Purchase of Amberly Elementary School PA/Clock/Bell Systems, (Recommendation to purchase replacement public address, clock, and bell systems for Amberly Elementary from Datacom Group, Inc. (Holt, MI) in an amount not to exceed $36,250, proceeds coming from the 2016 Bond Fund #1.); Recommended Purchase of Haverhill Elementary School PA/Clock/Bell Systems, (Recommendation to purchase replacement public address, clock, and bell systems for Haverhill Elementary from Datacom Group, Inc. (Holt, MI) in an amount not to exceed $32,460, proceeds coming from the 2016 Bond Fund #1.); Recommended Student Chromebook Purchase, (Recommended purchase of 1450 Chromebooks from CDWG (Chicago, IL) in an amount not to exceed $285,650, proceeds coming from the General Fund and the 2016 Bond Fund #1.); Recommended Cisco Switchgear Purchase, (Recommended purchase of Cisco switches, along with related items, from Presidio (Caledonia, MI) in an amount not to exceed $49,119.75, proceeds coming from the 2016 Bond Fund #1.); Recommended Purchase of Google EDU Licenses, (Recommended purchase of 1,450 Google Chrome EDU management licenses from Sehi (Rochester Hills, MI), in an amount not to exceed $33,901, proceeds coming from the 2016 Bond Fund #1.); Recommended Revisions to Vision Statement, (Approve the proposed Vision Statement as follows: "An exceptional, continuously improving learning culture with high expectations, committed to all!".); Recommended Revisions Policy 3.12, Superintendent Evaluation, (Recommendation to approve revisions to Policy – 3.12, Superintendent Evaluation to replace the current Policy.); and Approval of Superintendent Evaluation Document, (Recommendation to approve the Superintendent Evaluation Document.).

There being no objections, motion carried unanimously.

ACTION ITEM

Motion offered by Mrs. Novaria, seconded by Mr. Droppers, that the Board of Education adopt the following revisions to Policy 2.2, Treatment of Staff: revise the global statement; add a new sub-point under 2.2.1; and renumber the other original sub-points to follow, as presented.

Motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education set a Public Hearing on the proposed 2017/2018 budget for June 26, 2017 at 6:30 p.m. and authorize the Board Secretary to publish the required notice in the Kalamazoo Gazette, as presented.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mrs. Willson, that the Board of Education adopt the Resolution indicating support of the Kalamazoo Regional Educational Service Agency 2017/2018 General Education Fund Budget, as presented.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education adopt the Kalamazoo Regional Educational Service Agency 2017 Biennial Election Resolution to designate a voting delegate Mr. Bielang and alternate Mrs. Willson and cast a vote for candidates Mr. Virgil "Skip" Knowles and Mr. Randy Van Antwerp, as presented.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the submission of the $30,000 Grant to Michigan Council for the Arts and Cultural Affairs to support the Aesthetic Education Program between October 1, 2017 to June 15, 2018, as presented.

Motion carried unanimously.

DISCUSSION ITEMS

Recommended Purchase of Classroom Furniture. Mr. Herron provided background information on the recommendation to purchase 280 student desks from Holland Desk and Chair Co., Grand Rapids, MI, for $44,508.80 from the 2017/18 General Fund Budget.

Recommended Purchase of Marching Band Towers. Mr. Herron informed Trustees of the recommendation to approve the contract for the purchase and construction of Northern and Central High School Marching Band Towers as part of the 2016 Bond project, from Educational Steele of Noblesville, IN. A total purchase cost of $126,600 will come from the 2016 Bond Fund. Mr. Herron responded to Trustee questions pertaining to the placement of the towers and the lift currently in use.

Recommended Network Core Replacement. Mr. Dan Vomastek, Director of Information and Technology Systems, discussed the recommended purchase of a replacement network core, along with related items, from Presidio (Caledonia, MI) in an amount not to exceed $288,147.50, proceeds coming from the 2016 Bond Construction Fund #1. Mr. Vomastek responded to Trustee questions pertaining to the life expectancy of the network core replacement and the service contract.

There being no further business to come before the Board, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

Kalamazoo Regional Educational Service Agency ("ISD")

GENERAL EDUCATION FUND BUDGET RESOLUTION

A regular meeting of the Board of Education of the Portage Public School District was held in the Administration Building on May 22, 2017 at 6:30 pm.

Members present were: Kurt Droppers, Terri Novaria, Rusty Rathburn,

Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Member absent were: None

The following preamble and resolution were offered by Member Mr. Snyder and seconded by Member Mrs. Willson.

WHEREAS:

This Board received the Kalamazoo Regional Educational Service Agency General Education Fund Budget on or before May 1, 2017; and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/proposed changes the Board may have to the budget prior to June 1, 2017.

THEREFORE, BE IT RESOLVED THAT:

Based upon the information received from Kalamazoo Regional Educational Service Agency and recognizing that a limited review of a budget document provides limited oversight of the financial affairs of an organization, the General Education Fund Budget for the 2017/2018 school year be supported. Furthermore, that the Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.

Ayes: Members Kurt Droppers, Terri Novaria, Rusty Rathburn,
Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Nays: Members None

Motion declared adopted.

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools Portage, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 22, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

Secretary, Board of Education

RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE
[To be adopted on or after May 15, 2017]

Portage Public Schools (the "District")

A Regular meeting of the board of education of the District (the "Board") was held in Conference Room 1 of the Administration Building, within the boundaries of the District, on the 22nd day of May, 2017, at 6:30 o'clock in the p.m.

The meeting was called to order by Mr. Van Antwerp, President.

Present: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris,

Bo Snyder, Randy Van Antwerp and Joanne Willson

Absent: Members None

The following preamble and resolution were offered by Member Mr. Snyder and supported by Member Mrs. Novaria.

WHEREAS:

1. The biennial election of the Board of Kalamazoo Regional Educational Service Agency, Michigan (the "ISD Board") will be held on Monday, June 5, 2017; and

2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and

3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate Mr. Bielang as this District's proposed representative and Mrs. Willson as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of Mr. Bielang as the representative of this Board for the electoral body, which body will elect two (2) candidates to the vacancies on the ISD Board on Monday, June 5, 2017 and Mrs. Willson as an alternate in the event the designated representative is unable to attend.

