FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
APRIL 13, 2021

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 Arbor Day 2021

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
    a. Regular Meeting of March 23, 2021.
    b. Pre-Council Meeting of April 12, 2021.
2. Approval of the Accounts Payable Register of April 13, 2021 as presented.
3. Establish a public hearing on April 27, 2021, to consider resolutions to adopt the:
    1. recommendation that the sewer commodity rate be increased from $4.60 to $5.06 per 1,000 gallons of metered water;
    2. recommendation that the water commodity rate remain at $3.14 per 1,000 gallons of metered water;
    3. recommendation that the sewer and water base quarterly charges be adjusted as noted in the 2021 Utility Rate Financial Study;
    4. recommendation that the new rates become effective on July 1, 2021;
    5. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2021 Utility Rate Financial Study.
4. Approve the sole-source purchase of floating boardwalk materials for Bishop's Bog from Aggressive Industries of Minneapolis, MN, in the amount of $100,000, and authorize the City Manager to execute all documents related to this action on behalf of the city.
5. Set a Committee of the Whole Meeting on Tuesday, April 27 from 4:00-6:00 p.m. for review and discussion of the Draft Final Lake Center District Corridor and Placemaking Study.
6. Minutes of Boards & Commissions:
    a. Senior Citizens Advisory Board of January 20, 2021.
    b. Zoning Board of Appeals of February 8, 2021 - Amended.
    c. Human Services Board of March 4, 2021.
    d. Historic District Commission of August 5, 2020.
7. Materials Transmitted of March 26, 2021.

8. Calendar of Meetings:

    - Environmental Board, April 14, 2021 at 7:00 p.m. - Virtual.
    - Planning Commission, April 15, 2021 at 7:00 p.m. - Virtual.
    - Youth Advisory Committee, April 19, 2021 at 4:30 p.m. - Virtual.
    - Senior Citizens Advisory Board, April 21, 2021 at 2:30 p.m. - Virtual.
    - Kalamazoo County Public Arts Commission, April 27 at 11:30 a.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:

1. Presentation of 2021-2022 Fiscal Year Proposed Budget.

2. Recommendation to move to go into Closed Session to:
a) consider the lease or purchase of real property; and
b) consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated April 9, 2021, for the reason that the letter is exempt from disclosure under State Law due to the attorney-client privilege.

3. Freedom of Information Act (FOIA) Appeals

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

NATIONAL ARBOR DAY

WHEREAS, the importance of trees to the quality of the environment is recognized by designation of April 30th as National Arbor Day; and

WHEREAS, The National Arbor Day Foundation is a non-profit group committed to tree planting and conservation; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in the City of Portage bolster property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the City of Portage has been designated as a Tree City USA by The National Arbor Day Foundation for its efforts in tree planting and tree conservation; and

WHEREAS, the City of Portage achieved the Tree City USA designation for 30 years and counting; and

WHEREAS, public officials from the Youth Advisory Committee, Environmental Board, and Park Board will provide 300 saplings at the annual Green-a-Thon event held Sunday, April 25th in front of City Hall in recognition of National Arbor Day.

NOW THEREFORE, I, Mayor Patricia M. Randall, do hereby proclaim April 30, 2021 as Arbor Day in the City of Portage and do hereby encourage all residents to plant trees at their homes and places of work.

Signed this 13th day of April, 2021.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM MARCH 23, 2021

Mayor Patricia Randall called the Regular Meeting to order at 07:01 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. Also in attendance were City Attorney Catherine Kaufman, Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov. City Manager La Margo was absent with excuse.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the work City Council can do together to ensure Portage is inclusive and provide fair housing for all. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Fair Housing Month 2021: At the invitation of Mayor Randall, Human Services Board Chairperson Fiorella Spalvieri read the proclamation for Fair Housing Month 2021. Following the Proclamation, Mayor Randall requested an update on the fair housing efforts by the Human Services Board. Ms. Spalvieri noted the Board has been reviewing the 2021 funding applications, including those with Community Development Block Grant assistance. She relayed that many of the organizations annually reviewed by the Board have felt the effects of the pandemic, noting an increase in demand for services and assistance, but have met the demands and found creative methods in which to do so.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Urban requested the removal of Item A.6. Councilmember Reid requested the removal of Item A.4. Motion by Reid, seconded by Ledbetter, to adopt the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Approval of City Council Meeting Minutes: Motion by Reid, seconded by Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of March 9, 2021, and Pre-Council Meeting of March 22, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Reid, seconded by Ledbetter, to approve the Accounts Payable Register of March 23, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Pavement Marking Services Bid Tabulation: Motion by Reid, seconded by Ledbetter, to award a three-year contract in the amount of $151,694.55 per year to Michigan Pavement Markings, LLC, to perform pavement marking services to select streets, with an option for three annual one-year extensions, 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.

Microsoft Licensing Renewal – Correction: Motion by Reid, seconded by Ledbetter, to approve a one-year renewal of the Microsoft Open Value Subscription Agreement with Insight Public Sector, in the amount of $93,645.76 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.

Minutes of Boards & Commissions: Motion by Reid, seconded by Ledbetter, to receive the minutes of the Zoning Board of Appeals of February 8, 2021; Youth Advisory Committee of February 15, 2021, and Human Services Board of February 18, 2021. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted of March 8, 2021: Motion by Reid, seconded by Ledbetter, to receive the Materials Transmitted of March 8, 2021. Upon a roll call vote, motion carried 7 to 0.

Calendar of Meetings: Motion by Reid, seconded by Ledbetter, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Tentative Plan Amendment for Woodbridge Hills Planned Development, 4100 West Centre Avenue Councilmember Reid state her reasoning for removing the item from the Consent Agenda was two-fold. First, she highlighted the revision of the Action Recommended following the Pre-Council Meeting by switching "accept" on the preliminary agenda to "receive" regarding the Tentative Plan for the final agenda. Councilmember Reid requested staff to explain the change for the listening public. City Attorney Kaufman stated that she had reviewed the requirements of the ordinance and noted the concern regarding the use of the word “Accepted” could potentially imply City Council was accepting the proposed plan for approval as presented and had recommended the change to the word "Received" to better clarify the current actionable step in the process. Deputy City Manager Carroll noted that the matter presently before City Council was only the first presentation of the tentative plan and setting of the public hearing. Councilmember Reid then stated her second inquiry concerned whether City Council was also being asked to change the zoning designation to a Planned Development with the item presented. Development Services Director Kelly Peterson clarified that 4100 West Centre Avenue was already zoned a Planned Development and the City Administration was solely requesting a modification to the original Planned Development designation for that particular parcel from commercial to multi-family residential.

Councilmember Urban stated he had recently notified the City Manager's Office that he would like additional information in preparation for the April 27th public hearing on the matter. He explained that he would like a detailed topographic map showing the current property's elevations including the existing Marsh Pointe Condominium building and road elevations. Councilmember Urban also requested the elevations of the current buildings within the Woodbridge Hills Planned Development, as well as a map of the proposed multi-family building's proposed elevation and whether the grade is expected to be altered. He further requested shadow cast diagrams for the Winter and Summer Solstices with the proposed building. He then asked to be provided with line-of-sight diagrams with the existing site, as well as the proposed site, noting the proposed plan shows a cleared parcel with a parking lot. Deputy City Manager Herringa asked Councilmember to provide any additional questions to the City Administration before the April 27th public hearing to best address all concerns and inquiries at that time.

Councilmember Burns asked about additional traffic details in relation to the subject property and inquired about timing with staff input on the detailed site plan. Director Peterson responded that once the proposed Tentative Plan Amendment is accepted by City Council, then staff begin the plan review, including the preliminary traffic study included in the staff report and the proposed parking garage for the development. Mayor Randall noted a proposed traffic signal at West Centre Avenue and the Marsh Pointe driveway in the 2021-2022 Capital Improvement Program. She inquired if the proposed traffic signal would align with the proposed development and the anticipated timing of the traffic signal construction in relation to the proposed development. Director Peterson confirmed that a formal traffic warrant study would still be performed before any installation. Deputy City Manager Carroll relayed that staff has been in continual collaboration with developers Craig DeNooyer and Joe Gesmundo regarding the site traffic.

Mayor Pro Tem Pearson requested additional information regarding the proposed development's potential effects on the area's stormwater management concerning a stormwater storage tank and the adjacent Hampton Bog. Deputy City Manager Carroll responded that staff continues to work with the Michigan Department of Environment, Great Lakes, and Energy regarding stormwater management for Hampton Bog, which would include the proposed Woodbridge Hills development if it was approved by City Council.

Motion by Reid, seconded by Knapp, to receive the Tentative Plan Amendment for Woodbridge Hills Planned Development (4100 West Centre Avenue) including the five conditions in the February 12, 2021, Department of Community Development report, and set a public hearing for the Tentative Plan Amendment for April 27, 2021, and consider adoption of the Tentative Plan Amendment for Woodbridge Hills Planned Development following the public hearing. Upon a roll call vote, motion carried 7 to 0.

Appointment of City Assessor: Councilmember Urban explained that he removed Ms. Rose's appointment from the Consent Agenda in light of her significant accomplishment and his desire to recognize her. Mr. Urban summarized Ms. Rose's progression within the Office of the City Assessor to the level of a City Officer and commended her professionalism in achieving a Level 4 Assessment Certification. He noted the City Administration's prior difficulty in locating a Level 4 Appraiser to fill the state requirement of certifying the roll, illustrating the complexity involved in achieving the certification. He closed by congratulating Ms. Rose.

Motion by Urban, seconded by Reid, to confirm the appointment of Meshia Rose as City Assessor. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns relayed that the City Council Utility Rate Study Committee met on March 16. He thanked both the Committee's designated citizen members and Councilmembers for participating in the 2021-22 Utility Rate Study review. He stated he looks forward to the upcoming presentation of the Utility Rate Study to City Council.

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

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Urban offered his condolences and prayers to the victims of the recent supermarket shooting in Colorado.

Councilmember Knapp congratulated Meshia Rose, noting their prior experience working together on the Board of Review. Ms. Knapp stated Meshia proved to be an emerging leader then and is thrilled to see her lead now.

Councilmember Reid also congratulated Meshia Rose, noting she worked well with the public on a complex topic. Ms. Reid then provided an update on COVID-19 information including vaccine rates and efforts to date. She closed with a reminder to maintain safety measures in light of recent positive COVID-19 case numbers.

Councilmember Burns offered his family's condolences to the La Margo family for their recent loss and thanked the Deputy City Managers for assisting with the City Manager's duties in the interim.

Councilmember Ledbetter also offered condolences to Mr. La Margo and congratulated Ms. Rose. He expressed appreciation for the first responders to the recent Colorado shooting incident and the dangers associated with their roles.

Deputy City Manager Herringa thanked former City Assessor Ed VanderVries for his help in stabilizing the department over the last few years and congratulated Ms. Rose on her professional development.

Mayor Pro Tem Pearson also congratulated Ms. Rose, noting her prior knowledgeable and helpful efforts with the Austin Lake Governmental Lake Board.

Mayor Randall highlighted the Fair Housing Month proclamation and fair housing efforts in Portage, including the 2016 Non-Discrimination Ordinance sponsored by Councilmember Urban. She then expressed her condolences to those that have lost loved ones due to the COVID-19 pandemic, as well as the City Manager's family. Mayor Randall closed by announcing that the City of Portage joined the Wyland National Mayor's Challenge for Water Conservation for the month of April. She noted this was the first time Portage was participating in the challenge and encouraged everyone to sign the water reduction pledge for future generations.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:45 PM.

Erica Eklov, City Clerk

MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF APRIL 12, 2021

Mayor Patricia Randall called the virtual meeting to order at 8:00 a.m. Councilmembers Chris Burns, 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. Councilmembers Lori Knapp, Vic Ledbetter, and Terry Urban were absent with excuse. Also in attendance were Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, City Manager La Margo, and City Clerk Erica Eklov.

