

6:00 p.m. City Council Committee of the Whole.

7:30 p.m. Call to Order.

Invocation: Pastor Ken Hale of Victory Baptist Church.

Pledge of Allegiance.

Roll Call.

Proclamation:

A. Approval of the Committee of the Whole and Regular Meeting Minutes of February 10, 2015.

* B. Approval of Consent Agenda Motions.

* C. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of February 24, 2015, as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

F. Reports from the Administration:

1. Communication from the City Manager recommending that City Council receive the update and presentation from Central County Transportation Authority (CCTA) Executive Director Sean McBride.

* 2. Communication from the City Manager recommending that City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$446,134 for the period of March 1, 2015, to March 1, 2016, and authorize the City Manager to execute all documents related to this action on behalf of the city.

* 3. Communication from the City Manager recommending that City Council approve the License to Locate Sign in a City Right-Of-Way for North of Centre, LLC, 2317 East Centre Avenue, and authorize the City Manager to execute the agreement on behalf of the city.

* 4. Communication from the City Manager recommending that City Council establish April 21 and May 5, 2015, from 4:30 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2015-2016 Budget.

* 5. Communication from the City Manager recommending that City Council set a Committee of the Whole (COW) Meeting for Tuesday, March 10, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss enriching culture and increasing community engagement.

* 6. Communication from the City Manager regarding the January 2015 Summary Environmental Activity Report – Information Only.

* 7. Department Monthly Reports.

G. Communications:

H. Unfinished Business:

* I. Minutes of Boards and Commissions Meetings:

1. Portage Historic District Commission of January 7, 2015.

2. Portage Youth Advisory Committee of January 12, 2015.

3. Portage Environmental Board of January 14, 2015.

4. Portage Human Services Board of January 22, 2015.
5. Portage Planning Commission of January 22, 2015.

J. Council Committee Reports:

K. New Business:

1. City Council appointment to the Kalamazoo County Consolidated Dispatch Authority Search Committee.

L. Bid Tabulations:

M. Other City Matters:

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

* 3. Reminder of Meetings:

- a. Thursday, February 26, 4:30 p.m., Public Media Network Board of Directors, 3rd Floor, 359 South Kalamazoo Mall.
- b. Monday, March 2, 9:00 a.m. until 4:00 p.m., Board of Review, City Hall Room #1.
- c. Wednesday, March 4, 6:30 p.m., Park Board, Stuart Manor, Celery Flats – RESCHEDULED to Wednesday, March 11, 6:30 p.m., Stuart Manor, Celery Flats.
- d. Thursday, March 5, 6:30 p.m., Human Services Board, City Hall Room #1.
- e. Thursday, March 5, 7:00 p.m., Planning Commission, Council Chambers.
- f. Monday, March 9, 10:00 a.m., Board of Review, City Hall Room #1.
- g. Monday, March 9, 6:30 p.m., Youth Advisory Committee, City Hall Room No. 1.
- h. Monday, March 9, 7:00 p.m., Zoning Board of Appeals, Council Chambers.
- i. Tuesday, March 10, 9:00 a.m., Board of Review, City Hall Rooms No. 1 and 2.
- j. Tuesday, March 10, 6:00 p.m., City Council Committee of the Whole, City Hall Room No. 1.

N. Materials Transmitted of February 10, 2015.

Adjournment.

CITY COUNCIL MEETING SUMMARY

February 10, 2015

ACCOUNTS PAYABLE REGISTER

- ◆ Approved the Check Register of February 10, 2015, as presented.

PUBLIC HEARINGS

- ◆ Tabled the adoption of Resolution No. 5 for the West Osterhout Avenue Sanitary Sewer Project #414-S, confirming the Special Assessment Roll until March 10, 2015 (four weeks), in order to give Mr. Griffioen time to combine his properties on Osterhout Avenue.
- ◆ Adopted Resolution No. 5 for the Pine View Drive Sanitary Sewer Project #415-S, confirming the Special Assessment Roll.

REPORTS FROM THE ADMINISTRATION

- ◆ Confirmed the appointment of Rodney Russell as the Director of the Department of Public Services, effective February 11, 2015.
- ◆ Approved the three-year pricing renewal agreement with ADP, Incorporated, to perform payroll services on behalf of the City of Portage at a cost of \$27,375.47 for the first and second year and a cost of \$27,992.97 for the third year, and authorized the City Manager to execute all documents related to the contract on behalf of the city.
- ◆ Approved the annual Microsoft licensing renewals with CDW-G at a total cost of \$50,388.13 and authorized the City Manager to execute all documents related to this action on behalf of the city.
- ◆ Added the item, to have CCTA Executive Director Sean McBride present the CCTA proposals to the citizens, and have this scheduled at the earliest time period in the Regular City Council Meeting of February 24, 2015.
- ◆ Set a Committee of the Whole (COW) Meeting for Tuesday, February 24, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss enriching culture and increasing community engagement, and the study of the city retail profile to guide City Council efforts.

UNFINISHED BUSINESS

- ◆ Received the communication from the City Manager regarding an Audit of the City Towing and Impound Contract.

COUNCIL COMMITTEE REPORTS

- ◆ Received the Central County Transit Authority Report from Councilmember Urban, the Public Media Network Board Report from Councilmember Reid, and the Austin Lake Governmental Lake Board from Mayor Pro Tem Pearson.

BID TABULATION

- ◆ Awarded a contract to perform design engineering services for the Lovers Lane/Kilgore Road Traffic Signal Interconnection project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$35,480 and authorized the City Manager to sign all documents related to the contract on behalf of the city.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER

- ◆ Councilmembers Ford and Urban each said he and his family enjoyed the Fifth Annual Winter Snow Party that was organized by Deputy City Clerk Adam Herringa using Youth Advisory Committee volunteers.
- ◆ All Councilmembers and City Manager Shaffer congratulated Parks, Recreation and Public Services Director Bill Deming and wished him a happy retirement; and, all Councilmembers and City Manager Shaffer welcomed newly appointed Public Services Director Rodney Russell.
- ◆ Councilmember Reid mentioned that she attended the "Go Red for Women Luncheon" last week which is a benefit for the Michigan Chapter of the American Heart Association. She reminded everyone that the month of February is Heart Health Month. She stressed the importance of thinking about heart health, especially for women, as heart failure is the number one killer of women. She said that heart disease, heart attacks, do not present in the traditional way in women, so being aware of one's numbers and of one's health is important for women to keep in mind.
- ◆ Mayor Pro Tem Pearson spoke about the second Committee of the Whole (COW) held by City Council earlier at 6 p.m. in Conference Room No. 1. He mentioned that the discussion was about Economic Development, and that the next two meetings will be about enriching culture and increasing community engagement. He also said that following those meetings, there will be two more meetings on supporting regionalization while focusing on Portage. He noted that the focus at the earlier meeting was enhancing development using PA 198 Policy. He said that there was good discourse and great interaction with Community Development Director Vicki Georgeau, who will be coming back with some recommendations. He cited speed to market, the meeting with Southwest Michigan First Director Ron Kitchens, and changes in the Tax Increment Financing State Law as other areas of discussion at the meeting.

COMPLETE MINUTES OF EACH CITY COUNCIL MEETING ARE AVAILABLE ON THE CITY WEBSITE AT PORTAGEMI.GOV, IN CITY HALL AND IN THE DISTRICT LIBRARY. MINUTES OF CITY BOARDS AND COMMISSIONS ARE AVAILABLE ON REQUEST FROM VARIOUS DEPARTMENTS.

**MINUTES OF THE COMMITTEE OF THE WHOLE WORK SESSION
OF FEBRUARY 10, 2015**

Mayor Pro Tem Pearson called the meeting to order at 6:02 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, and Mayor Pro Tem Jim Pearson. Mayor Peter Strazdas was absent with notice and excuse. Also present were City Manager Larry Shaffer, Deputy City Manager Rob Boulis, Director of Community Development Vicki Georgeau, and City Clerk James Hudson.

Mayor Pro Tem Pearson indicated that this is the second Committee of the Whole (COW) Work Session. He mentioned that at the last COW Meeting, Council looked at efforts that could be undertaken by the City to enhance economic development with a special focus on balancing economic development with the city's natural environment; discussed efforts that could be taken to promote the development of large undeveloped tracts of land within the city; and reviewed the possibility of working with Southwest Michigan First on pre-approved development sites. He also mentioned the topics for the meeting tonight are: Enhance economic development PA 198 Policy: Speed to market, Administrative review and Southwest Michigan First (SWMF) input on Policy and City Membership; Tax Increment Financing and Brownfield Development; and, Study of the City Retail Profile to guide City Council efforts.

Mayor Pro Tem Pearson opened the discussion and mentioned the proposed changes to the PA 198 Policy. City Manager Larry Shaffer distributed a summary of the five recommended revisions to the City of Portage PA 198 Policy contained in Director of Community Development Vicki Georgeau's communication to Mr. Shaffer dated January 9, 2015, for discussion:

	<i>City of Portage PA 198 Policy</i>	<i>Recommended Revision</i>
<i>Eligible Area</i>	<i>Building foundation</i>	<i>Building and site improvements</i>
<i>File Personal Property Statement?</i>	<i>Yes</i>	<i>No</i>
<i>Leased Property Term</i>	<i>Silent</i>	<i>At least as long as abatement</i>
<i>Project = more than 100,000 sq. ft. - or - \$10 million - or - 100 new jobs</i>	<i>6 years for real property 3 years for personal property</i>	<i>9 years for real property 6 years for personal property</i>
<i>Project = more than 200,000 sq. ft. - or - \$20 million - or - 200 new jobs</i>	<i>9 years for real property 6 years for personal property</i>	<i>12 years for real property 9 years for personal property</i>

Ms. Georgeau provided some background and history of the evolution of the City of Portage PA 198 Policy and stressed throughout her presentation and discussion that the proposed changes are an attempt to broaden flexibility in order to encourage development.

City Council discussed each of the proposed draft revisions individually and Ms. Georgeau and Mr. Shaffer provided detailed explanations why each of the draft revisions to the PA 198 Industrial Tax Abatement Incentive Policy were desirable, why they should be considered for implementation and answered all of the concerns expressed by each Councilmember. Discussion followed.

Mr. Shaffer reminded City Council that this is a competitive process; that high quality projects are the most desirable; that the City Administration wants to be more competitive than in the past; and, that surrounding communities are using a 12-year tax abatement period. Discussion followed.

In answer to Councilmember Reid and her question regarding the phase-out of the personal property exemption, Ms. Georgeau explained that personal property purchased in 2015 has no tax consequences, so no abatement would be necessary; however, since the revised PA 198 legislation applies to manufacturers, a question still remains whether High Technology and Research and Development uses are exempt and, if not, whether a tax abatement could apply to those uses. She also explained that there is a period where property purchased prior to 2015 will be “phased out.” Discussion followed.

Councilmember Urban reminded everyone that this is one City Council decision that affects all of the other governing bodies in the community on the tax bill, and listed some of them. Discussion followed.

At the request of Mayor Pro Tem Pearson, Ms. Georgeau explained that the longer abatement periods are relative to the larger projects with large capital improvements, and that Southwest Michigan First indicated “Start-ups,” if defined as being in existence less than five (5) years, do not necessarily benefit from tax abatements because they often lease space and are not in the position to make big capital improvements. She indicated that the Administration does not have any specific suggestions at this time for “Start-ups,” that some research has been performed and that the Administration is in discussion with Southwest Michigan First for some ideas on this.

Mayor Pro Tem Pearson summed up by restating the idea of streamlining the public hearings by offering the option of shortening the time frame for approval and having the creation of the Industrial Development District and consideration of the Industrial Facilities Exemption Certificate Application at the same meeting. He also referenced to “speed to permitting” as discussed in the last paragraph of the February 4, 2015 Communication to Mr. Shaffer from Ms. Georgeau wherein staff proposed preparing an amendment to the Zoning Code that would broaden the scope of development in industrial areas which can be reviewed and approved administratively as opposed to formal review by the Planning Commission. Ms. Georgeau explained and discussion followed.

