

7:30 p.m. Call to Order.

Invocation: Father Ken Schmidt of St. Catherine of Siena Catholic Church

Pledge of Allegiance.

A. Current City Council:

1. Roll Call.
2. Approval of the Special and Regular Meeting Minutes of November 7, 2017.
3. Approval of the Pre-Council Meeting Minutes of November 20, 2017.
4. Communication from the City Manager recommending that City Council receive the November 7, 2017 City General Election Report from the Kalamazoo County Board of Canvassers as information only.
5. Statements of Citizens and Guests regarding Outgoing City Council.
6. Comments from Councilmembers.
7. Adjournment Sine Die of retiring City Council.

B. New Council:

1. Oaths of Office.
2. Signing of the City Council Code of Ethics and Values Policy.
3. Seating of Mayor and Councilmembers.
4. Roll Call of New Council.
5. Election of Mayor Pro Tempore.
6. Adoption of Rules of Order and Procedure.

C. Proclamations:

1. Resolution of Respect for Mayor Pro Tem Nasim H. Ansari.
2. Resolution of Respect for Mayor Peter J. Strazdas.

D. Introduction of Guests.

E. Statements of Citizens and Guests regarding New City Council.

F. Comments from New Council.

G. Adjourn for Reception.

H. Reconvene New Council.

* I. Approval of Consent Agenda Motions.

J. Accounts Payable Register:

- * 1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of November 21, 2017 as presented.

K. Public Hearings.

L. Petitions and Statement of Citizens.

M. Reports from the Administration:

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

1. adopt the amended Resolution for use of Credit Cards to allow the use of a second credit card assigned to the Finance Department, and
2. adopt the "City of Portage Credit Card Use Policy - Finance Department" in accordance with Public Act 266 of 1996.

* 2. Communication from the City Manager regarding the October Environmental Report - Information Only.

N. Communications.

O. Unfinished Business.

* P. Minutes of Boards and Commissions:

1. Portage Public Schools Regular of September 25 and Committee of the Whole Work Session of October 9, 2017.
2. Youth Advisory Committee of October 2, 2017.
3. Human Services Board of October 5, 2017.

Q. Council Committee Reports.

R. New Business.

S. Bid Tabulations:

T. Other City Matters:

1. Statements of Citizens.
2. From City Council and City Manager.

* 3. Reminder of Meetings:

- a. Monday, December 4, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.

U. Materials Transmitted.

1. Department Monthly Reports.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM NOVEMBER 7, 2017

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

At the request of Mayor Strazdas, Father Ken Schmidt of St. Catherine of Siena Catholic Church gave the invocation and the audience then recited the Pledge of Allegiance.

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

PROCLAMATIONS: On behalf of the employees of the City of Portage City Manager Shaffer recognized Mayor Strazdas for his many years of service to the Portage community, the last twelve of which as Mayor. Mr. Shaffer presented Mayor Strazdas with the City Flag that had been flying over City Hall during the last several months of the Mayor's service and a commemorative clock. Mayor Strazdas shared that he was honored and humbled and commented that the work accomplished during his service as Mayor would not have been possible without the efforts of citizens, staff and fellow members of City Council.

APPROVAL OF MINUTES: Motion by Randall, seconded by Ansari, to approve the Regular Meeting Minutes of October 24, 2017, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Ford abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Mayor Pro Tem Ansari to read the Consent Agenda. Motion by Ansari, seconded by Urban, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

Mayor Strazdas stated that City Council met in closed session prior to this meeting to conduct the annual performance review and evaluation of the City Manager. Mayor Strazdas asked that Item H.1, Closed Session, be moved to New Business and that the Item be considered as the City Manager Salary Review/Evaluation Committee Recommendation. There being no objection, the item was moved to New Business and renamed.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF NOVEMBER 7, 2017:** Motion by Ansari, seconded by Urban, to approve the Accounts Payable Register of November 7, 2017. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **MDOT CONTRACT FOR TRAFFIC SIGNAL UPGRADE WORK AT THE PORTAGE ROAD AND STRYKER WAY INTERSECTION:** Motion by Ansari, seconded by Urban, to approve Contract 17-5491 between the Michigan Department of Transportation and the City of Portage for the city share of improvements for the traffic signal upgrade work at the Portage Road and Stryker Way intersection, adopt a Resolution authorizing the City Manager to sign Contract 17-5491, and authorize the City Manager to sign all other documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **\$75,000 BUDGET TRANSFER FOR NEW GATEWAY SIGNS:** Motion by Ansari, seconded by Urban, to approve a \$75,000 budget transfer from the General Fund to the Capital Improvement Fund to construct six new city gateway signs. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PLAN FOR WHISPER ROCK CONDOMINIUM (PHASE 11):** Motion by Ansari, seconded by Urban, to approve the Final Plan for Whisper Rock Condominiums (Phase II), 2275 West Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

* **FINAL PRELIMINARY PLAT (ENGINEERING PLANS) FOR THE OAKS (PHASE 1):** Motion by Ansari, seconded by Urban, to approve the Final Preliminary Plat (engineering plans) for The Oaks (Phase I), 4800 Bishop Avenue. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

CLOSED SESSION: Mayor Strazdas stated that City Council met in closed session prior to this meeting to conduct the annual performance review and evaluation of the City Manager. Mayor Strazdas asked that Item H.1, Closed Session, be moved to New Business and that the Item be considered as the City Manager Salary Review/Evaluation Committee Recommendation. There being no objection, the item was moved to New Business and renamed.

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

Historic District Commission and Historic District Commission Historic District Study Committee Meeting Minutes of October 4, and Historic District Commission Special Meeting of October 18, 2017.

Portage Planning Commission of October 19, 2017.

NEW BUSINESS:

CITY MANAGER SALARY REVIEW/EVALUATION COMMITTEE

RECOMMENDATION: Mayor Strazdas explained that the purpose for the Special Meeting immediately preceding this meeting was to conduct the annual appraisal of the performance of the City Manager. He shared that the City Manager received an overall rating between *Far Exceeds Expectations* and *Exceeds Expectations*. Mayor Strazdas reviewed the process by which City Council conducts the performance evaluation and stated that the City Manager Salary Review/Evaluation Committee worked diligently to assemble a compensation package based on the performance of the City Manager and the compensation received by executives in comparable communities.

Motion by Pearson, seconded by Randall to increase the base compensation of the City Manager 11% to a total of \$150,000 annually, award a \$5,000 bonus for receiving a rating of 1.62, increase the car allowance to \$700 per month and increase vacation to 35 days annually.

Councilmember Ford stated that, as it relates to the performance of the City Manager, the City Manager executes City Council priorities and effectively manages City finances as evidenced by budget surpluses.

Mayor Strazdas explained the scoring system for evaluating the City Manager and stated that he believes the City Manager is doing a very good job. Mayor Strazdas then explained why he believed the recommended compensation package was appropriate.

Councilmember Reid stated that she recognized the City Manager had completed large projects over the past year, citing developments by Stryker and Pfizer as examples, but stated that a larger bonus would be more appropriate than an 11% increase in the base salary. She continued by stating that an 11% increase is unprecedented and she preferred a smaller increase in the base salary of 5% while using a bonus to reach the proposed \$155,000.

Councilmember Pearson shared his opinion that Mr. Shaffer is an exceptional City Manager and that a City Manager who has performed in such excellent fashion over a three-year period should be appropriately compensated. Councilmember Pearson cited the efforts of the City Manager related to the

financial health of the City, residential developments and industrial developments as evidence of the positive performance of Mr. Shaffer. Mr. Pearson also highlighted the at-risk nature of the City Manager position as support for the proposed compensation package.

Councilmember Randall reviewed the time and effort spent by the City Manager Salary Review/Evaluation Committee in conducting the performance review and in crafting the proposed compensation package. Councilmember Randall continued by saying that she believes the current compensation of the City Manager is too low and attributed this to circumstances surrounding his initial hiring as Acting City Manager. She cited an improved bond rating for the City, budget surpluses, efficiencies in City Hall and efforts to speed up development projects as evidence of Mr. Shaffer's performance.

Councilmember Urban stated that employees do not receive 11% increases in salary unless there is a corresponding change in title, responsibilities, education or similar. He stated his belief that such an increase is inappropriate.

Motion by Reid, seconded by Urban, to amend the original motion to state "to amend the increase to 5% which would make the base salary \$141,892 and provide a bonus of \$13,108 which would make the total compensation package be the same as the proposed package at \$155,000 total." Councilmember Reid shared her rationale for the amended motion and her belief that her amended motion offers a more prudent way of compensating the City Manager. Upon a roll call vote, motion failed 2 to 5 with Councilmembers Reid and Urban voting in support and Councilmembers Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas voting in opposition.

There being no further discussion, the City Clerk called the roll for the original motion. Motion carried 5 to 2 with Councilmembers Reid and Urban voting no. City Manager Shaffer thanked City Council for their generosity and recognition. Mr. Shaffer then expressed his gratitude for City staff and recognized their efforts in making the work of the City possible. Mr. Shaffer shared that he is looking forward to working with the new City Council over the next twelve months.

BID TABULATIONS:

* **THREE-YEAR LEASE OF EIGHT PANASONIC TOUGHBOOKS:** Motion by Ansari, seconded by Urban, to approve the three-year lease of eight (8) Panasonic CF-33 Toughbooks through Capital Advantage Leasing of Grand Rapids, Michigan, at a leased price of \$29,806 and authorize the City Manager to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS: At 8:00 p.m., the City Clerk, Adam Herringa, excused himself to attend to the election that was being held and the closing of the polls. Assistant to the City Manager Mary Beth Block, replaced Mr. Herringa for the remainder of the meeting.

STATEMENTS OF CITIZENS: Ms. Shea Wetzler, 1983 Katie Court, expressed concern with flooding in her backyard. Ms. Wetzler reviewed the history of the flooding situation and her efforts to get the situation resolved. She expressed concern that developments along and involving Portage Creek may be the cause of the flooding problems. Based upon a meeting with the City Manager, Ms. Wetzler expressed optimism that the City will be able to help resolve the situation but spoke to let City Council know about her situation. City Manager Shaffer shared that the City would investigate the situation and report back to City Council and Ms. Wetzler on the findings. Motion by Urban, seconded by Reid, to refer this matter to City Administration for review and report back to City Council when available. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Ford congratulated City Clerk Herringa and the Youth Advisory Committee on receiving a Keep Michigan Beautiful Award.

Councilmember Urban provided an update on the activities of the Gourdneck Lake Governmental Lake Board and recognized City Manager Shaffer, City of Portage staff and Schoolcraft Township officials for their efforts in helping facilitate the work and weed control projects of the Gourdneck Lake Governmental Lake Board over the past summer. Councilmember Urban also reported that residents seem happy with the weed control efforts.

Councilmember Reid shared information related to a bicycle safety open house that was held in Council Chambers by State Senator Margaret O'Brien and State Representative Brandt Iden. Councilmember Reid stated that the open house was a good opportunity to listen to concerns related to bicycle safety and positive information was shared.

Councilmember Randall stated that she also attended the forum on bicycle safety and shared her belief that more can be done to enhance safety for cyclists, pedestrians and other non-motorized trail users. Councilmember Randall highlighted the importance of education in promoting safety.

Mayor Pro Tem Ansari congratulated all candidates for office for having the courage and commitment to run.

Mayor Strazdas also commended all of the candidates who ran for office. Mayor Strazdas offered his congratulations to all who are elected and wished them the best success. He offered his full support for the City Council and expressed his hope that City Council will work together for the benefit of the community. Mayor Strazdas expressed his support for youth in the community and highlighted the value of the Youth Advisory Committee. Mr. Strazdas shared that youth represent the future of the City and that we must invest in them. Mayor Strazdas asked that City Council give young people opportunities to become excellent citizens and thanked City Clerk Herringa and City Manager Shaffer for their efforts to support youth in the community.

MATERIALS TRANSMITTED: None.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:19 p.m.

Adam Herringa, City Clerk

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

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 7, 2017**

Mayor Peter Strazdas called the meeting to order at 7:00 p.m. The following Councilmembers were present at this meeting: Councilmembers Richard Ford, Jim Pearson, Patricia Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also present were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

Mayor Strazdas stated that the purpose of the Special Meeting was to conduct the annual performance evaluation and appraisal of the City Manager. The Mayor inquired if City Council would like to proceed into closed session to conduct the review. Motion by Pearson, seconded by Reid, to enter closed session. Upon a voice vote, motion carried 7 to 0. City Council entered closed session at 7:02 p.m.

City Council reconvened at the beginning of the Regular City Council meeting at 7:30 p.m. The Special Meeting concluded at the start of the Regular Meeting.

Adam Herringa, City Clerk

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 21, 2017**

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

Mayor Strazdas opened the meeting and inquired if there were any questions or concerns regarding items on the proposed agenda. Mayor Randall inquired as to the order of the meeting and whether it could be modified to allow for citizens and guests to offer comments prior to adjourning for the reception. The City Manager and City Clerk indicated that there is no problem with altering the agenda in this regard. The City Clerk stated that he would modify the agenda to allow for statements of citizens and guests prior to the adjournment of the outgoing City Council and again before the reception but after the incoming City Council is seated. In response to a question from Mayor Randall, Mayor Strazdas indicated that the reception typically lasts 15 to 20 minutes. Mayor Randall also inquired as to the section on the agenda entitled "Introduction of Guests." Mayor Strazdas and City Clerk Herringa explained that this is when officials from outside organizations, such as the City of Kalamazoo or State Legislature, are recognized.

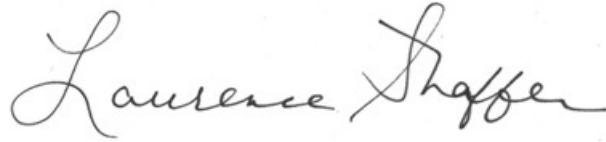
Councilmember Pearson asked a question regarding the Monthly Report from the Finance Director. Mr. Pearson pointed out that the original 2017-2018 budget for the Capital Improvement Water and Sewer program was significantly less than the 2017-2018 amended budget and asked the City Manager to explain the discrepancy. Mr. Shaffer speculated that it may be related to efforts surrounding Stryker Way but stated that he would research and respond to the query.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:12 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2017 City Election Report

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: That City Council receive the November 7, 2017 City General Election Report from the Kalamazoo County Board of Canvassers as information only.

The Kalamazoo County Board of Canvassers has completed the canvass of the November 7, 2017 City General Election. The attached Board of Canvassers Report is provided to City Council as information only.

FUNDING: N/A

Attachments: 1. Kalamazoo County Board of Canvassers Report

CANVASS OF VOTES CAST

-AT THE-

GENERAL ELECTION

-HELD ON-

NOVEMBER 7, 2017

-IN THE-

CITY OF PORTAGE

**AND CANVASSED BY THE
BOARD OF CANVASSERS**

OF

KALAMAZOO COUNTY, MICHIGAN

OFFICIAL RESULTS

KALAMAZOO COUNTY, MICHIGAN
CITY GENERAL/SPECIAL ELECTION
NOVEMBER 7, 2017

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12 PRECINCTS				MAYOR City Of Portage	
	R V E O G T I E S R T S E R E D	B C A A L S L T O T S	T P U E R R N C O E U N T T A G E	(NON)	P M R a . a t n r d i a c l i l a (NON)
0031 City of Portage 1 &	3461	612	17.68	266	345
0032 City of Portage 2	1773	157	8.86	57	98
0033 City of Portage 3	1944	387	19.91	167	215
0034 City of Portage 4 &	3380	810	23.96	350	451
0035 City of Portage 5.	5715	1375	24.06	633	732
0036 City of Portage 7	2778	413	14.87	166	245
0037 City of Portage 8 &	3474	984	28.32	485	489
0038 City of Portage 9	1445	416	28.79	215	198
0039 City of Portage 11	3745	810	21.63	419	388
0040 City of Portage 13	2623	568	21.65	246	314
0041 City of Portage 16	4068	856	21.04	398	451
0042 City of Portage 17	1785	540	30.25	226	309
GRAND TOTALS	36191	7928	21.91	3628	4235

12 PRECINCTS	CITY COUNCIL City Of Portage 3 TO BE ELECTED										
	R V E O G T I E S R T S E R E D	B C A A L S L T O T S	T P U E R R N C O E U N T T A G E	C B h u r r i n s s t o p h e r (NON)	T E i a m r l (NON)	L K o n r a i p p (NON)	C R l e a i u d e t e (NON)	J S i t m e p h a n a k (NON)	P S h t i i l n c h c o m b (NON)	W S a t y o n f e f e r (NON)	T U e r b r a y n (NON)
0031 City of Portage 1 &	3461	612	17.68	250	114	353	258	197	139	36	255
0032 City of Portage 2	1773	157	8.86	62	45	92	67	63	34	18	44
0033 City of Portage 3	1944	387	19.91	141	83	207	161	120	103	45	152
0034 City of Portage 4 &	3380	810	23.96	254	152	468	350	271	229	56	312
0035 City of Portage 5.	5715	1375	24.06	471	274	708	620	486	425	106	561
0036 City of Portage 7	2778	413	14.87	141	80	238	193	102	108	24	170
0037 City of Portage 8 &	3474	984	28.32	402	221	499	417	297	333	56	403
0038 City of Portage 9	1445	416	28.79	155	89	214	159	95	175	24	177
0039 City of Portage 11	3745	810	21.63	324	192	392	322	264	210	45	328
0040 City of Portage 13	2623	568	21.65	220	128	293	228	167	145	27	222
0041 City of Portage 16	4068	856	21.04	307	211	481	343	289	250	37	325
0042 City of Portage 17	1785	540	30.25	167	94	247	230	250	165	49	247
GRAND TOTALS	36191	7928	21.91	2894	1683	4192	3348	2601	2316	523	3196

The whole number of votes given for the office of Mayor	Put figures in this column
Was seven thousand eight hundred sixty-three	7,863
and they were given for the following named persons:	
Patricia M. Randall received four thousand two hundred thirty-five votes	4,235
Nasim Ansari received three thousand six hundred twenty-eight votes	3,628
TOTAL	7,863

The whole number of votes given for the office of City Commission	Put figures in this column
Was twenty thousand seven hundred fifty-three	20,753
and they were given for the following named persons:	
Lori Knapp received four thousand one hundred ninety-two votes	4,192
Claudette Reid received three thousand three hundred forty-eight votes	3,348
Terry Urban received three thousand one hundred ninety-six votes	3,196
Christopher Burns received two thousand eight hundred ninety-four votes	2,894
Jim Stephanak received two thousand six hundred one votes	2,601
Phil Stinchcomb received two thousand three hundred sixteen votes	2,316
Tim Earl received one thousand six hundred eighty-three votes	1,683
Wayne Stoffer received five hundred twenty-three votes	523
TOTAL	20,753

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

The Board of Canvassers of the County of Kalamazoo, having Ascertained and Canvassed the Votes of Said City of Kalamazoo, at the General Election, held on the 7th day of November, two thousand seventeen

Do Hereby Certify and Determine

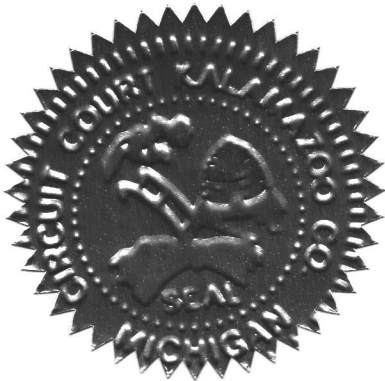
That Patricia M. Randall, having received sufficient number of votes, is elected to the office of Mayor for a term ending November 16, 2019.