Mayor Randall began by highlighting the Proclamations, requesting Councilmember Ledbetter read the Arbor Day acknowledgment.

With regard to Item A.3, 2021 Utility Rate Study, Mayor Pro Tem Pearson noted similar ten percent rate increases were implemented several years ago to balance funding levels. He inquired whether the current proposed increase was expected to be a one-time increase or repeated in the future. City Manager La Margo responded that the City of Portage rate increase was a result of the corresponding City of Kalamazoo rate increases but he would research and respond regarding the frequency. Councilmember Burns noted the Utility Rate Study Committee (URSC) had received rate forecasts from the City of Kalamazoo projecting a series of increases. He noted that Portage would need to make future funding considerations if those projections happened. Councilmember Reid inquired whether consideration had been given to making the rate increase a gradual or stepped format. She further inquired whether the City of Portage was continuing to receive revenue from Texas Township as previously set up by former City Manager Larry Shaffer. Councilmember Reid also highlighted a data discrepancy on page 10 and the associated list in the 2021 Utility Rate Study document. Councilmember Burns stated he would pass along the City of Kalamazoo rate projections to City Council, which had been provided to him by Transportation and Utilities Director Kendra Gwin during the URSC meeting. Councilmember Reid then inquired whether the URSC had reviewed Portage's senior water utility discount in light of the rate increases and whether the discount should continue. Councilmember Burns responded that the URSC did not discuss the discount and it remains in place. Mayor Pro Tem Pearson inquired whether the Pfizer plant location's utility usage had resulted in an effect on the proposed rates. Councilmember Burns responded that 2020 had proven to be a lower revenue year due to decreased utility usage overall and that the City of Kalamazoo's rate projections had been too low for quite some time and are now catching up to actual usages.

With regard to Item A.4, Bishop's Bog Boardwalk, Councilmember Reid inquired as to what made the project a sole source purchase. She noted that an internet search demonstrated other boardwalk vendors existed. City Manager La Margo stated he would research and respond. Mayor Randall inquired whether staff inspects installation projects after completion to ensure quality, citing current issues with the Eliason Nature Preserve walkway. City Manager La Margo confirmed the performance of post-completion inspections by staff and stated he would further research the Eliason walkway issues and respond. Councilmember Burns expressed concern that the price for the proposed boardwalk seemed high and inquired whether there were cost-effective alternatives, as well as the expected life of the materials. City Manager La Margo stated he would further research and respond.

With regard to Item A.5, Landscape Beds, Councilmember Reid expressed concern with the costs and appearance regarding installation and upkeep of city boulevards. She highlighted the City Council's increased focus on sustainability and water conservation. Councilmember Reid inquired about the level of required maintenance going forward and associated costs. City Manager La Margo responded that there would be initial irrigation installation and other watering costs but he expected costs to decrease over time. He stressed the location of the boulevards on the entrances of the city and the need to address both city image-building, as well as citizen complaints on the locations. Councilmember Reid asked for the maintenance costs for years two, three, and four for the locations. Mayor Randall echoed Councilmember Reid's concerns and highlighted the condition of the Oakland Drive bikeway median. Mayor Pro Tem Pearson also echoed Councilmember Reid's concerns and request for future maintenance costs. Deputy City Manager Herringa responded that the proposed plantings would all be perennial, native, and deer resistant with minimal effect to the roadways for any irrigation installations. Mayor Randall noted the conflicting information regarding the number of landscape beds in the agenda communication as compared to the City Manager's Weekly Notes. City Manager La Margo stated he would research further and respond.

With regard to Item A.6, Lake Center District Study Committee of the Whole Meeting, Councilmember Reid inquired whether the associated meeting materials would be provided in advance of the meeting. City Manager La Margo confirmed they would. Mayor Randall asked about the scheduled presenters. City Manager La Margo responded that consultant Doug Farr and Development Services Director Kelly Peterson would present along with Councilmember Lori Knapp as part of the Lake Center District sub-committee. Councilmember Reid, Mayor Pro Tem Pearson, and Mayor Randall inquired regarding public broadcast details in light of the virtual format. City Clerk Eklov confirmed the proposed Committee of the Whole Meeting would be broadcast with a public phone line similar to the Regular Meetings.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:37 a.m.

____

Erica L. Eklov, City Clerk

CITY COUNCIL AGENDA ITEM A.2.
APRIL 13, 2021

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Grant Taylor, Deputy Director of Treasury/Revenue

ACTION RECOMMENDED: Approval of the Accounts Payable Register of April 13, 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 payments, and electronic payments. The attached Accounts Payable Register covers the period March 14, 2021 through March 27, 2021 and notes $474,636.98 in automated clearing house payments, $792,701.41 in paper checks, $12,689.48 in autopay payments, and $171,568.50 in electronic for a grand total of $1,451,596.37.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of April 13, 2021

ACCOUNTS PAYABLE REGISTER

Check Dates From: 3/14/2021 to 3/27/2021

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
03/19/2021	14729(A)	A NEW LEAF	PLANT CARE @ CITY HALL	93.50
03/19/2021	14730(A)	ADP, INC.	MONTHLY ETIME	5,265.34
03/19/2021	14731(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,864.16
03/19/2021	14732(A)	ALL-TRONICS, INC.	SEMI ANNUAL ALARM INSPECTION/BATTERY REP	604.75
03/19/2021	14733(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID	106.56
03/19/2021	14734(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL- FEBRUARY	470.00
03/19/2021	14735(A)	BLUE CARE NETWORK-GREAT LAKES	BCN INSURANCE	146,690.58
03/19/2021	14736(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	1,386.75
03/19/2021	14737(A)	CHARTER COMMUNICATIONS	CABLE TV	671.78
03/19/2021	14738(A)	CLEANIT CORP	CAR WASHES	258.00
03/19/2021	14739(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	316.42
03/19/2021	14740(A)	DIGITAL HIGHWAY INC	CELLULAR ENHANCEMENT FIRE STATION #2	24,518.00
03/19/2021	14741(A)	ELECTION SYSTEMS & SOFTWARE, INC.	DS450 ELECTION EQUIPMENT	18,648.00
03/19/2021	14742(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM MONITORING	479.57
03/19/2021	14743(A)	EXTREME POWER EQUIPMENT, INC.	PLOW MAINTENANCE SUPPLIES	196.01
03/19/2021	14744(A)	FARR ASSOCIATES AND URBAN DESIGN PC	URBAN PLANNING AND DESIGN SERVICES	1,030.00
03/19/2021	14745(A)	FISHBECK THOMPSON CARR & HUBER, INC	RISK & RESILIENCE ASSESSMENT	3,741.60
03/19/2021	14746(A)	FOREMOST SALES COMPANY LLC	JANITORIAL SERVICES	1,930.00
03/19/2021	14747(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	1,425.00
03/19/2021	14748(A)	GLOBAL EQUIPMENT CO., INC.	MAGNETIC CLIPS - TOOL HOLDER	29.19
03/19/2021	14749(A)	GORDON WATER SYSTEMS	WATER SERVICES	68.75
03/19/2021	14750(A)	GREAT LAKES CHLORIDE, INC.	TANKER RENTAL	400.00
03/19/2021	14751(A)	GRIFFIN PEST SOLUTIONS	ANNUAL TERMITE INSPECTION	603.00
03/19/2021	14752(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL-SEVERAL LOCATIONS	568.00
03/19/2021	14753(A)	HI-TECH ELECTRIC CO.	LABOR FOR SEWAGE PUMP WIRING	90.00
03/19/2021	14754(A)	HUDSON, MAURICE	REIMB EXTERNAL STORAGE DRIVE PURCH	109.99
03/19/2021	14755(A)	HURLEY & STEWART, LLC	ENGINEERING SERVICES	2,379.09
03/19/2021	14756(A)	JACK DOHENY SUPPLIES INC.	VACTOR SUPPLIES	292.28
03/19/2021	14757(A)	MACKINDER, DEVIN	REIMBURSEMENT-THE UPS STORE	279.38
03/19/2021	14758(A)	MATERIALS RESOURCES	LATEX GLOVES AND SUPPLIES	612.20
03/19/2021	14759(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	145.65
03/19/2021	14760(A)	MEJEUR ELECTRIC LLC	REPAIR PPS PARKING LOT LIGHTING	2,125.00

Check Date	Check	Vendor Name	Description	Amount
03/19/2021	14761(A)	MICHIGAN OFFICE ENVIRONMENTS	FIRE ADMIN EQUIPMENT	2,970.00
03/19/2021	14762(A)	MIH MICHIGAN LLC	DISASTER RECOVERY SERVICE MONTHLY CHARGE	1,757.70
03/19/2021	14763(A)	MILONAS, GEORGE	LAND CONTRACT 2005 W MILHAM	854.00
03/19/2021	14764(A)	MORBARK LLC	CHIPPER REPAIRS	1,369.25
03/19/2021	14765(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE PPE GEAR	15,855.67
03/19/2021	14766(A)	NYE UNIFORMS	FIRE ADMIN UNIFORMS	276.47
03/19/2021	14767(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	231.36
03/19/2021	14768(A)	ONSTAFF USA INC	CDL SEASONAL STAFF	5,951.13
03/19/2021	14769(A)	PARIS CLEANERS	LAUNDRY CONTRACT	1,121.86
03/19/2021	14770(A)	PAVER PET SUPPLY	PET SUPPLIES	63.00
03/19/2021	14771(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,787.08
03/19/2021	14772(A)	PRINTING SERVICES INC	LITTLE KNOWN FACTS EXHIBIT	867.00
03/19/2021	14773(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICES	496.00
03/19/2021	14774(A)	REYNHOUT, BRENT	EMERGING LEGAL TRENDS & LIAB MGMT-TRAINING	112.00
03/19/2021	14775(A)	RIDGE AUTO NAPA	REPAIR/MAINTENANCE SUPPLIES	1,822.02
03/19/2021	14776(A)	VOID		0.00
03/19/2021	14777(A)	ROE-COMM, INC.	MISC RADIO SERVICES	750.00
03/19/2021	14778(A)	ROTO-ROOTER SEWER & DRAIN SERV	PUMP REPLACEMENT AT CITY HALL	1,188.22
03/19/2021	14779(A)	S B F ENTERPRISES, INC.	COP WATER/SEWER BILL INSERTS	1,717.63
03/19/2021	14780(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL MAINTENANCE	4,460.00
03/19/2021	14781(A)	SMITH DAWSON & ANDREWS, INC.	FEDERAL ADVOCACY SERVICES	5,000.00
03/19/2021	14782(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY SYSTEM OPERATION	189,578.27
03/19/2021	14783(A)	TERMINAL SUPPLY CO.	EQUIPMENT & TRUCK SAFETY LIGHTS	1,293.83
03/19/2021	14784(A)	TRUCK & TRAILER SPECIALTIES	VEHICLE REPAIR/MAINTENANCE SUPPLIES	393.46
03/19/2021	14785(A)	UNITED PETROLEUM	REPAIR BROKEN WIRE UNDERGROUND	677.85
03/19/2021	14786(A)	VIRIDIS DESIGN GROUP	MARTIN LUTHER KING JR, PARK CONCEPT PLAN	2,200.00
03/19/2021	14787(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICES	12,062.00
03/19/2021	14788(A)	WOLVERINE POWER SYSTEMS	CITY HALL GENERATOR REPLACEMENT/REPAIRS	170.00
03/19/2021	14789(A)	XEROX CORPORATION	XEROX COPIER FEE	212.63
			Total ACH	**474,636.98**

Check Type: Paper

Check Date	Check	Vendor Name	Description	Amount
03/19/2021	316219	57TH DISTRICT COURT	OUT OF COUNTY BOND - 57TH DIST COURT	300.00