Councilmember Urban asked that as we proceed, we need to think about examples where the Planning Commission review was really important in terms of conflicting uses; and, he cited FEMA as an example as the proposed industrial use was next to a residential use. Discussion followed.

Councilmember Randall stressed the importance of having the process as uniform as possible to protect against favoritism and applied to all applicants using the same criteria. Discussion followed and Councilmember Urban recommended considering a Zoning Code change in order to codify the process of when an application must be put before the Planning Commission. Discussion followed.

Councilmember Reid asked about the 80% of the Kalamazoo County median family income for a one-person household reference in the February 4, 2015 Communication. She wanted to know if this was meant to apply to smaller entities, and Ms. Georgeau explained that this is an additional criteria that would provide an additional three year abatement as a further incentive for companies that provide high paying jobs. Councilmember Reid mentioned the situation where Stryker Corporation invested \$5 million and provided only two jobs that were high paying and would qualify under this criteria and queried whether Council should be looking at the amount of tax dollars that are being abated and the number of jobs being created. Ms. Georgeau promised to take another look at that as well as further analysis of her concern regarding the aforementioned median family income question. Discussion followed.

Mayor Pro Tem Pearson deferred the topic, "Study of the City Retail Profile to guide City Council efforts," to the March 10, 2015 COW Meeting.

When Mayor Pro Tem Pearson asked Ms. Georgeau to discuss the use of Tax Increment Financing (TIF), she indicated that TIF has been effectively utilized as part of the Brownfield Redevelopment efforts. She cited some examples and stressed that the Brownfield Redevelopment Policy is one area where the City can possibly help small businesses succeed. She explained some of the changes outlined in her communication to Mr. Shaffer dated February 4, 2015 entitled, "Tax Increment Financing and Brownfield Redevelopment Policy" and stressed the need for the revisions. She also proposed that the proposed revisions be submitted to the City Brownfield Redevelopment Authority for review. In response to Mayor Pro Tem Pearson, she explained the 15-year TIF time period parameters similar to the policy adopted by the City of Mt. Pleasant found at the top of the second page of the communication.

Discussion followed concerning the options and the need for an adequate incentive for the developer to clean up the property in question. Ms. Georgeau identified the Brownfields in Portage using a map for Councilmember Ansari. In answer to Councilmember Reid, she expressed her opinion that there are probably no Brownfields in Portage that qualify for the State Grant option because the criteria is very narrowly written, so there are not a lot of opportunities for suburban communities. However, she did conjecture if Peterman Concrete should go out of business, the property became vacant, and there was contamination or the property became functionally obsolete, and we could show it was a key property for a significant development of a City Center, then maybe that kind of project could qualify for the State Grant option.

In summary, Mayor Pro Tem Pearson indicated that staff would be presenting recommendations for the PA 198 Industrial Tax Abatement Incentive Policy prior to TIF and Brownfield recommendations. He reiterated that the "Study of the City Retail Profile to guide City Council efforts," has been deferred to the March 10, 2015 COW Meeting.

DRAFT

STATEMENTS OF CITIZENS: Martha Dahlinger, 2612 Chopin Avenue, thanked City Council for doing all of this work and expressed her appreciation that they are considering wages being offered by companies being enticed to locate in Portage and asked that they consider the percentage of temporary workers in the equation as well in order to build a community where people have an opportunity to have a living wage and have a job that they can depend on to care for their families.

ADJOURN: Mayor Pro Tem Pearson adjourned the meeting at 7:16 p.m.

James R. Hudson, City Clerk

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 10, 2015

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

At the request of Mayor Pro Tem Pearson, Pastor Steve Nichols of Berean Baptist Church of Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

APPROVAL OF MINUTES: Motion by Urban, seconded by Ford, to approve the January 20, 2015 Committee of the Whole and Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Pro Tem Pearson asked Councilmember Randall to read the Consent Agenda. Councilmember Urban asked that Item F.4, February 24, 2015 Committee of the Whole (COW) Meeting, be removed from the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 10, 2015:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of February 10, 2015. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

WEST OSTERHOUT AVENUE SANITARY SEWER PROJECT #414-S (LLOY STREET TO SOUTH WESTNEDGE AVENUE): Mayor Pro Tem Pearson opened the public hearing and introduced Transportation & Utilities Director Chris Barnes, who explained that the purpose of the hearing was to consider confirmation of the Assessment Roll as outlined in Resolution No. 5 for the sanitary sewer project on West Osterhout Avenue, from Lloy Street to South Westnedge Avenue.

He provided a description of some of the specifications of the proposed sanitary sewer installation along West Osterhout Avenue and an outline of the process to this point. He reminded City Council that installation of sanitary sewers is a prerequisite of the reconstruction of the street and explained. Mr. Barnes explained the importance of the sewer construction to the ground water in the area which is the supply source for public drinking water as service will be provided to the fourteen properties involved. He provided other details of the project, including the costs.

He explained the assessments to property owners are based on the City Council Policy of a cap of 80 feet, even though most of the properties exceed 80 feet in frontage and includes the installation of a sanitary sewer lead.

He indicated that the standard special assessment rate is \$32.09 per foot and \$1,001 for a six inch lateral as designed for this project. He said the affected property owners were recently notified of the planned improvements, including the special assessment process and the schedule of payments. If approved by City Council, he indicated that the sanitary sewer project would begin in the summer of 2015 in conjunction with the street reconstruction program. Mayor Pro Tem Pearson asked for discussion and opened the public hearing to the audience.

Dave Hoeksema, 443 West Osterhout Avenue, thanked City Council for keeping the City in such good shape. He objected to the Special Assessment as this is a City-initiated project and asked why he should have to pay for it because he does not see a benefit to him from the project. He said he lives on eight acres of property and is 400 feet from the roadway, and indicated that he probably will

never hook up. He also advocated an Extension District which would require payment of the fees when the property owner does hook up, and the City would recoup the funds at that time. He indicated that five out of the fourteen of the properties involved are over 200 feet from the roadway and conjectured that none of them will ever hook up.

Mayor Pro Tem Pearson asked Mr. Barnes to explain why this project is considered City-initiated; why not create an Extension District; and, how will this project benefit Mr. Hoeksema's property?

Mr. Barnes explained that sanitary sewer and public water service is part of the overall road project. He said that extending sanitary sewer and public water to those areas of the City that do not have service has been a City Council objective for (at least) seventeen years. He noted that this project has moved forward each year in the Capital Improvement Program (CIP) Budget each year to be constructed jointly with the road project.

Next, Mr. Barnes indicated that an Extension District is typically used for property owners who do not want sanitary sewer and public water service, but are in between two sets of property owners who would like sanitary sewer and public water service; also, he indicated that even though the property was not assessed, the property owner may have to connect to the sanitary sewer in eighteen months because of the mandatory sewer ordinance (and pay at that time). He explained that funding for a project such as this requires the sale of bonds and a match of city share bonds, and the Special Assessment Districts have to be covered by the city at-large, or the utility; moreover, since there are no sale of Special Assessment Bonds, that does change the financing of the project.

Finally, Mr. Barnes explained that even though the sanitary sewer is 400 feet from the property owner's dwelling, there is benefit to the property as it will always be there should there ever be a need or desire for service.

In answer to Councilmember Randall, Mr. Barnes explained that there are 80 feet of chargeable frontage per residential lot at \$32.09 per foot, or a maximum charge of \$2,567.20, and the \$1,001 figure is for the sanitary sewer lead. Mr. Barnes explained that the cost of the 400 feet of pipe from the house to the lead varies depending upon the terrain, the driveway and make-up of the property and is the responsibility of the property owner.

In answer to Councilmember Ansari, he mentioned that affected property owners would not have to connect to the sanitary sewer until the Kalamazoo County Public Health Department determined a septic system was not feasible, and restated that there is benefit to the property as the sanitary sewer will always be there should there ever be a need or desire for service.

Rick Griffioen, 325 West Osterhout Avenue, objected to the Special Assessment as he does not see a benefit to him from the project, especially considering a cost of nearly \$7,000 for two parcels. Discussion followed and Mr. Griffioen indicated that he was thinking about combining the two properties to save the charges for 66 feet of frontage, as it is vacant land and is not really much of a benefit to him. He also stressed that there is no need for him to hook up the 325 West Osterhout Avenue property, the same as Mr. Hoeksema, so there is no personal benefit to him.

In answer to Councilmember Reid, Mr. Barnes said that this property was split in 2008 and the primary property now has 151 feet of frontage, and is assessed at a cap of 80 feet, and the other property has 66 feet of frontage and is assessed for the entire 66 feet. He said combining the two properties would cap the assessment at 80 feet for both properties; also, if the combined property was split in the future, the newly formed parcel would be assessed at the rate of an 80 foot lot, so the cost would be higher than that of the 66 foot lot as it exists currently. Also, Mr. Barnes answered that the City may install extra leads if it is within good engineering judgment to do so, although typically only one lead is provided per buildable residential lot. He expressed his belief that the approval of the Special Assessment Roll sets the Roll in motion; that the assessment will be levied potentially tomorrow; and combining lots would have no effect on the assessment at that point.

Mayor Pro Tem Pearson summed up that it sounds like the citizen had a few months to know to combine the properties before the presentation of Resolution No. 5, and it would be too late to combine the properties if City Council takes action on the Resolution at this meeting.

In answer to Councilmember Ford, Mr. Barnes indicated that none of the fourteen lots have a mandatory hook-up requirement.

In answer to Councilmember Reid, Mr. Barnes said that there would be no conflict with construction if City Council decides to wait to adopt Resolution No. 5 at the next meeting, but expressed a caveat when assessments would be pushed from being due from 2015 to 2016 because this would cause a change in the Resolution and a change in the financing.

Mayor Pro Tem Pearson asked Mr. Griffioen if Council does not vote on Resolution No. 5 tonight, is he going to combine his parcels, and Mr. Griffioen answered in the affirmative. He also expressed a concern whether there would be enough time to combine the properties of City Attorney Brown, who indicated that a deed would have to be prepared and recorded, but he did not know how much staff time would be required. Discussion followed.

Motion by Reid, seconded by Ansari, to adjourn the public hearing. Upon a voice vote, motion carried 6 to 0.

Councilmember Randall asked if there are other citizens who might benefit from the opportunity to combine parcels and Mr. Barnes said, "No." When she asked if all of the houses are set back significantly from the road, Mr. Barnes answered, "No." Discussion followed.

Councilmember Reid indicated that she had a property that was specially assessed, but never hooked-up; however, when she decided to sell the house, the financing required hooking up if there was city water, so having the water at the road allowed the buyer to get the financing and allowed her to sell her house in a very "down" market. She said having public utilities available does provide a benefit to the property, even if the property owner does not anticipate hooking up to them, and sewer hook-up benefits the environment for the whole city.

Councilmember Urban pointed out that City Council has already determined the necessity of the project and this hearing is only to determine the technical accuracy of the assessment roll as prepared and presented. He pointed out that no one has challenged the accuracy of the roll and the benefit goes with the property and not the property owner. Mayor Pro Tem Pearson deferred to City Attorney Randy Brown, who indicated that some years ago, there was a challenge on that same issue, and the Michigan State Tax Tribunal found under Michigan Law that the installation of utilities, water and sewer, is a benefit to the property, even though the property is not hooked up. Discussion followed.

In answer to Councilmember Reid, Mr. Barnes stated his opinion that the adoption of Resolution No. 5 would be the final action and any changes in the assessment roll would have to be reflected in the final Resolution No. 5, but the Necessity of the project would not change. City Attorney Brown concurred and a new Resolution No. 5 is all that would have to be prepared for adoption. Discussion followed.

