

6:00 p.m. City Council Committee of the Whole Meeting to discuss appropriation of excess funds in the General Fund.

7:30 p.m. Call to Order.

Invocation: Pastor Paul Naumann of St. Michael Lutheran Church

Pledge of Allegiance.

Roll Call.

Proclamations:

National Red Ribbon Week Proclamation

National Community Planning Month Proclamation

A. Approval of City Council Meeting Minutes.

1. Approval of the Special and Regular Meeting Minutes of October 6, 2015.

* B. Approval of Consent Agenda Motions.

* C. Accounts Payable Register:

1. Communication from the City Manager recommending that City Council approve the Accounts Payable Register of October 20, 2015 as presented.

D. Public Hearings:

E. Petitions and Statements of Citizens:

* 1. Communication from the City Manager recommending that City Council refer the special assessment petition in favor of creating a special assessment district on Mozart Street (North of Beethoven Avenue to dead end) in the Maestro Acres Plat to the City Administration for review and report.

F. Reports from the Administration:

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

- a. approve Contract 15-5179 between the Michigan Department of Transportation and the City of Portage for the city share of improvements along Highway US-131 (south city limits to Interstate 94);
- b. adopt a Resolution authorizing the City Manager to sign Contract 15-5179, and

authorize the City Manager to sign all other documents related to this project on behalf of the city.

* 2. Communication from the City Manager recommending that City Council confirm the appointment of Edward VanderVries as the City Assessor, and authorize the City Manager to execute an employment agreement, to be effective October 21, 2015.

* 3. Communication from the City Manager recommending that City Council authorize the City Manager to modify the current labor agreement between the City of Portage and the International Association of Firefighters as detailed.

- * 4. Communication from the City Manager recommending that City Council establish the 2016 schedule of regular City Council meetings.
- * 5. Communication from the City Manager regarding allocation of the excess funds identified in the General Fund - Information Only.
- * 6. Communication from the City Manager regarding the concerns of Carol Voss, 1104 Rainbow Court - Information Only.
- * 7. Communication from the City Manager regarding the September 2015 Environmental Report - Information Only.
- * 8. Department Monthly Reports

G. Communications:

- 1. Communication from the Mayor recommending that City Council hold a closed session immediately following the regularly scheduled City Council meeting of Tuesday, October 20, 2015 to discuss a personnel matter.
- 2. Communication from Ms. Eleanor Beck, 10632 Oakland Drive, regarding the minimum water and sewer utility charge.
- 3. Presentation and annual update from the Senior Citizen Advisory Board.

H. Unfinished Business:

- * I. Minutes of Boards and Commissions Meetings:
 - 1. Portage Park Board of September 2, 2015.
 - 2. Portage Youth Advisory Committee of September 14, 2015.
 - 3. Portage Public Schools District Advisory Council of September 17, 2015.

J. Council Committee Reports:

K. New Business:

L. Bid Tabulations:

- * 1. Communication from the City Manager recommending that City Council approve a five-year contract with Premier Truck Sales & Rental Incorporated, of Valley View, Ohio, to provide compactor trucks for the Fall Leaf Pickup Program and the Spring Bagged Leaf Pickup Program in a total amount not to exceed \$469,000, with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this contract on behalf of the city.
- * 2. Communication from the City Manager recommending that City Council approve:
 - a. the purchase of a Generac 80-KW building generator from Wolverine Power Systems of Zeeland, Michigan in the amount of \$39,600;
 - b. installation of the Generac generator by Moore Electrical Services, Inc. of Kalamazoo, Michigan in the amount of \$45,112, and

authorize the City Manager to execute all documents related to this matter on behalf of the city.

M. Other City Matters:

- 1. Statements of Citizens.

2. From City Council and City Manager.
- * 3. Reminder of Meetings:
 - a. Wednesday, October 21, 2:30 p.m., Senior Citizen Advisory Board, Portage Senior Center.
 - b. Thursday, October 22, 4:30 p.m., Public Media Network Board of Directors, 359 S. Kalamazoo Mall, 3rd Floor, Kalamazoo.
 - c. Monday, October 26, 8:00 a.m., Local Development Finance Authority, City Hall Room No. 1.
 - d. Monday, October 26, 3:30 p.m., Kalamazoo County Consolidated Dispatch Authority Board of Directors, Council Chambers.
- N. Materials Transmitted.
 1. Materials Transmitted of Friday, October 2, 2015.

Adjournment.



City of Portage Proclamation

NATIONAL COMMUNITY PLANNING MONTH PROCLAMATION

- WHEREAS,** change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and
- WHEREAS,** community planning and plans can help manage this change in a way that provides better choices for how people work and live; and
- WHEREAS,** community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and
- WHEREAS,** the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and
- WHEREAS,** the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and
- WHEREAS,** the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and
- WHEREAS,** the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of Planning Commission and other citizen planners who have contributed their time and expertise to the improvement of the City of Portage, Michigan; and
- WHEREAS,** we recognize the many valuable contributions made by professional community planners and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE BE IT RESOLVED, that I, Peter J. Strazdas, by virtue of the authority vested in me as the Mayor of Portage, Michigan, do hereby proclaim the month of October 2015, as **National Community Planning Month** in the City of Portage.



Signed this 20th day of October 2015

Peter Strazdas, Mayor



City of Portage Proclamation

NATIONAL RED RIBBON WEEK PROCLAMATION

- WHEREAS,** tobacco, alcohol and other drug usage among young people is a serious concern; and
- WHEREAS,** it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and
- WHEREAS,** the National Family Partnership, the Red Ribbon Coalition, Mothers Against Drunk Driving, Students Against Drunk Driving, Portage Public Schools and the Kalamazoo County Substance Abuse Task Force are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and
- WHEREAS,** the National Red Ribbon Campaign will be celebrated in communities throughout America during "**Red Ribbon Week,**" **October 23-31, 2015;** and
- WHEREAS,** business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and
- WHEREAS,** the community of Portage further commits its resources to ensure the success of the Red Ribbon Campaign.

NOW, THEREFORE, BE IT RESOLVED THAT I, Peter J. Strazdas, Mayor of the City of Portage, Michigan, do hereby proclaim the week of October 23-31, 2015, as **RED RIBBON WEEK,** and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community.

BE IT FURTHER RESOLVED that the **City Council of the City of Portage** encourages all citizens to pledge: **My choice.....Drug-Free.**



Signed this 20th day of October 2015

Peter J. Strazdas, Mayor

MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL OF OCTOBER 6, 2015 - BOARDS AND COMMISSIONS APPLICANTS

Mayor Strazdas called the meeting to order at 5:15 p.m. The following Councilmembers were present: Councilmembers Nasim Ansari, Richard Ford, Patricia Randall, Claudette Reid, Mayor Pro Tem Jim Pearson and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer and Deputy City Clerk Adam Herringa. Councilmember Urban arrive at 5:30 p.m.

The proceedings were:

- * 5:15-5:40 p.m., City Council interviewed Martha Dahlinger, Richard Edwards, Jerry Kroehn, Mike Sergeant and Jean Wenz for the Environmental Board. Chairperson Ruth Caputo was present for questions and discussion.
- * 5:40-5:54 p.m., City Council interviewed Collin Forrest, Martha Deming Maytnier and Katie vanLonkhuyzen. Ms. vanLonkhuyzen, a member of the Historic District Commission, reviewed the activities of this commission.
- * 5:54-6:15 p.m., City Council interviewed Marshall Cammack, Raymond LaPoint, Kathleen Mishler, Sandra Sheppard, Fiorella Spalvieri, Jean Wenz, Sharon White and Jennifer Young. Sandra Sheppard, Human Services Board Chairperson, reviewed the activities of this board.
- * 6:15-6:29 p.m., City Council interviewed Marshall Cammack, Timothy Earl, Arthur Roberts, Jean Wenz and Sharon White for the Park Board. Chairperson Kathleen Hoyle was present for questions and discussion. Mayor Pro Tem Pearson inquired if the Park Board was involved in the decision to remove a display from the Veteran's Memorial or if this was the request of Mr. Tim Earl as a private citizen. Mr. Earl clarified that he raised the concern as a private citizen, provided the rationale for his concern and stated that the Park Board was not involved. Chairperson Hoyle concurred that the Park Board was not involved and City Manager Shaffer provided background on the situation and how it is being handled.
- * 6:29-6:37 p.m., City Council interviewed Kathleen Mishler, Ann Perkins, Trudy Riker, Arthur Roberts, Jean Wenz and William Wierenga for the Senior Citizen Advisory Board. Ann Perkins, Chairperson of the Senior Citizen Advisory Board, reviewed the activities of this board.

There being no other residents present for interviews, City Council discussed appointments to the various boards and commissions.

ADJOURN: Mayor Strazdas adjourned the meeting at 6:40 p.m.

Adam Herringa, Deputy City Clerk

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CITY COUNCIL MEETING MINUTES FROM OCTOBER 6, 2015

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

At the request of Mayor Strazdas, Pastor Jeff Wenke of The Bridge Church gave the invocation and City Council and the audience recited the Pledge of Allegiance.

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

PROCLAMATIONS: Mayor Strazdas recognized that there were many high school students, parents and teachers in the audience and shared that Portage Public Schools and host families were welcoming 11 students on an exchange program from Denmark. Mayor Strazdas then invited Mr. Chuck Schira with the Portage Public Schools International Baccalaureate program to come forward and share a little about the current exchange program. Mr. Schira explained that this was the third year of this exchange and explained how it got started and some of the activities in which the Danish students and host families were engaged. Two Danish teachers, Ronni Hansen and Mette Brondum, also shared their thoughts on the program and on what it was like to be in Portage. One of the Danish students, Mathilde, and a student from Portage Northern High School, Danna, shared their thoughts on the experience and the Danish student also shared that it is great to see the American lifestyle, experience an American city and that it is great to see all of the nature and trees in Portage.

APPROVAL OF MINUTES: Councilmember Ford asked that the minutes be modified to reflect the individual who provided the invocation. Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of September 22, 2015, as amended. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ansari to read the Consent Agenda. Motion by Ford, seconded by Randall, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF OCTOBER 6, 2015:** Motion Ford, seconded by Randall, to approve the Accounts Payable Register of October 6, 2015. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Carol Voss, 1104 Rainbow Court, expressed frustration with a parking situation that has been ongoing for several months. She shared that she has been in contact with multiple city officials on several occasions but the situation persists. Ms. Voss expressed concern that officials in one department were providing information which ran counter to what she was hearing from other city staff. She asked what can be done to resolve the parking matter. Mayor Strazdas thanked Ms. Voss for coming before City Council and for clearly articulating her concern. The Mayor then asked the City Manager to meet with Ms. Voss to review the circumstances and to report back to City Council at the October 20th City Council Meeting.

Mr. Tim Earl, 6862 Shallowford Way, expressed concern with a statement made by a Councilmember at the last meeting about a possible shuttle between Portage and airports in Detroit and Grand Rapids. He stated that such a shuttle could be detrimental to the Kalamazoo/Battle Creek International Airport and shared the many benefits of using this airport.

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REPORTS FROM THE ADMINISTRATION:

- * **WEST OSTERHOUT RECONSTRUCTION CHANGE ORDER:** Motion by Ford, seconded by Randall, to approve Change Order No. 1 to the West Osterhout Reconstruction Project to include the Portage Road Sidewalk Addition with Michigan Paving & Materials, Incorporated, in the amount not to exceed \$44,390 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.
- * **REZONING 15/16-1 – 710 AND 732 EAST CENTRE:** Motion by Ford, seconded by Randall, to accept Rezoning Application #15/16-1 for first reading and set a public hearing for November 3, 2015; and subsequent to the public hearing, approve Rezoning Application #15/16-1 and rezone 710 and 732 East Centre Avenue from B-1, local business, to OS-1, office service, with the exception of the west five feet of 710 East Centre Avenue, which is to remain zoned R-1A, one family residential. Upon a roll call vote, motion carried 7 to 0.
- * **FY 2014-2015 ANALYSIS OF ZONING CONSISTENCY UPDATE:** Motion by Ford, seconded by Randall, to accept the FY 2014-2015 Analysis of Zoning Consistency Update. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION:

COMMITTEE OF THE WHOLE MEETING – OCTOBER 20, 2015: Mayor Strazdas stated that the City of Portage has a good problem which is excess funds in the General Fund. He then stated his desire to hold a Committee of the Whole meeting to discuss what to do with these excess funds. Mayor Strazdas asked City Council to share any questions, concerns or thoughts regarding the topic to the City Manager by the end of the week. Motion by Pearson, seconded by Randall, to set a Committee of the Whole meeting on October 20, 2015 at 6:00 p.m. in Conference Room #1 to discuss appropriation of excess funds in the General Fund. Upon a voice vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Public Schools Board of Education Regular and Special Meeting Minutes of August 17, Policy Governance Retreat of August 18 and Special and Committee of the Whole Work Session of September 14, 2015.

COUNCIL COMMITTEE REPORTS:

CITY MANAGER SALARY REVIEW/EVALUATION COMMITTEE: Mayor Strazdas shared that the City Manager Salary Review/Evaluation Committee, composed of himself, Mayor Pro Tem Pearson and Councilmember Ford, had met and shared that the committee had received feedback from all seven councilmembers. He stated that it was the desire of this committee to share the individual feedback that had been received with the entire City Council in a digital format. Mayor Strazdas then asked that the Deputy City Manager complete a review of the salaries received by other city managers in comparable cities in advance of the next City Manager Salary Review/Evaluation Committee meeting which is scheduled for October 16th at 4:30 p.m. Mayor Strazdas then disclosed that a closed session would be held toward the end of the Regular City Council Meeting of October 20th to discuss the evaluation and salary of the City Manager.

Councilmember Randall inquired as to the plan to provide copies of individual Councilmember feedback to all of City Council in a digital format and if this was a change to past practice. Mayor Pro Tem Pearson stated that this is a change but that providing the information in advance of the meeting will provide City Council with an opportunity to better review the material.

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City Attorney Brown stated that sharing the information in a digital manner is fine but that City Council should refrain from engaging in back and forth discussion of the material. Mayor Strazdas asked City Council if they would prefer to have the material the week before the October 20th meeting or if the day before would be acceptable. Councilmember Urban expressed support for receiving the material the day before the meeting with the caveat that it be sent early in the day. There was general consensus with this approach. Mayor Strazdas then summarized that there would be a closed session during the October 20th City Council Meeting and that information would be shared with City Council for review on October 19th at 8:00 a.m. Motion by Ansari, seconded by Reid, to receive the verbal report from the Mayor. Upon a voice vote, motion carried 7 to 0.

CENTRAL COUNTY TRANSIT AUTHORITY: Mayor Pro Tem Pearson provided a brief update on the activities of the Central County Transit Authority (CCTA) and shared that small meetings/briefings have been held with the Executive Director of the CCTA and that information is being gathered and contract details reviewed. Councilmember Urban shared that the proposed contract was presented to the Kalamazoo City Commission yesterday evening.

