

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

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Entrepreneurship Week
2. National Career and Technical Education Month

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of February 9, 2021.
 - b. Pre-Council Meeting of February 22, 2021.
2. Approval of the Accounts Payable Register of February 23, 2021 as presented.
3. Award a contract for the purchase of traffic signal poles, mast arms and assemblies for traffic signal upgrades on Milham Avenue to Farr & Faron Associates of Brighton, MI in the not-to-exceed amount of \$102,522 and authorize the City Manager to sign all documents related to the contract on behalf of the city.
4. Approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$504,273 for the period March 1, 2021 to March 1, 2022 and authorize the City Manager to execute all documents related to this action on behalf of the city.
5. Approve Contract #21-5007 between the Michigan Department of Transportation and the City of Portage concerning funding for the replacement of the Portage Road and Bender Road traffic signal.
6. Approve Contract #20-5546 between the Michigan Department of Transportation and the City of Portage for reconstruction of East Milham Avenue from South Westnedge Avenue to Portage Road and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city.
7. Appoint Elma Pat Maye as the second citizen-at-large representative and Councilmember Vic Ledbetter to the City Council Water/Sewer (Utility) Rate Study Committee.
8. Reinstate the City Council Housing and Neighborhoods Committee and appoint Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson and Councilmember Chris Burns.
9. Minutes of Boards & Commissions:
 - a. Human Services Board of January 28, 2021.
 - b. Human Services Board of February 4, 2021.
 - c. Zoning Board of Appeals of December 14, 2020.
10. Materials Transmitted.

11. Calendar of Meetings:

- Austin Lake Governmental Lake Board, Wednesday, February 24, 2021 at 3:00 p.m. - Virtual
- Historic District Commission, Wednesday, March 3, 2021 at 8:15 a.m. - Virtual.
- Park Board, Wednesday, March 3, 2021 at 6:30 p.m. - Virtual.
- Human Services Board, Thursday, March 4, 2021 at 6:30 p.m. - Virtual.
- Planning Commission, Thursday, March 4, 2021 at 7:00 p.m. - Virtual.
- Zoning Board of Appeals, Monday, March 8, 2021 at 7:00 p.m. - Virtual.
- Environmental Board, March 10, 2021 at 7:00 p.m. - Virtual.
- *NOTE: All above meetings are subject to cancellation or inclusion/transition of a "virtual" aspect 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 most public meetings is: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.) Major meetings may be viewed live on Charter channel 995 and AT&T channel 99 or live streaming at portagemi.gov/205.*

B. Petitions and Statements of Citizens:

C. Communications:

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

16th ANNUAL NATIONAL ENTREPRENEURSHIP WEEK

- WHEREAS,** National Entrepreneurship Week is a congressionally-chartered initiative taking place the third week of February annually that is dedicated to celebrating the diverse voices of entrepreneurship across the United States; and
- WHEREAS,** National Entrepreneurship Week represents America's Entrepreneurial Ecosystem that supports and uplifts entrepreneurs in their local community and offers a "rich network of partners that engage, educate, and build equitable access to America's Entrepreneurship Ecosystem;" and
- WHEREAS,** According to the Department of Labor, the majority of the new jobs created throughout the United States have come from the creative efforts of entrepreneurs and small businesses; and
- WHEREAS,** Entrepreneurs have been the source of economic innovation throughout the history of the Nation, and the entire society has been improved because of the new ways of doing things that have been brought about by people who market their ideas; and
- WHEREAS,** Economically independent entrepreneurs are engaged citizens who work to improve the economic environment in their local communities, providing better opportunities for businesses to operate and a better environment for the people they need to advance their business dreams; and
- WHEREAS,** National Entrepreneurship Week recognizes that entrepreneurship is the backbone and lifeblood of a thriving U.S. economy.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, do hereby proclaim February 13 through February 20, 2021 as the 16th Annual National Entrepreneur Week and urge every citizen to make a personal commitment to shop local and support small businesses in Portage.

Signed this 23th day of February, 2021.

Patricia M. Randall, Mayor



CITY OF PORTAGE PROCLAMATION

CAREER AND TECHNICAL EDUCATION MONTH

- WHEREAS,** career and technical education (CTE) in Michigan prepares students at the secondary and postsecondary levels to have the academic, technical, and work-behavior skills to enter, compete, and advance in education and throughout their careers; and
- WHEREAS,** career and technical education offers a diverse delivery system that provides students with leadership opportunities in various career fields, allowing for the rigorous and relevant application of workplace skills while incorporating reading, writing, and mathematics; and,
- WHEREAS,** career and technical education serves as a career and college-ready connection and is the foundation of a strong and well-educated workforce; and
- WHEREAS,** career and technical education offers students opportunities to earn college credit, industry certification, and licenses in high-wage, high-skill, and in-demand fields, as aligned with Michigan's strategic education plan to expand secondary learning opportunities for all students and increase the percentage of adults with a post-secondary credential; and
- WHEREAS,** career and technical education provides students with work-based learning experiences to provide Michigan with a highly skilled, sustainable workforce, which will help achieve the state's goal of reaching 60% postsecondary educational attainment rate by 2030; and
- WHEREAS,** according to the Michigan Department of Education, career and technical education enrollment continues to rise in Michigan, with program completers increasing by over 86 percent from 27,014 in 2014/2015 to 50,416 in 2019-2020; and
- WHEREAS,** the City of Portage has access to several local programs, including The Education for Employment program at the high school level through the Kalamazoo Regional Educational Service Agency (KRESA); county-wide CTE millage providing KRESA resources to develop a comprehensive CTE program; Kalamazoo Valley Community College trades training, and Michigan Career and Technical Institute (MCTI) vocational training in Plainwell that prepares persons with disabilities for careers in 13 different skilled trade areas; and
- WHEREAS,** the City of Portage will join with the State of Michigan in encouraging youths and adults to promote career and technical education students and make Michigan a top 10 education state.
- NOW, THEREFORE, BE IT RESOLVED THAT** I, Patricia M. Randall, do hereby proclaim the month of February 2021 as Career and Technical Education in the City of Portage.

Signed this 23rd day of February, 2021.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 9, 2021

Mayor Patricia Randall called the Regular Meeting to order at 7:01 PM. The regular meeting was held virtually as permitted by PA 228. Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. All members participated virtually from Portage, Michigan, except for Councilmember Reid who was attending from Pentwater, Michigan. Also in attendance were City Manager Joe La Margo, City Attorney Catherine Kaufman, Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on how diversity enriches the Portage community. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: At the request of Mayor Randall, Councilmember Knapp read the Proclamation honoring Chinese New Year 2021.

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. Motion by Pearson, seconded by Reid, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Regular Meeting minutes of January 26, 2021 and Pre-Council Meeting minutes of February 8, 2021. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF FEBRUARY 9, 2021: Motion by Pearson, seconded by Reid, to approve the Accounts Payable Register of February 9, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

MICROSOFT LICENSING RENEWAL: Motion by Pearson, seconded by Reid, to approve a one-year renewal of the Microsoft Open Value Subscription Agreement with CDW-G, in the amount of \$77,417.08 and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

LOCAL 2290-4 (UAW) CONTRACT: Motion by Pearson, seconded by Reid, to approve the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), Local 2290-4 Collective Bargaining Agreement for the period of February 10, 2021 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.

MINUTES OF BOARDS & COMMISSIONS: Motion by Pearson, seconded by Reid, to receive the Minutes of the Planning Commission of October 1, 2020; Planning Commission of November 5, 2020; Youth Advisory Committee of December 14, 2020; Human Services Board of

January 7, 2021, and Planning Commission of January 21, 2021. Upon a roll call vote, motion carried 7 to 0.

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

COMMUNICATIONS:

PRESENTATION OF THE 2020 PORTAGE SCIENTIFIC COMMUNITY-WIDE SURVEY: City Manager La Margo summarized the annual Community Survey process and introduced the National Research Center as the coordinator of the Portage Community Survey, noting it was the vendor's first time conducting the survey for Portage. Mr. La Margo stated that the National Research Center was the foremost survey facilitator for the International City/County Management Association. He then introduced Erin Caldwell from the National Research Center to present the findings of the 2020 Community Survey for Portage.

Ms. Caldwell began by thanking her associates at the National Research Center, as well as Public Information Officer Mary Beth Block for their efforts on the survey. Ms. Caldwell then presented the highlights of the 2020 survey, noting that 1,700 households were randomly selected with a twenty-four percent response rate. She described the Facets of Community Livability on which respondents were surveyed and noted the only poor rating related to the future outlook of the economy and the fiscal health outlook for household income. Ms. Caldwell stressed that such a response was expected with a survey conducted during a pandemic and stated the remainder of the ratings were overall positive. Ms. Caldwell then presented on each survey facet.