Councilmember Urban raised the question of the need for a survey and discussion followed regarding the timeframe necessary, and Mr. Barnes indicated that six weeks would be too long to wait owing to his earlier caveat when assessments would be pushed from being due from 2015 to 2016 because this would cause a change in the bonding.

In answer to Councilmember Reid, Mr. Barnes stated that the City at large would pay the cost incurred as a result of the reduction of front footage by 66 feet for Mr. Griffioen. Discussion followed.

Motion by Reid, seconded by Ford, to table this action until March 10, 2015 (four weeks), in order to give Mr. Griffioen time to combine his properties on Osterhout Avenue. Upon a roll call vote, motion carried 6 to 0.

PINE VIEW DRIVE SANITARY SEWER PROJECT #415-S (BACON AVENUE TO CHAUCER STREET): Mayor Pro Tem Pearson opened the public hearing and introduced Transportation & Utilities Director Chris Barnes, who explained that the purpose of the hearing was to consider confirmation of the Assessment Roll as outlined in Resolution No. 5 for the sanitary sewer project on Pine View Drive from Bacon Avenue to Chaucer Street.

He provided a description of some of the specifications of the proposed sanitary sewer installation along Pine View Drive and an outline of the process to this point. He reminded City Council

that installation of sanitary sewers is a prerequisite of the reconstruction of the street and explained. He explained that this is the last remaining segment needed in this area.

Mr. Barnes explained the importance of the sewer construction to the ground water in the area which is the supply source for public drinking water as service will be provided to the fourteen properties involved.

He explained the assessments to property owners are based on the City Council Policy of a cap of 80 feet, even though most of the properties exceed 80 feet in frontage and includes the installation of a sanitary sewer lead.

He indicated that the standard special assessment rate is \$32.09 per foot and \$1,001 for a six inch lateral as designed for this project. He said the affected property owners were recently notified of the planned improvements, including the special assessment process and the schedule of payments. If approved by City Council, he indicated that the sanitary sewer project would begin in the summer of 2015 in conjunction with the street reconstruction program. Mayor Pro Tem Pearson asked for discussion from City Council and opened the public hearing to the audience.

There being no discussion, motion by Ford, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Urban, seconded by Reid, to adopt Resolution No. 5 for the Pine View Drive Sanitary Sewer Project #415-S, confirming the Special Assessment Roll. Upon a roll call vote, motion carried 6 to 0.

REPORTS FROM THE ADMINISTRATION:

*** DIRECTOR OF THE DEPARTMENT OF PUBLIC SERVICES APPOINTMENT:**

Motion by Urban, seconded by Reid, to confirm the appointment of Rodney Russell as the Director of the Department of Public Services, effective February 11, 2015. Upon a roll call vote, motion carried 6 to 0.

*** ADP PAYROLL SERVICES AGREEMENT RENEWAL:** Motion by Urban, seconded by Reid, to approve the three-year pricing renewal agreement with ADP, Incorporated, to perform payroll services on behalf of the City of Portage at a cost of \$27,375.47 for the first and second year and a cost of \$27,992.97 for the third year, and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

*** ANNUAL MICROSOFT LICENSING RENEWALS:** Motion by Urban, seconded by Reid, to approve the annual Microsoft licensing renewals with CDW-G at a total cost of \$50,388.13 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

FEBRUARY 24, 2015 COMMITTEE OF THE WHOLE (COW) MEETING: Mayor Pro Tem Pearson deferred to Councilmember Urban for comment. Councilmember Urban indicated that the CCTA spent a lot of time and determined a preliminary length of time for the millage, the amount of the millage and the date of the election. He also stressed that the request needs to be finalized in the middle of March to have this important issue on the ballot for the August 4, 2015 Special Election.

Mayor Pro Tem Pearson reminded City Council that they are within a thirty day notice period for comment and that is why the February 24, 2015 date was selected. Discussion followed regarding when to schedule a public session to seek input on the proposed millage election for Central County Transit Authority (CCTA). Discussion followed regarding the pros and cons of having the public session during the Council of the Whole (COW) or at the Regular City Council Meeting and the importance of having the session televised. City Attorney Brown advised City Council that if any decision was contemplated, the decision should be in a Regular or a Special Meeting of City Council.

Discussion resumed regarding the pros and cons of having the public session during the Council of the Whole (COW) or at the Regular City Council Meeting.

Motion by Reid, seconded by Ansari, to alter the COW schedule and schedule the education presentation by CCTA Executive Director Sean McBride regarding the CCTA proposals and public dialogue at 6 p.m. for February 24, 2015, and push back regularly scheduled agendas for COW meetings by one meeting. Councilmember Ford expressed support for having the matter discussed during the Regular City Council Meeting of February 24, 2015. Discussion followed. Motion failed. Yeas: Councilmembers Urban, Ansari and Reid. No: Councilmembers Ford and Randall and Mayor Pro Tem Pearson. Discussion followed.

Motion by Reid, seconded by Ford, to add the item to have CCTA Executive Director Sean McBride present the CCTA proposals to the citizens and have this scheduled at the earliest time period in the meeting. Upon a roll call vote, motion carried 6 to 0. Discussion followed.

Motion by Urban, seconded by Randall, to set a Committee of the Whole (COW) Meeting for Tuesday, February 24, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss enriching culture, increasing community engagement, and the study of the city retail profile to guide City Council efforts. Upon a voice vote, motion carried 6 to 0.

UNFINISHED BUSINESS:

AUDIT – CITY TOWING AND IMPOUND CONTRACT: Mayor Pro Tem Pearson deferred to City Manager Larry Shaffer, who indicated he had a meeting with Public Safety Director Richard White and noted that the March of 2014 contract between McDonald's Towing and the City of Portage has been monitored since that time with no issues with performance. He said that both he and Chief White have spoken with the County Attorney Tom Canny regarding some of the more infamous remarks made by a second towing contractor regarding the performance at the vehicle accident on I-94 near the Galesburg exit, and Mr. Canny said, "There were no issues whatsoever that impinged upon or was in violation of the contract with the County." He indicated that he has also directed Chief White to put additional auditing mechanisms in place to ensure that the prices that were quoted in the contract between the City of Portage and McDonald's Towing are being adhered to. He stated that members of the Public Safety Department will contact individuals who have received towing services from McDonald's Towing; since such services are under the aegis of the towing contract between the City of Portage and McDonald's Towing, this will ensure compliance with all contract stipulations.

Councilmember Reid remembered that over a year ago, City Council received an overview of the towing contract, and City Manager Shaffer agreed to share with Council the regular audit or review that is currently being done.

Councilmember Randall noted two times in the contract where the \$45 dollar fee was not applicable: where there was adequate insurance of payment and where there was an outside vendor like an insurance company. Mr. Shaffer agreed to find out for her the total number of tows, how many do not fall under the \$45 charge, and if possible, what is being charged to the third party. Also, as a catalyst to the negative press regarding the January 9, 2015 car pile-up on I-94, he agreed to find out who covered the City of Portage during that time since McDonald's Towing could not, and what do we plan to do in the future should another incident such as this arise.

Mayor Pro Tem Pearson asked for a rationale for why the City of Portage does not have a rotation of towing services. Councilmember Urban indicated that Council did receive a document explaining the rationale for why the City of Portage does not have a rotation of towing services some time ago. He mentioned that with regard to the month to month rotation of towing services option, there were issues concerning storage and maintaining a chain of custody of evidence.

Motion by Urban, seconded by Ford, to receive the communication from the City Manager regarding an Audit of the City Towing and Impound Contract. Upon a voice vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the following Boards and Commissions:

Portage Public Schools Board of Education Regular Meeting of December 8, 2014, Special Meeting of December 15, 2014 and Policy Governance Retreat and Organizational Meeting of January 12, 2015.

Central County Transportation Authority Regular Meeting of December 10, 2014, Special Meeting of December 19, 2014 and Agenda Packet of the January 23, 2015 Meeting.

Portage Park Board of January 7, 2015.

Kalamazoo County Environmental Health Advisory Council of January 14, 2015, the 2015 Meeting Schedule and a Membership List.

Portage Human Services Board of January 22, 2015.

Portage Planning Commission of January 22, 2015.

COUNCIL COMMITTEE REPORTS:

CENTRAL COUNTY TRANSIT AUTHORITY (CCTA) MEETING REPORT: In response to Mayor Pro Tem Pearson, Councilmember Urban indicated that the CCTA made a preliminary decision on the timing of the millage, the amount of the millage and to place the issue on the ballot for the August 4, 2015 Election. Discussion followed.

PUBLIC MEDIA NETWORK BOARD (PMN): Councilmember Reid mentioned two points of action from the PMN Meeting: With regard to the Request for Proposal with regards to the purchase of larger amounts of bandwidth which allows PMN to accommodate live streaming on the internet for all municipalities, the contract was awarded to Charter Communications and should be functioning in a couple of months. She mentioned the effort to standardize video equipment among the municipalities: in order to avoid equipment breakdowns and to ensure student interns can operate the equipment in all of the municipalities, PMN will be purchasing and maintaining all functional equipment from the municipalities and purchasing and maintaining whatever equipment is needed; all of the municipalities will have essentially the same system for consistency in operation and in broadcasting, and to have backup equipment in case of breakdowns. Discussion followed.

AUSTIN LAKE GOVERNMENTAL LAKE BOARD: Mayor Pro Tem Pearson indicated that the Austin Lake Governmental Lake Board received the Aeration and Bioaugmentation Report from the Limnologist and the Engineer, and scheduled a Meeting on Monday, March 16, 2015, from 7 p.m. until 9 p.m., City Council Chambers, for questions and answers.

Motion by Reid, seconded by Ansari, to receive the Central County Transit Authority Report from Councilmember Urban, the Public Media Network Board Report from Councilmember Reid, and the Austin Lake Governmental Lake Board from Mayor Pro Tem Pearson. Upon a voice vote, motion carried 6 to 0. Discussion followed.

BID TABULATION:

* **LOVERS LANE/KILGORE ROAD TRAFFIC SIGNAL INTERCONNECTION PROJECT (DESIGN ENGINEERING SERVICES):** Motion by Urban, seconded by Reid, to award a contract to perform design engineering services for the Lovers Lane/Kilgore Road Traffic Signal Interconnection project to Abonmarche Consultants, Incorporated, in the amount not to exceed \$35,480 and authorize the City Manager to sign all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmembers Ford and Urban each said he and his family enjoyed the Fifth Annual Winter Snow Party that was organized by Deputy City Clerk Adam Herringa using Youth Advisory Committee volunteers.

All Councilmembers and City Manager Shaffer congratulated Parks, Recreation and Public Services Director Bill Deming and wished him a happy retirement; and, all Councilmembers and City Manager Shaffer welcomed newly appointed Public Services Director Rodney Russell.

Councilmember Reid mentioned that she attended the “Go Red for Women Luncheon” last week which is a benefit for the Michigan Chapter of the American Heart Association. She reminded everyone that the month of February is Heart Health Month. She stressed the importance of thinking about heart health, especially for women, as heart failure is the number one killer of women. She said that heart disease, heart attacks, do not present in the traditional way in women, so being aware of one’s numbers and of one’s health is important for women to keep in mind.

Mayor Pro Tem Pearson spoke about the second Committee of the Whole (COW) held by City Council earlier at 6 p.m. in Conference Room No. 1. He mentioned that the discussion was about Economic Development, and that the next two meetings will be about enriching culture and increasing community engagement. He also said that following those meetings, there will be two more meetings on supporting regionalization while focusing on Portage. He noted that the focus at the earlier meeting was enhancing development using PA 198 Policy. He said that there was good discourse and great interaction with Community Development Director Vicki Georgeau, who will be coming back with some recommendations. He cited speed to market, the meeting with Southwest Michigan First Director Ron Kitchens, and changes in the Tax Increment Financing State Law as other areas of discussion at the meeting.

ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 9:09 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.



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 February 24, 2015, as presented.