That Lori Knapp, having received sufficient number of votes, is elected to the City Commission for a term ending November 16, 2021.

That Claudette Reid, having received sufficient number of votes, is elected to the City Commission for a term ending November 16, 2021.

That Terry Urban, having received sufficient number of votes, is elected to the City Commission for a term ending November 16, 2021.

In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Kalamazoo this 10th day of November in the year two thousand seventeen.



BOARD OF CANVASSERS

BOARD OF CANVASSERS
Wendy Flora

L. Kerst

R V minor & larva

Francis Bonn

ATTEST:

Smathy Snow

Wendy Flora

CITY OF PORTAGE

CITY COUNCIL CODE OF ETHICS AND VALUES POLICY

1. **Purpose.** The Code of Ethics and Values Policy ("Policy") of the Portage City Council is intended to establish standards of integrity, fair dealing, responsibility, accountability and disinterested conduct which are an essential part of a fiduciary duty owed to the public by its elected officials. The Policy is intended to encourage all councilmembers to place the public interest above self-interest and maintain independence and partiality and fairness in their judgment, decisions, and conduct. It is the policy of the City of Portage City Council to uphold, promote and demand the highest standards of ethics from all councilmembers. All members of the City Council share a commitment to ethical conduct in the service to their community. This Policy has been established to provide guidance for councilmembers so that the performance of their duties will be carried out in an ethical manner. In furtherance of this goal, the following general principles will apply:

- A. Councilmembers shall comply with the laws of the United States of America, the State of Michigan and City of Portage in the performance of their public duties.
- B. Councilmembers shall work for the common good of Portage residents and not be motivated by their own personal or financial interests.
- C. Councilmembers will endeavor to treat all members of the public and issues before them in a fair and equitable manner.
- D. Councilmembers shall be committed to the concepts of effective and democratic local government.
- E. Councilmembers shall encourage communication between residents, City Council and City Administration and endeavor to keep the community informed on municipal matters, not otherwise made confidential.
- F. Councilmembers shall safeguard public confidence by being honest, fair and respectful of all persons with whom they have official contact and will follow the rules and laws that govern the deliberation of public policy issues and meaningful involvement of the public.
- G. Councilmembers have an obligation to attend Council meetings and other meetings necessary for the performance of their official duties. Councilmembers should be prepared for meetings they attend, review materials, listen to the public discussions before them, keep comments and questions relevant to the business at hand, participate in discussions and make informed decisions based on the merits of each question.

2. **Definitions.**

- A. **Councilmember** means an elected member of the City Council.

- B. **Confidential information** means information, written or non-written, that has been obtained by a councilmember in the course of acting as such, that is not available to members of the public pursuant to the Michigan Freedom of Information Act, being MCL 15.231 *et. seq.*, or pursuant to other law, regulation, policy or procedure recognized by law, and that the councilmember is unauthorized to disclose:
- C. **Immediate family** means:
1. A councilmember's spouse or domestic partner, or
 2. A councilmember's relative by lineal descent, parent, brother, sister or a person who resides in the councilmember's household; or
 3. An individual claimed by a councilmember or a councilmembers spouse as a dependent under the United States Internal Revenue Code, being 26 USC 1 *et. seq.*
- D. **Ownership Interest** means financial or pecuniary interest that a councilmember has in the affairs of 1) any business entity in which the councilmember or a member of his or her immediate family is an officer, director, member, or employee; 2) any business entity in which the councilmember or a member of his or her immediate family controls, or directly or indirectly owns, in excess of 5% of the total stock; or 3) any person or business entity with whom the councilmember has a contract.
- E. **Personal Gain or Benefit** means any benefit which is accepted or received by a councilmember or the councilmember's immediate family, or is perceived by a reasonable person to be accepted or received by a councilmember or the councilmember's immediate family, as remuneration for the purpose of improperly influencing an official action in a specific manner or for refraining from the performance of an official action in a specific manner, or as inducement for the councilmember to act in favor of some interest other than in the public interest.

3. **Conflict of Interest – Standards of Conduct.**

- A. A councilmember shall not divulge to an unauthorized person confidential information acquired by the councilmember in the course of his or her duties as a councilmember in advance of the time prescribed for its authorized release to the public, if it is to be released to the public.
- B. Councilmembers shall represent the official policies and positions of the City Council to the best of their ability when designated as delegates or City representatives for this purpose. When presenting their individual opinions and positions, a councilmember may not represent, nor allow the inference of, his or her personal opinion or position as that of the City Council or the City of Portage.

- C. A councilmember shall not appear or advocate on behalf of the private interest of third parties, including the councilmember's immediate family members, before the City Council or any City board, committee or commission or other proceeding of the City.
- D. A councilmember shall not solicit or accept a gift or loan of money, goods, services or other things of value for the benefit of a person or organization other than the City which tends to influence the manner in which the councilmember or another public officer or employee of the City performs official duties.
- E. Except as permitted by state law, a councilmember shall not engage in a business transaction in which the councilmember may derive a personal profit or gain, directly or indirectly, from his or her official position or authority or benefit financially from confidential information which the councilmember has obtained or may obtain by reason of that position or authority.
- F. Except as permitted by state law, a councilmember shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the councilmember's official duties or when that employment may tend to impair his or her independence or judgment or action in the performance of official duties.
- G. Except as provided by state law, a councilmember shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to a business entity in which the councilmember has a personal or ownership interest.
- H. Except as permitted by state law, a councilmember shall not vote or participate in any other question on which the councilmember has a substantial direct or indirect financial, personal or ownership interest other than an interest similar to that of other citizens affected.

4. **Disclosure.** Whenever the performance of official duties shall require a councilmember to deliberate and vote on any matter involving the councilmember's financial or personal interest, the councilmember shall publicly disclose the nature and extent of the interest and is disqualified from participating in the deliberations and voting on the matter. The disclosure shall be made public at a meeting of the City Council before the matter is voted upon or in any other manner required by law.

5. **Gifts.** Councilmembers and their immediate family members shall not directly or indirectly solicit or accept a gift or loan of money, goods, services or other things of value which tend to influence the manner in which the councilmember or other public officer or employee of the City performs his or her official duties. Councilmembers are not prohibited from receiving money, goods, services or other items of value if not given to influence the councilmember in the performance of his or her official duties. The following list includes, but are not limited to, examples not prohibited:

- A. The solicitation and acceptance of campaign contributions in accordance with state law.
- B. Admission or registration fees, travel expenses, entertainment, meals or refreshments that are furnished to a councilmember by the sponsor of an event which is related to official local government business in connection with the event to which one or more members of the public are invited or are furnished to the councilmember in connection with a speaking engagement, teaching or the provision of assistance to an organization or another governmental entity as long as the City does not compensate the councilmember for the same items.
- C. An award publicly presented to a councilmember by an individual or a non-governmental entity or organization in recognition of the councilmember's public service, acts of heroism, crime solving or other similar recognition.
- D. Any gift or loan of money, goods, services or other things of value paid for by the federal, state, local government or other public agency authorized by law.

6. **Use of City Property.** No councilmember shall request, use, or permit the use of any city owned or supported property, vehicle, equipment, material, labor, or service for the personal convenience or the private advantage or personal gain of the councilmember or any other person which is not available to the public at-large.

7. **Nepotism.** A councilmember shall not influence or cause, directly or indirectly, the employment or any favorable employment action of an immediate family member, or participate in any employment decision about such family member.

8. **Political Activity.** Councilmembers shall not use any city owned property, vehicle, equipment, material, labor or services for the councilmember's own political benefit or for the political benefit of any other person seeking elective office, which is not available to the public at large on an equal basis. No political activity of the councilmember shall interfere with the performance of the usual duties of any city officer or employee.

9. **Compliance.**

- A. This Policy is intended to encourage and promote the highest standards of ethical conduct and behavior by members of the Portage City Council and is not intended to be a code of conduct enforceable by punitive measures. Violations of this Policy are not intended to subject councilmembers to reprimand or censure by the City Council. A violation of this Policy shall not be considered a basis for challenging the validity of a councilmember's decision or position as a councilmember.
- B. It is not the intent of this Code to in any way limit the right or ability of any councilmember to exercise his or her discretion in making legitimate policy decisions which are within their discretion so long as such action does not provide a special benefit to that person, relieve the

councilmember of a particular duty, or treat that person differently than other similarly situated city residents.

10. **Delivery of Policy to Councilmembers**. The City Clerk shall deliver a copy of this Policy to each councilmember as soon as practicable after the enactment of this Policy and to each new councilmember at the time of taking office. The City Clerk shall also request that each councilmember sign and return an acknowledgement the receipt of this Policy.

11. **Amendments**. This Policy may be amended to remain consistent with state law regarding the local code of ethics and the standards required therein.

12. **Ethics Committee**. If a councilmember requests an interpretation of this Policy, the Mayor shall select three (3) councilmembers to convene an Ethics Committee meeting who will provide its opinion to the councilmember requesting the interpretation.

Effective date: January 13, 2009

Peter J. Strazdas, Mayor

RULES OF ORDER AND PROCEDURE
FOR THE CITY COUNCIL
PORTAGE, MICHIGAN

Section 1. Convening of Meeting; Quorum:

The Mayor, or in his absence or at his direction, the Mayor Pro Tem, shall, at the time fixed for meeting, take the chair for convening the Council. The presence of four (4) members of the meeting shall constitute a quorum for the transacting of business.

Section 2. Order of Business:

The Business of all regular meetings shall be transacted as far as possible in the following order:

- | | |
|---|---|
| CALL TO ORDER | G. Communications |
| Invocations | H. Unfinished Business |
| Pledge of Allegiance | I. Minutes of Boards & Commissions |
| Roll Call | J. Council Committee Reports |
| A. Approval of Minutes | K. New Business |
| B. Approval of the Consent Agenda | L. Tabulation of Bids |
| C. Approval of Check Register &
Payrolls | M. Other City Matters & Statements of
Citizens |
| D. Public Hearings | N. Materials Transmitted |
| . | |
| E. Petitions & Statements of Citizens | ADJOURNMENT |
| F. Reports from the City
Administration | |

Section 3. Reading of Minutes:

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

Section 4. Agenda for Meeting:

Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be considered at each regular council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

Section 5. Regular Meetings; Time-Place:

The Council shall meet regularly every other Tuesday at 7:30 o'clock p.m. in the Council Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.

The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15

appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

Section 6. Meetings: Notice Required:

The City Clerk shall call a special meeting on the written request of the Mayor, or any three members of the Council. Notice required for the special meeting will be given in accordance with Section 5 of Act 267 of the Public Acts of 1976, and the business to be transacted at such meeting will be limited to that stated or given in the notice.

Section 7. Presiding Officer; Powers and Duties:

- (a) The Mayor shall be the presiding officer of the Council. He shall state every question coming before the Council, announce the decision of the Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the Council, a majority vote of the Council shall conclusively determine such question of order. He shall vote on all questions. He shall at the request of a Council member divide any question, if such question in his opinion is subject to division, and he shall submit it as divided.
- (b) The Mayor may refer any communication, question or petition to the City Manager of the City for action, reply or procedure to dispose of such matter.

Section 8. Statements of Citizens:

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than four (4) minutes unless the rules are suspended in accordance with Section 11(a).

Section 9. Rules of Debate:

- (a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.
- (b) When a motion is under debate, only the following motions shall be in order:
 - 1. Motion to adjourn.
 - 2. Motion to take a recess.
 - 3. Motion to lay on the table.
 - 4. Motion for the previous question.
 - 5. Motion to postpone to a day certain.
 - 6. Motion to refer to a committee of the council.
 - 7. Motion to amend or substitute.
 - 8. Motion to postpone indefinitely.
- (c) A motion to adjourn and a motion to lay on the table shall always be in order and without debate.
- (d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yeas prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate.
- (e) All votes shall be taken by yeas and nays, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.
- (f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question or a member who did not vote by reason of absence to move reconsideration thereof.

Section 10. Ordinances, Resolution, Motions, Contracts:

- (a) All ordinances, resolution and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney.
- (b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15

be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.

- (c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:
1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
 2. Refer the proposed ordinance to an ad hoc committee of three (3) Council members named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any proposed ordinance may be amended by the Council at any time prior to its adoption by the vote of four (4) or more of its members.
 3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

Section 11. Suspending; Amending Rules:

- (a) These rules may be suspended by a vote of five (5) members of the City Council present and voting.
- (b) These rules may be amended by a vote of five (5) members of the City Council present and voting.

Section 12. Roll Call Votes:

All roll call votes are to rotate in staggered alphabetical order, such that no member of the City Council, including the presiding officer, votes in the same position for consecutive roll call votes.

Section 13. Attendance:

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15

Councilmembers who will be absent shall, if possible, notify the City Clerk prior to meeting.

Section 14. Governing Rules of Order:

Roberts Rules of Order may apply to all other items not provided for in these rules, except where they may be inconsistent with said rules.

Section 15.

If a vacancy occurs on the City Council, except in the case of recall, the Council shall fill the vacancy by appointment within 60 days thereafter. In making its appointment Council may consider appointing any eligible person.

RESOLUTION HONORING

Nasim H. Ansari

WHEREAS, Nasim H. Ansari has served the City of Portage as a member of the Portage City Council from 1999 – 2002 and from 2013 – 2017, served as the Mayor Pro Tem from 2015 - 2017 and served as a member of the Kalamazoo County Board of Commissioners from 2003 – 2012.

WHEREAS, Nasim H. Ansari has served on community and City Council committees including, but not limited to, the Portage Groundwater Commission, Portage Lions Club, Portage Community Center, Kalamazoo County Environmental Health Advisory Council, Kalamazoo County Local Emergency Planning Committee, Kalamazoo County Convention and Visitors Bureau, Local Development Finance Authority, Kalamazoo County Aeronautics Board, Austin Lake Governmental Lake Board and the Council of Governments; and

WHEREAS, Nasim H. Ansari, in his role as a member of the Portage City Council and the Kalamazoo County Board of Commissioners, has contributed to the City for the benefit of the residents of the City of Portage;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Portage, Michigan, acknowledge the many contributions of Nasim H. Ansari to the City Council and the citizens of the City of Portage, and acknowledge seventeen years of faithful and valuable service to this community; and

BE IT FURTHER RESOLVED that a copy of this resolution be placed in the Heritage Room of the Portage District Library so the contributions of Nasim H. Ansari to the Portage community may be continually recognized by future generations of Portage citizens.

Dated: November 21, 2017

Mayor Patricia M. Randall

Councilmember Claudette Reid

Councilmember Chris Burns

Councilmember Terry Urban

Councilmember Richard Ford

Councilmember Lori Knapp

Councilmember Jim Pearson



RESOLUTION HONORING

Peter J. Strazdas

WHEREAS, Peter J. Strazdas has served the City of Portage as a member of various boards and commissions, Portage Mechanical Board of Appeals, Portage 2020 Task Force, as a member of the Planning Commission from 1994-2001, as a member of the City Council from 2001-2005 and as Mayor from 2005-2017; and

WHEREAS, Peter J. Strazdas has served on numerous City Council Committees including, but not limited to, the Council Investment Committee, Advisory Board Review Committee, Why I Love Portage Essay Contest Committee, Portage 2025 Visioning Committee, City Manager Salary Review Committee and Community Survey Committee; and

WHEREAS, Peter J. Strazdas has served on a variety of committees at both the local, regional, state and national level including, but not limited to, the Portage Soccer Club, the Michigan OSHA Commission, the Kalamazoo County Council of Governments, KRESA Advisory Board; APPA-Leadership in Educational Facilities; and

WHEREAS, Peter J. Strazdas has remained a committed Eagle Scout, received the North Star Award from Boy Scouts of America and has been named a Public Servant of the Year by the Kalamazoo Regional Chamber of Commerce; and

WHEREAS, Peter J. Strazdas as a volunteer, Councilmember and Mayor of the City of Portage has contributed to the City for the benefit of the residents of the City of Portage;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Portage, Michigan, acknowledge the many contributions of Peter J. Strazdas to the City Council and the citizens of the City of Portage, and acknowledge over thirty years of faithful and valuable service to this community; and

BE IT FURTHER RESOLVED that a copy of this resolution be placed in the Heritage Room of the Portage District Library so the contributions of Peter J. Strazdas to the Portage community may be continually recognized by future generations of Portage citizens.