Check Date	Check	Vendor Name	Description	Amount
03/19/2021	316220	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,883.36
03/19/2021	316221	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	1,301.00
03/19/2021	316222	AT&T	ELECTRONIC COMMUNICATIONS	11,220.07
03/19/2021	316223	AT&T LONG DISTANCE	LONG DISTANCE SERVICE	129.69
03/19/2021	316224	BALKEMA EXCAVATING, INC.	WETHERBEE AVENUE IMPROVEMENTS	54,404.45
03/19/2021	316225	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	444.00
03/19/2021	316226	BEAVER RESEARCH COMPANY	VEHICLE MAINTENANCE SUPPLIES	204.80
03/19/2021	316227	BELSON OUTDOORS, LLC	10 GALLON WASTE RECEPTACLES	474.67
03/19/2021	316228	BLAIN SUPPLY, INC.	REPAIR/MAINT SUPPLIES	159.98
03/19/2021	316229	BLOOM SLUGGETT, PC	LITIGATION - S WESTNEDGE AVE STORM SEWER	2,364.00
03/19/2021	316230	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	8,720.87
03/19/2021	316231	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM MEDICARE PLUS BLUE PPO	1,154.40
03/19/2021	316232	BRENNER EXCAVATING INC	PORTAGE ROAD TRAILWAY CONSTRUCTION	81,567.79
03/19/2021	316233	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	200.00
03/19/2021	316234	CARTRIDGE WORLD	INK CARTRIDGES	181.26
03/19/2021	316235	CC CONSULTING LLC	CONSULTING SVC/RETAIL MARKETING ANALYSIS	1,500.00
03/19/2021	316236	CHICAGO TITLE OF MICHIGAN INC	OVERPAYMENT FINAL SEWER BILL	99.68
03/19/2021	316237	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	213,580.10
03/19/2021	316238	CITY OF PORTAGE	REPLACES VOIDED REQ/20 WTAX 92020-016-A	547.12
03/19/2021	316239	COMMUNITY IMAGE BUILDERS	CONSULTING/REDEVELOPMENT READY	4,418.50
03/19/2021	316240	DIGITAL IMPACT DESIGN, INC.	DECALS FOR 55 GALLON TRASH BARRELS	498.48
03/19/2021	316241	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINT	39,226.75
03/19/2021	316242	ENGINEERING SUPPLY & IMAGING	INK CARTRIDGES	312.31
03/19/2021	316243	ENVIROLOGIC TECHNOLOGIES INC	DEMOLITION REVIEW HAZARDOUS MATERIALS	2,949.21
03/19/2021	316244	ESCAPE VELOCITY HOLDINGS INC	PALO ALTO RENEWAL	19,642.15
03/19/2021	316245	FABRICATED FLEX & HOSE	VACTOR TUBING	72.00
03/19/2021	316246	FADER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	113.24
03/19/2021	316247	FAWLEY OVERHEAD DOOR, INC.	REPAIR FRONT COUNTER OVERHEAD DOOR	376.00
03/19/2021	316248	FIRST NATIONAL BANK OF MICHIGAN	CD 18 MONTHS INVESTMENT	250,000.00
03/19/2021	316249	FLEIS & VANDENBRINK ENGINEERING	ENGINEERING SVCS- MICRO SURFACING PROJ	5,693.70
03/19/2021	316250	FOSTER, SWIFT, COLLINS & SMITH, PC	MTT KZOO MALL PROFESSIONAL SERVICES	357.50
03/19/2021	316251	HOME DEPOT	MISCELLANEOUS BUILDING SUPPLIES	1,059.50
03/19/2021	316252	JACKSON, EUGENIA	DAMAGED MAILBOX REIMBURSEMENT	44.00

Check Date	Check	Vendor Name	Description	Amount
03/19/2021	316253	JIMMY JOHNS	REPLACE-OVERPMT STAX 20 PARCEL	1,198.98
03/19/2021	316254	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	34.00
03/19/2021	316255	KALAMAZOO COUNTY TREASURER	OAKBROOK MARCH 2021 MOBILE HOME TAXES	777.50
03/19/2021	316256	KALAMAZOO GAZETTE	KZOO GAZETTE SUBSCRIPTION RENEWAL	102.40
03/19/2021	316257	KIESER & ASSOCIATES, LLC	AUSTIN TRAIL PHASE 1 ESA HOOSE/GIEM	4,600.00
03/19/2021	316258	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER CONTRACT COMMUNICATION SERVICES	364.00
03/19/2021	316259	KZOO TIRE COMPANY	TIRE TUBES	326.00
03/19/2021	316260	MCCLAY, JOHN	DAMAGED MAILBOX REIMBURSEMENT	44.00
03/19/2021	316261	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	268.00
03/19/2021	316262	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP 2021	100.00
03/19/2021	316263	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	2,037.29
03/19/2021	316264	MICRO FOCUS SOFTWARE INC.	SECURE MESSAGING GATEWAY SOFTWARE	2,481.70
03/19/2021	316265	MILLER ROAD TRANSFER STATION	DISPOSAL SERVICES	438.90
03/19/2021	316266	MOSES FIRE EQUIPMENT, INC.	FIRE OPERATING SUPPLIES	1,887.59
03/19/2021	316267	NATURAL ENVIRONMENTAL RECLAMATION	LANDSCAPING SHAVER/WESTNEDGE	22,079.00
03/19/2021	316268	NEARMAP US INC	CITY OF PORTAGE OBLIQUE AERIAL PHOTOGRAPHY	10,000.00
03/19/2021	316269	O'REILLY AUTO PARTS	FLEET MAINTENANCE SUPPLIES	27.04
03/19/2021	316270	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,712.59
03/19/2021	316271	PARSONS, PEG	TRAVEL REFUND CAPE COD 2021 ED TED	50.00
03/19/2021	316272	PATEL, KANDARP	DOWNHILL SKI LESSONS PARTIAL REFUND	50.00
03/19/2021	316273	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	791.11
03/19/2021	316274	QUALITY PRECAST, INC.	DPW PARKING LOT- CONCRETE LID RISER	128.00
03/19/2021	316275	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	544.00
03/19/2021	316276	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
03/19/2021	316277	RESTORATIVE LAKE SCIENCES, LLC	WEST LAKE WEED MANAGEMENT PROGRAM	1,625.00
03/19/2021	316278	ROWERDINK, INC.	MAINTENANCE SUPPLIES	912.13
03/19/2021	316279	SHI INTERNATIONAL CORP.	WEBEX ASSISTANT FOR WEBEX MEETINGS	823.40
03/19/2021	316280	SOIL & MATERIALS ENGINEERS INC	SWEEPER DEBRIS TESTING	1,600.00
03/19/2021	316281	SPARTAN DISTRIBUTORS INC.	MAINTENANCE SUPPLIES	44.60
03/19/2021	316282	STATE SYSTEMS RADIO, INC	EQUIPMENT RADIO SERVICES	2,112.67
03/19/2021	316283	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/MAINTENANCE SUPPLIES	8.88
03/19/2021	316284	UNITED PARCEL SERVICE	UPS WEEKLY	22.28
03/19/2021	316285	VAN BUREN COUNTY	SWAT ROBOT PROJECT	2,971.94

Check Date	Check	Vendor Name	Description	Amount
03/19/2021	316286	VERSALIFT MIDWEST, LLC	ANNUAL BUCKET AND CRANE INSPECTION	1,220.00
03/19/2021	316287	WADE TRIM ASSOCIATES, INC.	CONSOLIDATED PLAN UPDATE/ANNUAL ACTION	12,962.36
03/19/2021	316288	WASHCO, LLC	GRAFFITI REMOVAL-SOUTH CEMETERY	150.00
03/19/2021	316289	WILD, JED	FIRE CONSULTANT	1,111.25
03/19/2021	316290	ZERO WASTE USA, INC.	PET WASTE BAGS/WASTE DISPENSERS	2,755.89
03/19/2021	316291	MICH ECONOMIC DEVELOPERS ASSOC	MEDA EMERGING LEADERS SPRING TRAINING	55.00
			Total Paper Checks	**792,701.41**
Check Type: Auto-Pay Payments				
03/15/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	1,143.94
03/17/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	6,830.92
03/18/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	4,514.70
03/19/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	199.92
			Total Auto-Pay Payments	**12,689.48**
Check Type: Electronic Payments				
03/12/2021		ICMA	PENSION WITHHOLDINGS	39,939.62
03/15/2021		ATTORNEY	LEGAL & ARBITRATION	18,810.00
03/15/2021		MULTIPLE	IAFF,PPOA,PPCOA PENSION PAYMENTS	72,182.84
03/26/2021		ICMA	PENSION WITHHOLDINGS	40,636.04
			Total Electronic Payments	**171,568.50**
			Grand Total	**1,451,596.37**

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.3.
APRIL 13, 2021

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: 2021 Utility Rate Financial Study

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Establish a public hearing on April 27, 2021, to consider resolutions to adopt the:

1. recommendation that the sewer commodity rate be increased from $4.60 to $5.06 per 1,000 gallons of metered water;
2. recommendation that the water commodity rate remain at $3.14 per 1,000 gallons of metered water;
3. recommendation that the sewer and water base quarterly charges be adjusted as noted in the 2021 Utility Rate Financial Study;
4. recommendation that the new rates become effective on July 1, 2021;
5. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2021 Utility Rate Financial Study.

The City Council Water/Sewer (Utility) Rate Study Committee, comprised of Councilmembers Burns, Knapp and Ledbetter, and citizens Elma Pat Maye and Randy Orwig, has completed a review of the 2021 Utility Rate Financial Study as prepared by the City Administration. The 2021 Utility Rate Financial Study focused on ensuring the financial health and stability of the utility system. Following a thorough review and analysis of the 2021 Utility Rate Financial Study, the Utility Rate Study Committee voted (5 to 0) to recommend to City Council the water and sewer rates and charges as proposed.

For Fiscal Year 2021 - 2022, the sewer commodity rate is recommended to be increased from $4.60 to $5.06 per thousand gallons of metered water. The water commodity rate is recommended to remain at $3.14 per thousand gallons of metered water. Basic quarterly charges for water use, which are calculated to provide funding for certain fixed costs for the utility systems, are recommended to remain unchanged. The basic quarterly charges sewer are recommended to be increased as noted in the 2021

Utility Rate Financial Study.

Items less significant in dollar amount, but still important to the continuing financial health of the utility systems, were also reviewed by the Utility Rate Study Committee. It is essential that the amount charged for these services recover the costs to provide such services. If charges are inadequate to allow for recovery of costs, rate payers subsidize the service provided. Charges and fees reviewed in the context of the 2021 Utility Rate Financial Study include water connection charges, meter charges, meter box charges, hydrant meter charges and water processing fees. All current charges are recommended as noted in the study. If approved, the proposed rate changes would be adopted and become effective July 1, 2021.

It is recommended that City Council establish a public hearing on April 27, 2021 for consideration of the proposed rates and charges as set forth in the 2021 Utility Rate Financial Study.

FUNDING: N/A

Attachments: 1. 2021 Utility Rate Financial Study

PORTAGE

A Natural Place to Move

2021 Utility Rate Financial Study

2021 UTILITY RATE FINANCIAL STUDY

TABLE OF CONTENTS

2021
UTILITY RATE FINANCIAL STUDY

SECTION I - UTILITY RATES

INTRODUCTION

The City Administration has reviewed the utility rate structure for the purpose of considering necessary adjustments to utility rates, while addressing long-term needs of the city utility system. During the development of the 2021 Utility Rate Financial Study, a review of the previous study and the present rate structure was conducted.