Bi-weekly, the City Council reviews and approves the Accounts Payable Register, including checks issued to vendors and the electronic funds transfer register. Attached please find the Accounts Payable Register for the period January 25, 2015 through February 8, 2015. The time period noted includes \$181,217.62 for electronic transfers and \$491,342.79 for checks issued to vendors for a total of \$672,560.41.

FUNDING: N/A

Attachments: Accounts Payable Register

CITY OF PORTAGE CHECK REGISTER

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Check Date From: 1/25/2015 1 TO 2/8/2015 12

Check Date	Check	Vendor Code	Vendor Name	Amount
01/30/2015	3743(A)	0597	ABONMARCHE CONSULTANTS, INC	2,231.50
01/30/2015	3744(A)	0114	AMERICAN HYDROGEOLOGY CORP.	4,373.17
01/30/2015	3745(A)	3428	ANIMAL REMOVAL SERVICE, LLC	1,710.00
01/30/2015	3746(A)	1253	APOLLO FIRE EQUIPMENT COMPANY	2,337.04
01/30/2015	3747(A)	3114	B & B YARDSCAPE	3,840.00
01/30/2015	3748(A)	3495	BATTERIES PLUS	16.95
01/30/2015	3749(A)	1732	BCHS-HELPNET	1,216.26
01/30/2015	3750(A)	0678	BLUE CARE NETWORK-GREAT LAKES	66,539.39
01/30/2015	3751(A)	3545	BRENNER OIL CO.	15,753.71
01/30/2015	3752(A)	1821	CLEAN EARTH ENVIRONMENTAL SERV	538.60
01/30/2015	3753(A)	4741	DATA CONSTRUCTS LLC	187.95
01/30/2015	3754(A)	0712	DELTA DENTAL PLAN OF MICHIGAN	17,426.51
01/30/2015	3755(A)	0211	DEPATIE FLUID POWER CO., INC.	1,727.65
01/30/2015	3756(A)	0959	EMPLOYMENT GROUP, INC.	1,647.39
01/30/2015	3757(A)	4507	FURRY, WILLIAM	99.00
01/30/2015	3758(A)	4439	HARTFORD LIFE INSURANCE COMPANY	7,475.50
01/30/2015	3759(A)	0063	INDUSCO SUPPLY CO., INC.	198.16
01/30/2015	3760(A)	3488	JONES & HENRY ENGINEERS, LTD	4,107.55
01/30/2015	3761(A)	3783	KEHOE, EDWARD J	280.00
01/30/2015	3762(A)	1906	KUSHNER & COMPANY, INC.	276.00
01/30/2015	3763(A)	4750	LAND & RESOURCE ENGINEERING, INC	1,477.35
01/30/2015	3764(A)	4576	M & M CUSTOM FABRICATING INC.	23.43
01/30/2015	3765(A)	3775	MATERIALS RESOURCES	49.91
01/30/2015	3766(A)	4746	MAURER'S TEXTILE RENTAL SERVICES	416.03
01/30/2015	3767(A)	4724	MEJEUR ELECTRIC LLC	76.00
01/30/2015	3768(A)	4828	PECKELS, CHRISTINE	240.00
01/30/2015	3769(A)	0625	PORTAGE FIREFIGHTERS	1,510.32
01/30/2015	3770(A)	0504	PORTAGE ON-CALL FIREFIGHTERS	140.00
01/30/2015	3771(A)	0624	PORTAGE POLICE OFFICERS ASSOC	686.00
01/30/2015	3772(A)	4826	POULIOT, GRETCHEN	24.00
01/30/2015	3773(A)	4654	REHMANN ROBSON	28,435.00
01/30/2015	3774(A)	0339	ROAD EQUIPMENT PARTS CENTER	1,861.25
01/30/2015	3775(A)	0341	ROE-COMM, INC.	2,720.00
01/30/2015	3776(A)	0349	SAFETY SERVICES, INC.	1,987.43
01/30/2015	3777(A)	1042	SHULTS EQUIPMENT, LLC.	580.00
01/30/2015	3778(A)	4612	TECHNOLOGY SOLUTIONS	255.00
01/30/2015	3779(A)	1862	UNITED AUTO. IMPLEMENT WORKERS 2290	503.94
01/30/2015	3780(A)	0396	UNITED PETROLEUM	268.86
01/30/2015	3781(A)	4164	VISION SERVICE PLAN (OH)	1,994.27
01/30/2015	3782(A)	0699	W W GRAINGER INC	3,262.00
01/30/2015	3783(A)	0425	WIGHTMAN & ASSOCIATES, INC.	2,724.50
SUBTOTAL:			41 CHECKS	181,217.62
01/30/2015	292214	999999	10TH DISTRICT COURT	325.00
01/30/2015	292215	999999	58TH DISTRICT COURT	100.00
01/30/2015	292216	999999	5TH DISTRICT COURT	500.00
01/30/2015	292217	0640	A I S CONSTRUCTION EQUIP. CO.	83.26
01/30/2015	292218	1134	A S C A P	335.00
01/30/2015	292219	4060	A T & T LONG DISTANCE	179.87
01/30/2015	292220	999999	ADITYA VINAYAK DEWOOLKAR	1,856.53
01/30/2015	292221	3305	ADP, INC.	787.20
01/30/2015	292222	999999	ALAMO TOWNSHIP FIRE DEPARTMENT	9,189.51
01/30/2015	292223	0533	ALLEGRA PRINT & IMAGING	1,062.78
01/30/2015	292224	0716	AMERICAN PUBLIC WORKS ASSOC	1,225.00
01/30/2015	292225	3347	ANY CUTTING & WELDING	420.00
01/30/2015	292226	1944	APPLIED INDUSTRIAL TECHNOLOGIE	1,196.96
01/30/2015	292227	4937	ARAS 360 TECHNOLOGIES, INC.	500.00
01/30/2015	292228	0532	ARMOLD, NICHOLAS	670.00
01/30/2015	292229	0849	AT&T	650.02
01/30/2015	292230	5046	AT&T YELLOW PAGES	52.80
01/30/2015	292231	1060	AUTOBODY USA - SOUTHSIDE	854.68

CITY OF PORTAGE CHECK REGISTER

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Check Date From: 1/25/2015 1 TO 2/8/2015 12

Check Date	Check	Vendor Code	Vendor Name	Amount
01/30/2015	292232	1148	B S & A SOFTWARE	79,750.00
01/30/2015	292233	0136	BDO USA, LLP	3,938.00
01/30/2015	292234	0642	BLUE CROSS/BLUE SHIELD OF MICH	114,666.41
01/30/2015	292235	4969	BLUEDOGINK	235.14
01/30/2015	292236	0151	BORGESS HEALTH ALLIANCE	87.00
01/30/2015	292237	1043	BOUMA-BETTEN CONSTRUCTION INC.	1,951.00
01/30/2015	292238	4729	BREAD OF LIFE, LLC	82.94
01/30/2015	292239	0153	BRINK'S, INC	292.65
01/30/2015	292240	MISC-UB	BRUNDRIDGE, JACK	5.53
01/30/2015	292241	0068	BYHOLT INC.	1,302.53
01/30/2015	292242	4768	C T S TELECOM, INC.	674.17
01/30/2015	292243	1444	C. STODDARD & SONS INC.	55.00
01/30/2015	292244	0437	CAMPBELL AUTO SUPPLY	199.72
01/30/2015	292245	0752	CATHOLIC FAMILY SERVICES	4,716.50
01/30/2015	292246	4858	CENTER FOR PUBLIC SAFETY EXCELLENCE	525.00
01/30/2015	292247	4144	CENTER MASS, INC.	96.91
01/30/2015	292248	4649	CITY OF KALAMAZOO (TRANS MILLAGE)	255.39
01/30/2015	292249	999999	COLUMBIA SOUTHERN UNIVERSITY	600.00
01/30/2015	292250	999999	CONSUMERS CREDIT UNION	222.20
01/30/2015	292251	5014	CONSUMERS ENERGY	578.00
01/30/2015	292252	3226	CORE TECHNOLOGY CORP.	2,955.00
01/30/2015	292253	4851	CPR CONNECTION OF NORTH AMERICA INC	148.85
01/30/2015	292254	0195	CROSSROADS CAR WASH	131.00
01/30/2015	292255	4218	DELL MARKETING, LP	144.99
01/30/2015	292256	2000	DEYOUNG LANDSCAPE SERVICE	102.00
01/30/2015	292257	999999	DINGS, CARI	44.00
01/30/2015	292258	999999	DOSTER, KYLE	100.00
01/30/2015	292259	2948	EMERGENCY VEHICLE PRODUCTS	5,298.31
01/30/2015	292260	1844	ENVIROLOGIC TECHNOLOGIES INC	1,750.00
01/30/2015	292261	0690	FAWLEY OVERHEAD DOOR, INC.	78.18
01/30/2015	292262	4422	FIRST DUE FIRE SUPPLY CO.	172.00
01/30/2015	292263	0502	GORDON FOOD SERVICE	499.98
01/30/2015	292264	0517	GORDON WATER SYSTEMS	38.50
01/30/2015	292265	0623	GREATER KALAMAZOO FOP LODGE 98	549.20
01/30/2015	292266	0623	GREATER KALAMAZOO FOP LODGE 98	2,691.08
01/30/2015	292267	0628	GREATER KALAMAZOO UNITED WAY	1,335.56
01/30/2015	292268	0598	GRIFFIN PEST SOLUTIONS, INC.	254.00
01/30/2015	292269	3419	GRYPHON PLACE	1,038.50
01/30/2015	292270	4761	H HOTEL	207.90
01/30/2015	292271	999999	HARVARD BUSINESS REVIEW	109.00
01/30/2015	292272	0691	HOME DEPOT	276.29
01/30/2015	292273	0750	HOUSING RESOURCES, INC.	9,055.00
01/30/2015	292274	4039	HYDRO-CHEM SYSTEMS, INC.	345.65
01/30/2015	292275	999999	IAFCI INTERNATIONAL OFFICE	65.00
01/30/2015	292276	3244	INTERNATIONAL CODE COUNCIL, INC	496.08
01/30/2015	292277	4682	JOHANNA THOMPSON	2,252.80
01/30/2015	292278	1036	KAL COUNTY FIRE CHIEFS ASSOC.	1,350.00
01/30/2015	292279	0808	KAL HUMAN RESOURCE MGT ASSOC	110.00
01/30/2015	292280	5091	KALAMAZOO COUNTY HAZMAT	600.00
01/30/2015	292281	0084	KALAMAZOO COUNTY HEALTH & COMMUNITY	3,782.49
01/30/2015	292282	0514	KALAMAZOO COUNTY TREASURER	562.50
01/30/2015	292283	1117	KALAMAZOO COUNTY TREASURER	161.50
01/30/2015	292284	999999	KEALA, TRICIA	255.95
01/30/2015	292286	0231	KENDALL ELECTRIC, INC.	807.96
01/30/2015	292287	999999	KEPPLINGER, JOHN	44.00
01/30/2015	292288	3805	KLOSTERMAN DISTRIBUTING	28.56
01/30/2015	292289	4838	LACOSTA FACILITY SUPPORT SERVICES	3,313.00
01/30/2015	292290	0682	LAKE MICHIGAN MAILERS, INC.	138.00
01/30/2015	292291	999999	LAQUINTA INN & SUITES	330.00
01/30/2015	292292	0240	LAWSON PRODUCTS, INC	1,872.15
01/30/2015	292293	5030	LIBERTY SQUARE FURNITURE	3,800.00
01/30/2015	292294	2630	LOWE'S HOME CENTER	733.12
01/30/2015	292295	999999	MCDA	335.00

CITY OF PORTAGE CHECK REGISTER

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Check Date From: 1/25/2015 1 TO 2/8/2015 12

