

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance - Boy Scout Troop 244

A. Current City Council:

1. Roll Call.
2. Proclamations:
 - a. Resolution of Remembrance for Officer Zorro
3. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of November 5, 2019
 - b. Pre-Council Meeting of November 18, 2019
4. Receive the November 5, 2019 City General Election Report from the Kalamazoo County Board of Canvassers as information only.
5. Comments from Councilmembers.
6. Adjournment Sine Die of retiring City Council.

B. New City Council:

1. Oaths of Office.
2. Signing of the *City Council Code of Ethics and Values Policy*.
3. Seating of Mayor and Councilmembers.
4. Roll Call of New Council.
5. Election of Mayor Pro Tempore.
6. Adopt the revised *Rules of Order and Procedure*.
7. Consent Agenda: *To hear about items included on the Consent Agenda, visit: www.portagemi.gov/544/Podcasts*
 - a. Approval of the Accounts Payable Register of November 19, 2019 as presented.
 - b. Award a contract for the purchase of traffic signal poles, mast arms and assemblies for traffic signal upgrades on South Westnedge Avenue to Maico Industries of Ellsworth, Kansas in the not-to-exceed amount of \$305,491 and authorize the City Manager to sign all documents related to the contract on behalf of the city.
 - c. Award a contract to perform engineering services to Abonmarche Consultants, Inc. for the 2020 Local Streets Reconstruction Program in an amount not-to-exceed \$231,990 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
 - d. Approve the purchase of 3.82 acres of land plus a 5,239 square-foot permanent easement addressed as 9224 Portage Industrial Drive owned by J&H LLC for the construction of a northern entrance to the Eliason Nature Reserve, and authorize the City Manager to execute all documents related to this action on behalf of the city.
 - e. Approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated at a total cost of \$53,147 and authorize the City Manager to execute all related documents on behalf of the city.

- f. Award a contract to Clean Complete Janitorial Services for cleaning maintenance of park facilities and public rental properties for the annual cost of \$45,885 with the option of four one-year renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.
 - g. Minutes of Boards & Commissions:
 - i. Portage Public Schools Board of Education Committee of the Whole Work Session of October 14, Special Meeting of October 21 and Regular Business Meeting of October 28, 2019.
 - ii. Historic District Commission of October 2, 2019.
 - h. Materials Transmitted from November 5, 2019.
 - C. Statements of Citizens and Guests regarding New City Council.
 - 1. Petitions and Statements of Citizens - Other Matters.
 - D. Communications:
 - 1. Calendar of Meetings:
 - Senior Citizens Advisory Board, Wednesday, November 20 at 2:30 p.m. at Senior Center.
 - Planning Commission, Thursday, November 21 - CANCELLED.
 - Youth Advisory Committee, Monday, December 2 at 6:00 p.m. in City Hall Room #1.
 - E. Public Hearings:
 - F. Regular Business Agenda:
 - 1. Authorize the Mayor to sign a letter to Secretary Mike Pompeo of the United States Department of State consenting to refugee resettlement in the City of Portage.
 - G. Unfinished Business:
 - 1. Presentation by the firm Fishbeck, Thompson, Carr & Huber regarding the Hampton Creek Wetland Area.
 - H. Council Committee Reports:
 - I. New Business:
 - J. Statements of Citizens:
 - K. Statements of City Council and City Manager.

Adjournment.



RESOLUTION OF REMEMBRANCE

RESOLUTION OF REMEMBRANCE AND HONOR FOR PORTAGE POLICE OFFICER ZORRO

- WHEREAS,** Officer Zorro began his career in public service and joined the City of Portage Department of Public Safety in October 2016;
- WHEREAS,** Officer Zorro was a reliable, hardworking and trustworthy colleague of the City of Portage Police Division; and
- WHEREAS,** Officer Zorro was a dedicated partner of Police Officer Jordan Wentworth, as well as a true and loving member of the Wentworth family; and
- WHEREAS,** Officer Zorro was born, raised and trained in the Netherlands, certified along with Officer Wentworth through the National Association of Professional Canine Handlers, consistently responded to commands, and assisted in narcotics detections, searches, high risk stops and frequently put himself in harm's way to maintain the safety of his colleagues; and
- WHEREAS,** Officer Zorro was beloved by citizens and students of both the City of Portage and Kalamazoo County through his many public demonstrations and school classroom presentations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Portage, Michigan, acknowledge the many contributions of Officer Zorro to citizens of the City of Portage, and acknowledge his years of faithful and valuable service to this community; and

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

Signed this 19th day of November, 2019.

Patricia M. Randall, Mayor

Jim Pearson, Mayor Pro Tem

Chris Burns, Councilmember

Richard Ford, Councilmember

Lori Knapp, Councilmember



Claudette Reid, Councilmember

Terry Urban, Councilmember

CITY COUNCIL MEETING MINUTES FROM NOVEMBER 5, 2019

The Regular Meeting was called to order by Mayor Patricia Randall at 7:02 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Joe La Margo, City Attorney Randy Brown and Deputy City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in recognition of the right to vote.

Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall issued a proclamation recognizing “Small Business Saturday.” Ms. Polly Kragt, owner of ChocolaTea and The Pantry On Tap was present to receive the proclamation. Ms. Kragt thanked City Council and the Mayor for their support of locally owned businesses.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. No items were removed. Motion by Knapp, seconded by Burns, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Knapp, seconded by Burns, to approve the Regular Meeting Minutes of October 15 and Pre-Council Meeting Minutes of November 4, 2019. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF NOVEMBER 5, 2019: Motion by Knapp, seconded by Burns, to approve the Accounts Payable Register of November 5, 2019. Upon a roll call vote, motion carried 7 to 0.

AMENDMENT OF GENERAL APPROPRIATIONS ACT FOR FY ENDING JUNE 30, 2020: Motion by Knapp, seconded by Burns, to amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2020. Upon a roll call vote, motion carried 7 to 0.

REZONING OF 1730 EAST CENTRE AVENUE FIRST READING: Motion by Knapp, seconded by Burns, to accept Rezoning Application #19/20-2, 1730 East Centre Avenue, for first reading and set a public hearing for December 3, 2019; and subsequent to the public hearing, consider approving Rezoning Application #19/20-2, changing the zoning designation of 1730 East Centre Avenue from R-1B, one-family residential, to OS-1, office service. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Knapp, seconded by Burns, to receive the minutes of the Youth Advisory Committee of August 19, Senior Citizen Advisory Board of September 18, Portage Public Schools Board of Education Meeting of September 23 and Planning Commission of October 3, 2019.

MATERIALS TRANSMITTED: Motion by Knapp, seconded by Burns, to receive the Materials Transmitted of October 1 and 15, 2019. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Mr. Larry Provancher, 7414 Starbrook, provided an update on the Kalamazoo County ID Program, noting that he continues to spread the word about the ID program and its benefits.

Mr. Ed Haines, 7745 St. Andrews Circle, stated he had three concerns he wanted to address to Council. First, he noted the city's efforts managing the Hampton Bog water levels had been successful short-term, but he inquired on the status of the permit renewal with EGLE. Mr. Haines also asked about the status of a long-term solution for the Hampton Bog water levels. Finally, Mr. Haines inquired who the city's new point of contact for Hampton Bog area residents with water level concerns would be in light of former City Manager Shaffer's retirement.

Mayor Randall responded that the renewal of the permit with EGLE for the short-term was pending review by the State. She further offered that the long-term solution was the previously-assigned area study with Fishbeck, Thompson, Carr & Huber to be coming shortly.

City Manager La Margo responded that Deputy City Manager I / City Clerk Adam Herringa would be the new point of contact for the Hampton Bog area residents going forward.

COMMUNICATIONS:

CALENDAR OF MEETINGS: Motion by Knapp, seconded by Burns, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

WEST LAKE MANAGEMENT PROGRAM RESOLUTION NO. 5: Mayor Randall opened the public hearing and invited City Manager La Margo to speak regarding the weed management program. Mr. La Margo explained that this is a renewal of a long-term program for managing weeds in West Lake and the last step in the special assessment process. Mayor Randall asked if anyone from the audience desired to speak.

Mark Yassay, 1404 Lakeview, President of the West Lake Improvement Association, commented on the Association's support of the project and introduced Dr. Jennifer Jermalowicz-Jones of Restorative Lake Sciences, the firm that will be administering the treatments.

Mayor Pro Tem Pearson asked Dr. Jermalowicz-Jones whether West Lake has improved over the last 20 years of weed treatments. Dr. Jermalowicz-Jones responded that the presence of invasive species varies annually. Further, Dr. Jermalowicz-Jones noted that the approach is only to kill a portion of the weeds per the EGLE permit.

Mayor Randall inquired with Dr. Jermalowicz-Jones as to what has caused the invasive species in recent years. Dr. Jermalowicz-Jones noted that increased development and boat access tend to be the main sources.

Motion by Ford, seconded by Burns, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Knapp, seconded by Burns to adopt Resolution No. 5 confirming the Special Assessment Roll for the West Lake Management Program #020-Q. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

SALE OF EXCESS CITY PROPERTY: Mayor Randall deferred to City Manager Joe La Margo who invited Acting Director of Community Development, Chris Forth, to discuss the rationale for the sale of the city property.

Councilmember Ford asked for clarification regarding the continuation of the right-in/right-out from Westnedge Avenue. Acting Director Forth responded that the plan is to vacate the right-of-way and evenly divide the resulting property between the adjacent PlazaCorp and Burger King property owners. Councilmember Ford expressed concern in keeping the dead-end roadway from Gladys Street to Burger King open, citing the city's snow plowing policy. Acting Director Forth responded that further review and discussion on property access will occur during the road vacation process to occur later.

Motion by Ford, seconded by Reid, to adopt the Resolution to Sell the Excess City Property in the amount of \$314,500 located along the south side of Gladys Street, east of 6405 South Westnedge Avenue and authorize the City Manager to sign all documents related to the real estate transaction on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp offered an update on the October 22nd meeting of the Kalamazoo County Public Arts Commission. She stated that the Commission is planning for a new logo that will be chosen through a call for artists and design competition.

Motion by Reid, seconded by Ford, to receive the Council Committee Reports. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban welcomed incoming City Manager Joe La Margo.

Councilmember Reid also welcomed new City Manager La Margo and congratulated fellow unopposed Councilmembers pending re-election in the day's election. She expressed appreciation for the voting process and efforts of the poll workers. Councilmember Reid further expressed confidence in the election process with the Office of the City Clerk and encouraged residents to bring forward any potential concerns with the election process and exercise the right to vote.

Councilmember Knapp welcomed City Manager La Margo and reviewed the recent Art in the Park event, recognizing the contest's winners.

Councilmember Burns thanked Larry Provancher for his efforts on the Kalamazoo County ID Program, noting his support of the program. Councilmember Burns highlighted the Portage Community Center's holiday assistance programs and upcoming participation deadlines. He also mentioned the city election and his anticipation to continue work with fellow Councilmembers pending re-election.

Councilmember Ford also welcomed City Manager La Margo. He announced the arrival of his newborn daughter on October 28th. He further expressed congratulations to fellow Councilmembers pending re-election.

City Manager La Margo thanked City Council for the welcome and opportunity to work for the city.

Mayor Pro Tem Pearson expressed welcome to City Manager La Margo and congratulations to the fellow Councilmembers who also ran for re-election. He relayed that he had attended an event on November 1st in honor of citizen Frank Woodhams' 100th birthday and thanked the Office of the City Clerk staff for their research efforts on Mr. Woodhams' background.

Mayor Randall concluded by thanking Larry Provancher for his efforts and creation of the County ID Program. Mayor Randall then congratulated Councilmember Ford on the new baby. She stated it was an honor to serve as Mayor and congratulated the other three Councilmembers slated for re-election. Mayor Randall relayed her attendance at a recent swearing-in ceremony for three new city Police Officers, relaying that these were positions made possible by Council approval earlier in the year. Mayor Randall also made note of the upcoming I Love Portage Essay Contest in

conjunction with the annual Tree Lighting Ceremony scheduled for December 7th. She reminded residents that the Fall Leaf Collection is still ongoing and working to finish before snowfall. Mayor Randall closed by welcoming new City Manager La Margo.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:49 p.m.

Erica L. Eklov, Deputy City Clerk

DRAFT

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 18, 2019**

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

With regard to proclamations, Mayor Randall inquired as to who would be reading the proclamation. Councilmember Knapp volunteered. Mayor Randall reviewed that the re-elected members of Council would step down from the dais, be sworn in and then return to the dais. She noted that the seating arrangement would remain unchanged. Councilmember Reid inquired if there would be a break and Mayor Randall responded in the negative noting that a break was not planned.

With regard to Item B.7.b, Councilmember Reid shared that she had received an inquiry from a citizen asking why the mast arms needed replacing and what makes a mast arm obsolete. Councilmember Reid further inquired as to why only one bid was received and who may have downloaded the bid offering. Deputy City Manager Boulis stated that it is not unusual for bid offerings to be downloaded by individuals other than prime vendors. Such downloads, he continued, are often simply to see what might be available. Councilmember Reid shared that she is troubled whenever only a single bid is received as it's difficult to ascertain whether the quoted price is a good one. Mayor Randall inquired as to the age of the current mast arms and how the bid price compares with similar recent purchases. She continued by inquiring whether the purchase could be deferred. Mr. La Margo shared that he would research and respond.

With regard to item B.7.c, Councilmember Reid noted the recommendation to take the second lowest bid. She noted that the agenda item indicated that the low bidder "took exceptions to the indemnity and insurance" provisions and asked for clarification in this regard. Councilmember Reid also noted that the agenda item indicated the low bidder did not provide sample drawings that were detailed enough to meet the requirements of the local streets program. Councilmember Reid inquired if the requirement for sample drawings in the bid offering were clear. Councilmember Reid concluded by asking if this bidder had such deficiencies, why it was included in the agenda item. Mr. La Margo stated that his goal is to include all bids so that City Council has a solid understanding of each bid process. With regard to her other questions, Mr. La Margo stated that he would research and respond.

With regard to Item B.7.d, Councilmember Reid inquired if the two parking lots would be contiguous or separate. Mr. La Margo stated that they would be separate with cross access. He shared that he is working with J&H LLC on development of the parking lots and described it as a "win-win" as both J&H and the City will benefit from the additional parking. Mayor Randall inquired if signage would be installed to clarify the parking opportunities. Mr. La Margo stated that signage would be installed.

With regard to Item B.7.f, Councilmember Reid inquired what steps were taken with Too Clean to help improve their performance. She further inquired if their performance was so bad, why were they included as a bidder? Mr. Boulis stated that Too Clean was having trouble meeting bid specifications and that various city facilities were not being appropriately cleaned. Mr. Boulis stated that staff was dissatisfied with the results of Too Clean but their performance was not such that it merited disqualification from bidding. Mr. Boulis noted the minor price difference between Too Clean and the next bidder and shared that the recommendation is to go with the next highest bidder in the hopes of getting better results. Councilmember Reid summarized that, in the case of Too Clean, they may have been meeting the letter of the contract but just not doing the best work. Mr. La Margo stated that he would continue to work on making staff reports to City Council more clear, especially as they related to purchasing. Mr. Boulis also noted that the city endeavors to avoid being overly harsh regarding vendors in public documents so as to avoid causing undue harm.

Mayor Randall asked for clarity with regard to “Statements of Citizens and Guests and Petitions and Statements of Citizens – Other Matters.” City Clerk Herringa explained the first is an opportunity for any special guests or attendees in the audience to speak regarding the recent election. The second is for any citizens to speak regarding other matters of concern.

With regard to Item F.1, Councilmember Reid inquired if the signing of such a letter regarding refugee resettlement would be on-going or if this would be a one-time situation. Mr. Boulis stated his understanding is that this would be a one-time circumstance but this could be subject to change. Councilmember Burns inquired if any staff from refugee resettlement organizations would be present. City Clerk Herringa stated that representatives of Bethany Christian Services would be in the audience.