As part of the ongoing effort to control costs and maintain the lowest possible utility rates for water and sewer customers, the City Administration reviewed the overall utility operation in light of the privatization of the operation and maintenance functions of the utility initiated in March 1997. Privatization has been extremely effective in cutting overall utility costs while still providing a high level of service to customers. The city's contractor performs all routine operation and maintenance activities for the water utility, including operation of the pumping and overhead storage facilities; meter installation, repair and reading; water service repair and maintenance; water main repair; fire hydrant flushing and repair; MISS DIG staking and other miscellaneous activities. Routine operation and maintenance activities performed for the sewer utility include cleaning and inspection of sanitary sewers; cleaning of storm sewer piping and manholes; daily inspection, maintenance and repair of sanitary sewage pumping facilities; repair and cleaning of sanitary sewer manholes; street sweeping and other miscellaneous activities. On November 1, 2016 the City Council awarded a 5-year contract extension to Suez Environmental Services, Incorporated to end March 2022.

The proposed Fiscal Year 2021-2022 utility rates are in large part based on the recommendations of the comprehensive rate analysis performed by Utility Financial Solutions, LLC (UFS) in 2011. On November 16, 2010, City Council awarded a contract to UFS to review past and current financial reports of the water and wastewater utilities, along with detailed accounting of the utilities finances. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to the utility customers. The cost of service analysis showed that the 2010 rate structure was insufficient to ensure the receipt of revenues necessary to recover the fixed costs of the utility. To address this concern, in Fiscal Year 2011–2012 utility rates began the trend of shifting revenue collection to basic quarterly charges based on meter size, while keeping the commodity rate increases in line with the normal inflationary costs to provide the water and wastewater service. This trend is continued in the 2021 Utility Rate Study.

Background

The Governmental Accounting Standards Board (GASB) requires that Sewer and Water Funds be enterprise funds and be operated in a manner similar to private business, with costs recovered primarily through user charges.

In 1986, the first Water and Sanitary Sewer Rate Committee reviewed the financial status of the Sanitary Sewer and Water Funds. The Water and Sanitary Sewer Rate Committee has met every year since to review the rates and make recommendations to the City Council. Prior to 1986, utility rates were reviewed and adjusted on an as needed basis, which lead to unpredictable rates and charges.

In 2008, the city received a letter from the State of Michigan requiring a financial plan to rectify a water fund deficit. The city has followed the plan submitted to the State of Michigan and the water fund deficit has been eliminated. Water and sanitary sewer rate increases required to eliminate the deficit, meet the conditions in the financial plan submitted to the State of Michigan and reach a positive working capital balance for the utility funds as a whole were substantial. Over the past several years the utility funds have been able to pay cash for capital improvement projects and pay off all callable debt and additional rate increases were not required. Rate adjustments since 2007 are as follows:

Fiscal Year	Combined Water & Sewer % Rate Change (Typical Residential Customer)
2007	14.89
2008	13.68
2009	12.22
2010	15.03
2011	10.85
2012	4.85
2013	2.73
2014	1.40
2015	0.94
2016	0.75
2017	0.62
2018	-3.91
2019	-3.56
2020	0.00

Rate adjustments typically result from inflationary pressure, material changes in programs and operations, and other factors which cannot be controlled by the city, such as charges from the City of Kalamazoo for sewage treatment and Consumers Energy for gas and electricity.

CURRENT STATUS

A fundamental principle of utility fund financing is that user rates should be sufficient to fund the entire cost of utility system operations. This principle is accepted by all authoritative sources (Government Finance Officers Association, American Water Works Association, etc.) and is based on the enterprise fund status. Enterprise funds operate as a private business and all businesses must generate sufficient revenues to cover costs in order to be viable.

Utility System Rate Structure

For provision of sanitary sewer and water service, a two-part rate structure is in effect. For sanitary sewer and water customers, the rate consists of a fixed portion, referred to as the "basic quarterly charge" and a unit rate, referred to as the "commodity" rate.

For water and sewer activities of the utility, the basic quarterly charge is designed to cover the fixed costs of providing service. These costs, which are generally stable throughout the year despite the amount of water produced or sewage transported, include: Personnel salaries and fringes, the Suez operation and maintenance contract, office supplies, mailing expenses, telephone charges, environmental testing, water quality testing, printing and publishing and equipment repair and maintenance. The fixed costs are applied to the meter size using a formula which recognizes the capacity of the meter size and the impact on the water and sanitary sewer systems.

Commodity rates are designed to cover more variable costs, including sewage treatment costs, public utilities, sewer lead repair, equipment rental costs, equipment replacements, retention basin testing and administrative costs. Commodity rates are based on a dollar amount per thousand gallons of water metered for both water and sewer billings, with sewer billings capped for residences as described below. All classes of customers are billed quarterly with a quarterly of the annual basic rate applied in addition to the commodity charge.

Sanitary Sewer System

The City of Portage sanitary sewer system consists of 238 miles of sewer main and 56 sewage lift stations. The sanitary sewer system has a capacity of 10.8 million gallons per day, with an average daily flow of 4 million gallons. Future expansion projects are prioritized to address the areas with greatest potential for groundwater contamination. Citizen petitions are also given high priority. Priorities are reviewed annually by the City Administration to ensure consistency with Council goals and environmental concerns. Current and projected resources of the Sanitary Sewer Fund appear adequate to accommodate increased expansion of the sanitary sewer system. The recommended ten-year 2021-2031 Capital Improvement Program (CIP) includes $11.085 million in sanitary sewer system improvements and expansions. The proposed improvements would be funded through various financing methods. The projects are considered important in order to pursue placement of sanitary sewer throughout the city and to continue with the mandatory sewer hookup program emphasis. In addition to extension of sanitary sewer mains, operational improvements over the next ten years include:

- Installation of sewer leads where not included in original construction.
- Installation of mains in existing developed plats.
- Renovation of sanitary sewer lift stations and force mains

The proposed sanitary sewer rate structure was developed taking into account the capital expenditures necessary to meet these needs through various financing means.

Sanitary Sewer Billing Cap

Sewer bills are calculated based upon water usage with the assumption that water used within a residence is generally discharged to the sanitary sewer system as wastewater. A cap on sewer billing to residential customers limits the sewer bill to 125% of the customer's winter quarter water usage. The 125% cap was established based upon an analysis of residential accounts with separate water meters for irrigation. This analysis was undertaken to determine the quarterly water usage pattern of the "typical residential customer." Results of the analysis indicated that average summer water usage discharged to the sanitary sewer system, for a single-family residence, is approximately 125% of the winter water consumption when external irrigation is excluded. Winter usage is defined as that quarter in which January occurs. The sanitary sewer billing cap ensures that residential customers are billed for flow to the sanitary sewer and not for outdoor water use.

Water System

The city water system consists of 20 production wells, one 750,000 gallon elevated storage tank, one 1,500,000 gallon elevated storage tank and 257 miles of water main. In 2006, the Environmental Protection Agency lowered the allowable arsenic levels in public drinking water to 10 micrograms per liter. As a result, two wells were abandoned, one well was decommissioned and the Garden Lane Water Treatment Plant was constructed to eliminate high arsenic levels in the water. The water system currently has a capacity of 26.35 million gallons per day. The average day production is 4.5 million gallons. Fishbeck, Thompson, Carr & Huber, Inc. completed a comprehensive Water Reliability Study for the city in 2019 and updated the Wellhead Protection Program in 2015. These studies, together with current management information and system use data, are the basis for planned future system improvements.

The recommended 2021-2031 CIP includes $23.325 million in water system improvements. Current and future anticipated demands placed on the system necessitate provision of numerous operational improvements over the next ten years, including:

- Replacement of deteriorating water main that has reached the end of its useful life.
- Installation of service lines in developed plats.
- Improvement of the stormwater collection and recharge system.
- Additional treatment facility with iron removal capabilities.
- Renovation of water storage facilities.

The proposed water rate structure was developed taking in consideration of the capital expenditures necessary to meet the above noted needs through various types of financing.

On February 11, 2014, Portage City Council approved reinstatement of a 10% discount on water use charges for eligible senior citizens. Redistribution of the 10% discount to senior citizen customers to the remaining water customers was also taken into account in the development of the water rate structure. The subsidy for the Senior Citizen Discount in Calendar Year 2020 was $78,714.79.

Utility Customer Growth

The utility customer base has grown to 15,979 sanitary sewer customers and 15,473 water customers as of January 1, 2021. An increase in the number of customers has a general impact of stabilizing system-wide operation costs as cost of service can be spread over a larger number of users. Although the total number of water and sewer customers continues to increase, the rate of increase in utility customers has slowed in recent years. The utility system is a mature system with 96.7 % of developed properties served by municipal sewer and 87.5% served by municipal water. In the future, new customer growth will be most directly related to new development occurring in the city.

FINANCIAL REVIEW

Using current information on the status of the utility systems as background, the 2021 Utility Rate Financial Study was conducted to determine appropriate cost recovery rate levels. These rates provide for operation of the utility systems, funding of utility-related capital improvement needs and repayment of Limited Tax General Obligation (LTGO), city share debt and Utility Revenue bond debt related to infrastructure extensions and replacements.

The Comprehensive Annual Financial Reports for prior fiscal years provide the primary source for review of the past financial condition of the Utility Funds. Additional sources include the Municipal Budget for Fiscal Year 2020-2021, the 2020-2030 CIP, the recommended 2021-2031 CIP and prior utility rate studies. Reduction in sanitary sewer loadings and an increase in capital improvements to the Kalamazoo Regional Sewage Treatment Plant will result in an increase in sewage treatment charges. As a result of the increases in treatment charges, an increase in City of Portage sanitary sewer rates are also necessary.

As of June 30, 2020, the Sewer Fund had a working capital balance of $12,650,799, which was 156% of operating expenses, or 147% of operating expenses plus debt service, and the Water Fund had a working capital balance of $5,144,931, which was 119% of operating expenses, or 77% of operating expenses plus debt service. These balances have been maintained through conservative budgeting and forecasting methods.

Typical Residential Customer

The typical residential customer in Portage purchases 19,000 gallons of water and is billed for 15,000 gallons of sewage flow per quarter. The typical residential customer has been defined based upon an analysis of all residential accounts and represents the baseline used for comparison since single-family residences represent about 90% of utility accounts. The table below demonstrates the typical average residential customer quarterly usage of water and billing of sewage flow.

TYPICAL RESIDENTIAL CUSTOMER

	Metered Water (x1000 gallons)	Billed Sewer (x1000 gallons)
Winter usage (quarter including January)	14	14
Spring usage	14	14
Summer usage	33	18
Autumn usage	14	14
Annual Total	75	60

The differential between the metered water and the billed sewer is a result of the 125% sewer cap. The cap impacts the summer sewage billing quarter by limiting it to 125% of the winter metered water.

RATE RECOMMENDATIONS

Tables 1, 2 & 3 summarize Sanitary Sewer Fund and Water Fund statements of estimated revenue and expenses for the fiscal years ending June 30, 2021 through 2026. Projected commodity rates, sales in millions of gallons and an analysis of capital/debt needs and funding are also presented. Factors that impact these projections include the cost of living increase, the number of utility customers, revised arsenic level standards promulgated by the USEPA, reduced flow from sewer customers and the sewage treatment costs by the City of Kalamazoo in the case of the Sewer Fund. Table 4 analyzes the recommendations as applied to the "typical residential customer." The following recommendations are presented regarding 2021 Utility Rates.

Sanitary Sewer Fund

It is recommended that the sewer commodity rate be increased from $4.60 to $5.06 per thousand gallons. The rate will: 1) provide for increased treatment charges billed by the City of Kalamazoo, 2) continue funding operations, capital improvement needs, repayment of outstanding sewer-related Limited Tax General Obligation (LTGO) bonds and 3) provide for future LTGO and revenue bond debt. Privatization of the utility operation has resulted in a significant savings in the sewer fund over the last eighteen years, in spite of a lower billable flow growth compared to previous years.