Dated: November 21, 2017

Mayor Patricia M. Randall

Councilmember Claudette Reid

Councilmember Chris Burns

Councilmember Terry Urban

Councilmember Richard Ford

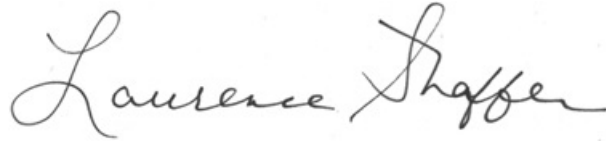
Councilmember Lori Knapp

Councilmember Jim Pearson



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of November 21, 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 October 22, 2017 through November 5, 2017 and notes \$420,599.90 in automated clearing house payments, \$331,837.17 in paper checks and \$14,113.16 in auto-pay payments for a grand total of \$766,550.23.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

ACCOUNTS PAYABLE REGISTER

Page 1 of 8

Check Dates From: 10/22/2017 To: 11/05/2017

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
10/27/2017	7721(A)	A-1 SIGNS	BENCH PLAQUE	20.55
10/27/2017	7722(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	538.01
10/27/2017	7723(A)	BATTERIES PLUS	MISC BATTERIES	57.60
10/27/2017	7724(A)	CROWN TROPHY	CUSTOM SIGN	192.00
10/27/2017	7725(A)	ETNA SUPPLY, INC.	REPAIR AND MAINTENANCE	333.98
10/27/2017	7726(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	2,102.49
10/27/2017	7727(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	3,802.50
10/27/2017	7728(A)	GLOBAL EQUIPMENT CO., INC.	WATER FILTERS	153.80
10/27/2017	7729(A)	GORDON WATER SYSTEMS	WATER SERVICE	144.75
10/27/2017	7730(A)	GRAHAM FORESTRY SERVICE, INC.	FORESTRY CONSULTING	1,472.00
10/27/2017	7731(A)	GREATER KALAMAZOO UNITED WAY	EMPLOYEE CONTRIBUTIONS	745.84
10/27/2017	7732(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE MAINTENANCE	165.00
10/27/2017	7733(A)	J-AD GRAPHICS, INC	NEWSLETTER	2,669.00
10/27/2017	7734(A)	KALAMAZOO ELECTRIC MOTORS	ELECTRIC MOTOR	137.67
10/27/2017	7735(A)	LAKE MICHIGAN MAILERS, INC.	BARCODING SERVICE	55.00
10/27/2017	7736(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	65.00
10/27/2017	7737(A)	PORTAGE FIREFIGHTERS	IAFF DUES	1,726.08
10/27/2017	7738(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF DUES	100.00
10/27/2017	7739(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES	707.00
10/27/2017	7740(A)	PREIN & NEWHOF	ENGINEERING SERVICES	1,644.50
10/27/2017	7741(A)	RIETH-RILEY CONSTRUCTION CO., INC	ASPHALT	98.60
10/27/2017	7742(A)	ROE-COMM, INC.	RADIO PART	69.00
10/27/2017	7743(A)	SHULTS EQUIPMENT, INC.	UNDERBODY PLOW BLADE	2,001.54
10/27/2017	7744(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	4,720.00
10/27/2017	7745(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR OCTOBER	463.80
10/27/2017	7746(A)	VANDERVEEN, LAUREN	GFOA BUDGET AWARD	425.00
10/27/2017	7747(A)	WEST SHORE FIRE, INC.	FIRE APPARATUS	360.14
10/27/2017	7748(A)	WINDER POLICE EQUIPMENT, INC.	FIRE APPARATUS	219.96
10/27/2017	7749(A)	XEROX CORPORATION	COPY MACHINE LEASE	363.62
11/03/2017	7750(A)	A I S CONSTRUCTION EQUIP. CO.	TINK CLAW BLADES	7,864.32
11/03/2017	7751(A)	A-1 SIGNS	VEHICLE SIGNS	712.90
11/03/2017	7752(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	6,905.90

ACCOUNTS PAYABLE REGISTER

Check Dates From: 10/22/2017 To: 11/05/2017

Check Date	Check	Vendor Name	Description	Amount
11/03/2017	7753(A)	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	6,505.50
11/03/2017	7754(A)	AIRGAS GREAT LAKES	SEATBELT COVERS	972.73
11/03/2017	7755(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	3,250.80
11/03/2017	7756(A)	ALL-PHASE ELECTRIC SUPPLY CO.	ELECTRICAL SUPPLIES	128.16
11/03/2017	7757(A)	AMERICAN HYDROGEOLOGY CORP.	PROFESSIONAL SERVICE	5,630.36
11/03/2017	7758(A)	AMERICAN SAFETY & FIRST AID	FIRST AID - DPS	183.10
11/03/2017	7759(A)	B L HARROUN & SON INC.	LEAK REPAIRS	758.60
11/03/2017	7760(A)	BELL EQUIPMENT COMPANY	TRACKLESS TRACTOR	170,008.00
11/03/2017	7761(A)	BILL'S LOCK SHOP, INC.	REKEY THE GATE LOCKS	190.00
11/03/2017	7762(A)	BRENNER OIL CO.	DIESEL FUEL	23,087.40
11/03/2017	7763(A)	CARRIER & GABLE	TRAFFIC SIGNAL CAMER	3,325.00
11/03/2017	7764(A)	CLEANIT CORP	CARWASHES	36.00
11/03/2017	7765(A)	DEER CONTRACTING & LANDSCAPE	CONCRETE/LANDSCAPING	2,385.00
11/03/2017	7766(A)	E J USA, INC.	CASTINGS AND GRATES	3,918.08
11/03/2017	7767(A)	ELECTION SYSTEMS & SOFTWARE, INC.	ELECTION DEMONSTRATION	1,015.71
11/03/2017	7768(A)	FARM N GARDEN	ENTRANCE GATE	7,522.00
11/03/2017	7769(A)	FERGUSON WATERWORKS #3386	ELIASON PROJECT SUPP	3,834.15
11/03/2017	7770(A)	FURRY, WILLIAM	EMPLOYEE REIMBURSEMENT	300.00
11/03/2017	7771(A)	GAIL ANDRUS TRAVEL	TRIP VENDOR PAYMENT	731.00
11/03/2017	7772(A)	GLOBAL TELEMATIC SOLUTIONS LLC	MONTHLY SUBSCRIPTION	625.00
11/03/2017	7773(A)	GORNO FORD	NEW FLEET VEHICLES	70,479.00
11/03/2017	7774(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	193.00
11/03/2017	7775(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	8,731.14
11/03/2017	7776(A)	HURLEY & STEWART, LLC	INSPECTION SERVICES	4,385.19
11/03/2017	7777(A)	HURST MECHANICAL, INC.	PRESSURE WASHER REPAIR	719.90
11/03/2017	7778(A)	INDUSCO SUPPLY CO., INC.	CLEANING PRODUCTS	1,246.31
11/03/2017	7779(A)	JACK DOHENY SUPPLIES INC.	MAINTENANCE SUPPLIES	4,240.36
11/03/2017	7780(A)	KEHOE, EDWARD J	PROGRAM INSTRUCTOR	665.00
11/03/2017	7781(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS FOR CITY	93.00
11/03/2017	7782(A)	LOWE'S HOME CENTER	SUPPLIES - PARKS DIV	22.72
11/03/2017	7783(A)	M & M CUSTOM FABRICATING INC.	RANGER NAME PLATES	43.61
11/03/2017	7784(A)	MEJEUR ELECTRIC LLC	LIGHTING REPAIRS	3,486.00
11/03/2017	7785(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	65.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/22/2017 To: 11/05/2017

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Check Date	Check	Vendor Name	Description	Amount
11/03/2017	7786(A)	ONE WAY PRODUCTS	CAN LINERS AND LINER	474.00
11/03/2017	7787(A)	PCM SALES, INC.	FOXIT PDF SOFTWARE	197.00
11/03/2017	7788(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	144.91
11/03/2017	7789(A)	PETERS CONSTRUCTION CO.	STAMPED CONCRETE	2,019.00
11/03/2017	7790(A)	PREIN & NEWHOF	ENGINEERING SERVICES	8,553.45
11/03/2017	7791(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	1,553.55
11/03/2017	7792(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	143.30
11/03/2017	7793(A)	RIETH-RILEY CONSTRUCTION CO., INC	ASPHALT MATERIALS	48.88
11/03/2017	7794(A)	ROE-COMM, INC.	PATROL RADIO	147.85
11/03/2017	7795(A)	SAFETY SERVICES, INC.	HI-VIZ CLOTHING	14.79
11/03/2017	7796(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNALS	20,671.62
11/03/2017	7797(A)	SHULTS EQUIPMENT, INC.	UNDERBODY PLOW BLADE	3,783.96
11/03/2017	7798(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	168.00
11/03/2017	7799(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS	7,084.74
11/03/2017	7800(A)	U S LAWNS- KALAMAZOO	TALL GRASS AND WEED	25.00
11/03/2017	7801(A)	VOLOGY DATA SYSTEMS	2 MEDIA CONVERTERS	390.00
11/03/2017	7802(A)	W W GRAINGER INC	HI-VIZ RAIN JACKET	967.68
11/03/2017	7803(A)	WEST MICHIGAN STAMP & SEAL, INC	NAME PLATES	72.80
11/03/2017	7804(A)	WEST SHORE SERVICES, INC	PREVENTATIVE MAINT	375.00
11/03/2017	7805(A)	WIGHTMAN & ASSOCIATES, INC.	SURVEY FOR 5523 WOOD	3,950.00
Total ACH Transaction:				420,599.90

Check Type: Paper Check

10/23/2017	10131	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	744.95
10/25/2017	10132	PETTY CASH-DEREK HENSON	REPLENISHMENT CHECK	278.37
11/02/2017	10133	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	447.40
11/02/2017	10134	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	627.80
11/03/2017	10135	PETTY CASH-HOLLY CERNY	REPLENISHMENT CHECK	373.80
11/03/2017	10136	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	346.28
10/24/2017	304136	A T & T	TELEPHONE SERVICE	253.43
10/27/2017	304137	A T & T LONG DISTANCE	LONG DISTANCE	7.60
10/27/2017	304138	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	534.00
10/27/2017	304139	ADP, INC.	BI-WEEKLY PAYROLL	835.70

ACCOUNTS PAYABLE REGISTER

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Check Dates From: 10/22/2017 To: 11/05/2017

Check Date	Check	Vendor Name	Description	Amount
10/27/2017	304140	AGENCY360	YEARLY SUBSCRIPTION	2,388.00
10/27/2017	304141	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	786.53
10/27/2017	304142	BAIRD, ANNE	TRIP REFUND	100.00
10/27/2017	304143	BELLAVISTA PRODUCTIVITY CENTERS	OVER PAYMENT REFUND	134.32
10/27/2017	304144	BESCO WATER TREATMENT, INC.	WATER SERVICE	12.00
10/27/2017	304145	CAMPBELL AUTO SUPPLY	FIRE APPARATUS MAINT	15.99
10/27/2017	304146	CHICAGO TITLE OF MICHIGAN, INC.	TITLE SEARCH	322.25
10/27/2017	304147	CINTAS CORP.	UNIFORM RENTAL	143.31
10/27/2017	304148	COOK, LINDA	CEMETERY LOT REFUND	75.00
10/27/2017	304149	CUNICO, BETTY JANE	PROGRAM REFUND	10.00
10/27/2017	304150	DAANE'S CATERING	2017-2018 HMP SCREEN	651.80
10/27/2017	304151	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE MAINT	204.05
10/27/2017	304152	FLAVORS OF STRATFORD	TRIP VENDOR PAYMENT	1,728.00
10/27/2017	304153	GLASS ASSCIATES	UTILITY REFUND	100.00
10/27/2017	304154	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES	3,322.66
10/27/2017	304155	H & H PROPERTY MAINTENANCE, LLC	HYDRO SEEDING SERVICE	1,800.00
10/27/2017	304156	HOME DEPOT	FIRE FACILITY MAINT	400.00
10/27/2017	304157	HOYLE, KATHLEEN	EMPLOYEE REIMBURSEMENT	253.22
10/27/2017	304158	IRVING S. GILMORE INT'L KEYBOARD FE	KEYBOARD FESTIVAL	75.00
10/27/2017	304159	JOHNSON, JANE	TRIP REFUND	50.00
10/27/2017	304160	KALAMAZOO COUNTY HEALTH & COMMUNITY	WASTE DISPOSAL	33.94
10/27/2017	304161	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES	490.00
10/27/2017	304162	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIP	113.02
10/27/2017	304163	KZOO TIRE COMPANY	TIRES /TIRE REPAIRS	18.50
10/27/2017	304164	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	45.00
10/27/2017	304165	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR	880.50
10/27/2017	304166	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY	279.24
10/27/2017	304167	MLIVE MEDIA GROUP	LEGAL NOTICE	500.56
10/27/2017	304168	NAPIER, PEGGY	MONSTER MASH CANDY	315.86
10/27/2017	304169	NATIONAL TACTICAL OFFICERS ASSOC	MEMBERSHIP DUES	150.00
10/27/2017	304170	NYE UNIFORMS	UNIFORMS	274.10
10/27/2017	304171	O'REILLY AUTO PARTS	FLEET MAINTENANCE	32.12
10/27/2017	304172	OFFICE DEPOT, INC.	OFFICE SUPPLIES	515.31

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Check Date	Check	Vendor Name	Description	Amount
10/27/2017	304173	OMG NATIONAL	MISC SUPPLIES	502.73
10/27/2017	304174	PENDOLA, MICHAEL AND SHARON	TRIP REFUND	200.00
10/27/2017	304175	PETERMAN CONCRETE CO.	CONCRETE - U-CART	165.09
10/27/2017	304176	PHILLIPS, KIMBERLY	EMPLOYEE REIMBURSEMENT	381.58
10/27/2017	304177	PLUMMER'S ENVIRONMENTAL SERVICES	SEWER LINE VIDEOTAPING	1,254.65
10/27/2017	304178	PRIEST, RICHARD & NANCY	TRIP REFUND	100.00
10/27/2017	304179	ROSE, MESHIA	EMPLOYEE REIMBURSEMENT	78.08
10/27/2017	304180	RTC AGILITY TEST	CANDIDATE AGILITY TEST	100.00
10/27/2017	304181	SLAVIN, NATHAN	EMPLOYEE REIMBURSEMENT	14.38
10/27/2017	304182	SMITH, DONNA	TRIP REFUND	110.00
10/27/2017	304183	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHER SOLVENT	888.28
10/27/2017	304184	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	118.80
10/27/2017	304185	STEELE, FONDA	TRIP REFUND	50.00
10/27/2017	304186	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	1,650.00
10/27/2017	304187	TRACTOR SUPPLY CORP.	CANINE SUPPLIES	90.97
10/27/2017	304188	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,215.00
10/30/2017	304189	KAL VALLEY ANTIQUE ENGINE CLUB	2017 MONSTER MASH	300.00
11/03/2017	304190	A T & T	TELEPHONE SERVICE	44.24
11/03/2017	304191	ACCESS EMPLOYER STAFFING SERVICES	TEMPORARY EMPLOYEES	2,777.88
11/03/2017	304192	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	1,065.00
11/03/2017	304193	ADP, INC.	MONTHLY E-TIME	2,397.00
11/03/2017	304194	ALLEGRA PRINT & IMAGING	BRUSH PICK UP	1,334.00
11/03/2017	304195	ALS ASSOCIATION MICHIGAN CHAPTER	PARK REFUND	100.00
11/03/2017	304196	AMERICAN VILLAGE BUILDERS	BOND REFUND	2,130.00
11/03/2017	304197	ANY CUTTING & WELDING	WELDING SERVICES	280.00
11/03/2017	304198	ARMOLD, NICHOLAS	EMPLOYEE REIMBURSEMENT	2,052.99
11/03/2017	304199	B S & A SOFTWARE	CDBG SOFTWARE STARTUP	750.00
11/03/2017	304200	BARRETT, TIMOTHY J & LORI A	BOND REFUND	650.00
11/03/2017	304201	BEATTY, GLORIA	TRIP REFUND	110.00
11/03/2017	304202	BEAVER RESEARCH COMPANY	MAINTENANCE SUPPLIES	448.68
11/03/2017	304203	BINDER PARK ZOOLOGICAL SOCIETY, INC	ZOOMOBILE EDUCATION	200.00
11/03/2017	304204	BORGESS HEALTH ALLIANCE	LAB WORK	506.00
11/03/2017	304205	BUILD CRAFT DESIGN/BUILD	CDBG EXPENSE	9,850.00

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Check Date	Check	Vendor Name	Description	Amount
11/03/2017	304206	BULLSEYE WINDSHIELD REPAIR	WINDSHIELD REPAIR	55.00
11/03/2017	304207	CARLETON EQUIPMENT CO.	REPAIR RENTAL UNIT	628.63
11/03/2017	304208	CHICAGO TITLE OF MICHIGAN, INC.	TITLE SEARCH	565.85
11/03/2017	304209	CINTAS CORP.	UNIFORM RENTAL	490.83
11/03/2017	304210	CLOVERDALE EQUIPMENT OF WEST MICH	DOOSAN COMPRESSOR	19,822.00
11/03/2017	304211	COCHRANE, TERRANCE & MARY ANN	TRIP REFUND	100.00
11/03/2017	304212	CONSUMERS ENERGY	POLE ATTACHMENTS	95.29
11/03/2017	304213	CONSUMERS ENERGY DAMAGE CLAIMS	STREET LIGHTS	500.00
11/03/2017	304214	CORNERSTONE OFFICE SYSTEMS	SERVICE AND PARTS	125.00
11/03/2017	304215	DAVE'S CONCRETE PRODUCTS, INC.	CONCRETE DELIVERIES	1,932.00
11/03/2017	304216	DEHAAN HEATING	ADD'L PAYMENT AMOUNT	14.40
11/03/2017	304217	DELOOF BUILDERS, LLC	BOND REFUND	1,100.00
11/03/2017	304218	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	52.50
11/03/2017	304219	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	736.59
11/03/2017	304220	ERB, GREG W	BOND REFUND	300.00
11/03/2017	304221	FARRAYE, BARB & LOU	TRIP REFUND	184.00
11/03/2017	304222	FLETCHER ENTERPRISES	PAINTING OFFICE WALL	985.00
11/03/2017	304223	FUCE, SCOTT	PROGRAM PAYMENT	70.00
11/03/2017	304224	GRAND VALLEY METRO COUNCIL	LOCAL STREETS PASER	10,476.30
11/03/2017	304225	GUARDIAN TRACKING, LLC	ANNUAL SUBSCRIPTION	2,947.00
11/03/2017	304226	HAINES, IVA	PARK REFUND	150.00
11/03/2017	304227	HALPIN, PATRICK & MARGARET M	BOND REFUND	140.00
11/03/2017	304228	HANSEN BUILDING & DESIGN	BOND REFUND	1,975.00
11/03/2017	304229	HARMON, JAMIE	APWA SW MICH BRANCH	10.00
11/03/2017	304230	HARMON, JAMIE	EMPLOYEE REIMBURSEMENT	95.00
11/03/2017	304231	HENSON, DEREK	NFA - EFO PROGRAM 11	302.04
11/03/2017	304232	HENSON, DEREK	EMPLOYEE REIMBURSEMENT	269.98
11/03/2017	304233	HOME DEPOT	MONSTER MASH SUPPLIES	693.27
11/03/2017	304234	HOME DEPOT	BUILDING MAINTENANCE	378.15
11/03/2017	304235	ICE SCULPTURES, LTD	ICE SCULPTURES	600.00
11/03/2017	304236	ID NETWORKS, INC.	YEARLY MAINT	4,214.00
11/03/2017	304237	J & B PROFESSIONAL TREE SERVIC	TREE REMOVAL SERVICE	2,650.00
11/03/2017	304238	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC COUNTING SER	995.00

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Check Dates From: 10/22/2017 To: 11/05/2017

Check Date	Check	Vendor Name	Description	Amount
11/03/2017	304239	KALAMAZOO COUNTY TREASURER	BROWNFIELD SERVICE	3,306.62
11/03/2017	304240	KAR LABORATORIES	SWEEPER DEBRIS TESTING	300.00
11/03/2017	304241	KINGDOM INDOOR CENTER	PARK REFUND	100.00
11/03/2017	304242	KITCH DRUTCHAS WAGNER VALITUTTI & S	DAS/CELL TOWER NEGOT	1,650.00
11/03/2017	304243	KNOLLBROOK FARM	TRIP VENDOR PAYMENT	190.00
11/03/2017	304244	KRAUSE, CHERYL	MEMBERSHIP REFUND	35.00
11/03/2017	304245	KZOO TIRE COMPANY	TIRES - POLICE DIVIS	1,217.00
11/03/2017	304246	LAWN PERFECT	CODE MOWING	160.72
11/03/2017	304247	MACALLISTER MACHINERY CO., INC.	DOZER RENTAL	2,058.48
11/03/2017	304248	MAGLOCLIN, INC.	MEMBERSHIP FEES	400.00
11/03/2017	304249	MAHMOOD, PARKHA	RENTAL REFUND	100.00
11/03/2017	304250	MALL CITY MECHANICAL	FIRE FACILITY MAINT	726.43
11/03/2017	304251	MEDILODGE OF PORTAGE	PROGRAM PAYMENT	252.00
11/03/2017	304252	MENARD'S (WEST MAIN)	MAINTENANCE SUPPLIES	149.80
11/03/2017	304253	MENARDS, INC	REPAIR SUPPLIES	4,744.83
11/03/2017	304254	MICHIGAN OFFICE ENVIRONMENTS	OFFICE FURNITURE	2,463.43
11/03/2017	304255	MICHIGAN PARKINSONS FOUNDATION	PARK REFUND	100.00
11/03/2017	304256	MIGALA CARPET ONE, INC.	CARPET	3,337.54
11/03/2017	304257	MLIVE MEDIA GROUP	LEGAL ADS	255.06
11/03/2017	304258	O'REILLY AUTO PARTS	FLEET MAINTENANCE	116.02
11/03/2017	304259	OFFICE DEPOT, INC.	OFFICE SUPPLIES	274.12
11/03/2017	304260	PACKARD, KEVIN	PARK REFUND	100.00
11/03/2017	304261	PAJAY, INC.	RETENTION DR PROJECT	165,277.34
11/03/2017	304262	PATEL, KEYUR & VASHU	BOND REFUND	800.00
11/03/2017	304263	PEER, JON	MONSTER MASH SUPPLIES	199.90
11/03/2017	304264	PETERMAN CONCRETE CO.	CONCRETE DISPOSAL	902.85
11/03/2017	304265	PORTAGE GLASS & MIRROR	WINDSHIELD REPLACEMENT	325.00
11/03/2017	304266	PREMIER CUSTOM TRAILERS	TRAILER/DEST CHGS	2,433.00
11/03/2017	304267	R W LAPINE INC.	HVAC ON-CALL SERVICE	976.24
11/03/2017	304268	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATER	327.77
11/03/2017	304269	REYNOUT, BRENT	EMPLOYEE REIMBURSEMENT	181.86
11/03/2017	304270	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIRS	94.37
11/03/2017	304271	SOIL & MATERIALS ENGINEERS, INC	GEOTECHNICAL BORING	4,500.00