Following Ms. Caldwell's presentation, Mayor Randall inquired whether a twenty-four percent response rate was typical. Ms. Caldwell responded that Portage's response rate was slightly higher than average, noting that typical response rates are between fifteen and thirty percent of households surveyed. She relayed that the National Research Center is finding survey rates are declining as a whole due in large part to the decline of household phone line usage as an available mode of survey. Councilmember Burns highlighted the response rate differences between age groups and requested Ms. Caldwell explain how she weighted the responses. Ms. Caldwell responded that statistical weighting is part of survey best practices to ensure the results are representative of the community and noted several measures performed to produce the information. Councilmember Reid noted the survey results also included responses from the citizens that chose to visit the website and take the survey online, which would not have been part of the randomly selected group. She inquired how these responses factored into the results, noting she had not observed any notable differences. Ms. Caldwell stated she would need to further research to respond. Councilmember Reid then noted the nationwide benchmarks used for comparison by the National Research Center and asked whether the range could be narrowed from a national sampling to a surrounding geographic region and comparably sized jurisdictions for better assessment. Ms. Caldwell responded that a narrowed research sample is an additional contract option should the city desire to pursue it. City Manager La Margo noted that the survey results would be posted on the city website the following day for public viewing.

Motion by Reid, seconded by Knapp, to receive the presentation of the 2020 Portage Scientific Community-Wide Survey. Upon a roll call vote, motion carried 7 to 0.

KALAMAZOO COUNTY ENVIRONMENTAL HEALTH ADVISORY COUNCIL

REPRESENTATION: Mayor Pro Tem Pearson commented on his prior service on the Kalamazoo County Environmental Health Advisory Council (EHAC), including as Chair. He noted that he was part of the EHAC when Councilmember Reid was appointed as representative for the City of Portage. Mayor Pro Tem Pearson stated that Ms. Reid was always well prepared for the EHAC meetings, and he expressed support for her re-appointment.

Motion by Pearson, seconded by Knapp, to confirm the re-appointment of Councilmember Reid as the City of Portage representative to the Kalamazoo County Environmental Health Advisory Council. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

PROPOSED RESOLUTION DECLARING A CLIMATE CRISIS: Mayor Randall thanked Deputy City Manager Herringa and the Environmental Board for their efforts in crafting the Resolution for the City Council and then summarized the prior discussion regarding climate change as it related to the City of Portage. She thanked the Environmental Board and the community for their leadership in bringing this matter to the forefront. Following the invitation by the Mayor, Councilmember Urban read the Resolution into the record. Mayor Randall stated she looked forward to measurable goals and changes following the formal adoption of the Resolution.

Motion by Urban, seconded by Burns, to adopt the Resolution declaring a Climate Crisis. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an update regarding the Central County Transportation Authority (CCTA). He stated that the Kalamazoo County Sheriff provided an update on safety monitoring at the downtown Transit Center at the recent meeting in light of the new contract with the Sheriff's Department to provide this service. Councilmember Burns noted that the City of Kalamazoo Public Safety Department was previously contracted for security patrol of the Transit Center, which proved problematic in light of the responsibility of patrolling the surrounding city as well. Councilmember Burns confirmed the new contract with the Sheriff's Department proved to be a good arrangement and would be continued. He then provided an update on the Bronson Bus to Work program collaboration between Bronson Health System and the CCTA, noting it would be extended following a positive response. Councilmember Burns outlined that the program includes a cost-sharing arrangement with Bronson Healthcare and encouraged City Council to expand a similar arrangement with the area's other large employers. Mayor Pro Tem Pearson echoed support for expanding the program as well. Mayor Randall inquired who is in charge of clearing bus shelters of snow in light of the recent weather. Councilmember Burns responded that the Kalamazoo County Transportation Authority is responsible and confirmed he had previously stressed the matter and would do so again.

Motion by Knapp, 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 Peshak (6745 Shoreham) urged City Council to adopt a new housing ordinance to reduce housing discrimination. She noted a similar ordinance adopted by the City of Kalamazoo in the fall of 2020 as an example. Ms. Peshak closed by suggesting Councilmembers attend an upcoming Kalamazoo anti-discrimination workshop, once the date was announced. Mayor Randall asked Ms. Peshak to relay the date of the workshop, once it was announced, to the Offices of the City Manager or City Clerk. Ms. Peshak confirmed she would.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns stated he was pleased with the community survey results and noted select aspects, such as the economy and employment rates, were beyond the city's control. He expressed hope that the New Year and COVID-19 vaccine efforts will bring the numbers back to pre-COVID levels.

Councilmember Reid began by thanking City Council for recommending her re-appointment to the Kalamazoo County Environmental Health Advisory Council. She then encouraged the public to continue efforts to receive a COVID-19 vaccination, as well as continue adherence to safety measures and protocols. Councilmember Reid expressed hope that the return of students to face-to-face instruction would improve the overall outlook and economy.

Councilmember Ledbetter highlighted a recent article he had read in which Waco, Texas was celebrating the appointment of its first black female police chief. He recalled former Councilmember Dr. Romeo Phillips, former Portage Police Officer Elton Thomas, and Portage Fire Chief George Sheets who were the first black persons in those roles. Councilmember Ledbetter stated the first of their kind could be in the position to break barriers, as well as be isolated without peers to engage.

City Manager La Margo relayed that staff had uploaded the community survey to the city website during the meeting. He further highlighted the city website with links to COVID-19 vaccination information. Mr. La Margo closed by thanking the Department of Public Works staff for their excellent efforts in clearing city roads during the recent snow events.

Mayor Randall began by thanking Councilmember Knapp for presenting the inaugural Chinese New Year Proclamation, noting the Proclamation would be provided to Charles and Lynn Zhang for their annual Chinese New Year celebration. She encouraged the public to bring additional distinctive proclamations forward for Council consideration. Mayor Randall then noted the upcoming National 2-1-1 Day on February 11th and highlighted Gryphon Place in Kalamazoo. She provided an update for the city's ongoing Black History Month Friday speaker series. Mayor Randall then commended staff and volunteers with the Portage Senior Center for a public mask drive that distributed 450 masks earlier that afternoon. Mayor Randall closed by wishing everyone a Happy Valentine's Day.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:02 p.m.

Erica L. Eklov, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 22, 2021**

Mayor Patricia Randall called the virtual 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 virtually. In compliance with Michigan Public Act 228, the Mayor and Councilmembers disclosed their virtual participation from Portage, Michigan. 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.

Mayor Randall began by highlighting the Proclamations, securing Councilmember Burns for the National Entrepreneurship Week acknowledgment and Councilmember Reid for the National Career and Technical Education Month acknowledgment.

With regard to Item A.3, MDOT Contract #21-5007 Portage Road/Bender Road Traffic Signal Replacement, Councilmember Burns noted the city had received only one bid and inquired how the City Administration was certain the quote was an acceptable price for the proposal. Deputy City Manager Carroll responded relaying only three vendors resided in the Midwest region for this type of work. He stated only two vendors responded with the second bid arriving a day after the deadline. Mr. Carroll confirmed that Far and Faron Associates would be a new vendor and the quoted price was in line with the type of work. Councilmember Burns requested a copy of a previous purchase for this type of project for comparison. Councilmember Reid confirmed she shared Councilmember Burns' questions and had researched similar projects previously brought before City Council. She relayed that she was unable to ascertain that Far and Faron Associates had previously completed work for the city as noted in the City Manager's Report and requested that staff verify the accuracy of the information. Mayor Randall inquired about the delivery method for the rejected late bid. Deputy City Manager Carroll responded that the document was sent via FedEx and noted the date on the package ensured it was sent 24 hours late. He further elaborated that the vendor had mistaken the deadline for Thursday as compared to the actual Tuesday deadline. Following Mayor Randall's concerns regarding the city's requirements for "in-person" delivery of bids, Deputy City Manager Carroll responded that bid opening had been virtual since the beginning of the pandemic. City Manager La Margo further clarified that "in-person" equated to a hard copy packet delivered either by hand or a service such as Postal Mail, FedEx, or UPS.

Councilmember Reid also requested a status update regarding the Portage Road/I-94 intersection including a timeline for the project. City Manager La Margo stated he would research and respond.

With regard to Item A.4, Comprehensive Liability, Property and Auto Fleet Insurance, Councilmember Burns noted the City Manager's Report was missing from the website packet. City Manager La Margo noted it would be corrected.