Check Date	Check	Vendor Code	Vendor Name	Amount
01/30/2015	292296	999999	MCDA	75.00
01/30/2015	292297	5027	MEEKHOF TIRE SALES & SERVICE INC.	4,589.54
01/30/2015	292298	0258	MENARDS, INC	162.54
01/30/2015	292299	2157	MI ASSOC. OF CHIEFS OF POLICE	150.00
01/30/2015	292300	4777	MICH MUNICIPAL POLICE & FIRE REPAIR	3,236.90
01/30/2015	292301	0649	MICHIGAN ASSOC. OF PLANNING	150.00
01/30/2015	292302	3204	MICHIGAN ASSOCIATION OF FIRE CHIEFS	160.00
01/30/2015	292303	3389	MICHIGAN PAVING & MATERIALS CO.	21,097.57
01/30/2015	292304	2030	MIDWEST ENERGY COOPERATIVE	279.29
01/30/2015	292305	0089	MLIVE MEDIA GROUP	543.46
01/30/2015	292306	999999	MOSHER, MARGUERITE	42.00
01/30/2015	292307	4824	NOMAD TECHNOLOGIES, INC.	1,607.46
01/30/2015	292308	0299	NYE UNIFORMS	3,039.68
01/30/2015	292309	1721	OFFICE DEPOT, INC.	1,462.64
01/30/2015	292310	5090	OMEGA RAIL MANAGEMENT, INC.	500.00
01/30/2015	292311	0440	ONE WAY PRODUCTS	315.12
01/30/2015	292312	4329	ONSTAFF USA INC	22,662.27
01/30/2015	292313	999999	OSHTEMO CHARTER TOWNSHIP	27,568.53
01/30/2015	292314	0304	OTTEN TROPHIES	359.20
01/30/2015	292315	3090	OUR DESIGNS, INC.	143.70
01/30/2015	292316	2623	PAPER CENTRAL	839.50
01/30/2015	292317	999999	PAVILION TOWNSHIP FIRE DEPARTMENT	10,210.57
01/30/2015	292318	999999	PEIRCE, LEONARD	44.00
01/30/2015	292319	0767	PETTY CASH-CITY HALL	1,804.87
01/30/2015	292320	999999	PLAINWELL SENIOR EXPO	91.00
01/30/2015	292321	0327	RATHCO SAFETY SUPPLY, INC.	1,132.62
01/30/2015	292322	3442	RENTALEX OF MICHIGAN, INC.	266.50
01/30/2015	292323	4865	RICHARDSON BUSINESS SOLUTIONS	168.00
01/30/2015	292324	0438	RIDGE AUTO NAPA	4,108.33
01/30/2015	292325	0346	ROWLEY BROTHERS, INC.	517.30
01/30/2015	292326	0870	SECANT TECHNOLOGIES	190.00
01/30/2015	292327	0353	SEVERANCE ELECTRIC COMPANY, INC	1,079.21
01/30/2015	292328	2064	SIMMONS FORD	52.57
01/30/2015	292329	0786	SIRCHIE FINGER PRINT LABORATORIES	271.49
01/30/2015	292330	999999	SMITH, BENJAMIN	75.00
01/30/2015	292331	999999	SOUTH KALAMAZOO CO FIRE AUTHORITY	17,357.96
01/30/2015	292332	2788	SOUTHWEST MICHIGAN LIVING	2,051.25
01/30/2015	292333	999999	SPARTAN HALL OF FAME CAFE	295.88
01/30/2015	292334	3721	SPRINT	459.24
01/30/2015	292335	0366	STAP BROS LAWN & LANDSCAPE, INC	810.00
01/30/2015	292336	2010	STATE INDUSTRIAL PRODUCTS CORP	442.00
01/30/2015	292337	3988	STATE OF MICHIGAN	180.00
01/30/2015	292338	0368	STATE OF MICHIGAN (DOT)	27,832.94
01/30/2015	292339	0369	STATE SYSTEMS RADIO, INC	572.50
01/30/2015	292340	999999	STEGMAN, LOIS	100.00
01/30/2015	292341	0393	SYNERGISTIC ONLINE SOLUTIONS	4,200.00
01/30/2015	292342	999999	TEXAS TWP FIRE & RESCUE	12,252.68
01/30/2015	292343	3276	U S POSTAL SERVICE	220.00
01/30/2015	292344	0392	U S POSTMASTER	102.00
01/30/2015	292345	0545	UNITED PARCEL SERVICE	54.01
01/30/2015	292346	2610	UNIVERSAL TOOL INC.	290.00
01/30/2015	292347	0399	VANBECK ROOFING & SIDING CO.	5,521.00
01/30/2015	292348	0532	VANDERVEEN, LAUREN	199.00
01/30/2015	292349	4653	VERIZON WIRELESS SERVICES, LLC	1,671.61
01/30/2015	292350	1280	W. S. DARLEY & CO.	1,090.12
01/30/2015	292351	0413	WEST MICHIGAN OFFICE INTERIORS	2,324.00
01/30/2015	292352	3061	WINDEMULLER ELECTRIC, INC.	4,646.34
01/30/2015	292353	4945	WINTER EQUIPMENT COMPANY, INC.	1,657.74
01/30/2015	292354	1089	WOLVERINE LAWN SERVICE, INC.	8,876.27
01/30/2015	292355	5033	WRAPS N SIGNS	325.00
01/30/2015	292356	999999	WRIGHT&FILIPPIS OR WYLIE GROUP LLC	3,990.44
01/30/2015	292357	999999	WRIGHT&FILIPPIS OR WYLIE GROUP LLC	1,782.15
01/30/2015	292358	0751	Y W C A, INC	4,457.00

CITY OF PORTAGE CHECK REGISTER

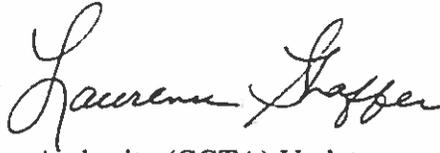
Check Date From: 1/25/2015 1 TO 2/8/2015 12

Check Date	Check	Vendor Code	Vendor Name	Amount
			SUBTOTAL:	144 CHECKS
				491,342.79
			TOTAL:	185 CHECKS
				672,560.41

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Central County Transportation Authority (CCTA) Update

ACTION RECOMMENDED: That City Council receive the update and presentation from Central County Transportation Authority (CCTA) Executive Director Sean McBride.

Central County Transportation Authority (CCTA) Executive Director Sean McBride has requested the opportunity to present to City Council the recent activities of the CCTA to date, as well as information regarding the 2015 Millage Election. This is a chance for City Council to provide feedback on the anticipated public transit millage election slated for August 2015.

Attachments: February 19, 2015 Communication from CCTA Executive Director Sean McBride
2015 Regional Public Transit Update Presentation



Central County Transportation Authority
530 N. Rose Street Kalamazoo, MI 49007
269-337-8087 www.kalcountytransit.com

Date: February 19, 2015
To: Honorable Mayor and City Council
From: Sean P. McBride, Executive Director
Subject: Update on Central County Transportation Authority (CCTA) and 2015 Millage Election

Central County Transportation Authority Chairperson Linda Teeter and Executive Director Sean McBride will be attending the February 24, 2015, City Council meeting to present information related to the activities of the CCTA and obtain feedback from the Portage City Council regarding the anticipated public transit millage election in August 2015.

BACKGROUND

On August 6, 2014, the CCTA was incorporated by the Kalamazoo County Board of Commissioners under Act 196 (the Public Transportation Act P.A. 196 of 1986, as amended). The boundaries for the CCTA include all of the City of Kalamazoo, City of Parchment, City of Portage, Comstock Township, Kalamazoo Township, and voting precincts 4, 5, 6, 7 and 8 in Oshtemo Township. In September 2014 the Kalamazoo County Board of Commissioners appointed members to serve on the CCTA Board of Directors. The following are current members of the CCTA Board:

Name	Jurisdiction
Jim Pearson	City of Portage
Terry Urban	City of Portage
Rob Britigan	City of Parchment
Pamela Brown Goodacre	Kalamazoo Township
Deb Everett	Oshtemo Township
Martin Janssen	Rural
Garrylee McCormick	City of Kalamazoo
Ann Nieuwenhuis	Comstock Township
Greg Rosine	City of Kalamazoo
Linda Teeter	City of Kalamazoo

At the last meeting of the CCTA on February 6, 2015, the Board approved a preliminary recommendation for placing a public transit millage question on the August 4, 2015, ballot that would be for 0.75 mills for five years. This millage rate would fund existing fixed-route bus service plus enhanced services that would include Sunday service, later evening/night service and some increased route frequencies. The CCTA Board plans to consider a resolution with ballot language at a joint meeting of the City of Kalamazoo Transportation Authority Board, Kalamazoo County Transportation Authority and CCTA on March 19, 2015. The CCTA Board seeks public comment and input on the proposed millage.

Memo: City of Portage
Re: CCTA Update and 2015 Millage Election
Date: February 19, 2015
Page 2

In considering the millage question to be placed before the voters the CCTA Board spent multiple meetings, considered many resources and pieces of data. The attached PowerPoint provides an overview of public transit in Kalamazoo County and information related to the public transit millage question that is anticipated for August 4, 2015.

Attachment: PowerPoint

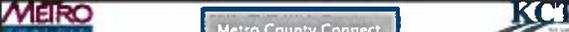


METRO TRANSIT

Regional Public Transit Update February 2015



www.kmetro.com



Metro County Connect



Community Service Van



Line-Haul Bus Service





**Kalamazoo Regional Transit 2014
3.21 Million Rides**



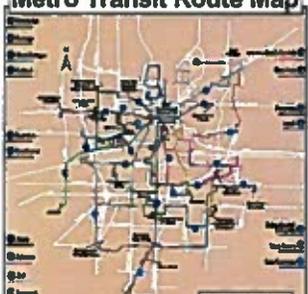
www.kmetro.com



Bus Service

- ▶ 20 routes in the Kalamazoo County Urban Area
- ▶ Monday – Saturday service
- ▶ 6 am to 10:15 pm
- ▶ During peak periods, most routes operate on 30-min. frequency and 60-min other times
- ▶ Base Fare \$1.50
- ▶ \$0.75 fare for seniors, and individuals with disabilities

Metro Transit Route Map



Map Legend

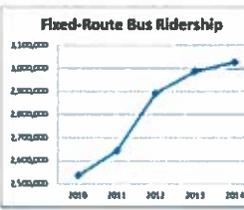
- Fixed-Route
- Metro Connect
- Metro Express
- Metro Shuttle

www.kmetro.com



Bus Ridership

- ▶ 3,027,463 rides in 2014, a 1% increase from 2013
- ▶ In 2014, for each bus in service 27.14 people on average, rode that bus every hour
- ▶ Data from 2012 Socio-Economic Study:
 - 73% of riders do not have a car available
 - Majority of trips for school and work
 - 56% of riders ride 6 times or more per week
 - 54.12% female and 43.11% male
- ▶ Other Facts
 - 4,838 trips on Metro Transit buses in 2014 were rides taken with wheelchairs
 - 33,282 trips on buses in 2014, were rides taken using bike racks



Fixed-Route Bus Ridership

www.kmetro.com



Metro County Connect

- ▶ Demand/response, origin- to-destination service
- ▶ Available to all individuals anywhere in Kalamazoo County
- ▶ Monday – Saturday service
- ▶ 6 am to 10:15 pm
- ▶ Metro County Connect Fares:
 - General Fare – \$12.00
 - Fare for senior citizens or people with disabilities – \$4.00
 - ADA Fare – \$3.00

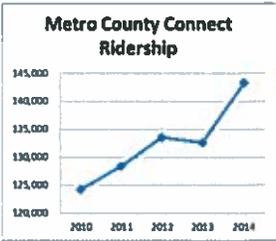


www.kmetro.com



Metro County Connect

- ▶ 143,385 Rides in 2014
- ▶ 8.1% increase over 2013
- ▶ 44% of Rides for ADA Riders
- ▶ 853 people actively certified for ADA rides
- ▶ October, there were a record number of ADA trips – 5,562 for a single month