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Check Date	Check	Vendor Name	Description	Amount
11/03/2017	304272	SPENCER, SUSANNE	TRIP REFUND	55.00
11/03/2017	304273	ST MARY'S SCHOOL	PARK REFUND	550.00
11/03/2017	304274	STATE OF MICHIGAN (MDEQ)	COMMUNITY WATER FEES	10,493.76
11/03/2017	304275	STATE SYSTEMS RADIO, INC	FCC RADIO LICENSE	45.00
11/03/2017	304276	STEENSMA LAWN & POWER EQUIPMENT	REPAIR SUPPLIES	4,272.24
11/03/2017	304277	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICE	3,400.00
11/03/2017	304278	TRUGREEN PROCESSING	FALL FERTILIZER SERV	2,678.90
11/03/2017	304279	TRY, SCOTT	PARK REFUND	100.00
11/03/2017	304280	U S LAWNS- KALAMAZOO	TALL GRASS AND WEED	1,883.52
11/03/2017	304281	U S POSTAL SERVICE	POSTAGE REFILL	3,000.00
11/03/2017	304282	UNITED PARCEL SERVICE	WEEKLY DELIVERY	15.58
11/03/2017	304283	WOLZ, MARY-CLARE	SCHOOLHOUSE DEPOSIT	50.00
Total Paper Check:				331,837.17
Check Type: Auto-Pay Payments				
10/23/2017	5606	CONSUMERS ENERGY	GAS-ELECTRIC	252.88
10/27/2017	5641	CITY OF PORTAGE	WATER-SEWER	9,849.66
10/31/2017	5662	CITY OF PORTAGE	WATER-SEWER	4,010.62
Total Auto-Pay Payments				14,113.16
Grand Total				766,550.23

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Credit Card Use Resolution and Policy

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council:

1. adopt the amended Resolution for use of Credit Cards to allow the use of a second credit card assigned to the Finance Department, and
2. adopt the "City of Portage Credit Card Use Policy - Finance Department" in accordance with Public Act 266 of 1996.

Public Act 266 of 1996 authorizes and regulates the use of credit cards by local units of government. Under the Act, the governing body must adopt by resolution a written policy which addresses the various stipulations within the act.

In January 2015, the City Council approved the use of a credit card by the Senior Center Travel Program. The City Administration recommends approval of a second credit card to be used by the Finance Department to make Accounts Payable payments to vendors that accept payment by credit card. Several city departments frequently request access to a credit card to make payments to vendors that only accept credit cards. Currently, personal credit cards of city employees are used in such instances, with subsequent reimbursement to the employees. In addition, many card issuers offer rebate programs by which the city could earn revenue making Accounts Payable payments with a credit card. Analysis of city vendor payments was done by three outside financial institutions to identify vendors accepting credit cards, and with a dedicated effort to use a card, annual payments of \$1,000,000 to \$2,000,000 could be made, earning the city between \$15,000 and \$28,000 annually.

The attached resolution and policy for credit card use by the Finance Department has been prepared by the City Attorney and meets all stipulations of Public Act 266 of 1996. The anticipated credit limit on the corporate card would be \$100,000, adjusted if necessary as determined by the Finance Director.

Therefore, it is recommended that City Council adopt the amended Resolution for use of Credit Cards to allow the use of a second credit card assigned to the Finance Department, and adopt the "City of Portage Credit Card Use Policy - Finance Department" in accordance with Public Act 266 of 1996.

FUNDING: N/A

- Attachments:**
1. Credit Card Policy - Finance
 2. Credit Card Resolution

City of Portage

Credit Card Use Policy – Finance Department

Overview: The City of Portage (COP) will issue a business credit card for use by the Finance Department in payment to vendors for legitimate city expenditures allowable with available appropriation. Under no circumstances is the use of a city-issued credit card intended to enable staff to circumvent any current or future purchasing policies.

Purpose: To ensure that Accounts Payable transactions are made as effectively as possible through the use of a credit card as appropriate and in accordance with established policies; as well as to guard against any possible credit card abuse.

A business credit card will be procured by the Finance Department and will be issued in the name of the Finance Director. The card will be made available for use by the Accounts Payable / Accounting Specialist or direct supervisors. The following procedures shall be observed when using the business credit card:

1. Issuance of Card

- a. The Credit Card Compliance Agreement (Attachment) will be signed by the Accounts Payable / Accounting Specialist, the Accounting Supervisor, the Deputy Finance Director, and the Finance Director, stating they have read and will adhere to the policies and procedures outlined in this Policy. A signed original of the Credit Card Compliance Agreement must be on file in the Finance Department prior to card usage.
- b. Credit card will only be used for authorized and approved operating and capital expenditures of the city.
- c. The BS&A Accounts Payable system that creates all accounts payable payments by paper check and electronic funds transfer will also create payments by credit card. The credit card account information will be entered in the system to effect the payments; the physical card will not be used to make payments at vendor point of sale sites. The same procedures in place for review and approval of expenditures paid by paper checks and electronic funds transfer (EFT) payments will be in place for credit card payments.

2. Card Kept in a Secure Location.

The physical credit card will be kept locked in the fireproof cabinet in the vault in the Treasury office. In the event that the card is lost or stolen, or if unauthorized transactions are detected, Finance staff must immediately notify the bank.

3. Credit Limits.

Credit Limits will be established as appropriate and will be at the discretion of the Director of Finance.

4. Credit Card Expenditures.

The Finance Department staff members agree that:

- a. Under no circumstances is the use of a COP-issued credit card intended to enable staff to circumvent existing purchasing policies and established procedures.
- b. Payments will be processed using the Accounts Payable system, using select vendors set up as "Purchasing Card" vendors, to ensure appropriate approvals, available budget, and supporting documentation are in place.
- c. Expenditures paid with the credit card will be for office and operating supplies, building and grounds maintenance, equipment and vehicle maintenance, engineering and consulting services, certifications and memberships, advertising, employee testing and training, insurance and health services, communication and technology support.
- d. Maximum credit limits established by the Director of Finance will not be exceeded.
- e. Credit card statements will be internally audited monthly by COP Finance staff to ensure that the card is used for authorized purchases; that adequate receipts and invoices supporting purchases are provided; and the card use is not in violation of COP policies or Administrative Orders. Staff agrees to cooperate fully with such an audit and to immediately place into operation any recommendations that result from such an audit.

5. **Credit Card Statements.** A monthly credit card statement will be mailed from the bank to the Finance Department. The Finance staff involved in Accounts Payable processing agree:
- a. For all charges, to obtain and retain sufficient supporting documentation (itemized receipts and invoices) to validate all expenditures made using the card. A credit card receipt or invoice without an itemized detail of purchases does not constitute supporting documentation. In the event sufficient documentation (including non-itemized, missing or lost receipts) is not provided, credit card privileges may be suspended.
 - b. To review the credit card statement and report any inaccuracies.
 - c. To verify that the goods and/or services listed on the credit card statement were in fact received.
 - d. For each credit card statement, to prepare a reconciliation of the credit card statement to a BS&A report of Accounts Payable payments made via Purchasing Card prior to the deduction of the credit card payment from the city's account by the financial institution.
6. **Credit Card Misuse.** In accordance with COP policies, any misuse of the credit card will serve as grounds for disciplinary action, including and up to termination of employment. Additionally, whenever a breach in this Policy occurs, City Management must assess the nature of the breach and reserves the right to report misuse to law enforcement for criminal investigation.

City of Portage

Business Credit Card Compliance Agreement

I have read and understand the Credit Card Policy and agree to all terms. I understand and agree that the credit card is issued with the express understanding that I will comply with the following conditions:

USE:

1. The credit card is the property of the City of Portage and will remain under strict control. The Accounts Payable / Accounting Specialist is responsible for any and all charge transactions that are made using the credit card, except the unauthorized use of the card if the card is lost, stolen or subject to fraud on some part of a third party.
2. The card will be issued to the Director of Finance but available for use by the city only in conjunction with the BS&A Accounts Payable system.
3. The card will only be used for official City of Portage business purposes.
4. The card will not be used in an attempt to circumvent any existing Purchasing Policies.
5. Unauthorized card use will immediately be reported to the bank.
6. Finance staff agree to cooperate with any audits and place into operation any recommendations.

MONTHLY RECONCILIATIONS:

1. A monthly statement by the bank will be issued. Finance staff will ensure and verify that transactions are supported by adequate documentation (itemized receipts) as part of normal Accounts Payable processing.
2. A reconciliation of relevant BS&A reports to the credit card statement will be prepared at least ten days in advance of the payment due date.
3. Loss or theft of the card will immediately be reported to the bank.
4. If there are any transactions on the statement that appear suspicious or if any unauthorized transactions are detected, they will immediately report said transactions to the bank.
5. The Finance staff acknowledges that they have been trained and briefed on all aspects of the operations and use of the card.

Date: _____
Accounts Payable / Accounting Specialist

Date: _____
Accounting Supervisor

Date: _____
Deputy Director of Finance

Date: _____
Director of Finance

CITY OF PORTAGE
AMENDED RESOLUTION FOR USE OF CREDIT CARDS
FINANCE DEPARTMENT

Minutes of a regular meeting of the 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 passed a Resolution For Use Of Credit Cards on January 6, 2015 specifically allowing credit card use for the Portage Senior Center Travel Program to be under the supervision of the Senior Center Trip Coordinator or Senior Center Service Manager;

WHEREAS, as part of the above Resolution a City of Portage Credit Card Policy was also adopted concerning use of credit cards for the Portage Senior Center Travel Program;

WHEREAS, the City of Portage now desires to amend the above Resolution to broaden the use and control of credit cards assigned to and utilized by the Finance Department to purchase goods and services on behalf of the City and set forth procedures and rules for such use in the Policy;

WHEREAS, Public Act 266 of 1996 (the "Act") authorizes the use of credit card transactions by City officers and employees of local units of governments;

WHEREAS, the Act provides that city shall not be a party to a credit card arrangement unless the City Council adopts by resolution a written policy providing for the requirements contained in the Act; and

WHEREAS the City Council determines that adoption of a policy for the regulations of credit card use by the Finance Department will enhance the efficiency and accountability of City transactions;

NOW, THEREFORE, BE IT RESOLVED, with regard to the use of credit cards for City purchases:

1. That the "City of Portage Credit Card Use Policy – Finance Department" ("Policy") which is incorporated herein and attached as Exhibit "A", concerning the regulation and use of credit cards by the Finance Department, is hereby approved and adopted.

2. That the Policy contains all provisions required by the Act.

3. That any amendment to the Policy must be submitted to Council for review and approval.

4. That the credit card authorized for issuance pursuant to the Policy is for the use of the Finance Department for payment of authorized and approved expenditures for office and operating supplies, building and grounds maintenance, equipment and vehicle maintenance, engineering and consulting services, certifications and memberships, advertising, employee testing and training, insurance and health services, communication and technology support.

5. That the Credit Card Policy adopted January 6, 2015 shall remain in effect and be renamed "Credit Card Use Policy – Senior Center Travel Program".

IT IS FURTHER RESOLVED that all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

ADOPTED: YEAS: _____

NAYS: _____

ABSENT: _____

Adam Herringa, City Clerk

CERTIFICATION

I, Adam Herringa, 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.

Adam Herringa, City Clerk

Approved as to form:

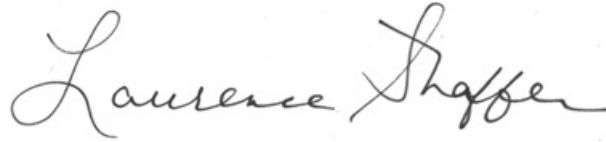
Date: 11/15/2017



City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: October Environmental Report

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

ACTION RECOMMENDED: Information Only

Attached please find the October 2017 Summary Environmental Activity Report from Department of Transportation & Utilities Deputy Director, Kendra Gwin. New material or material of specific interest to City Council is presented in italics.

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

FUNDING: N/A

Attachments: 1. October Environmental Report

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

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC has completed their contract. <i>The City is working with Attorney Brown to obtain a Hold Harmless Agreement for three properties in the influence area to have connected to municipal water.</i>
Site Inspection / Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	Coordination with property owners and City or State agencies ongoing. <i>Review of 5 site/building plans and/or plats completed in October 2017.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>Sanitary sewer hookup permits issued in October 2017: 14 residential; 8 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district in 2014. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. The Association elected to use Restorative Lake Sciences, LLC for consulting services in 2015 and to renew the contract with Restorative Lake Science for 2017.

Retention Basin Sampling Program (Groundwater Elevation)	Investigation regarding potential impact of retention basins on groundwater levels.	Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues.
Wellhead Protection Program (WHPP)	Development of program to protect City well fields and surrounding area from contamination resulting from improper land use.	Current Wellhead Protection was originally approved in 2001. Update of the program has been initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work is complete. Final report preparation was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.
Leaf Compost Monitoring Program	Monitoring and analysis of groundwater at the new Oakland Drive Leaf Compost site.	City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the Oakland Drive compost site. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. No significant change in groundwater impacts. Sampling was completed in June 2017.
National Pollution Discharge Elimination System (NPDES) Permit Implementation	Five year plan to implement the current NPDES stormwater permit.	Received NPDES general permit on August 15, 2001. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWPPI) as required by NPDES permit. New certificate of coverage permit was issued by MDEQ on September 30, 2009. New permit covers a 5 year timeframe with first work item (updating the Public Participation Plan) completed December 11, 2009. New permit application process announced in November 2014. New permit application was submitted in March 2015. Semi-annual report submitted to MDEQ on December 21, 2015. Program implementation is ongoing.
	Kalamazoo River Mainstream Watershed Management Plan	Draft of watershed plan submitted to MDEQ on December 30, 2005. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River Watershed council completed a watershed update in November, 2011. No new developments.

	Portage River Watershed Management Plan	Draft watershed plan submitted to MDEQ on December 30, 2005. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant for watershed update was awarded to Calhoun County Conversation District. No new developments.
	Plan to implement and maintain an Illicit Discharge Elimination Program (IDEP) Storm Sewer Outfall Testing.	On February 19, 2002, City Council approved a new ordinance as required by the NPDES permit titled “Storm Water Illicit Discharges and Connections.” Continued outfall sampling is required by permit and will be budgeted accordingly. On April 29, 2014 City Council awarded a contract to Nova Consultants, Inc., to perform annual investigations of storm outfalls and investigate all outfalls on a four-year cycle. Report submitted to MDEQ as part of the annual report. Follow-up reporting on IDEP procedures submitted on August 25, 2016. Program implementation is ongoing.
Garden Lane Water Treatment Plant	Native Prairie Restoration	Native prairie burn completed in March 2016. Staff assisting the Environmental Board with invasive species control. City staff are working together to implement a management program for future burns. Procedures are being implemented and resources identified so that the fire department will have the ability to administer and control native prairie burns.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2017-18 with Terra Contracting is in process.
Deer Management	Assist the Environmental Board with the impact of the native deer population in the city.	The city has contracted with the Kalamazoo Nature Center to install and monitor deer exclosures. The exclosures were constructed as a local boy scout project and will help assess damage from deer in the areas they are placed. The agreement concerning deer exclosures between the city and the Kalamazoo Nature Centre expiring March 1, 2017 was extended through October 1, 2017. The Kalamazoo Nature Center provided an update in September 2017. Investigation work in conjunction with the board is ongoing.

Internal Environmental Efforts	Summarize internal city environmental efforts including recycling, building improvements, and hybrid vehicle inclusion.	Environmental efforts in the City of Portage are ongoing. <i>Quotes were obtained and purchase orders issued for replacement of furnaces in the front office area with 2 new 96% efficient furnaces and Wi-fi programmable thermostats. Quotes were obtained and purchase orders issued for replacement of 5 insulated garage doors in DPS facility.</i>
Environmental Board	Summarize efforts of the Environmental Board projects.	The Environmental Board is currently providing assistance and expertise, as needed, to the Parks Department on their Land Management Plan. The Board is also looking into opportunities to educate the community on environmental topics.

Submitted by: Jamie Harmon, Assistant City Engineer

**BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

September 25, 2017

The regular meeting of the Board of Education of the Portage Public Schools held on Monday, September 25, 2017, was called to order at 6:32 p.m. by President Van Antwerp in Conference Room 1 at the Administration Building, 8107 Mustang Drive. He welcomed an audience of 25 people and all in attendance recited the Pledge of Allegiance.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Randy Van Antwerp and Joanne Willson

Board Trustees Absent: Celeste Shelton-Harris and Bo Snyder

REVISIONS/APPROVAL OF AGENDA

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

Motion carried unanimously.

REPORTS

Change Order Summary. Mr. Ron Herron, Assistant Superintendent of Operations, provided a summary of Change Orders #3 pertaining to the Northern Athletic and Event Facility, North Middle School and the Central High School Natatorium.

Bond Project Update. Mr. Herron welcomed Mr. Michael Huber, Director of Curriculum. Mr. Huber shared drone footage on the construction progress at the Central High School Natatorium.

Superintendent's Report. Superintendent Bielang discussed the Chromebook rollout taking place and thanked Mr. Dan Vomastek, Director of Information and Technology Systems, and the Technology Department for the smooth distribution. He noted the District continues to monitor building conditions during this unseasonal heat wave. The Superintendent commended the District staff and students for their dedication adding attendance was over 80% despite the message allowing parents the option of keeping their students at home.

Culture of Excellence Update. Superintendent Bielang provided an update on the Evidence-Based Leadership efforts in the District. He highlighted the focus for the 2017/18 school year, surveys planned, framework and next steps toward continuous improvement.

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. Mrs. Novaria explained guidelines the Board uses for this portion of the meeting.

Ms. Dianna McMunn, 412 Fairview, a parent, encouraged the District to keep efforts to reduce bullying a top priority.

Mr. Chris Mbah, 2053 E. Centre Street, a parent, encouraged the District to keep efforts to reduce bullying a top priority.

Mr. Andrew Argo, 1106 S. Park Street, a citizen and Lead Organizer of Kalamazoo For Revolution, encouraged the District to keep efforts to reduce bullying a top priority.

Mr. John Argo, 734 W. Kilgore Road, a citizen, encouraged the District to keep efforts to reduce bullying a top priority.