With regard to Item A.8, Reinstate the City Council Housing and Neighborhoods Committee, Councilmember Reid requested clarification regarding the reinstatement of the Committee, noting the original focus of the Committee was broader. Mayor Randall

responded, noting the passage of the November 2020 countywide housing millage that will generate \$51 million over eight years of which Portage needs to find affordable housing projects eligible for the funding. She stated the renew City Council Housing and Neighborhoods Committee would be charged with pursuing potential projects, highlighting a shift from the connotation of affordable housing to workforce housing in light of the FedEx and Pfizer developments. Councilmember Reid encouraged that the focus of the Committee also consider the review of future neighborhood plans to ensure inclusive, flowing layouts.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:22 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 February 23, 2021 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payment, electronic payments and credit card payments. The attached Accounts Payable Register covers the period January 31, 2021 through February 13, 2021 and notes \$512,191.46 in automated clearing house payments, \$902,348.01 in paper checks, \$99,406.74 in autopay payments, \$1,945,983.08 in electronic payments and \$5,154.71 in credit card payments (January) for a grand total of \$3,465,084.00.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of February 23, 2021

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/31/2021 to 02/13/2021

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
02/05/2021	14532(A)	ABONMARCHE CONSULTANTS, INC	ROMENCE ROAD SURVEY - TRAIL EXTENSION	13,444.70
02/05/2021	14533(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,548.57
02/05/2021	14534(A)	ALRO STEEL CORPORATION	REPAIR AND MAINTENANCE SUPPLIES	75.00
02/05/2021	14535(A)	AMERICAN SAFETY & FIRST AID	NITRILE GLOVES-RANGERS	138.36
02/05/2021	14536(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,537.21
02/05/2021	14537(A)	CAPITAL ADVANTAGE LEASING	PURCHASE OF 3 PANASONIC TOUGHBOOKS	1,050.00
02/05/2021	14538(A)	CHARTER COMMUNICATIONS	CABLE TV	287.71
02/05/2021	14539(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES	391.80
02/05/2021	14540(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	150.56
02/05/2021	14541(A)	ENGINEERED PROTECTION SYSTEMS, INC.	PRORATED RECURRING SERVICE CHARGES	964.67
02/05/2021	14542(A)	ESPER ELECTRIC, LTD	ELECTRICAL MODIFICATIONS	3,660.00
02/05/2021	14543(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIP REPAIR/MAINT	138.46
02/05/2021	14544(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	1,425.00
02/05/2021	14545(A)	GLEESING, KEVIN	SCHOOL OF STAFF & COMMAND	225.00
02/05/2021	14546(A)	GLOBAL EQUIPMENT CO., INC.	REPLACEMENT CHAIR ROLLERS	17.94
02/05/2021	14547(A)	GORDON WATER SYSTEMS	ELECTRICAL MODIFICATIONS	134.65
02/05/2021	14548(A)	GORNO FORD	NEW FLEET VEHICLES 2020	135,722.00
02/05/2021	14549(A)	GRAINGER INC	FIRE CLEANING SUPPLIES	130.50
02/05/2021	14550(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL AT CITY HALL	350.00
02/05/2021	14551(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,622.52
02/05/2021	14552(A)	HURLEY & STEWART, LLC	AIRPORT-NE WATER TRANSMISSION MAIN IMPRV	42,332.11
02/05/2021	14553(A)	JACK DOHENY SUPPLIES INC.	VACTOR SUPPLIES	760.11
02/05/2021	14554(A)	LAWSON PRODUCTS, INC	FLEET REPAIR/MAINTENANCE	911.79
02/05/2021	14555(A)	LOWE'S HOME CENTER	FIRE HOSE REPAIR	116.40
02/05/2021	14556(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	13,432.33
02/05/2021	14557(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	595.00
02/05/2021	14558(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	3,170.00
02/05/2021	14559(A)	MARANA GROUP	METER SERVICE	273.00
02/05/2021	14560(A)	MAYHEW, BRYAN	SCHOOL OF STAFF & COMMAND	225.00
02/05/2021	14561(A)	MILLS, DANIEL	MACP MEMBERSHIP	100.00
02/05/2021	14562(A)	NASON, RICHARD	FIRE MEMBERSHIPS	325.00
02/05/2021	14563(A)	NYE UNIFORMS	FIRE ADMIN UNIFORMS	276.60

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/31/2021 to 02/13/2021

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Check Date	Check	Vendor Name	Description	Amount
02/05/2021	14564(A)	POWERDMS, INC.	EOC SOFTWARE	827.70
02/05/2021	14565(A)	PRINTEK, INC.	PRINTER PAPER	852.20
02/05/2021	14566(A)	R W LAPINE INC.	MILLENNIUM PARK CHILLER START UP	5,214.47
02/05/2021	14567(A)	RIDDERMAN & SONS OIL CO. INC.	DIESEL FUEL DELIVERY	12,373.61
02/05/2021	14568(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	1,082.27
02/05/2021	14569(A)	VOID		0.00
02/05/2021	14570(A)	SAFETY SERVICES, INC.	CALIBRATION OF METERS/CONFINED SPACE	980.70
02/05/2021	14571(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	33.00
02/05/2021	14572(A)	SMITH DAWSON & ANDREWS, INC.	FEDERAL ADVOCACY SERVICE	5,000.00
02/05/2021	14573(A)	SOS TECHNOLOGIES	FIRE EMS SUPPLIES	197.15
02/05/2021	14574(A)	STEELE, DANA	FIRE PUB ED	223.15
02/05/2021	14575(A)	SUBSURFACE REFLECTIONS LLC	SWP IN-LINE RINK - LOCATE UTILITIES	1,835.00
02/05/2021	14576(A)	SUEZ WATER ENVIRONMENTAL SERVICES	SWR LEAD BORED THRU AT 321 W CENTRE AVE	4,726.50
02/05/2021	14577(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	1,312.26
02/05/2021	14578(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	1,292.00
02/05/2021	14579(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT MAINTENANCE	134.00
02/05/2021	14580(A)	WEST MICHIGAN STAMP & SEAL, INC.	FIRE FACILITIES	143.00
02/05/2021	14581(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICES	1,737.00
02/05/2021	14582(A)	WOLVERINE POWER SYSTEMS	GENERATOR MAINTENANCE	205.00
02/05/2021	14583(A)	XEROX CORPORATION	DECEMBER 2020 XEROX AGREEMENT	210.54
02/12/2021	14584(A)	AERCOR WIRELESS, INC.	NETMOTION ANNUAL SUPPORT RENEWAL	4,584.20
02/12/2021	14585(A)	BEERY, MICHAEL	CONSULTING FOR COMMUNITY DEVELOPMENT	130.00
02/12/2021	14586(A)	BEERY, MICHAEL	CONSULTING FOR COMMUNITY DEVELOPMENT	162.50
02/12/2021	14587(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	53,037.94
02/12/2021	14588(A)	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE	164,586.76
02/12/2021	14589(A)	KUSHNER & COMPANY, INC.	KUSHNER & CO. FSA & COBRA ADMIN	450.78
02/12/2021	14590(A)	MIH MICHIGAN LLC	DISASTER RECOVERY SERVICE MONTHLY CHARGE	1,757.70
02/12/2021	14591(A)	ONSTAFF USA INC	CDL SEASONAL STAFF	12,570.04
			Total ACH	512,191.46

Check Type: Paper

02/05/2021	315886	ABRAHAM, ALYSSA	REFUND OVERPAYMENT FINAL WATER BILL	14.92
02/05/2021	315887	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	26.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/31/2021 to 02/13/2021

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Check Date	Check	Vendor Name	Description	Amount
02/05/2021	315888	AMERICAN SCREEN PRINTING	FIRE ADMIN UNIFORMS	176.00
02/05/2021	315889	AMERICAN VILLAGE DEVELOPMENT II LLC	OVERPAYMENT PARCEL 05956-074-O WTAX20	138.69
02/05/2021	315890	ATKINSON, WILLIAM	PING PONG SESSION 1 PRORATED FEES REFUND	12.00
02/05/2021	315891	AUTO TRIM	WINDOW TINT VEHICLE # 64	89.00
02/05/2021	315892	AVI SYSTEMS, INC.	LEIGHTRONIX RENEWAL	4,694.51
02/05/2021	315893	AWAD, GEORGE	OVERPAYMENT WTAX 20 PARCEL # 00016-256-A	340.22
02/05/2021	315894	BARLOW, STEVEN	CAR INTERIOR CLEANING	400.00
02/05/2021	315895	BARTHOLOMEW HEATING & COOLING INC	CDBG GEBAUER 7710 JULIE DR FURNACE/AIR	6,100.00
02/05/2021	315896	C&C PROFESSIONAL CLEANING SERVICE	CLEANING SERVICES - DPW	4,485.86
02/05/2021	315897	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	118.53
02/05/2021	315898	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
02/05/2021	315899	CARDNO, INC.	INVASIVE SPECIES REMOVAL SERVICES	52,294.98
02/05/2021	315900	CARRUTH, JOYCE	O/P FINAL WATER SEWER BILL 10210 TERRY LN	32.81
02/05/2021	315901	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	17.80
02/05/2021	315902	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	336,525.15
02/05/2021	315903	COCHRAN GLASS AND DOOR, LLC	DOOR CLOSERS-PARKS RESTROOMS	506.00
02/05/2021	315904	COMMUNITY HEALING CENTERS	FY 20-21 HUMAN SERVICES BOARD	4,500.00
02/05/2021	315905	COMMUNITY IMAGE BUILDERS	INTERIM PLANNING AND ZONING SERVICES	3,447.50
02/05/2021	315906	CRAW, SUSAN	PING PONG SESSION 1 PRORATED FEES REFUND	12.00
02/05/2021	315907	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	105.08
02/05/2021	315908	EMERGENCY VEHICLE PRODUCTS	VEHICLE MAINTENANCE	8,892.51
02/05/2021	315909	ESTATE OF TRACY ELLEN WARDELL	OVERPAYMENT FINAL WATER SEWER BILL	268.47
02/05/2021	315910	EXECUTIVE INFORMATION SYSTEMS LLC	FIRE SOFTWARE	778.00
02/05/2021	315911	FADER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	395.00
02/05/2021	315912	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR REPAIRS	2,366.00
02/05/2021	315913	FOLEY, DAVID	CONTRACTOR BORE THRU SEWER LEAD	498.50
02/05/2021	315914	FOSTER, SWIFT, COLLINS & SMITH, PC	MTT KALAMAZOO MALL LEGAL & APPRAISAL SVCS	12,369.13
02/05/2021	315915	FREED, ED	PING PONG SESSION 1 PRORATED FEES REFUND	12.00
02/05/2021	315916	GALL'S, LLC	RANGER UNIFORMS	89.50
02/05/2021	315917	GRAHAM, WILLIAM	FIRE FACILITY MAINT	199.00
02/05/2021	315918	HALLAHAN & ASSOCIATES, P.C.	2020 SUM TAX REFUND 00009-182-O	27,266.97
02/05/2021	315919	HALLAHAN & ASSOCIATES, P.C.	2020 WIN TAX REFUND 00009-182-O	2,231.67
02/05/2021	315920	HOME DEPOT	REPAIR/ MAINTENANCE SUPPLIES	426.89

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Check Date	Check	Vendor Name	Description	Amount
02/05/2021	315921	HOUSING RESOURCES, INC.	FY 20-21 HUMAN SERVICES BOARD	13,500.00
02/05/2021	315922	ICE CREATIONS	ICE CARVING DEMO	605.00
02/05/2021	315923	J & J LOCKSMITHS	REPAIR LOCK ON DOG PARK GATE	158.25
02/05/2021	315924	JAMESTOWN ADVANCED PRODUCTS	NEW FIRE STATION 2 OUTDOOR SEATING	1,211.00
02/05/2021	315925	JOHN BALL ZOO	JOHN BALL ZOO PROGRAM	224.00
02/05/2021	315926	KAL COUNTY FIRE CHIEFS ASSOC.	FIRE MEMBERSHIPS	150.00
02/05/2021	315927	KALAMAZOO COUNTY BROWNFIELD AUTHORI	2020 WINTER KCBRA BROWNFIELD DISTRIBUTION	162,629.97
02/05/2021	315928	KALAMAZOO COUNTY HEALTH & COMMUNITY	2020 HHW PROGRAM	7,135.95
02/05/2021	315929	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	29.94
02/05/2021	315930	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES DECEMBER MOBILE HOME TX	455.00
02/05/2021	315931	KALAMAZOO FLAG COMPANY, LLC	FLAGS FOR CITY HALL	260.00
02/05/2021	315932	KALAMAZOO OIL COMPANY	FUEL PURCHASES	26.17
02/05/2021	315933	KITCH DRUTCHAS WAGNER VALITUTTI & S	PROFESSIONAL SERVICES RENDERED	1,254.00
02/05/2021	315934	KSS ENTERPRISES	JANITORIAL SUPPLIES	26.00
02/05/2021	315935	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR	828.25
02/05/2021	315936	LERMA, INC	LERMA MEMBERSHIPS	60.00
02/05/2021	315937	LESLIE, RENEE	PING PONG SESSION 1 PRORATED FEES REFUND	12.00
02/05/2021	315938	LOVERS LANE PROPERTIES LLC	DISBURSE 2020 WTAX CAP PER BROWNFIELD AGMT	1,253.04
02/05/2021	315939	M M R M A	BUILDERS RISK COVERAGE-COMMUNITY SR CNTR	24,335.00
02/05/2021	315940	MENARDS	PROJECT SUPPLIES	359.80
02/05/2021	315941	MERCANTILE BANK OF MICHIGAN	OVERPAYMENT WTAX 20 PARCEL 05160-031-O	297.76
02/05/2021	315942	MI ASSOC. OF CHIEFS OF POLICE	MACP POLICE EXEC & NEW CHIEFS SCHOOL	1,195.00
02/05/2021	315943	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	2,291.65
02/05/2021	315944	MICHIGAN MUNICIPAL LEAGUE	MML AD FOR AUTO & EQUIPMENT MECHANIC	44.52
02/05/2021	315945	MIGALA, INC.	CDBG PERRY 4323 STRATFORD DR FLOORING	6,274.85
02/05/2021	315946	MORNINGSTAR DEVELOPMENT INC	OVERPAYMENT WTAX 20 PARCELS # 00510-019-O	19.00
02/05/2021	315947	MOTION PICTURE LICENSING CORP.	MPL ANNUAL LICENSE	214.53
02/05/2021	315948	NATIONS TITLE AGENCY OF MICHIGAN	OVERPAYMENT WTAX20 PARCEL 00001-013-O	7.00
02/05/2021	315949	O I K INDUSTRIES	NEW FIRE STATION 2 - TABLE FRAMES	2,200.00
02/05/2021	315950	O'REILLY AUTO PARTS	FLEET MAINTENANCE	59.99
02/05/2021	315951	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,597.02
02/05/2021	315952	VOID		0.00
02/05/2021	315953	VOID		0.00

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02/05/2021	315954	ON DUTY GEAR, LLC	13 BALLISTIC VESTS AND CARRIERS	11,395.00
02/05/2021	315955	OTIS, JERRY	PING PONG SESSION 1 PRORATED FEES REFUND	12.00
02/05/2021	315956	PERRY, LOYAL AND WANDA	OVERPAYMENT FINAL WATER BILL 4317 FARNHAM	60.98
02/05/2021	315957	PETERS, AMY	PING PONG SESSION 1 PRORATED FEES REFUND	12.00
02/05/2021	315958	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	882.14
02/05/2021	315959	PHILLIPS, KIMBERLY	ZOOM FEES, ADOBE, & MAILCHIMP REIMB	258.42
02/05/2021	315960	PICKLEBALLCENTRAL INC.	PICKLE BALL NET	639.96
02/05/2021	315961	POWERS PROPERTY MANAGMENT LLC	HYDRANT METER DEPOSIT	100.00
02/05/2021	315962	PURITY CYLINDER GASES, INC	WELDER REPAIR/MAINTENANCE	261.25
02/05/2021	315963	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	2,350.00
02/05/2021	315964	RIVERSIDE INTEGRATED SYSTEMS, INC.	ANNUAL SERVICE OF ALARM SYSTEM	355.00
02/05/2021	315965	ROAD COMMISSION OF KALAMAZOO COUNTY	TRAFFIC SIGNAL ENERGY & MAINTENANCE	888.48
02/05/2021	315966	ROWLEY BROTHERS, INC.	OIL DRY- DPW	605.50
02/05/2021	315967	S A MORMAN & CO.	DOOR CLOSER	300.00
02/05/2021	315968	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILDING SERVICE	7,410.00
02/05/2021	315969	SHAVER OAKS PROPERTIES	BD PAYMENT REFUND	55.00
02/05/2021	315970	SHI INTERNATIONAL CORP.	10 WEBCAMS	1,002.80
02/05/2021	315971	SPARTAN DISTRIBUTORS INC.	VENTRAC MAINTENANCE	88.38
02/05/2021	315972	SPC SPECIALTY PRODUCTS, LLC	AQUAPHALT DELIVERY	5,158.50
02/05/2021	315973	STADIUM MANAGEMENT COMPANY	SLAPPY APPEARANCE	50.00
02/05/2021	315974	STRYKER CORPORATION	OVERPAYMENT WTAX PARCEL 00012-070-B	71,087.92
02/05/2021	315975	STRYKER CORPORATION	BD BOND REFUND	14,940.00
02/05/2021	315976	STUDENT HAULERS	ABATEMENT FOR 1418 ORCHARD DRIVE	2,610.00
02/05/2021	315977	SUDS MOBILE CLEANING SYSTEMS, LLC	EQUIPMENT SERVICES	760.00
02/05/2021	315978	SUPERIOR ASPHALT, INC.	ROAD PATCH W. CENTRE AVE AND MOORSBRIDE	2,250.00
02/05/2021	315979	TREYSTAR HOLDINGS, LLC	2020 WINTER TAX CAPTURE PER BROWNFIELD AGM	2,563.03
02/05/2021	315980	ULINE, INC.	MISC EVIDENCE SUPPLIES	214.23
02/05/2021	315981	UNITED PARCEL SERVICE	UPS WEEKLY	26.54
02/05/2021	315982	VERIZON WIRELESS	CELLULAR TELEPHONES	2,776.64
02/05/2021	315983	VERTIV SERVICES, INC.	UPS PREVENTATIVE MAINT/CITY HALL	2,750.00
02/05/2021	315984	VICKSBURG HARDWARE	SMALL EQUIPMENT REPAIRS	47.59
02/05/2021	315985	WANG, Y.K.	DOWNHILL SKI LESSONS REFUND	150.00
02/05/2021	315986	WILD, JED	FIRE CONSULTANT	1,015.00

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02/05/2021	315987	WILLIAMS & WORKS	ENGINEERING SERVICES-LOVERS LANE	6,341.51
02/05/2021	315988	WILLIAMS ASSOCIATES ARCHITECTS, LTD	CONSTRUCTION PHASE ARCHITECT SVC	4,784.79
02/05/2021	315989	WITMER PUBLIC SAFETY GROUP	FIRE ADMIN UNIFORMS	118.00
02/08/2021	315990	AERCOR WIRELESS, INC.	NETMOTION ANNUAL SUPPORT RENEWAL	4,584.20
02/12/2021	315991	ADP, INC.	BI WEEKLY PAYROLL	4,279.88
02/12/2021	315992	AT&T	ELECTRONIC COMMUNICATIONS	6,572.42
02/12/2021	315993	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	27,098.84
02/12/2021	315994	CITY OF PORTAGE	2020 WINTER TAX 225 E CENTER AVE	274.00
02/12/2021	315995	COBLE, KENDI	SWIM LESSONS REFUND	45.00
02/12/2021	315996	COOKS HOME IMPROVEMENT	BITS OF BUSINESS SENIOR EXPO REFUND	75.00
02/12/2021	315997	GARCIA, MICHAEL	CITY TOURNAMENT DEPOSIT REFUND	50.00
02/12/2021	315998	KUIPER BUILDING SERVICES, LLC	STUART MANOR-FASCIA/SOFFIT/DRIPSILL REPAIRS	3,850.00
02/12/2021	315999	MICHIGAN ASSOC. OF PLANNING	MICHIGAN ASSOC OF PLANNING WORKSHOP	45.00
02/12/2021	316000	MLIVE MEDIA GROUP	LEGAL NOTICES FOR JAN 2021	670.31
02/12/2021	316001	N P E L R A	NPELRA LABOR RELATIONS VIRTUAL ACADEMY	499.00
02/12/2021	316002	THE 227 PROJECT	LAW ENFORCEMENT PERSPECTIVES FOR CISM EN	390.00
02/12/2021	316003	USPS	REFILL POSTAGE METER	5,000.00
02/12/2021	316004	VERIZON WIRELESS	WIRELESS SERVICE	48.32
Total Paper Checks				902,348.01

Check Type: Auto-pay Payments

02/01/2021	CONSUMERS ENERGY	GAS-ELECTRIC	90.30
02/04/2021	CONSUMERS ENERGY	GAS-ELECTRIC	61,864.45
02/08/2021	CONSUMERS ENERGY	GAS-ELECTRIC	1,421.46
02/09/2021	CONSUMERS ENERGY	GAS-ELECTRIC	7,955.92
02/10/2021	CONSUMERS ENERGY	GAS-ELECTRIC	27,063.99
02/11/2021	CONSUMERS ENERGY	GAS-ELECTRIC	1,010.62
Total Auto-Pay Payments			99,406.74

Check Type: Electronic Payments

02/01/2021	OLD NATIONAL BANK	H.S.A DEPOSIT-PAYROLL ADJUSTMENT-ONE TIME	11,263.92
02/03/2021	MULTIPLE	UAW PENSION PAYMENTS	404.44
02/05/2021	MULTIPLE	WEEKLY TAX DISBURSEMENT 1/29/21	778,002.79

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Check Date	Check	Vendor Name	Description	Amount
02/16/2021		ATTORNEY	LEGAL & ARBITRATION	18,810.00
02/05/2021		USPS	2021 ASSESSMENT NOTICES POSTAGE	7,161.98
02/12/2021		ICMA	PENSION WITHHOLDINGS	41,424.84
02/12/2021		MULTIPLE	PPCOA, PPOA, IAFF PENSION PAYMENTS	73,711.23
02/12/2021		MULTIPLE	WEEKLY TAX DISBURSEMENT 2/5/21	1,015,203.88
Total Electronic Payments				1,945,983.08

Check Type: Credit Card Transactions

01/04/2021		THE HOME DEPOT	TRADITIONAL HOLIDAY DECORATION RETURN	(199.00)
01/04/2021		MMTA	DEPUTY DIRECTOR TRAINING/CONFERENCE	550.00
01/06/2021		AMERICAN PUBLIC WORKS	FEE/TEST FOR EMPLOYEE TO BECOME CERTIFIED	300.00
01/11/2021		CALIBRE PRESS	POLICE TRAINING	129.00
01/11/2021		MMTA	VIRTUAL TRAINING - TREASURY	98.00
01/14/2021		DUNSHEE BODY & FRAME, INC	DPW VEHICLE REPAIR	1,508.35
01/14/2021		ADOBE INC	ANNUAL SOFTWARE RENEWAL	635.87
01/14/2021		ISSUU	DIGITAL FLIPBOOK PUBLISHING SUB RENEWAL	480.00
01/15/2021		SQ ISLAND CITY COFFEE HO	SENIOR CENTER VALENTINES DAY EVENT	447.85
01/19/2021		SAMSClub.COM	POLICE REPLACEMENT MONITOR	454.74
01/20/2021		MICHIGAN MUNICIPAL LEAGUE	VIRTUAL CONFERENCE - CITY MANAGER	100.00
01/25/2021		TRACTOR-SUPPLY-CO	MATS FOR FIRE STATION 3	399.90
01/25/2021		TRACTOR-SUPPLY-CO	MATS FOR FIRE STATION 3	423.89
01/25/2021		TRACTOR-SUPPLY-CO	MATS FOR FIRE STATION 3 RET-SALES TAX CHRG	(423.89)
01/27/2021		MICHIGAN MUNICIPAL LEAGUE	VIRTUAL CONFERENCE - DCM	100.00
01/28/2021		PY MIFMA	MI FARMERS MARKET ASSCOIATION CONFERENCE	75.00
01/28/2021		PY MIFMA	MI FARMERS MARKET ASSCOIATION CONFERENCE	75.00
Total Credit Card Payments				5,154.71

Grand Total **3,465,084.00**

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Traffic Signal Improvements - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract for the purchase of traffic signal poles, mast arms and assemblies for traffic signal upgrades on Milham Avenue to Farr & Faron Associates of Brighton, MI, in the not-to-exceed amount of \$102,522 and authorize the City Manager to sign all documents related to the contract on behalf of the city.

The FY 2020–2021 Capital Improvement Program budget includes funding for replacement of two traffic signals, East Milham Avenue/Newport Road and West Milham Avenue/Oregon Avenue. The existing traffic signals have exceeded their serviceable life and require full replacement. The project includes replacement of obsolete mast arms and upgrades to the signal controllers and pedestrian signals. The signal upgrades will enhance traffic safety, interconnection and traffic flow, as well as provide traffic data and streamline video to the Transportation Operation Center located in the Department of Transportation & Utilities.

The approximate 6-month delivery time for new traffic signal poles, mast arms and assemblies necessitates that the specialized equipment be ordered well in advance of the start of the construction project to ensure that the materials will be available when needed. The traffic signals will be installed in the summer of 2021 in coordination with the East Milham Avenue Reconstruction project.

Invitations to bid were emailed to the three primary manufacturers of mast arms and poles; automatic bid notifications were sent to subscribers; and an ad was placed in the local paper. On February 9, 2021, one proposal was received for the mast arms and poles. The only responsive bid received was submitted by Farr & Faron Associates, in the amount of \$102,522 and was comparable to the engineer's estimate. Valmont Industries, Incorporated is the supplier of mast arms and poles to Farr & Faron Associates. Valmont Industries, Incorporated has supplied mast arms and poles on previous city projects.

It is recommended that City Council award a contract to Farr & Faron Associates of Brighton, MI, in the not-to-exceed amount of \$102,522 for the purchase of traffic signal poles, mast arms and assemblies for traffic signal upgrades on Milham Avenue and authorize the City Manager to execute all documents

related to the contract on behalf of the city.

FUNDING: FY 2020 – 2021 Capital Improvement Program budget

Attachments: 1. Traffic Signal Improvements - Bid Tabulation

BID TABULATION
TRAFFIC SIGNAL IMPROVEMENTS

Bidder

Bid

Farr & Faron Associates
136 E. Grand River Suite #3
Brighton, MI 48116

\$102,522.00

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Comprehensive Liability, Property and Auto Fleet Insurance

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$504,273 for the period March 1, 2021 to March 1, 2022 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has been insured by the Michigan Municipal Risk Management Authority (MMRMA) for comprehensive liability, property and auto fleet insurance since 1984. The MMRMA has quoted a one-year renewal rate for the period March 1, 2021 to March 1, 2022 in the amount of \$504,273, which includes \$15 million of liability coverage and \$75,000 of self-insurance retention coverage (the dollar amount that must be paid by the city before the insurance policy will respond to a liability loss). The renewal rate represents an increase of 0.99% from the premium cost paid for the period March 1, 2020 to March 1, 2021 in the amount of \$499,352 and is still less than the \$509,112 paid for the period of March 1, 2018 to March 1, 2019.

A distribution of assets is expected from MMRMA in the next four to five months, which will be based on favorable claim experience by the city and investment income earned by MMRMA on its assets. The exact amount is not yet known; however, the distribution received over the past seven years averaged nearly \$302,822 per year. A summary of MMRMA insurance premiums and distribution of assets for the past seven years is shown below.

Year	Premium	Distribution of Assets	Total Premium After Distribution
2014	\$410,668	\$360,727	\$49,941
2015	\$446,134	\$502,123	(\$55,989)
2016	\$484,971	\$363,159	\$121,812
2017	\$495,476	\$283,096	\$212,380
2018	\$509,112	\$206,700	\$302,412
2019	\$497,195	\$196,971	\$300,224

2020	\$499,352	\$206,976	\$292,376
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It is recommended that City Council approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the MMRMA at a total cost not to exceed \$504,273 for the period March 1, 2021 to March 1, 2022 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds have been programmed for insurance costs in the FY 2020 - 2021 budget, with the balance to be included in the FY 2021 - 2022 budget.

Attachments: 1. MMRMA Coverage Proposal 2021

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Portage	Proposal No: Q000012880
Date of Original Membership:	March 10, 1986	
Proposal Effective Dates:	March 01, 2021 To March 01, 2022	
Member Representative:	Michael Carroll	Telephone #: (269) 329-4403
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

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

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

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

B. Member Obligation - Deductibles and Self Insured Retentions

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

Table I
Member Deductibles and Self Insured Retentions

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

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

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

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

1. Specialized Emergency Response Expense Recovery Coverage
- 2.
- 3.
- 4.

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

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

C. MMRMA Obligations - Payments and Limits of Coverage

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

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

Table II
Limits of Coverage

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

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	57,054,805	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	19,000,000	N/A	N/A	N/A
12 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13 Marine Property	1,000,000	N/A	N/A	N/A
14 Other Covered Property	10,000	N/A	N/A	N/A
15 Income and Extra Expense	5,000,000	N/A	N/A	N/A
16 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17 Faithful Performance	Per Statute	N/A	N/A	N/A
18 Earthquake	5,000,000	N/A	5,000,000	100,000,000
19 Flood	5,000,000	N/A	5,000,000	100,000,000
20 Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement.			
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim	Retroactive Date
	\$5,000,000		
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000 Each Claim	7/1/2013
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000 Each Claim	7/1/2013
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000 Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000 Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000 Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000 Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above	Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above	Not Applicable	Occurrence

Annual Aggregate Limit of Liability

Member Aggregate	All Members Aggregate
\$5,000,000	\$25,000,000

The total liability of MMRMA shall not exceed \$5,000,000 per Member Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

The total Liability of MMRMA and MCCRMA shall not exceed \$25,000,000 for All Members Combined Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence	
	Member	
	N/A	

D. Contribution for MMRMA Participation

City of Portage

Period: March 01, 2021 To March 01, 2022

Coverages per Member Coverage Overview:	\$504,273
Stop Loss Coverage:	\$0
Member Loss Fund Deposit:	\$0
TOTAL ANNUAL CONTRIBUTIONS:	\$504,273

E. List of Addenda

1. Limited Liability Coverage For Use or Operations of Unmanned Aircraft

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

Accepted By:

City of Portage

Proposal No:

Q000012880

MMRMA



Member Representative

MMRMA Representative

1-6-2021

Date

Date

ADDENDUM

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT (Optional)

This addendum modifies the Liability and Motor Vehicle Physical Damage Coverage Document

A. LIMITATIONS OF COVERAGE, PROCEDURES, EXCLUSIONS, DEFINITIONS.

1. MMRMA will pay for any loss as defined in Sections 1 and 2 of the Liability and Motor Vehicle Physical Damage Coverage Document, caused by the use or operation of an Unmanned Aircraft, the actual loss up to a \$1,000,000 limit per occurrence and subject to a \$2,000,000 annual member aggregate.
2. The Member Duties, Responsibilities, Other Conditions stated in Section 7 of the Liability and Motor Vehicle Physical Damage Coverage Document shall apply to Limited Liability Coverage for use or operations of Unmanned Aircraft.
3. As respects this Limited Liability Coverage for Use or Operations of Unmanned Aircraft Addendum, Section 7; Member Duties, Responsibilities, Other Conditions, of the Liability and Motor Vehicle Physical Damage Coverage Document is amended to include the following:

P. FAA COMPLIANCE

The terms of this Addendum apply only if the Member is in compliance with all FAA rules and regulations governing the use or operation of an unmanned aircraft, at time of occurrence.

4. The Liability and Motor Vehicle Physical Damage Coverage Document Section 4, Definitions, shall apply to this Limited Liability Coverage For Use Or Operation Of An Unmanned Aircraft Addendum.
5. As respects this Limited Liability Coverage For Use Or Operations Of Unmanned Aircraft Addendum, Section 2; Exclusion C, of the Liability and Motor Vehicle Physical Damage Coverage Document is deleted in its entirety and replaced by the following:

EXCLUSIONS

- C. Ownership, maintenance, loading or unloading, use or operation of any aircraft (other than unmanned aircraft), airfields, or runways; watercraft over 75 feet in length;

Period: 03/01/2021 to 03/01/2022

LIMITED LIABILITY COVERAGE FOR USE OR OPERATIONS OF UNMANNED AIRCRAFT
(Optional)

Accepted By:
City of Portage

Member ID:
1049

MMRMA

Member Representative

Date



MMRMA Representative

1-6-2021

Date

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: MDOT Contract #21-5007 Portage Road/Bender Road Traffic Signal Replacement

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve Contract #21-5007 between the Michigan Department of Transportation and the City of Portage concerning funding for the replacement of the Portage Road and Bender Road traffic signal.

The City Administration recently received a proposed contract between the Michigan Department of Transportation (MDOT) and the City of Portage concerning the replacement of the traffic signal at the intersection of Portage Road and Bender Road. The replacement of the traffic signal is part of the reconstruction of the I-94 and Portage Road interchange and the relocation of East Kilgore Road.

The MDOT traffic signal installation work includes standard strain wire signals; however, the City Administration requested that the traffic signal be upgraded to the city standard black powder coated mast arm signals. The cost of the mast arm upgrade is \$113,200.

It is recommended that City Council approve Contract #21-5007 between the Michigan Department of Transportation and the City of Portage for Portage Road and Bender Road traffic signal upgrades, adopt a Resolution authorizing the City Manager to sign Contract #21-5007 and authorize the City Manager to sign all documents related to the project on behalf of the city.

FUNDING: Sufficient funding exists in the FY 2020-2021 Capital Improvement Program budget for this contract.

Attachments: 1. Resolution 21-5007 - approved as to form

CITY OF PORTAGE
RESOLUTION

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2021 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

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

RESOLVED, that the City Council for the City of Portage does hereby authorize the City Manager, Joseph La Margo, to sign all documents related to Contract No. 21-5007 between the City of Portage and the Michigan Department of Transportation. This contract is for the traffic signal improvements at the intersection of Portage Road and Bender Road.

ADOPTED: YEAS:

NAYS:

ABSENT:

Erica L. Eklov, City Clerk

CERTIFICATION

I hereby certify this _____ day of _____, 2021 that the foregoing is a true and complete copy of the original on file in my office.

Erica L. Eklov, City Clerk

APPROVED AS TO FORM

DATE 2/11/2021

Catherine Kaufman
CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: MDOT Contract #20-5546 East Milham Road (South Westnedge Avenue to Portage Road)

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve Contract #20-5546 between the Michigan Department of Transportation and the City of Portage for reconstruction of East Milham Avenue from South Westnedge Avenue to Portage Road and adopt a Resolution authorizing the City Manager to sign all documents related to the project on behalf of the city.

The FY 2020-2021 Capital Improvement Program (CIP) budget contains a project for the reconstruction of East Milham Avenue from South Westnedge Avenue to Portage Road, including replacement of water main, replacement of traffic signals at Oregon Avenue and Newport Road, upgrade of concrete sidewalk ramps to meet the Americans with Disabilities Act, storm sewer replacement, curb and gutter repairs, and hot mix asphalt. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities.

On October 15, 2019, Abonmarche Consultants, Incorporated was awarded an engineering service contract for design and construction engineering for this project. Because the project is partially funded by Federal Surface Transportation funding, the Michigan Department of Transportation (MDOT) is involved as a facilitator. The bid opening by MDOT for the construction was held on February 5, 2021. MDOT requires that an agreement with the local government agency be executed prior to construction award. The estimated total cost of the project is \$3,106,800 with \$1,455,299 in Federal Surface Transportation funds and \$450,000 in Congestion Mitigation and Air Quality funds. The balance of \$1,201,501 is being funded by the FY 2020-2021 Streets, Sidewalk and Water Capital Improvement Program budgets. Following the contract award by MDOT, construction will commence in spring 2021 with completion in summer 2021.

It is recommended that City Council approve Contract #20-5546 between the Michigan Department of Transportation and the City of Portage for reconstruction of East Milham Avenue from South Westnedge Avenue to Portage Road, adopt a Resolution authorizing the City Manager to sign Contract #20-5546 and authorize the City Manager to sign all documents related to the project on behalf of the

city.

FUNDING: The city share balance of \$1,201,501 will be funded by the FY 2020-2021 Street, Sidewalk & Water Capital Improvement Program budgets.

Attachments: 1. Resolution 20-5546

CITY OF PORTAGE
RESOLUTION

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2021 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

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

RESOLVED, that the City Council for the City of Portage does hereby authorize the City Manager, Joseph La Margo, to sign all documents related to Contract No. 20-5546 between the City of Portage and the Michigan Department of Transportation. This contract is for the construction improvements on East Milham Avenue from South Westnedge Avenue to Portage Road.

ADOPTED: YEAS:

NAYS:

ABSENT:

APPROVED AS TO FORM

DATE

2/18/2021

Anthony Kanev
CITY ATTORNEY

Erica L. Eklov, City Clerk

CERTIFICATION

I hereby certify this _____ day of _____, 2021 that the foregoing is a true and complete copy of the original on file in my office.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Water/Sewer (Utility) Rate Committee Vacancy

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Appoint Elma Pat Maye as the second citizen-at-large representative and Councilmember Vic Ledbetter to the City Council Water/Sewer (Utility) Rate Study Committee.

In December 1985, the City Council adopted an Action Plan establishing a Council/Citizen Committee to work with the City Administration to review and revise City of Portage water and sewer rates as needed. This effort culminated in the Water/Sewer (Utility) Rate Committee, which meets on an annual basis with the responsibility of reviewing and recommending to the full Council the yearly water and sanitary sewer rates and fees. The committee last convened in March 2020 and is due to meet again next month to review the rates for fiscal year 2021-22.

The Water/Sewer (Utility) Rate Committee is composed of three City Councilmembers and two citizen-at-large representatives. The Councilmembers are assigned as part of the annual City Council committee appointments, while the Mayor has historically appointed citizen members. The 2021 Utility Rate Committee currently includes Councilmembers Burns and Knapp, as well as citizen-at-large representative Mr. Randy Orwig. However, the second citizen-at-large member, Mr. Ted Vliek, Sr., recently resigned due to retirement and will not be able to further serve. As such, one citizen-at-large vacancy exists. Further, with Councilmember Ford's resignation in June 2020, his position on the Committee is also vacant. With the annual budget preparation currently underway, it is imperative that this vacancy be filled in a timely manner. Former Human Services Board member Pat Maye has subsequently expressed an interest in offering her time and expertise to serve on the committee.

As such, it recommended that City Council appoint Councilmember Ledbetter and Ms. Elma Pat Maye to fulfill the current vacancies on the Water/Sewer (Utility) Rate Committee.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Housing and Neighborhoods Committee

SUPPORTING PERSONNEL: Adam Herringa, Deputy City Manager

ACTION RECOMMENDED: Reinstate the City Council Housing and Neighborhoods Committee and appoint Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson and Councilmember Chris Burns.

The issue of homelessness and affordable housing are of critical importance to the City of Portage and Kalamazoo County. As evidence, on November 3, 2020, voters in Kalamazoo County voted to continue and expand a program to provide affordable housing for county residents. The current 0.1-mill tax has raised nearly \$800,000 annually each of the last six years. The money has helped more than 500 families find affordable housing. The new 0.75-mill property tax will cover eight years, from December 2021 to December 2028, and provide rental subsidies, permanent housing and other supportive services for Kalamazoo County residents.

In 2010, City Council combined the "Zoning Code Update Committee" and "Neighborhood Revitalization/Engagement Committee" into the "Housing and Neighborhoods Committee." In order to help address issues related to affordable housing and homelessness, it is recommended that the City Council Housing and Neighborhoods Committee be reinstated and that Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson and Councilmember Chris Burns be appointed to the committee.

FUNDING: N/A

Attachments: None

Minutes of Boards & Commissions

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – January 28, 2021

CALL TO ORDER:

The City of Portage Human Services Board virtual meeting of January 28, 2021 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings,” this meeting was held remotely with board members and staff participating via video/telephone call-in.

MEMBERS PRESENT:

Alice Mwanda (Portage), Fi Spalvieri (Portage), Effie Kokkinos (Portage), Tim Henson (Portage), Brooke Kolodzieczyk (Portage), Barbara Sagara (Portage), Nadeem Mirza (Portage), Stephanie Upshaw (Portage), Fayyaz Razi (Youth Advisory Board Representative – Portage).

MEMBERS ABSENT: Cristy Cate

STAFF PRESENT:

Tom McCoy, Neighborhood Program Specialist, Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services.

APPROVAL OF MINUTES:

Kolodzieczyk moved and Mwanda supported a motion to approve the January 7, 2021 minutes. Motion passed 8-0.

OLD BUSINESS:

Review of HPS Grant Application: Spalvieri opened discussion. Mr. Forth indicated the application from Catholic Charities had been amended to remove the request for \$40,000 for food assistance due to alternative Covid-19 funding availability. Staff reviewed the January 25, 2021 memo to the Board from Director Peterson confirming that the amended amount of funds requested by all agencies still exceeds the amount of funds available by \$57,700, which will require the Board to recommend a lower total allocation amount than the total amount requested. The Board discussed, among other applications, the application from United Way for security deposit assistance. Spalvieri questioned whether Kalamazoo County Homeless Millage funds could or would be utilized for the same purpose. Board members also inquired about the intake process and method of payment of security deposits and expressed concerns that the program did not provide specific data regarding the number of individuals expected to be served. Upon request, staff agreed to secure additional clarification from United Way regarding details of the program including intake procedures and financial details regarding how funds are provided.

Upon request by Chair Spalvieri, Mr. Forth reviewed staff scoring and rankings for all agencies, leading to a discussion among Board members regarding specific scoring categories and criteria. In the interest of providing consistency and clarification, Spalvieri suggested and led a review of scoring criteria specifically for category 1 and conditions that determine the scoring for that highly weighted category. Each application was reviewed for consistency of scoring in that category and

several of the remaining categories were discussed in order to address any questions and provide clarification. Upon general agreement that all scoring categories had been sufficiently examined, Board members agreed to complete and submit their respective score sheets for staff to compile and provide a summary at the February 4, 2021 meeting.