It is recommended that the current sewer basic quarterly charges remain in effect as shown below:

SANITARY SEWER BASIC QUARTERLY CHARGE
CITY OF PORTAGE CUSTOMERS

Meter Size	Current Quarterly Charge	Proposed Quarterly Charge
5/8”	$ 26.91	$ 29.60
3/4”	$ 40.37	$ 44.40
1”	$ 60.55	$ 66.60
1-1/2”	$ 107.64	$ 118.40
2”	$ 161.46	$ 177.60
3”	$ 269.10	$ 296.00
4”	$ 538.20	$ 592.00
6”	$ 941.85	$ 1,036.00
8”	$ 1,345.50	$ 1,480.00

The basic quarterly charges are designed to cover the fixed costs related to the operation of the sanitary sewer system. The increase in the Basic Quarterly Charge conforms to the recommendation in the 2011 Comprehensive Rate Analysis by Utility Finance Solutions, LLC. With the continuation of the sanitary sewer bill cap of 125%, the recommended basic quarterly charges and increasing the commodity rate at $5.06 per thousand gallons will result in an added monthly expense of $3.20 for the typical residential customer.

In previous utility rate studies, emphasis has been placed on stabilizing retained earnings in the Sanitary Sewer Fund at a level of $1,500,000 as recommended by the city's financial advisor. An adequate cash balance must be maintained for operation of the utility and to make debt service payments. Basic Quarterly Charges are recommended to ensure sufficient resources are available within the Sanitary Sewer Fund to meet obligations to avoid the need for subsidy by non-utility related funds.

For Fiscal Year 2020-2021 the estimated working capital (i.e. cash) at the end of the year is $11,389,825. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2021-2022, an acceptable level of working capital balance can be maintained through Fiscal Year 2025-2026.

The recommended rate for Fiscal Year 2021-2022 is higher than the rate forecast in the 2020 Utility Financial Rate Study due to an increase in waste water treatment charges from the City of Kalamazoo. As shown in Table 1 (Utility Fund Statements of Revenues and Expenses – Sanitary Sewer Fund) no rate changes are recommended in subsequent years.

Sanitary Sewer Rate - Schoolcraft Township

The service agreement with Schoolcraft Township establishes the rate charged to customers in Schoolcraft Township. The basic quarterly charge is the same as charged to the City of Portage customers. There is a 5% surcharge on the commodity rate and a $0.35 charge per thousand gallons for capital costs. It is recommended that the sanitary sewer commodity rate to Schoolcraft Township customers be increased from $5.18 to $5.66 per thousand gallons.

Water Fund

Water Service Charges

It is recommended that the water commodity rate remain at $3.14 per thousand gallons. The basic quarterly costs are designed to cover fixed costs related to the operation of the water system. It is recommended that the current water basic quarterly charges remain in effect as shown below:

WATER BASIC QUARTERLY CHARGE
CITY OF PORTAGE CUSTOMERS

Meter Size	Current Quarterly Charge	Proposed Quarterly Charge
5/8”	$ 20.59	$ 20.59
3/4”	$ 30.89	$ 30.89
1”	$ 46.33	$ 46.33
1-1/2”	$ 82.36	$ 82.36
2”	$ 123.54	$ 123.54
3”	$ 205.90	$ 205.90
4”	$ 411.80	$ 411.80
6”	$ 720.65	$ 720.65
8”	$ 1,029.50	$ 1,029.50

These rates conform to the recommendation in the 2011 Comprehensive Utility Rate Study by Utility Financial Solutions, LLC. The proposed rate will result in no change in the monthly expense for the typical residential water customers.

Private Fire Protection Service Charges.

Dedicated fire protection service is defined as a separate water service line that solely provides fire protection to a property. The Basic Quarterly Charge will ensure that the cost of providing a dedicated fire service that only benefits one property is borne by the benefiting customer and not the utility customers at large. In addition to the Basic Quarterly Charge a $6.40 per 1,000 gallon charge for all water use recorded on the fire service bypass meter is assessed. It is recommended that the Basic Quarterly Charge for fire protection services remain unchanged as shown in the table below.

Private Fire Protection - Basic Quarterly Charge

Fire Protection Service Size	Current Basic Quarterly Charge	Proposed Basic Quarterly Charge
4 – inch	$15.00	$15.00
6 – inch	$35.00	$35.00
8 – inch	$60.00	$60.00
10 – inch	$95.00	$95.00
12 – inch	$135.00	$135.00
16 – inch	$240.00	$240.00

As shown on Table 2 (Utility Fund Statements of Revenues and Expenses - Water Fund), no rate changes are recommended is subsequent years. The water quarterly basic charges and commodity rate can be decreased and continue to fund operations, meet major capital improvement needs, keep up with inflationary increases in water production costs (pumping, disinfection, etc.), repay outstanding water-related Limited Tax General Obligation (LTGO) bonds and provide for future LTGO and revenue bond debt. In future years, costly major water projects such as additional water storage and iron removal facilities will be required as demands on the Portage water system increase. In addition, the Water Fund will finance needed storm drainage improvements throughout the city.

Emphasis has been placed on stabilizing retained earnings in the Water Fund at a level of $2,500,000 as recommended by the city's financial advisor. An adequate cash balance needs to be maintained for operation of the utility and to make debt service payments. There are sufficient resources available within the Water Fund to meet obligation to avoid the need for subsidy by non-utility related funds with the recommended rate over the coming years. For Fiscal Year 2020-2021, the estimated working capital (i.e. cash) at the end of the year is $4,526,619. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2021-2022 an acceptable level of working capital balance can be maintained through Fiscal Year 2025-2026.

It is important that the city continue to plan for a the rehabilitation of the Haverhill water tower and the installation of new iron removal facilities at the Shuman well site (currently scheduled in Fiscal Year 2024 through 2026 in the recommended 2021-2031 CIP) to relieve pressure on the Kalamazoo/Portage groundwater aquifer and the Milham well field located north of Portage Northern High School. Exploration in southern Portage, Schoolcraft Township and Pavilion Township was not successful in locating any new suitable well sites with low iron content.

Water Rate — Pavilion Township and Schoolcraft Township

It is recommended that the basic quarterly charges for Pavilion Township and Schoolcraft Township residents be the same as charged to City of Portage customers. It is also recommended that the water commodity rate for Pavilion Township and Schoolcraft Township residents remain at $3.78 per thousand gallons.

SUMMARY OF RECOMMENDATIONS

The effect of the combined recommendations on the typical City of Portage residential customer is projected through Fiscal Year 2025-2026 in Table 3. The Fiscal Year 2021-2022 combined rate increase for the typical residential customer is 5.47%. The typical residential customer having both municipal water and sewer service, the proposed rates will result in an added monthly expense of $3.20. With operations, capital improvements and debt service continuing to be funded, the utility systems have been self-supporting since July 1989. Self-supporting status is essential for these important enterprise funds so that the funds do not become a financial drain on either the General Fund or the Capital Improvement Fund.

It is recommended that the effective date for rate adjustments be July 1, 2021.

SECTION II – UTILITY

FEES AND CHARGES

INTRODUCTION

Although the establishment of appropriate commodity rates and basic quarterly charges for water and sewer service is the primary focus of the annual Utility Rate Financial Study, it is also prudent to give attention to matters which may be less significant in dollar amounts but are still important to the financial health of the utility system, i.e. utility fees and charges.

Background

The establishment of adequate fees and charges for services performed in addition to the delivery of water and sewer service is necessary to fairly and equitably recover costs for services provided. When fees and charges are inadequate, the utility rate payer must bear the cost for services provided to others. Examples include costs for service connections, meters, turn-on fees, etc. In each case, if the charges for these services are inadequate to recover costs, the rate payers subsidize the service provided to some extent.

CURRENT STATUS AND RECOMMENDATIONS

Meter Charges

The current meter installation charges are based on the cost of the meter plus the cost of labor and equipment to install the meter. The current meter and installation costs have been reviewed and it was determined that several water meter charges need to be increased to reflect the current cost of installation. It is recommended that water meter charges be adjusted as shown in the table below.

Meter Size	Current Charges	Actual Cost/Recommended Charges
5/8”	$225	$225
3/4”	$280	$280
1”	$345	$345
1-1/2” SR (Irrigation)	$1,050	$1,050
1-1/2” Compound	$1,580	$1,580
2” SR (Irrigation)	$1,350	$1,350
2” Compound	$2,225	$2,225
3” Compound	$2,925	$2,925
4” Compound	$4,530	$4,530
6” Compound	$7,840	$7,840

Meter Box Charge

A meter box charge is based on the cost of materials to install the meter box. Meter boxes are used when a suitable location for meter installation is not available in the building or property being served. The charge has been reviewed and it was found that the cost has not increased. It is recommended that the meter box charge remain unchanged at $1250.

Hydrant Meter Charges

The use of meters on fire hydrants is a service provided as a convenience to contractors or individuals who need to obtain large quantities of water in a short period of time. It is recommended that the minimum charge for use of a hydrant meter remain at $150. The minimum charge for supplying and installing a meter on a fire hydrant includes the use of 15,000 gallons of water. It is also recommended that the commodity charge for use over 15,000 gallons of water remain at $6.40 per 1,000 gallons. Furthermore, that the deposit required to ensure the return of all hydrant meter hoses and other items remain at $250. This deposit eliminates the potential problem of collecting for the service provided.

Fire Hydrant Flow Test Charge

Fire hydrant flow tests are often requested by insurance companies and developers to determine the quantity of water available for fire protection at a property. The established charge for providing a flow test ensures that the cost is borne by the benefiting customer and not the utility customers at large. It is recommended that the charge for a hydrant flow test remain at $135.

Reinstatement Processing Fee

A fee is charged for reinstating water service turned off due to delinquency or at the request of the customer. In the case of delinquency, three notices are sent to the customer with a shut-off date established on the third notice. Once a work order has been issued for water shut-off, the processing fee is automatically added to the customer's bill and payment of the delinquent bill plus the processing fee is required prior to reactivation of service. The current fee is $50 and is recommended to be continued for Fiscal Year 2021-2022. When payment for the balance due has been made, including the $50 fee, and a waiver has been completed, water service will be restored the same day up to 4PM; if paid after 4PM, service is restored the next business day. No fee is charged for a water turn-off and subsequent restoration of water service when requested by the customer or contractor due to an emergency, or scheduled maintenance activity. For home inspections, when service is requested to be turned on and off the same or next business day, the processing fee and charges for usage of less than 3,000 gallons are waived. For water service turn-on after normal working hours, the current processing fee of $100 is recommended to be continued for Fiscal Year 2021-2022. The $100 processing charge reflects the added hourly cost for the service technician associated with the provision of water service turn-on after normal working hours.

Other Charges and Policies

1. **Flat Rate:** Non-metered sewer customers are billed based on a water usage of 15,000 gallons per quarter (flat rate). It is recommended that this policy be continued.

2. **Irrigation Allowance:** Single family residences, residential condominiums and all other individually metered residential units may be given a discount for irrigation as follows:

   a. Charges for such customers are based on actual water consumption, except that there is no sewage charge for water consumption exceeding 125% of the water consumption for the most recent quarter billing in which the month of January is included;
   b. Residential customers who do not have a quarter billing in which the month of January is included or who have a zero (0) water usage for the quarter which includes the month of January have the sewer charge for the other three quarters established at the maximum rate volume of 15,000 gallons or actual usage, if less, per quarter until such time as quarter billing information, in which the month of January is included, is available. It is recommended that the irrigation allowance be continued.

3. **Senior Citizen Water Allowance:** City of Portage water customers 65 years of age and older who submit an application and provide proof of age are eligible for a 10% discount on water use charges for their primary residence account.