Ms. Jessica Martin, 3224 Saint Joseph Street, a citizen, encouraged the District to keep efforts to reduce bullying a top priority.

Ms. Melissa Ray, 6666 West F Avenue, a citizen, encouraged the District to keep efforts to reduce bullying a top priority.

President Van Antwerp thanked the speakers for their comments and opened the floor for Board comments.

Mr. Rathburn echoed President Van Antwerp thanking all the speakers for their comments and focusing on improvement.

Mrs. Willson acknowledged the respectful comments received and trusts the Administration to handle any issues.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: Minutes of the August 14, 2017, Policy Governance Retreat and Regular Business Meeting; September 11, 2017, Revised Committee of the Whole Work Session Meeting; and September 11, 2017, Closed Session Meeting, and Recommended Roof Repairs: Central High School Auditorium and Central Elementary School Gymnasium (Approve a construction contract with Great Lakes Systems of Jenison, Michigan, for the Central High School auditorium roof repair and Central Elementary School gym roof repair projects. A total project cost of \$202,500 will come from the 2017/2018 General Fund.).

There being no objections to items, motion carried unanimously.

ACTION ITEMS

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the following new teacher appointments: Ms. Taylor Cronk, Ms. Sonja Elsholz, Mr. Timothy Grinwis, Ms. Jordan Tubaro and Mr. Kurt Twichell, as presented.

Mr. Bradley Galin, Human Resources Director, shared background information on the new teachers.

Motion carried unanimously.

Motion offered by Mrs. Novaria, seconded by Mr. Rathburn, that the Board of Education approve the revisions to Governance Policy 3.1, Governing Style, as presented.

President Van Antwerp provided details on the recommended revisions to Governance Policy 3.1.

Motion carried unanimously.

Motion offered by Mr. Rathburn, seconded by Mrs. Novaria, that the Board of Education approves the National Lunch Week Proclamation, as presented.

Mrs. Willson read the Proclamation for the record.

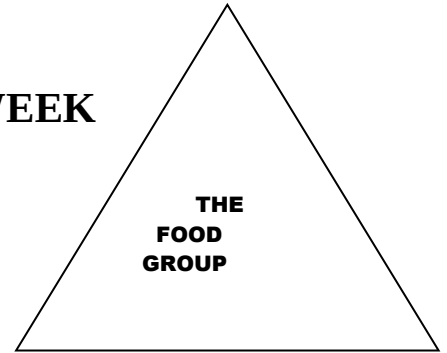
Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PROCLAMATION
NATIONAL SCHOOL LUNCH WEEK
October 9-13, 2017**



WHEREAS, It is with great respect for the accomplishments of Portage's school food service leads, servers, cashiers and driver personnel and substitutes that we commemorate October 9-13, 2017 as National School Lunch Week. During this special observance, we encourage all citizens to recognize the dedication and skill of our school food service employees; and

WHEREAS, Each day, a total of 70 food service employees prepare and serve over 5,400 lunches a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

WHEREAS, On behalf of our students and staff, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Lunch Week is a welcome opportunity to thank these patient, caring, skilled public servants. Those involved in this pursuit should be very proud of their contribution to education. Now, therefore, be it

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate October 9-13, 2017 as National School Lunch Week, and we commend everyone who has contributed to the successful operation of our lunch program. By working together, we can make a difference in every student's life.

Proclaimed this 25th day of September, 2017
Portage Public Schools Board Of Education

**BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION**

October 9, 2017

The work session meeting of the Board of Education of the Portage Public Schools held on Monday, October 9, 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 15 people and all in attendance recited the Pledge of Allegiance.

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 Mr. Droppers, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as printed.

Motion carried unanimously.

REPORTS

Monitoring Report 1.1, Global Ends (National Measures). Superintendent Bielang welcomed Mr. Michael Huber, Director of Curriculum, to present the National Measures. Mr. Huber provided a breakdown of the SAT (Scholastic Assessment Test) and PSAT (Preliminary Scholastic Aptitude Test) assessments and responded to Trustee questions. Mr. Huber thanked Mrs. Melissa O'Keefe, Academic Report Specialist, and Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, and other staff in the Curriculum Office for their work on this report.

Bond Bid Package #3 – Central Middle School Site Plan Review and Central Athletic Event Facility Site Plan Review. Mr. Ron Herron, Assistant Superintendent of Operations, informed Trustees the building projects were all on schedule and welcomed Mr. Bob McGraw, Principal In Charge, and Mr. Tom McKercher, Project Manager, from c2ae. Mr. McGraw and Mr. McKercher reviewed site plans for the Central High School and Middle School campus master plan, the Central Athletic Event Facility and responded to Trustee questions.

Superintendent's Report. Superintendent Bielang acknowledged Mr. Dan Vomastek, Director of Information and Technology Systems, and his staff have completed the distribution of over 2,000 Chromebooks. Mr. Vomastek confirmed his staff has distributed Chromebooks to all 6th, 9th and 10th grade students with very few issues or repairs. Superintendent Bielang offered thanks to Mr. Vomastek and the Technology Department for their efforts.

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. Seeing no one come forward, President Van Antwerp opened the floor to comments from fellow Board members.

Dr. Shelton-Harris thanked fellow Trustees for the flowers, thoughts and well wishes.

Mrs. Willson noted that prior to being renovated; the last Central High School football game under the lights of McCamley Field is scheduled for Friday, October 20, 2017. She commented on the International Baccalaureate article in the *269 Magazine* featuring Mr. Rick Searing, Northern High Teacher.

Mr. Rathburn shared highlights of the successful Portage Cross-country Invitational meet noting that 7,500 students ran in the event. The entire event was top-notch, ran very smoothly, and the community should be proud that Portage Public Schools has hosted this event for 20 years.

Mr. Droppers noted the football game on October 13, 2017, between Central and Northern High Schools was the final time the two teams would play each other on the existing McCamley Field.

President Van Antwerp informed Trustees there was still time to register and attend the Kalamazoo County School Officers Association meeting taking place on Wednesday, October 11.

DISCUSSION ITEMS

Recommended Lexia Purchase. Mr. Michael Huber, Director of Curriculum, presented the recommendation to approve the purchase of a three-year District subscription of Core5 reading intervention and assessment tool for all students K-5 at all elementary buildings for \$120,000 from Lexia Learning Systems of Concord, MA. This will be funded from two state grants, Early Literacy Initiative 35a and At-Risk Student grant 31a. The three year license includes allocating the cost into the General Fund budget over the next three school years (\$40,000 per year). Trustees reached a consensus to move this to an action item.

ACTION ITEM

Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board move the recommendation to approve the purchase of a three-year District subscription of Core5 reading intervention and assessment tool for all students K-5 at all elementary buildings for \$120,000 from Lexia Learning Systems of Concord, MA, to an action item.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Rathburn, that the Board approve the purchase of a three-year District subscription of Core5 reading intervention and assessment tool for all students K-5 at all elementary buildings for \$120,000 from Lexia Learning Systems of Concord, MA. This will be funded from two state grants, Early Literacy Initiative 35a and At-Risk Student grant 31a. The three year license includes allocating the cost into the General Fund budget over the next three school years (\$40,000 per year).

Motion carried unanimously.

DISCUSSION ITEMS CONTINUED

Review Governance Policy 3.10, Cost of Governance, and 3.11, Communications. President Van Antwerp reviewed the Policies and requested Trustees contact him if any updates were necessary.

ACTION ITEMS

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education accept the Monitoring Report – Policy 2.1, Treatment of Consumers, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Snyder, that the Board of Education accept Monitoring Report – Policy 2.5, Financial Condition and Activities, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education accept Monitoring Report – Policy 2.8, Conflict of Interest, as a reasonable interpretation and evidence of compliance with Policy, as presented.

Motion carried unanimously.

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education approve the Bus Safety Week Proclamation, as presented.

Mrs. Willson read the proclamation for the record. Several Trustees shared personal stories pertaining to bus drivers and offered accolades for their professionalism.

Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Edna Kent
Recording Secretary

**PROCLAMATION
SCHOOL BUS SAFETY WEEK
October 16-20, 2017**

WHEREAS, It is with great respect for the accomplishments of Portage's professional school bus drivers, mechanics, office staff, and manager that we commemorate October 16-20, 2017 as School Bus Safety Week. During this special observance, we encourage all citizens to recognize the dedication and skill of school transportation employees; and

WHEREAS, Each day, over 5,200 Portage students ride on 63 school buses, traveling over 710,000 miles annually. Driving so many miles, coordinating the countless routes, and supervising the dozens of students on each vehicle requires an outstanding effort. Fortunately we have exemplary professionals who have devoted their careers to transporting our children safely; and

WHEREAS, Our fleet and staff have a proud tradition of excellence during annual safety inspections by the Michigan State Police Motor Carrier Inspectors; and

WHEREAS, On behalf of our young people, it is a pleasure to commend the women and men who accept and meet the challenge of school transportation. The observance of School Bus Safety Week is a welcome opportunity to thank these patient, skilled, and caring public servants. Those involved in this pursuit should be very proud of their contribution to education; and

WHEREAS, This special week serves as a fitting time to urge all drivers to become more aware of school bus safety regulations. Serious injuries and deaths occur when motorists fail to stop for school buses. Now that the school year has begun, we remind drivers to be cautious and attentive around school buses. It is also an appropriate time to ask students to listen to their bus drivers and pay close attention to bus safety rules; now, therefore be it

RESOLVED BY THE BOARD OF EDUCATION, That we proudly commemorate October 16-20, 2017 as School Bus Safety Week, and we commend everyone who has contributed to the successful operation of our school buses. We also encourage all citizens to drive carefully and to be alert around school buses. By working together, we can make this the safest school year ever.

Proclaimed this 9th day of October, 2017
Portage Public Schools Board of Education

Monday, October 2, 2017 6:30 p.m.

Youth Advisory Committee Minutes

- I. Call to order
- II. Introductions and Attendance
 - a. If you could choose anything, what would you replace your non-dominant hand with?
- III. Reports from Liaisons
 - a. None
- IV. Election of Officers
 - a. Chairperson – Ben Miller
 - b. Vice-Chairperson – Aiyla Arif
 - c. Secretary – Megan Chow
- V. Keep Michigan Beautiful
 - a. Ceremony is Friday, October 20th from 10:00 a.m. until 2:00 p.m.
 - b. Need two more students, first come first serve
- VI. “All Hallows in the Park” Volunteer Opportunity
 - a. Sunday, October 8th from Noon until 4:00 p.m.
- VII. Snow Party
 - a. Saturday, February 5th
 - b. Oakland Drive Park
 - c. Cardboard sled, snowman building and bonfire
 - d. Backup plan: sidewalk chalk, jump rope, basketball
- VIII. Social Host Ordinance
 - a. New draft ready. Goal is to help prevent adults from providing alcohol for minors at parties
 - b. Going to be presented at next meeting for review, then potential steps are through city administration to city council
- IX. Registering to Vote
 - a. Mr. Herringa will be at Portage Northern on Thursday, October 5th
 - b. There will also be a registration drive at Portage Central on October 4th.
 - c. Must be seventeen and a half before November 7th to register
- X. Review of Goals
 - a. Trip to police station going over the procedures taken at a crime scene
 - b. Helping count votes, more involvement in local government
 - c. Team building

- d. Teen Movie Night Replacement
 - i. Due to the trend of low attendance there needs to be a new event
 - ii. Capture the flag, movie night in city chambers, etc. are ideas
 - iii. Different time of the year
 - iv. Discuss at next meeting
- XI. Next Meeting: Monday, November 6 at 6:30 p.m.
 - a. Ben will bring food

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting October 5, 2017

CALL TO ORDER: 6:38 p.m.

MEMBERS PRESENT: Ray LaPoint, Amanda Woodin, Elma (Pat) Maye, Stephanie Upshaw, Fiorella Spalvieri

MEMBERS EXCUSED: Diane Durian; Nadeem Mirza

MEMBERS ABSENT: Effie Kokkinos

STAFF PRESENT: Vicki Georgeau, Director Department of Community Development

MOTION TO EXCUSE ABSENT MEMBERS: Maye moved and Woodin supported motion to excuse 2 absent members. Motion passed 6-0

APPROVAL OF MINUTES: Durian moved and Spalvieri supported approval of the September 5, 2017 minutes as submitted. Motion passed 5-0.

OLD BUSINESS – Red Ribbon Week activities/proclamation: Woodin noted that Maye has received a commitment from students at the Kalamazoo Country Day School to attend the October 24th Council meeting to read and receive the Red Ribbon Week proclamation. Georgeau indicated that the Mayor or Mayor Pro-Tem could be available to give the students a brief tour of City Hall and get a photo by the Red Ribbon Week banner in the City Hall library. Georgeau shared with the Board draft artwork for proposed new Red Ribbon Week banners to be displayed in City Hall, the Police Department and Portage District Library. LaPoint recommended a revision to the wording and the Board concurred the new banner artwork was otherwise acceptable. Georgeau also referred the Board to the 2016 report from the Kalamazoo County Substance Abuse Task Force and suggested that it be provided to Council at the October 24th meeting along with the Red Ribbon Week proclamation. The report summarizes data on youth tobacco and substance abuse and efforts to reduce the use of such substances throughout the County. Maye accepted the reports for distribution at the Oct. 24th Council meeting.

NEW BUSINESS:

1. **Presentation by Kalamazoo County Public Housing Commission:** David Artley and Joe Schmidt of the Kalamazoo County Public Housing Commission, Lisa Wilcott of Lakewood Management and Michelle Davis of Housing Resources, Inc. (HRI) were present to provide an overview of the programs supported by the six-year county-wide Local Housing Assistance Fund millage (LHAF). The LHAF millage was approved by voters in November 2015 and its goal is to increase housing stability among families with school-aged children by providing temporary housing assistance and support services. The LHAF program is the only local millage of its kind in the country and is designed to provide rental subsidies to 100 families annually. Rental assistance and supportive services are generally provided up to a 12-month period per household. Referrals come from primarily school liaisons, but also through HRI, the YWCA and Kalamazoo Gospel Mission. Since the millage passed, the program has screened 250 households and has housed the targeted number of households in the first full year. To date, HRI has secured 33 participating landlords, but a shortage of landlords willing to participate in the program has been a challenge. Mr. Artley indicated the program is designed so that services

are provided on a parity basis throughout Kalamazoo County. Ms. Davis indicated that program participants typically are the working poor, including households with some source of income, as opposed to highest need households with no source of income. Highest need households are provided assistance through other community programs such as permanent supportive housing funded by federal and state programs. HRI indicated assistance from the city in raising awareness of the program would be helpful to ensure Portage residents can take advantage of the program. Georgeau indicated that information could likely be provided in the November edition of the Portager, and recommended HRI also reach out to the Portage Community Center and Portage Public Schools for outreach and promotion.

2. Kalamazoo Transit Authority LAC update: Woodin indicated there was not a quorum and the most recent meeting of the LAC was therefore cancelled. In addition, Woodin indicated the LAC is looking for a member to serve as chair of the committee.

STATEMENT OF CITIZENS: No citizens were present. Georgeau noted that the Portage Community Center would attend the November Board meeting and provide an update on Fund Development activities. Per the conditions of approval recommended to Council by the Board, PCC is to provide one, mid-year update to the Board during FY 2017-18. In addition, Georgeau noted that Kalamazoo County Transit Authority could attend the December meeting and provide an update on fixed-route and demand response bus services in Portage.

ADJOURNMENT: Maye moved and Durian supported adjournment at 7:20 p.m. Motion passed 5-0.

Respectfully Submitted,

Vicki Georgeau, Director of Community Development

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 1, 2017

FROM: Meshia Rose, Deputy City Assessor 

SUBJECT: October 2017 Department Operations Report

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

- **Preparation of 2018 Assessment Roll:** The Assessor's staff continues with the numerous activities related to the preparation of the 2018 assessment roll. These include properly processing all parcel splits and combinations (splits include the creation of the numerous lots when a large parcel is platted), site inspection of all new dwellings, and determining neighborhood value adjustments as indicated by the recent sales activity that has taken place in 24 month study period. Property inspections and sale transactions completed by staff in preparation for the upcoming assessment roll during the month of October are summarized below:
 - 184 property inspections initiated by the issuance of building permits.
 - 3 property inspections initiated by citizen requests.
 - 172 property inspections completed as part of the reappraisal or sales verification process.
 - 150 deed transactions processed along with any accompanying Property Transfer Affidavit and Principal Residence Exemption forms.
- **New Construction:** The progress of all new construction is required to be inspected and assessed as of tax day, December 31st, 2017. Notification of these required inspections were sent to residential property owners that have open or completed permits. Additionally, commercial and industrial permits are being processed by part-time appraiser Nicole Hudson.
- **Michigan Tax Tribunal:** Staff are continuing to facilitate the pending Michigan Tax Tribunal (MTT) appeals. There are currently 15 pending full Tribunal appeals and 2 small claims appeals. The status of these appeals will be reported on the next quarterly MTT Appeal Status report in January.
- **Audit of Minimum Assessing Requirements (AMAR):** Kalamazoo County was announced to be on the AMAR list for 2018. Several changes to the AMAR were also announced recently and as such staff from our office are working closely with Kalamazoo

County Assessors to ensure compliancy and accuracy. Ensuring compliancy and accuracy in our assessments continues to be a priority each year regardless of any scheduled audit reviews.

- **Inflation Rate Multiplier Used in 2018 Capped Value Formula:** The 2018 annual inflation rate multiplier as set forth by the State Tax Commission has been set at 1.021. This is the largest CPI to be used in the last five years. The taxable value increase for 2018 will reflect this increase with the exception of properties which transferred ownership in 2017 or have new construction additions. The inflation rates established by the State Tax Commission for previous tax years since 2009 are as follows:

Year	CPI	Year	CPI
2009	1.044	2014	1.016
2010	0.997	2015	1.016
2011	1.017	2016	1.003
2012	1.027	2017	1.009
2013	1.024	2018	1.021

- **Customer Service:** The staff of the City Assessor's Office is continuing to provide a high level of customer service. Prompt and courteous service was provided in response to the numerous telephone calls and personal visits from realtors, private appraisers, title companies, and taxpayers.

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

TO: Laurence Shaffer, City Manager**DATE:** November 10, 2017**FROM:** Adam Herringa, City Clerk**SUBJECT:** October Monthly Report

ELECTIONS

Issued approximately 3,400 absentee ballots to voters and received approximately 3,100 ballots back.

Prepared for and trained 88 election workers on the use of new election equipment. Prepared, tested and reviewed election equipment in advance of election-day use. Participated in a county-wide stress test of the modem equipment of the tabulators to ensure the system had the capacity to handle multiple returns at the same time. Held the state-mandated Public Accuracy Test of the voting equipment.

Held voter registration drives at Portage Central High School and Portage Northern High School. The Student Senates from each school held a contest to see who could register more voters. Portage Central won the competition and were awarded bragging rights.

Hosted two public open houses for voters to inspect and test out the new voting equipment. A total of 65 residents attended the sessions.

Responded to numerous requests pertaining to the November City General Election.

Continued processing additions, changes and deletions from the Qualified Voter File.