2. The designated representative and alternate are further directed to cast a vote on the first ballot on behalf of this Board for Mr. Virgil "Skip" Knowles and Mr. Randy Van Antwerp.

3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the ISD Board.

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

Ayes: Members Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Nays: Members None

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Portage Public Schools, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a Regular meeting held on May 22, 2017, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION

June 12, 2017

The work session meeting of the Board of Education of the Portage Public Schools held on Monday, June 12, 2017, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 17 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Kurt Droppers

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Superintendent's Report. Superintendent Bielang welcomed Mr. Larry Killips, Assistant Superintendent of Instruction and Assessment, and Mr. Bradley Galin, Human Resources Director. Mr. Killips and Mr. Galin provided background information on the staffing process and program changes the District is making for the 2017/18 school year.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Dr. Shelton-Harris explained guidelines the Board uses for this portion of the meeting.

Ms. Janet Verduzco, 3621 Edinburgh Drive, Kalamazoo, a citizen, shared concern for gate fees charged at high school athletic events.

Ms. Linda Benjamin, 6840 Cromwell Street, a citizen, shared concern for gate fees charged at high school athletic events.

President Van Antwerp thanked the speakers for their comments and opened the floor to comments from fellow Board members.

Mrs. Novaria shared comments on the caliber of the Districts' three graduation ceremonies.

Mr. Snyder acknowledged graduations are the highlight of the year for Board Trustees.

Mrs. Willson commented on “Those Who Host Lose the Most” yard signs and urged parents to be most vigilant this time of the year.

President Van Antwerp acknowledged distributing the Superintendent Evaluation materials to all Trustees. He requested the completed materials be returned to Mrs. Edna Kent, Board Recording Secretary, by Monday, June 19, 2017. This information will be compiled prior to the Special Meeting on June 27, 2017. President Van Antwerp confirmed there were no issues with completed Monitoring Report Evaluation Forms for 2.9, Emergency Superintendent Succession; 2.11, Long Term Asset Planning; or 1.3, Global Ends. President Van Antwerp inquired about Trustee availability for a Policy Governance Retreat prior to the Board meeting on August 14, 2017. Other date options for the Retreat are Monday, August 7 or Monday, August 21, in which case the Board meeting date may change as well.

DISCUSSION ITEMS

Central High School Orchestra Students Trip to Czech Republic and Austria. Mr. Killips welcomed and introduced Ms. Silvia McClish, Central High School Teacher. Ms. McClish shared details on the Central High School Orchestra students trip to Czech Republic and Austria. The trip dates will be June 15-23, 2019.

Northern High School Anime Club Trip to Japan. Mr. Killips welcomed and introduced Ms. Sarah Nott, Northern High School Teacher. Ms. Nott provided background information on the Northern High School Anime Club trip to Japan. The trip dates are set for June 25 – July 4, 2018 and it is recommended that explicit attention be paid to the safety of this region prior to travel by parents, students and staff.

Acceptance of Human Growth and Development Report. Mr. Michael Huber, Director of Curriculum, provided a two-year review of Human Growth and Development Report to the Board. He highlighted curriculum, what is covered and when it is covered, objectives, evaluation and next steps. Mr. Huber responded to Trustee questions pertaining to the opting out process and lesson plans.

Operational Policy Revisions. Superintendent Bielang reviewed the proposed new, revised and replacement Operational Policies included in this update noting they were prepared and reviewed by NEOLA’s legal counsel for statutory compliance and reviewed by appropriate District Administrators.

Portage Public Schools Deferred Compensation/Performance Pay Plan. Superintendent Bielang and Mrs. Karla Colestock, Director of Finance, discussed the Resolution to amend the Deferred Compensation/Pay for Performance Plan and responded to Trustee questions.

Administrative Contracts. Superintendent Bielang reviewed the request to authorize the Superintendent to issue Administrator contract extensions, not to exceed beyond June 30, 2019, with the additional compensation in the aggregate, as approved by the Board as part of the 2017/2018 budget.

School Meal Prices 2017/2018. Mrs. Colestock provided an overview of the student meal prices for the 2017/2018 school year as follows based on the pricing equity requirements from the Michigan Department of Education:

	Current 2016/17	Proposed 2017/18
Elementary Breakfast	$1.35	$1.35
Elementary Lunch	$2.25	$2.35
Ala Carte Entrée	$2.25	$2.35
Milk	$ .50	$ .50
Secondary Breakfast	$1.50	$1.50
Middle School Lunch	$2.75	$2.85
High School Lunch	$2.75	$2.85
Premium Secondary Lunch	$3.00	$3.10
(Crust & Stuff, Ready Set Deli)		
Ala Carte Entrée	$2.75/$3.00	$2.85/$3.10

2016/2017 Final Budget Amendments: General Fund Budget Amendment #2 Resolution. Mrs. Colestock highlighted the budget Amendment #2 Resolution for the General Appropriations Act (General Fund) for the 2016/2017 year.

2016/2017 Final Budget Amendments: Building and Site Sinking Fund Budget Amendment #1 Resolution. Mrs. Colestock shared details regarding the Resolution, Amendment #1 to the Building and Site Sinking Fund Appropriations Act for the 2016/2017 fiscal year.

2016/2017 Final Budget Amendments: Debt Retirement Fund Budget Amendment #1 Resolution. Mrs. Colestock discussed Amendment #1 to the Debt Retirement Fund Appropriations Act for the 2016/2017 fiscal year.

2016/2017 Final Budget Amendments: School Service Fund Budget Amendment #1 Resolution. Mrs. Colestock provided background information on the Resolution, Amendment #1 to the School Service Fund Appropriations Act for the 2016/2017 fiscal year.