4. **Non-Sufficient Funds (NSF) Check Fee:** It is recommended to maintain the current fee of $30 per occurrence to reflect current administrative cost for any returned/unpaid check or other failed financial instrument which results in uncollected funds.

5. **Outstanding Charges Limit:** The amount of past due/outstanding charges necessitating water shut-off is recommended to be maintained at $60.

6. **Utility Late Fee Waivers:** It is recommended that the utility billing late fee be waived if the customer:

   a. has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
   b. signs up for automatic payment where the amount due is taken from their bank account on the due date.

SUMMARY OF RECOMMENDATIONS

Summarizing recommendations for Fiscal Year 2021-2022 utility fees and charges, it is advised that:

1. Charges for meters be adjusted to reflect the current cost of installation.

3. Charges for installation of meter box remain the same.

4. The current charge of a $250 deposit for the installation of a hydrant meter remains the same and the current minimum charge including the use of up to 15,000 gallons of water remains at $150. Further, the current commodity charge of $6.40 per thousand gallons for all water used over 15,000 gallons remains the same.

5. The $50 processing fee associated with turn-on or shut-off of a water service is continued, except the initial turn-on for first-time customers will be at no charge. When the city dispatches a person to turn on water during non-business hours, the processing fee of $100 will be continued.

6. The flat rate based on a consumption of 15,000 gallons per quarter for non-metered sewer customers continues in effect.

7. The sewer billing cap for residential customers having a zero water meter reading in the quarter that contains January remains at 15,000 gallons.

8. The current charge of $30 per occurrence will be assessed for any returned/unpaid check or other failed financial instrument which results in uncollected funds.

9. The utility billing late fee will be waived:
   a. if the customer has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
   b. if the customer signs up for automatic payment.

10. A credit of $1.00 for each normal quarterly bill will be given to each customer on the utility billing automatic payment plan.

11. An amount past due of more than $60 remain as the shut-off level amount.

Utility Fund Statement of Revenues and Expenses

SEWER FUND 2020/2021 RATES	2019-20 Audited	2020-21 **Estimated**	2021-22 **Budgeted**	2022-23 Projected	2023-24 Projected	2024-25 Projected	2025-26 Projected
SALES (million gallons)	1,168	1,174	1,180	1,186	1,192	1,198	1,204
RATE (per 1000 gallons)	$4.60	$4.60	$5.06	$5.06	$5.06	$5.06	$5.06
BASE CHARGE (per quarter)	$26.91	$26.91	$29.60	$29.60	$29.60	$29.60	$29.60
User charges	8,173,032	8,161,769	8,952,000	9,278,000	9,308,000	9,339,000	9,370,000
Tap in fees and other revenue	249,651	194,242	213,666	235,033	258,536	284,390	312,829
TOTAL OPERATING REVENUE	8,422,683	8,356,011	9,165,666	9,513,033	9,566,536	9,623,390	9,682,829
Operations and maintenance	2,662,899	2,382,288	2,418,000	2,454,000	2,491,000	2,528,000	2,566,000
Sewer treatment charges	3,211,600	3,287,096	4,000,000	4,060,000	4,121,000	4,183,000	4,246,000
General and administrative	1,266,352	1,323,530	1,343,000	1,363,000	1,383,000	1,404,000	1,425,000
Depreciation	962,479	980,554	1,000,879	1,024,954	1,055,104	1,078,167	1,091,779
TOTAL OPERATING EXPENSE	8,103,330	7,973,468	8,761,879	8,901,954	9,050,104	9,193,167	9,328,779
OPERATING GAIN (LOSS)	319,353	382,543	403,787	611,079	516,432	430,223	354,050
Interest income	256,330	169,178	170,900	172,600	174,300	176,000	177,800
Interest on outstanding debt	(85,024)	(65,125)	(49,531)	(38,563)	(28,851)	(20,331)	(13,559)
Capital outlay	0	(197,000)	(202,000)	(207,000)	(212,000)	(217,000)	(222,000)
NET NON-OPERATING REVENUE (EXPENSE)	171,306	(92,947)	(80,631)	(72,963)	(66,551)	(61,331)	(57,759)
NET GAIN (LOSS) BEFORE TRANSFERS	490,659	289,595	323,156	538,116	449,881	368,892	296,291
TRANSFERS IN (OUT)	(95,000)	(95,000)	(95,000)	(95,000)	(100,000)	(100,000)	(100,000)
CHANGE IN NET POSITION	395,659	194,595	228,156	443,116	349,881	268,892	196,291
CASH FLOW ANALYSIS							
Beginning Cash Balance	13,349,490	12,160,750	11,389,825	11,055,430	10,114,074	9,183,439	9,190,693
Net Cash from Operating Activities	1,661,650	1,363,097	1,404,666	1,636,033	1,571,536	1,508,390	1,445,829
Net Transfers In & Investing Activities	244,888	169,178	170,900	172,600	174,300	176,000	177,800
Proceeds of Bond Issuance	-	-	-	-	-	-	-
CASH AVAILABLE	15,256,028	13,693,024	12,965,392	12,864,063	11,859,910	10,867,829	10,814,322
Capital Improvement Needs	2,568,233	1,802,000	1,497,000	2,312,000	2,322,000	1,382,000	1,072,000
Principal & Interest on Long Term Debt	527,045	501,199	412,962	437,989	354,471	295,136	225,845
CASH OUTFLOW	3,095,278	2,303,199	1,909,962	2,749,989	2,676,471	1,677,136	1,297,845
ENDING CASH BALANCE	12,160,750	11,389,825	11,055,430	10,114,074	9,183,439	9,190,693	9,516,477
WORKING CAPITAL	12,650,779	11,848,789	11,500,919	10,521,630	9,553,495	9,561,041	9,899,952
Typical residential % change	-3.69%	0.00%	10.00%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

WATER FUND							
2020/2021 RATES							
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Audited	**Estimated**	**Budgeted**	Projected	Projected	Projected	Projected
SALES (million gallons)	1,364	1,364	1,371	1,378	1,384	1,391	1,398
RATE (per 1000 gallons)	$3.14	$3.14	$3.14	$3.14	$3.14	$3.14	$3.14
BASE CHARGE (per quarter)	$20.59	$20.59	$20.59	$20.59	$20.59	$20.59	$20.59
User charges	6,393,603	6,672,434	6,207,000	6,230,000	6,253,000	6,276,000	6,299,000
Tap in fees and other revenue	329,964	321,264	327,689	330,966	334,275	337,618	340,994
TOTAL OPERATING REVENUE	6,723,567	6,993,698	6,534,689	6,560,966	6,587,275	6,613,618	6,639,994
Operations and maintenance	1,737,923	1,676,172	1,705,500	1,735,300	1,765,700	1,796,600	1,828,000
General and administrative	1,689,042	1,444,200	1,469,500	1,495,200	1,521,400	1,548,000	1,575,100
Depreciation	885,050	927,913	991,138	1,045,250	1,083,275	1,112,300	1,166,675
TOTAL OPERATING EXPENSE	4,312,015	4,048,285	4,166,138	4,275,750	4,370,375	4,456,900	4,569,775
OPERATING GAIN (LOSS)	2,411,552	2,945,414	2,368,551	2,285,216	2,216,900	2,156,718	2,070,219
Interest income	311,856	205,825	209,900	318,100	209,900	214,100	324,500
Interest on outstanding debt	(407,037)	(297,113)	(286,120)	(230,494)	(176,971)	(130,568)	(92,746)
Capital outlay	0	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
NET NON-OPERATING REVENUE (EXPENSE)	(95,181)	(141,288)	(126,220)	37,606	(17,071)	33,532	181,754
NET GAIN (LOSS) BEFORE TRANSFERS	2,316,371	2,804,125	2,242,331	2,322,822	2,199,829	2,190,250	2,251,973
TRANSFERS IN (OUT)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
CHANGE IN NET POSITION	2,256,371	2,744,125	2,182,331	2,262,822	2,139,829	2,130,250	2,191,973
CASH FLOW ANALYSIS							
Beginning Cash Balance	7,698,243	6,238,033	4,526,619	704,724	385,890	5,454	911,232
Net Cash from Operating Activities	3,421,930	3,732,038	3,233,469	3,368,072	3,283,104	3,302,550	3,418,648
Net Transfers In & Investing Activities	179,211	222,109	222,109	207,810	217,343	215,754	213,635
Proceeds of Bond Issuance	-	-	-	500,000	1,000,000	-	4,000,000
CASH AVAILABLE	11,299,384	10,192,180	7,982,197	4,780,605	4,886,337	3,523,758	8,543,516
Capital Improvement Needs	2,293,035	3,425,000	5,125,000	2,210,000	2,980,000	1,010,000	6,360,000
Principal & Interest on Long Term Debt	2,768,316	2,240,561	2,152,473	2,184,715	1,900,883	1,602,526	1,223,679
CASH OUTFLOW	5,061,351	5,665,561	7,277,473	4,394,715	4,880,883	2,612,526	7,583,679
ENDING CASH BALANCE	6,238,033	4,526,619	704,724	385,890	5,454	911,232	959,837
WORKING CAPITAL	5,144,931	3,733,411	581,234	318,270	4,499	751,555	791,643
Typical residential % change	-3.42%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

SEWER AND WATER FUNDS							
2020/2021 RATES							
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Audited	**Estimated**	Projected	Projected	Projected	Projected	Projected
User charges	14,566,635	14,834,203	15,159,000	15,508,000	15,561,000	15,615,000	15,669,000
Tap fees	579,615	515,506	541,355	565,999	592,812	622,008	653,823
TOTAL OPERATING REVENUE	15,146,250	15,349,709	15,700,355	16,073,999	16,153,812	16,237,008	16,322,823
Operations and maintenance	4,400,822	4,058,460	4,123,500	4,189,300	4,256,700	4,324,600	4,394,000
Sewer treatment charges	3,211,600	3,287,096	4,000,000	4,060,000	4,121,000	4,183,000	4,246,000
General and administrative	2,955,394	2,767,730	2,812,500	2,858,200	2,904,400	2,952,000	3,000,100
Depreciation	1,847,529	1,908,467	1,992,017	2,070,204	2,138,379	2,190,467	2,258,454
TOTAL OPERATING EXPENSE	12,415,345	12,021,753	12,928,017	13,177,704	13,420,479	13,650,067	13,898,554
OPERATING GAIN (LOSS)	2,730,905	3,327,956	2,772,339	2,896,295	2,733,333	2,586,942	2,424,269
Interest income	568,186	375,003	380,800	490,700	384,200	390,100	502,300
Interest on outstanding debt	(492,061)	(362,238)	(335,651)	(269,057)	(205,822)	(150,899)	(106,305)
Capital outlay	0	(247,000)	(252,000)	(257,000)	(262,000)	(267,000)	(272,000)
NET NON-OPERATING REVENUE (EXPENSE)	76,125	(234,235)	(206,851)	(35,357)	(83,622)	(27,799)	123,995
NET GAIN (LOSS) BEFORE TRANSFERS	2,807,030	3,093,721	2,565,488	2,860,938	2,649,711	2,559,143	2,548,264
TRANSFERS IN (OUT)	(155,000)	(155,000)	(155,000)	(155,000)	(160,000)	(160,000)	(160,000)
CHANGE IN NET POSITION	2,652,030	2,938,721	2,410,488	2,705,938	2,489,711	2,399,143	2,388,264
CASH FLOW ANALYSIS							
Beginning Cash Balance	21,047,733	18,398,783	15,916,444	11,760,154	10,499,964	9,188,893	10,101,925
Net Cash from Operating Activities	5,083,580	5,095,135	4,638,135	5,004,105	4,854,641	4,810,940	4,864,477
Net Transfers In & Investing Activities	424,099	391,287	393,009	380,410	391,643	391,754	391,435
Bond issue Proceeds	-	-	-	500,000	1,000,000	0	4,000,000
CASH AVAILABLE	26,555,412	23,885,204	20,947,589	17,644,668	16,746,247	14,391,587	19,357,838
Capital Improvement Needs	4,861,268	5,227,000	6,622,000	4,522,000	5,302,000	2,392,000	7,432,000
Principal & Interest on Long Term Debt	3,295,361	2,741,760	2,565,435	2,622,704	2,255,354	1,897,662	1,449,524
CASH OUTFLOW	8,156,629	7,968,760	9,187,435	7,144,704	7,557,354	4,289,662	8,881,524
ENDING CASH BALANCE	18,398,783	15,916,444	11,760,154	10,499,964	9,188,893	10,101,925	10,476,314
WORKING CAPITAL	17,795,710	15,582,201	12,082,153	10,839,900	9,557,993	10,312,596	10,691,595
Typical residential % change	-3.56%	0.00%	5.47%	0.00%	0.00%	0.00%	0.00%

