

*Public Phone Line: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.)*

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Eagle Scout Presentation.

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting Minutes of May 26, 2020.
 - b. Pre-Council Meeting of June 8, 2020.
2. Approval of the Accounts Payable Register of June 9, 2020 as presented.
3. Award a construction contract for the Wetherbee Avenue Sanitary Sewer and Water Main Improvement Project to Balkema Excavating, Inc., of Kalamazoo, Michigan, in an amount not to exceed \$593,381.45 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
4. Order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2020, will be transferred to the 2020 city tax roll and assessed against the property for which the services were furnished.
5. Minutes of Boards & Commissions.
6. Materials Transmitted.
7. Calendar of Meetings:
 - Environmental Board, Wednesday, June 10, 2020 at 7:00 p.m. - Virtual Meeting.
 - Austin Lake Governmental Lake Board Special Meeting, Thursday, June 11, 2020, at 1:00 p.m. - Virtual Meeting.
 - Planning Commission Special Meeting, Thursday, June 11, 2020 at 7:00 p.m. - Virtual Meeting.
 - Senior Citizen Advisory Board, Wednesday, June 17, 2020 at 2:30 p.m. - Virtual Meeting.
 - Planning Commission, Thursday, June 18, 2020 at 7:00 p.m. - Virtual Meeting.
 - **NOTE:** All above meetings are subject to cancellation or transition to a "virtual meeting" due to the on-going health crisis. Please monitor the City of Portage website at www.portagemi.gov for additional information. The public phone line to comment during public meetings is: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.) Meetings may be viewed live on Charter channel 995 and AT&T channel 99. All meetings can be viewed via live streaming at portagemi.gov/205.

B. Petitions and Statements of Citizens:

C. Communications:

1. Communication from Councilmember Ford resigning from City Council effective June 30, 2020.

D. Public Hearings:

E. Regular Business Agenda:

1. Instruct the City Administration to solicit proposals for City Attorney and prosecution legal services.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM MAY 26, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m. The meeting was held virtually in accordance with the Governor's Executive Directive 2020-02 in light of COVID-19. The following members were present via the WebEx meeting platform: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall. Also in attendance on the WebEx meeting platform were Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll and City Attorney Randy Brown. In attendance in Council Chambers were City Manager Joe La Margo, Communications Manager Mary Beth Block, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect upon the sacrifice of veterans both past and present. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: Mayor Randall first issued a proclamation declaring June 5, 2020, as National Gun Violence Awareness Day. Mayor Randall then issued a Resolution of Respect in honor of retiring Finance Director Bill Furry. In light of the virtual meeting, Mayor Randall asked the City Clerk to read both documents.

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. Councilmember Reid removed Item A.6. Motion by Reid, seconded by Knapp, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Knapp, to approve the minutes of the Regular Meeting of May 12, 2020; Committee of the Whole of May 14, 2020, and Pre-Council Meeting of May 26, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 26, 2020: Motion by Reid, seconded by Knapp, to approve the Accounts Payable Register of May 26, 2020. Upon a roll call vote, motion carried 7 to 0.

2019 LOCAL STREET RECONSTRUCTION PROGRAM: Motion by Reid, seconded by Knapp, to amend a construction contract with Northern Construction Services, Corp. for the 2019 Local Street Reconstruction Program in an amount not to exceed \$118,434.76, and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

LIFE AND LONG-TERM DISABILITY INSURANCE: Motion by Reid, seconded by Knapp, to approve a two-year contract renewal, with the option of one additional two-year renewal, with The Hartford for employee basic life, basic accidental death and dismemberment, contributory life, contributory accidental death and dismemberment, dependent life and long-term disability insurance, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

CONCEPTUAL PLAN AMENDMENT FOR TRADE CENTRE COMMERCIAL PLANNED DEVELOPMENT, 300-1150 TRADE CENTRE WAY: Motion by Reid, seconded by Knapp, to accept the Conceptual Plan Amendment for Trade Centre Commercial Planned Development, 300-1150 Trade

Centre Way, and set a public hearing for June 23, 2020; and subsequent to the public hearing on June 23, 2020, consider the Conceptual Plan Amendment for Trade Centre Commercial Planned Development, 300-1150 Trade Centre Way, including the requested building height modification to allow construction of the proposed hotel building to a height up to 65-feet and the requested screening waiver, with the findings contained in the April 30, 2020 Department of Community Development staff report. Upon a roll call vote, motion carried 7 to 0.

FINANCE DIRECTOR APPOINTMENT: Motion by Reid, seconded by Knapp, to confirm the appointment of Lauren VanderVeen as Interim Finance Director. Upon a roll call vote, motion carried 7 to 0.

TAX AND CONTINUING DISCLOSURE POST ISSUANCE COMPLIANCE - RESOLUTION: Motion by Reid, seconded by Knapp, to adopt the Resolution Approving Tax and Continuing Disclosure Post Issuance Compliance Procedures. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED OF MAY 5, 2020: Motion by Reid, seconded by Knapp, to receive the Materials Transmitted of May 12 and May 13, 2020. Upon a roll call vote, motion carried 7 to 0.

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

PUBLIC HEARINGS:

ORDINANCE AMENDMENTS - ADULT USE MARIHUANA (ZONING): Mayor Randall opened the public hearing and invited any citizens waiting on the public phone line to speak.

Citizen Jevin Weyenberg (5817 Cheshire) spoke in favor of the proposed ordinance. He stated that approving adult-use is the best approach to repel black market marihuana sales and supports the local economy by increasing jobs and tax revenue. He thanked City Council for their efforts, noting citizen approval of the matter in recent ballot initiatives on marihuana. Mayor Randall thanked Mr. Weyenberg for his support and efforts with the city throughout the process.

Councilmember Urban stated he voted no during the first reading of this ordinance and planned to do so again. He noted that there are provisions in the state law that he does not support, but he accepts the voter approval of marihuana. He expressed concerns regarding the amount of marihuana made available under the proposed ordinance and the possibility of the substance ending up in the wrong hands. Mr. Urban noted that in light of the annual Red Ribbon Week observance and prior conversations with his young daughter, he would be voting no again.

Councilmember Ford stated he did not believe proximity would be an issue and understood the city is introducing the ordinance in small steps. He expressed support for the ordinance.

Councilmember Reid stated her hope that City Council will be open to reviewing the matter in the future should they find that revisions are needed once the ordinance goes into effect. She stated that she has not received negative feedback from citizens and would be voting in support of the ordinance. Councilmember Reid thanked the City Administration for their efforts and appreciated the ordinance that had been drafted.

Mayor Pro Tem Pearson agreed with Councilmember Reid, also noting he had not received any negative feedback from citizens. He also agreed with Councilmember Ford regarding the 1,000-foot proximity. He stated he would be voting in support of the ordinance, noting the prior citizen

votes in support of marihuana. He expressed appreciation for the prior Council meetings and staff efforts on the matter, as well as each Councilmember having input on the creation of the ordinance.

Councilmember Knapp noted that adult-use marihuana is legal in Michigan and Portage voters have expressed support for marihuana. She agreed with Councilmember Urban and Mr. Weyenberg that marihuana exists in Portage with or without the proposed ordinance, but she is hoping that the ordinance will provide for the best service and means for a consistent and reliable approach. She stated she would be voting in support.

Councilmember Urban stated he respects fellow Councilmember opinions but highlighted the contrary responses regarding marihuana in the 2017 Citizen Survey.

Mayor Randall thanked everyone for their statements. She stated that the City of Portage needed to define marihuana use in the city before it was defined by others. She thanked the advocates that had reached out to the city, including Mr. Weyenberg. The Mayor also agreed with Councilmember Reid regarding the flexibility for future ordinance revisions if necessary.

Motion by Pearson, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Ford, seconded by Burns, to adopt Ordinance Amendment #19/20-A (5), allowing Adult Use Marihuana in certain districts, of Chapter 42, Land Development Regulations, Article 4 (Zoning). Upon a roll call vote, motion carried 6 to 1 with Councilmember Urban voting no.

REGULAR BUSINESS AGENDA:

FISCAL YEAR 2020-2021 BUDGET APPROVAL AND RESOLUTIONS ADOPTION: Mayor Randall asked the City Manager to summarize the proposed 2020-2021 Budget. City Manager La Margo noted that the proposed budget has no increases to millages or fees, as well as no new millages or fees. He relayed that the City Administration is putting safeguards in place to ensure expenditures do not outpace revenues in light of the effects of the COVID-19 pandemic. Mr. La Margo noted the revision Councilmember Reid requested for the General Fund Reserve Policy Resolution during the Pre-Council Meeting and relayed that Deputy Director VanderVeen and Director Furry were available for questions.

Councilmember Urban inquired whether Council had been provided with an updated General Fund Reserve Policy Resolution document. City Manager La Margo responded that the options for the proposed revision were noted in his Pre-Council Meeting response e-mail with Deputy City Manager Herringa recommending the revision be implemented during the Regular Council Meeting.

Motion by Reid, seconded by Knapp to amend language noted on page two of the General Fund Reserve Policy Resolution from "... the following provision be added to the General Fund Reserve Policy: 'if the Fund Balance at the end of a fiscal year is above 24 percent, the City Council of the City of Portage shall be informed as to how the excess fund balance is to be utilized'" to "... the following provision be added to the General Fund Reserve Policy: 'funds in excess of the 24% fund balance be spent on budgeted items.'"

Mayor Pro Tem Pearson complimented the City Administration and Director Furry, noting that previously the Fund Balance was set at 25 percent and City Council would not have been aware of spending in that fund. He stressed the need for transparency in light of the effects of the COVID-19 pandemic and asked the City Manager to comment on Councilmember Reid's suggested motion.

City Manager La Margo responded that the City Administration would follow through on the will of the Council. He noted that unexpected expenditures occasionally occur, but stated the City Administration will remain within budget and highlighted the planned quarterly budget review meetings with Council to guarantee this measure.

Councilmember Reid noted her motion was provided by the City Administration and would not preclude the proposed budget; if an expense is not budgeted, it still requires Council approval. She relayed that this was the more flexible option suggested by the City Administration.

Mayor Pro Tem Pearson asked the City Manager to read the Pre-Council Meeting response for clarity. Mr. La Margo recited the response.

City Attorney Brown stated that the City Administration would still need to adhere to the Purchasing Ordinance no matter what the General Fund Reserve Policy Resolution stated.

Councilmember Knapp stated she did not believe the proposed revision was constricting and supported the change.

Councilmember Urban stated that he had received the Pre-Council Meeting response e-mail but preferred a revised resolution document be presented to Council before a formal vote.

Motion by Urban to table Councilmember Reid's motion. There being no support, the motion did not pass. City Council debate regarding procedures followed.

Motion by Urban, seconded by Reid, to separate the General Fund Reserve Policy Resolution from the action recommended regarding the Fiscal Year 2020-2021 Proposed Budget. Upon a roll call vote, motion failed 2 to 5.

City Manager La Margo stated his concurrence with the amended Resolution.

Councilmember Knapp stated that she was unsure as to the purpose of postponing the vote, complimenting the Pre-Council Meeting responses provided by the City Administration. Mayor Pro Tem Pearson and Councilmember Ford agreed.

Councilmember Urban expressed his concern with changes made during a meeting and the reason for his prior motion.

Mayor Pro Tem Pearson noted those members present at the Pre-Council Meeting and the discussion during the Pre-Council Meeting regarding Councilmember Reid's concerns. He noted that Council has met several times previously with staff regarding the proposed budget and expressed support for the revision to the Resolution.

Mayor Randall stated the shortened workweek due to the Memorial Day holiday did not help the situation with both the Pre-Council Meeting and the Regular Meeting on the same day, but stressed the importance of the Pre-Council Meeting. She agreed with Councilmember Reid and asked to move forward with the budget.

Mayor Randall requested the City Clerk to call the vote regarding Councilmember Reid's earlier motion. Upon roll call vote, motion carried 7 to 0.

Motion by Burns, seconded by Pearson, to approve the Fiscal Year 2020-2021 Proposed Budget with Revisions, and adopt the General Appropriations Act, Salary and Wage, and General Fund Reserve Policy Resolutions. Councilmember Reid made a Point of Order to ensure Councilmember Burns' motion included the revision to the General Fund Reserve Policy Resolution. Clarified motion by Burns, seconded by Pearson, to approve the Fiscal Year 2020-2021 Proposed Budget with Revisions, and adopt the General Appropriations Act, Salary and Wage, and revised General Fund Reserve Policy Resolutions. Upon a roll call vote, motion carried 7 to 0.

Councilmember Reid thanked staff for their efforts, likening this particular budget to a birth, and expressed appreciation for the upcoming quarterly budget reviews.

ENERGY SERVICES COMPANY: Councilmember Reid indicated that this was the first-time, unique contract and she asked City Manager La Margo to provide additional elaboration.

City Manager La Margo explained the city's efforts toward cost-efficiency and energy savings, noting that the proposed firm will be contracted to review the city's line-item budgets to assist in this endeavor. He further deferred to Deputy City Manager Herringa.

Deputy City Manager Herringa agreed that this endeavor is new for Portage but not for local governments and industries. He stated that the city is hoping to improve its energy efficiency, which was first started by the Environmental Board. He noted that the City Administration does not have the time truly necessary to perform an in-depth review, nor the expertise and that is where the vendor proves useful. Mr. Herringa stated that there is no initial charge to the city for the service until the vendor realizes energy savings for the city and will then receive a portion of the savings. He stated that any resulting City Hall projects will still go through the usual bidding process. He closed by noting that the firm came recommended by other Michigan cities that have performed similar reviews.

Councilmember Reid noted two other firms had also been interviewed.

Councilmember Urban inquired how the savings would be determined. Deputy City Manager Herringa responded that it would be based on actual dollars saved, with an eight to ten percent profit margin. Councilmember Urban further asked how the entity selecting the project would be differentiated. Mr. Herringa responded that the contract has metrics for determination and further noted that the city's Fleet & Facilities Deputy Director has a Level One certification in building operations with knowledge on ESCO practices. Councilmember Urban then asked about the timeline. Deputy City Manager Herringa responded that the city researched firms in December, published the RFP in March, and closed on May 11th.

Mayor Randall stated she looks forward to the review and has heard of the savings possible.

Motion by Reid, seconded by Knapp, to enter into an agreement with Noresco for the provision of ESCO services for the period of July 1, 2020 through June 30, 2025 and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS AGENDA:

ORDINANCE AMENDMENTS - ADULT USE MARIHUANA (BUSINESSES): Mayor Randall deferred to the City Manager. City Manager La Margo noted this was the second reading of the ordinance and asked if there were any questions.

Councilmember Urban asked for clarification regarding which aspect was being discussed. City Attorney Brown noted that this portion of the adult-use marihuana ordinance related to the business aspect while the zoning aspect had been passed by Council during the public hearing segment of the meeting.

Motion by Reid, seconded by Ford, to adopt Ordinance Amendment #19/20-6, Marihuana Businesses, of Chapter 14, Businesses, Article 12. Upon a roll call vote, motion carried 6 to 1 with Councilmember Urban voting no.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns congratulated Finance Deputy Director VanderVeen as a fellow CPA on her promotion. He then thanked those in the military and first responders in light of Memorial Day.

Councilmember Ford echoed Mr. Burns' comments and noted two Americans were scheduled to travel to space tomorrow with NASA. He then congratulated City Manager La Margo and Deputy Director VanderVeen on passing their first budget.

Councilmember Urban also congratulated Deputy Director VanderVeen and thanked Finance Director Bill Furry for his service.

Councilmember Reid also congratulated Deputy Director VanderVeen and thanked Director Furry on his retirement. She noted that this was the first Memorial Day in her experience without a parade or memorial service, which she missed but expressed gratitude for those keeping the country

safe. Ms. Reid further noted that the Governor had extended the Stay Home, Stay Safe Executive Order through June 12th. She understood this was frustrating but encouraged everyone to maintain safe practices.

Councilmember Knapp congratulated Deputy Director VanderVeen and Director Furry, noting that Director Furry would still be around to advise the city, but she appreciated his knowledge and expertise. Ms. Knapp thanked all staff for their efforts with the budget and noted appreciation for the upcoming quarterly budget reviews.

City Manager La Margo commented that he has worked with a lot of department directors over time and noted that Director Furry continued to work diligently despite his pending retirement. He responded to Councilmember Reid that he had never heard comparing a budget to birth but stated that the city will get through this difficult time while meeting or exceeding the city's current level of service. He then expressed appreciation for Memorial Day noting his son currently serves in the military. Mr. La Margo closed by reminding everyone that the beaches would remain closed until June 12th under the Governor's orders, but tennis and pickleball courts would now be open.

Mayor Pro Tem Pearson thanked Director Furry and congratulated Deputy Director VanderVeen. He relayed his family history with the military in light of Memorial Day and thanked veterans for their service.

Mayor Randall congratulated Deputy Director VanderVeen and relayed that the city would miss Director Furry. She stated that the next Portager newsletter would be dedicated to the 2020 graduates. She thanked everyone for successfully conducting another remote meeting to accommodate the public and fulfill city business.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:37 p.m.

Erica L. Eklov, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JUNE 8, 2020**

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid and Mayor Pro Tem Jim Pearson also joined via the WebEx meeting platform. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll (via WebEx meeting platform), Deputy City Manager Adam Herringa (via WebEx meeting platform), Communications Manager Mary Beth Block, and City Clerk Erica Eklov (via WebEx meeting platform).

Mayor Randall began by reviewing the agenda. She asked for clarification regarding the Eagle Scout presentation. City Clerk Eklov confirmed that she had a PowerPoint presentation featuring each of the ten Scouts that Deputy City Manager Herringa would read through.

With regard to Item A.4, Councilmember Reid asked for clarification regarding whether the leniency provided during the Governor's "Stay Home" Executive Order would affect transferring the remaining amounts to the tax roll. City Manager La Margo responded that citizens were still required to pay their water bill during the Executive Order, noting the city was only pausing water shut-offs and late fees. Councilmember Reid further inquired whether the city had reached out to all the property owners with remaining amounts. Mayor Randall noted that the City Manager Report stated that the account holders had received up to six notices, also highlighting that several amounts remaining were under \$100. She stated that the assessment of the fees and penalties, as well as the processing, would likely amount to more than the balances dues in the end. City Manager La Margo stated he would work with the Finance Department over the following week to ensure the delinquent account holders were contacted one more time.

With regard to Item A.7, Councilmember Knapp inquired about the Calendar of Meetings with rooms noted. She noted with the meetings being virtual that advertising a room was misleading. City Clerk Eklov responded that she would remove that information from the agenda. Mayor Pro Tem Pearson requested the addition of the June Austin Lake Governmental Lake Board Meeting and asked the City Clerk to complete the appropriate noticing. City Clerk Eklov relayed that she would notice the meeting as requested.

With regard to Item H.1, Mayor Randall noted Councilmember Ford's pending resignation and asked Councilmember Ford to summarize his communication. Councilmember Reid responded to Councilmember Ford that she understood and was sorry to see him leave. Mayor Randall noted the expected replacement process based on prior Council vacancies, asking Councilmembers to review their calendars for potential July meeting dates to address the vacancy. She noted the potential for combining the Council vacancy interview with the previously scheduled Board and Commission Interview Session. Councilmember Ford noted his delayed resignation date to help Council minimize the time with a vacancy. Councilmember Burns inquired how the public call for applicants would look. Deputy City Manager Herringa responded that the city could not pursue the next highest voted City Council candidate option since the Councilmembers ran unopposed in 2019, instead the process would call for public applicants that City Council would interview and appoint from that pool. He suggested that Council announce to the public at the next Council meeting to set the process, set the

application deadline, the window for interviews for early July, and make a selection at either the first or second meeting in July. He further noted that Council could set the window for applications and review for just a few weeks as has been done previously or longer if Council desired. Mayor Randall agreed, noting a desire to post the vacancy as soon as possible to the city website with final meeting dates to follow.

With regard to Item H.2, Councilmember Reid inquired if Council could receive a copy of the RFQs to be published. City Manager La Margo responded that he understood the draft RFQs will be very similar in content to the prior call for proposals with only minor revisions. He stated he would work with Deputy City Manager Mike Carroll to send copies of the documents to Council.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:26 a.m.

Erica L. Eklov, City Clerk

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 the Accounts Payable Register of June 9, 2020 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 May 17, 2020 through May 30, 2020 and notes \$337,768.10 in automated clearing house payments, \$182,159.08 in paper checks, and \$2,540.88 in auto-pay payments for a grand total of \$522,468.06.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of June 9, 2020

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/17/2020 to 5/30/2020

Page 1 of 5

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
05/22/2020	13190(A)	A NEW LEAF	PLANT CARE @ CITY HALL	93.50
05/22/2020	13191(A)	AIRGAS USA LLC	CYLINDER RENEWALS	595.97
05/22/2020	13192(A)	ALRO STEEL CORPORATION	SNEEZE GUARDS	1,040.00
05/22/2020	13193(A)	AMERICAN SAFETY & FIRST AID	COVID-19 PPE SUPPLIES	114.75
05/22/2020	13194(A)	BYHOLT INC.	2NS SAND DELIVERY	382.23
05/22/2020	13195(A)	C C I SOUTH, INC.	THREE CABLE RUNS	796.57
05/22/2020	13196(A)	C T S TELECOM, INC.	MONTHLY FIBER SERVICES	718.90
05/22/2020	13197(A)	CHARTER COMMUNICATIONS	CABLE TV	779.72
05/22/2020	13198(A)	DEER CONTRACTING & LANDSCAPE	MAINTENANCE ON BRIDGE	2,455.00
05/22/2020	13199(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	516.96
05/22/2020	13200(A)	ETNA SUPPLY, INC.	MURDOCK DRINKING FOUNTAIN	2,800.00
05/22/2020	13201(A)	EVERETT, CHIP	FIRE TECHNOLOGY	31.70
05/22/2020	13202(A)	FERRELLGAS, LP	GENERATOR RENTAL AT CITY HALL	36.00
05/22/2020	13203(A)	GORDON WATER SYSTEMS	WATER COOLER RENTAL	8.00
05/22/2020	13204(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS-MAY 2020	223.68
05/22/2020	13205(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL AT CITY HALL	280.00
05/22/2020	13206(A)	INDUSCO SUPPLY CO., INC.	CITY HALL RESTROOM SUPPLIES	400.34
05/22/2020	13207(A)	INTERNATIONAL CODE COUNCIL, INC	BUILDING CODE BOOK-TERRY NOVAK	115.00
05/22/2020	13208(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS FOR CITY HALL	25.56
05/22/2020	13209(A)	MULDERS LANDSCAPE SUPPLIES INC	OPERATING SUPPLIES	1,795.00
05/22/2020	13210(A)	PEAVEY COMPANY	EVIDENCE SUPPLIES	200.25
05/22/2020	13211(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	380.00
05/22/2020	13212(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR MAY 2020	1,980.00
05/22/2020	13213(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF DUES FOR MAY 2020	30.00
05/22/2020	13214(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR MAY 2020	658.00
05/22/2020	13215(A)	PRECISION PRINTER SERVICES INC	PRINTING SERVICES	645.70
05/22/2020	13216(A)	PRINTING SERVICES INC	KALAMAZOO MARATHON YARD SIGNS	260.00
05/22/2020	13217(A)	S B F ENTERPRISES, INC.	ENVELOPES FOR WATER/SEWER BILLS	2,173.50
05/22/2020	13218(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR MAY 2020	500.84
05/22/2020	13219(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER FEES	4,281.67
05/22/2020	13220(A)	XEROX CORPORATION	APRIL 2020 XEROX PMT	203.49
05/29/2020	13221(A)	ABONMARCHE CONSULTANTS, INC	ELIASON RESERVE DEVELOPMENT	67,570.79

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/17/2020 to 5/30/2020

Page 2 of 5

Check Date	Check	Vendor Name	Description	Amount
05/29/2020	13222(A)	B L HARROUN & SON INC.	FIRE FACILITY MAINT.	598.57
05/29/2020	13223(A)	BATTERIES PLUS	MISC BATTERIES	18.00
05/29/2020	13224(A)	C D W GOVERNMENT, INC.	FIRE TECHNOLOGY	12,005.10
05/29/2020	13225(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	415.00
05/29/2020	13226(A)	CARRIER & GABLE	TRAFFIC SIG MAINT-WESTNEDGE @ SCHUR	1,490.40
05/29/2020	13227(A)	CLARK HILL, PLC	DDA TRADE CENTER WAY PROJ CONSULTING	9,782.50
05/29/2020	13228(A)	CLEANIT CORP	VEHICLE CARWASHES	66.00
05/29/2020	13229(A)	DEER CONTRACTING & LANDSCAPE	LANDSCAPING/MAIN ENTRANCE	3,890.00
05/29/2020	13230(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM SYSTEM MONITORING	504.00
05/29/2020	13231(A)	FARM N GARDEN	OPERATING SUPPLIES	664.62
05/29/2020	13232(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,288.82
05/29/2020	13233(A)	GRAINGER INC	LOCKER ROOM IMPROVEMENTS	515.34
05/29/2020	13234(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	221.00
05/29/2020	13235(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM RENTAL	225.00
05/29/2020	13236(A)	LEWIS PAPER PLACE, INC.	COPY PAPER	56.00
05/29/2020	13237(A)	LOWE'S HOME CENTER	FIRE FACILITY MAINT.	217.55
05/29/2020	13238(A)	MEJEUR ELECTRIC LLC	CITY HALL AC SET UP	2,977.00
05/29/2020	13239(A)	MULDERS LANDSCAPE SUPPLIES INC	OPERATING SUPPLIES	312.00
05/29/2020	13240(A)	MUNICIPAL CODE CORPORATION	ONLINE CODE HOSTING	950.00
05/29/2020	13241(A)	NYE UNIFORMS	FIRE UNIFORMS	1,200.50
05/29/2020	13242(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	3,732.48
05/29/2020	13243(A)	PRINTING SERVICES INC	2019 WATER QUALITY RPT-MAY PORTAGER	5,840.00
05/29/2020	13244(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	42.50
05/29/2020	13245(A)	ROE-COMM, INC.	FIRE RADIO MAINT	386.00
05/29/2020	13246(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS - APRIL	192,865.26
05/29/2020	13247(A)	VANCE OUTDOORS, INC.	2 SNIPER RIFLES	2,190.00
05/29/2020	13248(A)	WARNER OIL COMPANY INC	REPAIR/MAINT SUPPLIES	131.70
05/29/2020	13249(A)	WEST MICHIGAN INT'L LLC	RETURN CREDITS	390.80
05/29/2020	13250(A)	WEST SHORE FIRE, INC.	FIRE APPARATUS MAINT	2,698.84
Total ACH Transactions:				337,768.10
Check Type: Paper				
05/22/2020	313449	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	737.00
05/22/2020	313450	AMERICAN PLANNING ASSOCIATION	APA/AICP MEMBERSHIP-CHRIS FORTH	564.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/17/2020 to 5/30/2020

Page 3 of 5

Check Date	Check	Vendor Name	Description	Amount
05/22/2020	313451	ARROWHEAD SCIENTIFIC, INC.	MISC LAB SUPPLIES	178.69
05/22/2020	313452	AT&T	ELECTRONIC COMMUNICATIONS	3,516.64
05/22/2020	313453	AT&T LONG DISTANCE	LONG DISTANCE SERVICE	71.37
05/22/2020	313454	AVANTINI, CARMINE P	CONSULTING REDEVELOPMENT READY	2,422.00
05/22/2020	313455	BLAIN SUPPLY, INC.	MISC MAINT SUPPILES	47.88
05/22/2020	313456	BLOOM SLUGGETT, PC	LEGAL SERVICES	6,601.88
05/22/2020	313457	CHICAGO TITLE OF MICHIGAN	OP FINAL WATER/SEWER BILL	18.40
05/22/2020	313458	CINTAS CORP.	UNIFORM RENTAL SERVICES	185.65
05/22/2020	313459	COMBS, TIMOTHY	REC GAS FOR MIXED FUEL	179.95
05/22/2020	313460	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR	272.14
05/22/2020	313461	GETTY IMAGES (US) INC.	STOCK PHOTO CREDITS	520.00
05/22/2020	313462	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA DUES/MAY 2020	3,130.44
05/22/2020	313463	GUTH ILLUSTRATION & DESIGN	JUNIOR RANGER ICON DESIGN	1,861.25
05/22/2020	313464	H & H PROPERTY MAINTENANCE, LLC	RESTORATION SERVICES	24,075.00
05/22/2020	313465	HAINES, NICHOLAS	TUITION REIMBURSEMENT	660.00
05/22/2020	313466	HOME DEPOT	MAINTENANCE SUPPLIES	232.36
05/22/2020	313467	KALAMAZOO COUNTY TREASURER	OAKBROOK MAY 2020 MOBILE HM TAXES	777.50
05/22/2020	313468	KALAMAZOO LANDSCAPE SUPPLIES	GRASS SEED MATERIALS	444.00
05/22/2020	313469	KALAMAZOO OIL COMPANY	FUEL PURCHASES	75.38
05/22/2020	313470	KINGSCOTE CHEMICALS INC.	MISC SUPPLIES	57.20
05/22/2020	313471	KZOO TIRE COMPANY	POLICE VEHICLE MAINTENANCE	2,480.70
05/22/2020	313472	LOWMAN LOG WORKS LLC	JUNIOR RANGER PROGRAM - SHIELDS	655.00
05/22/2020	313473	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINTENANCE	4,592.43
05/22/2020	313474	MICHIANA LAND SERVICES	RIGHT-OF-WAY SERVICES	1,207.50
05/22/2020	313475	MICHIGAN ELECTION RESOURCES, LLC	BALLOT MARKING INST/SUPPLIES	4,161.45
05/22/2020	313476	MILLER ROAD TRANSFER STATION	DISPOSE OF CONCRETE	330.00
05/22/2020	313477	MLIVE MEDIA GROUP	APRIL 19, 2020 PUBLIC NOTICES	37.79
05/22/2020	313478	OFFICE DEPOT, INC.	OFFICE SUPPLIES	57.68
05/22/2020	313479	VOID		0.00 V
05/22/2020	313480	PETERMAN CONCRETE CO.	REPAIR/ MAINT SUPPLIES	165.09
05/22/2020	313481	PETTY CASH-KELLY REED	REPLENISHMENT CHECK	896.68
05/22/2020	313482	QUADMED, INC.	FIRE EMS SUPPLIES	445.00
05/22/2020	313483	RATHCO SAFETY SUPPLY, INC.	SIGN MAINTENANCE	5,330.78

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/17/2020 to 5/30/2020

Page 4 of 5

Check Date	Check	Vendor Name	Description	Amount
05/22/2020	313484	ROSE STREET ADVISORS, LLC	COMPENSATION ANALYSIS PROJECT	1,800.00
05/22/2020	313485	SHI INTERNATIONAL CORP.	REPLACEMENT MONITORS	4,119.94
05/22/2020	313486	STATE OF MICHIGAN	SOR REGISTRATION FEES	60.00
05/22/2020	313487	STEENSMA LAWN & POWER EQUIPMENT	REPAIR AND MAINTENANCE	1,542.20
05/22/2020	313488	ULINE, INC.	MISC EVIDENCE SUPPLIES	74.28
05/22/2020	313489	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
05/22/2020	313490	US GOLF CARS, INC.	MAINTENANCE SUPPLIES	120.32
05/22/2020	313491	VERIZON WIRELESS	WIRELESS CARDS	1,801.81
05/22/2020	313492	WILLIAMS & WORKS	ENGINEERING SERVICES-E CENTRE AVE	3,246.90
05/29/2020	313493	ADVANCE II LLC	MAY ELECTION-TEMP ASSISTANCE	3,916.23
05/29/2020	313494	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	411.00
05/29/2020	313495	BERGMAN, SKY	SCREENING LICENSE/SPEAKING FEE	500.00
05/29/2020	313496	BOWDITCH, WAYNE	MEN'S MONDAY SOFTBALL REFUND	700.00
05/29/2020	313497	BRUSHABER, BRENT	UAW SHOE ALLOWANCE	175.00
05/29/2020	313498	CASSEN, BRIAN	STUART MANOR RENTAL REFUND	320.00
05/29/2020	313499	COLTON, SARAH	LAKEVIEW PAVILION RENTAL REFUND	110.00
05/29/2020	313500	COMMERCIAL DOOR SERVICES	BUILDING REPAIR MAINTENANCE	100.00
05/29/2020	313501	DAUDERT, KATHY	RAMONA PARK PAVILION RENTAL REF	110.00
05/29/2020	313502	DEAF INC.	ASL INTERPRETER/VIRTUAL CITY COUNCIL	828.75
05/29/2020	313503	DEVON TITLE AGENCY	OP FINAL UTILITY BILL	55.89
05/29/2020	313504	DEXYP	YELLOW PAGES ADVERTISING	49.50
05/29/2020	313505	DTN, LLC	WEATHER SERVICES	942.00
05/29/2020	313506	DUNIGAN BROTHERS, INC.	LIFT STATION RENOVATION	38,730.45
05/29/2020	313507	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	4,370.52
05/29/2020	313508	FOREMOST SALES COMPANY LLC	PLAY STRUCTURE SANITIZE	4,620.00
05/29/2020	313509	GREAT LAKES CHEMICAL SERVICES INC	FIRE CLEANING SUPPLIES	600.00
05/29/2020	313510	HALT FIRE, INC.	FIRE APPARATUS MAINT	393.89
05/29/2020	313511	HOME DEPOT	FIRE FACILITY MAINT	1,288.53
05/29/2020	313512	HONEYWELL ANALYTICS INC.	FIRE SCBA MAINT	735.00
05/29/2020	313513	IMAGESTREAM, INC.	CONFERENCE CALL -COVID19	11,109.44
05/29/2020	313514	JEFFRIES, TERESA	LAKEVIEW PAVILION #1 & #2 REF	220.00
05/29/2020	313515	KALAMAZOO COUNTY CLERK	NOV 2019 ELECTION FEES & CHARGES	5,295.29
05/29/2020	313516	KALAMAZOO COUNTY HEALTH & COMMUNITY	DPS DISPOSALS	515.91

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/17/2020 to 5/30/2020

Page 5 of 5

Check Date	Check	Vendor Name	Description	Amount
05/29/2020	313517	KIESLER POLICE SUPPLY	Q110052 6 GLOCK SIMULATION GUNS	2,769.00
05/29/2020	313518	LILEK, MICHAEL	UAW SHOE ALLOWANCE	175.00
05/29/2020	313519	MARKUS, MICHAEL	UAW SHOE ALLOWANCE	143.09
05/29/2020	313520	MARTIN, JAMES	UAW SHOE ALLOWANCE	147.56
05/29/2020	313521	MICHIANA LAND SERVICES	RIGHT-OF-WAY SERVICES	945.00
05/29/2020	313522	MLIVE MEDIA GROUP	MARCH 2020 LEGAL NOTICES	4,180.28
05/29/2020	313523	NUYEN, AMANDA	WESTFIELD SOFTBALL REFUND	45.00
05/29/2020	313524	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	55.02
05/29/2020	313525	OFFICE DEPOT, INC.	OFFICE SUPPLIES	585.15
05/29/2020	313526	PICCIRILLO CELEBRATIONS, LLC	SCIENCE TELLERS PROGRAM	365.00
05/29/2020	313527	PORTAGE BUDGET STORAGE, LLC	UNIT 6233,6242 RENTAL	2,694.00
05/29/2020	313528	QUADMED, INC.	FIRE EMS SUPPLIES	609.88
05/29/2020	313529	ROAD COMMISSION OF KALAMAZOO COUNTY	TRAFFIC SIGNAL MAINTENANE	1,802.57
05/29/2020	313530	SCHIEDEL, JUSTIN	LAKEVIEW SOFTBALL REFUND	60.00
05/29/2020	313531	SHI INTERNATIONAL CORP.	WEBEX EVENT CENTER UPGRADE/ANNUAL REW	3,796.20
05/29/2020	313532	SHUNNISON, MONICA	PICKLEBALL CLINIC REFUND	80.00
05/29/2020	313533	STADRI INC.	JR PARK RANGER PROG-BADGES	2,233.00
05/29/2020	313534	TEARE, LINDA	PICKLEBALL CLINIC REFUND	80.00
05/29/2020	313535	TRUGREEN PROCESSING	HERBICIDE APPLICATIONS	2,149.58
05/29/2020	313536	TYLER, DENISE	RAMONA PARK PAVILION REFUND	110.00
05/29/2020	313537	VERIZON CONNECT NWF, INC.	FLEET GPS SERVICES	812.15
05/29/2020	313538	WESTCOMB, WADE	UAW SHOE ALLOWANCE	175.00
05/29/2020	313539	WILLIAMS ASSOCIATES ARCHITECTS, LTD	FIRE-NEW STATION 2	244.21
05/29/2020	313540	WITMER PUBLIC SAFETY GROUP	FIRE OPS UNIFORMS	148.62
05/29/2020	313541	WRIGHT, JASON	UAW SHOE ALLOWANCE	90.09
05/29/2020	313542	ZOLL DATA SYSTEMS, INC.	FIRE APPARATUS MAINT	1,800.00
Total Paper Checks:				182,159.08
Check type: Auto-pay Payment				
5/18/2020		CONSUMERS ENERGY	GAS-ELECTRIC	2,261.55
5/19/2020		CONSUMERS ENERGY	GAS-ELECTRIC	279.33
Total Auto-Pay Payments:				2,540.88
Grand Total:				522,468.06

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Wetherbee Drive Sanitary Sewer and Water Main Improvements - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract for the Wetherbee Avenue Sanitary Sewer and Water Main Improvement Project to Balkema Excavating, Inc., of Kalamazoo, Michigan, in an amount not to exceed \$593,381.45 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2017–18 and FY 2018–19 Capital Improvement Program budgets provide funding for the Wetherbee Avenue Sanitary Sewer and Water Main Improvement Project from Portage Road to Woodlawn Drive. The project involves the installation of new sanitary sewer, new water main, storm drainage improvements, sidewalk and asphalt pavement replacement on Wetherbee Avenue from Portage Road to Woodlawn Drive.

On October 10, 2017, City Council awarded a contract in the amount of \$39,315 to Hurley & Stewart, LLC, for the design and construction engineering for the project. Project design is complete and on May 28, 2020, bids for the construction work were received from seven contractors. The lowest bid was submitted by Balkema Excavating, Inc., of Kalamazoo, Michigan, in the amount of \$593,381.45. Balkema Excavating has successfully completed many similar projects for the city, with the most recent being the South Shore Drive sanitary sewer installation and water main replacement project.

It is recommended that City Council award a construction contract for the Wetherbee Avenue Sanitary Sewer and Water Main Improvements to Balkema Excavating, Inc., of Kalamazoo, Michigan, in an amount not to exceed \$593,381.45 and authorize the City Manager to execute all documents related to the contract on behalf of the city. If approved by City Council, the project is expected to begin June 23, with completion anticipated in mid-September.

FUNDING: Funds are budgeted in the FY 2017–18 and FY 2018-19 Capital Improvement Program budgets.

Attachments: 1. Wetherbee Avenue - Bid Tabulation

BID TABULATION
WETHERBEE AVENUE SANITARY SEWER
AND WATER MAIN INSTALLATION

<u>Bidder</u>	<u>Bid</u>
Balkema Excavating, Inc. 1500 Rover street Kalamazoo, MI 49048	\$593,381.45
Pajay, Inc. 19167 Rose City Rd. New Buffalo, MI 49117	\$709,491.75
Lounsbury Excavating, Inc. 32673 E Red Arrow Hwy. Paw Paw, MI 49079	\$712,473.80
Selge Construction Co. 2833 S. 11th Street Niles, MI 49120	\$750,163.61
Hoffman Bros, Inc. 8574 Verona Road Battle Creek, MI 49014	\$756,325.54
Northern Construction Services P.O. Box 1299 Niles, MI 49120	\$939,398.95
Peters Construction Co. 3325 E. Kilgore Rd. Kalamazoo, MI 49001	\$1,191,349.25

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Delinquent Water and Sewer Bills

SUPPORTING PERSONNEL: Lauren VanderVeen, Interim Finance Director

ACTION RECOMMENDED: Order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2020 will be transferred to the 2020 city tax roll and assessed against the property for which the services were furnished.

In accordance with city ordinances, unpaid water and sewer utility accounts considered un-collectible by the Finance Director are required to be reported to City Council on an annual basis. As of June 1, 2020, unpaid utility accounts total \$51,088.97. A progressive series of six separate notifications have been issued to the customer/owner in accordance with city procedures, state laws and Municipal Code Section 82-374 through 82-376, and these notices have not resulted in payment in all cases. A listing is attached showing the delinquent accounts. An updated listing of delinquent accounts will be produced on Tuesday, June 9, 2020 to account for payments made to these accounts received between Monday, June 1, 2020 at 4:10 PM and Tuesday, June 9, 2020.

State law allows the unpaid charges to remain with the associated property. According to Chapter 82, Division 7, Section 82-197, Lien for Unpaid Charges, Portage Code of Ordinances, the unpaid accounts are to be transferred to the city tax roll and assessed against properties to which the services were provided. Action by City Council to order notice to all applicable property owners that all unpaid water and/or sewer charges transferred to the 2020 city tax roll is requested to begin this process.

FUNDING: N/A

Attachments: 1. Delinquent Utility Bills as of June 1, 2020

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Resignation of Councilmember Richard Ford

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: To receive the resignation of Councilmember Richard Ford and formally accept the resignation on June 30, 2020.

Councilmember Richard Ford submitted a letter to City Manager Joe La Margo on Thursday, June 4, 2020. The letter indicated Mr. Ford's intent to resign from the City Council effective June 30, 2020.

According to his letter, last summer Mr. Ford recently began working for a law firm in Grand Rapids, MI, and has spent a significant amount of time away from his family and home in Portage. In order to reduce his commute and spend more time with his family and young children, Mr. Ford recently purchased a home outside City of Portage limits. In order to comply with the requirement that Councilmembers be residents, Councilmember Ford will be resigning from the Portage City Council effective June 30, 2020. His last City Council Meeting will be June 23, 2020.

It is recommended that City Council accept the resignation of Councilmember Richard Ford.

FUNDING: N/A

Attachments: 1. 2020 Ford Resignation from City Council

To: Honorable Mayor and City Council
From: Councilmember Richard Ford
Date: 6/4/2020
Subject: Resignation of Richard Ford

Action Recommended: Accept the resignation of Richard Ford, effective June 30th

Patricia, Jim, Terry, Claudette, Lori, and Chris;

I am writing to announce my resignation from Portage City Council, effective June 30th. This decision did not come lightly as I have thoroughly enjoyed my time here both as a resident and as a councilmember. Last summer, I began working for Varnum LLP, with the majority of my time spent in their Grand Rapids office. To shorten my commute and ultimately spend more time with my family and young children, I recently purchased a home outside City of Portage limits, and thus June 30th will be my last day as a Portage resident.

I can't tell you how much I am going to miss sitting beside you all on the dais. I learned so much personally and professionally serving on this council. I would like to give a special thank you to Mayor Randall, who inspired confidence in me as a young city board volunteer. I will always value her mentorship and friendship.

I know that I am leaving a great thing behind. Serving this community has become a hobby of mine, and I am not quite sure how I will fill the void. All of you are excellent leaders, and I know that the City of Portage will remain a great, transparent, Natural Place to Move under your leadership.

Joe, Adam, Michael, Devin, Erica, Nich, Stacy, Chris, Kendra, Kathleen, Kim, Lauren, Shannon, Ed, Meshia, Rod, Larry, and Randy, and all other staff, both retired and current (in case I left someone out),

As I often thank staff during council comments, I'd like to express my gratitude for the commitment each of you put into making Portage a fantastic place to live. I've always appreciated the dedication you bring to serving our community.

To the Residents,

Thank you for allowing me to be part of your leadership team over the past six-plus years. My two elections were very humbling, and Portage will always hold a special place in my heart.

Sincerely,



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Legal Services Contracts

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Instruct the City Administration to solicit proposals for City Attorney and prosecution legal services.

A Committee of the Whole meeting was held on May 14, 2020 to discuss the subject of City Attorney and prosecution legal services. At the conclusion of that meeting, members of the City Council requested that the subject of issuance of an RFP/RFQ be brought before the Council at an upcoming meeting, so that the City Council can direct City Administration to issue said RFP/RFQ. The request of the City Council at the conclusion of the Committee of the Whole meeting also indicated an interest that separate proposals be solicited for City Attorney services and for prosecution services.

It is recommended that City Council instruct the City Administration to solicit proposals for City Attorney and prosecution legal services. It is anticipated that results of an RFP/RFQ will be brought to the City Council July 14th for consideration.

FUNDING: 2020/2021 Budget

Attachments: None