2017/2018 Budget Planning: General Fund Budget; Building and Site Sinking Fund Budget; Debt Retirement Fund Budget; and the School Service Fund Budget. Mrs. Colestock provided a formal presentation on the 2017/2018 preliminary budget overview highlighting revenue assumptions, significant expenditure assumptions, fund balance overview, the Building and Site Sinking Fund, Debt Retirement Fund, Lunch Fund and the budget calendar.

Review Change Order Process. Superintendent Bielang reviewed the Change Order Process presented to the Board in November 2016. Mr. Ron Herron, Assistant Superintendent of Operations, provided an updated Change Order Process flowchart and discussed monthly reports to update Trustees.

Recommended Revisions to Governance Policy 2.0, Global Executive Constraint, and Policy 2.10, Communication and Support to the Board. President Van Antwerp shared the recommended revisions to add “unsafe” to Policy 2.0, Global Executive Constraint; and add point 10.B. “The Superintendent will at least annually provide to the Board a report on safety.” To Policy

2.10, Communication and Support to the Board. President Van Antwerp requested that Trustees let him know of any questions or concerns with the recommended revisions.

Review Governance Policy 3.2, Board Job Description, and Policy 3.3, Board Members' Code of Conduct. President Van Antwerp led a discussion pertaining to Policy 3.2, Board Job Description, and Policy 3.3, Board Members' Code of Conduct. President Van Antwerp requested that Trustees let him know of any questions or concerns with these Policies.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: The Recommended Purchase of Classroom Furniture (Recommendation to purchase 280 student desks from Holland Desk and Chair Co., Grand Rapids, MI, for $44,508.80 from the 2017/18 General Fund Budget.); Recommended Purchase of Marching Band Towers (Recommended contract for the purchase and construction of Northern and Central High School Marching Band Towers as part of the 2016 Bond project, from Educational Steele of Noblesville, IN. A total purchase cost of $126,600 will come from the 2016 Bond Fund.); and Recommended Network Core Replacement (Recommended purchase of a replacement network core, along with related items, from Presidio (Caledonia, MI) in an amount not to exceed $288,147.50, proceeds coming from the 2016 Bond Construction Fund #1.)

There being no objections, motion carried unanimously.

REQUIRED APPROVAL ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education approve the Michigan Association of School Boards and Legal Trust Fund Membership for 2017/2018, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education adopt the Resolution confirming the District's membership with the Michigan High School Athletic Association for the 2017/2018 school year, as presented.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

ACTION ITEMS

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the appointment of the following administrator to Portage Public Schools: Dr. Michael Pascoe, as presented.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve Monitoring Report – Policy Sub End 1.0, Global Ends, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

Motion offered by Mr. Snyder, seconded by Mr. Rathburn, that the Board of Education approve Monitoring Report – Policy 2.0, Global Executive Constraint, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

CLOSED SESSION

Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board of Education move into closed session for the purpose of discussing collective bargaining strategy and attorney-client privileged material [Sections 8(c) and 8(h) of the Open Meetings Act].

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

The Board moved into closed session at 8:35 p.m.

The Board returned to open session at 8:50 p.m.

POST CLOSED SESSION ACTION

Motion offered Mrs. Willson, seconded by Mr. Snyder, that as permitted under MCL sections 1230a and 1230d(7), the Board of Education of the Portage Public Schools authorize the hiring of Ms. Laurie Cunningham by the District as her convictions are not considered a listed offense by the statutes listed above.

Motion carried unanimously.

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education approve the 2017/2019 Contractual Agreement with the Portage Association of Education Office Personnel, MEA/NEA, as presented.

Upon a Roll Call Vote, all Trustees voted in favor of the motion.

There being no further business to come before the Board, the meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

MHSAA® michigan high school athletic association **2017-18**

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2017 — through July 31, 2018

LIST ON BACK the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2017-18 must be listed on the back of this form)

Portgae Public Schools City of Portage

County of Kalamazoo, of State of Michigan, are hereby:

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
(B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2017 and shall remain effective until July 31, 2018, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Portage Public *School(s), on the* 12 *day of* June *, 2017, and is so recorded in the minutes of the meeting of the said Board/Governing Body.*

Portage Board of Education
(Governing Body Name)

8107 Mustang Dr.
(Address)

Portage, MI 49002
(City & Zip Code)

Board Secretary Signature or Designee

☐ *Check if Designee*

-OVER-

Schools Which Are To Be MHSAA Members During 2017-18

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.

B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

C. *If the 6th-graders are in a separate building, and participating with the 7th- and 8th- graders, the 6th-grade school building must be listed as an MHSAA member school.

Member High School(s) (if any)

List separately from JH/MS even if all grades are housed in the same building.

1. Portage Central High School
2. Portage Northern High School
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

If necessary, list additional schools for either column on a separate sheet.

Junior High /Middle School(s) (if any)

List separately from HS even if all grades are housed in the same building.

1. Portage Central Middle School

Name of Junior High/Middle School

Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2017-18 7th- and 8th-Grade Enrollment: 446

Provide anticipated 2017-18 6th-Grade Enrollment: 252

- **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes or No** (circle one) *6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

3. Portage North Middle School

Name of Junior High/Middle School

Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2017-18 7th- and 8th-Grade Enrollment: 367

Provide anticipated 2017-18 6th-Grade Enrollment: 199

- **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes or No** (circle one) *6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

3. Portage West Middle School

Name of Junior High/Middle School

Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2017-18 7th- and 8th-Grade Enrollment: 494

Provide anticipated 2017-18 6th-Grade Enrollment: 243

- **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes or No** (circle one) *6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

TO: Honorable Mayor and City Council

FROM: City Council Community Survey Committee:
Councilmember Nasim Ansari
Councilmember Richard Ford
Councilmember Claudette Reid

SUBJECT: 2017 Community Survey

ACTION RECOMMENDED: Communication from the City Council Community Survey Committee recommending that City Council:

1. award a contract to the Kercher Center for Social Research at Western Michigan University in the amount of $11,206 to conduct the 2017 Portage Community Survey;
2. approve changes to the annual survey document as recommended by the City Council Community Survey Committee; and

authorize the City Manager to execute all related documents.