Table 4

	Fiscal 2020-2021 Current Rates			Fiscal 2021-2022 Proposed rates		
	Sewer Cap = 125%			Sewer Cap = 125%		
	Sewer (000 Gal.)	Water (000 Gal.)	Total	Sewer (000 Gal.)	Water (000 Gal.)	Total
Winter	14	14		14	14	
Spring	14	14		14	14	
Summer	18	33		18	33	
Fall	14	14		14	14	
Total	60	75		60	75	
Rate per 1000 gallons	$4.60	$3.14		$5.06	$3.14	
Usage charge	$276.00	$235.50	$511.50	$303.60	$235.50	$539.10
Annual basic rate	107.64	82.36	190.00	118.40	82.36	200.76
Total	$383.64	$317.86	$701.50	$422.00	$317.86	$739.86
% change				10.00%	0.00%	5.47%

Increased cost for the Typical Portage Residential Customer

	for sewer	for water	for both
per year	$38.36	$0.00	$38.36
per quarter	$9.59	$0.00	$9.59
per month	$3.20	$0.00	$3.20
per week	$0.74	$0.00	$0.74
per day	$0.11	$0.00	$0.11

Project Expenditures

Project Number/Title				21-22	22-23	23-24	Fiscal Year 24-25	25-26	26-31	Total
1	T&U	Lift Station Renovations	Cash	1,000,000	1,000,000	1,000,000	750,000	750,000	3,750,000	8,250,000
2	T&U	Lovers Lane Sanitary Sewer Extension	Cash	200,000						200,000
3	T&U	Ramona Park Plat Sanitary Sewer			950,000					950,000
4	T&U	South Westnedge Avenue Sanitary Sewer Lead			60,000					60,000
5	T&U	Portage Road Sanitary Sewer Extension				350,000				350,000
6	T&U	Zylman Avenue Sanitary Sewer, South Sprinkle Road to Deep Point Drive				660,000				660,000
7	T&U	Weaver Drive Sanitary Sewer, Charles Street to north end					315,000			315,000
8	T&U	Portage Road - Emily Lift Station Force Main Replacement							300,000	300,000
		TOTALS		1,200,000	2,010,000	2,010,000	1,065,000	750,000	4,050,000	11,085,000
		Special Assessments			40,000	55,000				95,000
		Municipal Street Fund			40,000	55,000				95,000
		Sewer Fund cash	Cash	1,200,000	1,930,000	1,900,000	1,065,000	750,000	4,050,000	10,895,000

CAPITAL IMPROVEMENT PROJECT SUMMARY — WATER

Project Expenditures

Project Number/Title				Fiscal Year 21-22	22-23	23-24	24-25	25-26	26-31	Total
1	T&U	Lakeview Drive Water Main Replacement	Cash	1,800,000						1,800,000
2	T&U	Northwest Water Storage Facility Rehabilitation	Cash	1,200,000						1,200,000
3	T&U	Local Streets Water and Storm Improvements	Cash	865,000						865,000
4	T&U	Angling Road Storm Drainage Improvements	Cash	500,000						500,000
5	T&U	Portage Village Drain Enclosure	Cash	400,000						400,000
6	T&U	Storm Drainage Improvements Program	Cash	300,000	300,000	300,000	300,000	300,000	1,500,000	3,000,000
7	T&U	Brown Street Storm Driveainage Improvements			200,000					200,000
8	T&U	Shaver Road Water Main Replacement			1,300,000					1,300,000
9	T&U	Ramona Park Plat Water Main			350,000					350,000
10	T&U	Meredith Street Water Main Replacement				1,150,000				1,150,000
11	T&U	Cox's Drive Storm Drainage Improvements				100,000				100,000
12	T&U	Portage Road Storm Drainage Improvements				850,000				850,000
13	T&U	Portage Road Water Main Extension, Helen Avenue to Byrd Drive				350,000				350,000
14	T&U	Woodland Elementary School Water Main				115,000				115,000
15	T&U	Water System Reliability Study Update				55,000			55,000	110,000
16	T&U	Shuman Wellfield Iron Removal Facility					650,000	6,000,000		6,650,000
17	T&U	Portage Road Water Main and Storm Driveain Replacement							1,000,000	1,000,000
18	T&U	Schuring Road Water Main Replacement							525,000	525,000
19	T&U	Water System Risk and Resiliency Assessment							50,000	50,000
20	T&U	East Shore Drive Water Main Replacement							310,000	310,000
21	T&U	East Centre Avenue Water Main Replacement							1,300,000	1,300,000
22	T&U	Northeast Quadrant Well Field Development							1,200,000	1,200,000
		TOTALS		5,065,000	2,150,000	2,920,000	950,000	6,300,000	5,940,000	23,325,000
		Capital Improvement Bonds						5,000,000		5,000,000
		Water Fund Cash	Cash	5,065,000	2,150,000	2,920,000	950,000	1,300,000	5,940,000	18,325,000

Table 5

CAPITAL IMPROVEMENT PROJECT SUMMARY — SANITARY SEWER

Project Expenditures

Project Number/Title				21-22	22-23	23-24	Fiscal Year 24-25	25-26	26-31	Total
1	T&U	Lift Station Renovations	Cash	1,000,000	1,000,000	1,000,000	750,000	750,000	3,750,000	8,250,000
2	T&U	Lovers Lane Sanitary Sewer Extension	Cash	200,000						200,000
3	T&U	Ramona Park Plat Sanitary Sewer			950,000					950,000
4	T&U	South Westnedge Avenue Sanitary Sewer Lead			60,000					60,000
5	T&U	Portage Road Sanitary Sewer Extension				350,000				350,000
6	T&U	Zylman Avenue Sanitary Sewer, South Sprinkle Road to Deep Point Drive				660,000				660,000
7	T&U	Weaver Drive Sanitary Sewer, Charles Street to north end					315,000			315,000
8	T&U	Portage Road - Emily Lift Station Force Main Replacement							300,000	300,000
		TOTALS		1,200,000	2,010,000	2,010,000	1,065,000	750,000	4,050,000	11,085,000
		Special Assessments			40,000	55,000				95,000
		Municipal Street Fund			40,000	55,000				95,000
		Sewer Fund cash	Cash	1,200,000	1,930,000	1,900,000	1,065,000	750,000	4,050,000	10,895,000

Table 6

CAPITAL IMPROVEMENT PROJECT SUMMARY — WATER

Project Expenditures

Project Number/Title				21-22	22-23	23-24	Fiscal Year 24-25	25-26	26-31	Total
1	T&U	Lakeview Drive Water Main Replacement	Cash	1,800,000						1,800,000
2	T&U	Northwest Water Storage Facility Rehabilitation	Cash	1,200,000						1,200,000
3	T&U	Local Streets Water and Storm Improvements	Cash	865,000						865,000
4	T&U	Angling Road Storm Drainage Improvements	Cash	500,000						500,000
5	T&U	Portage Village Drain Enclosure	Cash	400,000						400,000
6	T&U	Storm Drainage Improvements Program	Cash	300,000	300,000	300,000	300,000	300,000	1,500,000	3,000,000
7	T&U	Brown Street Storm Driveainage Improvements			200,000					200,000
8	T&U	Shaver Road Water Main Replacement			1,300,000					1,300,000
9	T&U	Ramona Park Plat Water Main			350,000					350,000
10	T&U	Meredith Street Water Main Replacement				1,150,000				1,150,000
11	T&U	Cox's Drive Storm Drainage Improvements				100,000				100,000
12	T&U	Portage Road Storm Drainage Improvements				850,000				850,000
13	T&U	Portage Road Water Main Extension, Helen Avenue to Byrd Drive				350,000				350,000
14	T&U	Woodland Elementary School Water Main				115,000				115,000
15	T&U	Water System Reliability Study Update				55,000			55,000	110,000
16	T&U	Shuman Wellfield Iron Removal Facility					650,000	6,000,000		6,650,000
17	T&U	Portage Road Water Main and Storm Driveain Replacement							1,000,000	1,000,000
18	T&U	Schuring Road Water Main Replacement							525,000	525,000
19	T&U	Water System Risk and Resiliency Assessment							50,000	50,000
20	T&U	East Shore Drive Water Main Replacement							310,000	310,000
21	T&U	East Centre Avenue Water Main Replacement							1,300,000	1,300,000
22	T&U	Northeast Quadrant Well Field Development							1,200,000	1,200,000
		TOTALS		5,065,000	2,150,000	2,920,000	950,000	6,300,000	5,940,000	23,325,000
		Capital Improvement Bonds						5,000,000		5,000,000
		Water Fund Cash	Cash	5,065,000	2,150,000	2,920,000	950,000	1,300,000	5,940,000	18,325,000

CITY COUNCIL AGENDA ITEM A.4.
APRIL 13, 2021

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Bishop's Bog Floating Boardwalk - Sole Source Purchase

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Approve the sole-source purchase of floating boardwalk materials for Bishop's Bog from Aggressive Industries of Minneapolis, MN, in the amount of $100,000, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The existing floating boardwalk in Bishop's Bog has deteriorated to the point that the boardwalk no longer floats. During the summer of 2020, the boardwalk was closed to trail users because the boardwalk was under water and was considered a safety hazard to park users. To regain the use of the floating boardwalk in Bishop's Bog, and to match the newly installed east/west floating boardwalk that starts at the Eliason Trail, a Capital Improvement Program (CIP) project to remove and replace 400 feet of boardwalk was prepared. The new boardwalk would be constructed so that it would meet the new east/west boardwalk.

Aggressive Industries of Minneapolis, MN is the sole-source manufacturer of the floating boardwalk system and materials. The city requested a quote from Aggressive Industries for production and delivery of the materials needed to replace 400 feet of the failed boardwalk. Aggressive Industries submitted a quote in the amount of $100,000. Following production and delivery of the materials to Portage, the city would hire a contractor to perform the work to remove the failed boardwalk and install the new materials. Pending City Council approval, the new boardwalk would be open for public use in August 2021.

It is recommended that Council approve the sole source purchase of floating boardwalk materials for Bishop's Bog from Aggressive Industries of Minneapolis, MN, in the amount of $100,000, 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 FY 2020-2021 Capital Improvement Program budget.