With regard to Item G.1, Councilmember Reid inquired if City Council would be receiving a copy of the report from Fishbeck. Mr. La Margo stated that staff received the report late last Friday and invited Councilmember Reid to attend a planned meeting with Fishbeck representatives on Tuesday at 5:00 p.m. City Clerk Herringa expressed concern with a quorum of City Council being reached and Mayor Randall inquired about the possibility of a Special Meeting. Mayor Randall expressed hope that Fishbeck will be prepared to give a presentation and inquired if city staff would be available to answer questions from the audience. Mr. La Margo responded in the affirmative. Mr. La Margo shared that Fishbeck would be contacted regarding the possibility of meeting earlier in the day tomorrow so that City Council might have an opportunity to discuss the report.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:32 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: 2019 City Election Report

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Receive the November 5, 2019 City General Election Report from the Kalamazoo County Board of Canvassers as information only.

The Kalamazoo County Board of Canvassers has completed the canvass of the November 5, 2019 City General Election. The attached Board of Canvassers Report is provided to City Council as information only.

FUNDING: N/A

Attachments: 1. Board of Canvassers Report - 2019

CANVASS OF VOTES CAST

-AT THE-

GENERAL ELECTION

-HELD ON-

NOVEMBER 5, 2019

-IN THE-

CITY OF PORTAGE

**AND CANVASSED BY THE
BOARD OF CANVASSERS**

OF

KALAMAZOO COUNTY, MICHIGAN

Mayor Portage City					Council Member Portage City					
VOTE FOR 1					VOTE FOR 3					
13 of 13 Precincts Reporting					13 of 13 Precincts Reporting					
	Patricia M. Randall	Write-in Totals	Total Votes Cast	Contest Total	Christopher Burns	Richard Ford	Jim Pearson	Write-in Totals	Total Votes Cast	Contest Total
Portage City 1 & 15	453	10	463	547	413	404	418	8	1,243	1,641
Portage City 2	109	0	109	128	93	90	93	1	277	384
Portage City 3	299	7	306	367	267	262	268	6	803	1,101
Portage City 4 & 6	560	10	570	716	489	489	529	8	1,515	2,148
Portage City 5, 10 & 12	1,068	7	1,075	1,075	976	959	992	27	2,954	2,954
Portage City 7	88	2	90	100	75	77	78	3	233	300
Portage City 8 & 14	648	13	661	813	600	591	602	11	1,804	2,439
Portage City 9	313	6	319	382	286	279	285	4	854	1,146
Portage City 11 & 19	607	16	623	729	545	530	545	9	1,629	2,187
Portage City 13	452	5	457	534	417	412	413	11	1,253	1,602
Portage City 16 & 18	644	16	660	767	574	569	592	12	1,747	2,301
Portage City 17	363	6	369	462	339	329	340	1	1,009	1,386
Portage City 20	272	6	278	323	239	239	235	3	716	969
Totals	5,876	104	5,980	6,943	5,313	5,230	5,390	104	16,037	20,558

	KRESA-Career-Technical Ed Millage				Portage Public Schools-Sinking Fund				Schoolcraft Community Schools-Bond Proposal			
	VOTE FOR 1				VOTE FOR 1				VOTE FOR 1			
	13 of 13 Precincts Reporting				13 of 13 Precincts Reporting				1 of 1 Precincts Reporting			
	Yes	No	Total Votes Cast	Contest Total	Yes	No	Total Votes Cast	Contest Total	Yes	No	Total Votes Cast	Contest Total
Portage City 1 & 15	306	203	509	547	341	194	535	547	0	0	0	0
Portage City 2	74	49	123	128	71	51	122	124	0	0	0	0
Portage City 3	218	128	346	367	225	130	355	367	0	0	0	0
Portage City 4 & 6	341	350	691	716	312	244	556	563	0	0	0	0
Portage City 5, 10 & 12	625	629	1,254	1,254	685	596	1,281	1,281	9	13	22	22
Portage City 7	61	36	97	100	60	38	98	100	0	0	0	0
Portage City 8 & 14	479	292	771	813	562	240	802	813	0	0	0	0
Portage City 9	221	141	362	382	236	141	377	382	0	0	0	0
Portage City 11 & 19	437	257	694	730	448	269	717	729	0	0	0	0
Portage City 13	308	193	501	534	349	178	527	534	0	0	0	0
Portage City 16 & 18	463	260	723	767	522	235	757	767	0	0	0	0
Portage City 17	243	202	445	462	263	193	456	462	0	0	0	0
Portage City 20	176	134	310	323	196	126	322	323	0	0	0	0
Totals	3,952	2,874	6,826	7,123	4,270	2,635	6,905	6,992	9	13	22	22

Portage District Library-Operating Millage
increase

VOTE FOR 1

13 of 13 Precincts Reporting

	Yes	No	Total Votes Cast	Contest Total
Portage City 1 & 15	333	203	536	547
Portage City 2	84	43	127	128
Portage City 3	234	127	361	367
Portage City 4 & 6	370	344	714	716
Portage City 5, 10 & 12	673	635	1,308	1,308
Portage City 7	69	31	100	100
Portage City 8 & 14	529	276	805	813
Portage City 9	250	128	378	382
Portage City 11 & 19	459	263	722	730
Portage City 13	352	175	527	534
Portage City 16 & 18	507	252	759	767
Portage City 17	247	207	454	462
Portage City 20	201	121	322	323
Totals	4,308	2,805	7,113	7,177

The whole number of votes given for the office of Mayor	
Was five thousand eight hundred seventy-six	5,876
and they were given for the following named persons:	
Patricia M. Randall received five thousand eight hundred seventy-six votes	5,876
TOTAL	5,876

The whole number of votes given for the office of City Commision	
Was fifteen thousand nine hundred thirty-three	15,933
and they were given for the following named persons:	
Chris Burns received five thousand three hundred thirteen	5,313
Richard J. Ford received five thousand two hundred thirty votes	5,230
Jim Pearson received five thousand three hundred ninety votes	5,390
TOTAL	15,933

STATE OF MICHIGAN
COUNTY OF KALAMAZOO

The Board of Canvassers of the County of Kalamazoo, having Ascertained and Canvassed the Votes of Said City of Portage, at the General Election, held on the 5th day of November, two thousand nineteen

Do Hereby Certify and Determine

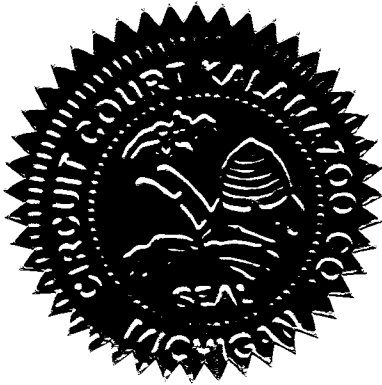
That Patricia M. Randall, having received sufficient number of votes, is elected to the office of Mayor for a term ending November 8, 2021.

That Chris Burns, having received sufficient number of votes, is elected to City Council for a term ending November 13, 2023.

That Richard J. Ford, having received sufficient number of votes, is elected City Council for a term ending November 13, 2023.

That Jim Pearson, having received sufficient number of votes, is elected City Council for a term ending November 13, 2023.

In Witness Whereof, We have hereunto set our hands and affixed the Seal of the County of Kalamazoo this 8th day of November in the year two thousand nineteen.



BOARD OF CANVASSERS

R. Vincent Lavar
Wendy Flora
Jo Kent

ATTEST:

Imothy Shaw
Clerk of the Board of Canvassers

Wendy Flora
Chair of the Board of Canvassers

CITY OF PORTAGE

CITY COUNCIL CODE OF ETHICS AND VALUES POLICY

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

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

2. **Definitions.**

- A. **Councilmember** means a member of the City Council.

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

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

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

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

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

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

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

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

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

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

9. **Compliance.**

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

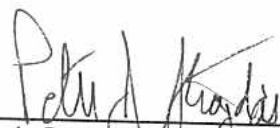
councilmember of a particular duty, or treat that person differently than other similarly situated city residents.

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

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

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

Effective date: January 13, 2009



Peter J. Strazdas, Mayor

z:/jody/portage/misc/ethics policy clean.122208

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: City Council Rules of Order and Procedure Revision

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Adopt the revised *Rules of Order and Procedure*.

Per the City Charter, the City Council Rules of Order and Procedure govern the format and process followed for City Council Meetings (Charter Section 4.6-i and Section 4.6-m). Initially adopted by City Council on October 13, 1964, the Rules of Order and Procedure are traditionally adopted every two years, yet rarely modified in a significant manner. In November and December 2017 the Office of the City Clerk conducted a review of the City Council Meeting Agenda format and the related Rules of Order and Procedure. Following City Council review and deliberation the agenda format and Rules of Order and Procedure were revised.

The Office of the City Clerk has again reviewed the Rules of Order and Procedure and only minor revisions are recommended at this time.

"Section 5. Consent Agenda"

A sentence has been added to specify routine items that are included on the Consent Agenda and incorporates the Calendar of Meetings as part of the Consent Agenda.

The motion language to adopt the Consent Agenda has been updated to reflect the current suggested motion which includes a reference to the agenda being available in audio format on the City of Portage website.

It is recommended that City Council adopt the revised Rules of Order and Procedure as shown in the attached red-line/strikeout version.

FUNDING: Not Applicable

Attachments: 1. City Council Rules & Procedures DRAFT Nov 2019

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

Section 1. Convening of Meeting; Quorum:

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

Section 2. Order of Business:

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

- | | |
|---------------------------------------|--|
| CALL TO ORDER | D. Public Hearings |
| Invocation | E. Regular Business Agenda |
| Pledge of Allegiance | F. Unfinished Business |
| Roll Call | G. Council Committee Reports |
| Proclamations | H. New Business |
| A. Consent Agenda | I. Statements of Citizens |
| B. Petitions & Statements of Citizens | J. Statements of City Council & City Manager |
| C. Communications | ADJOURNMENT |

Section 3. Reading of Minutes:

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

Section 4. Agenda for Meeting:

Any Councilmember, Mayor or City Manager may prepare items for consideration on the 11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17, 12/19/17

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

Section 5. Consent Agenda:

The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may be removed from the Consent Agenda by a member of City Council or the audience. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section. Routine items on the Consent Agenda include, but are not limited to, City Council Meeting Minutes, Minutes of Boards and Commissions, Accounts Payable Register, Materials Transmitted and Calendar of Meetings.

Councilmembers shall make every effort to request removal of items from the Consent Agenda prior to 12 noon on the day of the meeting. This does not preclude members of Council from requesting removal of an item from the Consent Agenda during the meeting itself.

The Consent Agenda items will then be enacted by the following motion: *"The Consent Agenda is available for review by visiting the City of Portage website, where it is available both in written and audio format on the City Council "Agenda and Minutes" web page – or - by visiting the Office of the City Clerk the day before or the day of a Regular Meeting. Does any Councilmember wish to remove an item from the Consent Agenda for individual consideration? Does anyone in the audience wish to remove an item from the Consent Agenda for individual consideration? I would consider a motion to approve the Consent Agenda as presented by City Council (– or – with the exception of Item(s) ____)."*

Deleted: obtaining a hard copy at Regular Meetings of the City Council or

Section 6. Regular Meetings; Time-Place:

The Council shall meet regularly every other Tuesday at 7:00 o'clock p.m. in the Council Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17, 12/19/17

Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the Council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.

The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

Section 7. Meetings; Notice Required:

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

Section 8. Presiding Officer; Powers and Duties:

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17, 12/19/17

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

Section 9. Statements of Citizens:

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than three (3) minutes unless the rules are suspended in accordance with Section 12(a).

Section 10. Rules of Debate:

- (a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.
- (b) When a motion is under debate, only the following motions shall be in order:
 - 1. Motion to adjourn.
 - 2. Motion to take a recess.
 - 3. Motion to lay on the table.
 - 4. Motion for the previous question.
 - 5. Motion to postpone to a day certain.
 - 6. Motion to refer to a committee of the council.
 - 7. Motion to amend or substitute.
 - 8. Motion to postpone indefinitely.
- (c) A motion to adjourn and a motion to lay on the table shall always be in order and without

debate.

- (d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yes's prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate.
- (e) All votes shall be taken by yes and no, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.
- (f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question or a member who did not vote by reason of absence to move reconsideration thereof.

Section 11. Ordinances, Resolution, Motions, Contracts:

- (a) All ordinances, resolution and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney.
- (b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.
- (c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:
 - 1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
 - 2. Refer the proposed ordinance to an ad hoc committee of three (3) Councilmembers named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any

11/13/91, 11/9/93, 11/14/95, 11/18/97, 1/06/03, 11/06/07, 11/17/09, 11/15/11, 7/23/13, 11/19/13, 11/17/15, 11/21/17, 12/19/17

proposed ordinance may be amended by the Council at any time prior to its adoption by the vote of four (4) or more of its members.

3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

Section 12. Suspending; Amending Rules:

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

Section 13. Roll Call Votes:

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

Section 14. Attendance:

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

Section 15. Governing Rules of Order:

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

Section 16. Vacancies

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

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of Accounts Payable Register of November 19, 2019 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period October 27, 2019 through November 9, 2019 and notes \$1,385,689.06 in automated clearing house payments, \$1,166,067.75 in paper checks, and \$58,923.23 in auto-pay payments for a grand total of \$2,610,680.04.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of 11-19-19

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 1of 10

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
11/01/2019	12109(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	112,770.98
11/01/2019	12110(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT 1	3,560.31
11/01/2019	12111(A)	APOLLO FIRE APPARATUS REPAIR	FIRE APPARATUS MAINT	257.14
11/01/2019	12112(A)	APPROVED PROTECTION SYSTEMS	ANNUAL FIRE EXTINGUISHER MAINT	173.30
11/01/2019	12113(A)	BARKER, DAVID	GLOCK ARMORER COURSE 11/5	45.00
11/01/2019	12114(A)	BATTERIES PLUS	MISC BATTERIES	92.83
11/01/2019	12115(A)	BLACKBOARD, INC.	BLACKBOARD CONNECT ANNUAL	14,000.00
11/01/2019	12116(A)	C D W GOVERNMENT, INC.	ADOBE ACROBAT PRO 2017 LIC.	374.39
11/01/2019	12117(A)	C T S TELECOM, INC.	TS DEDICATED FIBER OPTIC CIRC	325.00
11/01/2019	12118(A)	CHARTER COMMUNICATIONS	CABLE TV	124.98
11/01/2019	12119(A)	CLEANIT CORP	19/20 CAR WASHES	158.98
11/01/2019	12120(A)	COMPLETE LANDSCAPING SOLUTIONS	CONTRACT MOWING FOR TALL GRASS & WEEDS	190.11
11/01/2019	12121(A)	CONSOLIDATED ELECTRICAL DIST INC	LIGHT POLE	1,730.08
11/01/2019	12122(A)	CROWN TROPHY	2019 FALL BALL TROPHIES	143.55
11/01/2019	12123(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES OCT	97.95
11/01/2019	12124(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIRS	3,307.50
11/01/2019	12125(A)	DYLHOFF, RANDY	BSA CONFERENCE (IAFCI)	90.00
11/01/2019	12126(A)	EKLOV, ERICA	THERMAL RECEIPT ROLLS FOR DS200 TABULATOR	54.95
11/01/2019	12127(A)	ENGINEERED PROTECTION SYSTEMS, INC.	EPS SERVICES 9/1/19-11/30/19	15,185.56
11/01/2019	12128(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIVISION	476.19
11/01/2019	12129(A)	EVERETT, CHIP	FIRE ADMIN TRAINING	1,384.54
11/01/2019	12130(A)	FARM N GARDEN	GATE REPAIRS	582.00
11/01/2019	12131(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,295.16
11/01/2019	12132(A)	GORDON WATER SYSTEMS	HARDWARE RENTAL AND WATER	99.95
11/01/2019	12133(A)	GRIFFIN PEST SOLUTIONS, INC.	ANNUAL PEST CONTROL 19/20	80.00
11/01/2019	12134(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,188.17
11/01/2019	12135(A)	HI-TECH ELECTRIC CO.	ELECTRICAL SERVICES	4,286.67
11/01/2019	12136(A)	INDUSCO SUPPLY CO., INC.	MISC PAPER AND CLEANING SUPPLIES	656.36
11/01/2019	12137(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS FOR CITY HALL	47.59
11/01/2019	12138(A)	LANDS END	RECORDS/IC UNIFORMS	46.85
11/01/2019	12139(A)	MATERIALS RESOURCES	MAINTENANCE SUPPLIES	36.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 2 of 10