The Kercher Center for Social Research at Western Michigan University has conducted the Portage Community Survey since 1986. The survey is a tool utilized by the City Council and City Administration to obtain citizen feedback on the provision of services and to assist in setting future goals and objectives. The Portage Community Survey was last conducted in 2014.

The City Council Community Survey Committee, comprised of Councilmembers Nasim Ansari, Richard Ford and Claudette Reid, met with Dr. David J. Hartmann of the Kercher Center for Social Research at Western Michigan University and City Manager Shaffer twice in recent months. The Committee reviewed the 2014 survey document and discussed potential changes to the document. A red-line / strike-out version of the survey instrument is attached for the review of the Council.

It is recommended that Council award a contract to the Kercher Center for Social Research at Western Michigan University in the amount of $11,206 to conduct the 2017 Portage Community Survey, approve changes to the annual survey document as recommended by the City Council Community Survey Committee and authorize the City Manager to execute all related documents. It is expected that the survey will be conducted in September 2017 with results available in October or November.

FUNDING: Sufficient funding is budgeted and available in the FY 2017-2018 operating budget.

Attachments:
1. Proposal for the City of Portage Community Survey, 2017
2. Red-line / strike-out version of the 2017 Community Survey

Proposal for the City of Portage Community Survey, 2017

Prepared By

David J. Hartmann, Olivia M McLaughlin, Ryan Castillo
Kercher Center for Social Research
Western Michigan University

October 13, 2016

Dr. Hartmann can be reached at 387-5281 or via email at david.hartmann@wmich.edu

Proposal for the City of Portage Community Survey

The Kercher Center for Social Research (KCSR) of Western Michigan University proposes to assist the City of Portage (also referred to herein as "the City") in a survey of residents to obtain their viewpoints on City services and other important issues. Results of the survey will provide the City with information needed to evaluate current programs and services and to plan for the future.

This proposal provides an efficient and cost-effective method for conducting a survey which will provide population estimates at at least a 95 percent confidence level with a range of precision of plus or minus four percent. The Kercher Center will carry out five major tasks, which are further divided into specific research activities. They are as follows:

1. Review, pre-testing and finalizing the survey instrument.

The two major activities associated with this task are to: a) consult with the City of Portage to review the instrument, and b) finalize the survey instrument.

As in previous years, the KCSR will assist the City of Portage in preparing the research instrument. It is anticipated that the City will first prepare a working draft of the survey which will first be reviewed by the KCSR staff and then prepared for mail distribution and online entry. KCSR staff will ensure that the instrument meets the standards of generally accepted practice. That instrument will be presented to the City's administration for further discussion and approval.

2. Sampling.

The major activity in this area consists of acquiring random samples. For the last ten iterations, the KCSR has used cleaned samples provided by Survey Sampling, Inc. The proposed sample of 2,000 should yield more than 500 completed mail surveys will provide for the minimum 95% confidence level and precision within plus or minus 4%, as specified above. This year's proposal includes a replicate survey filled out online after a postcard invitation. The sample for the postcard will be a replicate of the mail sample.

3. Data Collection.

The activities associated with this task are to: a) prepare the survey instrument for distribution by mail and online access, and b) collect the responses and enter the data into a computer readable format (data entry is provided by respondents for the online version).

For the mail instrument, the staff of the KCSR will coordinate preparation of the instrument for distribution and subsequent data entry. This involves printing an advance announcement, a cover letter, and the survey instrument, and then assembling and mailing the packages to the sample of residents. Given the response to the mailed survey in 2011 and 2014, in order to produce a similar response, it is anticipated that two separate mailings will be required. The first would be an announcement of the survey, on city letterhead and over the signature(s) of city officials. In advance of this announcement to the potential respondents, it is expected that the City will also announce the survey to the general public through the newsletter, the website, and any other means that are practical (e.g., social networking media, perhaps an MLive story). The survey package itself would contain a cover letter, again on city letterhead and over the signature(s) of the same city officials, the survey instrument itself, and a postage-paid return envelope (to the KCSR). The outgoing envelope would also be on city letterhead. The use of City envelopes, City letterhead, and the signatures of City officials marks the survey as legitimate and important to the recipients, and is an important factor in achieving the desired response rate.

As the completed responses are received by the KCSR, staff will enter the data into a computer file. It is likely that the response rate to the mail approach will be sufficient to generate at least 500 completed responses over a period of 4-6 weeks. To receive 500+ returned surveys, we estimate sending out 2,000, with at least 85% deliverable and, hopefully, a 30%+ response rate.

The online protocol also relies on advertising by the City as described above but involves only a postcard to a random sample of residents asking them to access the survey online. Appropriate safeguards against duplicate or unauthorized access will be built in. In order to achieve optimal response rates, a postcard reminder will be sent to both samples (those invited to the mail and online versions) a week to ten days after the original invitation.

4. Data Processing - Data cleaning and statistical analysis.

The three activities associated with this task are to: a) convert the data set into a file suitable for analysis via SPSS, b) clean the data prior to the analysis, and c) conduct the statistical analysis.

After the data are entered and verified, and translated into a file suitable for statistical analysis, staff of the KCSR will first check and verify proper data ranges for all variables in the data set (this is pre-programmed in the online version). Statistical analysis will only be conducted on the checked and verified files. The descriptive statistical analysis will consist of frequencies and percentages for all questions. If requested, a limited number of crosstabulations can be provided. These, of course, would be specified in advance of data collection to enable efficient programming. Results from the mail and online versions will be compared across measures of data quality and representation and for variation is results.

5. Report writing and communication of results.

The two activities associated with this task are to: a) prepare a written report, and b) make a presentation of the results at a meeting set by the City.

The KCSR will provide a final report of the project for the City. The report will include the frequency distributions and percentages for all questions (and such crosstabulations as requested) and a comparison of the two administration protocols. In all instances, tables will be fully labeled for ease of interpretation. The report will also consist of a brief summary and interpretation of the findings of the study. In addition, all of the responses to the open-ended items will be transcribed, edited, and included as an appendix to the final report. The survey itself, with the frequency results for each item, will also be provided as another appendix. If desired, a copy of the data set and the SPSS program can be made available.