BOARDS AND COMMISSIONS

Held a Youth Advisory Committee (YAC) Meeting in which the youth elected their Chairperson, Vice-Chairperson and Secretary. Attended an awards ceremony sponsored by Keep Michigan Beautiful in Lansing with six members of the YAC. The YAC received the "Michigan Award" for their efforts related to the Green-a-Thon Earth Day festival. The attendees convinced their staff liaison to purchase a fondue pot for use at their meetings.

Prepared 31 applicant invitations and interview correspondence for October City Council Board and Commission interview session and appointed 28 applicants to 28 vacancies on nine Boards and Commissions.

PUBLIC INFORMATION AND CITIZEN ASSISTANCE

Provided Notary Public Service to citizens upon request. Provided help to citizens for phone call and over-the-counter requests including voter information, guidance to appropriate departments and miscellaneous assistance.

Coordinated Freedom of Information Act (FOIA) requests, published legal notices, and recorded documents with the Kalamazoo County Clerk.

CEMETERIES

Processed five (5) grave openings/closings, including the preparation of invoices and Burial Rights Certificates. Worked with monument companies and the Department of Public Services on foundation orders. Updated cemetery maps, researched availability of lots for citizens in cooperation with the Department of Public Services and assisted with burials.

CITY COUNCIL AGENDAS

Provided follow-up communications, filed Resolutions and took actions related to items passed by City Council at the October City Council Meetings.

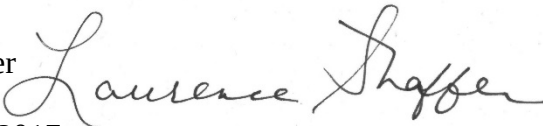
Prepared the Minutes for the October City Council Meetings and assisted the City Manager's Office in preparation of the City Council Agendas.

OTHER

Conducted interviews for the position of Deputy City Clerk and recommended Erica Eklov for the position.

Chaired the monthly meeting of the Kalamazoo County Substance Abuse Task Force and attended a meeting regarding the opioid situation in Kalamazoo County with a representative of the Portage Department of Public Safety.

Organized and held a meeting of the employee Customer Service Task Force. Reviewed technology possibilities with the Director of Information Technology Devin Mackinder, and discussed plans to meet with the City Manager and/or Deputy City Manager to review progress of the Customer Service Task Force.

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

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

1. City Council:

- Coordinated and/or prepared agenda and other materials for the following meetings:
 - City Council Regular Meetings on October 10 and 24.
 - Pre-Council meetings on October 9 and 23.
 - City Manager Salary Review/Evaluation Committee on October 2 and 17.
 - Board and Commission interviews on October 10.

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

- Met with Representative Brandt Iden and Senator Margaret O'Brien on October 2.
- Met with Bob Randall on October 3.
- Met with officials from Texas Township on October 3.
- Met with representatives from the local Potawatomi tribe to review new sculptures for the City Hall grounds on October 3.
- Attended the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Executive Committee meeting on October 3.
- Met with the new Executive Director of Public Media Network, Matt Schuster on October 4 and 27, as well as attended his Open House on October 5.
- Met with Portage Public Schools (PPS) Superintendent Mark Bielang on October 4.
- Met with Mayor Strazdas on October 5.
- Met with resident Sharon White on October 6.
- Attended the KCCDA Board of Directors meeting on October 12.
- Attended the Open House for the Parks Department's Open Space Plan on October 16.
- Hosted interviews for the KCCDA administrative positions on October 19 and 24.

- Met with American Hydrogeology representatives to discuss the former South Westnedge landfill site monitoring on October 26.
- Met with Portage Community Center Director Chris Buckley on October 27.
- Met with a representative from Consumers Energy regarding tree clearing on October 27.

3. Projects - Completed and Ongoing:

- Continued the transition and design of the new city website through CivicPlus.
- Continued PPOA contract negotiations for contracts that expired June 30, 2016.
- Continued review of medical marijuana related matters with city legal counsel.
- Continued review various city signage for marketing efforts.
- Continued oversight of planning, design and construction for various city construction projects and developments.
- Consulted with city staff regarding Information Technology projects, as well as current Community Development, Finance, Transportation & Utility and Assessing matters.
- Prepared materials and attended the Historic District Commission monthly meeting and Historic District Study Committee special meeting on October 4.

4. Public Information and Citizen Assistance:

- Mailed the October *Portager* and coordinated production of the November *Portager* newsletter.
- Continued oversight of the *PortageAlert* system and notifications for those who registered through the portal for updates.
- Coordinated responses to citizen concerns/requests regarding a variety of matters, including brush collections, leaf collections and blight concerns, etc.
- Updated and approved changes to the city website and city publications.
- Provided informational packets on Portage to citizens, realtors and businesses, as requested.
- Continued to collect and monitor Citizen Comment Card responses and submissions to the Online Customer Service Survey.
- Continued to collect and monitor SeeClickFix.com citizen concerns and questions, as well as ensure timely responses.

TO: Laurence Shaffer, City Manager**DATE:** November 13, 2017**FROM:** Vicki Georgeau, ^{lv}Director of Community Development**SUBJECT:** Monthly Customer Service Report for October 2017

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

PLANNING, DEVELOPMENT AND NEIGHBORHOOD SERVICESPlanning Commission

October 5, 2017 meeting:

1. Adjourned Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue, to the October 19, 2017 meeting.
2. Approved a Special Land Use Permit for Live/Work Accommodations, 1311 East Centre Avenue.
3. Reviewed the Capital Improvement Program On-Line Survey and Open House Results.

October 19, 2017 meeting:

1. Recommended to City Council approval of the Final/Site Plan for Whisper Rock Condominiums (Phase II), 2275 West Centre Avenue.
2. Adjourned Rezoning Application #17/18-1, 9444 South Sprinkle Road and 4691 Branch Avenue, to the November 2, 2017 meeting.
3. Approved an Accessory Building for Rusty Hotchkiss at 543 East Osterhout Avenue.
4. Reviewed the National Community Planning Month Proclamation.

Zoning Board of Appeals

October 9, 2017 meeting:

1. Approved a variance request from the public street frontage requirement at 10650 South Westnedge Avenue.
2. Postponed variance requests to construct an accessory building that exceeds the ground floor living area and maximum height requirement at 9244 Chapel Street to the November 13, 2017 meeting.
3. Approved variances to construct a dwelling that exceeds the maximum height requirement and the maximum lot coverage requirement at 3205 Woodhams Avenue.

Human Services Board:

October 5, 2017 meeting:

1. Continued discussions involving Red Ribbon Week in October including the Kalamazoo Country Day School participation, new banner artwork, the 2016 report from the Kalamazoo County Substance Abuse Task Force and the proclamation at the October 24th City Council meeting.
2. Received presentations from Kalamazoo County Public Housing Commission, Lakewood Management and Housing Resources Inc. (HRI) regarding programs supported by the six-year county-wide Local Housing Assistance Fund (LHAF) millage.

OTHER BOARD ACTIVITIES

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

Citizen Information Requests:

During the month of October 2017, a total of 172 cases/violations were inspected in response to citizen service requests or staff field observations and include: 64 signs; 29 property maintenance; 28 parking; 20 debris/refuse, 14 inoperable vehicles; 8 zoning; 3 tall grass/weeds; 2 housing maintenance; 2 building maintenance; and 2 sidewalk-obstruction.

BUILDING AND HOUSING SERVICES

Construction Board of Appeals:

The Board did not meet in October.

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

Type of Permit/Application	Number of Permits	Project Valuations
Single-family Detached	12	\$2,659,409
Single-family Attached	3	\$747,642
Residential Additions, Interior Remodels, Garages, Sheds, etc.	27	\$211,616
Commercial Additions, Interior Remodels, etc.	26	\$14,473,366
Permits Not on Report (i.e., demolition, electrical, plumbing, mechanical, driveway, sign, water use/sewer use, etc.).	270	N/A
Totals	338	\$18,092,033

CDBG Housing Assistance Programs

CDBG PROGRAMS				
Activity	Housing Rehabilitation	Water / Sewer	Emergency Repair	Down Payment Assistance
New Applications	0	0	0	1
Applications Approved	0	0	0	0
Loan Closings	3	0	N/A	0
Monthly Projects Completed	1	0	0	0
Projects Underway	4	0	0	0
FY YTD Projects Completed	4	0	1	1

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CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 15, 2017

FROM: William Furry, Finance Director *wkf*

SUBJECT: Finance Department Monthly Report - October 2017

ACCOUNTING /PAYROLL

- Accounts Payable processed 926 invoices which produced 453 vendor payments totaling \$3,421,228.88. Payments were comprised of 322 paper checks totaling \$2,793,703.98 and 131 automated clearinghouse payments totaling \$627,524.90.
- Calculated month-end allocations of interest earned, fringes expense, postage, and city share of tax revenues.
- Processed 20 non-AP EFT payments totaling \$2,374,820.66.
- Collected quarterly CDBG information and submitted report to HUD.
- Processed 2 payrolls, creating 490 checks and deposit advices for 242 employees, with a total monthly payroll expenditure of \$1,010,393.31
- Completed quarterly Opt Out and monthly Disability Management reclass entries.
- Created 2018 Payroll schedule and posted to Intranet.
- Completed quarterly State Unemployment Insurance calculation and payment. Made correcting entry to ADP's filing of quarterly wages.
- Worked on removing information from employees payroll profiles pertaining to old benefit accrual system. E-time benefit accrual system was determined to be performing accurately and is now the only system in use.

TREASURY

- Treasury Supervisor attended the MMTA Fall Conference in Thompsonville, MI. and the Kalamazoo County Treasurer's Assn quarterly meeting.
- Treasury Specialist attended a BS&A utilities user group meeting for advanced systems training.
- Treasury Specialist continued service on the Customer Service Task force, attending meetings.
- Letters were issued to escrow agents advising them of a November 3, 2017 deadline for requesting the winter tax bills that they intend to pay.
- Generated and mailed 870 delinquent tax statements to property owners with unpaid 2017 summer real estate and business personal property taxes. This represents a decrease of 8% in the number of such statements generated versus 2016.
- Printed and mailed 433 special assessment bills for the Austin Lake Aeration Assessment.
- Prepared and issued the following utility billing statements:
 - 5,484 regular quarterly bills (cycle 1 and 4)
 - Emailed 529 quarterly bills to customers requesting emailed bills

- 179 final bills; emailed 29 final bills
- Prepared and issued the following utility billing delinquent notices:
 - 702 delinquent notices (cycle 3), an increase of 2% from the prior year.
 - 443 disconnect notices (cycle 3), an increase of 5% from the prior year.
 - 34 delinquent notices to customers with inactive services (finaled accounts)
 - 32 property owner notices regarding unpaid final bills.
 - Shut-off water service for 43 customers due to non-payment on October 25, 2017 (cycle 3), an increase of 8% from the prior year.
- Processed 249 requests to initiate or terminate water/sewer services to residences and businesses during October 2017. Since July 1, 2017, a total of 892 setups have been processed, averaging 11 per business day.
- Processed 38 miscellaneous receivables statements.
- Staff handled 1,045 phone calls during October 2017. Since July 1, 2017, a total of 4,573 phone calls have been handled, averaging 55 per business day.
- During October 2017, staff worked with 102 non-cash customers at the Treasury counter. Staff averages 5 such customer contacts each business day.

FINANCE/BUDGET

- Prepared audit support requested by external audit firm Yeo & Yeo for year-end financial statement audit, along with other internal papers used in preparation of the 2016/2017 Comprehensive Annual Financial Report (CAFR). First phase of the audit was completed, with auditors onsite 10/9/17 through 10/13/17. Completion of the statements is anticipated by Thanksgiving.
- Began updating of transmittal letter that accompanies the CAFR.
- Cashed in maturing investments, analyzed cash position and reinvested called bonds.
- Prepared monthly investment scorecard, input investment activity into SymPro software, generated monthly SymPro reports, and performed the JPMorgan Chase monthly risk analysis for the investment committee report.
- Reviewed budget procedures and calendar. Began preparation of departmental budget calendar for planning purposes.
- Completed purchase order budget roll into 2017/2018 and provided lists of 2016/2017 open purchase orders to departments in efforts to clean-up and reduce the number of open purchase orders.
- Communicated with departments regarding discrepancies between purchase orders that have been received but not paid to clear up any potential unpaid invoices.
- Requested updated list of vehicles and equipment for 2018/2019 budget for the Fleet & Facilities Fund.
- Participated in Election Committee Public Accuracy Test: Appointment of election workers, and official election machine test.
- Prepared and reviewed monthly bank reconciliations.
- Completed automated clearing house, wire, and transfer banking transactions and related journal entries, as needed and requested.
- Worked with software provider, BS&A, on various issues.
- Prepared and posted several budget amendments.

- Prepared and approved various journal entries as needed to reconcile and maintain the general ledger.
- Reviewed and approved all invoices prior to payment.
- Responded to questions from various departments regarding purchase orders, invoices, general ledger, or budget status.

BENEFITS/COMPENSATION

- Continued to monitor and comply with requirements of the Affordable Care Act (ACA).
- Continued to track city share of health insurance premium limits as provided for by PA-152.
- Calculated health insurance taxes and fees required under the ACA.
- Continued compilation of data to submit to BASIC for handling ACA reporting and year-end filing requirements.
- Calculated and approved monthly payments for employee fringe benefit plans (medical, vision, dental, life and long-term disability insurance, flexible spending accounts, pension contributions, etc.).
- Continued to administer Defined Benefit Plan, including locating and coordinating benefit payments for terminated vested participants.
- Continued process for IRS required restatement of Defined Benefit Plan.
- Obtained 2018 health insurance renewals for Blue Cross Blue Shield of Michigan and Blue Care Network.
- Obtained 2018 Vision Service Plan (VSP) insurance renewal.
- Began preparations for 2018 Benefit Open Enrollment Period.
- Administered contractual wage adjustments per applicable labor agreements.
- Administered contractual bonus payments per applicable labor agreements.
- Responded to various employment verifications for employees.

WORKERS' COMPENSATION

- Completed process for contract renewal with workers' compensation third party administrator.
- Continued process for contract renewal with workers' compensation excess insurance provider.
- Continued with aggressive case management on a number of work related injury claims. Special attention continues to be directed toward high reserve cases. Focus also directed toward lost-time cases with emphasis placed on returning employees to restricted duty assignments.
- Continued to assist supervisory personnel with employees in restricted duty assignments.
- Provided information to the city third party administrator for the processing of workers' compensation claims.
- Provided direction to third party administrator in regard to workers' compensation claims.
- Updated the OSHA 300 Log.

11/14/2017

BUDGET REPORT FOR CITY OF PORTAGE

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 1001-City Council	122,320	123,520	13,490	11%
	Totals for dept 1085-City Council-Human Services	139,330	139,380	28,450	20%
	Totals for dept 1501-District Court	68,250	68,250	27,430	40%
	Totals for dept 1720-City Manager	600,300	600,300	156,838	26%
	Totals for dept 2001-Finance Accounting	437,716	437,716	115,004	26%
	Totals for dept 2002-Finance & Budget	307,283	303,333	73,308	24%
	Totals for dept 2053-Finance Treasury	154,207	154,207	43,625	28%
	Totals for dept 2110-MIS	847,110	847,110	212,622	25%
	Totals for dept 2133-MIS Public Information	55,142	55,142	16,681	30%
	Totals for dept 2209-Assessor	444,076	444,076	98,612	22%
	Totals for dept 2247-Assessor Board Of Review	35,403	35,403	5,204	15%
	Totals for dept 2310-Attorney	226,728	226,728	94,050	41%
	Totals for dept 2415-City Clerk	140,666	140,666	40,161	29%
	Totals for dept 2416-City Clerk Records Management	75,170	75,170	20,213	27%
	Totals for dept 2491-City Clerk Elections	175,582	175,582	40,733	23%
	Totals for dept 2610-Human Resources	475,442	475,442	128,497	27%
	Totals for dept 2733-Purchasing	83,845	83,845	22,809	27%
	Totals for dept 2734-Purchasing Risk Management	29,302	29,302	6,077	21%
	Totals for dept 2865-Parks Maintenance	1,252,864	1,252,864	455,096	36%
	Totals for dept 2876-Cemeteries	74,326	74,326	19,470	26%
	Totals for dept 2877-Parks & Rec - Parks	617,260	623,750	172,383	28%
	Totals for dept 2878-Parks & Rec - Kalamazoo In Bloom	10,000	10,000	0	0%
	Totals for dept 2879-Parks & Rec - Board Activities	0	0	38	-
	Totals for dept 2880-Parks & Rec Rec - Admin	174,720	173,720	54,083	31%
	Totals for dept 2882-Parks & Rec Rec - Team Sports	64,540	64,540	27,983	43%
	Totals for dept 2885-Parks & Rec - Programs	4,000	5,000	4,514	90%
	Totals for dept 2886-Parks & Rec Rec - Ramona Park	93,891	93,891	42,471	45%
	Totals for dept 2887-Parks & Rec Rec - Special Events	41,000	41,000	22,351	55%
	Totals for dept 2888-Parks & Rec - Ice Rink	106,893	106,893	11,542	11%
	Totals for dept 3005-Police Administration	837,053	874,053	204,821	23%
	Totals for dept 3006-Police Youth Services	502,931	502,931	137,739	27%
	Totals for dept 3007-Police Investigation	785,060	785,060	246,870	31%
	Totals for dept 3010-Police Patrol	5,323,698	5,308,698	1,446,878	27%

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
	Totals for dept 3020-Police Training	117,735	117,735	47,357	40%
	Totals for dept 3021-Police Training-Grant Funded	8,000	8,000	0	0%
	Totals for dept 3030-Police Public Safety Dispatch/ts	1,015,221	1,015,221	376,492	37%
	Totals for dept 3031-Police Emergency Sirens	23,676	17,676	6,687	38%
	Totals for dept 3035-Police 911 Cmrs PSAP	204,919	204,919	50,738	25%
	Totals for dept 3040-Police Records & PST	468,370	468,370	128,553	27%
	Totals for dept 3050-Police Drug Law Enforcement	319,101	319,101	104,646	33%
	Totals for dept 3065-Police Facility Management	101,400	101,400	22,080	22%
	Totals for dept 3310-Fire Admin	681,621	681,621	176,501	26%
	Totals for dept 3320-Fire Operations	3,994,823	3,980,691	1,339,991	34%
	Totals for dept 3330-Fire On Call Firefighters	120,037	120,037	22,440	19%
	Totals for dept 3331-Fire Emergency Operations	3,700	3,700	0	0%
	Totals for dept 3340-Fire Prevention	152,488	152,488	48,177	32%
	Totals for dept 3350-Fire Training	192,041	192,041	39,610	21%
	Totals for dept 3365-Fire Facility Management	98,400	98,400	7,708	8%
	Totals for dept 3710-Comm Dev Building Services	483,592	483,592	138,371	29%
	Totals for dept 3720-Comm Dev Planning & Development	311,937	315,887	97,408	31%
	Totals for dept 3730-Comm Dev Neighborhood Services	226,687	226,637	72,481	32%
	Totals for dept 3765-Comm Dev Building Maintenance	243,164	243,164	75,957	31%
	Totals for dept 4210-General Public Services	506,415	506,415	165,851	33%
	Totals for dept 6720-Senior Center	333,045	334,145	99,797	30%
	Totals for dept 6721-Senior Center Trips	284,777	284,777	134,801	47%
	Totals for dept 6725-Aging Mastery Program	0	0	14	0%
	Totals for dept 8050-Contingencies	50,000	50,000	0	0%
	Totals for dept 9610-Transfers Out	1,234,327	1,234,327	0	0%
	TOTAL - GENERAL FUND	25,481,584	25,492,242	7,145,703	28%

FUND	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	Percent of Amended Used
202	Major Street Fund	3,914,345	5,834,344	902,849	15%
203	Local Streets Fund	1,356,319	1,506,319	371,755	25%
204	Municipal Streets Fund	1,675,990	1,675,990	0	0%
223	Curbside Recycling Fund	691,859	691,859	151,577	22%
226	Leaf Pickup / Spring Cleanup Fund	781,801	781,801	107,563	14%
230	CDBG Program Income Fund	110,000	110,000	14,475	13%
252	West Lake Weed Mgt	32,120	32,120	3,000	9%
296	Community Development Block Grant	223,000	216,112	61,513	28%
298	Cable Television Fund	911,600	936,350	90,329	10%
400	Capital Improvement General *	11,766,000	17,457,422	2,099,737	12%
490	Capital Improvement Sewer *	710,000	2,829,317	1,015,813	36%
491	Capital Improvement Water *	2,260,000	6,185,869	1,012,153	16%
590	Sewer Fund	8,078,430	8,305,187	1,792,098	22%
591	Water Fund	6,029,920	6,070,941	1,629,391	27%
TOTAL - ALL FUNDS		64,022,968	78,125,873	16,397,956	21%

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

TO: Laurence Shaffer, City Manager

DATE: November 13, 2017

FROM: Shannon Hertz, Director Human Resources 

SUBJECT: Human Resources Department Monthly Report – October 2017

RECRUITING

The following positions were filled in October:

- Building Maintenance Specialist (PT)
- City Clerk
- Fire Division Clerk Typist (PT)
- On-Call Firefighter
- Police Officer (1 FT)
- Park Rangers (1)
- Leaf Pick-up Laborers (7)
- CDLs for Leaf Pick-up (4)

The following positions have candidates identified:

- Radio Operators/Dispatch (January)
- Deputy City Clerk

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

- Police Officer (1 PT)
- Administrative Assistant for CMO

Employment applications, assessments and recruitment activities:

- 62 Applications received, processed and screened
- 11 Number of passive candidates (have signed up for Job Alerts)
- 50 Number of un-submitted applications (partially completed by potential candidates)
- 19 In-person and phone interviews conducted
- 0 Individuals tested/assessments conducted
- 0 Career fairs attended

SAFETY, TRAINING AND DEVELOPMENT

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

- Randomly tested 3 participants for the drug testing program
- Conducted on-boarding for 5 new/returning employees
- Attended 1 department-specific Safety meeting
- Conducted 2 park audits for ADA compliance and safety
- Programmed and brought onto the system all Park locations. We created new ID badges for all Park Rangers, DPS/T&U employees and all Fire employees.