Check Date	Check	Vendor Name	Description	Amount
11/01/2019	12140(A)	MEJEUR ELECTRIC LLC	MISC ELECTRICAL SERVICES	2,569.00
11/01/2019	12141(A)	MICHIGAN PAVING & MATERIALS CO.	ANGLING RD & MEREDITH ST RECONSTRUCTION	286,607.93
11/01/2019	12142(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	282.75
11/01/2019	12143(A)	MOORE, LARRY	FIRE ADMIN TRAINING	2,086.88
11/01/2019	12144(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP SOIL	480.00
11/01/2019	12145(A)	NASON, RICHARD	FIRE PREVENTION SUPPLIES	169.93
11/01/2019	12146(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	3,111.74
11/01/2019	12147(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,966.50
11/01/2019	12148(A)	PETERS CONSTRUCTION CO.	ZYLMAN AVE RECONSTRUCTION	380,005.89
11/01/2019	12149(A)	PRINTING SERVICES INC	PORTAGER PRODUCTION	2,816.00
11/01/2019	12150(A)	PROFESSIONAL BUILDING SERVICES LLC	JANITORIAL SERVICES - SR CNTR	4,031.92
11/01/2019	12151(A)	R W LAPINE INC.	FURNACE REPAIR, INDUCER & CAPACITOR	1,782.90
11/01/2019	12152(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT.	135.44
11/01/2019	12153(A)	RIETH-RILEY CONSTRUCTION CO., INC	MILL AND FILL 2018/19	11,900.00
11/01/2019	12154(A)	ROE-COMM, INC.	MISC RADIO SERVICES 19/20	274.00
11/01/2019	12155(A)	SAFETY SERVICES, INC.	HI-VIZ CLOTHING	555.45
11/01/2019	12156(A)	SCHUMACHER, MICHAEL	FIELD TRNG OFFICER - DEWOLF	379.16
11/01/2019	12157(A)	SHULTS EQUIPMENT, INC.	PLOW BLADES	1,182.00
11/01/2019	12158(A)	SIMPLIFILE LLC	SEPTEMBER DOCUMENT RECORDINGS	237.00
11/01/2019	12159(A)	SLATER, KIERSTEN	EMPLOYEE REIMB MCAT 2019	446.74
11/01/2019	12160(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	1,156.26
11/01/2019	12161(A)	STEELE, DANA	FIRE ADMIN TRAINING	918.10
11/01/2019	12162(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE PARK	5,280.00
11/01/2019	12163(A)	VANDENBRINK, BRIAN	CALEA CONFERENCE 11/13 - 11/16	350.00
11/01/2019	12164(A)	VANPORTFLIET, DEREK	GLOCK ARMORER COURSE 11/5	45.00
11/01/2019	12165(A)	WEST SHORE SERVICES, INC	MOVE ANTENNA	497.75
11/08/2019	12166(A)	A-1 SIGNS	MEMORIAL PLAQUES	82.20
11/08/2019	12167(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	8,000.00
11/08/2019	12168(A)	AMERICAN HYDROGEOLOGY CORP.	PROFESSIONAL SERVICES	13,965.60
11/08/2019	12169(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,750.00
11/08/2019	12170(A)	APPROVED PROTECTION SYSTEMS	FIRE EXTINGUISHER MAINT	554.00
11/08/2019	12171(A)	ARMOLD, NICHOLAS	IACP CONFERENCE 10/26 - 10/29	1,891.44
11/08/2019	12172(A)	BEST WAY DISPOSAL, INC.	SWEEPER DEBRIS DISPOSAL	2,350.08

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 3of 10

Check Date	Check	Vendor Name	Description	Amount
11/08/2019	12173(A)	BYHOLT INC.	2NS SAND DELIVERY	397.17
11/08/2019	12174(A)	C D W GOVERNMENT, INC.	KZBR175 3 ARBITATOR	15,540.00
11/08/2019	12175(A)	C M P DISTRIBUTORS, INC.	BULLET RESISTANT VESTS	3,065.00
11/08/2019	12176(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,354.24
11/08/2019	12177(A)	CAPITAL ADVANTAGE LEASING	KYOCERA QUARTERLY PMT	922.15
11/08/2019	12178(A)	CLEAN EARTH ENVIRONMENTAL SERV	VIDEO SERVICES	863.00
11/08/2019	12179(A)	CONSOLIDATED ELECTRICAL DIST INC	LIGHT POLE	1,669.26
11/08/2019	12180(A)	CONTINENTAL LINEN SERVICES	SPECIAL EVENT LINENS	86.66
11/08/2019	12181(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEMS W/WARRANTY	2,742.30
11/08/2019	12182(A)	EKLOV, ERICA	2020 MAMC INSTITUTE REGIS	650.00
11/08/2019	12183(A)	ENGINEERED PROTECTION SYSTEMS, INC.	VIDEO SURVEILLANCE SYS - CFVC	4,350.00
11/08/2019	12184(A)	ETNA SUPPLY, INC.	SUPPLIES - PARKS DIVISION	173.50
11/08/2019	12185(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	2,043.19
11/08/2019	12186(A)	GRAINGER INC	SAFETY SUPPLIES	517.34
11/08/2019	12187(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL SERVICES - GLWTP	131.00
11/08/2019	12188(A)	INTERNATIONAL CODE COUNCIL, INC	MICHIGAN AND INT'L ENERGY CODE	56.90
11/08/2019	12189(A)	IRISH AYRES ENTERPRISES, LLC	MOWING, TRIMMING, LANDSCAPE MAINT	8,540.00
11/08/2019	12190(A)	JONES & HENRY ENGINEERS, LTD	ENGINEERING SERVICES	11,128.85
11/08/2019	12191(A)	KEHOE, EDWARD J	CLASS INSTRUCTOR PAYMENT	620.00
11/08/2019	12192(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	309.68
11/08/2019	12193(A)	LAND MATTERS LLC	LAND ACQUISITION SERVICES	708.05
11/08/2019	12194(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,088.24
11/08/2019	12195(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	1,386.56
11/08/2019	12196(A)	MARANA GROUP	METER SERVICE	273.00
11/08/2019	12197(A)	MATERIALS RESOURCES	LATEX GLOVES AND SUPPLIES	243.94
11/08/2019	12198(A)	MCNALLY ELEVATOR CO.	CITY HALL ELEVATOR SAFETY	450.00
11/08/2019	12199(A)	MEJEUR ELECTRIC LLC	REPAIR OF LIGHT POLE	228.00
11/08/2019	12200(A)	NYE UNIFORMS	UNIFORMS	319.98
11/08/2019	12201(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES PARKS MAINT	6,450.28
11/08/2019	12202(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND CHECK	38.23
11/08/2019	12203(A)	PETERS CONSTRUCTION CO.	ZYLMAN AVE RECONSTRUCTION	402,472.62
11/08/2019	12204(A)	PREMIER SAFETY	FIRE SCBA MAINTENANCE	600.00
11/08/2019	12205(A)	PRINTING SERVICES INC	MONSTER MASH HANDOUT	384.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 4 of 10

Check Date	Check	Vendor Name	Description	Amount
11/08/2019	12206(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICES	375.00
11/08/2019	12207(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	3,573.25
11/08/2019	12208(A)	VOID		0.00
11/08/2019	12209(A)	SECANT TECHNOLOGIES	SERVICE DESK LABOR SERVICES	200.00
11/08/2019	12210(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS -	198.00
11/08/2019	12211(A)	SNELL, DEBRA	CLASS INSTRUCTOR PAYMENT	432.00
11/08/2019	12212(A)	WEST MICHIGAN INT'L LLC	MAINTENANCE SUPPLIES	383.42
Total ACH Transactions:				1,385,689.06

Check Type: Paper Check

11/01/2019	311575	10TH DISTRICT COURT	OUT OF COUNTY BOND	100.00
11/01/2019	311576	10TH DISTRICT COURT	OUT OF COUNTY BOND	234.00
11/01/2019	311577	56B DISTRICT COURT	OUT OF COUNTY BOND	255.00
11/01/2019	311578	57TH DISTRICT COURT	OUT OF COUNTY BOND	270.00
11/01/2019	311579	5TH DISTRICT COURT	OUT OF COUNTY BOND	50.00
11/01/2019	311580	A T & T	ELECTRONIC COMMUNICATIONS	426.92
11/01/2019	311581	A T & T	RADIO CIRCUITS	5,168.83
11/01/2019	311582	A T & T LONG DISTANCE	LONG DISTANCE SERVICE	93.06
11/01/2019	311583	ABUDULLAH, ARIK	FIRE OPS TRAINING	208.50
11/01/2019	311584	ACTION PIANO SERVICE	PIANO TUNING	155.00
11/01/2019	311585	ADAMS, HANNA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/01/2019	311586	AGENCY360	YEARLY SUBSCRIPTIONS	1,791.00
11/01/2019	311587	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	511.70
11/01/2019	311588	ARTWEAR APPAREL GRAPHICS, INC.	GRAPHITE L/S DRI-FIT T'S	309.00
11/01/2019	311589	AUTOBODY USA - SOUTHSIDE	WINDSHIELD REPLACEMENT	433.54
11/01/2019	311590	AVB CONSTRUCTION LLC	HYDRANT METER DEPOSIT REFUND	63.37
11/01/2019	311591	BINDER PARK ZOOLOGICAL SOCIETY, INC	NOVEMBER BINDER PARK PROGRAM	200.00
11/01/2019	311592	BOARDMAN, KIM	SCHRIER PARK DEPOSIT REFUND	150.00
11/01/2019	311593	CINTAS CORP.	UNIFORM RENTAL SERVICES	340.84
11/01/2019	311594	CITY OF KALAMAZOO TREASURER	WATER SERVICE - KILGORE	283.09
11/01/2019	311595	CLEAR CHANNEL AIRPORTS	AIRPORT ADVERTISING FY 20	888.00
11/01/2019	311596	D C PLUMBING	REPLACE TOILETS AND LAVS 5 BATHROOMS	3,943.84

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 5 of 10

Check Date	Check	Vendor Name	Description	Amount
11/01/2019	311597	DARE, HALEY	OVERPAYMENT FINAL WATER BILL	117.99
11/01/2019	311598	DETROIT SALT CO.	ICE CONTROL SALT	68,238.26
11/01/2019	311599	DEVON TITLE AGENCY	OVERPAYMENT WATER BILL	51.08
11/01/2019	311600	DODSON, JOANN	TRIP REFUND 19AU21	200.00
11/01/2019	311601	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT.	4,810.39
11/01/2019	311602	ENVIROLOGIC TECHNOLOGIES INC	BROWNFIELD TRAINING & SERV	400.00
11/01/2019	311603	FACE, GEORGE	FIRE OPS TRAINING	428.38
11/01/2019	311604	FUSTER, TINA	SCHOOLHOUSE & STUART MANOR RFND	200.00
11/01/2019	311605	GORDON FOOD SERVICE	FOOD FOR WORKING LUNCH	70.81
11/01/2019	311606	GREAT LAKES PLUMBING	BD Payment Refund	5.00
11/01/2019	311607	GREAT LAKES PLUMBING	BD Payment Refund	50.00
11/01/2019	311608	HAAS, GEORGE M.	IRRIGATION REPAIRS	400.00
11/01/2019	311609	HALL BUILDERS LLC	FIRE STATION #2	315,180.41
11/01/2019	311610	HALT FIRE, INC.	FIRE APPARATUS MAINT	6,462.84
11/01/2019	311611	HARDY, SUE	TRIP REFUND 200220 GULF C	100.00
11/01/2019	311612	HOME DEPOT	MISC BUILDING SUPPLIES 19	1,760.06
11/01/2019	311613	VOID		0.00
11/01/2019	311614	INCREDIBLE KETTLE	SNAP/EBT REIMBURSEMENT	28.00
11/01/2019	311615	J & B PROFESSIONAL TREE SERVIC	TREE AND STUMP REMOVAL	625.00
11/01/2019	311616	JACKSON, SANDRA LEE ESTATE OF	OVERPAYMENT FINAL WATER BILL	25.89
11/01/2019	311617	JONES & BARTLETT PUBLISHERS, INC.	FIRE TRAINING	85.40
11/01/2019	311618	KALAMAZOO COUNTY CHILD ABUSE AND NE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/01/2019	311619	KALAMAZOO COUNTY TREASURER	OAKBROOK NOVEMBER 2019 MOBILE HOME TAX	322.50
11/01/2019	311620	KAMMINGA & ROODVOETS, INC.	STATE STREETS WATER MAIN	296,602.47
11/01/2019	311621	KIESLER POLICE SUPPLY	LASERS	2,187.31
11/01/2019	311622	KNOX CO.	KNOX BOXES	1,042.00
11/01/2019	311623	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - COMMUNICATION SERV	364.00
11/01/2019	311624	LOCKE, VICKI	OVERPAYMENT 2019 PROPERTY	5.07
11/01/2019	311625	LUMBARD, CHAZLYN	HAYLOFT THEATRE DEPOSIT RFND	150.00
11/01/2019	311626	MAHONEY, JACOB	FIRE OPS TRAINING	112.52
11/01/2019	311627	MCALARY, TRENT	FIRE OPS TRAINING	775.53
11/01/2019	311628	MCCARTY, ASHLEY	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/01/2019	311629	MCD AID, JO	STUART MANOR DEPOSIT REFUND	150.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Check Date	Check	Vendor Name	Description	Amount
11/01/2019	311630	MICHIGAN ELECTION RESOURCES, LLC	PRECINCT 7 SPLIT TO PRECINCT 20	2,016.14
11/01/2019	311631	MIDWEST CUSTOM EMBROIDERY COMPANY	RANGER JACKET EMBROIDERY	245.00
11/01/2019	311632	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERV	227.50
11/01/2019	311633	MORRIS, JALIA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/01/2019	311634	MOSHER, DARLENE	TRIP REFUND 200220 GULF	100.00
11/01/2019	311635	MOSQUITO CONTROL OF SW MICHIGAN	MOSQUITO TREATMENT FOR CFHA & CF PAV	738.00
11/01/2019	311636	NAPIER, PEGGY	EVENT REIM 2019 FALL	2,012.99
11/01/2019	311637	NATIONAL COUNCIL ON THE AGING	NCOA COFERENCE	400.00
11/01/2019	311638	NATIONAL TACTICAL OFFICERS ASN	NTOA MEMBERSHIP 11/1/19 - 10/30/20	450.00
11/01/2019	311639	NETBRAIN TECHNOLOGIES, INC.	NETBRAIN SOFTWARE RENEWAL	1,680.00
11/01/2019	311640	NICOLA, LINDA	STUART MANOR DEPOSIT REFUND	250.00
11/01/2019	311641	NORTHERN LIGHTS	REFUND DUE TO STC DOCKET	389.37
11/01/2019	311642	OFFICE DEPOT, INC.	MISC OFFICE SUPPLIES	746.81
11/01/2019	311643	VOID		0.00
11/01/2019	311644	PEACHY KEEN PASTRY CO	SNAP/EBT REIMBURSEMENT	27.00
11/01/2019	311645	PETTY CASH-ALYSSA MILBECK	REPLENISHMENT CHECK	771.14
11/01/2019	311646	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	1,374.67
11/01/2019	311647	PETTY CASH-LARRY MOORE	REPLENISHMENT CHECK	292.84
11/01/2019	311648	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	377.35
11/01/2019	311649	PHILLIPS, KIMBERLY	MAIL CHIMP FEES AND TV STAND	118.76
11/01/2019	311650	PHILLIPS, KIMBERLY	SENIOR CENTER PING PONG TABLE RFND	572.36
11/01/2019	311651	PROFESSIONAL SERVICE INDUSTRIES INC	PROFESSIONAL SERVICES	2,750.00
11/01/2019	311652	RATHCO SAFETY SUPPLY, INC.	SIGN	223.12
11/01/2019	311653	ROSS, FLORENCE	TRIP REFUND 191202	50.00
11/01/2019	311654	SACK ON SOUTH WESTNEDGE, LLC	OVERPAYMENT PERSONAL PROP TAX	6.03
11/01/2019	311655	SCHAAFSMA, MARK	UB REFUND FOR ACCOUNT: 3823 FLORINDA	82.83
11/01/2019	311656	SHEPARD, SCOTT	SIGN RELOCATION	3,980.00
11/01/2019	311657	SHI INTERNATIONAL CORP.	4' POWER EXTENSION CABLE	30.90
11/01/2019	311658	SPRAY BOOTH PRODUCTS	BD Payment Refund	50.00
11/01/2019	311659	SPRAY BOOTH PRODUCTS	BD Payment Refund	50.00
11/01/2019	311660	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS 19/20	360.70
11/01/2019	311661	STAVER, PEGGY	REFUND FOR HAYLOFT RESERV	780.00
11/01/2019	311662	TERRY & PHYLLIS MCGUIRE LIVE TRUST	REFUND OF 2019 SUMMER TAX - MTT	1,165.24

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 7 of 10

Check Date	Check	Vendor Name	Description	Amount
11/01/2019	311663	THE RIGHT STUFF ENTERTAINMENT INC.	MOTOWN NATION CONCERT 2020	6,000.00
11/01/2019	311664	TIFFIN METAL PRODUCTS	LOCKER	1,744.00
11/01/2019	311665	TKS SECURITY, LLC	LOCKSMITH SERVICES	2,140.00
11/01/2019	311666	TODD ARBANAS ENTERPRISES INC.	STUMP GRINDING SERVICES	475.00
11/01/2019	311667	TRUGREEN PROCESSING	FALL WEED AND FEED	3,697.51
11/01/2019	311668	UNITED PARCEL SERVICE	UPS WEEKLY	29.07
11/01/2019	311669	USPS	REFILL POSTAGE METER	5,000.00
11/01/2019	311670	VARNUM, RIDDERING, SCHMIDT & H	LEGAL SERVICES -TS	4,851.00
11/01/2019	311671	VARTEC, LLC	RECORDERS	3,168.00
11/01/2019	311672	WILLIAMS & WORKS	ENGINEERING SERVICES - S WESTNEDGE	4,479.41
11/01/2019	311673	WILLIAMS ASSOCIATES ARCHITECTS, LTD	FIRE-NEW STATION 2	11,826.51
11/01/2019	311674	WNUK, JAKE	FIRE OPS TRAINING	467.59
11/05/2019	311675	PETTY CASH-KELLY REED	REPLENISHMENT CHECK	897.99
11/07/2019	311676	VOID		0.00
11/07/2019	311677	VOID		0.00
11/08/2019	311678	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	836.12
11/08/2019	311679	ADVANCE II LLC	NOVEMBER 2019 ELECTION TEMP	1,054.69
11/08/2019	311680	ALLEGRA PRINT & IMAGING	TRAVEL FLYERS	1,235.10
11/08/2019	311681	ALTA EQUIPMENT CO.	MAINTENANCE SUPPLIES	1,455.75
11/08/2019	311682	AMERICAN ARBOR LLC	TREE REMOVAL SERVICES	1,149.00
11/08/2019	311683	AMERICAN VILLAGE BUILDERS	BD Bond Refund	200.00
11/08/2019	311684	AXON ENTERPRISES, INC.	TASERS/HOLSTERS/BATTERIES	6,025.00
11/08/2019	311685	B & L BOLT, INC.	PICNIC TABLE MAINT.	572.00
11/08/2019	311686	BELSON OUTDOORS, LLC	BENCH	969.35
11/08/2019	311687	BRINKMAN, SALLY	TRIP REIMBURSEMENT 191018	157.09
11/08/2019	311688	CARTRIDGE WORLD	PRINTER CARTRIDGE	119.00
11/08/2019	311689	CINTAS CORP.	UNIFORM RENTAL SERVICES	345.76
11/08/2019	311690	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	251,570.84
11/08/2019	311691	CLARK, RITA	TRIP REFUND 191121 TANGER OUTLETS	80.00
11/08/2019	311692	CONSUMERS ENERGY	EAST CENTRAL TRAIL LICENSE	500.00
11/08/2019	311693	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGE	88.31
11/08/2019	311694	DAVE'S CONCRETE PRODUCTS, INC.	SIDEWALK SUPPLIES	9,154.00
11/08/2019	311695	DEWOLF & ASSOCIATES, LLC	FTO - OFC SCHUMACHER	745.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 8 of 10

Check Date	Check	Vendor Name	Description	Amount
11/08/2019	311696	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PRGM	27,298.31
11/08/2019	311697	FAIRCHILD MANAGEMENT LLC	OVERPAYMENT FINAL WATER BILL	29.50
11/08/2019	311698	FLUTY, LEWARD	PROCLAMATION BRASS FOR TRAD HOLIDY	100.00
11/08/2019	311699	FRIENDS OF PORTAGE SENIOR CENTER	PASS THROUGH DOLLARS VIA M-SHIP	610.00
11/08/2019	311700	FUN SERVICES	MONSTER MASH 2019	3,057.50
11/08/2019	311701	GALL'S, LLC	RANGER UNIFORMS	952.21
11/08/2019	311702	GILCHRIST, PAMELA	TRIP REFUND 191121	35.00
11/08/2019	311703	GRACE, LISA	MRS CLAUS TRADITIONAL HOL	150.00
11/08/2019	311704	GROSSMAN LAW, PC	PUBLIC SAFETY FOUNDATION	575.00
11/08/2019	311705	HAPPY OUR ART	PAINTING IN THE PARK- OCT	420.00
11/08/2019	311706	HEINEMAN, MARK	SANTA FOR TRADITIONAL HOL	150.00
11/08/2019	311707	HEMPHILL-PEARSON, BARBARA	TRIP REFUND 191121	25.00
11/08/2019	311708	HIPPEN, CAROLYN	TRIP REFUND 191121	35.00
11/08/2019	311709	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATOR SERVICES	175.00
11/08/2019	311710	HOME DEPOT	HARDWARE NEEDS	676.43
11/08/2019	311711	ID NETWORKS, INC.	FINGERPRINT MACHINE MAINT	4,214.00
11/08/2019	311712	J & B PROFESSIONAL TREE SERVIC	TREE REMOVAL SERVICES	475.00
11/08/2019	311713	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC COUNTING SERVICES	230.00
11/08/2019	311714	KALAMAZOO COUNTY TREASURER	REFUND OF 2018 TAX YEAR	60.85
11/08/2019	311715	KALAMAZOO OIL COMPANY	FUEL FOR SMALL EQUIPMENT	161.92
11/08/2019	311716	KALAMAZOO SPORTSWEAR	SCREEN PRINTING SERVICES	21.25
11/08/2019	311717	KIESLER POLICE SUPPLY	OPTICS/ACCESSORIES	1,180.98
11/08/2019	311718	KINGDOM INDOOR CENTER	RAMONA SOCCER DEPOSIT REFUND	100.00
11/08/2019	311719	KZOO TIRE COMPANY	TIRE TUBES	57.50
11/08/2019	311720	LEWIS, ERIC	LAKEVIEW SOFTBALL DEPOSIT RFND	100.00
11/08/2019	311721	LIFELOC TECHNOLOGIES, INC.	PBT REPAIR	142.00
11/08/2019	311722	LOCKER, MADELYN	TRIP REFUND 191121	35.00
11/08/2019	311723	MEDILODGE OF PORTAGE	LUNCHES FOR HALLOWEEN 96 EA	384.00
11/08/2019	311724	MI ASSOC. OF CHIEFS OF POLICE	MACP REGISTRATION 1 DAY -	270.00
11/08/2019	311725	MICHIGAN STATE UNIVERSITY	COTTAGE FOOD LAW CLASS 12	240.00
11/08/2019	311726	NORTHERN LAKE SERVICE, INC.	WATER SAMPLE TESTING	10,028.00
11/08/2019	311727	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,159.29
11/08/2019	311728	VOID		0.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 9 of 10

Check Date	Check	Vendor Name	Description	Amount
11/08/2019	311729	PAPWORTH, NANCY	TRIP REFUND 191121	35.00
11/08/2019	311730	PARSONS, PEG	TRIP REFUND 191121	45.00
11/08/2019	311731	PENNZAR PROMOTIONS	MO MASH MAGIC	450.00
11/08/2019	311732	PETERS, STEVE	S.W. TOURNAMENT DEPOSIT RFND	100.00
11/08/2019	311733	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	90.63
11/08/2019	311734	PHILLIPS, KIMBERLY	PODIUM AND WIRELESS PRESENTER REMOTE	91.68
11/08/2019	311735	PORTAGE CENTRAL HIGH SCHOOL - CHOIR	CHOIR FOR TRAD HOLIDAY 20	150.00
11/08/2019	311736	PORTAGE PUBLIC SCHOOLS	WATER MAIN REIMBURSEMENT	6,550.00
11/08/2019	311737	ROAD COMMISSION OF KALAMAZOO COUNTY	T/S ENERGY CHARGES	95.16
11/08/2019	311738	ROSSIO, STEVE	MC FOR TRADITIONAL HOLIDAY	100.00
11/08/2019	311739	SCHEELE, BIRGITTA	TRIP REFUND 191121	35.00
11/08/2019	311740	SCHOLL, LYNN & CHARLENE	TRIP REFUND 191121	70.00
11/08/2019	311741	SCHULTZ, GREG	RAMONA PARK SOFTBALL RFND	100.00
11/08/2019	311742	SECURALARM SYSTEMS, INC.	INTERVIEW ROOM REPAIRS	941.74
11/08/2019	311743	SHORT, MARY	TRIP REFUND 191121	35.00
11/08/2019	311744	SOIL & MATERIALS ENGINEERS, INC	NEW FIRE ST 2	6,800.00
11/08/2019	311745	SPIECH, VIVIAN	TRIP REFUND 190424	11.50
11/08/2019	311746	SPIRITUAL ASSEMBLY OF THE BAHAI'S	RENTAL DAMAGE DEPOSIT REFUND	100.00
11/08/2019	311747	STALKER RADAR	DUAL ANTENNA RADAR UNITS	6,992.00
11/08/2019	311748	STANDISH, FRAN	TRIP REFUND 200419	50.00
11/08/2019	311749	SUNBELT RENTALS, INC.	GENERATOR RENTAL MO MASH	420.00
11/08/2019	311750	SYNTECH INC.	FUELMaster MAINTENANCE AGRMT	2,650.00
11/08/2019	311751	TAYLOR, ROBERTA	TRIP REFUND 191010	87.00
11/08/2019	311752	TODD ARBANAS ENTERPRISES INC.	TREE REMOVAL SERVICES	990.00
11/08/2019	311753	USPS	BULK POSTAL PERMIT 58	1,000.00
11/08/2019	311754	VANFULPEN, MARAH	HAYLOFT RESERVATION REFUND	880.00
11/08/2019	311755	VERIZON WIRELESS	CELLULAR TELEPHONES	3,060.20
11/08/2019	311756	WOLF KALAMAZOO, LLC	UTILITY VEHICLE	17,868.22
11/08/2019	311757	WORKING, DALE	MUSIC FOR PSC BAND	154.60
11/08/2019	311758	ZERO WASTE USA, INC.	PET WASTE BAGS	2,187.84
			Total Paper Checks:	1,166,067.75

ACCOUNTS PAYABLE REGISTER
Check Dates From: 10/27/19 to 11/09/19

Page 10 of 10

Check Date	Check	Vendor Name	Description	Amount
Check Type: Auto-Pay Payment				
10/29/2019		CONSUMERS ENERGY	GAS-ELECTRIC	4,306.42
10/31/2019		CONSUMERS ENERGY	GAS-ELECTRIC	269.56
11/01/2019		CONSUMERS ENERGY	GAS-ELECTRIC	98.93
11/06/2019		CONSUMERS ENERGY	GAS-ELECTRIC	54,248.32
			Total Auto-Pay Payments:	58,923.23
			Grand Total:	2,610,680.04

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Traffic Signal Improvements - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract for the purchase of traffic signal poles, mast arms and assemblies for traffic signal upgrades on South Westnedge Avenue to Maico Industries of Ellsworth, Kansas in the not-to-exceed amount of \$305,491 and authorize the City Manager to sign all documents related to the contract on behalf of the city.

The FY 2019–2020 Capital Improvement Program budget includes funding for two traffic signal improvement projects:

- South Westnedge Avenue/Shaver Road Traffic Signal Improvements project, which includes the upgrade of traffic signals on South Westnedge Avenue at the intersections of Shaver Road, Schuring Road and Garden Lane
- South Westnedge Avenue Traffic Signal System Upgrade, which includes the upgrade of traffic signals on South Westnedge Avenue at the intersections of Mall Drive, Idaho Avenue and Dawnlee Avenue.

The existing traffic signals at these locations have exceeded their serviceable life and require full replacement. The projects include replacement of obsolete mast arms and upgrades to the signal controllers and pedestrian signals. The signal upgrades will enhance traffic safety, interconnection and traffic flow, as well as provide traffic data and streamline video to the Transportation Operation Center located in the Department of Transportation & Utilities.

The approximate 5-month delivery time for new traffic signal poles, mast arms and assemblies necessitates ordering the specialized equipment well in advance of the start of the construction projects to ensure that the materials will be available when needed. The mast arms for the South Westnedge Avenue/Shaver Road Traffic Signal Improvements project will be installed in the summer of 2020 in coordination with the Shaver Road/South Westnedge Avenue Reconstruction project. The installation of the mast arms for the South Westnedge Avenue Traffic Signal System Upgrade project will be scheduled in conjunction with other improvement projects in Fiscal Year 2020-2021.

Invitations to bid were emailed to the three primary manufacturers of mast arms and poles, automatic bid notifications were sent to subscribers, an advertisement was placed in the local newspaper, and the

bid document was downloaded 53 times from the City of Portage website. On November 7, 2019, one proposal was received for the mast arms and poles. The bid in the amount of \$305,491 was submitted by Maico Industries of Ellsworth, Kansas. Maico Industries has successfully supplied mast arms and poles for many City of Portage traffic signal projects.

It is recommended that City Council award a contract to Maico Industries in the not-to-exceed amount of \$305,491 for the purchase of traffic signal poles, mast arms and assemblies for traffic signal upgrades on South Westnedge Avenue and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: FY 2019-2020 Capital Improvement Program budget

Attachments: 1. Westnedge Traffic Signal - Bid Tabulation

WESTNEDGE TRAFFIC SIGNAL STRUCTURE PROCUREMENT
BID TABULATION

	<u>Base Bid</u>
Maico Industries 436 Highway 14 Ellsworth, KS 67439	\$305,491.00

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: 2020 Local Streets Reconstruction Program - Proposal Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to perform engineering services to Abonmarche Consultants, Inc. for the 2020 Local Streets Reconstruction Program in an amount not-to-exceed \$231,990 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The proposed FY 2020-2021 Capital Improvement Program budget contains funding for the 2020 Local Streets Reconstruction Program. The project involves milling and resurfacing of the streets, storm sewer system improvements, addition of sidewalk where gaps exist and installation of ADA compliant ramps. Also included is installation of new water main on Cypress Street (from Pfitzer Avenue to West Milham Avenue) and replacement of cast iron water main on Daventry Avenue (from Shoreham Street to Cypress Street), Cypress Street (from Daventry Avenue to Ridgefield Road), Ridgefield Road (from Cypress Street to Trotwood Street) and from Daventry Avenue north to the Amberly Well Field.

In the State of Michigan, street conditions are rated using the PASER (Pavement Surface Evaluation Rating) system. The standard breakdown for the PASER ratings with a general description are as follows:

Rating & Description

9-10: Excellent (new pavement)

8: Very Good (little to no maintenance required)

6-7: Good (sound structural condition with crack seal maintenance)

4-5: Fair (candidates for pavement overlay)

3: Poor (needs patching and repair to remove failed areas prior to an overlay)

2: Very Poor (severe deterioration, needs reconstruction with total base repair)

1: Failed (requires total reconstruction)

On a scale of 1-10, the streets in the 2020 Local Street Reconstruction Program primarily have a PASER rating of 2-3, which is poor condition. The resurfacing of these sections of roadway will improve the structural strength of the pavement, add longevity to the pavement life and provide a smooth driving surface. This project meets standard asset management strategies for this rating and will bring this roadway to a 9 PASER rating for resurfaced streets when the project is complete.

On November 12, 2019, seven proposals were received for design and construction engineering services for the 2020 Local Streets Reconstruction Program. Based on review of the proposals, staff has determined that the second lowest proposal of Abonmarche Consultants, Inc., of Benton Harbor, MI, in the amount of \$231,990, best fits the needs of the project. Abonmarche Consultants, Inc. has significant experience with the City of Portage policies and procedures and has successfully completed several projects for the city, including with the Local Streets Reconstruction Program since 2016. The firm with the lowest bid took exceptions to the indemnity and insurance sections of the city's draft contract agreement. In addition, sample drawings were requested for similar scope of projects completed by the consultant, and the drawings submitted did not include the level of detail that is required for the city's local streets program.

It is recommended that City Council award a construction contract to Abonmarche Consultants, Inc. to perform engineering services for the 2020 Local Streets Reconstruction Program, in an amount not to exceed \$231,990 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The Local Street Reconstruction Capital Improvement Program budget contains sufficient funds for this contract.

Attachments: 1. 2020 Local Street Professional Engineering Services - Bid Tabulation

**2020 LOCAL STREET RECONSTRUCTION PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION**

Firm	Total
OMM Engineering, Inc. 4665 44th St. SE, Ste A-100 Grand Rapids, MI 49512	\$209,647.00
Abonmarche Consultants, Inc. 95 West Main Street Benton Harbor, MI 49022	\$231,990.00
Land & Resource Engineering 2121 3 Mile Road Walker, MI 49544	\$233,230.00
Hurley & Stewart, LLC 2800 South 11th Street Kalamazoo, MI 49009	\$235,000.00
Williams & Works 549 Ottawa Avenue NW Grand Rapids, MI 49503	\$237,590.00
Wightman & Associates, Inc. 433 E. Ransom Street Kalamazoo, MI 49004	\$242,967.00
The Mannik & Smith Group, Inc. 1345 Monroe Avenue NW Grand Rapids, MI 49505	\$355,665.00

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Property Purchase - 9224 Portage Industrial Drive

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: Approve the purchase of 3.82 acres of land plus a 5,239 square-foot permanent easement addressed as 9224 Portage Industrial Drive owned by J&H LLC for the construction of a northern entrance to the Eliason Nature Reserve, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Eliason Nature Reserve (ENR) features a 1.6 mile paved, non-motorized trail between Osterhout Avenue and Portage Industrial Drive. The ENR is served only by a small parking lot at the south entrance on Osterhout Avenue. In addition, the current location of the north end of the paved trail resides on property owned by Midwest Fastener Corp. through a ten-year, temporary easement that will expire in May 2023. Midwest Fastener Corp. has declined to grant a permanent easement; therefore, it is necessary to re-route the existing trail.

The property addressed at 9224 Portage Industrial Drive is owned by J&H, LLC and is directly adjacent to the ENR (see attached Eliason North Entrance Plan). A communications tower is situated on 0.6 acres of the parcel, which J&H, LLC wishes to retain. However, the owner is willing to sell the remaining 3.82 acres to the City of Portage, and grant a 5,239-square-foot permanent easement. Obtaining the permanent easement will allow the city access to the property from Portage Industrial Drive, and facilitate construction of a 30-space parking lot and relocation of the existing trail at ENR.

The city retained Kal Creek Appraisers, LLC, to conduct an appraisal of the subject property. The 3.82 acre parcel is valued at \$127,668 and the 5,239-square-foot easement is valued at \$4,020, for a total of \$131,688. J&H, LLC has agreed to this sell the property to the city at this price. Purchase of the property is contingent upon acceptable inspection results, including a Phase I Environmental Study, and acquiring a marketable fee simple title to the property that is free of all liens and other encumbrances. Should the Council approve the purchase, the construction of the parking lot and relocation of the trail are planned for the spring/summer of 2020.

It is recommended that City Council approve the purchase of 3.82 acres of land plus a 5,239 square-foot permanent easement addressed as 9224 Portage Industrial Drive owned by J&H LLC for the construction of a northern entrance to the Eliason Nature Reserve, and authorize the City Manager to

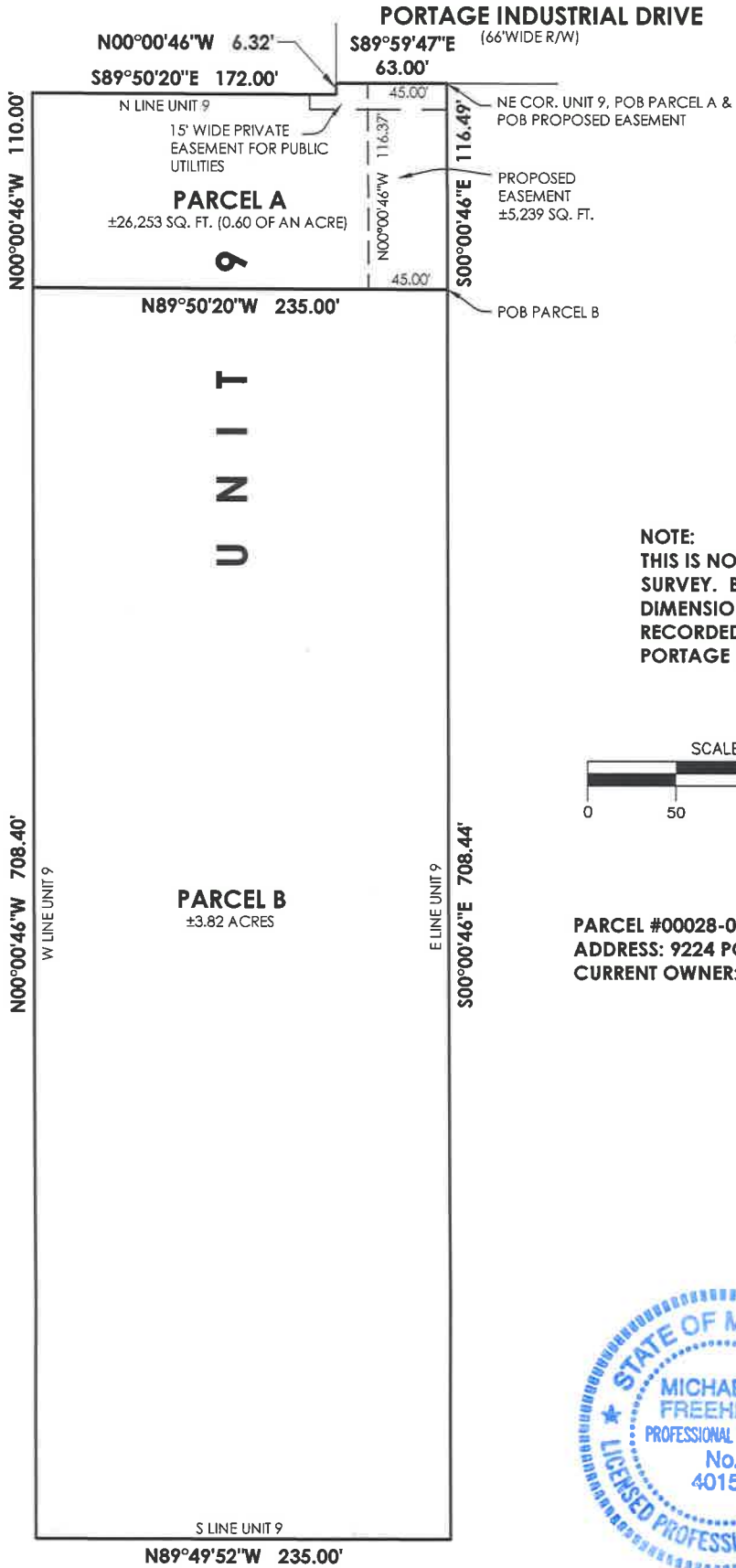
execute all documents related to this action on behalf of the city.

FUNDING: The Fiscal Year 2018 - 2019 Capital Improvement Program budget contains sufficient funds for the purchase of this property.

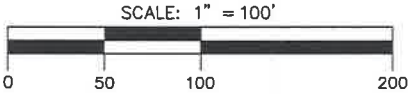
Attachments:

1. 9224 Portage Industrial Drive Survey
2. Eliason North Entrance Plan

PROPOSED DIVISION AND EASEMENT



NOTE:
THIS IS NOT A BOUNDARY
SURVEY. BEARINGS AND
DIMENSIONS ARE BASED ON THE
RECORDED CONDOMINIUM OF
PORTAGE INDUSTRIAL PARK.



PARCEL #00028-005-J
ADDRESS: 9224 PORTAGE INDUSTRIAL DRIVE
CURRENT OWNER: J & H LLC



Michael A. Freehling

MICHAEL A. FREEHLING
LICENSED PROFESSIONAL SURVEYOR No. 40159

2/19/2019

DATE

PREPARED FOR:

CITY OF PORTAGE

DRAWN BY: MAF

APPROVED BY: MGR

DATE: 2/15/2019 REV: 2/19/2019

SCALE: 1"=100'

UNIT 9

PORTAGE INDUSTRIAL PARK

CITY OF PORTAGE

SHEET 1 OF 2

JOB NO. 19-0217

95 West Main Street
Benton Harbor, MI. 49023
T 269.927.2295
F 269.927.1017
abonmarche.com

Battle Creek
Benton Harbor
Lafayette
South Bend

Goshen
Hobart
South Haven
Valparaiso

Engineering · Architecture · Land Surveying

EXISTING PARCEL
UNIT 9, PORTAGE INDUSTRIAL PARK, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN.

PARCEL A
THAT PART OF UNIT 9, PORTAGE INDUSTRIAL PARK, CITY OF PORTAGE KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE NORTHEAST CORNER OF SAID UNIT 9; THENCE SOUTH 00°00'46" EAST ON THE EAST LINE OF SAID UNIT 9, A DISTANCE OF 116.49 FEET; THENCE NORTH 89° 50' 20" WEST 235.00 FEET TO THE WEST LINE OF SAID UNIT 9; THENCE NORTH 00° 00' 46" WEST ON SAID WEST LINE 110.00 FEET TO THE NORTHWEST CORNER OF SAID UNIT 9; THENCE NORTH 89° 50' 20" EAST ON THE NORTH LINE OF SAID UNIT 9, A DISTANCE OF 172.00 FEET; THENCE NORTH 00° 00' 46" WEST 6.32 FEET; THENCE SOUTH 89° 59' 47" EAST ON SAID NORTH LINE 63.00 FEET TO THE POINT OF BEGINNING. CONTAINING 26,253 SQUARE FEET (0.60 OF AN ACRE) MORE OR LESS.

PARCEL B
THAT PART OF UNIT 9, PORTAGE INDUSTRIAL PARK, CITY OF PORTAGE, KALAMAZOO COUNTY MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE EAST LINE OF SAID UNIT 9 THAT IS SOUTH 00° 00' 46" EAST 116.49 FEET OF THE NORTHEAST CORNER OF SAID UNIT 9; THENCE SOUTH 00° 00' 46" EAST ON SAID EAST LINE 708.44 FEET TO THE SOUTHEAST CORNER OF SAID UNIT 9; THENCE NORTH 89° 49' 52" WEST ON THE SOUTH LINE OF SAID UNIT 9, A DISTANCE OF 235.00 FEET TO THE SOUTHWEST CORNER OF SAID UNIT 9; THENCE NORTH 00° 00' 46" WEST ON THE WEST LINE OF SAID UNIT 9, A DISTANCE OF 708.40 FEET; THENCE SOUTH 89° 50' 20" EAST 235.00 FEET TO THE POINT OF BEGINNING. CONTAINING 3.82 ACRES MORE OR LESS.

PROPOSED EASEMENT
THAT PART OF UNIT 9, PORTAGE INDUSTRIAL PARK, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE NORTHEAST CORNER OF SAID UNIT 9; THENCE SOUTH 00° 00' 46" EAST ON THE EAST LINE OF SAID UNIT 9 A DISTANCE OF 116.49 FEET; THENCE NORTH 89° 50' 20" WEST 45.00 FEET; THENCE NORTH 00° 00' 46" WEST PARALLEL WITH SAID EAST LINE 116.37 FEET TO SAID NORTH LINE; THENCE SOUTH 89° 59' 47" EAST ON SAID NORTH LINE 45.00 FEET TO THE POINT OF BEGINNING. CONTAINING 5,239 SQUARE FEET MORE OR LESS.



2/19/2019

MICHAEL A. FREEHLING
LICENSED PROFESSIONAL SURVEYOR No. 40159

DATE

PREPARED FOR: CITY OF PORTAGE	DRAWN BY: MAF	UNIT 9
	APPROVED BY: MGR	PORTAGE INDUSTRIAL PARK
	DATE: 2/15/2019 REV 2/19/2019	CITY OF PORTAGE
	SCALE: NONE	SHEET 2 OF 2

(North Entrance)

 Proposed Trail Re-route



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Annual BS&A Integrated Municipal Software Licensing and Maintenance Fees

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated at a total cost of \$53,147 and authorize the City Manager to execute all related documents on behalf of the city.

The BS&A enterprise municipal software system includes 18 integrated applications that involve core financials, loans, cemetery management, utility billing, fixed assets, assessing, planning and zoning, permitting and online payment services. Annual renewals of licensing and software maintenance is required in order to continue using this service. The renewal cost for Fiscal Year 2019-2020 is \$53,147, which is an approximate 2.6 percent increase as compared to the previous year – slightly below the cost-of-living adjustment for 2019.

It is recommended that Council approve the annual licensing and maintenance services agreement with BS&A, Incorporated in the amount of \$53,147 and authorize the City Manager to execute all related documents.

FUNDING: Funds are budgeted and available in the Fiscal Year 2019-20 Technology Services operating budget for this purpose.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Cleaning Maintenance Contract for Park Facilities & Public Rental Properties - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award a contract to Clean Complete Janitorial Services for cleaning maintenance of park facilities and public rental properties for the annual cost of \$45,885 with the option of four one-year renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Department of Public Works employs a contractor for the cleaning maintenance of city park restrooms, picnic shelters, South Westnedge Ball Park softball offices and public rental properties, including the Schrier Park Pavilion, Stuart Manor, the Grain Elevator, the Celery Flats Amphitheatre and the Hayloft Theatre.

Invitations to bid for this work were mailed to 42 cleaning firms; four firms attended the pre-bid meeting on October 23, 2019. On October 31, 2019, three firms submitted bids for cleaning services, with the low bid of \$44,370 being submitted by Too Clean, Inc. of Kalamazoo, Michigan. Too Clean, Inc. is the current vendor and has unsatisfactorily performed these cleaning services. In addition, the firm has not met the terms of the contract conditions.

The second low bid was submitted by Clean Complete Janitorial Services of Kalamazoo, Michigan in the amount of \$45,885. Clean Complete Janitorial Services is a new company; however, the owner has successfully overseen janitorial work for the City of Portage.

It is recommended that City Council approve the second low bid submitted by Clean Complete Janitorial Services, of Kalamazoo, Michigan, for city park facility and public rental property cleaning maintenance for an annual cost of \$45,885, with the option of four additional one-year contract renewals, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are available in the Fiscal Year 2019-2020 & Fiscal Year 2020-2021 Budgets.

Attachments: 1. Bid Tabulation Park Facilities Cleaning

**PARK FACILITIES CLEANING
BID TABULATION**

Too Clean, Inc. 213 Balch Street Kalamazoo, MI 49001	\$44,370
---	-----------------

Foremost Sales Company dba Clean Complete Janitorial Service 343 Park Avenue Kalamazoo, MI 49004	\$45,885
---	-----------------

Maintenance Masters, Inc. PO Box 11 Comstock, MI 49041	\$98,480
---	-----------------

Minutes of Boards & Commissions

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION**

October 14, 2019

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, October 14, 2019, was called to order at 6:31 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

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

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mrs. Willson, seconded by Mrs. Novaria, that the Board of Education approve the agenda as revised to add the Red Ribbon Week Proclamation as an action item.

The motion carried unanimously.

REPORTS

Superintendent's Report

Bond Project Update

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on the status of bond work. At North Middle School punch list work continues, sound panels have been added to the science rooms, and the open house last Friday went well with a good turnout. At West Middle School, phase 3 work is taking place: paint blasting in the old pool area, masonry work, and removal of old rooftop mechanical units. At Central Middle School metal siding is going in, masonry work continues, and the building will be enclosed before winter. At the Central AEF, work continues on baseball items. At the Northern Natatorium excavation work continues, wall installation is taking place, the storm sewer is in, sidewalk work is taking place, and block work starts in a couple of weeks.

Other

Mr. Bielang shared a number of items of interest.

- A tour of West Middle School for board members is being planned. Potential dates will be shared with the Board soon.
- A bus inspection Certificate of Excellence was received for achieving a 95% or higher – congratulations to the Transportation Department.
- Last Friday we hosted representatives from the Office of Civil Rights for an OCR review. The review was not due to any complaint filed. It was specific to areas that serve our CTE students (Central High and Northern High) and the Administration Building. Only a few minor issues were found. The OCR representatives applauded our facilities. As a follow-up, we will receive a formal report and allowed time to make corrections.
- PSAT testing is this week on Wednesday.

- Mr. Bielang announced he has formed a new student group, the Superintendent's Student Advisory Board (SSAB), established to create a student voice on issues facing students. The group is comprised of 27 students in grades 9-12 that represent a diversity of our high school students. All high school students had an opportunity to apply, approximately 70 applications were received. The group will meet six times this school year.
- Relative to precautions regarding Eastern Equine Encephalitis (EEE), since the weather has become cooler we have received questions on when we will reinstate normal schedules for outdoor activities. We are awaiting the first frost of the season and guidance from the Health Department and KRESA to coordinate a common response. For now, our early schedules for outdoor activities will remain in effect.
- A handout regarding our Building and Site Sinking Fund millage renewal proposal was shared with Trustees.
- At Northern High the first Career Expo will be held on October 23, 2019 with the focus on health and human services. Another is planned for December with the focus on skilled trades.
- Trustees were informed of Rotary's "Lunches for Lives" event being held this Friday.
- Central High's Hall of Fame inductions will be held this Thursday at the Fetzer Center.

BOARD EDUCATION

CTE Millage Proposal

Mr. Dave Campbell, Superintendent of Kalamazoo RESA, reviewed KRESA's Career and Technical Education (CTE) Millage Proposal, which will go before Kalamazoo County voters on November 5, 2019. The proposal calls for a one-mill property tax increase levied over 20 years to help fund a systemic redesign of K-12+ CTE. Specifically, a centrally located career center, with satellite locations, to improve equitable access for students. The millage would be used primarily for operational purposes with a portion potentially devoted to facilities (\$15-\$20 million for a renovated facility) and updating equipment. A public/private partnership opportunity is also being cultivated with the business community, through Southwest Michigan First, to assist with additional capital needs, potentially \$80 million (approximately) for a new facility, depending upon enrollment. Mr. Campbell responded to questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines for public participation.

Jan Minshall addressed the Board regarding safety concerns related to railing height at our new middle schools.

Sara and Shawn Buelow addressed the Board regarding a student behavior matter.

President Van Antwerp thanked the public participants for their comments, and opened the floor for Trustee comments.

Mrs. Novaria expressed her thanks for the recent board member tour of Community High and Curious Kids.

Mrs. Willson commented on millage proposal language.

Mr. Rathburn shared positive comments regarding the regional tennis tournament he attended.

President Van Antwerp thanked Trustees for their remarks and opened the floor to Committee Reports.

Mr. Snyder reminded Trustees of the October 21, 2019 special meeting at 6:30 p.m. in North Middle School as a linkage opportunity between our Board and the District Library Board.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve the September 23, 2019 Policy Governance Retreat and Regular Business Meeting Minutes and to approve the West Middle School water main change order for Lounsbury Excavating; the total cost of \$104,900 will come from the 2019 Bond Fund, Proposal #1. There being no objection to the item, the motion carried unanimously.

ASSURANCE OF DISTRICT PERFORMANCE

Monitoring Report 1.1 (National), Global Ends

Superintendent Bielang provided introductory comments. As in past years, the monitoring report on 1.1 will be presented in three segments, each with a different focus. After all reports are presented the Board will be asked to take action on 1.1. This first report on 1.1 focuses on national measurements, PSAT and SAT. Mr. Bielang introduced Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, to discuss the graphs contained in the report.

Dr. Pascoe reviewed the assessments, detailed comparison data for the 2019 SAT as well as trend data. Dr. Pascoe addressed questions from Trustees.

Monitoring Report 2.1, Treatment of Consumers

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

Superintendent Bielang shared highlights from his report. Overall scores on the student engagement and parent satisfaction surveys continue to be strong with top box scores above 4.0. An emphasis has been placed on Service Excellence training in the District. Relative to results from the District Satisfaction Survey, the first employee feedback session was held last week, with more to come.

The motion carried unanimously.

Monitoring Report 2.5, Financial Condition and Activities

Motion offered by Mr. Snyder, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented, the Monitoring Report on 2.5, Financial Condition and Activities, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, there has been no change in his interpretation of the policy. Mr. Bielang brought attention to some areas of his report that addressed specific areas of the policy – 2.5.1 regarding the fund balance, 2.5.7 regarding contracts over \$100,000, 2.5.8 regarding real property, and 2.5.11 relative to administrator contracts.

The motion carried unanimously.

Monitoring Report 2.8, Conflict of Interest

Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education accept as presented, the Monitoring Report on 2.8, Conflict of Interest, as a reasonable interpretation and evidence of compliance with policy.

Per Superintendent Bielang, the report remains unchanged from past reports.

The motion carried unanimously.

ACTION ITEMS

Bus Safety Week Proclamation

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the Bus Safety Week Proclamation, as presented.

Mrs. Novaria read the proclamation aloud.

The motion carried unanimously.

Red Ribbon Week Proclamation

Motion offered by Mrs. Novaria, seconded by Mr. Snyder, that the Board of Education approve the Red Ribbon Week Proclamation, as presented.

Dr. Shelton-Harris read the proclamation aloud.

The motion carried unanimously.

DISCUSSION ITEMS

Proposed Policy Revisions

President Van Antwerp commented on the Policy Committee's proposed revisions for Bylaws 0142.7 and 0166, and new Bylaw 0167.7.

President Van Antwerp also shared a handout regarding proposed legislation for mandatory board member training.

NSBA 2020 Annual Conference Attendance

Superintendent Bielang informed Trustees about the April 4-6, 2020 NSBA Conference to be held in Chicago.

With no further business to come before the Board, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
SPECIAL MEETING**

October 21, 2019

The Special Meeting of the Board of Education of Portage Public Schools held on Monday, October 21, 2019, was called to order at 6:32 p.m. by President Van Antwerp in Community Room #209 of North Middle School, 1100 W. Milham, Portage. He welcomed the Portage District Library Board and staff.

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

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent

Portage District Library Representation Present:

Board Members: Tom Welsh, Donna VanderVries, Michele Behr, Jeanne Friedman, Cara Terry, Ted Vliek

Board Members Absent: Carol Bale

Library Director: Christy Klein

Others Present: Gary Goscenski of Perspectives Consulting

REVISIONS/APPROVAL OF AGENDA

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

The motion carried unanimously.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There was no public comment. From the Portage District Library, Mr. Tom Welsh thanked the Portage Public Schools' Board for the invitation to this meeting.

DISCUSSION ITEMS

Mr. Gary Goscenski of Perspectives Consulting facilitated the discussion portion of the meeting.

Overview of How PPS Uses Policy Governance

Mr. Goscenski reviewed a handout on Ends and Means and Owner Linkage.

Share PPS Mission, Vision, & Ends Statements

President Van Antwerp shared the Board's journey with Policy Governance, detailed Policy 1.0 – Global Ends that outlines our Mission, Vision, and Ends, and discussed the number of revisions made to the policy. Mr. Van Antwerp also discussed the Board's proactive stance on governing with a focus on owners. Group discussion followed.

Mr. Bo Snyder detailed the Ends Statement 1.1, which has the highest priority of all the Ends Statements. He also detailed Ends Statements 1.2, 1.3, and 1.4. He added that annually the Board holds four Policy Governance retreats, each with a focus on the Ends. Discussion ensued.

Share What Demonstrates Ends Being Achieved

Superintendent Mark Bielang detailed an enclosure in the agenda packet, Monitoring Report Data Use Synopsis. This document shows how data is used to demonstrate compliance with Ends 1.1 for the Board and as a tool for school improvement teams in their work. Discussion followed.

Summary of Executive Limitations Monitored by the Board of Education

A list of the Executive Limitation policies that are monitored by the Board were reviewed.

Other Linkage Discussion / Questions

There was discussion on how PPS and the District Library work together. The library links with teachers/students in a number of ways – CommuniTeen Read, IB support with research, library serves as host site for students involved in service to the community, local historian meets with classes, March is Reading Month, and more. There was also discussion on possible joint venture opportunities.

The District Library Board shared how they are linking with owners relative to the upcoming millage proposal. They have a booklet of library facts, which also details the advantages and “return on investment” by supporting and using the library.

With no further business to come before the Board, the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR BUSINESS MEETING**

October 28, 2019

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, October 28, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage. He welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, Joanne Willson (Mrs. Willson participated via speakerphone.)

Board Trustees Absent: Celeste Shelton-Harris

REVISIONS/APPROVAL OF AGENDA

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

Upon a roll call vote, the motion carried unanimously.

REPORTS

Superintendent's Report

Feasibility Study Update

As a next step in the Elementary Facility Planning process, a feasibility study is being conducted by C2AE and Stantec. Representatives from C2AE, Mr. Robert McGraw and Mr. Tom McKercher, reviewed a PowerPoint presentation that provided an overview of the feasibility study process/timelines and their progress to date.

Mr. McGraw reviewed the scope of work for each month through the process, October 2019 through January 2020. Work performed this month consisted of a review of the guiding principles, a field visit of each elementary school as well as a review of other information pertinent to each school (visual maps, topographical maps, where utilities exist, GIS, etc.), meeting with the City of Portage to review the properties and potential future development, review of the educational specifications developed by DeJong, and they reviewed information with a committee for input. This presentation marks the first update to the Board on the progress of their work.

In November, the property site analysis will be completed, building and site concepts will be developed, information will be reviewed with a committee for input. An update to the Board is planned for December. Also that month, building and site concepts will be refined as needed, and sequencing options and preliminary cost estimates will be developed. Information will be reviewed with a committee for input.

January work includes an update to the Board, finalize building and site concepts, sequencing options, cost estimates, review with the District and submit/present a final feasibility study report.

Mr. Tom McKercher covered development impact considerations pertinent to each site - all development must retain its stormwater runoff on-site with pre-treatment measures, all sites must be zoned to allow for educational development, changes to a site will require a site plan review/approval by the City of Portage, and utility upgrades will be necessary for some of the sites. In addition, some sites contain City well fields, which cannot be encroached.

The online agenda packet includes a copy of the presentation. To view, go to the Board of Education meetings page of the District website (www.portageps.org/boe/meetings/notices). Click on the Monday, October 28, 2019 meeting link, then Agenda Packet. The presentation is under agenda item III.1.a.

Mr. McGraw and Mr. McKercher addressed questions from Trustees.

Bond Project Update

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on the status of bond work. At North Middle School the Black Box Theatre flooring was installed and work continues on punch list items. At West Middle School, work continues on phases 2 and 3. Masonry work is in progress, paint blasting continues on the old structure, and additional support beams will be added. At Central Middle School, the building will soon be completely enclosed; exterior masonry work is in progress. At the Northern AEF, work on the foundation is close to completion and the hole for the pool will be dug soon. At the Central AEF, work continues on the baseball area and punch list items. Mr. Herron addressed questions from the Board.

Financial Report

Ms. Paula Johnson, Director of Finance, detailed the General Fund Budget Progress Report by Function and Object for the three-month period ended September 30, 2019 compared to the same three-month period in 2018. This is a new format for the financial report to provide more detail to the Board. Ms. Johnson addressed questions from Trustees.

Other

Mr. Bielang shared a number of items of interest.

- Trustees were reminded of the Board's tour of West Middle School at 1:00 p.m. tomorrow.
- Fall athletics are winding down. Congratulations to all the teams and to those moving on in competition.
- Tomorrow MiCareerQuest Southwest will be held at the Kalamazoo County Expo Center over a two-day period. Eighth graders from Kalamazoo and Calhoun Counties are invited to explore career options directly from the professionals who perform these jobs.
- Our United Way Campaign is in full swing. Mr. Bielang handed out information to Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. There being no public comment, he opened the floor to Trustee comments.

Mr. Van Antwerp shared a number of items of interest.

- Mr. Van Antwerp attended the recent Haverhill Elementary STEAM Night and shared highlights of this positive experience.

- Trustees were asked to inform Mr. Van Antwerp if they wish to attend upcoming events - April 2020 NSBA Annual Conference and April 23-24, 2020 Policy Boot Camp.
- The next Policy Governance Retreat will be held on November 11, 2019; potential agenda topics were shared.

Mr. Snyder provided a brief Owner Linkage Committee report. He thanked Trustees and the Portage District Library Board for meeting on October 21, 2019. It was the first of such an outreach to give input on our owner related matters. Good feedback was received. The next linkage meeting has yet to be scheduled. The next group linkage meeting is being planned with realtors to seek feedback and link to owners.

Mr. Droppers reminded the Audit Committee of their meeting with Ms. Paula Johnson on November 11, 2019 at 3:00 p.m.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve the minutes of the October 14, 2019 Committee of the Whole Work Session as revised, and the October 21, 2019 Special Meeting, as presented.

Upon a roll call vote, the motion carried unanimously.

ACTION ITEMS

Approve Policy Changes

Mr. Van Antwerp briefly reviewed the bylaw changes and asked if there were any suggested revisions. Hearing none, Mr. Van Antwerp asked for a motion.

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve as presented, the revisions to Bylaws 0142.7 – Orientation and 0166 – Agenda, and to adopt new Bylaw 0167.7 – Remote Participation at Board Meetings.

Upon a roll call vote, the motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Barb Atkinson
Recording Secretary

City of Portage
Historic District Commission
Wednesday, October 02, 2019

Meeting Called to Order: 8:25 A.M.

Members Present: Duniphin, Lopez, Maytnier, vanLonkhuyzen, Barton. Custer, Nemeth.