NEW BUSINESS:

* **APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS:** Motion by Ford, seconded by Randall, to reappoint William Beck and Martha Dahlinger and appoint Jerry Kroehn with term ending October 1, 2018, and appoint Mike Sergeant with term ending October 1, 2017 to the Environmental Board; to reappoint Suzanne Nemeth and Katie vanLonkhuyzen and appoint Collin Forrest with term ending December 31, 2018, and appoint Martha Deming Maytnier with term ending December 31, 2017, to the Historic District Commission; to reappoint Diane Durian, Raymond LaPoint and Sandra Sheppard with terms ending October 1, 2018, and appoint Fiorella Spalvieri with term ending October 1, 2016, to the Human Services Board; to reappoint Tim Earl and Charles Thomas and appoint Marshall Cammack with term ending October 1, 2018, to the Park Board; to reappoint Ann Perkins and Trudy Riker and appoint William Wierenga with term ending October 1, 2018, appoint Arthur Roberts with term ending October 1, 2017, appoint Jean Wenz with term ending October 1, 2016, and appoint Kathleen Mishler and Sharon White as Alternate Members with terms ending October 1, 2016, to the Senior Citizens Advisory Board; and to reappoint Keith Lewandowski with term ending December 31, 2021, to the Economic Development Corporation/Tax Increment Finance Authority/Brownfield Redevelopment Authority. Upon a roll call vote, motion carried 7 to 0.

BID TABULATIONS:

* **PURCHASE OF A VEHICLE FROM DON SEELYE FORD, INC:** Motion by Ford, seconded by Randall, to approve the purchase of a 2016 Ford F-550 crew cab chassis with a KSS Ford stylized service body from Don Seelye Ford, Inc. of Kalamazoo, Michigan in the amount of \$57,375 and authorize the City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL: Councilmember Ansari congratulated the International Baccalaureate (IB) students and shared that his son was among the first group of IB students.

Councilmember Reid thanked all of the residents who had applied and interviewed for a spot on one of the boards and commissions. She continued and stated that City Council was faced with the wonderful dilemma of having more volunteers than vacancies on the boards and commissions.

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Councilmember Ford shared that he was pleased with the recent Capital Improvement Program (CIP) Open House, with the format and with the opportunity for public input. Mr. Ford then reviewed the Portage 2025 Visioning exercise and shared some of the thoughts from the “Neighborhoods” group that was a part of the exercise. Finally, Mr. Ford shared that he went to the new Portage Farmer’s Market and that he is the new president of the Kzoo Spartans.

Councilmember Randall shared that she found the Portage 2025 Visioning event to be extremely worthwhile and that it will help provide direction for the City and staff in the years to come. She thanked staff for their work in putting on the event and expressed her support for the Farmer’s Market and how great it is to have in the community. Finally, she shared that the annual Portage Cross Country Invitational is this coming weekend and that approximately 8,700 runners representing 400 schools will be present. She continued by stating that this is a tremendous event for the community and the local economy and to please be patient with the traffic.

City Manager Shaffer acknowledged staff for their work on Portage 2025 and congratulated all the citizens who participated in the event. Mr. Shaffer then discussed the CIP Open House and that the results of the open house and web surveys would be forwarded to the Planning Commission. Mr. Shaffer expressed his support for involving the public in determining the course of the city and the value of asking citizens for their input. Mr. Shaffer continued by stating his support for the Farmer’s Market and implored the public to come out and support it. Finally, Mr. Shaffer shared that the City had recently refinanced some bonds and that the action will save the City \$1.6 million over the course of ten years.

Mayor Pro Tem Pearson offered his support of the Farmer’s Market and complimented the Director of Transportation and Utilities, Chris Barnes, who played the banjo as part of the live music at the market. Mayor Pro Tem Pearson was also complimentary of the Portage 2025 Visioning event. He continued by sharing that one participant brought his son to the event and shared that this individual had also participated in the annual Mayor and City Council for the Day program. Mayor Pro Tem Pearson expressed optimism that our schools are providing leaders of the future.

Mayor Strazdas shared that, with Portage 2025, the City of Portage recognizes that the community must continue to look ahead and plan for the future. He likened the City of Portage to a well-built boat that is rising with the tide while other communities are busy fixing leaks and do not have the time to look ahead. Mayor Strazdas asked the community to hold City Council and City Administration accountable for the direction that is set and in how we get there. Mayor Strazdas reminded residents that snow will be falling soon and to please recognize the importance of following winter parking regulations. Finally, Mayor Strazdas invited the public to attend the Committee of the Whole meeting planned for October 20th in which City Council will be discussing what to do with excess funds in the General Fund.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:29 p.m.

Adam Herringa, Deputy 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, Finance Director

ACTION RECOMMENDED: That City Council approve the Accounts Payable Register of October 20, 2015 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period September 27, 2015 through October 11, 2015 and notes \$71,220.32 in automated clearing house payments, \$719,335.00 in paper checks and \$48,270.76 in auto-pay payments for a grand total of \$838,826.08.

FUNDING: N/A

Attachments: 1. Accounts Payable Register

CITY OF PORTAGE CHECK REGISTER
 Check Dates From: 9/27/2015 To: 10/11/2015

Check Date	Check	Vendor Name	Amount
10/09/15	4451(A)	ANIMAL REMOVAL SERVICE, LLC	425.00
10/09/15	4452(A)	APOLLO FIRE EQUIPMENT COMPANY	814.00
10/09/15	4453(A)	BRENNER OIL CO.	12,833.21
10/09/15	4454(A)	C C I SOUTH, INC.	309.90
10/09/15	4455(A)	C D W GOVERNMENT, INC.	6,877.92
10/09/15	4456(A)	C M P DISTRIBUTORS, INC.	1,297.00
10/09/15	4457(A)	CROWN TROPHY	202.40
10/09/15	4458(A)	DATA CONSTRUCTS LLC	195.90
10/09/15	4459(A)	DEPATIE FLUID POWER CO., INC.	360.78
10/09/15	4460(A)	EMPLOYMENT GROUP, INC.	4,722.15
10/09/15	4461(A)	ETNA SUPPLY, INC.	387.81
10/09/15	4462(A)	GLOBAL TELEMATIC SOLUTIONS LLC	800.00
10/09/15	4463(A)	INDUSCO SUPPLY CO., INC.	435.06
10/09/15	4464(A)	IRISH AYRES ENTERPRISES, LLC	17,834.25
10/09/15	4465(A)	JAROTH, INC	303.00
10/09/15	4466(A)	KEHOE, EDWARD J	325.00
10/09/15	4467(A)	M & M CUSTOM FABRICATING INC.	13.79
10/09/15	4468(A)	MATERIALS RESOURCES	1,773.33
10/09/15	4469(A)	MAURER'S TEXTILE RENTAL SERVICES	14.80
10/09/15	4470(A)	MEDEMA, TIMOTHY	188.00
10/09/15	4471(A)	MEJEUR ELECTRIC LLC	9,028.00
10/09/15	4472(A)	ONE WAY PRODUCTS	1,195.32
10/09/15	4473(A)	PECKELS, CHRISTINE	240.00
10/09/15	4474(A)	ROE-COMM, INC.	285.00
10/09/15	4475(A)	S B F ENTERPRISES, INC.	766.72
10/09/15	4476(A)	SAFETY SERVICES, INC.	1,009.54
10/09/15	4477(A)	THOMPSON, HELENE	582.00
10/09/15	4478(A)	W W GRAINGER INC	200.30
10/09/15	4479(A)	WARNER NORCROSS & JUDD LLP	7,753.14
10/09/15	4480(A)	WEST, STEVEN R	47.00
		SUBTOTAL:	30 CHECKS 71,220.32
10/09/15	295221	36TH FAMILY COURT	200.00
10/09/15	295222	36TH JUDICIAL CIRCUIT COURT	256.00
10/09/15	295223	A T & T	129.13
10/09/15	295224	ACE PARKING LOT STRIPING, INC.	400.00
10/09/15	295225	ALL-PHASE ELECTRIC SUPPLY CO.	100.78
10/09/15	295226	ALLEGRA PRINT & IMAGING	1,014.55
10/09/15	295227	ANSARI, NASIM	481.36
10/09/15	295228	APPLIED IMAGING	2,113.24
10/09/15	295229	ARMOLD, NICHOLAS	356.50
10/09/15	295230	ASPHALT RESTORATION INC	3,078.00
10/09/15	295231	AT&T YELLOW PAGES	106.04
10/09/15	295232	AUTOBODY USA - SOUTHSIDE	1,030.55

CITY OF PORTAGE CHECK REGISTER
Check Dates From: 9/27/2015 To: 10/11/2015

Check Date	Check	Vendor Name	Amount
10/09/15	295233	BART'S BANNERS AND SIGNS	270.00
10/09/15	295234	BECKER ARENA PRODUCTS, INC.	1,945.00
10/09/15	295235	BESCO WATER TREATMENT, INC.	24.50
10/09/15	295236	BROWNELL'S INCORPORATED	28.00
10/09/15	295237	BYHOLT INC.	322.23
10/09/15	295238	C. STODDARD & SONS INC.	55.00
10/09/15	295239	CAMPBELL AUTO SUPPLY	23.60
10/09/15	295240	CHARTER COMMUNICATIONS	525.11
10/09/15	295241	CITY OF KALAMAZOO (TRANS MILLAGE)	132.69
10/09/15	295242	CITY OF KALAMAZOO TREASURER	117,376.83
10/09/15	295243	COLE KRUM CHEVROLET	221.14
10/09/15	295244	CONSUMERS CONCRETE CORP.	287.70
10/09/15	295245	CONSUMERS ENERGY	39,346.82
10/09/15	295246	CORNERSTONE CONSTRUCTION	8,447.00
10/09/15	295247	CROSSROADS CAR WASH	365.25
10/09/15	295248	CUSTER OFFICE ENVIRONMENTS	4,334.78
10/09/15	295249	DAVE'S CONCRETE PRODUCTS, INC.	12,015.50
10/09/15	295250	DEVON TITLE AGENCY	47.67
10/09/15	295251	DIESEL INJECTION SERVICE, LLC	5,259.91
10/09/15	295252	EMERGENCY VEHICLE PRODUCTS	3,041.46
10/09/15	295253	EMERGENCY VEHICLE PRODUCTS	1,645.73
10/09/15	295254	ENGINEERING SUPPLY & IMAGING	7,400.00
10/09/15	295255	FADER EQUIPMENT, INC.	2,541.80
10/09/15	295256	FARM N GARDEN	2,533.57
10/09/15	295257	FLETCHER ENTERPRISES	580.00
10/09/15	295258	FLIERS UNDERGROUND SPRINKLING	467.67
10/09/15	295259	FORSHEE, MARK	184.00
10/09/15	295260	FRANZEN, DOROTHY L	63.85
10/09/15	295261	FRENCH, STACY	375.00
10/09/15	295262	GORDON WATER SYSTEMS	98.75
10/09/15	295263	GRAHAM FORESTRY SERVICE, INC.	1,472.00
10/09/15	295264	GRAHAM, JUDY	578.28
10/09/15	295265	GRAND TRAVERSE RESORT & SPA LLC	406.35
10/09/15	295266	GRIFFIN PEST SOLUTIONS, INC.	68.00
10/09/15	295267	HENRY LAWS	2,600.00
10/09/15	295268	HENSON, DEREK	244.80
10/09/15	295269	HESS, JILL	100.00
10/09/15	295270	HOGNACHI, DAVID	184.00
10/09/15	295271	HOME DEPOT	4,299.63
10/09/15	295273	HOPE 4 YOUTH CANCER FOUNDATION	100.00
10/09/15	295274	HOWARD PRINTING	2,932.60
10/09/15	295275	HSBC MORTGAGE	24.37
10/09/15	295276	HURLEY & STEWART, LLC	46,821.65
10/09/15	295277	IP CONSULTING, INC.	6,750.00

CITY OF PORTAGE CHECK REGISTER
Check Dates From: 9/27/2015 To: 10/11/2015

Check Date	Check	Vendor Name	Amount
10/09/15	295278	J-AD GRAPHICS, INC	1,992.00
10/09/15	295279	J. ALLEN & CO. INC.	2,600.00
10/09/15	295280	JIM HAMRICK	280.00
10/09/15	295281	JORGENSEN FORD	3,000.00
10/09/15	295282	JUMANNE & ASSOCIATES	900.00
10/09/15	295283	KALAMAZOO COUNTY CHILD ABUSE	100.00
10/09/15	295284	KALAMAZOO COUNTY ROAD COMMISSION	1,651.08
10/09/15	295285	KALAMAZOO COUNTY TREASURER	3,367.42
10/09/15	295286	KALAMAZOO LANDSCAPE SUPPLIES	1,071.80
10/09/15	295287	KALAMAZOO OIL COMPANY	106.47
10/09/15	295288	KALAMAZOO REG'L EDUC SVC AGENCY	1,533.97
10/09/15	295289	KALAMAZOO VALLEY COMMUNITY COL	886.71
10/09/15	295290	KENT COUNTY DPW	67.50
10/09/15	295291	KEYSTONE AUTO REPAIR, INC.	998.72
10/09/15	295292	KINEXUS	5,000.00
10/09/15	295293	KLOSTERMAN DISTRIBUTING	41.49
10/09/15	295294	KUIPER BROTHERS MOVING INC.	183.00
10/09/15	295295	KZOO TIRE COMPANY	3,749.78
10/09/15	295296	LAWSON PRODUCTS, INC	1,099.91
10/09/15	295297	LEE'S ADVENTURE SPORTS	259.95
10/09/15	295298	LEE, MICHELLE	100.00
10/09/15	295299	LONG LAKE LAKE BOARD	203.70
10/09/15	295300	LOWE'S HOME CENTER	390.40
10/09/15	295301	MCNALLY ELEVATOR CO.	216.70
10/09/15	295302	MI ASSOC. OF CHIEFS OF POLICE	230.00
10/09/15	295303	MICH MUNICIPAL POLICE & FIRE REPAIR	1,695.24
10/09/15	295304	MICHIGAN ASSESSOR'S ASSOC.	75.00
10/09/15	295305	MICHIGAN ASSOCIATION OF FIRE CHIEFS	225.00
10/09/15	295306	MIDSTATE TITLE AGENCY	24.71
10/09/15	295307	MIDWEST CIVIL ENGINEERS	7,816.00
10/09/15	295308	MIDWEST ENERGY COOPERATIVE	268.78
10/09/15	295309	MILLER, BILL	118.38
10/09/15	295310	MLIVE MEDIA GROUP	5,894.07
10/09/15	295312	MML UNEMPLOYMENT FUND	161.54
10/09/15	295313	MOORE, LARRY	107.73
10/09/15	295314	NASON, RICHARD	807.45
10/09/15	295315	NEW FRESH CLEANING SERVICE	1,380.00
10/09/15	295316	NYE UNIFORMS	874.50
10/09/15	295317	O'REILLY AUTO PARTS	208.99
10/09/15	295318	OAKLAND HILLS CONDOMINIUM	262.50
10/09/15	295319	OFFICE DEPOT, INC.	1,198.09
10/09/15	295321	OHRSTROM, AMY	180.67
10/09/15	295322	ONSTAFF USA INC	7,586.57
10/09/15	295323	OTTEN TROPHIES	554.40

CITY OF PORTAGE CHECK REGISTER
Check Dates From: 9/27/2015 To: 10/11/2015

Check Date	Check	Vendor Name	Amount
10/09/15	295324	PATESEL, TERRY	47.00
10/09/15	295325	PET VET FAMILY PET CARE CENTER	193.42
10/09/15	295326	PETERMAN CONCRETE CO.	363.60
10/09/15	295327	PHILLIPS, KIMBERLY	62.57
10/09/15	295328	PORTAGE ATHLETIC FOUNDATION	200.00
10/09/15	295329	PORTAGE ATHLETIC FOUNDATION	250.00
10/09/15	295330	PORTAGE DISTRICT LIBRARY	588.28
10/09/15	295331	PORTAGE PUBLIC SCHOOLS	2,852.92
10/09/15	295332	POSTMAN INC., THE	9,130.00
10/09/15	295333	PROFESSIONAL LAKE MANAGEMENT	10,823.25
10/09/15	295334	PURE FISHING, INC.	643.01
10/09/15	295335	RATHCO SAFETY SUPPLY, INC.	306.05
10/09/15	295336	REPUBLIC SERVICES OF WEST MICHIGAN	787.20
10/09/15	295337	RIDGE AUTO NAPA	435.09
10/09/15	295338	ROMENCE GARDENS, INC	121.49
10/09/15	295339	SCHMITT, TRACY	795.00
10/09/15	295340	SCHWARTZ, JUSTIN	500.00
10/09/15	295341	SET ENVIRONMENTAL INC	3,965.00
10/09/15	295342	SHAFFER, LAURENCE	1,916.06
10/09/15	295343	SIMPLIFILE LC	26.00
10/09/15	295344	SMITH, RICHARD A.	225.00
10/09/15	295345	SOUTHWEST MICHIGAN FIRST	12,500.00
10/09/15	295346	SPLASH IRRIGATION	1,000.00
10/09/15	295347	STAP BROS LAWN & LANDSCAPE,INC	6,177.90
10/09/15	295348	STARIN, MARTIN & CHARILYN	83.57
10/09/15	295349	STATE OF MICHIGAN (DOT)	297,969.12
10/09/15	295350	STATE SYSTEMS RADIO, INC	621.00
10/09/15	295351	STEENSMA LAWN & POWER EQUIPMENT	32.43
10/09/15	295352	T-MOBILE USA INC	29.99
10/09/15	295353	T. RIDENOUR CONSTRUCTION	550.00
10/09/15	295354	THE CENTER FOR TECHNOLOGY &	55.00
10/09/15	295355	THE IRRIGATOR	2,999.19
10/09/15	295356	TITLE ONE INC	5.00
10/09/15	295357	TRACTOR SUPPLY CORP.	4.79
10/09/15	295358	TRUMPIE, CHRISTINA	150.00
10/09/15	295359	U S POSTAL SERVICE	3,000.00
10/09/15	295360	UNITED PARCEL SERVICE	40.61
10/09/15	295361	VANDERBILT, JOHN	144.00
10/09/15	295362	VANDERVEEN, LAUREN	110.00
10/09/15	295363	VERIZON WIRELESS SERVICES, LLC	4,079.67
10/09/15	295364	WALLS, VIRGINIA	25.00
10/09/15	295365	WASHCO, LLC	8,626.00
10/09/15	295366	WATKINS, GREG	92.00
10/09/15	295367	WENTWORTH, JORDAN	390.00

CITY OF PORTAGE CHECK REGISTER
Check Dates From: 9/27/2015 To: 10/11/2015

Check Date	Check	Vendor Name	Amount
10/09/15	295368	WEST MICHIGAN LAWN SERVICE LLC	436.00
10/09/15	295369	WEST MICHIGAN STAMP & SEAL,INC	21.00
10/09/15	295370	WESTMORELAND, BRIAN	141.75
10/09/15	295371	XEROX CORPORATION	541.43
		SUBTOTAL:	148 CHECKS 719,335.00
09/29/15	2145	Consumers Auto-Pay	5,019.09
09/29/15	2146	Water-Sewer Auto-Pay	28,760.18
10/08/15	2173	Consumers Auto-Pay	4,477.66
10/09/15	2179	Consumers Auto-Pay	10,013.83
		SUBTOTAL:	4 CHECKS 48,270.76
		GRAND TOTAL:	182 CHECKS 838,826.08

** (A) DENOTES ACH PAYMENTS

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Special Assessment Petition

SUPPORTING PERSONNEL: James Hudson, City Clerk

ACTION RECOMMENDED: That City Council refer the special assessment petition in favor of creating a special assessment district on Mozart Street (North of Beethoven Avenue to dead end) in the Maestro Acres Plat to the City Administration for review and report.

The attached petition was filed by property owners on Mozart Street and Chopin Avenue requesting the establishment of a special assessment district for the purpose of installation of municipal water. It is recommended that the City Council refer the petition concerning creation of a special assessment district to the City Administration for review and report.

FUNDING: N/A

Attachments: 1. Special Assessment Petition Mozart Street Water

Special Assessment Petition

To the City Council of the City of Portage, Michigan:

The undersigned property owners request the creation of a special assessment district at the following locations:

Mozart Street (North of Beethoven Avenue to dead end) in the Maestro Acres plat.

For the following purpose: Installation of municipal water

As petitioners, we acknowledge that we are aware and understand the information and procedures described on the back of this form and on the appropriate fact sheet. We understand that special assessments to be paid will be our responsibility and levied for the requested improvements based on assessment rates established by the City Council for the calendar year when the assessment process begins.

Name	Address	Lot-Plat	Footage	Date
1. JASON JOHNSON <i>Jason Johnson</i>	10005 MOZART ST. PORTAGE 49024			10/12/15
2. EDWIN MARTIN <i>Edwin W Martin</i>	10022 MOZART ST. Portage 49024			10/15/15
3. JOSEPH & KAREN Schug <i>Joseph Schug - Karen Schug</i>	9944 MOZART PORTAGE, MI 49024			10/15/15
4. Ryan + Sara Jaime <i>Ryan Jaime Sara Jaime</i>	9946 MOZART Portage MI 49024			10/15/15
5. <i>R. Axel</i>	2504 Chopin Ave Portage, MI 49024			10/15/15
6.				
7.				
8.				
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15.				
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17.				
18.				
19.				

RECEIVED
 OCT 16 2015
 OCT 16 2015
 PORTAGE
 CITY CLERK

I, as circulator of the petition, verify that the petition signers are the owners of the property described in the petition and that each signature on the petition is the genuine signature of each respective petitioner.

Circulator's Name: Karen Wyatt Schug Phone: 269-365-0775
 Address: 9944 MOZART ST. Date Petition Issued: 10-5-15
PORTAGE

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Michigan Department of Transportation Contract 15-5179 for Improvements along Highway US-131 (South City Limits to Interstate 94)

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

ACTION RECOMMENDED: That City Council:

- a. approve Contract 15-5179 between the Michigan Department of Transportation and the City of Portage for the city share of improvements along Highway US-131 (south city limits to Interstate 94);
- b. adopt a Resolution authorizing the City Manager to sign Contract 15-5179, and authorize the City Manager to sign all other documents related to this project on behalf of the city.

Fiscal Year 2015 – 2016 of the Capital Improvement Program (CIP) budget includes a cost sharing project with the Michigan Department of Transportation (MDOT) for the resurfacing of Highway US-131 from the south city limits to Interstate 94. The project consists of pavement base repair, asphalt resurfacing and reconstruction of the northbound on-ramp at West Centre Avenue. Originally, the project did not include any traffic signal work; however, the City Administration was successful in convincing MDOT that the West Centre Avenue / 12th Street traffic signal configuration is in serious need of improvements. MDOT has subsequently added a signal upgrade to the project at the subject intersection which includes dedicated turn phases and coordinated timing.

MDOT requires that cost-sharing agreements associated with infrastructure projects receiving federal funds be approved by the governing body prior to award of construction contracts. Such is the case with the planned improvement along US-131 between the south city limits and I-94. In accordance with Act 51 of 1951, the city is responsible for 11.25 percent of the project costs, minus federal participation. The estimated city share is \$237,600.

Therefore, it is recommended that City Council approve Contract 15-5179 between the Michigan Department of Transportation and the City of Portage for the city share of improvements along Highway US-131 (south city limits to Interstate 94), adopt a Resolution authorizing the City Manager to sign Contract 15-5179 and all other documents related to this project on behalf of the city.

FUNDING: Funds in the amount of \$237,600 for the city share of the project are included in the Fiscal Year 2015–2016 Capital Improvement Program budget.

Attachments: 1. Resolution for Contract 15-5179

CITY OF PORTAGE

RESOLUTION

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2015 at 7:30 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Councilmember _____ and seconded by Councilmember _____.

RESOLVED, that the City Council for the City of Portage does hereby authorize the City Manager, Laurence Shaffer, to sign Contract 15-5179 between the City of Portage and the Michigan Department of Transportation. This contract is for the city's share of hot mix asphalt cold milling and resurfacing work along US-131 from U Avenue to Highway I-94 including slope bending, guardrail, drainage work and all together necessary related work.

ADOPTED: YEAS:
NAYS:
ABSENT:

James R. Hudson, City Clerk

CERTIFICATION

I hereby certify this _____ day of _____, 2015 that the foregoing is a true and complete copy of the original on file in my office.

APPROVED AS TO FORM

DATE 10/8/15

[Signature]

CITY ATTORNEY

James R. Hudson, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: City Assessor Appointment

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council confirm the appointment of Edward VanderVries as the City Assessor, and authorize the City Manager to execute an employment agreement, to be effective October 21, 2015.

In late August 2015, City Assessor James Bush announced his retirement from the City of Portage on October 1, 2015, after fifteen years of employment with the city. In order to comply with State of Michigan regulations and the City Charter, a search for qualified candidates with a Michigan Masters of Assessing (MMAO) was initiated. Due to the lack of candidates with the MMAO certification and after careful consideration and consultation with the City Attorney, the decision was made to staff the City Assessor position with a part-time employee.

I am pleased to recommend the appointment of Edward (Ed) VanderVries to the position of City Assessor for the City of Portage, effective October 21, 2015. Mr. VanderVries has a MMAO Level 4 certification as of June 2012, as well as certified as a Personal Property Examiner. He currently is the Director of Land Services, Equalization, Planning & Economic Development for Van Buren County, Michigan. He also serves as an instructor for the Michigan Assessors Association and State Tax Commission. He is a member on the board of directors for the Michigan Association of Equalization Directors and the Mid-Michigan Association of Assessing Officers.

As a part-time employee Mr. VanderVries will have scheduled office hours and be available as needed and as requested by the city. City assessing duties will also be completed after normal business hours and on weekends. Mr. VanderVries has an extensive background in municipal property assessment, including prior experience with the City of Portage Assessing Department. Mr. VanderVries receives my full support as the city continues to move forward.

Consistent with the City Charter, Section 6.3 "City Manager" subsection B.2, which states, "*The City Manager shall Appoint such of the administrative officers, subject to confirmation by the Council, as are not required by this Charter to be appointed by the Council,*" it is recommended that City Council confirm the appointment of Edward VanderVries as the City Assessor, and authorize the City Manager to execute an employment agreement, to be effective October 21, 2015.

FUNDING: Funding for the position of City Assessor is available in the FY 2015-2016 Office of the City Assessor department budget.

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Modification of the IAFF Labor Agreement

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council authorize the City Manager to modify the current labor agreement between the City of Portage and the International Association of Firefighters as detailed.

Following the implementation of the current five year Labor Agreement (July 1, 2015 – June 30, 2020), between the City of Portage and Local No. 1467 of the IAFF, it was determined that certain changes to the agreement would be beneficial to the city to increase efficiencies and decrease costs to the city. Although negotiating these type of changes during the term of a Labor Agreement is unusual, it is not unique and demonstrates the good relationship between the city and union. Highlights of recommended changes are as follows:

- Elevation of the Fire Marshall and Training Officer positions to the level of Division Chief. Qualifications for these two positions require a number of specialized certifications typically above what is seen at the current job classification and the higher level of rank is more suitable to the responsibilities and duties of both positions. Prior recruitment for the Training Officer has been unsuccessful, in part due to the current rate of pay for that position.
- Modifications to the promotion process to streamline the process and also to enable internal candidates with the necessary experiences to be considered prior to meeting the current tenure requirements.
- Removal of the MRI and Skeletal X-Ray from the list of medical procedures required for the annual physical and firefighters' wellness program. The annual physical and wellness program are requirements of Fire Accreditation Standards, National Fire Protection Association (NFPA) Standards, and offer a higher level of protection to our firefighters from injury and illness. The MRI and Skeletal X-Ray are not included in the NFPA Standards. The removal of the two tests will expedite the completion of the initial stage of the Wellness Program and provide a cost saving for the city estimated to be in excess \$80,000.
- Payment of a \$1,200 bonus to each current employee and a \$6,000 contribution to the retiree health insurance fund in year four of the agreement for a total cost of \$37,200.

Council authorization to amend the Labor Agreement with the IAFF is recommended.

FUNDING: N/A

Attachments: 1. N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2016 City Council Meeting Schedule

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: That City Council establish the 2016 schedule of regular City Council meetings.

The City Charter requires the City Council to meet at least twice per month. Historically, the Council has met on the 2nd and 4th Tuesday of the month, apart from U.S. holidays*, Portage Public Schools breaks, etc. A proposed meeting schedule for 2016 is recommended as noted below.

January 12 and 26
February 9 and 23
March 8 and 22
April 12 and 26
May 10 and 24
June 14 and 28
July 12 and 26
August 9 and 23
September 6 and 20
October 4 and 18
November 1 and 15
December 6 and 20

*These dates have also been cross-referenced with major Jewish and Islamic holidays.

FUNDING: N/A

Attachments: 1. Proposed 2016 City Council Meeting Dates

Proposed 2016 City Council Meeting Dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3/25 - Good Friday: City Hall Closed at 12 noon

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/8 - Election Day

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/23 - City Hall Closed at 12 noon

12/26 - Christmas Day Observed

PPS Christmas Break is undetermined at this time.

 Proposed Council Meeting Date
 H US Holiday (City Hall Closed)
 2nd & 4th Tuesday of the Month
 PPS Break

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Proposed Budget Amendment

SUPPORTING PERSONNEL: Rob Boulis, Deputy City Manager

ACTION RECOMMENDED: Information Only.

The intent of this report is to provide the City Council the time to formally deliberate and determine a course of action relative to the discussion that will transpire at the Committee of the Whole (COW) meeting scheduled for October 20, 2015. There is \$3.688 million available beyond the twenty four percent (24%) minimum that the City Council has determined to be the target amount held in the unappropriated fund balance for the General Fund. Including an additional \$427,000 for Act 51 funding, proceeds made available by the State of Michigan to address local roads and bridges, the entire amount available for consideration is \$3.688 million.

A complete presentation will be made at the October 20th COW meeting. However, the following is provided in order to preview the topics discussed.

1. City of Portage – Estimated Additional Funds available for FY 2015-2016 (Finance Department)
2. List of Streets to be Addressed with additional appropriation (Transportation & Utilities Department)
3. Map of Streets to be Addressed with additional appropriation (Transportation & Utilities Department)
4. Budget for Lover's Lane Trail Relocation – OCBA Landscape Architects
5. Map of Lover's Lane Trail Relocation (Community Development Department)
6. Portage Fire Division Apparatus Strategic Plan (Portage Fire Division)
7. Budget Stabilization Fund – State Statute; list of communities with corresponding amounts that have a Budget Stabilization Fund; impact upon City of Portage Bond Rating (Finance Department)

The City Council will be asked to adopt a budget amendment that identifies the particular transfers it wishes to achieve. The budget amendments can occur at the October 20th regular Council meeting or a future meeting in accordance with the Council's wishes.

FUNDING: See attached.

Attachments: 1. City of Portage – Estimated Additional Funds available for FY 15/16 – Finance Department

2. List of Streets to be Addressed with additional appropriation
3. Map of Streets to be Addressed with additional appropriation
4. Budget for Lover's Lane Trail Relocation
5. Map of Lover's Lane Trail Relocation
6. Portage Fire Division Apparatus Strategic Plan
7. Budget Stabilization Fund materials

City of Portage

Estimated additional funds available for FY 15/16

as of 10/16/15

Per unaudited financial estimates as of June 30, 2015

SOURCES:

Beginning Fund Balance, FY 14/15	8,287,834	
Net Change, FY 14/15 (projected)	1,030,182	
Projected Ending Fund Balance		9,318,016
Adopted budget, FY 15/16		
Expenditures	22,784,419	
Transfers Out	2,450,000	
Total expenditures & transfers out	<u>25,234,419</u>	
Fund balance policy minimum	24%	
24% Target Fund Balance		<u>6,056,261</u>
Available excess fund balance		3,261,755
State PA 84 of 2015 General Fund local road & bridge program		427,227
Total additional funds available		<u><u>3,688,982</u></u>

USES:

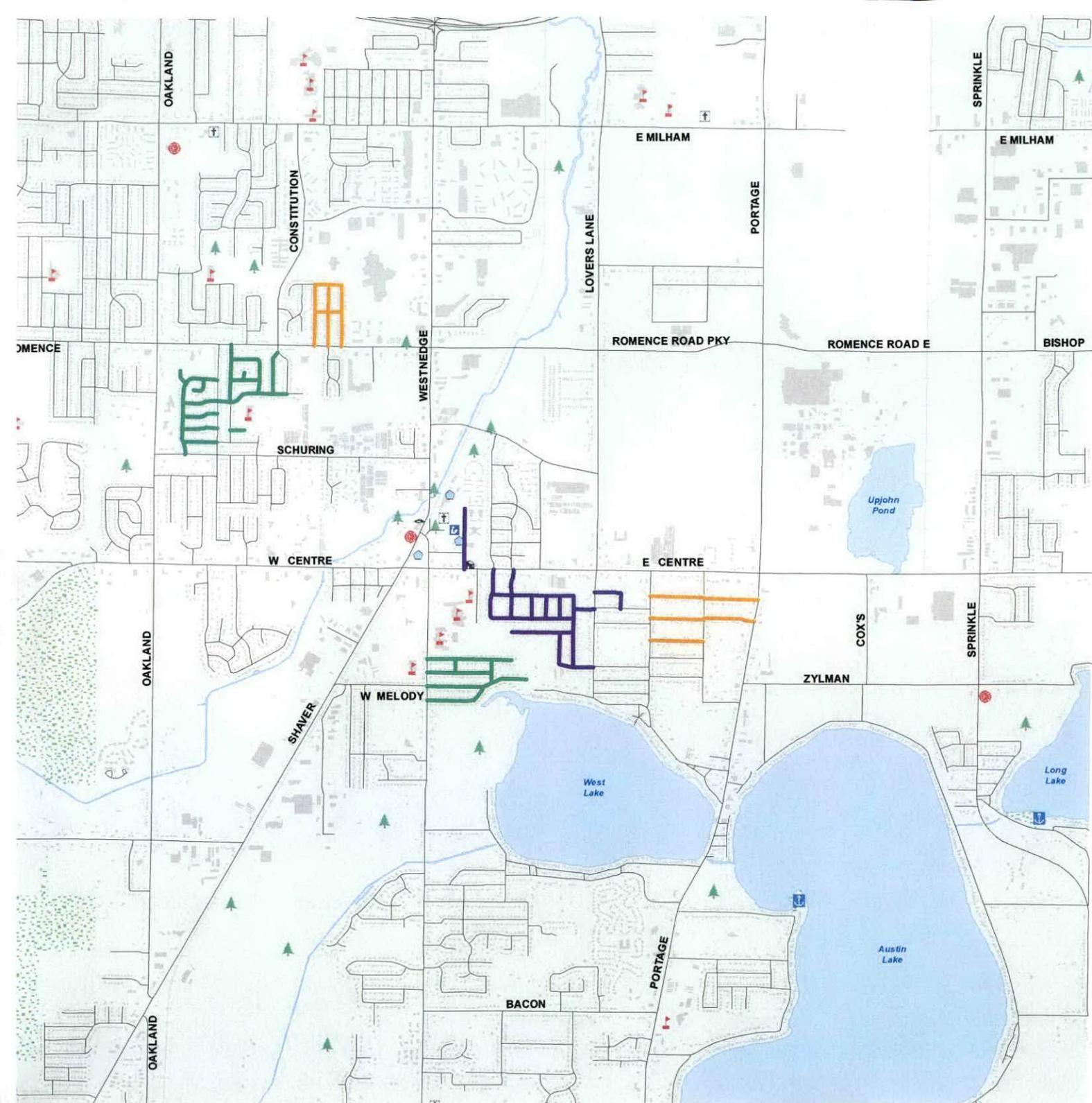
Local Streets		
2016-2017 CIP Streets estimate	801,000	
PCBP Trail relocation(Lover's Lane)	<u>185,000</u>	
Subtotal		986,000
Fire pumper		
Maximum total cost	650,000	
Estimated insurance proceeds	<u>(84,000)</u>	
Net cost		566,000
Romence/Westnedge intersection improvement		
Estimated project cost	361,000	
Grant proceeds	<u>(261,000)</u>	
Net cost		100,000
Cultural Events		
Morehouse College Glee Club		35,000
Budget stabilization fund contribution		300,000
Capital Improvement - borrowing reduction		1,701,982
Total Uses		<u><u>3,688,982</u></u>

Street	From	To	Bmn	Fmn	Length (LM)	Length (FT)	Rating	Estimated Cost
2015-2016 Local Street Reconstruction								
Beechmount	Claremount St	Downing St	0	0.321	0.321	1,695	2-3	\$50,850.00
Alten	Westfield Ave	Dead End	0	0.191	0.191	1,008	3-4	\$30,240.00
Briarhill Dr	S 12th St	Downing St	0	0.476	0.476	2,513	3	\$62,825.00
Claremount	Westfield Ave	Dead End	0	0.167	0.167	882	3	\$26,460.00
Downing	W Milham Ave	Briarhill Dr	0	0.514	0.514	2,714	3-4	\$81,420.00
Grassmere	Westfield Ave	Dead End	0	0.04	0.04	211	3	\$5,275.00
Stratford	Downing	Beechmount Ave	0	0.215	0.215	1,135	3	\$28,375.00
Westfield	S 12th St	Stratford Dr	0	0.321	0.321	1,695	3-4	\$42,375.00
Briarhill Ct	Downing St	Dead End	0	0.167	0.167	882	4	\$26,460.00
Burr Ridge	Briarhill Ct	Dead End	0	0.029	0.029	153	4	\$4,590.00
Cedarcrest	Briarhill Dr	Downing St	0	0.404	0.404	2,133	4	\$63,990.00
Ramsgate	Beechmount Ave	Dead End	0	0.044	0.044	232	4	\$6,960.00
Apple	Newells Ln	Oakside St	0	0.246	0.246	1,299	3	\$34,093.50
Pleasant	Newells Ln	Portage Rd	0	0.494	0.494	2,608	3	\$70,248.00
Prosperity	Newells Ln	Portage Rd	0	0.48	0.48	2,534	3	\$75,805.25
Arrow	Bratcher St	Keystone St	0	0.125	0.125	660	3	\$24,826.15
Bratcher	Romence Rd	Rainbow Ave	0	0.283	0.283	1,494	4	\$58,589.10
Cornell	Romence Rd	Rainbow Ave	0	0.282	0.282	1,489	4	\$65,088.00
Keystone	Romence Rd	Rainbow Ave	0	0.28	0.28	1,478	4	\$35,596.75
Rainbow	Cornell St	Dead End	0.059	0.284	0.225	1,188	4	\$37,711.25
TOTAL					5.304	28,005	2-4	\$831,778.00
TOTAL RECONSTRUCTION COST								\$831,778.00
COMPLETE STREET ENHANCEMENTS								\$125,000.00
TOTAL CONSTRUCTION COST								\$956,778.00
ENGINEERING COSTS (10% +/-)								\$95,700.00
TOTAL 2015-2016 ESTIMATED PROJECT COST								\$1,052,478.00
2015-2016 Local Street Reconstruction (Additional Funds)								
Currier	Mustang Dr & E Centre Ave	Dead End or Start	0	0.28	0.28	1,478	3	\$44,340.00
Mavfield	Prosperity Dr	Pasma Ave	0	0.104	0.104	549	3	\$19,215.00
Mavnard	Lovers Ln	Monte Vista St	0	0.117	0.117	618	3	\$21,630.00
Monte Vista	Applecroft Ave	Mavnard Ave	0	0.073	0.073	385	3	\$13,475.00
Orchard	Tranquil St	Lovers Ln	0	0.153	0.153	808	3	\$32,320.00
Pasma	Kingston Dr	Bruning St	0	0.371	0.371	1,959	3	\$78,360.00
Southfield	Prosperity Dr	Pasma Ave	0	0.104	0.104	549	3	\$19,215.00
Wavlee	E Centre Ave	Dead End or Start	0	0.252	0.252	1,331	3	\$46,585.00
Bruning	Orchard Dr	Pasma Ave	0	0.322	0.322	1,700	3-4	\$68,000.00
Lake Wood	Prosperity Dr	E Centre Ave	0	0.22	0.22	1,162	3-4	\$40,670.00
Prosperity	Kingston Dr	Bruning St	0	0.378	0.378	1,996	3-4	\$69,860.00
Kingston	Prosperity Dr	E Centre Ave	0	0.215	0.215	1,135	4	\$39,725.00
Lorac	Prosperity Dr	Pasma Ave	0	0.105	0.105	554	4	\$19,390.00
Shumwav	Bruning St	Dead End or Start	0	0.278	0.278	1,468	4	\$58,720.00
Tranquil	Orchard Dr	Shumway Ave	0	0.147	0.147	776	4	\$31,040.00
TOTAL					3.119	16,468	3-4	\$602,545.00
TOTAL RECONSTRUCTION COST								\$602,545.00
COMPLETE STREET ENHANCEMENTS								\$125,000.00
TOTAL CONSTRUCTION COST								\$727,545.00
ENGINEERING COSTS (10% +/-)								\$72,800.00
TOTAL 2015-2016 ESTIMATED PROJECT COST								\$800,345.00

2016-2017 Local Street Reconstruction								
Bittersweet	Marigold Ave	Larkspur Ave	0	0.063	0.063	333	3	\$11,655.00
Marigold	S Westnedge Ave	Tumbleweed St	0	0.293	0.293	1,547	3	\$54,145.00
F Melody	W Melody Ave & S Westnedge Ave	Barberrv Ave	0.427	0.691	0.264	1,394	3	\$55,760.00
Barberrv	S Westnedge Ave	Dead End or Start	0	0.46	0.46	2,429	3-4	\$85,015.00
Street	From	To	Bmp	Fmp	Length (LM)	Length (FT)	Rating	Estimated Cost
Larkspur	S Westnedge Ave	Dead End or Start	0	0.388	0.388	2,049	4	\$71,715.00
Tumbleweed	Barberrv Ave	Larkspur Ave	0	0.109	0.109	576	4	\$20,160.00
Kelvere	Marfield St	Leslee St	0	0.132	0.132	697	3	\$20,910.00
Snowberrv	Marfield St	Dead End or Start	0	0.074	0.074	391	3	\$9,775.00
Marfield	Woodland Dr	Romence Rd	0.186	0.442	0.256	1,352	3-4	\$33,800.00
Woodland	Starbrook St	Winter Forest Dr	0	0.491	0.491	2,592	3-4	\$77,760.00
Birchton	Starbrook St	Rockford St	0	0.16	0.16	845	4	\$25,350.00
Carlsbrook	Tamfield Ave	Dead End or Start	0	0.087	0.087	459	4	\$13,770.00
Colchester	Starbrook St	Rockford St	0	0.162	0.162	855	4	\$25,650.00
Green Forest	Woodland Dr	Winter Forest Dr	0	0.192	0.192	1,014	4	\$25,350.00
Kaylin	Kelvere Ave	Dead End or Start	0	0.044	0.044	232	4	\$6,960.00
Leslee	Woodland Dr	Sherrv Dr	0	0.151	0.151	797	4	\$23,910.00
Redstock	Starbrook St	Rockford St	0	0.155	0.155	818	4	\$24,540.00
Sherrv	Marfield St	Leslee St	0	0.129	0.129	681	4	\$20,430.00
Starbrook	Schuring Rd	Dead End or Start	0	0.396	0.396	2,091	4	\$62,730.00
Tamfield	Starbrook St	Rockford St	0	0.159	0.159	840	4	\$25,200.00
TOTAL					4.165	21,991	3-4	\$694,585.00
TOTAL RECONSTRUCTION COST								\$694,585.00
COMPLETE STREET ENHANCEMENTS								\$125,000.00
TOTAL CONSTRUCTION COST								\$819,585.00
ENGINEERING COSTS (10% +/-)								\$82,000.00
TOTAL 2015-2016 ESTIMATED PROJECT COST								\$901,585.00

Proposed I F'

- 2015-2016 (L)
- 2015-2016 (L)
- 2016-2017 (L)



Map created by [unreadable] on [unreadable]



29 October 2014

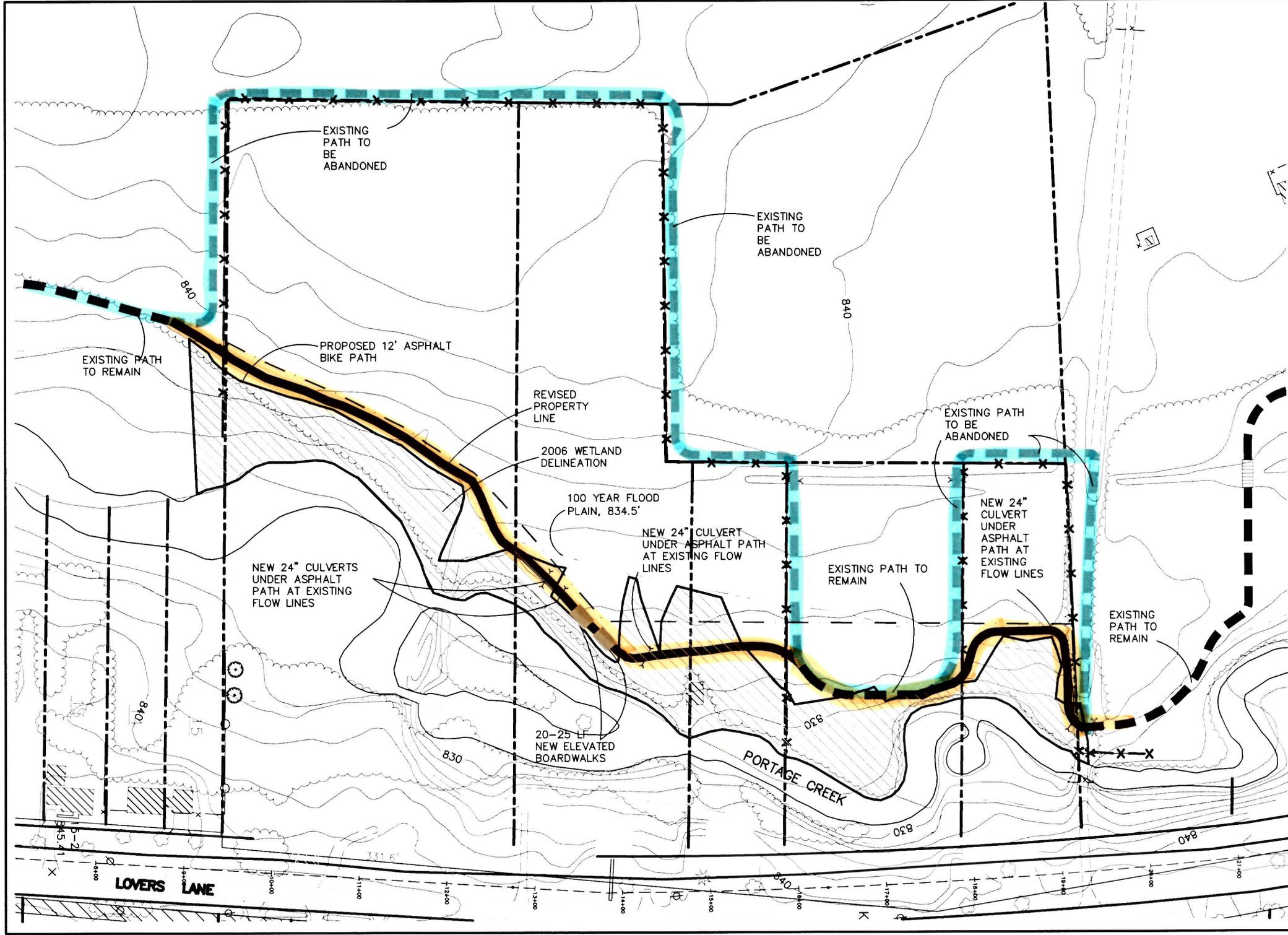
Portage Bicentennial Park - Lover's Lane Trail Relocation

Portage, Michigan

Opinion of Probable Costs

Item	Qty.	Unit	Unit Price	Total
Demolition & Removals				
Clearing & Grubbing (assume 6" depth removal)	21,000	SF	\$ 1.00	\$ 21,000.00
Site Improvements				
12' Wide Asphalt Paved Trail	13,800	SF	\$ 4.00	\$ 55,200.00
Aggregate Base	455	CY	\$ 25.00	\$ 11,375.00
Geotextile Fabric for Aggregate Pillow	7,820	SF	\$ 1.50	\$ 11,730.00
Rip Rap (9-18")	40	CY	\$ 80.00	\$ 3,200.00
24" SLCPP Culvert w/ Flared End Sections	80	LF	\$ 50.00	\$ 4,000.00
14' Wide Wooden Boardwalk with Guardrails	50	LF	\$ 500.00	\$ 25,000.00
Site Earthwork				
General Grading (removal of unsuitable soils +/-1' depth)	600	CY	\$ 15.00	\$ 9,000.00
Silt Fence	1,200	LF	\$ 2.50	\$ 3,000.00
Spread Topsoil and Fine Grade	515	SY	\$ 2.00	\$ 1,030.00
Landscape Improvements				
Seeding/Restoration	5,000	SF	\$ 0.30	\$ 1,500.00
Erosion Control Blanket	800	SF	\$ 5.00	\$ 4,000.00

Subtotal Construction	\$ 150,035.00
Contingency (10%)	\$ 15,003.50
Mobilization (5%)	\$ 8,251.93
Bonds, Insurance, O&P (15%)	\$ 24,755.78
A/E Fees (7%)	\$ 11,552.70
Permit Fees	\$ 500.00
Total Project Cost	\$ 210,098.90



SHEET TITLE: LOVER'S LANE TRAIL RELOCATION SKETCH
 PROJECT: PORTAGE BICENTENNIAL PARK
 DATE: 10/07/14
 SKETCH NO.: C-1

SCALE: 1"=100'

 = Existing Trail

 = Proposed Trail Relocation

Portage Fire Division Apparatus Strategic Plan

The current fire apparatus fleet is comprised of three front line pumpers that meet the NFPA 1901 Fire Apparatus Standard with all associated equipment, as well as one additional pumper that meets the same standards and is used for training and replacement of first line equipment that is out for maintenance, testing or other reasons. Two large aerial quint type apparatus that meet NFPA 1901 with all associated equipment are also maintained. This current fleet meets the minimum requirements for our city based on the 2012 Insurance Service Office (ISO) report that determines and sets a community fire rating for insured properties.

The service life expectancy for the fire pumpers is recommended to be 10 years based on the mileage, hours and number of calls for service that we respond to. The larger aerial apparatus is recommended to be 15 years based on the same criteria. Trying to extend the apparatus beyond these timelines generally reflects increased maintenance cost, out of service time for responding to calls for service, along with technological advances in the apparatus that provide for increased performance and safety with newer apparatus warrants the replacement in these recommended timelines.

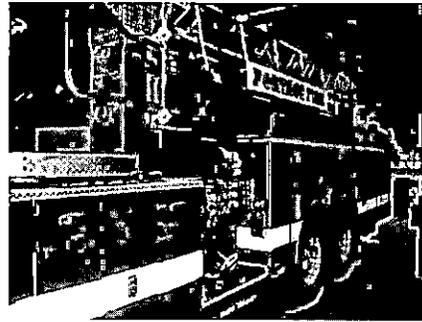
Quint Type Apparatus Definition:

A Quint is defined in NFPA 1901, Standard for Automotive Fire Apparatus, as a fire apparatus with a permanently mounted fire pump, a water tank, fire hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, along with a complete compliment of ground ladders. For a number of reasons, the quint concept is valid for the City of Portage. In summary, having these units available at multiple stations throughout the city, provide for a strategic deployment of these specialized apparatus to arrive at emergency scenes throughout the city in a timely manner. Fire division is recommending the continued use of this concept with some modifications.

Present Apparatus Fleet:

1-100ft. Quint, tandem axle, straight stick aerial ladder.





1-110ft Quint, tandem axle, aerial platform ladder.

2-Squad/Pumpers which are larger than a typical fire pumper and provide for additional



storage of specialized equipment.

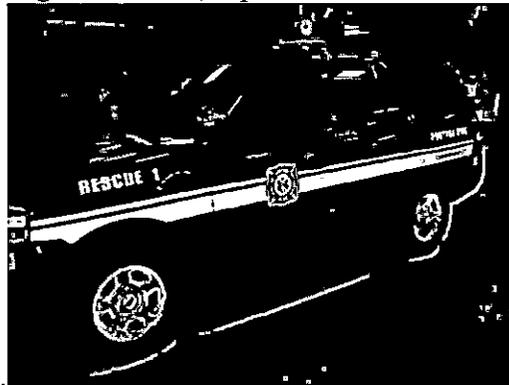
2-Fire Pumpers which meet the current NFPA 1901 Fire Apparatus Standard. These are standard size fire pumpers with an average number of compartments for equipment



storage.

2-Sport Utility Vehicles (SUV) which are used primarily for basic medical emergencies as well as business inspections throughout our city. Due to the operational mode of this

vehicle and the emergent type driving that occurs, replacement of this vehicle is



recommended to be every 3 years.

1-Cargo Style Enclosed Trailer and Tow Vehicle which is utilized for the storage of specialized rescue equipment to be utilized on various types of calls for service such as confined space, structural collapse, high-angle rescues or other non-typical fire calls. The tow vehicle meets the specified towing capacity of the trailer along with seating and storage area for equipment to accommodate four firefighters. Estimated years for



replacement of this vehicle is 15 years.

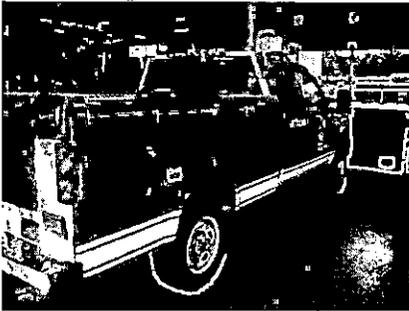
1-One ton Pick-up equipped with a portable water tank and pump to be utilized for off-road area fires in brush, fields, woods, along the city trail ways and can be assigned to specialized incidents such as guarding down power lines until the utility company responds and for fire investigations after a structure fire. This vehicle can also be used for a secondary Incident Command vehicle during times when multiple incidents are occurring in the city, or when the primary Battalion Chief vehicle is out of service for routine maintenance or other reasons. By utilizing this type of vehicle for these above service calls, allows the larger apparatus to remain equipped and available for more

serious additional service calls for our city. Estimated years for replacement of this



vehicle is 15 years.

1-3/4 ton Pick-up style chassis with a service body to be utilized by the Battalion Chief as an incident command style vehicle. This vehicle is equipped to allow the incident commander to have the various technology and equipment needed to adequately provide oversight to their fire personnel and communications with dispatch during emergency incidents. Due to the operational mode of this vehicle and the emergent type driving that occurs, replacement of this vehicle is recommended to be every 3 years.



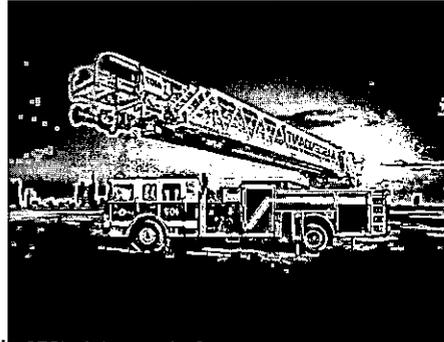
2-SUV or Pick-up Style vehicles are utilized by the Fire Marshal and Training Officer. They utilize these vehicles for conducting their day to day business activities as well as responding to emergencies both on-duty and off-duty. This type of operation mode makes them both readily available as they carry their Personal Protective Equipment (PPE) with them at all times. During emergency fire scenes the Training Officer serves as the department Safety Officer, and the Fire Marshal serves as the lead fire investigator. Both of these vehicles are marked and equipped with emergency response equipment. Due to the operational mode of this vehicle and the emergent type driving that occurs, replacement of these vehicles is recommended to be every 3 years.

2-SUV type vehicles are utilized by the Senior Deputy Fire Chief and Assistant Fire Chief. These vehicles are used for conducting daily business as well as responding to emergency scenes both during business hours, as well as after business hours. These vehicles have 2-way radios, however they do not respond in an emergency driving mode. Both individuals carry their Personal Protective Equipment (PPE) in these vehicles. Due to the non-emergency driving of these vehicles, replacement is recommended every 7 years.

Proposed Fleet:

1-100 ft. Quint style, tandem rear axle Aerial apparatus. In an effort to meet both the ISO recommendations as well as the Gold Standard Best Practices identified by the CFAI Accreditation Agency, fire division would continue to maintain one of these large aerial apparatus in the fleet. (Previously pictured)

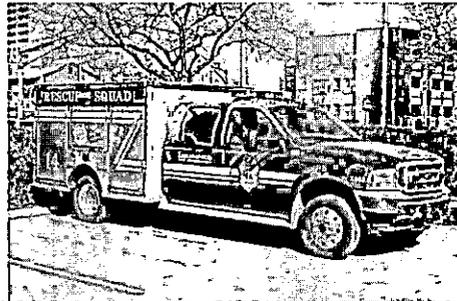
1-100 ft. Quint style, single rear axle Aerial apparatus. In an effort to continue to meet both the ISO recommendations, as well as the Gold Standard Best Practices identified by the CFAI Accreditation Agency, fire division would purchase a newer design aerial apparatus that has a shorter wheel base, resulting in better maneuverability, quicker aerial set-up time, and less expensive to maintain (one less axle, 4 less tires, brakes). This would be used as a first out pumper type response allowing for an aerial unit arriving immediately on every fire scene. If the aerial device is not needed, the apparatus would meet all the NFPA 1901 Fire Apparatus Standard regarding the fire pump, hose storage,



water supply and required equipment.

4-Fire Pumpers as previously described and pictured. These apparatus would allow us to maintain the recommendations by ISO and CFAI Accreditation by providing enough apparatus for initial responses, secondary responses and reserve equipment to cover for apparatus that is out of service for routine maintenance needs.

2-Light Duty Rescues or SUV's would respond to medical emergencies providing initial treatment to patients, as well as carry vehicle extrication equipment to assist on vehicle accident scenes. Replacement timeframes for these vehicles would remain the same as



previously discussed in this report.

1-Tow vehicle and Enclosed Cargo Style Trailer would be maintained for all specialized equipment storage, transport and use as previously outlined in this report.

2-SUV or Pick-up style vehicles would continue to be maintained by the fire marshal and training officer as previously outlined in this report.

1-One ton pick-up style vehicle with portable water tank and pump would be maintained and utilized as previously outlined in this report.

2-12 passenger AWD vans would be incorporated into the fire division fleet with one being assigned to the fire prevention division for use in transporting staff and equipment to the various public fire prevention programs conducted throughout the city. The other van would be assigned to the training division for the purpose of transporting fire personnel and their equipment to various training exercises within the immediate area outside of the city, as well as external training opportunities throughout our region.



These vans would be marked and equipped with two-way radios for fire related communications, however, they would not be equipped with emergency lighting or sirens for emergency response to incidents. These vans could be utilized for transporting both personnel and equipment to long duration incidents and by the OCFE's to respond to Mutual Aid calls throughout our county.

2-SUV type vehicles would be maintained by the Senior Deputy Fire Chief and Assistant Fire Chief as previously outlined in this report.

BUDGET STABILIZATION FUND
Act 30 of 1978

AN ACT to provide for the creation and use of budget stabilization funds by counties, cities, villages, and townships.

History: 1978, Act 30, Imd. Eff. Feb. 24, 1978;—Am. 1980, Act 192, Imd. Eff. July 8, 1980.

The People of the State of Michigan enact:

141.441 Definitions.

Sec. 1. As used in this act:

- (a) "Fund" means a budget stabilization fund.
- (b) "Municipality" means a county, city, village, or township.

History: 1978, Act 30, Imd. Eff. Feb. 24, 1978;—Am. 1980, Act 192, Imd. Eff. July 8, 1980.

141.442 Budget stabilization fund; creation.

Sec. 2. The governing body of a municipality by an ordinance adopted by a 2/3 vote of the members elected and serving may create a budget stabilization fund.

History: 1978, Act 30, Imd. Eff. Feb. 24, 1978.

141.443 Budget stabilization fund; appropriation; additional taxes prohibited; limitation; investments; disposition of excess money.

Sec. 3. (1) Each fiscal year following the fiscal year in which a fund is created, the governing body of the municipality which created the fund may appropriate by an ordinance or resolution adopted by a 2/3 vote of the members elected and serving, all or part of a surplus in the general fund resulting from an excess of revenue in comparison to expenses, to the fund.

(2) A municipality shall not impose additional taxes producing revenue in excess of that needed for its estimated budget in order to provide for money to be appropriated to the fund.

(3) The amount of money in the fund shall not exceed either 15% of the municipality's most recent general fund budget, as originally adopted, or 15% of the average of the municipality's 5 most recent general fund budgets, as amended, whichever is less.

(4) The money in the fund may be invested as provided by law with the earnings of the fund to be returned to the municipality's general fund.

(5) If the money in the fund exceeds that permitted in subsection (3), the excess money shall be appropriated in the municipality's next general fund budget, but shall not be appropriated to the fund.

History: 1978, Act 30, Imd. Eff. Feb. 24, 1978.

141.444 Budget stabilization fund; purposes; sufficiency of municipality's revenue.

Sec. 4. (1) Money in the budget stabilization fund may be appropriated by an ordinance or resolution adopted by a 2/3 vote of the members elected and serving of the governing body of the municipality which created the fund for the following purposes:

(a) To cover a general fund deficit, when the municipality's annual audit reveals such a deficit.

(b) To prevent a reduction in the level of public services or in the number of employees at any time in a fiscal year when the municipality's budgeted revenue is not being collected in an amount sufficient to cover budgeted expenses.

(c) To prevent a reduction in the level of public services or in the number of employees when in preparing the budget for the next fiscal year the municipality's estimated revenue does not appear sufficient to cover estimated expenses.

(d) To cover expenses arising because of a natural disaster, including a flood, fire, or tornado. However, if federal or state funds are received to offset the appropriations from the fund, that money shall be returned to the fund.

(2) In determining whether a municipality's revenue is not sufficient to cover its expenses, a reduction in the amount of money received for the fiscal year from any source in comparison to the amount of money received for the previous fiscal year, including a reduction in the allocation of state tax money, shall be considered.

History: 1978, Act 30, Imd. Eff. Feb. 24, 1978.

141.445 Budget stabilization fund; prohibitions.

Sec. 5. The money in the budget stabilization fund shall not be appropriated for the acquisition, construction, or alteration of a facility as part of a general capital improvements program.

History: 1978, Act 30, Imd. Eff. Feb. 24, 1978;—Am. 1980, Act 192, Imd. Eff. July 8, 1980.

Laurence Shaffer

From: Lauren VanderVeen
Sent: Wednesday, October 14, 2015 4:15 PM
To: Laurence Shaffer
Cc: Bill Furry; Erica Eklov
Subject: BUDGET STABILIZATION FUND
Attachments: Michigan Cities with Budget Stabilization Policies.pdf; Plymouth S&P Article.pdf; Budget Stabilization mcl-act-30-of-1978.pdf

Hi Larry,

In response to your email below:

1. Please see attached for the list of cities I found that have portions of their fund balance allocated to budget stabilization. Included in the listing are the budget stabilization balances, along with the percent of budget stabilization versus total fund balance, revenue, expenditures, and expenditures + transfers out. An average percentage was added for comparative purposes to our own. I also included the S&P rating for all of the cities. As you will see, all cities have an S&P rating of at least AA- Stable, with the exception of Wixom (which didn't have an S&P rating). Let me know if you'd like me to exclude Wixom or Alpena (extremely low budget stabilization balance) from the analysis.
2. We do not have specific evidence from S&P that having a budget stabilization fund guarantees a rating step-up. Obviously bond ratings are based on a multitude of factors; however, having a bond stabilization was mentioned positively in an S&P article for the City of Plymouth. Per the article: "The presence of \$550,000 in the city's budget stabilization fund further bolsters its' financial position." Please see attached for the full article.
3. An ordinance must be adopted by a 2/3 vote to create the budget stabilization fund. The size of a budget stabilization balance shall not exceed 15% of the municipality's most recent general fund budget, as originally adopted, or 15% of the average of the municipality's 5 most recent general fund budgets, as amended, whichever is less. Money in the budget stabilization fund may be appropriated by an ordinance or resolution adopted by a 2/3 vote. There are 3 different purposes for which budget stabilization monies can be used: cover a general fund deficit, prevent a reduction in level of services or number of employees, and to cover natural disaster expenses. Please see the full Michigan ACT 30 of 1978 attached for further details.
 - a. Bill has drafted an ordinance we could start with – please let me know if you would like a copy of it.

I have accumulated other S&P articles which mention "reserves" as being positive factors to cities' bond ratings and also examples of other cities' budget stabilization policies as disclosed in their CAFRs/financial statements. Let me know if you'd like to see any other examples.

Please let me know if you have any questions or would like to meet to discuss.

Thanks,
Lauren

Lauren VanderVeen, CPA
Deputy Finance Director
City of Portage
7900 South Westnedge Avenue

Portage, Michigan 49002
(269) 329-4452 Phone
(269) 324-0471 Fax

From: Laurence Shaffer
Sent: Tuesday, October 06, 2015 4:41 PM
To: Bill Furry <furryw@portagemi.gov>; Lauren VanderVeen <vandervl@portagemi.gov>; Erica Eklov <eklove@portagemi.gov>
Subject: BUDGET STABILIZATION FUND

Bill and Lauren,

You were kind enough to provide information relative to budget stabilization funds throughout Michigan....would you revive and update that information to include the following:

1. List of communities in Michigan that deploy budget stabilization funds and the amount that each have placed in the fund.
2. The impact that the BSF might have on the city's bond rating.
3. Summary of the limitations on the fund; size, use and how to appropriate out.

Thank you . I will need in two weeks.

Larry

City Manager
Office of the City Manager
City Hall – 7900 South Westnedge Avenue
Portage, Michigan 49002

Phone – 269-329-4400
Cell – 413-658-7089

Michigan Cities with Budget Stabilization Policies*

City	Budget Stabilization		Budget Stabilization					% of Exp +		
	Balance	Total Fund Balance	% of Total FB	% of Revenue	% of Exp	Transfers Out	S&P Rating	Revenue	Expenditures	Transfers Out
Alpena	\$ 4,997	\$ 2,984,398	0%	0%	0%	0%	AA- Stable	\$ 9,178,128	\$ 8,960,454	\$ 365,004
Grand Haven	\$ 2,236,847	\$ 5,329,008	42%	23%	24%	20%	AA Stable	\$ 9,584,957	\$ 9,411,566	\$ 1,868,371
Grand Rapids	\$ 5,940,801	\$ 35,530,467	17%	5%	6%	5%	AA Stable	\$ 108,361,856	\$ 102,738,065	\$ 13,658,549
Grosse Pointe	\$ 475,000	\$ 2,632,809	18%	8%	9%	8%	AA+ Stable	\$ 5,674,227	\$ 5,178,928	\$ 554,563
Holland	\$ 983,286	\$ 4,700,274	21%	6%	5%	5%	AA Stable	\$ 15,868,869	\$ 19,035,184	\$ 1,805,408
Monroe	\$ 2,000,000	\$ 5,790,217	35%	12%	13%	12%	AA- Stable	\$ 16,387,265	\$ 14,954,613	\$ 1,183,165
Plymouth	\$ 550,000	\$ 2,273,490	24%	7%	8%	7%	AA Stable	\$ 7,731,145	\$ 7,131,752	\$ 377,400
Rochester Hills	\$ 1,000,000	\$ 31,257,584	3%	4%	7%	4%	AAA Stable	\$ 25,385,779	\$ 13,808,998	\$ 11,688,898
South Haven	\$ 161,658	\$ 2,744,742	6%	3%	3%	3%	AA Stable	\$ 5,549,730	\$ 6,176,362	\$ 193,440
St. Joseph	\$ 1,000,000	\$ 2,853,576	35%	13%	15%	13%	AA Stable	\$ 7,571,277	\$ 6,657,957	\$ 768,335
Traverse City	\$ 749,774	\$ 7,153,334	10%	6%	6%	5%	AA+ Stable	\$ 13,127,058	\$ 12,119,491	\$ 2,231,878
Troy	\$ 1,534,139	\$ 37,592,774	4%	3%	3%	3%	AAA Stable	\$ 49,212,309	\$ 49,211,683	\$ 3,550,000
Wayland	\$ 493,070	\$ 1,408,771	35%	22%	22%	22%	AA Stable	\$ 2,233,004	\$ 2,197,227	\$ -
Wixom	\$ 1,194,877	\$ 4,288,543	28%	12%	15%	14%	N/A	\$ 10,057,902	\$ 7,959,454	\$ 784,224
AVERAGE			20%	9%	10%	9%				
Portage	\$ 300,000	\$ 8,287,834	4%	1%	1%	1%	AA Stable	\$ 22,522,021	\$ 20,414,499	\$ 2,629,636

* Data is based on 2014 audited CAFR/Financial Statements



STANDARD & POOR'S RATINGS SERVICES

McGRAW HILL FINANCIAL

Plymouth, MI's Improved Financial Reserves Boost GO Debt Rating To 'AA'

14-Aug-2008 17:15 EDT

[View Analyst Contact Information](#)

NEW YORK (Standard & Poor's) Aug. 14, 2008--Standard & Poor's Ratings Services raised its standard long-term rating and underlying rating (SPUR) on Plymouth, Mich.'s unlimited-tax and limited-tax general obligation (GO) debt two notches to 'AA' from 'A+' based on the city's improved financial reserves. The outlook is stable.

The rating service also assigned its 'AA' standard long-term rating, and stable outlook, to the city's \$5 million series 2008 unlimited-tax GO street bonds.

The ratings further reflect the city's access to a wide variety of employment opportunities throughout southeastern Michigan; strong wealth and income levels; very strong financial operations, boosted by reserves available outside the general fund; and moderate per capita debt burden.

"We believe the city's long-term and conservative budgeting approach will continue to have a positive effect on its overall financial position through the maintenance of strong reserves," said Standard & Poor's credit analyst Daniel Zuccarello. "The city's participation in the greater Detroit and Ann Arbor economic areas lend additional stability to the rating."

The city's financial performance has improved following an increase to the general fund balance in each of fiscals 2004-2007. Fiscal 2007 closed on June 30 with a \$1.9 million unreserved general fund balance, or a very strong 30% of expenditures, well above the \$110,000, or 2%, at fiscal year-end 2003. According to management, the city has been able to add to fund balance due to the implementation of a long-term financial plan, coupled with staff restructuring and other minor expenditure reductions. The presence of \$550,000 in the city's budget stabilization fund further bolsters its financial position. For fiscal 2008, management estimates that conservative budgeting practices could yield a roughly \$500,000 general fund surplus.

Including this issue, the city's overall debt burden, including all debt backed by the city's GO pledge and overlapping debt, is a moderate \$3,426 per capita but a low 2.6% of market value. Amortization is above average with officials retiring about 71% of principal over the next 10 years.

The rating action affects roughly \$7.2 million of debt outstanding.

Complete ratings information is available to subscribers of RatingsDirect, the real-time Web-based source for Standard & Poor's credit ratings, research, and risk analysis, at www.ratingsdirect.com. All ratings affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com; select your preferred country or region, then Ratings in the left navigation bar, followed by Credit Ratings Search.

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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Street Parking on Rainbow Court Response

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Information Only

As Council will recall, Ms. Carol Voss of 1104 Rainbow Court spoke during the regular City Council meeting on October 6, 2015 to express her frustration with a car frequently parked in the public street adjacent to her residence. In response, the Senior Deputy Police Chief met with Ms. Voss on Friday, October 9 to review the situation as a potential violation of City of Portage Code 24-113, B(2):

(b) Conditions Prohibited on Public Property: No person shall maintain or permit to be maintained any of the following conditions on any public street or other premises owned or controlled by the city. The existence of any one of the conditions prohibited by this section shall be considered a factor detrimental to community quality.

(2) The parking of a motor vehicle, recreational vehicle or trailer (city owned and/or operated vehicles and/or emergency vehicles excluded) for longer than 48 hours, subject to seasonal parking restrictions as adopted under Michigan Vehicle Code and adopted by the city.

The vehicle in question is a four-door, 2000 Oldsmobile, white in color. Although the registered owner is an individual living in Kalamazoo, the owner's daughter is a neighbor of Ms. Voss on Rainbow Court. The vehicle is used on an occasional basis and typically parked on the street. Ms. Voss reports that, in the past, the vehicle has interfered with the delivery of her mail, street sweeping and snow removal. A review of Police Division records indicates that Ms. Voss has contacted the Police Division regarding this matter on August 24, 2015, October 4, 2015 and October 7, 2015.

Additional resident complaints on file include a May 29, 2015 "Report It" submission and, on July 23, 2015, another neighbor calling the Police Division concerning the issue. The Report It submission identified an inoperable vehicle in the roadway as the vehicle was in the roadway with the engine hood up. Upon arrival of the district officer, it was observed that the hood had been lowered. Subsequent contact with the operator established the vehicle had been repaired and was operational. Remaining reports were filed as an illegally parked vehicle. Upon arrival of the police officer in these instances, no violation was observed (no obstruction of a driveway, on a sidewalk or in front of fire hydrant evident).

Most recently, it was determined that the complaints were generated based upon the aforementioned city code relating to on-street parking over a 48-hour period. On October 7, 2015, officers were instructed to mark the tires of the vehicle in question and check it for movement daily. If there is no evidence of movement within the 48-hour time frame, it is to be ticketed. Difficulty with enforcement

occurs when the vehicle is moved, even only a few feet, within the 48-hour time frame. Each time the vehicle is moved, the timed period re-starts. Police personnel will continue daily inspections of this parking situation until November 1, at which time the city's seasonal parking restrictions will apply and on-street parking will be prohibited from 2:00 a.m. to 6:00 a.m. through April 15.

Ms. Voss also compared the parking regulations in effect in Kalamazoo during her visit with the Senior Deputy Police Chief. Specifically, the Kalamazoo Code of Ordinances, Section 36-170 prohibits on-street parking from 2:00 a.m. to 6:00 a.m. every day year-round. Vehicles in violation may be immediately impounded in addition to being ticketed. Additionally, the Kalamazoo Code section 36-262 authorizes the removal of parked vehicles that block the driveways of others, remain continuously for 48 hours, or when removal is in the interest of public safety. The Uniform Traffic Code (UTC), which Portage has adopted, has no such prohibition against parking for 48 hours, only the hindrance of a driveway, fire hydrant, or on a sidewalk are prohibited. The UTC does have a prohibition against leaving an abandoned vehicle in the roadway for any length of time. The vehicle is flagged by officers so as to alert the possible owner prior to the vehicle's removal.

FUNDING: N/A

Attachments: 1. October 7, 2015 E-mail from City Manager to City Council

Erica Eklov

From: Laurence Shaffer
Sent: Wednesday, October 07, 2015 12:41 PM
To: Peter Strazdas; Patricia Randall; Jim Pearson; Nasim Ansari; Terry Urban; Claudette Reid; Richard Ford; Erica Eklov; Rob Boulis; Mary Beth Block; Michael West; Victoria Georgeau; Richard White
Subject: CAROL VOSS - 1095 RAINBOW STREET -
Categories: City Manager

Mayor and City Council,

I met with Carol Voss this morning relative to the car(s) that have been parked on her street. She provided information that the City has not enforced the prohibition against on street parking for cars beyond the 48 hour limit.

I listened carefully and committed to review completely. I discussed with the Chief....an officer was dispatched today to the street. The subject car was identified. The officer was able to make contact with the owner of the vehicle. The owner represented that she would move the vehicle closer to her house. I asked the Chief to assign a patrol vehicle to swing by the neighborhood daily to check on the status, mark a tire and then ticket should the evidence indicate that a violation has occurred.

I called Ms. Voss after my conversation with the Chief to apprise her of the action taken and to ask her to call me should she feel the need.

Erica, let's prepare a report to the City Council on this topic for the next meeting. I believe that Ms. Voss will attend that meeting and the City Council asked to receive a formal report on the action taken by administration.

Thank you.

Larry

City Manager
Office of the City Manager
City Hall – 7900 South Westnedge Avenue
Portage, Michigan 49002

Phone – 269-329-4400
Cell – 413-658-7089

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: September 2015 Environmental Activity Report

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

ACTION RECOMMENDED: Information Only

Attached please find the September 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: 1. September 2015 Environmental Summary Activity Report

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

<u>Project/Activity</u>	<u>Description</u>	<u>Status</u>
Portage City Landfill	Ongoing groundwater monitoring of former municipal landfill.	-Beginning in 1991, South Westnedge Park (landfill) has been monitored for on-site and off-site contamination. On July 23, 2013, City Council approved a three-year contract with American Hydrogeologic Corporation (AHC) to perform annual groundwater sampling. The site groundwater data will continue to be monitored to confirm continuation of the natural attenuation process. General groundwater quality continues to improve, but site will require monitoring for the foreseeable future. Initial groundwater and methane results indicate no off-site impact. AHC currently compiling MDEQ sampling requirement costs necessary for closure at the former landfill site. Weekly methane sampling is continuing on-site to collect base line data. AHC is completing the installation of private methane detection devices at several adjacent properties. Soil boring installation was completed on May 28, 2014. Current methane readings have been below detection levels. The 2 nd year of AHC's contract is underway with annual report pending.
Site Inspection/Development Project Review	Review of existing business & industries and review of proposed business and industrial development projects for environmental protection purposes and/or building plans completed.	-Coordination with property owners and City or State agencies ongoing. <i>-Review of 7 site/building plans and/or plats completed in September 2015.</i>
Sewer Connection Program	Groundwater protection program requiring residential/business hookup to the sanitary sewer where available.	<i>-Sanitary sewer hookup permits issued in September 2015: 14 residential; 2 commercial.</i>
West Lake Management Program	Special assessment district designed to maintain/improve lake conditions. Special emphasis on weed control and non-point source pollution reduction.	-Five Year Lake Management Assessment District process was approved by City Council. The West Lake Improvement association has completed a five year plan for a new special assessment district. 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 Association has selected to use

Restorative Lake Sciences, LLC for consulting services for 2015. Treatment application completed in mid-June. Follow-up inspection of treatment will be done by Restorative Lake. The 2015 weed treatment bids were received on February 24, 2015. City Council approved weed treatment contract with Professional Lake Management Company on April 10, 2015. Weed treatment was completed in June.

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 October 2014 and July 2015. Monthly sampling at two retention basins continues. Current findings show a rise in groundwater levels of approximately 6 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.

-Current Wellhead Protection was approved 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 has been 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 was submitted to the Michigan Department of Environmental Quality for review and approval. Letter of approval received from MDEQ on June 15, 2015. Program implementation is ongoing.

Leaf Compost
Monitoring Program

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

-City Council awarded contract on August 21, 2001 to Soil & Materials Engineers for monitoring and analysis of groundwater impact of the new compost operation. Drilling was completed in October 2001 and first sampling cycle was completed in February 2002. Semi-annual sampling was performed from 2002 to 2008 in June and January. Sampling and analysis results continue to show negligible groundwater impacts from the

leaf composting. Sampling schedule was reduced to annual sampling in 2009 with results showing continued minor impact on groundwater quality. Sampling completed in June 2015, 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 (SWIPPI) 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. New permit application process announced in November 2014. New permit application was submitted in March 2015. Implementation is ongoing.

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

Portage River Watershed
Management Plan

-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 SWIPPI. 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 report received. Report will be submitted to MDEQ as part of the annual report. Next report due in December 2015.

Garden Lane Arsenic Removal Facility	<i>Native Prairie Restoration</i>	Staff currently working with the Environmental Board on informative signs and long-term maintenance plans for the native planting landscape design in front of the Garden Lane Treatment Plant. New informational signs are complete and maintenance is ongoing.
Environmental Incident/Spill Clean Up Notification	Environmental Protection Program to assist Portage Police/Fire Departments with spill containment and spill cleanup.	Emergency spill response contract for 2014-15 with Terra Contracting has been renewed. <i>The number of environmental incident/spill investigations performed in September – 0. Number of environmental cleanups in September – 0.</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.



TO: Portage City Council

FROM: Peter J. Strazdas, Mayor

SUBJECT: Closed Session

ACTION RECOMMENDED: That City Council hold a closed session immediately following the regularly scheduled City Council meeting of Tuesday, October 20, 2015 to discuss a personnel matter.

A closed session is requested immediately following the regularly scheduled City Council Meeting of October 20, 2015, to discuss a personnel matter. City Council will reconvene in public session subsequent to the completion of the closed session.

FUNDING: N/A

Attachments: 1. N/A

October 9, 2015



Mayor Peter J. Strazdas
Mayor Pro Tem Jim Pearson
Nasim Ansari
Richard Ford
Patricia M. Randall
Claudette Reid
Terry R. Urban
Laurence Shaffer, City Manager

Dear City Council,

I'd like to ask for a moment of your time to discuss the Portage City water bill pay structure.

As a senior citizen living on Social Security only, I'm very careful with my monthly expenses. I set my heat low, use lights in one room at a time, and shop conscientiously. While most of my monthly bills reflect my conservation efforts, the Portage water bill has a minimum mandatory charge of \$50.

Would you please consider eliminating this minimum mandatory charge for seniors in my position? It would really help my monthly expenses to reduce this cost.

Thank you very much for your time,

E Beck

Eleanor Beck
10632 Oakland Dr.
Portage, MI 49024
269-327-1492

**Parks Board Meeting Minutes
Wednesday September 2, 2015**

Board Present: Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas,

Board Absent: Susan Atkinson, Doug Barrett, Tim Earl, Jan Whitcomb, Student Member

Staff Present: Kendall Klingelsmith, Director of Parks, Recreation & Senior Citizen Services, Rod Russell Director of Public Service

Guests: N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Westfield Park.

Minutes from August's meeting were distributed and reviewed. Mr. Peer motioned for approval of minutes, seconded by Mr. Thomas. Motion approved.

Update to last minutes: Neighbors from Oakland Park, Carol & David Long, were updated to August's minutes.

New Business:

1) **Westfield Park Overview:** History given by Mr. Peer. Westfield Park is an 11-acre park developed prior to 1980. With a grant, additions were made including softball field, restroom building, and second parking lot extending to 12th St. The park is very active with a sand volleyball area, soccer, tennis, basketball, picnic pavilion, and two parking lots. The original basketball court was moved closer to the road due to neighborhood noise concerns and an evergreen tree screen was added. Usage of the park has included cricket players, general community and neighborhood residents. The Park has access off Milham and include a geo-caching site.

Harbors West Overview: History given by Mr. Smith.

2) **Individual Park Reports:**

Park reports provided from respective board members:

Bicentennial: No updates. Very busy. The trail head has 3 bumps with red lines that seem to be getting worse. Possibility of re-opening bike rental, problem continues to be staffing.

Central: No updates.

Eliason: City has approved funds to connect trail from Oosterhoff, hoping to place restroom along trail and some more signage.

Haverhill: No updates.

Lakeview: Parking lot has been redone.

Lexington Green: No updates.

Liberty: No updates.

Millennium: Some cracks on the trail have been repaired.

Oakland: No updates. Tennis court is being stripped down to the concrete.

Ramona: New kayak rental is going smoothly. Plan is to add on to North side of the building for rentals, including kayaks, pickle ball kits, etc. Should be done this fall.

Schrier: No updates. Still under detour.

South Westnedge: No updates.

Westfield: No updates. Phone app address needs to be updated.

West Lake: No updates.

4) Parks Department Update: Given by Mr. Klingelsmith. RFP for Millennium Park. Possible addition of cover over ice rink to turn park into year round facility. Looking into revitalizing Interpretive Center to get more use out of the building. Possibility to put in kitchenette/cafe. Schrier/Lakeview playgrounds to be replaced, hoping for fall or at the latest in the spring. Ramona park tennis (2)/pickleball (4) courts being done at this time. Ribbon cutting is at 1p on Sept 21st at Ramona Park with a potential demo of Pickle Ball by the local residents who are nationally ranked in their sport. Only park with dedicated pickle ball courts in the city. Lakeview and Hayloft parking lots were resurfaced.

5) Celery Flats Music Festival Review: Have reviewed *Lessons Learned* document from Mr. Earl. No further updates at this time. Will use for next year's event.

6) Friends of the Park/Park Board Website/Facebook Page Report: Awaiting return reply from previous Facebook administrator for release of Facebook page rights. No changes to website. Mr. Peer to provide statistics on website usage at next meeting.

7) Coordinator Positions: See attachment.

Discussed whether we want to issues cards/stickers for members annually. Mr. Peer to contact another Friends Group coordinator to see what their process is. Plan to put together pros/cons list for next month's meeting.

Member's picnic to be in the spring.

Will switch from park to coordinator reports in the fall.

8) Future Event Dates: Recycled Art in the Park will be held May 7th, 2016 and will run through that week.

2016 Calendar year to be planned at future meetings.

Check if any volunteers have signed up for the Traditional Holiday, December 15th, 2015. Will need 4 volunteers to help with this event.

9) Purchasing Process: Mr. Klingelsmith notes that there will be more freedom with the 501c3 in place. For now, board members should take monetary needs through Mr. Klingelsmith. Top priority should be to get the 501c3 in place at this time.

10) **Get Active Portage:** Mr. Thomas & Ms. Hirschman gave report. Noted event went well. Will get together and create a “Lessons Learned” document for review before next year’s event.

11) **Goals:** Board goals reviewed. Need to focus on membership drive and Friends of the Park. Possibility of having newsletter put as an insert in The Portager. Mr. Klingelsmith to check into this possibility.

Two dates confirmed for Farmer’s Market. Sundays, October 4th and 18th from 12-4pm in the Senior Center parking lot.

Volunteers from park board to run a table at the event: October 4th 12-2pm: Ms. Hirschman & Mr. Smith; 2-4pm Mr. Peer & Ms. Hoyle. October 18th 12-2pm: Mr. Thomas, need 1 other volunteer; 2-4pm: need 2 volunteers.

Summary Report:

- Mr. Klingelsmith reviewed. Most events in September geared towards senior citizens. Ms. Hoyle brought up possibility to have park board table at one of the events to raise awareness.

Comments from the Board:

- Thanked Mr. Peer for coordinating the new park board member name tags. Tags to be stored in Hayloft supply bins.
- Discussed options for signage for park board booths. Ms. Hoyle to look into options.
- Mr. Peer noted the summary report is out of order.
- Minutes to be sent out Wednesday night by midnight to board members and reviewed/updated by board members by Thursday at midnight. Board minutes will be sent to Alyssa Milbeck/Kendal Klingelsmith by Friday at Noon.
- Mr. Smith thanked Mr. Thomas for hard work on Get Active event.

Adjournment: Motion was made by Ms. Thomas, seconded by Mr. Peer. Motion approved, meeting adjourned at 7:45pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary

YAC Meeting Minutes – September 14th, 2015

- I. Call to Order
 - a. Meeting called to order at 6:30 pm
- II. Introductions and Attendance
 - a. Name, grade, what you did this summer
- III. Motion to Approve the Minutes of Last Meeting
 - a. Motion approved
- IV. Youth Liaison Report
 - a. Ali Arif of the Senior Citizens board reports that the seniors are working on seminars for safety, financing and membership expansion.
- V. Review of the YAC/BOCK Summer Movie Night
 - a. Interest expressed in continuing the movie event next summer
- VI. Review of the Above the Influence Summit
 - a. Viewing of the of above the influence video produced
- VII. Discussion of the Capital Improvement Program for Portage
 - a. Further discussion of the parts of the plan, including road repair, water main maintenance and safety service improvements.
 - b. Invitation extended to the public open house on the CIP, to be hosted Monday September 28th from 7:00 to 9:00 p.m. at City Hall
- VIII. Community Visioning Exercise
 - a. Event to be hosted Saturday, October 3rd from 8:30 a.m. until 2:00 p.m. at Portage Central High school
 - b. This meeting is open to the public and meant to take input from the community to create a vision for the City of Portage in 2025
 - c. Review of past goals from the 2007 visioning exercise
- IX. Aspirations of New Members
 - a. New members expressed interest in local government, desire to be involved and give back to the city, and a desire give a voice to youth in the community.
 - b. Interest expressed in touring the public service facilities in Portage.
- X. Officer Election
 - a. Positions: Secretary, Vice-Chairman and Chairman
 - b. Intents to be given in October, elections scheduled for November
 - c. Motion to set the above dates passed
- XI. Autumn Activity – Volunteering at PCC
- XII. Future Events
 - a. Snow Party
 - b. Greenathon
 - c. Movie Night(s)
- XIII. Upcoming YAC Meeting
 - a. October 5th, 2015 at 6:30 pm

Meeting Date: September 17, 2015

DISTRICT ADVISORY COUNCIL
REPORTING FORM

Present: Sarah Baker, Cindy Baranowski, Mark Bielang, Esther Bouwman, Rita Briggs, Heather Carlson, Adam Herringa, Ron Herron, Amy Lehman, Rachel Markel, Gayle McPhilamy, Kate Overheul, Mike Proos, Mary Rogers, Joel Shaffer, Dawn Sylvester, Matt Tabor and Katie Williams

Unable to Attend: Hyun Berkley, Shelli Candey, John Crouch, Sara Della-Coletta, Andrew DeVisser, Carolyn Fitzmaurice, Robert Jordan, Tammy Karmon-Hoffman, Rose Kirsch, Christy Klien, Sharon Longman, Jill Meyle, Terri Novaria, Liz Shotwell, Matt Swanson, Mandy Telgenhoff, Stacey Vogl, Kent White and Katie Williams

Attend As Needed: Larry Killips, Jeanine Mattson-Gearhart, Eric VerHey, and Dan Vomastek

Copy: PTO Presidents, Administrators and Building Principals, Board of Education

NOTES

Rita called the meeting to order at 4:30 p.m. in Conference Room 1 at the Administration Building and noted the meeting would be relatively short due to the Elementary School Open Houses and other meetings.

A motion was offered by Adam Herringa, seconded by Rachel Markel, to approve the minutes of the April 16, 2015, meeting. The minutes were approved unanimously.

Mark introduced Ron Herron, Assistant Superintendent of Operations. Mark presented the new phase and logo for our “Designing for the Future” initiative, which is now called “Building the Future of Learning”. The logo and presentation can be found on the District website <http://www.portageps.org>. Sarah Baker mentioned that previously issued reports from the “Designing for the Future” initiative remain available on the website. Mark presented information about the two proposals that will be on the ballot on November 3rd. He mentioned that there is a “Tax Calculator” available on the website, so homeowners can plug in the taxable value of their homes, and see the resulting increase in their taxes if both proposals pass.

Mark and Sarah announced plans for “See For Yourself” tours of our middle schools and stadium, highlighting the need for new facilities. The Central Middle School tour will be on Tuesday, October 13, at 6:00 p.m., followed by McCamley Field at 6:30. The North Middle School tour will be on Wednesday, October 14, at 6:30 p.m. There will be a video available soon for those not able to attend the tours.

Mark asked the group if there were questions, which led to a group discussion about the need for two new stadiums and the many possible uses for them. Joel Shaffer asked the group if we thought the enthusiasm for this initiative has died down over the summer, and how we could get it going again. Members discussed the results of the phone survey, which indicated that 62% of those polled were in favor of the new middle schools, 75% were in favor of the new pools, and 58% were in favor of two new stadiums.

Rita asked for a reminder about what PTOs were allowed to display in the school buildings to encourage a “Yes” vote. PTO posters and flyers can encourage a “Yes” vote as long as they are produced by the PTO, not using school supplies or equipment.

Adam Herringa mentioned that there will be a “Portage 2025 Visioning Renewal Event” on Saturday, October 3, from 9:00 a.m. to 2:00 p.m. at Central High School. The Portage City Council is asking for community input regarding visions and goals for what the community could be like in 2025.

Mark mentioned that there is a need to update our District website and asked Council members to provide any/all feedback on our current website.

The meeting adjourned at 5:20 p.m.

Please note: The next meeting will be held Thursday, October 15, 2015, at 4:30 p.m. in Conference Room 1 at the Administration Building.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Leaf Pickup Equipment Rental - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Services

ACTION RECOMMENDED: That City Council approve a five-year contract with Premier Truck Sales & Rental Incorporated, of Valley View, Ohio, to provide compactor trucks for the Fall Leaf Pickup Program and the Spring Bagged Leaf Pickup Program in a total amount not to exceed \$469,000, with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this contract on behalf of the city.

The annual City of Portage Fall Leaf Pickup Program and Spring Bagged Leaf Pickup Program require the rental of compactor trucks for the successful and timely completion of each collection. The six-week Fall Leaf Pickup Program requires the rental of eight packer trucks due to the large volume of loose leaves placed at the curb throughout the three neighborhood collections. The four-week Spring Bagged Leaf Program, which includes only one collection in each neighborhood, requires the rental of one packer truck due to the reduced volume of leaves placed at the curb. These rental trucks are operated by city personnel who are commercially licensed operators.

Sealed bids were requested and received on September 24, 2015 for the rental of packer trucks over a five-year contract, with the option for three one-year renewals. Premier Truck Sales & Rental, Incorporated of Valley View, Ohio submitted the only bid to provide compactor trucks. The details of the bid submitted by Premier Truck Sales and Rental are as follows:

Fiscal Year	Fall Leaf Pickup Program Eight Compactor Trucks	Spring Bagged Leaf Pickup Program One Compactor Truck
2015-2016	\$76,800	\$6,600
2016-2017	\$81,600	\$7,000
2017-2018	\$86,400	\$7,400
2018-2019	\$91,200	\$7,800
2019-2020	\$96,000	\$8,200
Sub-Totals	\$432,000	\$37,000
Grand Total		\$469,000

By employing one vendor for both programs, the city can easily coordinate the delivery, scheduling and maintenance of the equipment with the goal of keeping both leaf removal programs on schedule. A five-year contract allows the vendor to plan for the large capital expenditure for equipment

replacement costs, as the city requires rental trucks to be less than five years old. Premier has provided the city with quality compactor trucks for the past nine years.

Therefore, it is recommended that City Council approve a five-year contract with Premier Truck Sales & Rental Incorporated, of Valley View, Ohio, to provide compactor trucks for the Fall Leaf Pickup Program and the Spring Bagged Leaf Pickup Program in a total amount not to exceed \$469,000, with the option for three one-year renewals, and authorize the City Manager to execute all documents related to this contract on behalf of the city.

FUNDING: As these are regular annual programs, funds are allocated in the Leaf Pickup budget for collection program equipment rentals.

Attachments: 1. Bid Tabulation

BID TABULATION
PACKER TRUCK RENTAL

Premier Truck Sales & Rental, Inc.
5800 W. Canal Rd.
Valley View, OH 44125

Item

Fall Rental (8 Trucks for 6 Weeks)

2016	\$76,800.00
2017	\$81,600.00
2018	\$86,400.00
2019	\$91,200.00
2020	<u>\$96,000.00</u>
Total Fall Rental for 5 Years	\$432,000.00

Spring Rental (1 Truck for 4 Weeks)

2016	\$6,600.00
2017	\$7,000.00
2018	\$7,400.00
2019	\$7,800.00
2020	<u>\$8,200.00</u>
Total Spring Rental for 5 Years	\$37,000.00

Grand Total Fall & Spring Rental	\$469,000.00
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Fire Station #1 Generator - Bid Tabulation

SUPPORTING PERSONNEL: Richard White, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: That City Council approve:

- a. the purchase of a Generac 80-KW building generator from Wolverine Power Systems of Zeeland, Michigan in the amount of \$39,600;
- b. installation of the Generac generator by Moore Electrical Services, Inc. of Kalamazoo, Michigan in the amount of \$45,112, and

authorize the City Manager to execute all documents related to this matter on behalf of the city.

The existing building generator at Fire Station #1 is approximately four years old and due to the inability to reliably locate replacement parts and the fact that the generator is unable to provide adequate power to the entire building in the event of an emergency, a replacement generator has been programmed in the 2015-2016 Capital Improvement Program budget. Installation of the new generator will provide continuous electrical power to the Fire Station #1, including the Emergency Coordination Center, which requires a greater output than the current generator. The installation for this generator consists of many components including:

- Removal of the current non-working solar panels on the South side of Fire Station #1 to accommodate a new concrete pad to mount the generator;
- Installation of a new concrete pad for mounting the new generator (approximate size of 5' x 12');
- Installation of an larger gas supply line from the existing one-inch line to two inches;
- Installation of two (2) new PVC conduits along the side of Fire Station #1 to allow for electrical to run from the generator to the building's electrical service;
- Installation of larger electrical conductors for the increased power supply;
- Installation of a new automatic transfer switch to allow transfer of electricity from utility to generator to building, and
- Removal of the existing generator and associated equipment.

The Public Safety Department - Fire Division contracted with Consumers Energy to design an emergency power generation system that will provide adequate emergency power to the entire station. Consumers Energy recommended that two Requests for Proposals be issued; one for the generator

equipment and one for the installation.

City staff sent bid packets for the generator and installation to multiple vendors. Two bids were received for the generator, with Wolverine Power Systems of Zeeland providing the lowest bid in the amount of \$39,600. Four bids were received for the installation, with Moore Electrical Services, Inc. of Kalamazoo providing the lowest bid in the amount of \$45,112. Moore Electric has previously performed work for the city with satisfactory performance. Wolverine Power Systems is the city's current generator maintenance contractor and also provided the generator for the City Hall Technology Department.

Therefore, it is recommended that City Council approve: (a) the purchase of a Generac 80-KW building generator from Wolverine Power Systems of Zeeland, Michigan in the amount of \$39,600; (b) installation of the Generac generator by Moore Electrical Services, Inc. of Kalamazoo, Michigan in the amount of \$45,112 and authorize the City Manager to execute all documents related to this matter on behalf of the city.

FUNDING: Funding for the emergency generator and installation at Fire Station #1 is included in the FY 2015-2016 Capital Improvement Project budget.

Attachments:

1. Bid Tabulation - Generator Installation
2. Bid Tabulation - Generator

BID TABULATION
INSTALLATION OF EMERGENCY STANDBY GENERATOR

	<u>Base Bid</u>	Use Tax on City Purchased <u>Equipment</u>	<u>Total Bid</u>
Moore Electrical Service, Inc. 7528 Ravine Rd. Kalamazoo, MI 49009	\$42,736.00	\$2,376.00	\$45,112.00
DVT Electric, Inc. 5151 S. Division Ave. Wyoming, MI 49548	\$44,654.00	\$2,376.00	\$47,030.00
Hi-Tech Electric 839 Lenox Ave. Portage, MI 49024	\$49,400.00	\$2,376.00	\$51,776.00
David Lawson 833 Lincoln Ct. Lansing, MI 48917	\$53,000.00	\$2,376.00	\$55,376.00

BID TABULATION
EMERGENCY STANDBY GENERATOR

	Wolverine Power Systems 3229 80th Avenue Zeeland, MI 49464	Cummings Bridgeway, LLC 3715 Clay Ave. SW Grand Rapids, MI 49548
Generator Price	\$23,000.00	\$44,099.00
ATS Price	<u>\$16,600.00</u>	<u>\$18,458.00</u>
Grand Total	\$39,600.00	\$62,557.00
Delivery	6/8 Weeks	12 Weeks
Manufacturer/Model	Generac, SC0080GG188.ON18HBLYA	Cummings 150GFPA
ATS Manufacturer/Model	Asco, J7ACUSA30400C5XM,44G	Asco J7ACUSA30400CBXM, 2C,188,1PG



MATERIALS TRANSMITTED

Friday, October 2, 2015

1. Communication from the City Manager regarding Bond Refinancing – Information Only.
2. Communication from the City Manager regarding the Citizen Comment Card Summary for July and August 2015 – Information Only.

Laurence Shaffer, City Manager

cc: Rob Boulis, Deputy City Manager



TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager

SUBJECT: Bond Refinancing – Information Only

SUPPORTING PERSONNEL: Bill Furry, Director of Finance

The City of Portage Finance Department, working in conjunction with Bond Counsel John Axe, sold its Capital Improvement Refunding Bonds, Series 2015C, on September 23, 2015. The bidding process for the bond sale was hugely contested, attracting ten bidders. The refunding bonds, which had previously been refunded prior to 2007, were awarded to the CitiGroup Global Markets, Inc. As Council will recall, the refunding of these bonds were authorized as part of the September 8, 2015 City Council agenda.

The refunding of the 2007 bond issue is similar to what a homeowner might experience when he/she refunds an outstanding mortgage on their home to achieve a lower interest rate, thereby saving funds. The earlier bond issue had an average interest rate of 4.8 percent, while the refunding bond issue had an average interest rate of 1.96 percent. Director Furry stated that the city originally expected to save \$980,000 as a result of the refunding. However, the city's strong financial position has allowed it to save \$1.6 million over the next ten years.

The average savings per year should exceed \$150,000 in reduced interest and debt service fees. I'd like to thank both Director Furry and Bond Counsel Axe for their hard work on this significant accomplishment.

Attachments: N/A

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager 

SUBJECT: Citizen Comment Summary for July & August 2015 – Information Only

As part of the continuing focus on customer service, city staff have been distributing comment cards to all residents interacting with their department and encouraging them to complete the cards. In addition to distribution of comment cards at every city department, citizens also have the opportunity to provide comments regarding their experience with staff via the online Customer Service Survey.

During the month of July, twelve Citizen Comment Cards and zero responses to the online Customer Service Survey were received. The month of August had seven comment card responses and no online survey responses. A summary of the responses received during July and August 2015 is attached for the information of Council. Please note, city staff followed through with all comments where responses were either neutral or dissatisfied.

Attachments: July 2015 Summary
August 2015 Summary

Record ID	Visit Date	Department(s) Visited	Visited by (ASSESSOR COMMENT CARD ONLY)	Purpose of Visit	Staff demeanor	Staff Knowledge	Facility Condition	Completeness of Response (ASSESSOR COMMENT CARD ONLY)	Comments	Name	Phone	Address	City	State	Zip	E-mail	Notes
1792	7/8/2015	Assessor (FS)		To get the address of the owner of an adjacent parcel to mine.	Satisfied	Satisfied		Satisfied	Josh Simmons got the address of the owner of a large vacant parcel that is adjacent to my property. He also helped me mark the area of that parcel I am interested in purchasing and locate a good location.	Key Maxey	269-321-6467	10712 S. Westridge Ave				jwhit54@btvglobal.net	
1793	7/10/2015	City Clerk		Change location and number of cemetery plots	Satisfied	Satisfied	Satisfied		We had a great experience with our exchange and purchase of additional cemetery plots. We had prompt and accurate service. We are very happy we live in Portage	Peg Whitcomb	327-5793	10708 Portage Rd					
1784	7/7/2015			Handgun permit	Satisfied	Satisfied	Satisfied			Sue Byars	489-1522	3323 East T Ave					
1785	7/14/2015	Police		Gun registration	Satisfied	Satisfied	Satisfied			Rachelle Dyer	329-5789	4785 Norfolk Ct				mz-ping24@yahoo.com	
1786	7/15/2015	Police		Permit to purchase	Satisfied	Satisfied	Satisfied			Sam Paratore	614-378-0815					sparatore@constitutorpne.com	
1787	7/24/2015	Community Development Fire		Built the Jarrod's Mike Beery, Dave Ron, all of the inspectors and water department was great	Satisfied	Satisfied	Satisfied		The entire staff was great, thank you to all	Harold Leanda Sharp		9549 Marco Dr	Portage	MI	49022		The DPR has already approved the relocation of the creek bed to return the water flow to a more serpentine condition as of summer 2015 Director Barnes will relay information to resident.
1728	7/22/2015			VA Disability for taxes	Satisfied				I am thoroughly disgusted with Portage and the DPR circumventing nature's foreshadowing of Portage Creek to satisfy some housing developer. How does it help the average Portage citizen? It is a disasterly sign. I do not approve your actions.	Mahe Mackery	327-6889	9636 Oakland Drive					
1789	7/10/2015								Officer Whisman was very nice, but the other officers on the scene were (sic) very rude. The Life EMT were (sic) rude as well. The boy EMT was a little bit more professional than the lady EMT, she was very rough with me, talking to me in a very rude manner.								
1790	7/29/2015			Police report from car accident on 1/11/14						William C Terrel	586-731-5891	42834 Mound Rd	Sterling Heights	MI	49314	see@gatecom.com	
1791	7/29/2015	Assessor (FS), Finance (FS), Fire		FOIA Request of property	Satisfied	Satisfied	Satisfied		Very helpful and friendly	Mary Keyte		329 Parkland Terr				mkeyte10@charter.net	
1792	7/29/2015	Community Development TRBSUR (FS)		Permit	Satisfied	Satisfied	Satisfied		As with previous visits, the staff worked with me to help me meet all of the city requirements in a way that made it an enjoyable experience.	Laura Sandstrom		1776 Greenbriar					
1793	7/16/2015	Community Development		Copies of permit into and additional info needed	Satisfied	Satisfied	Satisfied										

City of Portage Comment Card Response Summary - August 2015
7 Responses(s)

Record ID	Visit Date	Department(s) Visited	Visited By (ASSESSOR COMMENT CARD ONLY)	Purpose of Visit	Staff Demeanor	Staff Knowledge	Facility Condition	Completeness of Response (ASSESSOR COMMENT CARD ONLY)	Comments	Name	Phone	Address	City	State	Zip	E-mail	Notes
1794	7/22/2015	City Clerk		Pay summer taxes	Satisfied	N/A	Satisfied		Friendly very efficient, extremely quick transaction			2322 Ridgefield Rd 2218 Kalamazoo				kashana@abcglobal.net	
1795	8/11/2015	Assessor (FS) Treasury (FS)		To change auto pay accts. and to get into on my house	Satisfied	Satisfied	Satisfied		Very pleasant interactions w/ staff and very helpful	Kate Shime	328-0251						
1796	8/12/2015	City Clerk		Notary services Copies made for me lol	Satisfied	Satisfied	Satisfied		Prompt, courteous, wonderful staff. Offices are always neat as a pin.	Barb Hoppis	269-598-2980						waltony1@hotmail.com
1797	8/19/2015			Inquire why the recycling card was sent as a post card response - far amount of information is required (at the end)	Satisfied	Neutral			Would rather not have all this information on a post card format	Bill Stoneburner	323-1617	2739 Sloop Hollow Dr					picurry@charter.net
1798	8/20/2015	City Clerk		To help me to receive weather alert on my phone	Satisfied	Satisfied	Satisfied		Thanks for your calm, kind, friendly help. It is greatly appreciated! My dogs will be glad too!	Pat Curry	269-267-8314	1726 Rockford St					
1799	8/7/2015	Police			Satisfied	Satisfied	Satisfied		Thank you being so much help!	Marcus Amengas	800-309-2911	1600 King Hwy	Kalamazoo	MI	49001		
1800	8/10/2015	Police		Obtain reports from the record department	Satisfied	Satisfied	Satisfied		Very courteous								