HEALTH MANAGEMENT PROGRAM

- Continued to administer Health Management Program (HMP) for Department Head, Non-Union, PPCOA, PPOA and UAW employee groups.
- The first of the second quarter planned event, Penelope Pumpkin was held from October 11 – 20. Began preparations for the second event to take place November 20- December 20.
- Annual Screenings were conducted October 12 & 13.

BENEFITS

- Provided benefit consultation to employees terminating, retiring and beginning employment.
- Assisted employees and retirees with various benefit matters, including claim resolution and dependent eligibility.
- Processed benefit changes as necessary, including calculation and submission of payroll deductions.
- Issued retiree health insurance invoices to 6 retirees and 2 unions.
- Monitored Flexible Spending Account (FSA) reimbursements processed by Kushner & Company for 29 participants for the 2017-2018 plan year.
- Performed administrative requirements to meet legal compliance in regard to the Family Medical Leave Act (FMLA). Processed 33 notifications for employees.
- Performed administrative requirements to meet legal compliance in regards to the Consolidated Omnibus Budget Reconciliation Act (COBRA) for 1 COBRA participants.
- Documented and monitored sick leave usage.

ELECTIONS

- Confirmed and replaced workers as necessary for precincts
- Letters mailed to precinct chairs with their worker lists and Welcome/New Hire/Reminder letters sent to new election workers
- Processed 11 new election workers
- Coordinated training for 100 election workers (5 Sessions)

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 3, 2017

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

SUBJECT: Monthly Operations Report for October 2017

PARKS & RECREATION:

PARK RESERVATIONS

Amphitheatre	0	\$0
Central Park	0	\$0
Gazebo	0	\$0
Grain Elevator	6	\$1,430
Hayloft	3	\$2,260
Lakeview #1	0	\$0
Lakeview #2	0	\$0
Lakeview Softball	3	\$39.96
Ramona #1	0	\$0
Ramona #2	0	\$0
Ramona Softball #1	3	\$39.96
Ramona Softball #2	0	\$0
Ramona Soccer North	16	\$159.84
Ramona Soccer #5	0	\$0
Ramona Soccer #6	0	\$0
Ramona Football #1	6	\$202.50
Ramona Football #2	6	\$202.50
Ramona Football #3	6	\$202.50
Ramona Football #4	6	\$202.50
Schrier Park	3	\$880
Schrier Park Pavilion	0	\$0
Schoolhouse	1	\$50
Stuart Manor	0	\$0
South Westnedge #1	1	\$120
South Westnedge #2	1	\$120
South Westnedge #3	1	\$120
South Westnedge #4	1	\$120
South Westnedge #5	1	\$120
South Westnedge #6	1	\$120
Westfield	0	\$0
Westfield Softball	2	\$26.64
TOTAL	67	\$7,516.40

EVENTS

All Hallows Tour	250 Participants
Reading Rangers	No Participants - Rain
Binder Park Zoo Program	No Participants
Wine & Canvas	21 Participants
Fall Color Tour	41 Participants
ALS Walk	80 Walkers
Parkinson's Walk	111 Walkers
Monster Mash	6,000 Participants

Active Net Software

Online Activity Registration	22
Walk In Activity Registration	0

SENIOR CITIZEN SERVICES:

ATTENDANCE AND ACTIVITIES

Activity Type	Duplicated	Unduplicated
Events	2,161	564
Rides	57	9
Volunteers	324	114
Trips	154	132
Total Seniors Served	2,696	648
Average served per day	98	

MEMBERSHIP STATISTICS

Total Active Memberships	Membership Renewals	New Memberships
1,414	41	78

Age Range	Count	Percent
Ages 55-59	14	2.2
Ages 60-64	28	4.3
Ages 65-69	93	14.4
Ages 70-74	144	22.2
Ages 75-79	134	20.7
Ages 80-84	110	17
Ages Below 55	12	1.9
Age Unknown	113	17.4
Totals	648	100

City/Town	Count	Percent
In Town	389	60
Out of Town	259	40
Totals	648	100

Ethnicity	Count	Percent
African American	11	1.7
Asian American	3	.5
Caucasian	534	82.4
Hispanic	3	.5
Native American	7	1.1
Unknown	90	13.9
Totals	648	100

Gender	Count	Percent
Female	478	73.8
Male	170	26.2
Totals	648	100

VOLUNTEERISM

Volunteer Service Type	Hours	Pay Equivalent	Duplicated	Unduplicated
Admin. Support	13	283.27	4	3
Club/Group Support	1372.37	29,903.87	250	90
Events/Programs	18.50	403.11	8	5
Transportation	80.	1,761.36	20	5
Coffee Bar Hostess	.50	10.89	1	1
Health Services	2	43.58	1	1
Kitchen	27	588.29	17	10
Training	53.57	1167.22	3	2
Travel	87.83	1913.90	18	8
Instructor	4	87.16	2	1
Totals	1659.60	\$36,162.65	324	126

TRAVEL PROGRAM

Category	Duplicated	Unduplicated
Day Trips	117	97
Extended Trips	37	37
Totals	154	132

FUNDRAISING

Income for the month of October was \$6,771.94 and includes transportation donations, newsletter advertisements, fund raising and memberships.

OTHER SENIOR CENTER HIGHLIGHTS

- In partnership with Medilodge, a “Fabulous Fall Food” cooking demonstration was offered, with 24 attending.
- A presenter from the local office of the USDA came in and presented on Food Safety, with fourteen attending.
- The Halloween Lunch was held on October 26, with 75 in attendance.
- Three day trips were held: Fall into Mystery, All Things Amish, and the Cranberry Harvest, with 117 participating.

- An extended trip to the Shakespeare Festival in Stratford took place, with 36 participating.

In partnership with StoryPoint of Portage, a presentation about the “Million Letters Campaign” featured author Andrew Carroll. Mr. Carroll presented on his work to collect and preserve letters written during every military conflict in U.S. history. PSC members as well as well as students from Portage Central High School attended the presentation on October 26.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 13, 2017

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

SUBJECT: Monthly Report for October 2017

OCTOBER STATISTICS

Police Incidents Dispatched	2,992
Fire Incidents Dispatched	460
9-1-1 Calls Received	2,840

SIGNIFICANT EVENTS

Officers responded to a liquor store on a reported armed robbery and learned that a masked white male entered the store armed with a handgun. The subject jumped the counter and attempted to break into the cash register. Later the same evening, the Kalamazoo Department of Public Safety investigated a similar incident at a convenience store in their jurisdiction. Based on security footage from both locations, it was determined that the same suspect was involved in both incidents. The suspect was subsequently identified and arrested in Indiana.

An employee at a jewelry store reported a robbery in progress. The employee advised that at least three subjects came into the store and began smashing jewelry cases with a hammer, at which time store employees locked themselves in an office and called 911. Once on scene, officers learned that four subjects participated in the robbery, and approximately 30 diamond rings, with an estimated value of \$150,000, were stolen. Detectives are continuing to investigate.

Fire units were dispatched to Stryker Medical Manufacturing on E. Centre, where they encountered a robotic welder on fire and moderate smoke conditions in the manufacturing area of the plant. The fire was contained within 25 minutes. The cause of the fire is still under investigation. The estimated loss to the equipment is approximately \$3,000.

On October 24, the Portage Department of Public Safety assisted the Kalamazoo Office of Community Corrections on a welfare-check of Christopher Lockhart at his residence on Poplar Bluff. Lockhart had missed his morning report time, and his tether indicated no movement for several hours. Portage officers gained entry into the residence and located Christopher Lockhart deceased as a result of suicide. A note at the scene led investigators to the body of Theresa Lockhart in the Allegan County State Game area. The note also was a confession by Christopher Lockhart that he murdered his wife, Theresa, in May 2017.

NJA:JMH;jh

TO: Laurence Shaffer, City Manager**DATE:** November 10, 2017**FROM:** Rod Russell, Director of Public Services **SUBJECT:** Monthly Operations Report for October 2017**STREET MAINTENANCE ACTIVITIES**

- Removed obsolete amphitheater at Millennium Park and replaced with stamped concrete
- Removed trees and stumps at Eliason Trail Head for construction of new pavilion
- Repaired potholes on local streets with hot patch
- Provided detailed cleanup and organization of DPS buildings and yard
- Replaced damaged sidewalks on Meredith Street
- Received initial delivery of road salt for winter street maintenance
- Removed 2,420 cubic yards of brush during Quarterly Brush Pickup Program
- Removed 20 dead trees from city right-of-ways
- Continued organization of DPS construction equipment trailer
- Repaired damaged and faded traffic control signs
- Installed WMU homecoming flags on South Westnedge Avenue
- Continued removal and replacement of roof on pavilion #1 at Ramona Park
- Replaced deteriorating brick pavers with stamped concrete at Blue Star Memorial located at Central Cemetery
- Repaired trip hazard at Lakeview Park fishing pier with hot mix asphalt
- Repaired damaged concrete driveway approach on Hickory Point Drive
- Repaired damaged curb near DPS "B" building
- Removed fallen limb from Tradewind Drive and fallen tree from Long Lake Drive
- Repaired deteriorated section of Grain Elevator concrete ramp
- Prepared equipment for annual Snowplow Roadeo event in Plainwell, Michigan
- Removed debris from intersection of Shaver Road and West Centre Avenue
- Prepared for arrival of packer trucks used during leaf pickup
- Removed WMU homecoming flags on South Westnedge Avenue
- Removed fallen tree from Woodmont Drive
- Removed limbs that were blocking traffic control signs
- Performed lawn restorations at stump grinding locations
- Repaired loose boards and iron on foot bridge near intersection of Portage Road and Dixie Drive
- Crack sealed major streets
- Pushed up brush and millings at compost site to prepare for Leaf Pickup Program
- Prepared equipment for Leaf Pick Up Program

- Provided Leaf Pickup safety training for all personnel on 10/20
- Removed leaves from parks
- Repaired potholes on major and local streets with hot mix asphalt
- Began installation of boulevard delineators for winter snow removal operations
- Began snow plow training for new personnel
- Hired contractor to update local streets PASER ratings
- Hired contractor to remove dead tree from Pinewood Circle
- Hired contractor to fertilize boulevard sections on West Centre Avenue
- Hired contractor to pave the following streets for Summer Mill & Fill Phase II Program: Vanderbilt Avenue (north "S" curve to Angling Road), West Romence Avenue (12th Street to east dead end), Old Kilgore, (South Westnedge Avenue to Kilgore Road), Bishop Avenue (Capri Street to Jamaica Lane), Tiffany Avenue (Sea Shell Court to Montego Bay Street), Sea Shell Court (Tiffany Avenue to dead end) and Corporate Avenue (East Milham Avenue to dead end)
- Hired contractor to replace damaged sidewalks
- Hired contractor to pave East Romence Road Bikeway from South Westnedge Avenue to Lovers Lane
- Hired contractor to pave South Cemetery access roads
- Supported Transportation & Utilities Department by removing piles of leaves put out by residents on Admiral Avenue just prior to resurfacing of road
- Supported Transportation & Utilities Department by loading dirt into contractor trucks for use at retention basin on Winters Drive
- Supported Equipment Division by picking up city tractor repaired by contractor
- Supported Department of Public Safety with closure of six roads during flooding event on 10/14 and 10/15
- Supported Portage Central High School homecoming on 10/20
- Supported Monster Mash at Schrier Park on 10/21

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

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

		Tier I	Total	Tier II	Dumpster	Dumpster	Dumpster
Date	Total (tons)	Carts	Carts	Carts	2 Cyd	4 Cyd	6 Cyd
Oct-17	226.38	36	13,497	19	9	7	27
YTD Total	643.61	237	13,497	1,795	9	7	27

HOUSEHOLD HAZARDOUS WASTE PROGRAM – The following tables shows the number of residents that disposed items at the Kalamazoo County Household Hazardous Waste Facility at 1301 Lamont Avenue.

**Household Hazardous Waste Participants
 From 2008 through September 2017**

PORTAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year End Total
2008	53	43	58	135	138	116	147	63	84	117	89	47	1090
2009	63	70	94	142	121	143	173	107	118	126	128	73	1358
2010	68	48	107	208	192	147	165	131	119	157	152	72	1566
2011	78	59	145	102	171	198	145	124	125	131	151	93	1522
2012	93	93	117	124	158	168	141	135	130	156	152	104	1571
2013	109	66	90	156	232	162	200	130	149	178	170	86	1728
2014	97	70	86	220	256	219	264	182	174	226	134	101	2029
2015	117	91	118	186	212	280	276	192	210	226	205	174	2287
2016	134	94	211	216	237	216	200	254	172	245	234	117	2330
2017	186	140	181	252	251	233	230	207	200			0	1880
TOTAL	998	774	1207	1741	1968	1882	1941	1525	1481	1562	1415	867	17361

PARKS MAINTENANCE ACTIVITIES

- Removed trash from park properties
- Prepared facilities for upcoming rentals
- Removed debris from trail system
- Mowed grass in parks and cemeteries
- Prepared softball fields for league and tournament games
- Repaired irrigation and plumbing leaks
- Repaired lighting issues in park facilities
- Trimmed low hanging limbs in the parks and along the trails
- Removed and installed signs in parks
- Mowed tall weeds and grass on park trails and city right-of-ways with roadside mower
- Repaired broken sections of spilt rail fencing
- Installed mirrors, racks and lights in basement restrooms of Hayloft barn
- Installed new ceiling fan at Hayloft barn
- Installed new exhaust fan in lady's restroom at Hayloft barn
- Installed headstone foundations in city cemeteries
- Repaired discrepancies noted from Annual ADA/Safety Inspection list at Lakeview Park, Lexington Green Park, Veteran's Memorial, Liberty Park and Central Park
- Hauled and leveled top dirt brought to Dog Park
- Repaired roof of ticket booth at Celery Flats Historic Area

- Installed donated bench along Eliason Nature Reserve Trail
- Painted metal structure for awning at Skate Park
- Repaired damaged signs in parks
- Added top dirt and grass seed to area around new tennis and pickleball courts
- Removed trip hazard at Lakeview Park fishing pier
- Removed pulled flowers from flower beds and rototilled along Library Lane
- Leveled sand at all park volleyball courts
- Removed fallen leaves gathered along park fence lines
- Hauled and spread woodchips at Stuart Manor flower gardens
- Repaired pond water fountain at Portage Creek Bicentennial Park Trail Head
- Repaired restroom door vents at Harbors West Park
- Removed wasp nests located at numerous park facilities
- Repaired broken bench at Lakeview Park
- Removed pond fountains at Millennium Park, Celery Flats Historic Area and Portage Creek Bicentennial Park Trail Head
- Removed shade canopy at Skate Park
- Repaired deteriorating siding at Schrier Park facility
- Inspected electrical boxes at Schrier Park in preparation for Monster Mash event
- Removed Canoe and Voyageurs from South Westnedge Avenue flower beds
- Removed deteriorating gates from Harbors West and Portage Creek Bicentennial Park in preparation for installation of new gates
- Removed red phone booth from Millennium Park and placed in storage
- Removed new grass netting from Shaver Road construction area
- Trimmed tree branches along East Romence Road bikeway in preparation for new trail asphalt installation
- Supported three burials and one lot showing in city cemeteries
- Removed fallen limbs from Portage Creek Bicentennial Park Trail, Schrier Park and Bishop's Bog walkway
- Repaired hand rails and window shutters at Stuart Manor
- Repaired handrails and decking on two pedestrian bridges by Millennium Park on West Romence Road
- Removed volleyball nets from parks
- Removed sculpture from City Hall lobby and placed in storage
- Provided tractor snow removal training to new personnel
- Repaired vandalism done to Hayloft restrooms
- Repaired approach and porch decking at Stuart Manor
- Began irrigation system winterizations
- Repaired loose door frame at Schrier Park building
- Hired contractor to replace entrance gates at Harbors West Park and Portage Creek Bicentennial Park
- Hired contractor to install electrical outlets on light poles at Celery Flats Historic Area
- Hired contractor to clean out Millennium Park pond in preparation for making ice
- Hired contractor to hydro-seed Dog Park
- Hired contractor to provide electrical additions to Millennium Park ice rink buildings
- Hired contractor to prepare irrigation systems for winter

- Supported Public Safety Department by installing Fire Awareness Week banner along South Westnedge Avenue
- Supported five burials in city cemeteries
- Supported volunteer group from WMU who removed litter from Harbors West Park and Lakeview Park on 10/1
- Supported Farmers Market on 10/1 and 10/8
- Supported Eagle Scout project at Eliason Nature Reserve on 10/1
- Supported ALS Walk/Run at Celery Flats Historic Area on 10/14
- Supported Saint Mary's Walk/Run at Celery Flats Historic Area on 10/15
- Supported Farmers Market on 10/15 and 10/22
- Supported Parkinson's Walk/Run at Celery Flats Historic Area on 10/21
- Supported volunteer group's removal of invasive plant species from Eliason Nature Reserve Trail on 10/21
- Supported Monster Mash event at Schrier Park on 10/21
- Supported Families of Portage during their adopt-a-park cleanup of Oakland Drive Park on 10/21
- Supported WMU volunteer group with removal of litter from Ramona and Central Parks on 10/21 and 10/22

FLEET & FACILITIES DIVISION

The Fleet & Facilities Division generated 63 work orders for the month of October 2017. A total of \$9,505.45 was spent on billable labor hours while the parts costs were \$8,892.45. Outside contracted work was \$7,135.59.