Metro County Connect Ridership



www.kmetro.com

Community Service Vans

- 10 vans utilized by approved non-profit and governmental agencies provided 39,504 rides in 2014.
- Rides Up 182% from 2013
- Located vans at South County Community Services in Vicksburg and at Portage Senior Center
- 29 actively certified agencies - including Senior Services, Renal Care, and Disability Network



Community service van brings bus service to Vicksburg, South County area

www.kmetro.com

Service Enhancements

Converting to Hybrid Battery



KVCC Semester Fare



Travel Training



Multi-modal Transportation Center



www.kmetro.com

Enhanced Rider Experience

- Real-Time Passenger Information
 - Web portal for bus location/schedule
 - Smart Phone App
 - Automated Telephone service Information
 - Receive real-time email/text alerts
- ADA-compliant announcements
- Headsign interface
- Electronic bus stop signage

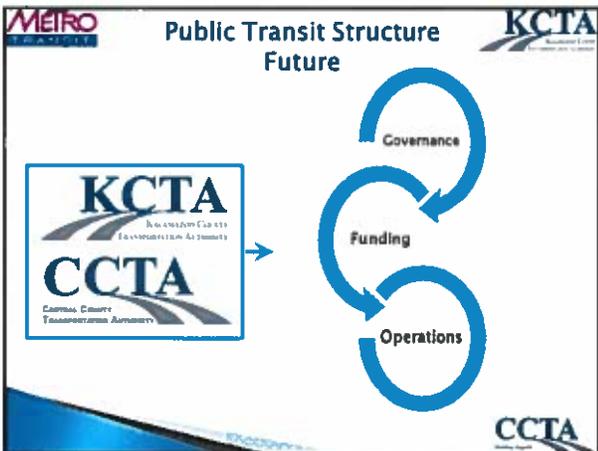
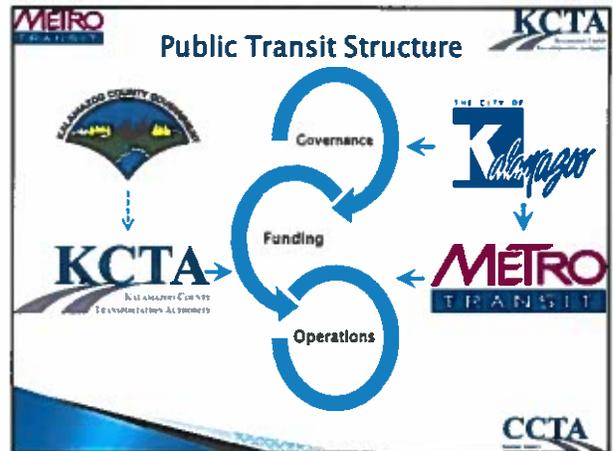


realtime bus tracking

Track My Bus or Plan My Trip

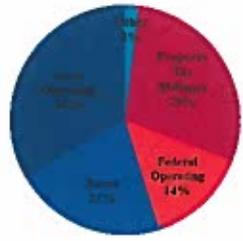
www.kmetro.com

www.kmetro.com



Transit System Funding

2013 Transit System Audited Revenue Sources	
Revenue Source	Amount
Fares	\$2,959,897
State	\$4,663,430
Local Millage	\$4,010,276
Federal	\$2,004,441
Other Operating	\$269,364
Total	\$13,907,409



SYSTEM FUNDING SOURCES

State 34%
Fares 21%
Local Millage 29%
Federal Operating 14%
Other Operating 2%

www.kmetro.com

Current Local Millage Structure

Blue – City of Kalamazoo

- 0.6 mills
- 3-years (2013, 2014, 2015)
- Generates approximately \$900,000
- City of Kalamazoo property owners paying 1.0 Mills for public transit

Green – KCTA

- 0.4 mills
- 4-years (2013, 2014, 2015, 2016)
- Generates approximately \$3.1 million

www.kctra.com

Central County Transit Authority

As of 09/20/2014

www.kctra.com

Future Millage Structure

Purple – CCTA

- Funds Fixed-Route Bus Service
- August 2015 Election
- Service Levels - TBD
- Amount – TBD
- Duration – TBD – up to 5-years

Green – KCTA

- Funds Metro County Connect and Specialized Services
- Millage Election May 2016

www.kctra.com

Millage Timeline

Action	Start Date	End Date
CCTA – Determine Millage Ballot Question – Amount, Duration, Service Level	Now	3/15/15
CCTA - Submit Millage Ballot Language to County Clerk		5/12/15
CCTA - Voter Education	3/15/15	5/5/15
CCTA - Millage Election		8/4/15

CCTA Board

Linda Teeter, Chair
 Greg Rosine, Vice Chair
 Robt Britigan
 Pam Brown Goodacre
 Deb Everett
 Martin Janssen
 Garylee McCormick
 Ann Nieuwenhuis
 Jim Pearson
 Terry Urban

www.kctra.com

Comparison of Millage Rates

Year	Local Authority	Millage	Duration	Millage Area
2014	Lansing	5.0	1 Year	Lansing, East Lansing, Meridian Townships, Lansing Township, and City of Lansing
2010	Saginaw	5.0	5 Years	City of Saginaw
2014	Ann Arbor Transportation Authority	2.7	5 Years	Ann Arbor (2.0), Township & Ypsilanti Township (0.7 for all 3) – 3 millages
2011	Grand Rapids	1.47	0 Years	Kent County
2014	Flint	1.425	5 Years	City of Flint (0.8) and Genesee County (0.4 and 0.425) – 3 millages
2012	Jackson	1.0	5 Years	City of Jackson
2012 and 2011	Kalamazoo	1.0	3/4 Years	City of Kalamazoo (0.6) and Kalamazoo County (0.4) – 3 millages
2011	Blue Water	0.88	5 Years	Port Huron Township

www.kctra.com

Service Hours

Local Authority	Millage	Weekdays Hours	Saturday Hours	Sunday Hours
Lansing	3.0	6 am – 11:45 pm	6 am – 1 am	9 am – 7 pm
Saginaw	3.0	5 am – 8 pm	-	-
Ann Arbor Transportation Authority	2.7	6 am – 12:30 am	7:30 am – 7:30 pm	6:15 am – 6:45 pm
Grand Rapids	1.47	5:45 am – 12:15 am	6:30 am – 9:30 pm	6:15 am – 6:45 pm
Flint	1.425	6:30 am – 11:30 pm	6:30 am – 11:30 pm	9:30 am – 7 pm
Jackson	1.0	6:15 am – 10 pm	6:15 am – 10 pm	7 am – 4 pm
Kalamazoo	1.0	6 am – 10:15 pm	6 am – 10:15 pm	-

www.kctra.com

MEIRO **KCTA**

Millage Consideration

- ▶ Projected Millage Rate 0.75 mils
 - 5-years for 2016, 2017, 2018, 2019, 2020
 - For a home valued at \$100,000 the annual property tax would be \$37.50
 - Service Level would maintain current service levels plus:
 - Sunday Service
 - Later Evening Service
 - Increased Route Frequencies

CCTA

MEIRO **KCTA**

Potential Service Enhancements

- ▶ Sunday Service
 - 8am to 5 pm
 - 16 routes
 - Service to retail corridors
- ▶ Later Evening Service
 - 2 additional hours of services
 - Most routes conclude at 10:15
 - 15 Routes
 - Enhanced transportation for 2nd and 3rd shift workers
- ▶ Increased Route Frequencies
 - 2 runs per hour for Route#2 -Portage
 - Currently runs once per hour
 - Enhanced frequency on Route# 1 - Westnedge
 - Currently runs twice per hour
 - Monday through Friday, during peak hours

CCTA

MEIRO **KCTA**

NEXT STEPS

- ▶ Feedback on the August Millage.
 - Rate
 - Level of Service
- ▶ Assistance on Getting the Word Out and Educating Voters About the Millage.
- ▶ On-Going Feedback on How We Can Work Together.
- ▶ On-Going Feedback on How the Public Transit System Can Better Meet the Needs of the Community.

CCTA

KCTA **CCTA**
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY CAPITAL COUNTY TRANSPORTATION AUTHORITY

METRO
TRANSIT

Sean McBride, Executive Director
 mcbrides@kalamazooocity.org
 (269) 337-8087

www.kmetro.com
www.kalcountytransit.com

www.kmetro.com

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Comprehensive Liability, Property and Auto Fleet Insurance

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$446,134 for the period of March 1, 2015 to March 1, 2016 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has been insured by the Michigan Municipal Risk Management Authority (MMRMA) for comprehensive liability, property and auto fleet insurance since 1984. The MMRMA has quoted a one-year renewal rate for the period of March 1, 2015 to March 1, 2016 in the amount of \$446,134, which includes \$15 million of liability coverage and \$75,000 of self-insurance retention coverage. The renewal rate represents an increase of 8.5 percent over the premium cost paid last year, which was \$410,668. The city expects a distribution of assets from MMRMA in the next three to four months. The distribution will be based on favorable claims experience by the city and investment income earned by MMRMA on its assets. The exact amount is not yet known; however, the distribution received over the past six years averaged nearly \$300,000 per year.

FUNDING: Funds have been allocated for a portion of the insurance costs in the Fiscal Year 2014-2015 Budget, with the balance to be included in the Fiscal Year 2015-2016 Budget.

Attachments: MMRMA Coverage Proposal

**MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY
COVERAGE PROPOSAL**

Member:	City of Portage	Proposal No: Q000001532
Date of Original Membership:	March 10, 1986	
Proposal Effective Dates:	March 01, 2015 To March 01, 2016	
Member Representative:	Rob Boulls	Telephone #: (269) 329-4402
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 638-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. City of Portage (hereinafter "Member") is eligible to be a Member of MMRMA. City of Portage agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Portage is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Portage is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). City of Portage's SIR and deductibles are as follows:

**Table I
Member Deductibles and Self Insured Retentions**

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$75,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	\$75,000 Per Occurrence

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The City of Portage is afforded all coverages provided by MMRMA, except as listed below:

- 1.
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Portage agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	15,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	500,000	N/A	500,000	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	48,924,311	350,000,000	N/A	N/A
2 Personal Property In Transit	1,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	5,000,000	N/A	N/A	N/A
5 Fine Arts	1,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	1,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	2,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	11,000,000	N/A	N/A	N/A
12 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13 Marine Property	250,000	N/A	N/A	N/A
14 Other Covered Property	10,000	N/A	N/A	N/A
15 Income and Extra Expense	1,000,000	N/A	N/A	N/A
16 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17 Faithful Performance	Per Statute	N/A	N/A	N/A
18 Earthquake	5,000,000	N/A	5,000,000	100,000,000
19 Flood	5,000,000	N/A	5,000,000	100,000,000
20 Terrorism	50,000,000	50,000,000	N/A	N/A

TABLE III

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense Coverage

Limits of Coverage

Retroactive Dates:

For Coverage A -- Data Breach and Privacy Liability Coverage: 07/01/2013

For Coverage C -- Electronic Media Liability Coverage: 07/01/2013

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense	Limits of Coverage Per Occurrence/Claim	Annual Aggregate	
	Member	Member	All Members
Coverage A -- Data Breach and Privacy Liability Coverage: Each Claim:	\$1,000,000 Included in the limit above	\$1,000,000	\$15,000,000
Coverage B -- Data Breach Loss to Member Coverage: Each Unauthorized Access:	Included in the limit above		
Coverage C -- Electronic Media Liability Coverage: Each Claim:	Included in the limit above		
Coverage D -- Breach Mitigation Expense Coverage: Each Unintentional Data Compromise:	Included in the limit above		

The total liability of MMRMA shall not exceed \$1,000,000 per Member aggregate Limit of Liability for coverages A, B, C, and D, in any coverage period.