NEW BUSINESS:

Upshaw reported that the Metro Board had met on January 20, 2021 and discussed election of officers, establishment of sub-committees and reestablishment of service routes, albeit at reduced levels due to a decrease in ridership.

STATEMENTS OF CITIZENS:

No statements received.

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Mirza and supported by Mwanda to adjourn the meeting at 7:00p.m. Motion was approved 8-0.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Tom McCoy" followed by a small monogram "MCS".

Tom McCoy, Neighborhood Program Specialist

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – February 4, 2021

CALL TO ORDER:

The City of Portage Human Services Board meeting of February 4, 2021 was called to order by Vice Chairperson Upshaw at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings,” this meeting was held remotely with board members and staff participating via video/telephone call-in.

MEMBERS PRESENT:

Alice Mwanda (Portage), Effie Kokkinos (Portage), Tim Henson (Portage), Brooke Kolodzieczyk (Portage), Barbara Sagara (Portage), Nadeem Mirza (Portage), Stephanie Upshaw (Portage), Fayyaz Razi (Youth Advisory Board Representative – Portage).

MEMBERS EXCUSED: Fi Spalvieri

MEMBERS ABSENT: Cristy Cate

STAFF PRESENT:

Tom McCoy, Neighborhood Program Specialist, Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services.

NEW BUSINESS:

Public Hearing for FY2021-2025 CDBG Consolidated Plan – Needs Assessment and Market Analysis: Vice Chairperson Upshaw read aloud the announcement of the Public Hearing and invited any interested parties to enter the meeting via call in and if desired, enter the cue for an opportunity to comment.

Mr. Forth provided an overview of the draft Needs Assessment and Market Analysis that represent two chapters of the proposed 2021-2025 City of Portage Consolidated Plan. Topics covered included updated demographics; housing problems including substandard housing, overcrowding and cost burden; disproportionate needs among a particular race or ethnic group; public housing needs; homelessness needs and facilities; housing affordability; condition of housing; and barriers to affordable housing.

Vice Chairperson Upshaw opened the public hearing. No comments or questions were received from the public. Vice Chairperson Upshaw requested a motion to close the public hearing. Kolodzieczyk moved and Mirza supported a motion to close the public hearing. Motion passed 7-0

OLD BUSINESS:

Review of HPS Grant Applications: Upshaw inquired of staff about the status of compilation of scores from individual Board members. Mr. McCoy stated that the scores had been compiled and averaged, resulting in a rating of each agency from 1-10. Mr. Forth asked if the spreadsheet could be conveyed to the Board via email during the meeting. Mr. McCoy forwarded the scores.

The Board discussed funding recommendation alternatives for each of the ten agencies who have applied, considering that the total funding requested exceeds the amount of funds available by approximately \$57,700. The Board discussed and subsequently agreed that the application for \$50,000 in funding from United Way for a pilot security deposit program was not one that the Board would recommend for funding this year. However, the Board would be interested in reviewing performance and participation data from the program if the United Way wishes to apply for funding in subsequent years. Henson suggested and the Board agreed that the remainder of the \$7,700 shortfall could potentially be addressed by recommending an allocation of \$12,300 to Twelve Baskets, which, while less than the full \$20,000 requested, is an increase of \$4,000 over their current fiscal year award of \$8,300. Staff agreed to prepare a draft funding recommendation memo for the Board to review at the February 18, 2021 special meeting.

STATEMENTS OF CITIZENS:

No statements received.

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Kolodzieczyk and supported by Mirza to adjourn the meeting at 7:30 p.m. Motion was approved 7-0.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Tom McCoy" with a small mark to the right.

Tom McCoy, Neighborhood Program Specialist

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – December 14, 2020

The City of Portage Zoning Board of Appeals virtual meeting was called to order by Chair Finch at 7:00 p.m.

MEMBERS PRESENT: Lena Jomaa, Linda Finch, Jay Eichstaedt, Linda Fry, Alexander Philipp, Lynn Haddow

MEMBERS EXCUSED: Dan Thornton

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Christopher Forth, Deputy Director of Planning & Neighborhood Services; Brady Vanderveen, Building Inspector; and Catherine Kaufman, City Attorney.

APPROVAL OF THE MINUTES: Fry moved and Jomaa seconded a motion to approve the October 26, 2020 minutes with one correction. Upon roll call vote, the motion was approved 6-0.

NEW BUSINESS:

ZBA #20-08; 9001 West End Drive: Mais summarized the request for a variance to continue construction of an attached garage 19.4 feet from the (west) front property line where a minimum 27-foot front yard setback is required. The applicant's attorney, Jeff Swenerton, stated the owners, Jim and Karin Hudson, submitted a plot plan showing a 27-foot front setback that was approved by city staff. Mr. Hudson had assumed the iron rod near the edge of the street marked the front property corner and only discovered the error after a neighbor identified a discrepancy. As a result of the discrepancy and at the request of city staff, the applicant had the property surveyed and found the garage was 19.4 feet from the front property line, as opposed to the 27 feet shown on the plan. The Board was shown photographs depicting a garage under construction. Mr. Swenerton stated his clients admit they made an error, but should still be granted a variance because there are practical difficulties: 1) a mature tree near the street; and 2) that the side-oriented garage would allow a three-point turn so vehicles can safely exit the driveway going forward instead of backing onto the cul-de-sac. The applicant found neither of the conforming alternatives suggested by staff to be acceptable, as they also want to build a laundry/mud room and did not want to have the tree removed. Mr. Swenerton stated the detached three-stall garage across the street was not adequate once boat storage and other needs are taken into account. Mr. Swenerton stated the variance would not be out of character with the area as there are five other houses on West End Drive that have attached garages, and that variances for lakefront properties are not uncommon.

Fry inquired if the applicant had their property surveyed when they purchased it. Mr. Swenerton stated there was a mortgage survey, but no boundary survey. Finch inquired why they had not had their property surveyed prior to building. Mr. Swenerton stated it was not required. Eichstaedt inquired who drew the plot plan and who reviewed it. Mr. Hudson stated he had drawn the plot plan relying on a drawing his architect had provided. Vanderveen stated staff initially reviews plot plans for zoning compliance before issuing a building permit and then building inspectors conduct site inspections at various times during construction. Vanderveen stated in this instance he conducted a foundation inspection prior to construction, and noted the property to the south (9007 West End Drive) had survey stakes that appeared to call the front property line into question. Forth showed the Board an image depicting the location of the tree in front of the subject property and the front setback line. Forth clarified that while city staff may have assisted the applicant in answering questions about setbacks and lot coverage, staff is not responsible for locating property lines for residents. Attorney Kaufman agreed with Forth and advised the Board they should be evaluating the variance in terms of whether or not they consider this a self-created hardship, or if there are factors present that would create a practical difficulty or preclude an applicant from complying with code in this instance.

A public hearing was opened. Letters of opposition were read into the record from: Bill Fries, 9007 West End Drive; Jane Kuiper, 9015 West End Drive; Tom and Janie Vanderhoest, 9011 West End Drive. The

daughter of the owner of 9019 West End Drive stated she thought the Board should grant the variance because at some point in the future her mother might want to request a similar variance, and wondered why Mr. Fries waited until after construction commenced before identifying the discrepancy. Vanderveen clarified that he personally had brought the front setback discrepancy to the applicant's attention prior to the foundation being poured. Mr. Fries stated he had his own property surveyed and staked prior to applying for a building permit last year, and the Board should deny the request because it meets none of the criteria the Board applies in granting variances. The applicant created their own hardship when they failed to get a survey prior to construction. There being no further comments, the public hearing was closed.

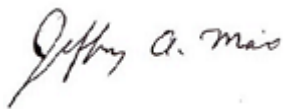
After additional discussion, a motion was made by Fry, seconded by Jomaa, to deny the request for a variance to continue construction of an attached garage 19.4 feet from the (west) front property line where a minimum 27-foot front yard setback is required for the following reasons: there are no exceptional or extraordinary conditions applying to the property that do not apply generally to other properties in the same zoning district, the variance is not necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district because there are conforming alternatives available, such as changing the orientation of the garage and/or constructing a one stall garage; the immediate practical difficulty causing the need for the variance request was created by the applicant; the variance will be detrimental to adjacent property and the surrounding neighborhood, and; the variance will materially impair the intent and purpose of the zoning ordinance. In addition, the application and supporting materials, staff report, and all comments presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Jomaa-Yes, Finch-Yes, Fry-Yes, Eichstaedt-Yes, Philipp-Yes, Haddow-Yes. Motion passed 6-0.

OTHER BUSINESS: None.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: A motion was made by Philipp, seconded by Fry, to adjourn the meeting. Upon roll call vote the motion passed 7-0. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Jeff Mais
Zoning & Codes Administrator