Members Absent: Duniphin moved, seconded by Barton, to excuse Commissioner Grunert; motion passed 6-0.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s):

Approval of Minutes: Lopez moved, seconded by Duniphin, to approve the September 11, 2019 meeting minutes as submitted; motion approved 6-0.

Announcement: Duniphin referenced the former Beacon Club (5830 Portage Road) has a "For Sale" sign now located on the property.

Old Business:

- a. Public Hearing: Ordinance Amendment; Legal Description Cleanup & Removal of Non-Historic Properties. Chairperson vanLonkhuyzen motioned that this this topic & public hearing be tabled until the November 2019 meeting to ensure proper notice to the property owners whom would lose the historic designation under the proposed new ordinance language. Barton seconded the motion; motion passed 7-0.

New Business:

Member Comments:

- a. Duniphin referenced the former Beacon Club (5830 Portage Road) has a "For Sale" sign now located on the property.
- b. Barton & Custer spoke well of the new applicant, Nick Meyle, regarding the vacant seat on the Historic District Commission.
- c. Barton inquired about the status of the barn removal at 5720 Oakland Drive. vanLonkhuyzen responded that the owner has been approved for deconstruction. Mucha informed Barton that a review of the Certificate of Appropriateness will occur, with an update to be provided to the Commission at the November 2019 meeting.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District at 8:50 a.m.

Respectfully submitted,

Kyle Mucha

Kyle Mucha
Zoning & Codes Administrator

MATERIALS TRANSMITTED

Tuesday, November 5, 2019

1. Communication from the Mayor Randall regarding Joseph La Margo's appointment to the Kalamazoo County Consolidated Dispatch Authority Board of Directors, **Agenda Item A.6.** – Information Only
2. Communication from the Mayor Randall regarding Joseph La Margo's appointment to the Policy Committee at the Kalamazoo Area Transportation Study, **Agenda Item A.6.** – Information Only



Joseph S. La Margo, City Manager

cc Rob Boulis, Deputy City Manager II
Adam Herringa, Deputy City Manager I

TO: Honorable Mayor and City Council

FROM: Patricia M. Randall, Mayor



SUBJECT: Kalamazoo County Consolidated Dispatch Authority Board Appointment

SUPPORTING PERSONNEL: Joseph S. La Margo, City Manager

A copy of Mayor Patricia M. Randall's letter to the Kalamazoo County Consolidated Dispatch Authority appointing Joseph La Margo to the Board of Directors is attached.

Attachments: KCCDA Board Appointment Letter

Mayor Patricia M. Randall

October 16, 2019

Jeff Troyer, Executive Director
Kalamazoo County Consolidated Dispatch Authority
7040 Stadium Drive
Kalamazoo, MI 49009

Re: Kalamazoo County Consolidated Dispatch Authority Board appointment

Dear Executive Director Troyer,

Pursuant to the *Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority*, I am appointing Joseph LaMargo to the Kalamazoo County Consolidated Dispatch Authority Board of Directors as a representative for the City of Portage effective November 4, 2019. Mr. LaMargo will fill the seat previously held by Laurence Shaffer.

Sincerely,



Patricia M. Randall
Mayor, City of Portage

cc Jan Van Der Kley, Chairperson
Adam Herringa, City Clerk/Deputy City Manager 1
Portage City Council

TO: Honorable Mayor and City Council

FROM: Patricia M. Randall, Mayor



SUBJECT: Kalamazoo Area Transportation Study Policy Committee Appointment

SUPPORTING PERSONNEL: Joseph S. La Margo, City Manager

A copy of Mayor Patricia M. Randall's letter to the Kalamazoo Area Transportation Study appointing Joseph La Margo to the Policy Committee is attached.

Attachments: KATS Policy Committee Appointment Letter

November 4, 2019

Jonathan R. Start, Executive Director
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002

Re: Kalamazoo Area Transportation Study Policy Committee Appointment

Dear Executive Director Start,

Pursuant to the *Kalamazoo Area Transportation Study Policy Committee Bylaws*, I am appointing Joseph La Margo to the Kalamazoo Area Transportation Study Policy Committee as a representative for the City of Portage effective November 4, 2019. Mr. La Margo will fill the seat previously held by Laurence Shaffer.

Sincerely,



Patricia M. Randall
Mayor, City of Portage

cc Adam Herringa, City Clerk/Deputy City Manager I
Portage City Council

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Refugee Resettlement in the City of Portage

SUPPORTING PERSONNEL: Adam Herringa, City Clerk

ACTION RECOMMENDED: Authorize the Mayor to sign a letter to Secretary Mike Pompeo of the United States Department of State consenting to refugee resettlement in the City of Portage.

On September 26, 2019, President Trump issued Executive Order No. 13888 entitled “Enhancing State and Local Involvement in Refugee Resettlement” which requires that the United States Secretary of Health and Human Services and Secretary of State seek consent from state and local authorities prior to continuing ongoing refugee resettlement activities.

The United States Refugee Admissions Program (USRAP) was established by the Refugee Act of 1980, and is managed by the Department of State/Bureau of Population, Refugees and Migration (PRM) in cooperation with the Department of Homeland Security (DHS), and the Department of Health and Human Services (HHS). Since 1980, refugees have successfully resettled across the United States with the help of communities, volunteers, local non-profits, and faith-based organizations.

The Department of State, Department of Defense, Department of Homeland Security, FBI, and National Counter Terrorism Center conduct thorough background screenings of all refugees prior to their resettlement in the United States. The screening and settlement process often exceeds two years.

In the City of Portage, Bethany Christian Services and Samaritas, refugee resettlement partners of the Department of HHS and the State of Michigan Department of Labor & Economic Opportunity, have successfully engaged in refugee placement activities for more than fifteen years. Refugees placed in Portage have been welcomed in the community and are often employed by some of the city’s largest corporations.

In 2019, 30,000 refugees resettled in the United States. Of this amount, 1,146 resettled in Michigan with a vast majority settling in the Grand Rapids and Detroit metropolitan areas. The number of refugees placed in the City of Portage in 2019 was ten. This number is expected to decline in 2020 as Executive Order No. 13888 limits the total number of refugees entering the United States at 18,000.

Given the humanitarian need, thorough screening process and positive historic experience, it is recommended that City Council authorize the Mayor to sign the letter to Secretary Mike Pompeo of the United States Department of State consenting to refugee resettlement in the City of Portage.

FUNDING: Not Applicable

Attachments:

1. Refugee Resettlement Sample Letter
2. Refugee Resettlement Information



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

Dear Mayor Randall:

We write to you today about the future of the refugee resettlement program in Michigan and to seek your written consent to continue our partnership, as is now required under a new Executive Order. On September 26, 2019, President Trump issued Executive Order (EO) 13888¹, which requires your formal consent for continued refugee resettlement in Portage. Given the life-saving nature of this program, we ask that you provide written consent by December 13, 2019.

This year, President Trump has set refugee admissions at 18,000 refugees. As you know, the refugee resettlement program has had a long history here in Michigan thanks to widespread community support. Refugee resettlement has both economically and culturally enriched our community, and has brought substantial value through a public-private partnership.

Attached is sample consent language. We hope you will issue consent as soon as possible, so as not to leave people in harm's way or impact existing services in our community. We have also included additional background information on refugee resettlement and the EO.

If you have any questions about the content of this letter, please do not hesitate to reach out to our State Refugee Coordinator. We would all be happy to schedule a meeting to discuss further. Additionally, if you have specific questions about the EO, we recommend that you contact the Department of State.

Respectfully submitted,

Ben Cabanaw
State Refugee Coordinator
Department of Labor & Economic Opportunity
Office of Global Michigan
517.512.5668

Kristine Van Noord
Bethany Christian Services of Michigan
Program Director, Refugee Adult & Family
Programs

Chris Cavanaugh
Samaritas
Program Manager- New Americans

¹ Although we are communicating with you about the implementation of the EO, communication about, or participation in, the implementation of Executive Order 13888 is not in any way an endorsement of the legality of the EO.

[MAYOR / EXECUTIVE LETTERHEAD]

Secretary Michael R. Pompeo
U.S. Department of State
2201 C Street NW
Washington DC, 20520

[DATE]

Dear Secretary Pompeo:

This letter is in reference to Executive Order 13888, *On Enhancing State and Local Involvement in Refugee Resettlement*.

As [Mayor/Other Executive Official] of [city], I consent to initial refugee resettlement in [city]. I understand my written consent will be publicly released by the Department of State.

Sincerely,

[NAME]
[POSITION]

CC:
Principal Deputy Assistant Secretary Carol T. O'Connell
Bureau of Population, Refugees, and Migration
U.S. Department of State

WHO IS A REFUGEE?

"Someone who has fled their country of origin and is unable or unwilling to return due to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion."



<https://vimeo.com/154520872>

BETHANY.ORG/REFUGEE

1

DISPLACEMENT STATISTICS

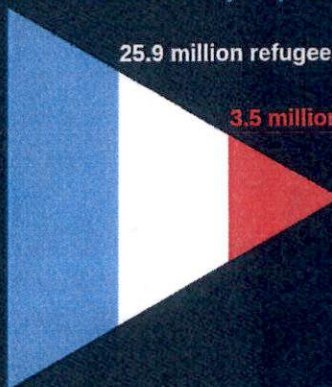
Global Displacement in 2019

The number of forcibly displaced people worldwide is **70.8 million** — roughly 3 million more people than the population of France

41.3 million internally displaced

25.9 million refugees

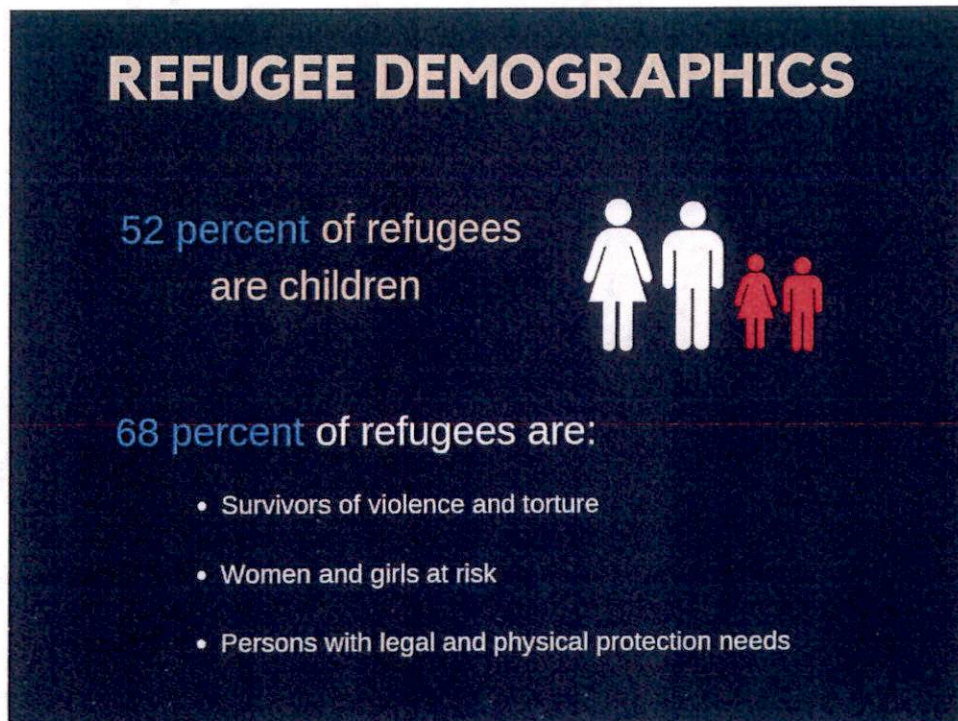
3.5 million asylum-seekers



2



3



4

TOP REFUGEE PRODUCING COUNTRIES

FY 19

Country	Estimated Number
Syrian Arab Rep.	6,700,000
Afghanistan	2,700,000
South Sudan	2,300,000
Myanmar	1,100,000
Somalia	900,000
Sudan	725,000
D.R. Congo	720,300
Central African Rep.	590,900
Eritrea	507,300
Burundi	387,900

5

TOP REFUGEE HOSTING COUNTRIES

FY 19

Country	Estimated Number
Turkey	3,700,000
Pakistan	1,400,000
Uganda	1,200,000
Sudan	1,100,000
Germany	1,100,000
Iran	979,400
Lebanon	949,700
Bangladesh	906,600
Ethiopia	903,200
Jordan	715,300

6

GLOBAL RESETTLEMENT PROGRAMS

Global Resettlement Decline

Countries are resettling fewer refugees as the crisis worsens

Historically, the US has resettled 66% of all refugees referred for resettlement.

In 2018, Canada surpassed the United States in number of refugees resettled for the first time.

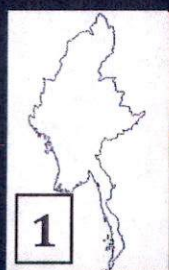


Global refugee admissions for permanent resettlement

7

How does a refugee get here?

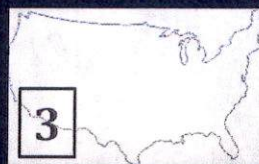
The refugee is persecuted and flees their home.



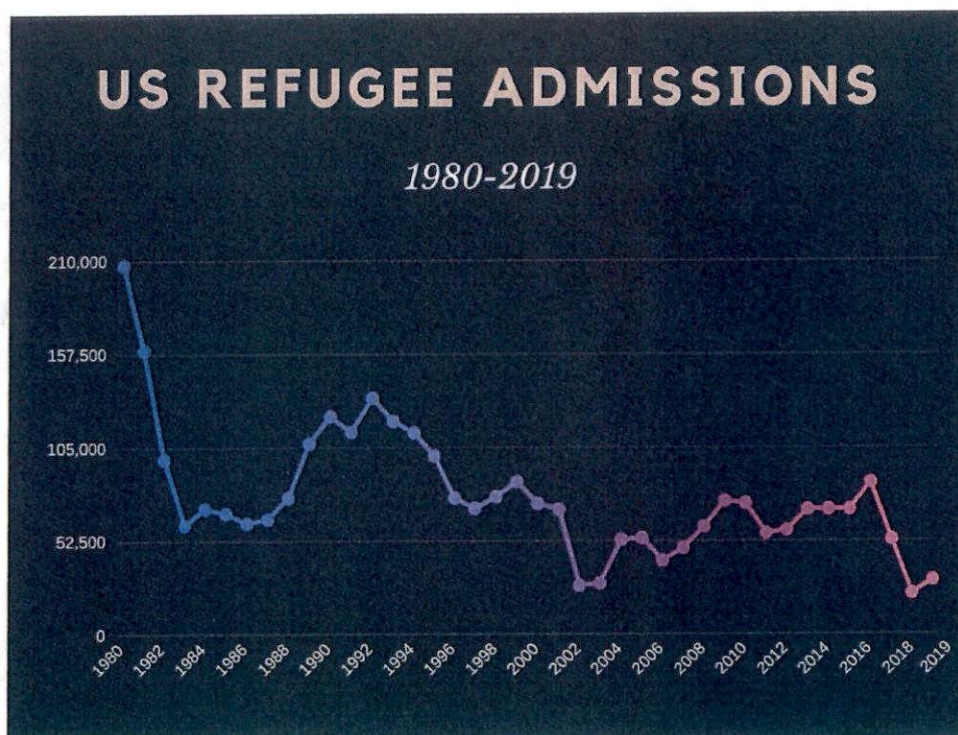
They then cross their country's border to find refuge in a second country, where they can register as a refugee with the United Nations High Commissioner for Refugees