The total liability of MMRMA shall not exceed \$15,000,000 for All Members aggregate Limit of Liability for coverages A, B, C, and D, from July 1, 2014, to June 30, 2015.

TABLE IV

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense Coverage

Deductibles

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense	Deductible Per Occurrence/Claim
	Member
Coverage A -- Data Breach and Privacy Liability Coverage: Each Claim:	\$25,000
Coverage B -- Data Breach Loss to Member Coverage: Each Unauthorized Access:	\$25,000
Coverage C -- Electronic Media Liability Coverage: Each Claim:	\$25,000
Coverage D -- Breach Mitigation Expense Coverage: Each Unintentional Data Compromise:	\$25,000

D. Contribution for MMRMA Participation

City of Portage

Period: March 01, 2015 To March 01, 2016

Coverages per Member Coverage Overview:	\$446,134
Stop Loss Coverage:	\$0
Member Loss Fund Deposit:	\$0
TOTAL ANNUAL CONTRIBUTIONS:	\$446,134

E. List of Addenda

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:
City of Portage

Proposal No:
Q000001532

MMRMA



MMRMA Representative

2-19-15

Date

Member Representative

Date

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: License to Locate Sign in City Right-of-Way, 2317 East Centre Avenue

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: That City Council approve the License to Locate Sign in a City Right-of-Way for North of Centre, LLC (2317 East Centre Avenue) and authorize the City Manager to execute the agreement on behalf of the city.

The attached License to Locate Sign in a City Right-of-Way has been prepared by the City Attorney to address a freestanding sign that encroaches into the right-of-way adjacent to 2317 East Centre Avenue. The site plan for 2317 East Centre Avenue received Planning Commission approval in 1996. The architect at that time identified a 66-foot East Centre Avenue right-of-way width (33-feet from the roadway centerline) adjacent to the property. The approved site plan illustrates the freestanding sign setback of 10 feet as required from the East Centre Avenue right-of-way line. However, it has been subsequently determined that the site plan was in error and the actual East Centre Avenue public street right-of-way is 100-feet wide (50-feet from the roadway centerline). As a result, the sign encroaches into the East Centre Avenue right-of-way, as shown on the attached aerial photo.

Given the extent of the sign improvements (sign structure and masonry base), relocation of the sign to a conforming location (10 feet north of the right-of-way line) cannot be easily accomplished. The City Administration has reviewed the sign encroachment, which has not caused adverse impacts on the roadway or adjacent properties and can support the continuation of the freestanding sign in the city right-of-way via the recommended personal, non-transferable, revocable license. Consequently, it is recommended that City Council approve the license agreement for 2317 East Centre Avenue with North of Centre, LLC.

FUNDING: Not Applicable

Attachments: Aerial photograph of 2317 East Centre Avenue
License to Locate Sign in City Right-of-Way



Sign location in R.O.W.



Date: 12/23/2014

Path: F:\GIS\DATA\BIR\PROJECTS\CEPT\CEVA\GRENDA\ISE\GEOTREAV\2017.mxd

Exhibit A
2317 East Centre Avenue



1 inch = 30 feet

LICENSE TO LOCATE SIGN IN CITY RIGHT-OF-WAY

This License made the 10th day of FEBRUARY, 2015, between the City of Portage, a Michigan Municipal Corporation ("City"), whose address is 7900 South Westnedge Avenue, Portage, Michigan 49002, and, North of Centre, LLC, a Michigan limited liability company ("Owner"), whose address is 2317 East Centre Avenue, Portage, Michigan 49002.

1. Recitals. Owner owns and maintains property located at 2317 East Centre Avenue ("Property"). Owner also owns and maintains a sign at the same address which is located in City right-of-way. Consent from the Portage City Council is necessary for Owner to continue to maintain the sign in the City right-of-way. It is recognized by the parties that relocating the sign on Owner's private property may cause unnecessary negative effects to its business and the public as well as be a substantial undertaking.
2. Grant of License. City hereby grants Owner a personal, non-transferrable, revocable license to use, construct and maintain the sign and associated landscaping on City right-of-way as illustrated in Exhibit A attached to this License Agreement (collectively "sign area"). The sign and landscaping ("improvements") shall be maintained according to the requirements of this License.
3. Sign Standards. The sign shall be the size and height, appearance, and location shown on Exhibit "A". Any change in the size, height, or location of the sign shall require City approval and the approval of the Zoning Board of Appeals, if necessary. No improvements or structures are permitted in the sign area without City approval.
4. Maintenance and Repair. The Owner shall be fully responsible for maintenance and repair of the sign, and the landscaping in the sign area. If the Owner shall not, within thirty (30) days after notice from the City, make repairs to the sign, or maintain the sign area landscaping, the City shall be entitled to do so and tax the cost to the Owner which, if not paid upon demand, shall become a lien on the property of Owner
5. Consideration. The parties hereby acknowledge that the mutual promises contained herein constitute adequate consideration.
6. Interference. Owner shall cause all work performed in connection the maintenance and repair of the sign area to be accomplished with care and in a manner and time that will cause the least interference with the right-of-way area

and shall be performed as expeditiously as possible so as to minimize interference with surrounding property and traffic.

7. Term. This license is deemed to be automatically renewed year to year upon same terms and conditions as long as Owner owns and occupies the property.
8. Release and Indemnity.
 - A. Owner releases City, its officers, agents and elected officials from any personal injury, property damage or loss of life for property caused by or arising out of, or in connection with, the sign and any rights or obligations acquired in this Agreement. Owner, its successors, transferees and assigns waive any claim it may have now or in the future against City for damage to the sign or any landscaping which may occur during installation or maintenance of the City's utilities in the public right-of-way, during maintenance or construction of other City improvements or removal of the sign or landscaping in an emergency.
 - B. Owner agrees to defend, indemnify and save City harmless from and against all actions claims, demands, judgments, loss damage, expense, including actual attorney fees which the City may suffer, incur or sustain or for which the City may become liable, arising or growing out of any injury or damage to persons or to real or personal property arising by reason of the existence, use, operation, installation, maintenance, repair, removal, replacement or inspection of the sign and other landscaping or caused by the action, inaction and/or negligence of Owner or its contractors, subcontractors, agents or representatives or any of them in the performance of work performed in the sign area or in connection therewith.
9. Insurance. During the term of this License, Owner, its agents and contractors who are performing work in the sign area shall maintain or cause to be maintained, in full force and effect, and at its sole cost and expense, General Liability insurance policy(ies) of such a nature and limit which are commercially adequate. Owner shall provide City with certificates of insurance for each insurance policy required to be maintained by Owner in compliance with this paragraph annually during the term of this License. In the event that any such insurance shall not be maintained, the City shall have the right to revoke this License and may take any action to remove all improvements in the sign area. All policies shall name the City and its respective officers, boards, commissions, employees, agents and contractors, as Additional insureds.
10. Termination. City may terminate this License a) upon destruction of more than fifty (50%) of the value of the sign as determined by the City unless Owner repairs or replaces the sign in the same location and size within ninety (90) days of City's request; or b) at any time that the Property or any portion thereof is sold, transferred or assigned unless City agrees to permit the new owner, transferor or assignee to maintain the sign pursuant to a new License Agreement; or c) if Owner

fails or refuses to maintain the insurance required herein or is in otherwise breach of this License.

11. Waiver. Nothing herein contained constitutes, nor should the same be construed as, a waiver of any governmental immunity provided to the City, its agents, employees, officers, or representatives as provided for under common law or statute.
12. Assignment. No party may assign or otherwise transfer any part of its interest in this License without the prior written consent of all parties. The prohibition against any assignment shall be construed to include a prohibition against any assignment by creation of law.
13. Entire Agreement. This License represents the entire License between the parties. It may not be amended, altered or modified unless done so in writing by the persons against whom enforcement of any waiver, change or modification or discharge is sought.
14. Authority. Each party to this License warrants and represents that it is properly authorized by the board of directors, stockholders, partners and/or holders of beneficial interest to enter into this License.

OWNER

North of Centre, LLC

North of Centre, LLC
By: Austin O'Connell
Its: sole manager

CITY OF PORTAGE

By: Laurence Shaffer
Its: City Manager

Approved as to form:

Randall L. Brown
Randall L. Brown
City Attorney

State Farm®

Business Insurance (Fire Only)

Additional Insured/Certificate Holder Questionnaire

Policyholder Name: NORTH OF CENTRE, LLC Policy Number: 92-B0-R166-2
Agent: SUSAN O'CONNELL

Note – Please review the following and compare it to the request by the third party:

- ^ If the third party is only requesting *Proof of Insurance* please issue a Certificate of Insurance (COI). A copy of the COI does not need to be sent to the operations center.
- ^ If the third party is requesting *Proof of Insurance and Certificate Holder Status* please issue a COI, complete Part One only of this form and attach to an ECHO PT. There is no charge for Certificate Holder Status.
- ^ If the third party is requesting *Proof of Insurance and Additional Insured status* please issue a COI, complete Part One and Part Two of this form and attach to an ECHO PT. Additional Insured status may result in an additional premium charge. One questionnaire per Additional Insured request is required.

Part One:

Third Party Name and Mailing Address:

CITY OF PORTAGE
7900 SOUTH WESTEDGE
PORTAGE, MI 49002

Does the third party need to receive a copy of the cancellation notice? Yes No

Part Two:

Effective Date of the endorsement: 2/10/15 End of Contract Date: AUTOMATICALLY RENEWAL

What is the relationship between our Insured and Additional Insured? Describe the work or services being performed:

Select ALL that apply for this Additional Insured Request:

<input type="checkbox"/> Designated Person or Organization (use: common general form for non-contractor requests and events/trade shows)
<input type="checkbox"/> Designated Premises (use <u>only</u> if third party is requesting an interest in Section I and/or Loss of Income coverages) Choose all that apply to request: Section I <input type="checkbox"/> Section II <input type="checkbox"/> Loss of Income <input type="checkbox"/>
<input type="checkbox"/> Engineers, Architects or Surveyors - Blanket <input type="checkbox"/> Scheduled <input type="checkbox"/> Primary Non-Contributory (not avail w/Blanket) <input type="checkbox"/>
<input type="checkbox"/> Grantor of Franchise
<input type="checkbox"/> Grantor of Licenses – coverage defaults to Blanket, select Scheduled if desired Scheduled <input type="checkbox"/>
<input type="checkbox"/> Lessor of Leased Equipment Provide Lease Amount: _____
<input type="checkbox"/> Loss Payee – <u>must select one of the following:</u> <input type="checkbox"/> Part A: Loss Payable: Description/Interest: _____ Loan Number: _____ <input type="checkbox"/> Part B: Lender's Loss Payable: Description/Interest: _____ Loan Number: _____ <input type="checkbox"/> Part C: Contract of Sale Description/Interest: _____ Loan Number: _____
<input type="checkbox"/> Managers or Lessors of Premises (use for Landlords, not for use with property managers)
<input type="checkbox"/> Mortgagee, Assignee, or Receiver - Primary Non-Contributory <input type="checkbox"/>
<input type="checkbox"/> Owners, Lessees, or Contractors (use: our Insured is doing work for the AI) Blanket <input type="checkbox"/> Scheduled <input type="checkbox"/>
<input checked="" type="checkbox"/> State or Political Subdivisions – Permits Choose one: For work <input type="checkbox"/> For Premises <input checked="" type="checkbox"/>
<input type="checkbox"/> Vendor - Provide Annual Sales: _____ Product: _____
<input type="checkbox"/> Other:

Does the AI need to receive a copy of the declarations at issuance/renewal? Yes No

Does the policy need to be endorsed with a Waiver of Subrogation? Yes No

Note: A Waiver of Subrogation cannot be added to a blanket AI. A Waiver may be attached to a scheduled AI specifically naming the entity to which it applies.