The project's Principal Investigator will make a verbal presentation of the results to the City Council at a later time and place set by the City.

Time Frame

If this proposal is approved by August 1, 2017, the final report will be provided to the City no later than Monday, November 6, 2017. Invoicing for services rendered shall follow submission of the final report and presentation.

Review and revision of the survey instrument can begin as soon as the contract is approved by the City of Portage. The data collection will begin after the first week of September. The initial frequency distributions will be run shortly after the completion of the data collection phase (probably during the third week of October), and the final report will be completed by November 6th. If necessary, changes in this schedule can be made, if agreeable to both the City and KCSR.

Project Personnel

The Principal Investigator will be Dr. David J. Hartmann, Professor and Chair of the Department of Sociology and former Director of the Kercher Center for Social Research. Experienced KCSR graduate assistants will be hired on a contract basis to assist in the project and to directly supervise the data entry and processing. The KCSR has a pool of experienced and competent graduate students for all tasks.

Proposed Budget - Portage Community Survey, 2017

		Olivia	Ryan
Questionnaire Design/Modification			
1 day @ $673/day ($67.75/hr + .2415 fringe = $84.01/hr)	$ 673		
Create online version and access protocols			
1 day @ $20/day ($20/hr + ..08fringe = $21.6/hr)	$ 173		173
Samples from Survey Sampling			
Mail Sample: (N=2,000 w/ 3 sets of mailing labels)	800		
Postcard Invitation for Online: (N=2,000 w/ two sets of labels)	650		
Printing			
Announcement (2,000 – to be done by the City)	0		
Outside envelope (4,000 – to be done by the City)	0		
Reply envelope (2,000 @ $.05)	100		
Cover letter (2,000 – to be done by the City)	0		
Survey (2,000 x 9 pages @ $.03)	540		
Postcard: line announcement (2,000)			
online reminders (2,000)			
mail reminder (2,000)	0		
Mailing			
Announcement (2,000 – to be done by the City)	0		
Survey (2,000 – to be done by the City)	0		
Reply (800 @ $.58)	464		
Postcard (4,000 to be done b the City)	0		
Assembly			
Announcement (4 hours @ $15/hr)	60	30	30
Main mailing (10 hours @ $15/hr)	150	75	75
Postcard security setup (4 hours @ $21.6/hr)	86		86
Data Entry and Verification (800 surveys @ $15/hr)	1500	1500	
Cleaning of open-ended items			
5 hours @ $ 84.01/hour (fringe included)	420		
20 hours @ $ 21.6/hour	432	210	210
Training, Supervision and Quality Control			
10 hours @ $21.6/hour	216	108	108
Tabulation of Results (programming)			
10 hours @ $84.11/hour (fringe included)	841		
Online version (4 hours @ $21.6/hr)	86		86
Preparation and Presentation of Report			
1.5 days @ $673/day	1010		
2 days @ $173/day	346	173	173
Administrative Services			
20 hours @ $24.52/hour (includes 24.15% fringe)	490		
Total Direct Costs	9,037	**2096***	**941**
Indirect Costs for WMU @ 51%	4,609		
(savings for indirect rate of 24%)	*(2,440)***		
	2,169		
Total Budget for the Project	$11,206		

** Proposed reduced indirect cost rate for community service related research.
*After vetting the data entry process, Olivia can hire out as much of the remaining data entry ($1500) as she wants.

~~2014~~ 2017 PORTAGE COMMUNITY SURVEY

Please check the box next to the answer that best represents your opinion or experience. Skip any question you do not want to answer. There is space at the end for comments.

CULTURE & ENVIRONMENT

1. How satisfied are you with the condition of city parks?
   - ☐ Very satisfied
   - ☐ Somewhat satisfied
   - ☐ Neutral
   - ☐ Somewhat dissatisfied
   - ☐ Very dissatisfied
   - ☐ Have not visited/Don't know

2. If you have participated in any of the recreation programs offered by the city (such as softball leagues, Ramona Park Beach, etc.), how satisfied are you with these programs?
   - ☐ Very satisfied
   - ☐ Somewhat satisfied
   - ☐ Neutral
   - ☐ Somewhat dissatisfied
   - ☐ Very dissatisfied
   - ☐ Have not participated/Don't know

3. Do you feel there is a problem with the deer population within the Portage City limits?
   - ☐ **Yes (go to Question 4)**
   - ☐ **No (skip to Question 5)**
   - ☐ **Don't know**

4. If you feel there is a problem with the deer population within the Portage City limits, which of the following issues do you feel should be addressed? (Check all that apply.)
   - ☐ **Deer / vehicle collisions**
   - ☐ **Damage to private property (e.g., gardens and landscaping)**
   - ☐ **Diseases hosted and spread by deer**
   - ☐ **Other (Please specify)____**

~~3.~~**5.** If you have used any of the city bikeways or trailways within the last year, how satisfied are you with the condition of these facilities?
   - ☐ Very satisfied
   - ☐ Somewhat satisfied
   - ☐ Neutral
   - ☐ Somewhat dissatisfied
   - ☐ Very dissatisfied
   - ☐ Have not used/Don't know

6. Would you support the use of public funds to purchase open space from the Michigan Department of Natural Resources with the intention of preserving it as part of the Portage Parks system?
   - ☐ **Yes**
   - ☐ **No**
   - ☐ **Don't know**

7. **The user fees received at the Ice Rink at Millennium Park do not completely offset the expenses to operate and maintain the rink. Do you think the city should eliminate public funding for the Ice Rink at Millennium Park?**
   - ☐ **Yes**
   - ☐ **No**
   - ☐ **Don't know**

~~4.~~**8.** Do you feel that the city is doing too much, just enough or too little in making ~~cultural~~ **arts and entertainment** opportunities available in Portage?
   - ☐ Too much
   - ☐ Just enough
   - ☐ Too little
   - ☐ Don't know

9. **Would you support the use of city resources to support diversity event funding?**
   - ☐ **Yes**
   - ☐ **No**
   - ☐ **Don't know**

~~5.~~**10.** If you have city water, is there a problem with the quality of the drinking water?
   - ☐ No, it is not a problem
   - ☐ Yes, slight problem
   - ☐ Yes, moderate problem
   - ☐ Yes, severe problem (Please specify ~~what~~) ________________________________

     ____

   - ☐ Don't have city water/Don't know

~~6.~~**11.** Have you utilized the Kalamazoo County Household Hazardous Waste Center in the last year?
   - ☐ Yes
   - ☐ No
   - ☐ Don't know

HUMAN SERVICES

The Michigan Legislature passed laws to allow for a pharmaceutical model of Medical Marihuana in the State of Michigan. The state will begin issuing licenses for marihuana dispensaries, growing operations, processing facilities, testing facilities and transportation operations at a level approved by the local municipality, beginning December 15, 2017.

12. **Would you support having medical marihuana dispensaries in Portage?**
   - ☐ **No, not at all**
   - ☐ **Yes, at a level adequate to serve City of Portage residents only**
   - ☐ **Yes, at a level adequate to serve City of Portage residents and also customers from other communities**
   - ☐ **Not sure / don't know**

13. Would you support the growing, processing, testing and transportation of medical marihuana in Portage?

- ☐ **No, not at all**
- ☐ **Yes, at a level adequate to serve City of Portage residents only**
- ☐ **Yes, at a level adequate to serve City of Portage residents and also dispensaries in other communities**
- ☐ **Not sure / don't know**

~~7.~~**14.** If you have utilized the services offered at the Portage Senior Center, how satisfied are you with these services?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Have not used/Don't know.

~~8. Is there a problem with illegal drug use in your neighborhood?~~

- ~~☐ No, it is not a problem~~
- ~~☐ Yes, slight problem~~
- ~~☐ Yes, moderate problem~~
- ~~☐ Yes, severe problem~~
- ~~☐ Don't know~~

~~9. Is there a problem with underage drinking in your neighborhood?~~

- ~~☐ No, it is not a problem~~
- ~~☐ Yes, slight problem~~
- ~~☐ Yes, moderate problem~~
- ~~☐ Yes, severe problem~~
- ~~☐ Don't know~~

MUNICIPAL SERVICES

~~10.~~**15.** If you have utilized the Fall Leaf Pickup Program in the last year, how satisfied are you with the program?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Have not participated/Don't know

~~11.~~**16.** If you have utilized the Spring Cleanup Program (household junk collection) in the last year, how satisfied are you with the program?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Have not participated/Don't know

~~12.~~**17.** If you have utilized the weekly Curbside Recycling Program in the last year, how satisfied are you with the program?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Have not participated/Don't know

~~13.~~**18.** If you have utilized the Curbside Brush Collection Program, how satisfied are you with the program?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Have not used/Don't know

~~14. If you have utilized the 9-1-1 emergency dispatch services in Portage, how satisfied were you with the service?~~

- ~~☐ Very satisfied~~
- ~~☐ Somewhat satisfied~~
- ~~☐ Neutral~~
- ~~☐ Somewhat dissatisfied~~
- ~~☐ Very dissatisfied~~
- ~~☐ Have not used/Don't know~~

~~15.~~**19.** How satisfied are you with the street snow removal?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Don't know

~~16.~~**20.** How satisfied are you with the condition of the pavement on roads and streets in Portage?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied
- ☐ Don't know

~~17.~~**21.** If you have had any direct contact with Portage city employees over the past year, how satisfied were you with the quality of service received from the employee?

- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Neutral
- ☐ Somewhat dissatisfied
- ☐ Very dissatisfied (Please specify why) ________________________________

____

- ☐ Have had no contact/Don't know

22. If you have utilized the 9-1-1 emergency dispatch services in Portage, how satisfied were you with the service?

- ☐ **Very satisfied**
- ☐ **Somewhat satisfied**
- ☐ **Neutral**
- ☐ **Somewhat dissatisfied**
- ☐ **Very dissatisfied**
- ☐ **Have not used/Don't know**

~~18.~~**23.** Do you think there is a problem with the level of police protection in Portage?

- ☐ No, it is not a problem
- ☐ Yes, there is a slight problem
- ☐ Yes, moderate problem
- ☐ Yes, severe problem
- ☐ Don't know

~~19.~~**24.** Do you think there is a problem with the level of fire protection in Portage?

- ☐ No, it is not a problem
- ☐ Yes, slight problem
- ☐ Yes, moderate problem
- ☐ Yes, severe problem
- ☐ Don't know

~~20. Due to the state of the economy, the city may need to increase taxes or further reduce services. If it becomes necessary, would you rather the city …~~

- ~~☐ maintain services and raise taxes?~~
- ~~☐ maintain taxes and further reduce services?~~
- ~~☐ Don't know~~

~~21. If city services must be reduced, which service(s) would you suggest? ____________~~

~~____~~

~~22.~~**25.** How do you *currently* obtain information about what is going on in Portage city government? (Check all that apply.)
- ☐ City website
- ☐ *Portager* newsletter
- ☐ Public Media Network **(Cable Access)**
- ☐ Contact with city employees
- ☐ *Kalamazoo Gazette / Portage Gazette*
- ☐ Local television and / or radio
- ☐ Other (please specify): ______________________________
- ☐ None of the above

~~23.~~**26.** What is your *preferred* method of obtaining information about what is going on in Portage city government? (Check all that apply.)
- ☐ City website
- ☐ *Portager* newsletter
- ☐ Public Media Network (~~AT&T U-verse or Charter Cable~~**Cable Access**)
- ☐ Contact with city employees
- ☐ *Kalamazoo Gazette* ~~*/ Portage Gazette*~~
- ☐ **Online local news outlets (e.g., MLive, WWMT)**
- ☐ Local television and / or radio
- ☐ Social media (e.g., ~~NIXLE~~, Facebook, Twitter)
- ☐ Other (please specify): ______________________________
- ☐ None of the above

~~24.~~**27.** As a source of information about what is going on in Portage city government, how important is the *Portager* newsletter?
- ☐ Very important
- ☐ Somewhat important
- ☐ Not important
- ☐ Don't know

~~25.~~**28.** As a source of information about what is going on in Portage city government, how important is the City of Portage website?
- ☐ Very important
- ☐ Somewhat important
- ☐ Not important
- ☐ Don't know

~~26.~~**29.** Do you think you are getting good services for your city tax dollars?
- ☐ Yes
- ☐ No (Please specify why not) ______________________________

  ____
- ☐ Don't know

NEIGHBORHOODS

~~27.~~**30.** Is there a problem with the condition of neighborhood homes and yards in Portage?
- ☐ No, it is not a problem
- ☐ Yes, slight problem
- ☐ Yes, moderate problem
- ☐ Yes, severe problem (Please specify what) ____________________________________

____
- ☐ Don't know

~~28.~~**31.** Has the condition of your neighborhood changed in the last five years?
- ☐ It is better than it was
- ☐ It is about the same
- ☐ It is worse than it was
- ☐ Don't know

32. Is there a problem with illegal drug use in your neighborhood?
- ☐ **No, it is not a problem**
- ☐ **Yes, slight problem**
- ☐ **Yes, moderate problem**
- ☐ **Yes, severe problem**
- ☐ **Don't know**

33. Is there a problem with underage drinking in your neighborhood?
- ☐ **No, it is not a problem**
- ☐ **Yes, slight problem**
- ☐ **Yes, moderate problem**
- ☐ **Yes, severe problem**
- ☐ **Don't know**

TRANSPORTATION

~~29.~~**34.** Is there a problem with the flow of traffic on South Westnedge Avenue?
- ☐ No, it is not a problem
- ☐ Yes, slight problem
- ☐ Yes, moderate problem
- ☐ Yes, severe problem
- ☐ Don't know

~~30.~~**35.** Is there a problem with the flow of traffic on any Portage streets other than South Westnedge Avenue?
- ☐ Yes (Please specify streets) ____
- ☐ No
- ☐ Don't know

36. Have you used public transportation in Portage (e.g., Metro Transit, County Connect Demand Service)?
- ☐ **Yes**
- ☐ **No**
- ☐ **Don't know**

POTENTIAL NEW or EXPANDED SERVICES

The City of Portage is interested in gauging support for the following potential new or expanded services. Although detailed proposals specifying levels of cost and service have yet to be developed, the city would like to obtain a level of citizen interest before proceeding.

For each question, please circle the response that best reflects your opinion:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Opinion
~~31. I would support the creation of a dog park in Portage that would be supported by user fees.~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~
~~32. I would support the improvement of drinking water quality even if it costs me more in water fees.~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~
~~33. I would support the expansion of the Portage Senior Center even if it cost me more in taxes or fees.~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~
~~34.~~**37.** I would support the addition of a second household junk collection in the fall even if it cost me more in taxes or fees.	1	2	3	4	5	6
~~35. I would support the creation of a county-wide consolidated dispatch (9-1-1) center even if it cost me more in taxes or fees.~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~
~~36. I would support the enhancement of public transportation (Metro Transit) even if it cost me more in taxes or fees.~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~
~~37. I would support an increase in neighborhood code enforcement even if it cost me more in taxes or fees.~~	~~1~~	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~
38. In addition to funds pledged by private donors, I would support the use of public funds to establish and maintain a new Senior Center in Portage	**1**	**2**	**3**	**4**	**5**	**6**
39. I would support the creation of a new Senior Center that would also accommodate the needs of non-seniors in the community (Community Center).	**1**	**2**	**3**	**4**	**5**	**6**
40. Non-profit human service agencies in Portage (e.g., Portage Community Center, YMCA, etc.) currently receive support in the form of a set proportion of the city budget. That proportion has been set at .55% of the city budget for more than 20 years. I would support increasing the amount given to human service agencies in Portage.	**1**	**2**	**3**	**4**	**5**	**6**

GENERAL OPINION

~~38.~~**41.** In general, what do you feel are the best <u>two</u> features of Portage?

____

____

____

~~39.~~**42.** Looking at the next ten years, what do you think is the <u>single</u> most important problem facing Portage?

____

____

____

DEMOGRAPHICS

~~40.~~**43.** About how many years have you lived in Portage?
- ☐ Less than 1 year
- ☐ 1 to 4 years
- ☐ 5 to 9 years
- ☐ 10 or more years
- ☐ Don’t know

~~41.~~**44.** Are you male or female?
- ☐ Male
- ☐ Female

~~42.~~**45.** What is your age, please? Are you...
- ☐ 29 years or younger
- ☐ 30-39
- ☐ 40-49
- ☐ 50-54
- ☐ 55-59
- ☐ 60 years or over
- ☐ Don’t know

~~43.~~**46.** How would you classify your racial or ethnic heritage?
- ☐ White/non-Hispanic
- ☐ Black/African American
- ☐ Alaskan Native, American Indian, Eskimo
- ☐ Asian American or Pacific Islander
- ☐ Hispanic
- ☐ International/non-US resident
- ☐ Multiracial
- ☐ Other (please specify) ______________________________
- ☐ Don’t know

~~44.~~**47.** What is the highest level of education you have completed?
- ☐ High school or less
- ☐ Some college/technical school
- ☐ Bachelor's degree
- ☐ Graduate degree
- ☐ Don't know

~~45.~~**48.** Which of the following best describes where you live?
- ☐ Single-family home
- ☐ Mobile home
- ☐ Apartment
- ☐ Condominium
- ☐ Other (please specify) ____
- ☐ Don't know

~~46.~~**49.** Using Centre Avenue and South Westnedge Avenue as dividing streets, do you live in the northwest, northeast, southwest, or southeast portion of Portage?
- ☐ Northwest (Near Crossroads Mall)
- ☐ Northeast (Near the airport)
- ☐ Southwest (Near the state game area)
- ☐ Southeast (Near the lakes)
- ☐ Don't know

~~47.~~**50.** Which of the following categories represents your total family income for the last year before taxes?
- ☐ Less than $25,000
- ☐ $25,000 to $49,999
- ☐ $50,000 to $74,999
- ☐ $75,000 to $99,999
- ☐ $100,000 or more
- ☐ Don't know

~~48. If you have access to the Internet from home, what type of internet service to you have?~~
- ~~☐ No internet service~~
- ~~☐ Dial up~~
- ~~☐ DSL~~
- ~~☐ Satellite~~
- ~~☐ Cable~~
- ~~☐ Other (Please specify) ____~~
- ~~☐ Don't know~~

~~49. Do you have conventional land line telephone service or cell phone service in your home?~~
- ~~☐ Land line only~~
- ~~☐ Both land line and cell phone~~
- ~~☐ Cell phone only~~
- ~~☐ Don't know~~

~~50.~~**51.** Please indicate below any other comments, concerns, or suggestions you may have for the City of Portage.

That was the last question! Thank you for your time and assistance. Just put the survey in the postage-paid return envelope and drop it in the mail.

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Tuesday, June 27, 2017

1. Letter from Yeo & Yeo P.C. to City Council regarding the Independent Audit for FY 2016-2017 – Information Only.

Laurence Shaffer

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager

7900 South Westnedge Avenue ▪ Portage, Michigan 49002 ▪ (269) 329-4400
www.portagemi.gov

YEO & YEO
CPAs & BUSINESS CONSULTANTS

800.968.0010
yeoandyeo.com

June 1, 2017

William Furry, Finance Director
City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002

Dear William:

Enclosed is the engagement letter for City of Portage for the year ending June 30, 2017. Generally Accepted Auditing Standards and Government Auditing Standards require that we communicate, during the planning stage of an audit, certain information to the City Council. This information includes the auditors' responsibilities in a financial statement audit, and the planned scope and timing of the audit. The engagement letter includes the items which must be communicated to the City Council.

Therefore, please make copies of the attached engagement letter and forward the copies to each member of the City Council.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

If you have any questions, please contact me.

Sincerely,

Jamie L Rivette

Jamie L. Rivette, Principal
Yeo & Yeo, P.C.
CPAs & Business Consultants

Enclosures

YEO & YEO
CPAs & BUSINESS CONSULTANTS

800.968.0010
yeoandyeo.com

June 1, 2017

City Council
City of Portage
7900 S. Westnedge Avenue
Portage, MI 49002

We are pleased to confirm our understanding of the services we are to provide City of Portage for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Portage as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Portage's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Portage's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's discussion and analysis
2) Budgetary comparison schedules
3) Municipal employees retirement system schedules
4) Retiree healthcare funding plan schedules

We have also been engaged to report on supplementary information other than RSI that accompanies City of Portage's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1) Nonmajor governmental funds combining statements
2) Budgetary comparison schedules – Nonmajor governmental funds
3) Fiduciary and fund statements
4) Internal service funds combining statements
5) Agency fund combining statements

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that other information.

1) Statistical information

Audit Objectives
The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Portage and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Portage's financial statements. Our report will be addressed to management and the City Council of City of Portage. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the government's internal control on compliance and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the government's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Portage is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General
An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from the government's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards.*

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Portage's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Other Services

For the year ending June 30, 2017, we will also provide the following services, some of which are covered by separate engagement letters, which cover the terms of each separate engagement. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.*

1) Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
2) Assist in preparing the entity-wide conversion

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities
You agree to assume all management responsibilities relating to the financial statements, related notes, required supplementary information, other supplementary information, the non-audit services listed above, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating one or more individuals, preferably from senior management, with suitable skill, knowledge, or experience; to evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and agreements.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements and grants, and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles (U.S. GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies.

You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to using the auditors' report, if you request our written consent to reproduce or use our report in a bond offering, official statements, or other documents, additional procedures will be required, at an additional cost mutually agreed upon.

However, you are not required to request or obtain our consent. If you use the auditors' report without our written consent, the following statements must be included in the bond offering, official statements, or other documents:

> INDEPENDENT AUDITORS
>
> The financial statements of City of Portage, as of June 30, 2017, and for the year then ended, included in this Official Statement, have been audited by Yeo & Yeo, P.C., CPAs & Business Consultants, independent auditors, as stated in their report appearing herein.
>
> Yeo & Yeo, P.C., CPAs & Business Consultants has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Yeo & Yeo, P.C., CPAs & Business Consultants also has not performed any procedures relating to this official statement.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the written representations provided to us at the completion of the audit.

Engagement Administration, Prices and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Portage; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P. C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Government Accountability Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P. C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the U.S. Government Accountability Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jamie L. Rivette is the engagement principal and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately October 9, 2017.

Professional standards require us to be independent with respect to the Organization in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.
Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Organization desires to offer employment to a Yeo & Yeo employee and the employee is hired in any capacity by the Organization, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

You acknowledge that we may collect your employees' personally identifiable information as part of the services that we are engaged to perform. We agree to indemnify you for any covered damages or claim expenses that may result from a data breach at Yeo & Yeo, P.C. as part of the terms of this contract.

Our price for these services will be $23,800 for the audit and $2,500 for CAFR preparation. Our invoices for these services will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above price is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If additional time becomes necessary to complete your engagement, we will discuss the issues with you and arrive at a new price estimate, which may or may not occur before we incur the additional time. Our price quoted above is also contingent on all items on the assistance list being completed by the due dates indicated and the audit being performed during the dates scheduled. If the dates are not met and the engagement needs to be rescheduled due to things in your control, then an additional price of 20% may apply. The reason for this is that we schedule our client work well in advance. When the job has to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result we may have to put you at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your staff.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to City of Portage and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Yeo & Yeo, P. C.
CPAs & Business Consultants

Jamie L. Rivette

Jamie L. Rivette, CPA
Principal

RESPONSE:

This letter correctly sets forth the understanding of City of Portage.

By: Wm K Gray

Title: Finance Director

YEO & YEO