October 2017	October 2016	
63	154	Work Orders
\$8,892.45	\$10,433.92	Parts Cost
\$9,505.45	\$13,175.23	Labor Cost
23	33	Preventative Maintenance (P.M.) Work Orders Completed
\$69.49	\$153.21	Average Cost per P.M
\$1,598.26	\$5,056.04	Total P.M. Cost
\$20,404.34	\$0.00	Contracted Repairs-Body & Painting
\$7,135.59	\$3,249.62	Contracted Repairs (Not Including Body & Paint)
\$2,661.80	\$1,847.35	Building Renovations

BUILDING MAINTENANCE

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

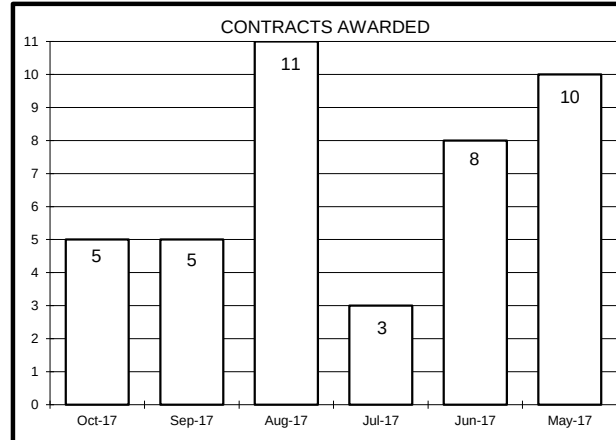
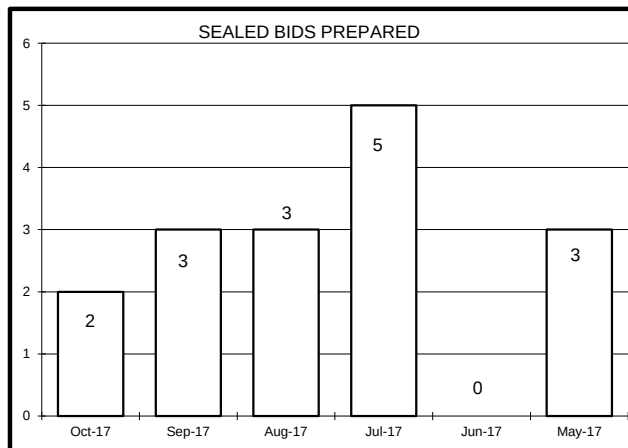
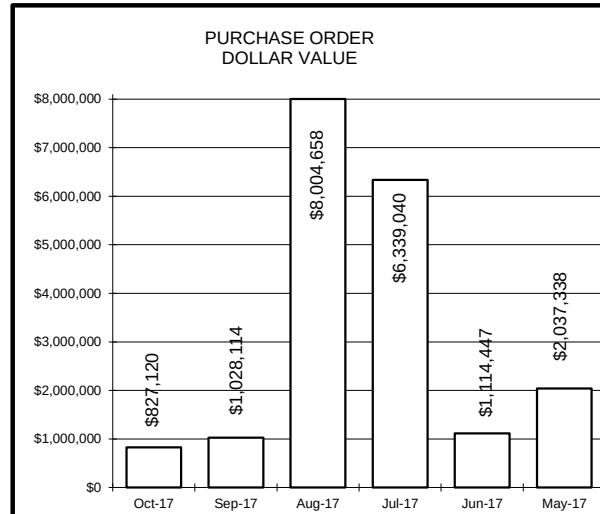
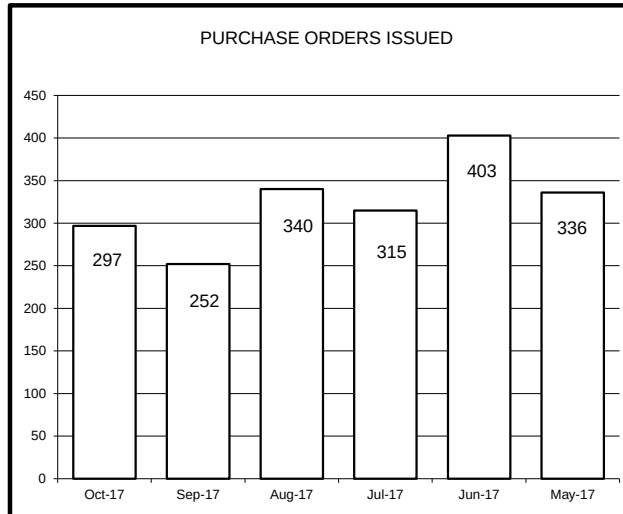
TO: Laurence Shaffer, City Manager

DATE: November 2, 2017

FROM: Rob Boulis, Deputy City Manager



SUBJECT: Purchasing Monthly Report - October 2017



SEALED BIDS OPENED / CONTRACTS AWARDED

Emergency Warning Siren Cabinet Replacements
 Centrex Telephone Services
 Analog Radio Services
Portager Newsletter Production
 Wetherbee Avenue Utility Project Engineering
 Panasonic Toughbooks

SEALED BIDS PREPARED

Panasonic Toughbooks
 SCADA Upgrade

- Three new claims were filed with MMRMA, no claims were settled.
- Purchasing staff added 6 new vendors to the purchasing software vendor file.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 15, 2017

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



SUBJECT: Department Monthly Report – October, 2017

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

Cable Access

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

Significant Activities:

- Continued taping various special programs (HMP, PSI, Lunch & Learn, etc.)
- Emergency broadcast protocols – on hold until new PMN director is in place
- Continued working on new city marketing video materials
- First meeting with new PMN director and City Manager to discuss performance issues

Internet/Intranet Web Site

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

Significant Activities:

- Continued working on the city website rebuild.

Telecommunications

- Continued working on the Mobilitie DAS permit process.
- Continued working on the AT&T DAS permit process.
- Continued utilizing services of special council, Mike Watza to assist with developing a modified METRO Act and new Franchise Permit to address the DAS permit requests.
- Began working on the AT&T Video Franchise Agreement renewal

Contract Administration

- In Process: AT&T phone services contract renewal
- Completed: Blackboard Connect (PortageAlert) contract renewal and alternate demos
- In Process: Nomad Multi-media podium for Council Chambers
- In Process: VEEM software renewal
- In Process: BS&A software renewal
- In Process: ADP software renewal

Information Technology

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

Significant Activities:

- On Hold: working with the City of Kalamazoo IT director on connecting fiber
- Continued PortageAlert mass notification system for emergency initiatives
- Continued development of new city website
- Continued investigating options for upgrading the decades-old multi-mode fiber ring
- Continued working on a Soofa Sign pilot program application
- Continued researching various new technologies
- Continued implementation of the citywide keyless entry and camera system project
- Completed working on process and certifications for operating a city drone
- Continued working on consolidated dispatch
- Continued working on migrating old AS400 data to new platforms and consolidating data
- Continued migrating paper forms to the new electronic Seamlessgov system
- Continued working with departments on electronic document management
- Continued working with departments on energy conservation options
- Began working on computer lease
- Began demo of Spark instant messaging system
- Completed annual technology inventory appraisal
- Began review of department procedures
- Began working on GPS snow plow tracking mobile application
- Began working on the annual tech plan, online initiatives plan
- Began working with Assessor on new AssessApp for more efficient and complete data capture
- Began investigating upgrading the obsolete Parks buildings alarm system

Marketing Activities

- Continued oversight and management of all city marketing activities
- Continued Branding support initiatives
- Continued working on Soofa Sign branding
- Continued working on new city signage

TO: Laurence Shaffer, City Manager

DATE: November 10, 2017

FROM: Kendra Gwin, Deputy Director of Transportation & Utilities

SUBJECT: Transportation & Utilities Department Monthly Report for October 2017

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

Major accomplishments involving the Suez operations during the month include:

1. Inspections continued on sewer lift stations and water wells. During the month of October 542 inspections were made by Suez personnel.
2. Suez personnel received 58 customer service calls throughout October.
3. Suez personnel responded to 48 after-hour panel alarms as indicated on the SCADA control panel monitoring the city's water and sanitary sewer facilities.
4. Approximately 131 million gallons of water were produced/pumped during the month of October. Production averaged around 4.2 million gallons of water per day during the month. Six hundred forty-five water quality analyses were completed during the month.
5. Eight new meters were installed and six water taps were required during the month of October.
6. Miss Dig stakings were completed at 427 locations.
7. There were two water main breaks during the month at 7419 Starbrook Street and 4741 East Milham Avenue.
8. Suez personnel cleaned a total of 16,940 feet of sanitary sewer and inspected and cleaned 85 manholes.
9. Suez spent two weeks during October flushing hydrants for the bi-annual program and flushed and inspected a total of 2,733 hydrants.

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

1. Review of new development plans from a transportation and utility standpoint continued during the month. Five development and building plans were reviewed.
2. The Utility Contract Administrator was very busy overseeing the Suez Environmental operations, addressing customer concerns, inspecting public and private utility construction and inspecting city-owned stormwater and utility facilities.
3. The Traffic Engineering section was active during the month of October investigating complaints/concerns regarding operation of traffic signals, performing traffic volume/accident analyses and reviewing new streetlight installations.
4. Nova Consultants was awarded a four-year contract by City Council on April 29, 2014 for a four year program to monitor groundwater levels in the city. Monthly sampling at two retention basins continues.

Groundwater levels continue to decrease from spring's high levels.

5. City traffic signal maintenance is performed under contract to a specialized electrical traffic signal contractor. City staff initiated a bid package for traffic maintenance with bids received July 23, 2015 with the sole bid in the amount of \$176,300 submitted by Severance Electric. City Council approved on August 11, 2015 and renewed on September 1, 2016. Recent work continues to focus on LED sign upgrades, illuminated sign replacements, and controller cleaning.

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

1. Local Street Calming Program

The 2015-16 Capital Improvement Program includes a project for a Local Street Neighborhood Calming Program. A budget of \$10,000 was established for professional services and the remaining \$15,000 to be used for implementation of the program. OHM was selected based on experience and their proposed approach to developing a project plan that will best meet the City's needs. Draft Program complete with final program documents forthcoming. The first program to follow the program is Meredith Street, which is currently underway. A request was also received for Lakeview Drive and is being reviewed.

2. West Centre Avenue Intersections Improvements

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signals and associated street improvements on West Centre Avenue at the intersections of Old Centre Road and Cooley Drive. Included in the project are

modifications to the existing driveways on West Centre Avenue within the influence of the Greenspire Retail Drive/Cooley Drive intersection to promote use of the new protected left-turn phase at the traffic signal and limit left turns out of driveways close to the intersection. City Council awarded contracts to Severance Electric Company on August 23, 2016 for \$446,967.80 (Cooley Drive) and \$294,965.33 (Old Centre). Old Centre was activated on June 23, 2017 and Cooley Drive was activated August 28th, 2017. Construction is 100% complete.

3. South Westnedge Avenue and Kilgore Road Intersection

The 2015-16 Capital Improvement Program includes the design and construction of new traffic signal equipment at South Westnedge Avenue and Kilgore Road and preliminary design work for the intersection of Portage Road and Lakeview Road. City Council awarded a contract to Severance Electric Company on August 23, 2016 in the amount of \$316,307.20 for the intersection improvements at South Westnedge Avenue and Kilgore Road. Construction is approximately 100% complete.

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

The 2015 - 2016 Capital Improvement Program includes the traffic signal replacement at South Westnedge Avenue and Romence Road. As part of a federal safety program, \$261,000 of federal grant monies was secured for the project. On September 22, 2015, City Council awarded a contract to Abonmarche consultants in the amount of \$47,840 for engineering design and construction administration. Low bid of \$356,695.06 was submitted by Severance Electric Company. Construction is 100% complete.

5. US-131 Crossing Forcemain Replacement

The 2014 – 2015 Capital Improvement Program includes a project to replace the 20” force main under US-131 from 12th Street to east of Angling Road. The force main has suffered several breakages and is nearing the end of its effective life. On March 30, 2016, an engineering contract was awarded to Prein & Newhof for design of the force main project. Under agreement with Texas Township, the township is responsible for approximately 94% of the project cost. On March 28, 2017, City Council awarded a contract to Kamminga & Roodvoets, Incorporated in the amount of \$567,323. Construction began August 2017. Forcemain carrier pipe installation 80% complete. Plans are still pending for installation of the meter at the lift station.

6. Shaver Road Reconstruction and Watermain Improvements

The 2016-2017 Capital Improvement Program includes a project for reconstruction of Shaver Road from Vanderbilt Avenue to West Centre Avenue. The project also includes the replacement of existing cast iron water main. Low bid was submitted by Millbocker Construction in the amount of \$2,460,199.82 through a March 2017 bid letting by MDOT. Paving is complete on both the northbound and southbound lanes and the road is

open to traffic. Final restoration is underway. Project is 100% complete. Currently awaiting file review with MDOT.

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

Rockford Street, Schuring Road to Romence Road

A preliminary design has been completed for Rockford Street, but due to limited funds needed for Portage Road, will be delayed until the 2017-2018 Capital Improvement Program. Evaluation underway for compliance with Complete Streets Policy and Traffic Calming. On September 26, 2017, City Council approved a budget transfer from the Major Street fund to the Capital Improvement fund.

Angling Road, Squire Heath Lane to Romence Road

On September 20, 2016 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$260,600. Design engineering is complete. Angling Road includes the construction of sanitary sewer and reconstruction of the roadway. Bidding on Angling Road by MDOT was held April 7, 2017 with Hoffman Brothers submitting the low bid in the amount of \$1,301,757.95. Project is complete. Currently awaiting file review with MDOT.

Portage Road, Mandigo Avenue to Osterhout Avenue

Final design has been completed with bids opened May 11, 2017. Construction scheduled for summer of 2017 with complete road closure of Portage Road to facilitate construction. City Council awarded a contract to Lakeland Asphalt in the amount of \$759,181.86 on May 23, 2017. Project is 100% complete. Contractor is working on punch list items.

Portage Road – Osterhout to Wetherbee Road Diet

On August 8, 2017, a contract was awarded to Michigan Paving & Materials to perform milling/resurfacing services and lane reconfiguration on Portage Road from Osterhout to Wetherbee in the amount of \$59,000. Pavement work completed. Re-striping of lanes to incorporate bike lanes underway. Project is 98% complete.

Portage Road/Lakeview Drive Intersection Realignment

Preliminary design services for the intersection improvements at Portage Road and Lakeview Drive have been completed by Abonmarche Consultants. On May 23, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$48,450. Design engineering is underway.

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

Chopin Avenue and Mozart Street Watermain

On September 20, 2016 City Council awarded an engineering contract to Midwest Civil Engineers in the amount of \$63,800. On January 10, 2017 City Council approved Resolution No. 5 (Final) for the Chopin Avenue and Mozart Avenue Water Main Special Assessment District. City Council awarded a contract to Balkema Excavating in the amount of \$220,644 on May 23, 2017. Project is 100% complete.

Archwood/Cliffwood (water and sewer)

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

East Milham Water Services

On September 12, 2017 City Council awarded a change order to Balkema Excavating in the amount of \$84,390 for improvements to water service connections on East Milham Avenue. All services have been tied over to the newer water main and construction is 90% complete.

9. The 2017-2018 Capital Improvement Program includes Major Street Reconstruction Programs. These streets include:

South Westnedge Avenue Reconstruction – Romence Road to Mall Drive

On August 8, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$182,000. Design engineering underway. Construction is scheduled for summer 2018. Project includes \$700,000 in federal funding.

West Centre Avenue Reconstruction – 12th Street to Oakland Drive

On August 22, 2017 City Council awarded an engineering contract to Wightman & Associates, Incorporated in the amount of \$246,400. Design engineering underway. Construction is scheduled for summer 2018. Project includes \$1,300,000 in federal funding.

Oakland Drive Reconstruction – Milham to I-94

On August 22, 2017 City Council awarded an engineering contract to Wightman & Associates, Incorporated in the amount of \$246,400. Design engineering underway. Construction is scheduled for spring/summer of 2018.

Oakland Drive/Vanderbilt Flashing Beacon

On May 23, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$13,350. Design engineering underway. Project has been awarded federal safety funding.

2017 Local Streets

The 2017-2018 Capital Improvement Project includes the reconstruction of local streets to include the milling and resurfacing of these streets, as well as implementing complete streets enhancements. On January 24, 2017 City Council awarded an engineering contract to Abonmarche Consultants in the amount of \$131,118. Design is complete. On August 8, 2017 City Council awarded construction to Michigan Paving and Materials in the amount of \$1,038,360.35. Construction for 2017 is wrapping up with construction on 4 neighborhoods remaining for spring of 2018.

CITY OF PORTAGE

COMMUNICATION

TO: Laurence Shaffer, City Manager

DATE: November 13, 2017

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

SUBJECT: Monthly Report for October 2017

OCTOBER STATISTICS

Police Incidents Dispatched	2,992
Fire Incidents Dispatched	460
9-1-1 Calls Received	2,840

SIGNIFICANT EVENTS

Officers responded to a liquor store on a reported armed robbery and learned that a masked white male entered the store armed with a handgun. The subject jumped the counter and attempted to break into the cash register. Later the same evening, the Kalamazoo Department of Public Safety investigated a similar incident at a convenience store in their jurisdiction. Based on security footage from both locations, it was determined that the same suspect was involved in both incidents. The suspect was subsequently identified and arrested in Indiana.

An employee at a jewelry store reported a robbery in progress. The employee advised that at least three subjects came into the store and began smashing jewelry cases with a hammer, at which time store employees locked themselves in an office and called 911. Once on scene, officers learned that four subjects participated in the robbery, and approximately 30 diamond rings, with an estimated value of \$150,000, were stolen. Detectives are continuing to investigate.

Fire units were dispatched to Stryker Medical Manufacturing on E. Centre, where they encountered a robotic welder on fire and moderate smoke conditions in the manufacturing area of the plant. The fire was contained within 25 minutes. The cause of the fire is still under investigation. The estimated loss to the equipment is approximately \$3,000.

On October 24, the Portage Department of Public Safety assisted the Kalamazoo Office of Community Corrections on a welfare-check of Christopher Lockhart at his residence on Poplar Bluff. Lockhart had missed his morning report time, and his tether indicated no movement for several hours. Portage officers gained entry into the residence and located Christopher Lockhart deceased as a result of suicide. A note at the scene led investigators to the body of Theresa Lockhart in the Allegan County State Game area. The note also was a confession by Christopher Lockhart that he murdered his wife, Theresa, in May 2017.

NJA:JMH;jh