MTG, RMKS

FEBRUARY 10, 2015

AGENT COPY
AGENT: FC1A/6716

POLICY#: 92-B0-R166-2 F

BUSINESS-OFFICE

NORTH OF CENTRE, LLC
2317 E CENTRE AVE
PORTAGE, MI 49002-4422

PHONE#: (B) 269-323-0300

Eff date: (02/10/15) Curr date: (02/10/15) Time: (10:11 AM) SFPP#:0352672504

=====
ADDITIONAL INTEREST CHANGES

Rnwl bill to: ()	Add'l Interest Name & Address:
End bill to: ()	(N) (CITY OF PORTAGE)
Change: (add)	(A) (7900 S WESTNEDGE AVE)
Type: (add'l insured)	() ()
Subset #: ()	() ()
Loan #: ()	() ()
	City: (PORTAGE) St: (MI) ZIP: (49002-5117)

=====

RO REMARKS: (INSURED'S SIGN IS IN THE RIGHT OF WAY AND THE CITY HAS REQUESTED T)
(O BE ADDED AS AN ADDITIONAL INSURED FOR THE PURPOSE OF THE SIGN)
()
()

REMARKS APPLY TO: Fire

O'CONNELL, SUSAN L
269-323-0300 INITIALS(SLO)

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fiscal Year 2015-2016 Proposed Budget Review Schedule

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: That City Council establish April 21 and May 5, 2015 from 4:30 to 8:30 p.m. as the dates for review of the proposed Fiscal Year 2015-2016 Budget.

City Council will receive the proposed Fiscal Year 2015-2016 budget on April 14, 2015. The budget review schedule has been developed to permit review of all budget aspects. Budget review sessions are proposed for Tuesday, April 21 and Tuesday, May 5 at 4:30 p.m. on each of the proposed dates in Conference Room #1 of Portage City Hall. A tentative schedule of 2015-2016 budget review activity is attached.

Further, a public hearing on the proposed budget will be held during the May 12, 2015 regular meeting of City Council, with formal adoption scheduled for May 26, 2015. As in the past, the review sessions, public hearing and other Council meetings will provide ample opportunity for public comment and analysis.

FUNDING: N/A

Attachments: Proposed Schedule

TENTATIVE FISCAL YEAR 2015-2016 BUDGET REVIEW ACTIVITY SCHEDULE

Tuesday, April 21

Budget Overview	4:30 - 4:40 p.m.
Benefit Services	4:40 - 5:00
Purchasing	5:00 - 5:20
City Assessor	5:20 - 5:40
	(30 minute break 5:40 - 6:10 p.m.)
Transportation & Utilities	6:10 - 6:30
Parks & Recreation	6:30 - 7:00
Public Services	7:00 - 7:30
Public Safety	7:30 - 8:30

Tuesday, May 5

Legislative/Human Services	4:30 - 5:00 p.m.
Employee Development	5:00 - 5:20
City Clerk	5:20 - 5:40
Technology Services	5:40 - 6:00
	(30 minute break 6:00 - 6:30 p.m.)
Community Development	6:30 - 6:50
City Manager	6:50 - 7:10
Finance & Other Fund Activities	7:10 - 7:30
Capital Improvement Program	7:30 - 8:30

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: March 10, 2015 Committee of the Whole Meeting

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council set a Committee of the Whole (COW) Meeting for Tuesday, March 10, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss enriching culture and increasing community engagement.

Following the City Council Goal Setting Session on December 15, 2014, City Council decided to hold Committee of the Whole meetings prior to each Regular City Council Meeting. Based on a review of the items listed as "Strategic Priorities" from the Council Goal Session, it is recommended that City Council set a Committee of the Whole Meeting for Tuesday, March 10, 2015, at 6:00 p.m. in Conference Room No. 1 to discuss enriching culture and increasing community engagement.

FUNDING: N/A

Attachments: N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: January 2015 Environmental Activity Report

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

Attached please find the January 2015 Summary Environmental Activity Report from Department of Transportation & Utilities Director, W. Christopher Barnes, P.E. New material or material of specific interest to City Council is presented in italics.

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

FUNDING: N/A

Attachments: January 2015 Environmental Activity Report

SUMMARY ENVIRONMENTAL ACTIVITY REPORT
January 2015 (*updates in italics*)

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	<p>-Beginning in 1991, South Westnege Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2nd year of AHC's contract is underway.</p>
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.	<p>-Coordination with property owners and City or State agencies ongoing. -Review of 7 <i>site/building plans and/or plats completed in January 2015.</i></p>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<p>-Sanitary sewer hookup permits issued in January 2015: 0 residential; 0 commercial.</p>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	<p>-Five Year Lake Management Assessment District process was approved by City Council on March 23, 2010. Permitting complete for the 2014 season. Treatment to be performed by Aquatic Services, Inc. The Association has selected to use Restorative Lake Sciences, LLC for consulting services for 2014. Treatment application schedule for mid-June. Follow-up inspection of treatment will be done by Restorative Lake</p>

Sciences, LLC. The West Lake Improvement association has completed a five year plan in preparation for a new special assessment district. Special assessment process for 2015-2019 began on August 26, 2014. Resolution No. 5 completing the assessment was adopted October 21, 2014. Year-end report by the consultant is complete. *The 2015 weed treatment bids will be received in February.*

Retention Basin
Sampling Program
(Groundwater
Elevation)

Investigation regarding potential
impact of retention basins on
groundwater levels.

-Historical monitoring continues to show minor impacts at most basins. From 1993 through 2009 the monitoring program showed stable groundwater impacts due to storm water infiltration. Alternative road salt practices continue to be considered and evaluated. The 2013 report was received noting minimal impacts. The 2013 report is available on the website for public information. Bids were received for a new four year program on April 16, 2014. The low bidder, Nova Consultants, was awarded a four-year contract by City Council on April 29, 2014. Monitoring performed in July 2014 and will continue in the fall. Interim report is due in December. Monthly sampling at two retention basins continues. *Current findings show a rise in groundwater levels of approximately six inches over 2014 levels.*

Wellhead Protection
Program (WHPP)

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

-Wellhead Protection Grant award received from MDEQ on August 30, 1999 and Council accepted the grant on October 5, 1999. Council also awarded contract to Earth Tech to complete WHPP. Earth Tech completed the final wellhead protection plan and MDEQ submittal was made on October 14, 2000. Plan was reviewed by MDEQ with written approval received in March, 2001. Staff has met internally to discuss the future needs to update the plan pending grant opportunities. Staff participated in a MDEQ Water Supply Emergency planning roundtable on June 10, 2013. Update of the program will be initiated as part of the Water Reliability Study in conjunction with Fishbeck, Thompson, Carr & Huber update work currently underway. Wellfield delineation completed. Engineering intern has completed contamination source inventory. Final report preparation underway.

Leaf Compost
Monitoring Program

Monitoring and analysis of
groundwater at the new Oakland
Drive Leaf Compost site.

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first

sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2014, with report submitted. No significant change in groundwater impacts.

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. Renewal Application submission was made to MDEQ on March 7, 2003. New permit received in 2004 mandates involvement in several county watershed groups. City staff completed the submission of a Storm Water Pollution Prevention Initiative (SWIPI) 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. Received a notice from MDEQ rescinding the 2008 permit due to a recent court case ruling. MDEQ reinstated the 2003 permit for implementation. Information on new permit requirement was received in February 2011. MDEQ expected to issue new permit in 2014. MDEQ scheduled an audit of the program on July 12, 2012. Audit completed with satisfactory results. City website updated in February to provide education of Illicit Storm Water Discharge. Program implementation is ongoing. Annual 2012-13 report was submitted on December 24, 2013. Comments received back have been reviewed by staff and response submitted to MDEQ. MDEQ concurred with city staff response. Program is ongoing. New permit application process announced in November 2014. New permit application will be due in April 2015.

National Pollution Discharge Elimination System (NPDES) Permit Implementation

Kalamazoo River Mainstream Watershed Management Plan

-First meeting was held September 17, 2004. Proposals for completing the watershed plan were received by Kalamazoo County on September 15, 2005 and a contract awarded to Kieser & Associates in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. Review comments received from MDEQ and revised watershed plan due in December 2006. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Kalamazoo River

Portage River Watershed Management Plan

Watershed council completed a watershed update in November, 2011. No new developments.

-Public participation plan submitted June 28, 2004. Proposals for a Watershed Management Plan were received by the Kalamazoo County Road Commission and a contract awarded to the Kalamazoo County Conservation Service in November 2005. Draft watershed plan submitted to MDEQ on December 30, 2005. A letter not to revise the Watershed Plan was submitted to the MDEQ on March 17, 2008. Public participation plan update submitted to MDEQ on November 24, 2009. Based upon MDEQ comments, the plan was revised and resubmitted on December 21, 2009. Interest has been raised by local conservation groups to update the Watershed Plan using grant funds. Grant application submitted by Kalamazoo and Calhoun County Conservation District to update the Watershed Plan in 2012. Grant for watershed update was awarded to Calhoun County Conversation District. First kick-off meeting held December 13, 2012 to introduce working partners and information gathering. A meeting was held on March 12, 2013 to discuss the designated uses of the Portage River/Little Portage Creek watershed, the total maximum daily load of E-coli from samples taken and a review of community ordinances and policies that help protect the Watershed. Meeting held on June 11, 2013 to discuss identified water quality problems in the watershed. Meeting held on December 11, 2013 to inform stakeholders of progress on data collection. Canoe trip inspection was held on September 13, 2014. 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." Program implementation is ongoing. Continued outfall sampling is required by permit and will be budgeted accordingly. IDEP program was updated for submittal to MDEQ on June 25, 2010, and part of the SWIPP. Completed an area-wide brochure to educate the public on Illicit Storm Water Discharges in conjunction with the Kalamazoo County Drain Commissioner. 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. Investigations scheduled for 2014 were completed in July with summary

Garden Lane Arsenic Removal Facility	<i>Native Prairie Restoration</i>	report received. Report will be submitted to MDEQ as part of the annual report.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational sign design for three signs is complete and sign fabrication is underway. Emergency spill response contract for 2013-14 with Terra Contracting has been renewed. <i>The number of environmental incident/spill investigations performed in January – 0. Number of environmental cleanups in January – 0. 2015 Contract is in process.</i>
Southwest Michigan Regional Sustainability Covenant	Collaborative effort with local government, academic, and other stakeholders to lead toward environmental, economic and social sustainability.	On May 12, 2009, City Council approved the Southwest Michigan Regional Sustainability Covenant. A sustainability work session was held April 14, 2010, to review elements of the covenant in cooperation with the City of Kalamazoo and the City of Battle Creek. A grant application was made to MDEQ for a greenhouse gas inventory study of the area. Notice received July 15, 2010 that the grant application was not successful. City staff attended a September 10, 2010 meeting in Grand Rapids to discuss sustainable economic, environment, and society programs. No new developments.

James Hudson

From: Jim Pearson <jimpearson4@gmail.com>
Sent: Thursday, February 19, 2015 4:58 PM
To: James Hudson; Adam Herringa; Barbara Janicke; Laurence Shaffer; Peter Strazdas
Subject: New Business Item for Feb 24th

Mr. Hudson-

New Business Item submitted by Mayor Pro Tem Jim Pearson for the regular Feb 24th Council meeting:

The Portage City Council was asked to submit the name of a County Dispatch Authority Member or designate to serve on a Search Committee. Authority members Mayor Pro Tem Pearson and Councilperson Claudette have both volunteered to serve. Council needs to vote and submit a single name to Authority Chairman Bob Beam for Portage representation on the Search Committee.

Thanks,

Jim Pearson

Sent from my iPhone



MATERIALS TRANSMITTED

Tuesday, February 10, 2015

1. Communication from the City Manager regarding 6033 Oakland Drive Public Use/Purpose – Information Only.
2. Letter from the City Manager to Oshtemo Township regarding RFP for Law Enforcement Services – Information Only.



Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager