

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

5:15 p.m. Board & Commissions Interview Session

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting Minutes of September 22, 2020.
 - b. Pre-Council Meeting Minutes of October 5, 2020.
2. Approval of the Accounts Payable Register of October 6, 2020 as presented.
3. Approve the first of two, two-year contract extensions with Image Stream for the continuation of professional cablecast services in the two-year amount of \$180,568 and authorize the City Manager to execute all documents related to this action on behalf of the city.
4. Award a contract to American Hydrogeology Corporation in the amount not to exceed \$177,720 for three dimensional delineation of the extent to which PFAS may be impacting the groundwater at South Westnedge Park (9010 South Westnedge Avenue) and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Appoint Councilmember Ledbetter to replace Mayor Pro Tem Pearson's position on the Austin Lake Governmental Lake Board.
6. Materials Transmitted.
7. Minutes of Boards & Commissions.
8. Calendar of Meetings:

- Historic District Commission, Wednesday, October 7, 2020 at 8:15 a.m. - Virtual Meeting.
- Environmental Board, Wednesday, October 7, 2020 at 7:00 p.m. - Virtual Meeting.
- Human Services Board, Thursday, October 8, 2020 at 6:00 p.m. - Virtual Meeting.
- Zoning Board of Appeals, Monday, October 12, 2020 at 7:00 p.m. - Virtual Meeting.
- Planning Commission, Thursday, October 15, 2020 at 7:00 p.m. - Virtual Meeting
- Youth Advisory Committee, Monday, October 19, 2020 at 4:30 p.m. - Virtual Meeting.
- Kalamazoo County Public Art Commission, Tuesday, October 27, 2020 at 11:30 a.m., Epic Center (359 S. Kalamazoo Mall, Kalamazoo).
- *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. Annual Park Board update by Chairperson Jonathan Peer.

D. Public Hearings:

E. Regular Business Agenda:

1. Appoint individuals to the Senior Citizen Advisory Board, Environmental Board, Historic District Commission, Human Services Board, Park Board, Zoning Board of Appeals, Planning Commission and Economic Development Corporation/Tax Increment Finance Authority & Brownfield Redevelopment Authority.

F. Unfinished Business:

1. Authorize the City Administration to execute a contract for the purchase of 225 East Centre Avenue, with a purchase price of \$176,400, broker commission of \$5,292, moving expenses of \$3,000, attorney fees of \$2,500 and a Commercial Transitional Area Adjustment of \$19,100 and title insurance closing costs not to exceed \$5,000 and authorize the City Manager to sign all documents related to this transaction.
 - a. To **not** authorize the City Manager to engage the services of Attorney Stanley J. Stek of Miller Canfield to commence eminent domain proceedings on 225 East Centre Avenue.

G. Council Committee Reports:

H. New Business:

1. Communication from the City Manager regarding the celebration of Halloween.

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 22, 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 Order 2020-02 in light of COVID-19. The following members were present in Chambers: Councilmembers Vic Ledbetter and Mayor Patricia Randall. The following members were present via the WebEx meeting platform: Councilmembers Chris Burns, Lori Knapp, Claudette Reid, Terry Urban, and Mayor Pro Tem Jim Pearson. Also in attendance were City Manager Joe La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, City Attorney Catherine Kaufman, and Deputy City Clerk Tammy Durian.

At the request of Mayor Randall, a moment of silence was observed to remember all the people struggling with mental illness especially during these challenging times. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATION: Pastor Paul Naumann read a proclamation recognizing the sixtieth anniversary of St. Michael Lutheran Church. Following the reading, Mayor Randall recognized September 25, 2020 as the sixtieth anniversary of St. Michael Lutheran Church of Portage congregation.

Mayor Randall asked Councilmember Vic Ledbetter to read the Proclamation of Legacy Lifelines COVID-19 Memorial Day – A Day of Remembrance and Celebration. Following the reading, Mayor Randall proclaimed October 19th as "Legacy Lifelines COVID-19 Memorial Day – Day of Remembrance & Celebration".

Mayor Randall asked Deputy City Manager Adam Herringa to read the Proclamation regarding National Suicide Prevention Awareness Month. Following the reading, Mayor Randall proclaimed the month of September 2020 as national Suicide Prevention Awareness Month in the City of Portage.

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. Mayor Pro Tem Pearson removed Item A.8. Councilmember Burns removed Item A.3. 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 Pearson, seconded by Burns, to approve the minutes of the Regular Meeting of September 8, 2020, and Pre-Council Meeting of September 21, 2020. Upon a roll call vote, motion carried 7 to 0.

ACCOUNTS PAYABLE REGISTER: Motion by Pearson, seconded by Burns, to approve the Accounts Payable Register of September 22, 2020. Upon a roll call vote, motion carried 7 to 0.

LOVERS LANE RECONSTRUCTION PROJECT - BID TABULATION: Motion by Pearson, seconded by Burns, to award a contract to perform engineering services for the reconstruction of Lovers Lane from East Milham Avenue to East Kilgore Road to Williams & Works, Inc. of Grand Rapids, MI in the amount not to exceed \$171,528; and authorize the City Manager to

execute all documents related to the contract on behalf of the City of Portage. Upon a roll call vote, motion carried 7 to 0.

VEHICLE PURCHASES - COOPERATIVE PURCHASING: Motion by Pearson, seconded by Burns, to approve the purchase of 24 Panasonic Toughbook model CF-33 computers, 24 Panasonic keyboards and 16 Panasonic Toughbook vehicle docking stations from CDW Government LLC in the amount of \$116,568; and authorize the City Manager to execute all documents on behalf of the City of Portage. Upon a roll call vote, motion carried 7 to 0.

REZONING APPLICATION #20/21-1, 9300 SOUTH SPRINKLE ROAD: Motion by Pearson, seconded by Burns, to accept Rezoning Application #20/21-1, 9300 South Sprinkle Road, for first reading and set a public hearing for October 20, 2020; and, subsequent to the public hearing, consider approving Rezoning Application #20/21-1 and changing the zoning designation of 9300 South Sprinkle Road from B-2, community business, to R-1B, one family residential. Upon a roll call vote, motion carried 7 to 0.

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) CONTRACT: Motion by Pearson, seconded by Burns, to approve the International Association of Firefighters, Portage Firefighters Association, AFL-CIO Collective Bargaining Agreement for the period of July 1, 2020 to June 30, 2024; and authorize the Mayor and City Clerk to sign the same. Upon a roll call vote, motion carried 7 to 0.

CONFIRM THE APPOINTMENT OF LAUREN VANDERVEEN AS FINANCE DIRECTOR: Motion by Pearson, seconded by Burns, to confirm the appointment of Lauren VanderVeen as Finance Director. Upon a roll call vote, motion carried 7 to 0.

BOARD AND COMMISSION INTERVIEW SESSION: Motion by Pearson, seconded by Burns, to set a Special Meeting on Tuesday, October 6, 2020, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES FOR BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Burns, to approve the minutes for Boards and Commissions. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Pearson, seconded by Burns, to accept the Materials Transmitted of August 9, 2020. Upon a roll call vote, motion carried 7 to 0.

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

COMMUNICATIONS:

COMMUNICATION FROM DAVE AND ILENE CORSTANGE: Motion by Burns, seconded by Knapp, to receive the communication from the City Manager regarding the Corstange letter and the communication from Dave and Ilene Corstange as information only. Councilmember

Reid asked for discussion, and for the City of Portage's position. Deputy City Manager Carroll explained the City's position and added the communication is included in the agenda packet. A few Councilmembers indicated that they did not see the response from the City Manager's office. Mayor Randall explained that the communication from Deputy City Manager Carroll will again be sent to the Council Members and if there are any follow up concerns to contact the City Manager's Office. Upon a roll call vote, motion carried 7 to 0.

CONFIRM THE RE-APPOINTMENT OF CHRIS BURNS TO THE CENTRAL COUNTY TRANSPORTATION AUTHORITY BOARD: Motion by Pearson, seconded by Knapp, to confirm the re-appointment of Chris Burns to the Central County Transportation Authority Board (CCTA). Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS:

VEHICLE PURCHASES – COOPERATIVE PURCHASING: Councilmember Burns inquired about the number of trucks and how long the snowplow dump trucks are in service. Mr. Russell, Director of Public Works, shared that there are currently 14 plow trucks in the fleet and the three units being replaced are at least 15 years old. In addition, Councilmember Burns asked about budgeting practices and why these purchases are not included in the Capital Improvement Plan (CIP). Mr. Russell replied that vehicles would come out of the CIP but equipment comes out of the Capital Outlay Fund. Motion by Burns, seconded by Reid, to authorize the purchase and up-fitting of three snowplow dump trucks through the State of Michigan MiDEAL cooperative purchasing program at a total cost of \$643,168; and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

ACQUISITION OF 225 EAST CENTRE AVENUE: The City Administration has been negotiating to purchase the property of 225 E. Centre Avenue; however, the negotiations have stalled. It is recommended to engage legal assistance and commence eminent domain proceeding to acquire the property. Mayor Pro Tem Pearson explained that eminent domain involves the taking of private property for just compensation by government for greater use of the public. In this case, it is the new Community Senior Center on Centre Avenue. Mayor Pro Tem Pearson suggested that the Council go into closed session, but first asked for updates on negotiations to avoid Council going into eminent domain proceedings. City Manager La Margo explained that Mayor Randall had communicated with the property owner. Mayor Randall explained the history and shared what was discussed. Councilmember Reid thanked the Mayor for her efforts. Mayor Pro Tem Pearson suggested to table the motion until the October 6, 2020, Regular Meeting. Attorney Kaufman explained that it is advisable to avoid condemnation and shared the options going forward for the City Council. It was noted that the offer resembles that of 217 E. Centre Avenue. Councilmembers asked for clarification regarding itemizing the closing costs, and discussion took place. Deputy City Manager Carroll explained the original negotiations between the City of Portage and the property owner. The Council recognized that this is time-sensitive and could avoid eminent domain, but would like the particulars regarding the purchase of the property. Motion by Pearson, seconded by Burns to table the engagement of services of Attorney Stanley J. Stek of Miller Canfield to commence

eminent domain proceedings on 225 East Centre Avenue until the October 6, 2020 Regular Meeting. Mayor Randall asked the City Attorney for clarification on tabling the motion, and discussion took place. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an update on the Central County Transportation Authority (CCTA). He relayed that CCTA approved the 2021-2022 budget and is still observing COVID safety measures. In addition, he commented on the annual premium savings with the renewal with Michigan Municipal Liability Association.

Councilmember Knapp attended her first board meeting with Portage Community Center. She reported on the programs and revenue, noting the increase in grant donations. The building renovation continues, including new exterior, landscaping and parking lot. She shared that meetings continued remotely and youth programs continued virtually, it being a successful summer. The Center is looking ahead to the annual Fall and seasonal activities.

Motion by Pearson, seconded by Reid, to accept the Council Committee Reports as presented. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Carolyn Pescheck, 6745 Shoreham Street, asked the Council to review affordable housing, rentals, blanket policies, and non-discrimination ordinances in the City of Portage. Ms. Pescheck will forward her communication to the City Council.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns noted that voters in the City of Portage will begin receiving absentee ballots for the November election and asked for explanation of the absentee voting process from the City Clerk. In absence of the City Clerk, Deputy City Manager Herringa (former City Clerk) provided the requested update. Mr. Herringa shared when the first mailing will go out, the Clerk's Office hours, how to request a ballot, and how to return the ballot. Mayor Randall followed with a comment regarding the dual applications. Deputy City Manager Herringa said that voters who selected both elections on the dual application will receive a ballot for November. Mayor Randall also asked about the bill that would allow the Clerk's Office to open ballots the Monday before the election and Mr. Herringa replied that has been moved to the Michigan State House Representatives for further action. Mayor Pro Tem Pearson then asked about the process of matching signatures. Mr. Herringa responded that voters' signatures on an application for an absentee ballot are matched to the voter's registration. Voters are notified of any discrepancies with signatures. Councilmember Burns then encouraged voters to read the entire ballot, both sides. He closed with commenting on the Kalamazoo County Housing Proposal.

Councilmember Knapp, along with other Councilmembers, congratulated Lauren VanderVeen on her new position as Finance Director.

Councilmember Reid reminded citizens to complete the survey for the Capital Improvement Program. She also reflected on the Proclamation for COVID and encouraged everyone to continue to wear masks, maintain social distance, and wash hands. She highlighted the Boards and Commissions and encouraged citizens to visit the City website and submit an application if interested, noting it is a great way to get involved with the City.

Councilmember Urban reminded people to register to vote and that citizens can register to vote up until November 3, the day of the election.

City Manager La Margo appreciates the Council approving Lauren VanderVeen as the new Finance Director. He also congratulated Meshia Rose for passing her Level 4 Assessing Certification.

Mayor Pro Tem Pearson welcomed the new Deputy Clerk Tammy Durian. He is looking forward to attending the new Charles and Lynn Zhang Community Senior Center's groundbreaking.

Mayor Randall also congratulated Lauren VanderVeen and Meshia Rose. She announced that Earth Fare is reopening. In addition, she acknowledged the Kalamazoo Bicycle Club, and shared that they received a grant from Bike Friendly Kalamazoo and a memorial gift from the family of Jeremy Smith. The money will be used for a bicycle repair stand on Portage Road, part of the bike trail. The stand will have a plaque in Jeremy's honor. Lastly, she announced she will be requesting an agenda item for the next meeting to discuss the City's stance regarding trick-or-treating due to the Center for Disease Control and Prevention (CDC) strongly discouraging this practice.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:26 p.m.

Tammy K. Durian, Deputy City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF OCTOBER 5, 2020**

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, 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, Deputy City Manager Adam Herringa, and City Clerk Erica Eklov.

With regard to Item A.2, Councilmember Burns inquired about Check No. 13832 regarding the PredPol software renewal. He asked the outcome regarding a prior citizen concern overuse of the software. City Manager La Margo responded that Council had been provided follow-up information via e-mail following the citizen's concerns. Councilmember Burns confirmed he had located the noted e-mail.

With regard to Item A.3, Councilmember Reid inquired about additional hourly rate charges noted as part of the contract with ImageStream and asked for a cost breakdown from year one and year two. She further inquired whether there had been any consideration to offering educational broadcasting programs since leaving Public Media Network, notably with high school youth. City Manager La Margo stated he would further research and respond.

With regard to Item A.4, Mayor Pro Tem Pearson inquired about the amount of the contract with American Hydrogeology Corporation (AHC) and asked whether there would be additional fees and studies performed in the future. Deputy City Manager Carroll responded that the annual cost for PFAS water sample testing was unknown at this time as PFAS is present throughout the aquifer and multiple samples at different levels will need to be taken. Mayor Pro Tem Pearson asked if Portage had high PFAS test results. Deputy City Manager Carroll noted the samplings from South Westnedge Park. Councilmember Reid inquired whether the contract price was for the setup of the wells only or included additional testing. She also inquired if this proposed contract would be in addition to the city's existing contract with AHC. Deputy City Manager Carroll responded that the proposed contract would be in addition to the city's current contract and additional costs were expected. Mr. Carroll stated he would calculate those costs and respond. Councilmember Burns noted that the map provided showed a proposed well next to an existing well. Deputy City Manager Carroll responded that PFAS testing wells required deeper depths than normal sample wells. Councilmember Burns inquired whether AHC planned to complete any future modeling. Deputy City Manager Carroll stated he was unsure but tests had shown the groundwater moves in a north/northwest direction. Councilmember Burns then asked whether the funding was from the Water Fund or the General Fund. City Manager La Margo stated he would research and respond. Mayor Randall inquired whether the city was continuing testing under the direction of the State of Michigan, Kalamazoo County Health Department, or for resident safety. City Manager La Margo stated all three were driving continued testing.

With regard to Item E.1, Mayor Randall inquired about the meeting format of the Board and Commission Interviews. City Clerk Eklov provided an update.

With regard to Item F.1 and F.1(a), Mayor Randall inquired about the planned motion and order of items regarding 225 East Centre Avenue. Councilmember Reid inquired if the order of the items could be switched on the agenda. Deputy City Manager Carroll confirmed they would be switched. Councilmember Reid then inquired as to the sale price for the assessment role. City Manager La Margo confirmed that the \$176,400 property transfer price would be the recorded total.

With regard to Item H.1, Mayor Randall inquired about the Halloween plans of neighboring jurisdictions. City Manager La Margo stated he would research and respond.

Councilmember Reid inquired about the potential for a New Business item in response to the Michigan Supreme Court's recent ruling on the Governor's Executive Orders for COVID-19. City Manager La Margo stated he would clarify with Kalamazoo County and respond.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:32 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: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approval of the Accounts Payable Register of October 6, 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 September 13, 2020 through September 26, 2020 and notes \$697,442.72 in automated clearing house payments, \$1,855,300.10 in paper checks, \$17,959.07 in auto-pay payments and \$42,889,702.30 in electronic payments, for a grand total of \$45,460,404.19.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of October 6, 2020

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/13/2020 to 9/26/2020

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
09/18/2020	13774(A)	A I S CONSTRUCTION EQUIP. CO.	TINK EQUIPMENT MAINTENANCE	85.86
09/18/2020	13775(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	550.00
09/18/2020	13776(A)	AIRGAS USA LLC	WELDING SUPPLIES	195.57
09/18/2020	13777(A)	ALL-TRONICS, INC.	GLTC FIRE ALARM MONITORING	159.00
09/18/2020	13778(A)	ALRO STEEL CORPORATION	TINK CLAW PADS	597.55
09/18/2020	13779(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	3,135.00
09/18/2020	13780(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYLING PROGRAM	53,557.94
09/18/2020	13781(A)	BRENNER OIL CO.	BULK DIESEL DELIVERY	24,464.87
09/18/2020	13782(A)	BRINK WOOD PRODUCTS, INC.	PLAYGROUND MULCH	2,484.00
09/18/2020	13783(A)	BURLESON, KEVIN	DIGITAL PHOTOGRAPHY/LAW ENFORCE TR	180.00
09/18/2020	13784(A)	BYHOLT INC.	SAND DELIVERY	403.30
09/18/2020	13785(A)	C C I SOUTH, INC.	NETWORK PORTS	311.70
09/18/2020	13786(A)	C M P DISTRIBUTORS, INC.	EXTERNAL VEST CARRIERS & POUCHES	4,835.00
09/18/2020	13787(A)	CAPITAL ADVANTAGE LEASING	EQUIPMENT LEASE	2,483.90
09/18/2020	13788(A)	CHARTER COMMUNICATIONS	CABLE TV	676.99
09/18/2020	13789(A)	CLEANIT CORP	CAR WASHES	126.00
09/18/2020	13790(A)	COMPLETE LANDSCAPING SOLUTIONS	CONTRACT MOWING	86.00
09/18/2020	13791(A)	CROWN TROPHY	SOFTBALL DIV CHAMPION TROPHIES	225.00
09/18/2020	13792(A)	DEER CONTRACTING & LANDSCAPE	SIDEWALK REPAIR	6,467.00
09/18/2020	13793(A)	E J USA, INC.	STORM DRAIN CASTING & GRATES	1,212.99
09/18/2020	13794(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SCHRIER PARK VIDEO SVC AGREEMENT	15,119.52
09/18/2020	13795(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	TRAILER JACKS	1,374.12
09/18/2020	13796(A)	ESPER ELECTRIC, LTD	FIRE STATION ALERTING SYSTEM	35,475.00
09/18/2020	13797(A)	ETNA SUPPLY, INC.	SUPPLIES-PARKS	45.50
09/18/2020	13798(A)	EXTREME POWER EQUIPMENT, INC.	EQUIPMENET REPAIR/ MAINT	89.94
09/18/2020	13799(A)	FARM N GARDEN	SERVICE CALL - DPW GATE	130.00
09/18/2020	13800(A)	FARR ASSOCIATES AND URBAN DESIGN PC	URBAN PLANNING AND DESIGN SVCS	19,500.00
09/18/2020	13801(A)	FOREMOST SALES COMPANY LLC	PARK FACILITY CLEANINGS	11,475.00
09/18/2020	13802(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	2,157.50
09/18/2020	13803(A)	GLOBAL EQUIPMENT CO., INC.	CIGARETTE BUTT RECEPTACLE	264.30
09/18/2020	13804(A)	GORDON WATER SYSTEMS	WATER SERVICE	841.85
09/18/2020	13805(A)	GRAINGER INC	OPERATING SUPPLIES	451.27

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/13/2020 to 9/26/2020

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Check Date	Check	Vendor Name	Description	Amount
09/18/2020	13806(A)	GRIFFIN PEST SOLUTIONS, INC.	DPW PEST CONTROL	470.00
09/18/2020	13807(A)	INDUSCO SUPPLY CO., INC.	CITY HALL RESTROOM SUPPLIES	134.92
09/18/2020	13808(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE BED MAINT	24,312.87
09/18/2020	13809(A)	J & J LAWN SERVICE, INC.	RETENTION BASIN MAINT	8,394.48
09/18/2020	13810(A)	J. ALLEN & CO. INC.	TRAIL IMPROVEMENTS	28,292.00
09/18/2020	13811(A)	KATZ-SCHEINKER, SUSAN	CLASS INSTRUCTOR PAYMENT	400.00
09/18/2020	13812(A)	KLOSTERMAN DISTRIBUTING	RAMONA CONCESSIONS	197.69
09/18/2020	13813(A)	KUHARIK, AARON	TACTICAL ENCOUNTERS MMRMA	105.00
09/18/2020	13814(A)	KUSHNER & COMPANY, INC.	KUSHNER & CO. FSA & COBRA ADMIN.	309.04
09/18/2020	13815(A)	LANDS END	RECORDS & IC UNIFORMS	296.66
09/18/2020	13816(A)	LAWSON PRODUCTS, INC	MAINTENANCE AND RESPIRATORS	691.20
09/18/2020	13817(A)	LOEBIG, ELIZABETH	REIMB FOR ERE DIGITAL HR CONF	548.00
09/18/2020	13818(A)	LOWE'S HOME CENTER	FIRE CLEANING SUPPLIES	65.38
09/18/2020	13819(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION STARTUPS BLVD	5,721.50
09/18/2020	13820(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	140.45
09/18/2020	13821(A)	MEEKHOF TIRE SALES & SERVICE INC.	EQUIPMENT TIRE SERVICES	2,361.00
09/18/2020	13822(A)	MEJEUR ELECTRIC LLC	LED POLE LIGHTS AT TRAILHEAD	309.00
09/18/2020	13823(A)	NYE UNIFORMS	OCFF UNIFORMS	30.00
09/18/2020	13824(A)	ONSTAFF USA INC	TEMP EMPLOYEE - STREETS	3,946.68
09/18/2020	13825(A)	PARIS CLEANERS	LAUNDRY CONTRACT	904.03
09/18/2020	13826(A)	PECKELS, CHRISTINE	INSTRUCTOR PAYMENT	180.00
09/18/2020	13827(A)	PETERS CONSTRUCTION CO.	RELEASE RETAINAGE PAY 12	25,264.61
09/18/2020	13828(A)	PETERS CONSTRUCTION CO.	HYDRANT REPAIR - LONG LAKE DRIVE	1,000.00
09/18/2020	13829(A)	PHILLIPS, KIMBERLY	REIMB FOR MAILCHIMP AND POSTAGE	329.81
09/18/2020	13830(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	507.38
09/18/2020	13831(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	235.99
09/18/2020	13832(A)	PREDPOL, INC.	PREDPOL SOFTWARE RENEWAL-POLICE	12,800.00
09/18/2020	13833(A)	PREMIER TRUCK SALES & RENTAL, INC.	PACKER TRUCK RENTAL	294.29
09/18/2020	13834(A)	PRINTING SERVICES INC	PORTAGER PRODUCTION	5,644.18
09/18/2020	13835(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICES	13,925.23
09/18/2020	13836(A)	VOID		0.00
09/18/2020	13837(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	708.87
09/18/2020	13838(A)	VOID		0.00

ACCOUNTS PAYABLE REGISTER
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Check Date	Check	Vendor Name	Description	Amount
09/18/2020	13839(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	98.63
09/18/2020	13840(A)	ROBERT LAMSON, LLC	POST COND OFFER PSYCH EVAL	465.00
09/18/2020	13841(A)	S B F ENTERPRISES, INC.	PRINTING/PROCESSING QTLY WATER	742.56
09/18/2020	13842(A)	SCHUMACHER, MICHAEL	DIGITAL PHOTOGRAPHY/LAW ENFORCE TR	180.00
09/18/2020	13843(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	6,712.00
09/18/2020	13844(A)	SMITH, JESSICA	MASTER SOCIAL MEDIA OFFICER TR	280.00
09/18/2020	13845(A)	STEELE, DANA	FIRE ADMIN UNIFORMS	169.25
09/18/2020	13846(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	178,044.60
09/18/2020	13847(A)	TOMSIC, MATTHEW	TACTICAL ENCOUNTERS MMRMA	45.00
09/18/2020	13848(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	350.95
09/18/2020	13849(A)	VERPLANK TRUCKING CO.	LIMESTONE DELIVERY	1,610.75
09/18/2020	13850(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	2,252.00
09/18/2020	13851(A)	WARNER OIL COMPANY INC	DIESEL EXHAUST FLUID/DRUM	168.75
09/18/2020	13852(A)	WEST MICHIGAN STAMP & SEAL, INC	NAME PLATE	155.00
09/18/2020	13853(A)	WOLVERINE LAWN SERVICE, INC.	SPRINKLER HEAD REPAIR	186.15
09/18/2020	13854(A)	XEROX CORPORATION	AUGUST 2020 XEROX AGREEMENT	215.23
09/25/2020	13855(A)	B M C SOFTWARE, INC.	TRACK-IT RENEWAL	4,615.14
09/25/2020	13856(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE	148,265.33
09/25/2020	13857(A)	CHARTER COMMUNICATIONS	CABLE TV	119.17
09/25/2020	13858(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	19,389.21
09/25/2020	13859(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY FOR SEPTEMBER 2020	223.68
09/25/2020	13860(A)	ONSTAFF USA INC	TEMP EMPLOYEE - FLEET	2,492.15
09/25/2020	13861(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR SEPTEMBER 2020	1,830.00
09/25/2020	13862(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL DUE FOR SEPTEMBER 2020	40.00
09/25/2020	13863(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR SEPTEMBER 2020	644.00
09/25/2020	13864(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR SEPTEMBER 2020	466.24
Total ACH:				697,442.72

Check Type: Paper

09/17/2020	314649	CHICAGO TITLE OF MICHIGAN, INC.	CITY PROPERTY PURCHASE @ 217 E CENTRE AV	139,061.71
09/18/2020	314650	4 SEASONS TREE SERVICES, LLC	TREE REMOVAL	1,600.00
09/18/2020	314651	ADP, INC.	BI-WEEKLY PAYROLL PROCESSING	3,105.16
09/18/2020	314652	ADVANCE II LLC	AUGUST ELECTION TEMP ASSISTANCE	1,409.17

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Check Date	Check	Vendor Name	Description	Amount
09/18/2020	314653	AIR COMPONENTS & ENGINEERING, INC.	PUMP REPAIR	434.60
09/18/2020	314654	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,768.00
09/18/2020	314655	AMERICAN VILLAGE DEVELOPMENT II LLC	OP STAX20 ON PARCEL # 06732-046	383.45
09/18/2020	314656	ARBOR FINANCIAL CREDIT UNION	OP STAX20 PARCEL # 02321-110-O	2,988.20
09/18/2020	314657	AT&T	ELECTRONIC COMMUNICATIONS	3,557.87
09/18/2020	314658	AVB CONSTRUCTION LLC	CONSTRUCTION MGMT FIRE ST. 2	10,634.00
09/18/2020	314659	BELSON OUTDOORS, LLC	BENCHES W/PLATE COVERS	1,615.73
09/18/2020	314660	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	45,738.48
09/18/2020	314661	BLUE LINE REMODELING & CONSTRUCTION	TRAINING GROUND BLDG REPAIR	5,936.42
09/18/2020	314662	BONAMEGO, LOUIS	EAT SMART COUPON REIMBURSEMENT	7.00
09/18/2020	314663	BRAINERD, SEBASTIAN	HAYLOFT TENT FEE/DEPOSIT REFUND	270.00
09/18/2020	314664	BRYAN D LAW	BD PAYMENT REFUND	50.00
09/18/2020	314665	BRYAN D LAW	BD PAYMENT REFUND	60.00
09/18/2020	314666	BYCE & ASSOCIATES, INC.	COMMUNITY SENIOR CENTER A&E DESIGN	158,336.46
09/18/2020	314667	C&C PROFESSIONAL CLEANING SERVICE	FACILITY CLEANINGS	3,764.32
09/18/2020	314668	CARDNO, INC.	INVASIVE SPECIES REMOVAL SERVICE	1,743.75
09/18/2020	314669	CARTRIDGE WORLD	INK CARTRIDGES - 6 MOS	3,366.34
09/18/2020	314670	CC CONSULTING LLC	CONSULTING SVC/RETAIL MKTG ANALYSIS	1,500.00
09/18/2020	314671	CHEESE PEOPLE OF GRAND RAPIDS	SNAP REIMBURSEMENT	17.00
09/18/2020	314672	CHICAGO TITLE OF MICHIGAN, INC.	SEARCH FEE BROWN/E CENTRE AVE	2,500.00
09/18/2020	314673	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	248.26
09/18/2020	314674	CIVIL COATINGS AND CONSTRUCTION INC	E. MILHAM PEDESTRIAN BRIDGE REHAB	261,886.26
09/18/2020	314675	CONSUMERS ENERGY	ELECTRIC USAGE NEW FIRE STATION 2	325.72
09/18/2020	314676	CONSUMERS ENERGY - CEM	BORING & CONN FEE-NEW FIRE STATION 2	2,051.00
09/18/2020	314677	CORELOGIC CENTRALIZED REFUNDS	OP STAX20 ON PARCEL # 05700-008	3,267.08
09/18/2020	314678	COSTAR REALTY INFORMATION, INC.	COMM REAL ESTATE DATABASE	367.23
09/18/2020	314679	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	129.56
09/18/2020	314680	DAVE'S CONCRETE PRODUCTS, INC.	CITY HALL CONCRETE	482.50
09/18/2020	314681	DEWOLF & ASSOCIATES, LLC	LEADERSHIP SKILLS DEVELOPMENT SEM	450.00
09/18/2020	314682	DTN, LLC	WEATHER SERVICES	942.00
09/18/2020	314683	EMERGENCY VEHICLE PRODUCTS	TRANSMISSION REPAIRS	10,601.39
09/18/2020	314684	FLETCHER ENTERPRISES	FIRE FACILITY MAINT	980.00
09/18/2020	314685	FORMULA K EQUIPMENT LLC	BLOWER REPAIR PARTS	19.19

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09/18/2020	314686	FOSTER, SWIFT, COLLINS & SMITH, PC	LEGAL SERVICES-MTT WALMART/KZOO MALL	1,395.00
09/18/2020	314687	FULL CIRCLE FARM	SNAP REIMBURSEMENT	195.00
09/18/2020	314688	GILBERTSON, SAM	SWP TOURNAMENT DEPOSIT REFUND	100.00
09/18/2020	314689	GORDON FOOD SERVICE	RAMONA CONCESSIONS	143.91
09/18/2020	314690	GREAT LAKES CHEMICAL SERVICES INC	FIRE CLEANING SUPPLIES	915.00
09/18/2020	314691	HAINES, NICHOLAS	N. HAINES TUITION REIMB	330.00
09/18/2020	314692	HALL BUILDERS LLC	NEW FIRE STATION 2	587,928.05
09/18/2020	314693	HISER, KYA	RAMONA PARKING VOUCHERS REFUND	45.00
09/18/2020	314694	HOME DEPOT	PCBPT OVERLOOK REMODEL SUPPLIES	1,194.62
09/18/2020	314695	VOID		0.00
09/18/2020	314696	J AND B DICK ORCHARDS	SNAP DOUBLE UP REIMBURSEMENT	192.00
09/18/2020	314697	JORDAN'S SWEET CORN	EAT SMART LIVE STRONG REIMBURSEMENT	111.00
09/18/2020	314698	JORDAN'S SWEET CORN	SNAP DOUBLE UP REIMBURSEMENT	45.00
09/18/2020	314699	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE TRAINING	2,400.00
09/18/2020	314700	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC COUNTING SERVICES	1,634.00
09/18/2020	314701	KELLEY, ALISON	OP FINAL WATER BILL 1326 SUSSEX	16.54
09/18/2020	314702	KNOX CO.	KNOX BOX W/2 LOCKS-NEW FIRE STATION 2	890.00
09/18/2020	314703	KREITNER, JAMES	EAT SMART COUPON REIMBURSEMENT	104.00
09/18/2020	314704	KSW INVESTMENTS, LLC	BD BOND REFUND	710.00
09/18/2020	314705	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR	208.50
09/18/2020	314706	LANGUAGE LINE, INC	LANGUAGE SERVICES	260.85
09/18/2020	314707	LERETA, LLC	O/P SEVERAL PARCELS FOR STAX20	77,988.49
09/18/2020	314708	LOCEY SWIM POOL CO.	FOUNTAIN SUPPLIES	8.90
09/18/2020	314709	LOEBIG, ELIZABETH	REIMB/WMU ENGINEERING VIRTUAL FAIR	250.00
09/18/2020	314710	LOPEZ, SANDRA	SNAP REIMBURSEMENT	44.00
09/18/2020	314711	LOVERS LANE MICRO FARM	SNAP REIMBURSEMENT	70.00
09/18/2020	314712	MANDERS, HARRISON	H. MANDERS TUITION REIMB	500.00
09/18/2020	314713	MATTHEWS, TANAZYA	HAYLOFT DEPOSIT & RENTAL REFUND	300.00
09/18/2020	314714	MENARDS	SUPPLIES/EAGLE SCOUT PROJECT	717.81
09/18/2020	314715	MENARDS	SUPPLIES	8.99
09/18/2020	314716	MICAMP	MEMBERSHIP RENEWAL/KARL KLEMM	125.00
09/18/2020	314717	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	3,414.34
09/18/2020	314718	VOID		0.00

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Check Date	Check	Vendor Name	Description	Amount
09/18/2020	314719	MICHIGAN PAVEMENT MARKINGS LLC	MAJOR ST LINE PAINTING	3,451.00
09/18/2020	314720	MIDWEST CUSTOM EMBROIDERY COMPANY	UNIFORM POLO SHIRTS-ASSESSORS	157.00
09/18/2020	314721	MILHOLLIN, HEATHER	SWP TOURNAMENT DEPOSIT REFUND	100.00
09/18/2020	314722	MLIVE MEDIA GROUP	MLIVE LEGAL NOTICES FOR AUGUST	5,699.43
09/18/2020	314723	MORRISON LANDSCAPE SERVICES LLC	FIREWOOD FOR PARKS AND REC	200.00
09/18/2020	314724	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	84.65
09/18/2020	314725	MOSQUITO CONTROL OF SW MICHIGAN	SCHRIER PARK WOODLAND TRAILS	1,275.00
09/18/2020	314726	NATIONAL COUNCIL ON THE AGING	CURRICULUM BOOKS - AMP	960.00
09/18/2020	314727	NELLUTLA, SUDHIR	FINAL WATER/SEWER BILL FOR 6802 JOSHUA T	486.21
09/18/2020	314728	O'REILLY AUTO PARTS	MAITNENANCE SUPPLIES	66.57
09/18/2020	314729	OFFICE DEPOT, INC.	OFFICE SUPPLIES	540.63
09/18/2020	314730	OMG NATIONAL	PROMOTIONAL SUPPLIES	252.00
09/18/2020	314731	QUADMED, INC.	FIRE EMS SUPPLIES	240.30
09/18/2020	314732	REAM ENTERPRISES LLC	DRIVE IN EVENT PHOTOGRAPHY	1,200.00
09/18/2020	314733	RESTORATIVE LAKE SCIENCES, LLC	WEST LAKE MANAGEMENT	1,625.00
09/18/2020	314734	RIVERSIDE INTEGRATED SYSTEMS, INC.	ANNUAL SERVICE OF ALARM SYSTEM	270.00
09/18/2020	314735	ROAD COMMISSION OF KALAMAZOO COUNTY	DURAPATCHER MATERIAL	475.03
09/18/2020	314736	ROOFING TECHNOLOGY ASSOCIATES, LTD.	CONSULTATION SERVICES DPW	1,378.48
09/18/2020	314737	SCHULTZ, ERIN	SNAP REIMBURSEMENT	20.00
09/18/2020	314738	SCHULTZ, GREG	SWP TOURNAMENT DEPOSIT REFUND	100.00
09/18/2020	314739	SEELYE FORD, INC.	VEHICLE MAINTENANCE	355.04
09/18/2020	314740	SERVPRO OF WEST KALAMAZOO	FIRE FACILITY MAINT	761.67
09/18/2020	314741	SHERMAN TOOL / CORNWELL TOOLS	SHOP TOOLS	47.29
09/18/2020	314742	SHI INTERNATIONAL CORP.	VARONIS DATA SECURITY PROTECTION	23,539.70
09/18/2020	314743	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIR SUPPLIES	72.64
09/18/2020	314744	SKILLQUEST INTERNATIONAL LLC	PRE-HIRE DRUG SCREENS	75.00
09/18/2020	314745	STATE OF MICHIGAN	SOR REG FEE	60.00
09/18/2020	314746	STATE OF MICHIGAN (MGT & BUDGE	RADIO ACTIVATION-5 RADIOS	1,250.00
09/18/2020	314747	STATE SYSTEMS RADIO, INC	RANGER RADIO BATTERY	2,893.07
09/18/2020	314748	STEENSMA LAWN & POWER EQUIPMENT	TWO (2) ZERO TURN MOWERS	22,516.69
09/18/2020	314749	STRYKER CORPORATION	OP STAX 20 ON PARCEL # 00012-02	7,149.63
09/18/2020	314750	SUPERIOR BUSINESS SOLUTIONS	PRESENTATION JACKET CERTIFICATE HOLDER	594.07
09/18/2020	314751	SWT EXCAVATING, INC	WATER SERVICES REPAIR- ELIASON	800.00

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09/18/2020	314752	THE KOMINEK FAMILY TRUST	OP STAX20 PARCEL # 00027-633-O	4,611.49
09/18/2020	314753	U.S. MAIL SUPPLY	10 ADDITIONAL MAIL TRAYS	118.00
09/18/2020	314754	UNITED PARCEL SERVICE	UPS WEEKLY	31.56
09/18/2020	314755	UNIVERSITY OF NOTRE DAME	EXECUTIVE MANAGEMENT COURSE	2,517.86
09/18/2020	314756	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGUISHER BALL DIAMONDS	155.00
09/18/2020	314757	VICKSBURG HARDWARE	CHAINSAW SUPPLIES	14.99
09/18/2020	314758	WALLACE, LUCHARA	HAYLOFT THEATRE RENTAL REFUND	550.00
09/18/2020	314759	WASHCO, LLC	GRAFFITI REMOVAL MILHAM	250.00
09/18/2020	314760	WASTE MANAGEMENT	SPRING CLEANUP	74,364.78
09/18/2020	314761	WELLS FARGO BANK	OP STAX20 PARCEL # 08000-033-A	6,443.05
09/18/2020	314762	WILLIAMS ASSOCIATES ARCHITECTS, LTD	CONSTRUCTION PHASE ARCHITECT SVC	8,498.26
09/22/2020	314763	ZIEGLER, BILL	CLOSING SERVICES 217 E CENTRE AVE	500.00
09/25/2020	314764	USPS	REFILL POSTAGE METER	10,000.00
09/25/2020	314765	AT&T LONG DISTANCE	LONG DISTANCE SERVICE	120.96
09/25/2020	314766	CONSUMERS ENERGY - CEM	STREETLIGHT INSTALLATION	200.00
09/25/2020	314767	CORELOGIC CENTRALIZED REFUNDS	OP STAX20 ON NUMEROUS PARCELS	142,433.54
09/25/2020	314768	GOVHR USA, LLC	COMM DEVELOPMENT DIR RECRUITMENT	13,334.00
09/25/2020	314769	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA DUES-SEPT 2020	3,075.52
09/25/2020	314770	HERTZ, SHANNON	HERTZ REIMB FOR SHRM MEMBERSHIP	219.00
09/25/2020	314771	KALAMAZOO COUNTY TREASURER	2017 TO 2019 ADMIN FEES AND INTEREST	197.07
09/25/2020	314772	KALAMAZOO COUNTY TREASURER'S ASSN	2020 REIMB FOR SUMMER DEFERMENT	32.36
09/25/2020	314773	STATE OF MICHIGAN (DOT)	EAST CENTRE ROAD PROJECT	148,423.66
09/25/2020	314774	TITLE RESOURCE AGENCY	OP ON FINAL WATER/SEWER BILL-STILES	12.12
09/25/2020	314775	VANLONKHUYZEN, PAUL	BD PAYMENT REFUND	2,299.20
09/25/2020	314776	VERIZON WIRELESS	WIRELESS CARDS	4,357.73
Total Paper Checks:				1,855,300.10

Check Type: Auto-pay Payment

09/14/2020	CONSUMERS ENERGY	GAS-ELECTRIC	863.22
09/15/2020	CONSUMERS ENERGY	GAS-ELECTRIC	567.30
09/16/2020	CONSUMERS ENERGY	GAS-ELECTRIC	11,067.03
09/17/2020	CONSUMERS ENERGY	GAS-ELECTRIC	492.85
09/18/2020	CONSUMERS ENERGY	GAS-ELECTRIC	4,597.03

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09/21/2020		CONSUMERS ENERGY	GAS-ELECTRIC	292.49
09/23/2020		CONSUMERS ENERGY	GAS-ELECTRIC	79.15
Total Auto-pay Payments:				17,959.07
Check Type: Electronic Payment				
09/04/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 8/28/2020	4,042,714.74
09/04/2020		PORTAGE PUBLIC SCHOOLS	TAX DISBURSEMENT 9/1/2020	2,872,220.64
09/08/2020		PORTAGE PUBLIC SCHOOLS	TAX DISBURSEMENT 9/4/2020	1,436,835.83
09/11/2020		ICMA	PENSION WITHHOLDINGS	36,817.20
09/11/2020		LAKE BOARDS	LAKE SPECIAL ASSESSMENTS	8,125.34
09/11/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 9/4/2020	10,150,721.07
09/11/2020		MULTIPLE	WEEKLY TAX DIBURSEMENT 8/28/2020	17,238.67
09/15/2020		ATTORNEY	LEGAL & ARBITRATION	18,810.00
09/15/2020		PORTAGE PUBLIC SCHOOLS	TAX DISBURSEMENT 9/11/2020	3,932,385.29
09/15/2020		MULTIPLE	IAFF, PPOA, PPCOA PENSION PAYMENTS	72,739.47
09/18/2020		MULTIPLE	TAX DISBURSEMENT 9/11/2020	15,055,480.47
09/18/2020		PORTAGE PUBLIC SCHOOLS	TAX DISBURSEMENT 9/15/2020	5,245,613.58
Total Electronic Payments:				42,889,702.30
Grand Total:				45,460,404.19

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Image-Stream Cable Access Professional Services Contract Renewal

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve the first of two, two-year contract extensions with Image Stream for the continuation of professional cablecast services in the two-year amount of \$180,568 and authorize the City Manager to execute all documents related to this action on behalf of the city.

At the September 25, 2018 City Council meeting, the City Council authorized the City Manager to approve the selection of Image Stream for the provisioning of professional cablecast services in the two-year service amount of \$180,568. This service arrangement was part of the overall in-house cablecasting services transition plan, which required new professional cablecast services personnel. The contract includes two, two-year contract extensions, based on overall performance.

Image Stream has provided excellent service to the city during the initial two-year contract period. The agreement has resulted in service quality improvements, programming enhancements and a two-year cost savings of approximately \$444,000 as compared to the previous cablecasting arrangement with Public Media Network. Additionally, Image Stream contributions to the development of virtual broadcast formats during the unplanned and continuing COVID situation has been invaluable to the city. Image Stream has agreed to no changes to the contract pricing, hourly rates or services as part of the two-year extension.

It is recommended that City Council approve the first of two, two-year contract extensions with Image Stream for the continuation of professional cablecast services in the two-year amount of \$180,568 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are budgeted and available in the Fiscal Year 2020-21 Cable Access Fund for this purpose.

Attachments: 1. Cablecast Extension

**CITY OF PORTAGE
EXTENSION AGREEMENT
CABLECAST, LIVE STREAM AND VIDEOGRAPHY OPERATIONS**

This agreement expiring October 15, 2020 between the City of Portage, a Michigan Municipal Corporation, hereinafter referred to as the "City," and ImageStream, Inc., hereinafter referred to as the "firm," is hereby extended in its entirety through October 15, 2022.

The City and the Firm agree that consideration and all terms and conditions of the agreement shall be exactly as stated in the agreement expiring October 15, 2020.

Compensation shall be paid according to the following schedule, as proposed in the September 25, 2020 extension proposal communicated via email message:

Contract Extension Quote and Hourly Rates:

<u>Description</u>	<u>Annual Rate</u>
Cablecast, live stream, editing, programming scheduling, character generation, etc.	\$41,534.00
Video Production	\$48,750.00
Total Two Year Amount	\$180,568.00

Additional Services

<u>Description</u>	<u>Hourly Rate</u>
Additional Professional Hours	\$120.00
Additional Edit Hours	\$150.00
Additional Technical Hours	\$90.00

In witness whereof, the parties have caused this instrument to be digitally executed.

IMAGESTREAM, INC.:

CITY OF PORTAGE

By: Thomas A. Brooks, President

By: Joseph La Margo, City Manager

Date

Approved as to Form:

Catherine P. Kaufman, Portage City Attorney

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: South Westnedge Park PFAS Groundwater Investigation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to American Hydrogeology Corporation in the amount not to exceed \$177,720 for three dimensional delineation of the extent to which PFAS may be impacting the groundwater at South Westnedge Park (9010 South Westnedge Avenue) and authorize the City Manager to execute all documents related to the contract on behalf of the city.

South Westnedge Park (9010 South Westnedge Avenue) was previously used as a municipal transfer station. The City of Portage conducted groundwater clean-up activities at the property until 1999. Since then the city has conducted self-implemented groundwater testing in and around the site to identify any contamination that may be present to ensure that no adverse environmental impacts are occurring in the community. All testing has been performed by American Hydrogeology Corporation (AHC), a highly-qualified environmental consulting firm retained by the City of Portage.

Perfluoroalkyl and polyfluoroalkyl (PFAS) contamination was initially discovered at the site in May 2019, in conjunction with the self-implemented groundwater monitoring activities. The city began testing for PFAS at that time out of an abundance of caution because PFAS had been added to the list of contaminants of concern by Michigan Department of Environment, Great Lakes, and Energy. Following up on the initial testing in May 2019, additional sampling was performed in the fall of 2019 that identified PFAS contamination potentially migrating beyond the boundaries of the site. In January 2020, all private wells within a mile radius of the former landfill site were tested for PFAS. There were no water sample test results showing PFAS in private drinking wells at an actionable level.

The current groundwater monitoring system was installed to investigate chlorinated solvents in the groundwater (not PFAS) emanating from the former Park Maintenance facility, which was located north of the transfer station. As such, the current groundwater monitoring system does not meet the requirements for delineating the extent to which the PFAS impact in the groundwater may be emanating from the former transfer station.

AHC has submitted a proposal in the amount of \$177,720 for creating a new groundwater monitoring

system that would be capable of investigating PFAS emanating from the former transfer station in the groundwater. This proposal includes \$61,913 in well drilling services and \$28,652 in laboratory testing fees. Due to firm's historical knowledge and experience at the site, and because AHC is a highly-qualified environmental consulting firm, the company is considered a sole source for this work.

It is recommended that City Council award a contract to American Hydrogeology Corporation in the amount not to exceed \$177,720 for three dimensional delineation of the extent to which PFAS may be impacting the groundwater at South Westnedge Park (9010 South Westnedge Avenue) and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funds are available to finance this project in the Fiscal Year 2020-2021 water operating budget.

Attachments: 1. American Hydrogeology Corporation Proposal

AMERICAN HYDROGEOLOGY CORPORATION

6869 S. Sprinkle Road · Portage, Michigan 49002

(269) 329-1600 · Fax (269) 329-2494

E-mail: service@americanhydrogeology.com

via e-mail: gwink@portagemi.gov

June 19, 2020

Ms. Kendra Gwin
City of Portage
7900 S. Westnedge Ave.
Portage, Michigan 49002

**Re: PFAS Investigation Scope of Work
City of Portage –Former Landfill PFAS Groundwater Investigation**

Dear Ms. Gwin:

American Hydrogeology Corporation (AHC) proposes the following scope of work:

Scope of work for south groundwater potentiometric (flow) evaluation

The goal for this phase of investigation is to evaluate groundwater (and surface water) potentials to determine groundwater flow vectors in the southernmost part of the study area. Data obtained for groundwater contaminant transport during a previous hydrogeologic investigation at the site related to a release of chlorinated solvents from the former Parks Maintenance building indicate that all groundwater and any dissolved contaminants are migrating to the north. The previous study results would therefore preclude any impact to the south of the landfill and associated fire training/transfer station activities.

AHC on behalf of the City sampled all known active domestic water supply wells in a one-mile radius from the landfill. The sampling was conducted without bias regarding groundwater flow direction relative to the landfill property. The results indicated very low detections in wells both north and south of the subject site. Based on existing data, AHC believes that the detections especially to the south are likely due to sources unrelated to the landfill; however, because the existing monitor well network and associated data are somewhat limited on the extreme southern portion of the landfill property, additional potentiometric and possibly water quality data should be obtained south, southeast, and southwest of the former landfill. This will be accomplished by installation of piezometers (water level wells) and installation of surface water staff gauges. The well locations are shown on the attached figure.

The piezometers will be installed consistent with monitor well specifications so they can be sampled as deemed necessary. A direct push Geoprobe® will be used to install the borings/wells under the supervision of an AHC geologist. Prior to drilling at each location, all drilling and sampling equipment will be thoroughly decontaminated in a designated containment area on-site.

All wash water and solids will be captured and containerized for characterization and disposal. Continuous soil cores will be recovered and photographically recorded and described according to ASTM criteria. The wells will be installed to pre-determined depths based on existing hydrogeologic data. The wells will consist of a two-inch diameter five-foot long PVC screen and a two-inch PVC riser to the surface. Natural collapse or sandpack will be placed from the base of each boring to approximately two feet above the well screen. The remainder of the borehole will be grouted with a bentonite slurry to the water table and solid bentonite chips to the surface. Each well will be secured with a locking cap and protective cover. Upon completion, each well will be developed and top of casing surveyed to 0.01 feet.

After the well network has been completed, AHC will measure water levels and record staff gauge data for the new and the forty-five existing monitor wells that remain in place from the previous investigation. These data will be used to determine groundwater flow vectors based on groundwater and surface water potentials. Multiple sets of potentiometric data will be collected to obtain an understanding of the hydrogeologic dynamics of the study area. AHC will prepare hydrographs and potentiometric contour maps including groundwater flow vectors utilizing the full data set. Based on these results, the need for additional groundwater quality testing and/or hydrogeologic investigation in the southern study area will be determined.

Scope of work to complete delineation of the three-dimensional extent of PFAS related to the study area

Once the additional potentiometric data from the southern study area has been obtained, the locations for vertical profile borings will be selected. This will help delineate the three-dimensional extent of PFAS impact in the groundwater resulting from the landfill and related activities.

Three vertical profile borings are proposed for this phase of the investigation. Estimated average depth is 150 feet with twelve samples per boring. The borings will be drilled using 4 ½-inch hollow stem augers and a screened lead auger. As drilling proceeds, groundwater samples will be collected at ten-foot intervals starting just below the water table unless relevant data are already available from nearby monitor wells. Sampling at each interval will involve developing the screened auger then using a pump with packer to evacuate enough water to assure a representative sample can be collected. PFAS sampling protocol will be observed. Field parameters including temperature, specific conductance and pH will be measured for each sample. The samples will be promptly placed on ice and will be kept cold until delivered to the subcontracted analytical laboratory. This process will be repeated at ten-foot depth intervals.

AHC anticipates that a deep well will be installed at each location intended to define the base of the PFAs impact. Well completion protocol and decontamination procedures will be the same as in the south groundwater flow investigation. All groundwater generated during well development and purging as well as soil cuttings will be containerized and returned to a secured location on-site for characterization and disposal. The groundwater samples will be submitted for laboratory analysis for ASTM Method D7979 PFAS analysis with standard turnaround time.

After receipt and evaluation of the laboratory results, depths for additional monitor wells at each vertical profile location will be selected. The subcontracted drillers will remobilize and drill to set the monitor wells to the selected depth under the supervision of AHC personnel.

PFAS Groundwater Sampling

All newly installed wells will be groundwater sampled using Michigan Department of Environment, Great Lakes and Energy (EGLE) approved low-flow groundwater sampling techniques. During low-flow groundwater sampling additional field parameters including temperature, pH, ORP (oxygen reducing potential), dissolved oxygen, conductivity and turbidity will be collected. Upon stabilization of the field parameters, AHC will collect the groundwater sample for laboratory analysis. Specific protocols and sampling equipment are required when conducting groundwater sampling for PFAS compounds. AHC will utilize a peristaltic pump to conduct the low-flow groundwater sampling. If the peristaltic pump will not work in a well due to depth to water then a PFAS free submersible pump will be utilized to complete the groundwater sampling.

After collection, the groundwater samples will be delivered to a certified laboratory for analysis of 24 PFAS compounds per ASTM Method D7979. The required sample bottles, PFAS free rinse water and a field trip blanks are provided by the laboratory prior to sampling.

The results of this groundwater sampling event will provide further information on the horizontal and vertical distribution of PFAS compounds. Following receipt of the laboratory data it will be tabulated and evaluated.

A comprehensive report will be prepared once all newly installed wells have been sampled and results analyzed. The report will include a summary of the hydrogeologic and groundwater quality data including water quality tables, water quality map, water level elevation table and graph, and potentiometric surface contour maps. Analysis of the results and recommendations will be included in the report.

As always, please do not hesitate to contact me with questions or comments.

Sincerely,

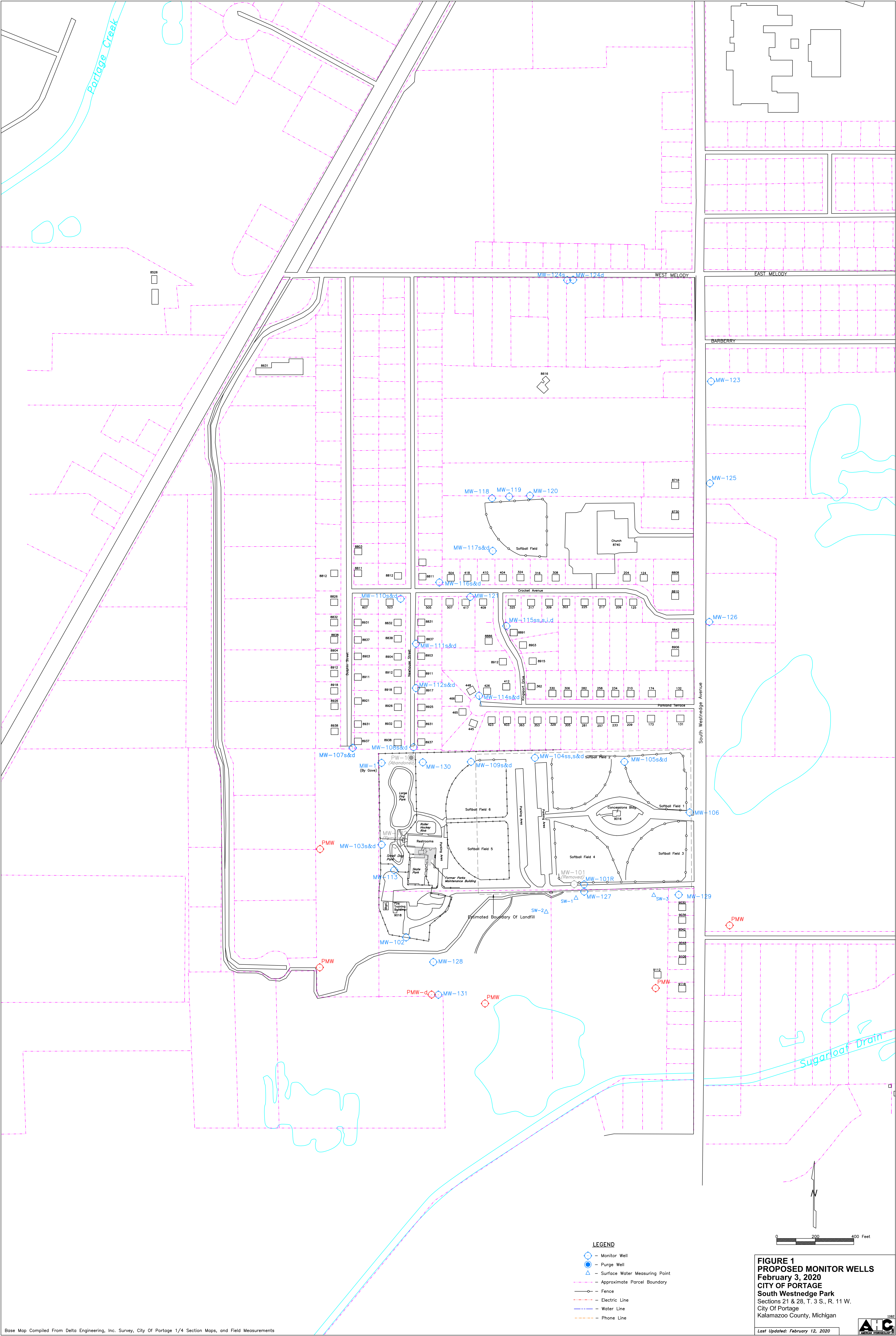
AMERICAN HYDROGEOLOGY CORPORATION



Patrick M. Lynch, CPG, CP
Principal/Senior Scientist

PML/lpb/10-2182FT

Enclosures: Figure 1
PFAS Investigation Estimated Costs



**FIGURE 1
PROPOSED MONITOR WELLS
February 3, 2020
CITY OF PORTAGE
South Westledge Park
Sections 21 & 28, T. 3 S., R. 11 W.
City Of Portage
Kalamazoo County, Michigan**

Last Updated: February 12, 2020



AMERICAN HYDROGEOLOGY CORPORATION

6869 S. Sprinkle Road · Portage, Michigan 49002

(269) 329-1600 · Fax (269) 329-2494

E-mail: service@americanhydrogeology.com

City of Portage PFAS Investigation Estimated Costs

- **Phase I Hydrogeologic Investigation (Southern Study Area)**
 - Project Management and Planning
 - Health and safety plan development
 - Drilling preparation
 - Miss Dig requests and meetings
 - Meet with City of Portage personnel
 - Meet with property owners and correspondence
 - Coordinate subcontracted drilling services
 - Determine waste handling and storage procedures
 - Mobilize equipment and materials

Estimated cost \$1,480.00
 - Subcontracted Drilling Services
 - Drilling services (labor and equipment)
 - Well materials
 - Set up decontamination station
 - Decontamination and waste containerization
 - Mobilization and demobilization
 - Transportation of drilling waste (solids and liquids) to a central location and containerize

Estimated cost \$9,861.00
 - Supervision of Drilling and Data Collection
 - Direction and documentation of all drilling activities
 - Drilling preparation
 - Health and safety meetings
 - Equipment and materials
 - Site restoration
 - Installation of piezometers
 - Well development
 - Installation of staff gauges
 - Elevational survey
 - Water level data collection-all wells and staff gauges (multiple sets)
 - Expendable materials and field equipment

Estimated cost \$24,091.00

- **Groundwater Sampling**
 - Labor-PFAS sampling groundwater
 - Expendable materials
 - PFAS free water
 - Field equipment
 - Shipping (delivery)

Estimated cost \$6,833.00

- **Subcontracted Laboratory Analyses**

Estimated cost \$4,646.00

- **Data Analysis, Documentation and Reporting**
 - Preparation of tables, graphs and multiple figures
 - Groundwater modeling
 - Analysis of combined data sets
 - Report preparation with conclusions and recommendations

Estimated cost \$4,900.00

Phase I Estimated Total - \$51,811.00

- **Phase II Hydrogeologic Investigation (Aquifer Vertical Profiling Mobilization 1)**

- **Project Management and Planning**
 - Health and safety plan development
 - Drilling preparation
 - Miss Dig requests and meetings
 - Meet with City of Portage personnel
 - Meet with property owners and correspondence
 - Coordinate subcontracted drilling services
 - Determine waste handling and storage procedures
 - Mobilize equipment and materials

Estimated cost \$2,390.00

- **Subcontracted Drilling Services**
 - Drilling services (labor and equipment)
 - Well materials
 - Set up decontamination station
 - Decontamination and containerization
 - Mobilization and demobilization
 - Transport of drilling waste (solids and liquids) to central location and containerize

Estimated cost \$33,762.00

- Supervision of Drilling and Data Collection
 - Vertical profile borings including supervision of drilling activities, documentation, well logs, collection of groundwater field parameters, PFAS sampling during vertical profiling and down hole gamma logging
 - Health and safety meetings
 - Drilling preparation
 - Equipment and materials
 - Site restoration
 - Well development
 - Elevational survey
 - Water level data collection (multiple sets)
 - Sample prep and delivery
 - Expendable materials and field equipment

Estimated cost \$22,900.00
- Subcontracted Laboratory Services

Estimated cost \$19,360.00

Phase II-Mobilization 1 Estimated Total - \$78,412.00

- **Phase II Hydrogeologic Investigation (Mobilization 2)**
 - Project Management and Planning Drilling Preparation
 - Coordinate drillers
 - Evaluate data to pre-determine scope of work
 - Health and safety / Miss Dig meeting
 - Preliminary graphics
 - Client meeting(s) and correspondence

Estimated cost \$1,750.00
 - Subcontracted Drilling Services
 - Drilling services
 - Well materials
 - Set up decontamination station (or save from mobilization 1)
 - Mobilization and demobilization
 - Transport of drilling waste to central location

Estimated cost \$18,290.00
 - Supervision of Drilling and Data Collection
 - Direction and documentation of drilling activities
 - Drilling preparation
 - Health and safety meeting
 - Equipment and materials
 - Wellhead completion
 - Well development
 - Expendable materials and field equipment

Estimated cost \$8,368.00

- Groundwater Sampling
 - Labor – PFAS sampling groundwater
 - Preparation and depreparation
 - Equipment
 - Expendable materials
 - Sample delivery to lab

Estimated cost \$2,873.00
- Survey, Site Restoration and Water Level Monitoring
 - Labor – survey, restoration, and multiple static water level measurements
 - Materials and equipment

Estimated cost \$5,770.00
- Subcontracted Laboratory Analyses

Estimated cost \$ 4,646.00
- Data Analysis, Documentation and Reporting
 - Preparation of tables, graphs and figures
 - Data analysis
 - Report preparation including conclusions and recommendations

Estimated cost \$5,800.00

Phase II-Mobilization 2 Estimated Total \$47,497.00

Total Estimated Costs: \$177,720.00

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Austin Lake Governmental Lake Board Representative

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Appoint Councilmember Ledbetter to replace Mayor Pro Tem Pearson's position on the Austin Lake Governmental Lake Board.

The Austin Lake Governmental Lake Board was established in April 1996 as a requirement of the Natural Resources and Environmental Protection Act, Act 451 of 1994, Part 309 Inland Lake Improvements, as the Austin Lake Riparian, Inc., Board (lake property owners' association) prepared to undergo a dredging project. At the time the Austin Lake Governmental Lake Board was established, Act 451 of 1994 required the appointment of one representative of each local unit of government. However, in 2004, an amendment to the act (effective March 1, 2005), requires the appointment of two members of the local unit of government if there is only one such unit. As Austin Lake lies fully within the City of Portage, it is appropriate that two representatives of the City of Portage serve on the board.

Currently, Councilmember Jim Pearson and Councilmember Lori Knapp represent the City of Portage on the Austin Lake Governmental Lake Board. Councilmember Pearson has served on this board since 2013 and has tendered his resignation from the board. As such, it is recommended that Council appoint another Councilmember to the board.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Appointments to Boards and Commissions

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Appoint individuals to the Senior Citizen Advisory Board, Environmental Board, Historic District Commission, Human Services Board, Park Board, Zoning Board of Appeals, Planning Commission and Economic Development Corporation/Tax Increment Finance Authority & Brownfield Redevelopment Authority.

This evening (October 5, 2020) the Portage City Council interviewed applicants for the Senior Citizen Advisory Board, Environmental Board, Historic District Commission, Human Services Board, Park Board, Zoning Board of Appeals, Planning Commission and Economic Development Corporation/Tax Increment Finance Authority & Brownfield Redevelopment Authority. Based on the results of the interview session it is recommended that City Council make appointments to fill vacancies on the identified Boards and Commissions as follows:

To reappoint _____, _____ and _____ with terms ending October 1, 2023, (or appoint _____ to a term expiring on October 1, 2023) to the **Environmental Board**.

To reappoint _____ and _____ with terms ending October 1, 2023, (or appoint _____ and _____ to terms expiring on October 1, 2023) to the **Human Services Board**.

To reappoint Tara Gish and Elanor Riley with terms ending October 1, 2023, and appoint _____ with a term ending on October 1, 2023 to the **Park Board**.

To reappoint Eric Alburtus to a term expiring on December 31, 2026, and appoint Todd Campbell to a term expiring December 31, 2026, to the **Economic Development Commission/Tax Increment Finance Authority and Brownfield Redevelopment Authority**.

To reappoint _____, _____ and _____ with

terms ending October 1, 2023 (or appoint _____ to a term expiring on October 1, 2023), and also reappoint Joseph Magalski as Alternate with a term ending October 1, 2023 , to the **Senior Citizen Advisory Board**.

To appoint Lynn Haddow to a term ending October 1, 2023, to the **Zoning Board of Appeals**.

To appoint Thomas Fawley to an unfulfilled term ending May 31, 2022, to the **Planning Commission**.

To reappoint Martha Deming Maytnier and Jessie Duniphin with terms ending December 31, 2023, to the **Historic District Commission**.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Purchase of 225 E. Centre Ave.

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Authorize the City Administration to execute a contract for the purchase of 225 East Centre Avenue, with a purchase price of \$176,400, broker commission of \$5,292, moving expenses of \$3,000, attorney fees of \$2,500 and a Commercial Transitional Area Adjustment of \$19,100 and title insurance closing costs not to exceed \$5,000 and authorize the City Manager to sign all documents related to this transaction.

The City Administration has been negotiating with the owner of 225 East Centre Avenue, either directly or through realtors for several months concerning the purchase of the property. As of the last Council meeting on September 22, the details on the property were as follows:

Appraisal value: \$137,000
Assessed valuation: \$88,200.

The City Administration's last/best offer:

- \$176,400 based on the assessed value
- Reimbursement of attorney fees not to exceed \$2,500
- Coverage of moving expenses not to exceed \$6,000
- Willingness to work with the Seller on when possession would be tendered, so long as they allowed us to demolish the garage, which sits directly in the way of the new Community Senior Center structure.

The property owner's last demand, which was communicated to City Council at the last meeting, was given in the alternative:

- \$228,500, with Seller Vacating within 2 months

- or -

- \$206,450, with Seller remaining in the property for 6 months (allowing removal of the garage).

As Mayor Randall advised the Council on September 22, she engaged in discussion with the property owners, which was then followed up by staff. The current proposal is that the city would pay the owners \$201,000 directly as follows:

- Purchase price of \$176,400 based on the Assessed Value
- \$3,000 moving expenses
- \$2,500 attorney fees
- \$19,100 Commercial Transitional Area Adjustment.

The city owes Jaqua Realtors \$5,292 in broker fees pursuant to the Buyer Broker agreement signed with that firm. Finally, the city would pay all title insurance costs (estimated at \$3-4,000) not to exceed \$5,000. The Sellers would retain possession of the property until April 1, 2021, but would allow demolition of the detached garage as necessary to allow construction of the new Community Senior Center. Demolition would occur as necessary, as advised by AVB.

It is recommended that the City Council authorize the City Administration to execute a contract for the purchase of 225 East Centre Avenue, with a purchase price of \$201,000, contractual real estate buyer broker commission of \$5,292 and additional title insurance closing costs not to exceed \$5,000, and authorize the City Manager to sign all documents related to this transaction.

FUNDING: Funding is available in the land acquisition budget for the Senior Center FY20-21.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Acquisition of 225 East Centre Avenue

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: To **not** authorize the City Manager to engage the services of Attorney Stanley J. Stek of Miller Canfield to commence eminent domain proceedings on 225 East Centre Avenue.

City Administration has been negotiating with the owner of 225 E. Centre either directly or through our realtors for several months. The negotiations have stalled. The details on the property are as follows:

Appraisal value -- \$137,000
Assessed valuation -- \$88,200

Mr. Kuiper, the owner, all along has demanded that our evaluation of the property be based on the assessed valuation, as opposed to the appraisal. City administration conferenced with our appraiser and the City Assessor's office. The Director of Assessing believes that the property is over assessed, and that the appraisal is entirely accurate and defensible.

In an effort to resolve this short of litigation, Administration tendered a last/best offer as follows:

- 1) \$176,400 (based on our assessed value);
- 2) Reimbursement of attorney fees not to exceed \$2,500
- 3) Coverage of moving expenses not to exceed \$6,000
- 4) Willingness to work with the Seller on when possession would be tendered, so long as they allowed us to demolish the garage (directly in the way of the Community Senior Center structure).

The property owners current demands far exceed all best practices for land acquisition in lieu of eminent domain, and exceed what Administration believes our maximum exposure would be after litigation -- including costs of litigation. Finally, our usual eminent domain attorney -- Stan Stek -- indicates he anticipates being able to get a possession order within 30-45 days of filing.

It is staff's recommendation to engage legal assistance and commence eminent domain proceedings to acquire the property.

FUNDING: Land acquisition funds are available in the FY20-21 budget.

Attachments:

1. Emails from Joe Kuiper, Property Owner
2. Letter to City of Portage Board Members -- Kuiper

Joe,

As for money, that was my last/final offer as I mentioned it would be during our meeting and in the email. As for timeline, as we discussed, I'd be able to give your family until October 31st. If we can get the garage down quickly, I might be able to give them a little more time to vacate the house.

Mike

Sent from my iPhone

On Sep 13, 2020, at 6:21 PM, Joe Kuiper <JoeKuiper@outlook.com> wrote:

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

Do not click on links or open attachments unless this is from a sender you know and trust.

Hello Mike, Thank you for meeting with me September 3, and your e-mail response of items you intend to recommend to the Portage City Council. I have discussed with my family and would appreciate your review of the two remaining items discussed ... an additional amount (please see options) to cover owners hardship in purchasing 'comparable replacement dwelling' as well as 'timeline to vacate property'. The attached letter is intended to explain our position and document two remaining conditions discussed but not addressed in your e-mail response. I would appreciate your help in submitting this letter for review at the next board meeting, and any additional support you can offer.

Thank you

Sent from [Mail](#) for Windows 10

From: [Michael Carroll](#)

Sent: Friday, September 11, 2020 2:35 PM

To: [Joe Kuiper](#)

Subject: RE: 225 E Centre Property

Joe,

Okay. I'll put all the details here: I'm also attaching what I have for the Sr. Center.

Below are details of what would be my "last/best offer", should you be willing to accept it. Keep in mind, as we discussed, I do not have authority for this offer as of now, but I would bring to City Council, and would support, this offer – should it be acceptable to you.

Purchase price of \$176,400 (double the Assessed Valuation)

Pay moving costs not to exceed \$6,000 directly to the mover (I would price out movers in advance of the move, and you and I would have to agree on the movers).

Reimburse your attorney fees not to exceed \$2,500.

Please let me know, after you've had a chance to discuss this with your family.

Mike Carroll JD

Deputy City Manager | City of Portage

7900 South Westnedge Avenue, Portage, MI 49002

o 269.329.4403 | f 269.324.9244

carrollm@portagemi.gov | portagemi.gov

September 14, 2020

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Regarding: 225 East Centre Street Property

Honorable Mayor and City Council,

Due to the challenges of COVID-19 Protocol, I am respectfully submitting this letter instead of a personal appearance before the board.

I represent the Kuiper family, owner of property located at 225 East Centre Street, just east of city property purchased for the new Charles & Lynn Zhang Portage Community Senior Center. The Kuiper family has owned this property for 65 years, originating with Kasper Kuiper, who immigrated to Portage in 1912. My father was a home builder, and built well over 100 custom homes within the Portage and Kalamazoo area. His efforts in a small way helped contribute to the quality of Portage housing and tax base that we enjoy today. He built this home as his residence in 1956, where he lived until his death, at this home in 1979. I have been the second-generation owner since that time, and have been a responsible property owner and tax-payer for the last 41 years. All three of my children have lived in this house while attending WMU and currently is occupied by my youngest son and his wife and daughter, the third generation and partial owner.

Several months ago, I was contacted by Jaqua Realty about a possible sale of this property. I explained my lack of interest at that time as my son was considering purchase.

Following the COVID 19 outbreak, and reopening of city offices, I was again approached by Jaqua Realty and told that our property would be taken through eminent domain by the city of Portage if an agreement to sell could not be reached. This was highly concerning as I had not been contacted by the city to discuss their interest. I thought this was a scam and contacted the city to let them know about Jaqua's representation.

A few weeks later I received a call from Michael Carroll informing me the city had indeed hired Jaqua to act on the city's behalf in purchase of our property. An appraisal had been conducted, and used to establish the property value through sales agreement or eminent domain. We discussed that I had been a long-time property owner and would have appreciated the benefit of discussion with the city, instead of a threatening phone call from an outside realtor firm with no proof of representation. It was my first call with Mr. Carroll and unfortunately resulted in an adversarial conversation.

I engaged James Marquardt assisted by Ronald Ryan of Lewis, Reed & Allen PC Attorney to provide council in this matter. They suggested I contact Mr. Carroll and request written notice of need for our

property as it relates to public interest, and also obtain a copy of the appraisal. Mr. Carroll mailed me a copy of the appraisal. Some items to call to your attention:

- 1) The appraisal states ... it was completed in the midst of the COVID-19 Pandemic, effects of this virus on property values is totally unknown.
- 2) The property tour and scope of work was strictly based on the intended use by the intended user ... which I believe to be a parking lot. No examination of the house interior was performed which questions the validity of accurate pricing evaluation as current residential use.
- 3) The appraised value determined by Kal-Creek Commercial Appraisers LC is \$137,000 ... the Portage City 2020 Assessed Value is $\$88,200 \times 2 = \$176,400$. I have not ever contested any of my property assessments, confident the assessed amount did not exceed, but instead was less than market value. I have brought this to the attention of Mr. Carroll, and was told the tax assessment was in error. The tax assessment has increased over many years, and does not support a one-time 'error in value'. I have talked with others within the community that believe the city tax assessment official is a certified professional, and highly regarded in this field. Based on these factors, I have no reason to believe this year's and previous year's tax assessment were over-valued.
- 4) The adjacent property, 217 E Centre had a 2020 Tax Assessment of \$112,800, was appraised by Kal-Creek at \$118,000 and purchased by the city for \$137,000. The house was much smaller with comparable property size.
- 5) The Meyer property (now vacant) adjacent to 217 E Centre was purchased in June 2018 for \$180,000. The house was smaller and aluminum sided vs brick, with increased lot size. This property was not listed as a comparable property in the appraisal, but was the closest match to our property within the area.
- 6) We have actively pursued other properties within Portage, Schoolcraft, and Texas Township and find comparable quality and size homes to be in short supply with a very aggressive market, with multiple offers that exceed asking price.

Mr. Carroll and I scheduled a face-to-face meeting September 3rd and discussed the aforementioned and the Kuiper families' requested conditions listed below:

- 1) The 2020 Tax Evaluation of \$176,400 be used for basis of property value
- 2) An additional \$44,100 be included to off-set the owner occupant hardship in purchasing a 'comparable replacement dwelling' of similar size, functionally equivalent, and reasonably located with access to public schools, city library, and other city amenities.
- 3) The city to pay moving / storage costs of \$6,000.
- 4) The city to reimburse seller for attorney fees ... estimated to date at \$2,000
- 5) The city to pay closing costs
- 6) Timeline to vacate property – 6 months from signing of agreement. Seller will cooperate with city and allow removal of garage and portion of driveway to allow construction activities.
- 7) Seller reserves right (but not obligation) to move house to other property within the 6-month timeframe. City to contribute an amount equivalent to demolition costs toward house moving.
- 8) City to cooperate with expedited permits, inspections, and rite-of-way work related to structural house relocation, and utility hook-ups.

Mr. Carroll clarified the project was scheduled to start this fall making it increasingly unlikely that there would be time to obtain permits and perform required R.O.W work, making items 7 and 8 unlikely, and suggested we focus on items 1 through 6.

Mr. Carroll followed-up with an e-mail dated September 10 stating his intended recommendation to Portage City Council of items 1, 3 & 4. Not specifically mentioned, item 5 was also acceptable. We appreciate his consideration, which narrows the Kuiper family's remaining requested conditions pertaining to item 2 and 6.

We respectfully request consideration of the following remaining conditions to bring this purchase to closure:

Option 1

An additional \$44,100 be included to off-set the owner occupant hardship in purchasing a 'comparable replacement dwelling' of similar size, functionally equivalent, and reasonably located with access to public schools, city library, and other city amenities.

Timeline to vacate property – 2 months from signing of agreement. Seller will cooperate with city and allow removal of garage and portion of driveway to allow construction activities.

Option 2

An additional \$22,050 be included to off-set the owner occupant hardship in purchasing a 'comparable replacement dwelling' of similar size, functionally equivalent, and reasonably located with access to public schools, city library, and other city amenities.

Timeline to vacate property – 6 months from signing of agreement. Seller will cooperate with city and allow removal of garage and portion of driveway to allow construction activities.

The Kuiper family understands and welcomes progress and the benefits of strong community infrastructure and involvement. We are not standing in the way but want to be treated respectfully and fairly. We also know that the city will get this property by eminent domain if we do not agree to a settlement. We don't believe it is the intent of the city board to put any citizen in financial disadvantage in order to move forward with any project, especially a project intended to benefit the community.

Please accept this letter in the positive way it was intended. We offer our best wishes toward successful completion of this project and continued advancement of the City of Portage. We look forward to a favorable response and can be reached by phone (269) 679-4656 or e-mail joekuiper@outlook.com,

Yours Truly

Joe and Marianne Kuiper

10641 Paw Paw Lake Drive, Mattawan MI

David and Sandra Kuiper

225 East Centre Street, Portage MI

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Halloween Observance 2020

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: Receive the Communication from the City Manager as Information Only.

City of Portage residents often wonder whether the City Council or the City Administration regulate when residents observe Halloween and trick or treating. The City of Portage does not regulate the observance of this holiday. Instead, we encourage every family to determine how best to celebrate and/or recognize Halloween. Halloween 2020 is unique with the presence of a global pandemic and many parents and families are looking for guidance.

The Michigan Department of Health and Human Services has issued the attached guidance. It is recommended that Portage residents follow the guidance of the Michigan Department of Health and Human Services when observing Halloween this fall.

FUNDING: Not Applicable

Attachments: 1. MDHHS Fall Holiday Guidance



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

MEMORANDUM

TO: Kalamazoo County Community Leaders
FROM: Kalamazoo County Health & Community Services Department
DATE: September 25, 2020
RE: **Fall Holiday Guidance**

The Kalamazoo County Health & Community Services Department (KCHCS) is providing the following guidance for the upcoming fall holidays. The public health guidance is based on the current Executive Order 2020-176 that applies to Kalamazoo County and holiday recommendations from the Michigan Department of Health and Human Services, and the Centers for Disease Control and Prevention (CDC). This guidance is subject to change if the State of Michigan or CDC issues additional information.

Executive Order 2020-176

For the purpose of this memorandum, social gatherings or organized events include: carnivals, festivals, live entertainment, activities, haunted house attractions, parties, fundraisers, and trunk or treating events.

Under the current executive order, social gatherings or organized events among persons not part of the same household are permitted provided that organizers and venues ensure that:

1. Persons not part of the same household maintain six feet of distance from one another, including by designing the gathering or event to encourage and maintain social distancing;
2. If a gathering or event is indoors, it does not exceed 10 people; and
3. If a gathering or event is outdoors, it does not exceed 100 people.

The above guidance applies to workplace gatherings and events (such as meetings and trainings), but does not apply to the incidental gathering of persons in a shared space. If social gatherings and events are held at a restaurant or bar, then those facilities must observe their specific licensing regulations.

Fall Holiday Celebrations:

KCHCS strongly encourages people to celebrate all holidays in a manner that reduces the risk of spreading COVID-19. It is advised that people continue the public health recommendations of washing your hands, wearing a face covering or mask, maintaining six feet from others, staying home if you are sick or exhibiting symptoms of COVID-19, and getting a flu vaccine. Since some traditional ways in which these holidays are celebrated are not permitted this year, please consider alternatives.

HEALTH AND COMMUNITY SERVICES DEPARTMENT

311 E. Alcott St. | Kalamazoo, MI 49001

Phone: 269.373.5200 | www.kalcounty.com/hcs

Religious holidays

Religious holidays such as Yom Kippur, Navratri, and Diwali typically include large gatherings and travel that may put people at increased risk for COVID-19. Before you host a religious holiday celebration, follow the [CDC Considerations for Communities of Faith](#) and the [CDC Holiday Celebrations](#) recommendations.

Halloween

KCHCS recommends following the guidance released by Michigan Department of Health & Human Services for homeowners, parents and trick-or-treaters (page 5-7). Additionally, the CDC also issued recommendations this week. Please note, the CDC considers trick-or-treating a high-risk activity and offers alternative activities as listed below as well as safety tips if parents and children choose to trick-or-treat.

Lower risk activities:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Creating cards for older adults in Long Term Care Facilities to spread Halloween cheer to those socially isolated. KCHCS recommends calling the facility for requirements to follow.
- Donating candy or care package items to troops abroad. KCHCS recommends calling the organizations for requirements to follow.
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual/online Halloween costume contest or pumpkin carving
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house
- Having car parades, car contests, or car events for all ages such as:
 - Drive by events or contests where individuals dress up or decorate their vehicles and drive by “judges” that are appropriately physically distanced.
 - Drive through events where individuals remain in their vehicles and drive through an area with Halloween displays.
 - Drive in events where individuals can receive a treat bag (limited to commercially packaged non-perishable treats) or take away item from an organizer while the participants remain in their vehicle.
- Going to Halloween movie nights at drive in theaters.
- Having Halloween themed meals at restaurants.
- Dressing up homes and yards with Halloween themed decorations.

Moderate risk activities:

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard). If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart

- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
 - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities:

It is the recommendation of CDC to avoid higher risk activities to help prevent the spread of COVID-19.

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Traveling to a [rural](#) fall festival that is not in your community if you live in an area with community spread of COVID-19

Día de los Muertos

Lower risk activities:

- Preparing traditional family recipes for family and neighbors, especially those at [higher risk of severe illness from COVID-19](#), and delivering them in a way that doesn't involve contact with others
- Playing music in your home that your deceased loved ones enjoyed
- Making and decorating masks or making an altar for the deceased
- Setting out pillows and blankets in your home for the deceased
- Joining a virtual get-together celebration

Moderate risk activities:

- Having a small group outdoor, open-air parade where people are distanced more than 6 feet apart

- Visiting and decorating graves of loved ones with household members only and keeping more than 6 feet away from others who may be in the area
- Hosting or attending a small dinner with local family and friends outdoors where people are distanced more than 6 feet part
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities:

It is the recommendation of CDC to avoid higher risk activities to help prevent the spread of COVID-19.

Attending large indoor celebrations with singing or chanting

- Participating in crowded indoor gatherings or events
- Having a large dinner party with people from different households coming from different geographic locations
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors

Thanksgiving

Lower risk activities:

- Having a small [dinner](#) with only people who live in your household
- Creating cards for older adults in Long Term Care Facilities to spread Halloween cheer to those socially isolated. KCHCS recommends calling the facility for requirements to follow.
- Donating food to the local food pantry rather than volunteer at a soup kitchen
 - Congregate meal sites remain closed and have modified food distribution to "take-away" meals. Organizations hoping to assist with "take-away" options or "drive-thru" meals should contact their local food pantry, senior center, community center, or other non-profit organizations.
- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others
- Having a virtual dinner and sharing recipes with friends and family
- Shopping online rather than in person on the day after Thanksgiving or the next Monday
- Watching sports events, parades, and movies from home

Moderate risk activities:

- Having a small outdoor [dinner](#) with family and friends who live in your community where people are distanced more than six feet part.
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Attending a small outdoor sports events with safety precautions in place

Higher risk activities:

It is the recommendation of CDC to avoid higher risk activities to help prevent the spread of COVID-19.

Going shopping in crowded stores just before, on, or after Thanksgiving

- Participating or being a spectator at a crowded race
- Attending crowded parades
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Attending large indoor gatherings with people from outside of your household

THE ONLY THING SCARY ABOUT HALLOWEEN SHOULD BE THE COSTUMES

STAY SAFE!

The way we celebrate Halloween in Michigan will be different this year due to COVID 19. There are still many ways to celebrate safely. Here are some tips to help Michiganders stay safe this year.

Make sure to also check on and follow guidance or regulations released by the local health department.

HOMEOWNERS

- Do not hand out candy if you are sick.
- Wear a face mask covering BOTH your mouth and nose.
- Use duct tape to mark 6 foot lines in front of your home and leading to driveway/front door.
- Position a distribution table between yourself and trick or treaters.
- Distribute candy on disinfected table to eliminate direct contact.
- Wash hands often.
- Consider handing out candy in an open space where distancing is possible, rather than from the front door.
- Consider a neighborhood costume parade, it is an easy way to keep safe space between children.

PARENTS AND TRICK-OR-TREATERS

- Share with your children that this year may be different than last, but let them know some of the new ways you plan to celebrate and still have lots of fun.
- Stay home if sick.
- Talk with your children about safety and social distancing guidelines and expectations. Keep a 6 foot distance from others not in your family group.
- Trick or treat with the people you live with.
- Participate in one way trick or treating and guide children to stay to the right to ensure social distancing.
- Avoid congregating in groups around houses.
- Carry a flashlight at night and ensure your children have reflective clothing.
- Wear a face mask covering BOTH your mouth and nose
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask.
 - Do not wear a costume mask over a protective cloth mask if wearing both causes difficulty breathing. Instead, consider using a Halloween themed cloth mask.
- Only go to houses with safety measures in place.
- Inspect candy.
- Wash hands frequently with soap and water or use sanitizer containing at least 60 percent alcohol, especially before eating or after coughing/sneezing, and as soon as you return home.
- Check out halloween2020.org to find exciting activities and ways to celebrate Halloween this year based on levels of COVID risks in your area.

HERE ARE SOME IDEAS FOR SAFE HALLOWEEN GATHERINGS:

- Consider refraining from Halloween gatherings this year or use an online meeting platform to have a virtual party instead.
- If you choose to have a gathering:
 - Only have a few people over to limit the possibility of crowding. Indoor gatherings over 10 people are prohibited by [EO 2020 176](#).
 - Have all food and party favors set out individually to prevent cross contamination. (Avoid buffet style or shared food and drinks.)
 - Make sure there are plenty of areas with hand sanitizer with at least 60 percent alcohol.
 - Stay 6 feet away from others.
 - Wear a fun face mask, instead of a costume mask.

State of Michigan COVID 19 Website

Michigan.gov/Coronavirus

Centers for Disease Control and Prevention

Halloween Guidance:

CDC.gov/coronavirus/2019-ncov/daily-life-coping/holidays

Partnership for a Safe Halloween: Halloween2020.org