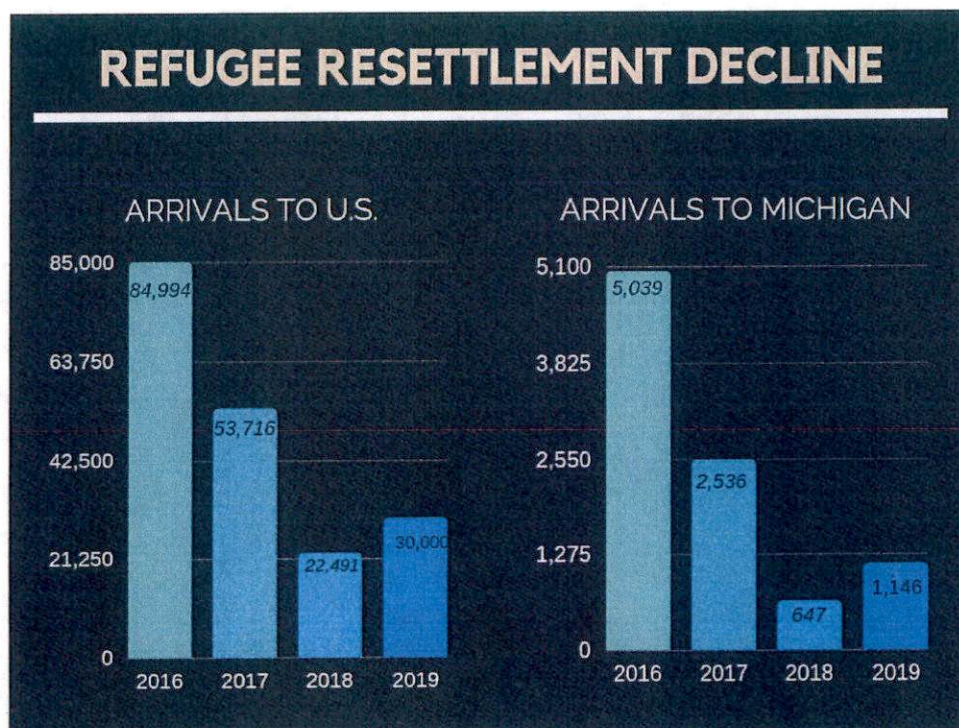
After the security screening process, some (<1% of all who are granted refugee status) will be resettled in a third country, like the United States



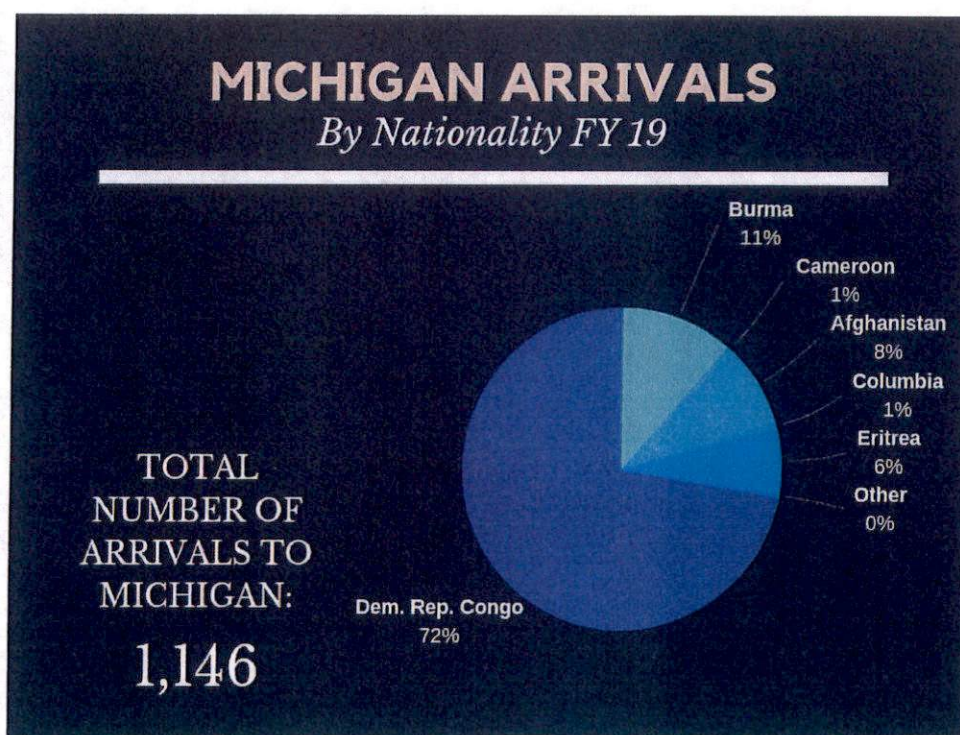
8



9



10



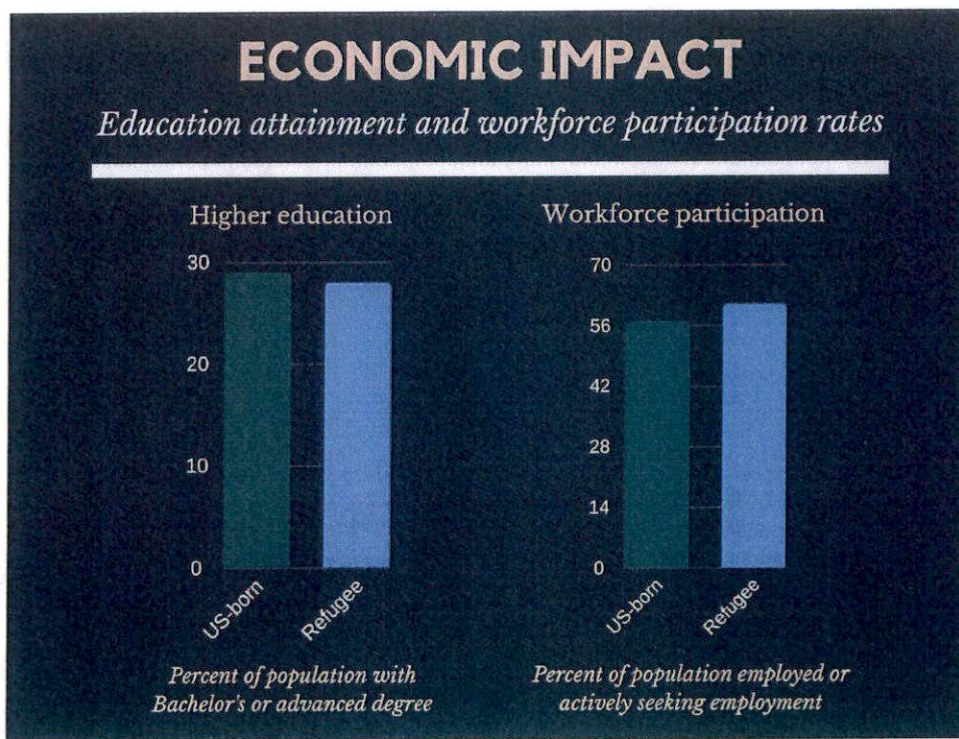
11

REFUGEE ARRIVALS

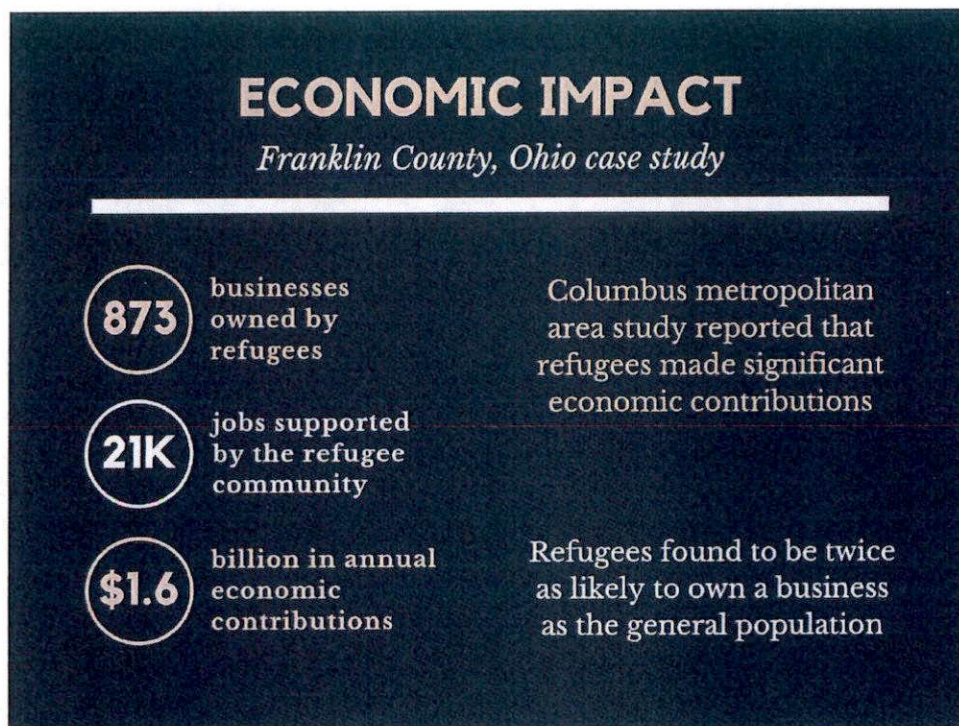
By state FY 19

State	Refugees Resettled
1) Texas	2,457
2) Washington	1,947
3) New York	1,844
4) California	1,841
5) Kentucky	1,427
6) Ohio	1,426
7) North Carolina	1,255
8) Arizona	1,216
10) Michigan	1,146
TOTAL ARRIVALS: 30,000	

12



13



14

ECONOMIC IMPACT

Self-sufficiency, benefits expenditures and tax contributions

On average, refugees:

- ⊙ become self-sufficient within seven years
- ⊙ pay more in taxes than they've receive in welfare benefits after eight years

Refugees contributed an estimated \$269.1 billion between 2005 and 2014 through the payment of federal, state and local taxes, a **positive net fiscal impact of \$63 billion**.

15

ECONOMIC IMPACT

Self-sufficiency, benefits expenditures and tax contributions

“Perceptions of slow refugee integration, high benefit use rates, and low employment rates have not, in general, been supported by the evidence.”

Migration Policy Institute study “How are Refugees Faring? Integration at the US and State Levels” June, 2017.

16

While every refugee's story is different and their anguish personal, they all share a common thread of uncommon courage: the courage not only to survive, but to persevere and rebuild their shattered lives.

-Antonio Guterres, Secretary-General of the UN



SECURITY SCREENING OF REFUGEES ADMITTED TO THE UNITED STATES



Refugees seeking resettlement in the United States must pass through a series of rigorous checkpoints aimed at ensuring they will not pose a security risk to the United States.

CHECK POINT 1

AN INDIVIDUAL REGISTERS AS A REFUGEE WITH THE UN HIGH COMMISSIONER FOR REFUGEES

UNHCR collects identifying documents, biographic information, and biometric data (such as an iris scan for Syrians), and in most cases, interviews the applicant to determine if they qualify as a refugee under international law.

CHECK POINT 2

A REFUGEE WHO MEETS ONE OF THE CRITERIA FOR RESETTLEMENT IS REFERRED TO THE U.S.

UNHCR, a U.S. Embassy, or a Non-Governmental Organization will refer the refugee for resettlement to the U.S. Under legislation passed by Congress, Iraqi nationals who have worked for the U.S. government, a U.S. contractor, or a U.S.-based media organization or NGO, and their family members, as well as Iraqis with family members in the U.S., can apply directly to the resettlement program without being referred by UNHCR.

CHECK POINT 3

RESETTLEMENT SUPPORT CENTERS INTERVIEW THE REFUGEE

Contracted by the Department of State, these centers compile a refugee's personal data and background information for the security clearance process and the U.S. Citizenship and Immigration Services in-person interview.

THE SCREENING PROCESS TAKES 18 TO 24 MONTHS AFTER REFERRAL

CHECK POINT 4

THE DEPARTMENT OF STATE CHECKS THE REFUGEE'S NAME AGAINST THE U.S. WATCH LIST THROUGH ITS CONSULAR LOOKOUT AND SUPPORT SYSTEM

CHECK POINT 5

CERTAIN REFUGEES UNDERGO AN ADDITIONAL SECURITY REVIEW CALLED THE SECURITY ADVISORY OPINION

These cases require a positive clearance from a number of U.S. law enforcement and intelligence agencies in order to continue the resettlement process.

CHECK POINT 6

THE NATIONAL COUNTERTERRORISM CENTER CONDUCTS AN INTER-AGENCY CHECK ON THE APPLICANT WITHIN A DESIGNATED AGE RANGE

This is a "recurrent vetting" process. USCIS will be notified of any new derogatory information identified after the initial check and up until the applicant's travel to the U.S.

IF THERE IS DOUBT ABOUT WHETHER AN APPLICANT POSES A SECURITY THREAT, HE OR SHE WILL NOT BE ADMITTED TO THE UNITED STATES.

CHECK POINT 7

SYRIAN REFUGEES REFERRED TO THE U.S. FOR RESETTLEMENT ARE FLAGGED FOR ADDITIONAL SECURITY SCREENING

Before USCIS schedules an interview with the applicant abroad, a Refugee Affairs Division officer at USCIS headquarters reviews Syrian applications. If USCIS finds certain criteria to be met, the case is referred to the agency's Fraud Detection and National Security Division for further review. This review includes open-source and classified research, which is compiled into a report for use by the USCIS interviewing officer.

CHECK POINT 8

USCIS CONDUCTS AN IN-PERSON INTERVIEW WITH THE REFUGEE ABROAD AT THEIR LOCATION

A highly trained USCIS officer conducts a detailed, face-to-face interview with the applicant as well as accompanying family over age 14. The officer collects the applicant's fingerprints and photographs. The officer evaluates the applicant's credibility and considers whether their testimony is consistent with country conditions. Based on the interview and the refugee's case file, the officer will determine whether the individual qualifies as a refugee and is otherwise admissible under U.S. law.

CHECK POINT 9

IF THE NECESSARY CRITERIA ARE MET, THE USCIS OFFICER CONDITIONALLY APPROVES THE REFUGEE'S APPLICATION FOR RESETTLEMENT AND SUBMITS IT TO DEPARTMENT OF STATE FOR FINAL PROCESSING

CHECK POINT 10

USCIS COORDINATES 3 BIOMETRIC CHECKS

FBI SCREENING
The applicant's fingerprints are run through the FBI's Next Generation Identification System.

DHS SCREENING
The applicant's fingerprints are screened against the U.S. Department of Homeland Security's Automated Biometric Identification System, which includes watch-list information as well as data on previous immigration encounters in the US and abroad.

DOD SCREENING
The U.S. Department of Defense screens fingerprints of refugees within a certain age range against its Automated Biometric Identification System. ABIS contains a variety of data, including fingerprint records from Iraq.

CHECK POINT 11

THE INTERNATIONAL ORGANIZATION FOR MIGRATION OR A PHYSICIAN DESIGNATED BY THE U.S. EMBASSY CONDUCT APPLICANT MEDICAL SCREENINGS

This screening ensures that the applicant does not have any communicable diseases that could pose a public health threat, and, as such, prohibit his or her admission to the U.S.

REFUGEE APPROVED FOR RESETTLEMENT

Once the results of all security checks and the medical screening have been received and cleared, the conditional approvals become final, and the refugee is approved for resettlement in the U.S.

REFUGEES ARE MATCHED WITH A SPONSOR AGENCY

Agencies like the U.S. Committee for Refugees and Immigrants place refugees with a local partner agency or office that assists them upon arrival to the U.S.

REFUGEES ARE OFFERED CULTURAL ORIENTATION WHILE WAITING FOR FINAL PROCESSING

This orientation prepares them for their journey to and initial resettlement in the U.S.

REFUGEES ARE ADMITTED TO THE U.S. UPON ARRIVAL AT A U.S. AIRPORT

A Customs and Border Protection officer reviews the refugee's documentation and conducts additional security checks against its National Targeting Center-Passenger program and the Transportation Security Administration's Secure Flight program. CBP ensures that the arriving refugee is the same person who was screened and

WELCOME TO AMERICA