Attachments: 1. Quote

SuperDeck Systems
A Division of Aggressive Industries Inc.
8365 Sunset Rd NE
Minneapolis, MN. 55432
800.355.4093
www.SuperDeckSystems.com

FLOATING BOARDWALK

BISHOPS BOG - PORTAGE, MICHIGAN

RAY WAURIO

DATE: 3/26/2021
DRAWING #: PENDING

Project Description

5' x 400+' FLOATING TRAIL

PROJECT #

DETAILS

CUSTOM PROJECT - BISHOPS BOG & ELIASON CONNECTION	$	100,000.00
60" FLOATING TRAIL -400+ FEET		
TAN		
CURBING		
BUMPOUT (S)		
GANGWAY WITH DROP PLATE		
PIPE BRACKETS		
HARDWARE PACKAGE		
CUSTOM DRAWING AND ENGINEERING		
PACKAGING AND FREIGHT		

PAYMENT TERMS

50% AT ORDER	$	50,000.00
50% UPON FINAL INVOICE (NET30)	$	50,000.00

ESTIMATED QUOTE
ADJUSTMENTS MAY BE NECESSARY OR EXTRA PRODUCT MAY BE DISTRIBUTED

CONTACT
ELLIE FULTON
EFULTON@AGGRESSIVEINDUSTRIES.COM
OFFICE: 763-795-4041
CELL: 612-384-5277

PORTAGE
A Natural Place to Move

CITY COUNCIL AGENDA ITEM A.5.
APRIL 13, 2021

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Committee of the Whole Meeting

SUPPORTING PERSONNEL: Kelly Peterson, Director of Development Services

ACTION RECOMMENDED: Set a Committee of the Whole Meeting onTuesday, April 27 from 4:00-6:00 p.m. for review and discussion of the Draft Final Lake Center District Corridor and Placemaking Study.

On behalf of the Lake Center District Area Steering Committee and consultant team, it is recommended that City Council set a Committee of the Whole Meeting on Tuesday, April 27 from 4:00-6:00 p.m. for review and discussion of the Draft Final Lake Center District Corridor and Placemaking Study.

The Draft Final Study will be circulated to City Council members on April 20 to provide a full week for review in advance of the proposed Committee of the Whole meeting.

FUNDING: N/A

Attachments: None

Minutes of Boards & Commissions

Portage Senior Citizens (PSC) Advisory Board

Minutes: January 20, 2021

Call to order time: 2:31 PM (Due to Covid-19, the meeting was held Online using WebEx)

Chairperson Doug Gilchrist called the meeting to order at 2:32 PM and read the following statement:

> "I call the January 20, 2021 Senior Citizen Advisory Board Meeting to order. In accordance with Michigan Senate Bill 1108, this meeting is being conducted in a virtual format. The meeting will include one public comment opportunity. If you are interested in making a comment or asking a question, please note that in the chat box and you will be called on during citizen comment time."

Roll Call:

Doug Gilchrist (Chairperson) - Portage
Larry Smith (Vice Chairperson) - Portage
Joe Magalski (Secretary) - Portage
Linda Zoeller - Portage
Mary Lou Petrulio - Excused
John Lobo - Portage
Trudy Riker - Portage
Bill Wieringa - Portage
Art Roberts - Portage
Sharon White - Portage
Genevieve Kim (Youth Advisory Committee) - Portage

Senior Center Staff Present:

Kim Phillips - Portage
Dawn Shilts - Kalamazoo
Judy Vandernoot - Portage

Guests: None

The minutes for the November 18, 2020 meeting were approved with two corrections with Larry moving and Linda seconding.

- Added Genevieve's last name (Kim)
- On page 3, under New Business, changed "introduce" to "introduced".

Travel Program, Dawn:

- As of right now, no trips are scheduled (due to Covid).
- The PSC has been offering several virtual tours of travel destinations. It has been very popular. There is a nominal cost for members

Legislative Update, Art:

The Kalamazoo County Advocates for Senior Issues (KCASI - kcasi.net) met virtually on January 18. They reviewed issues from last year. The next meeting will be February 15.

Friends of PSC Board Update, Kim:

The Friends of PSC Board have been meeting virtually. They plan to have a purse sale this year. The golf outing is being discussed but no decision has been made yet.

Managers Report, Kim:

- AARP will not be offering tax help this year because of covid-19.
- The PSC has been identified as a covid-19 vaccine site.
- Some PSC staff have been working in the building.
- The State of Michigan has determined that the PSC staff is essential so they can get the vaccine under the 1B category. Joe asked if that would include some volunteers like transportation drivers; Kim did not know so she will follow up.
- The statistics provided include the virtual events since the PSC remains closed.

Old Business:

- Update on current status of Senior Center - Kim
    - Upcoming drive-through events include the following:
      N-95 Mask Give Away
      Valentine Day
      St Patrick Day
    - Kim has been teaching Zoom classes and it has been very well received.
    - They continue to offer many virtual classes.
- Accreditation Update - Dawn, Kim
    - The 9 sub-committees are progressing well. Some have finished and the rest are very close to completing their work.
    - Dawn is very pleased with the commitment of the entire team.
    - A Strength/Weakness/Opportunity/Threat (SWAT) analysis was conducted . All felt it was a great exercise and there was a lot of good input provided. Kim will send a summary to all advisory board members.

- Meeting Schedule
    - We had a brief discussion on the frequency of the advisory board meetings while the PSC remains closed. Doug recommended meeting every other month; Trudy made a motion for that, Art seconded it, and the motion passed.

New Business:

- Contacting PSC Members (not on the agenda but added).
    - Kim reported that the PSC is working on a program to have volunteers contact PSC members on a regular basis to check on them. Volunteers would call from their own phone to a central phone number (Call-Hub) and then the actual phone connection to the PSC member is done via Call-Hub. This allows the volunteer's actual phone number to be hidden from the PSC member. It is expected to have this in place by the end of February.
    - Genevieve then reported that the Youth Advisory Committee has also been discussing contacting PSC members. This would give the opportunity for both the youth and the seniors to discuss topics and get to know each other. Some training would have to be provided. Because some of the youth would be under 18, a PSC staff member would listen in. There were positive comments from the advisory board. Kim will meet with Genevieve and PSC Staff to discuss further.
- Financial Update - Kim
    - We are six months into the fiscal year. Obviously, revenue is way down.
    - Kim was not able to share the details at the meeting but will have it for the next meeting.
- PSC Construction Update
    - The digging has begun! The concrete footings are done.
    - They found a large "pudding" stone and plan to use it in the landscaping of the new building.
    - They have been meeting with the project manager and builders weekly.
    - They will be getting some furniture samples to look at.
    - They were able to do a "virtual walk-through" of the new building.

Activity Reminders:

- Kim reported that the online/virtual programs continue to go very well. They continue to look for new offerings.
- They will continue to offer the very successful drive through events.
- Kim commended both Dawn and Julie for their flexibility over the last year.

Advisory Board Comments:

- Larry - gave thanks to Dawn and Kim on their help with the accreditation. Linda and Joe echoed Larry's comment.
- Art mentioned a video created by the City of Portage on being Kind to your neighbor. Kim will send everyone the link.

- Bill - Provided a definition of a "Pudding" stone.
    - Puddingstone, also known as either pudding stone or plum-pudding stone, is a popular name applied to a conglomerate that consists of distinctly rounded pebbles whose colours contrast sharply with the colour of the finer-grained, often sandy, matrix or cement surrounding them. The rounded pebbles and the sharp contrast in colour gives this type of conglomerate the appearance of a raisin or Christmas pudding.
- Trudy - thanked Kim and staff for the computer help.
- Doug - thanked the PSC staff and advisory board.

Citizen comments: None

Time Adjourned: 3:21 PM

Next meeting: Wednesday, March 17, 2021 at 2:30 PM (virtual)

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – February 8, 2021

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

MEMBERS PRESENT: Linda Finch, Jay Eichstaedt, Linda Fry, Alexander Philipp, Lynn Haddow, Lena Jomaa
MEMBERS EXCUSED:
IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Catherine Kaufman, City Attorney.

APPROVAL OF THE MINUTES: Fry moved and Eichstaedt seconded a motion to approve the December 14, 2020 minutes as submitted. Upon roll call vote, the motion was approved 5-0.

NEW BUSINESS:

ZBA #20-09; 6701 Portage Road: Mais summarized the request for a variance to erect a 21 square-foot wall sign on the northwest elevation where no additional wall signs are permitted. Jason Headley, of RWL Signs, was present on behalf of the applicant to answer questions. Finch inquired if the applicant was aware when they erected the existing sign on the southwest elevation that the wall sign would only be visible to northbound traffic and not southbound traffic. Mr. Headley stated he believed it was simply an oversight.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

After additional discussion, a motion was made by Eichstaedt, seconded by Philipp, to grant a variance to erect a 21 square-foot wall sign on the northwest elevation where no additional wall signs are permitted for the following reasons: there are exceptional or extraordinary conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the building's diagonal orientation, the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district, identifying the building to southbound traffic; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood, and; the variance will not 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: Finch-Yes, Fry-Yes, Eichstaedt-Yes, Philipp-Yes, Haddow-Yes; Jomaa-Yes. Motion passed 6-0.

OTHER BUSINESS: Fry inquired when the Board might again meet in person. Attorney Kaufman responded the State has extended covid restrictions until at least March 31, 2021.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Jeffrey A. Mais

Jeff Mais
Zoning & Codes Administrator

T:\COMMDEV\2020-2021 Department Files\Board Files\ZBA\Minutes\2020 12 14 ZBA Minutes.docx

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – March 4, 2021

CALL TO ORDER:

The City of Portage Human Services Board virtual meeting of March 4, 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, MI), Fi Spalvieri (Portage, MI), Effie Kokkinos (Portage, MI), Tim Henson (Portage, MI), Nadeem Mirza (Portage, MI), Barbara Sagara (Portage, MI), Stephanie Upshaw (Portage, MI), Fayyaz Razi (Youth Advisory Board Representative – Portage, MI).

MEMBERS EXCUSED: Brooke Kolodzieczyk

MEMBERS ABSENT: Cristy Cate

STAFF PRESENT:

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

APPROVAL OF MINUTES:

Upshaw moved and Mirza supported a motion to approve the February 18, 2021 minutes. Motion passed 7-0.

OLD BUSINESS: Review of HPS Funding Recommendation: McCoy reported that the city had received notification from HUD of the FY 21-22 CDBG entitlement amount of $218,239, which is $3,555 less than the amount estimated in previous calculations resulting in $427 less dollars available for allocation to the Portage Community Center. In order to address this $427 reduction in CDBG funds to PCC, staff recommended a $427 reduction be made to the proposed General Fund allocation to Twelve Baskets and re-allocated to Portage Community Center in order to provide the previously recommended total of $120,000 in combined CDBG and General Fund. Spalvieri asked the Board if there were any questions or objections to the re-allocation. There being no objections, McCoy stated the recommendation will be adjusted accordingly and subsequently forwarded to City Council for consideration.

FY 2021-25 CONSOLIDATED PLAN AND FY 2021-22 ANNUAL ACTION PLAN REVIEW:
Deputy Director Forth presented a summary of these two required documents detailing elements of the Community Development Block Grant Programs. Mr. Forth stated "notices of availability" have been published and the public comment period will end on April 1, 2021. The Board was asked to review and provide comments if desired prior to March 19, 2021 in order to be included in the April 1, 2021 Human Services Board agenda.

NEW BUSINESS: Fair Housing Month Resolution: Staff provided a draft proclamation to be forwarded to City Council declaring April 2021 Fair Housing Month and asked if representative(s) from the Board would be able to attend the March 23rd City Council meeting at which the proclamation would be presented. Mirza moved and Sagara supported a motion to forward the proclamation as presented to City Council. Motion passed 7-0. Spalvieri stated that she would check and advise whether she would be able to represent the Board at the City Council meeting.

STATEMENTS OF CITIZENS: Portage Community Center Executive Director Chris Buckley provided an update on activities transpiring at the Center and stated that interior and exterior renovations were nearing completion

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Henson and supported by Upshaw to adjourn the meeting at 6:30p.m. Motion was approved 7-0.

Respectfully Submitted,

Tom McCoy

Tom McCoy, Neighborhood Program Specialist

T:\COMMDEV\2020-2021 Department Files\Board Files\HSB\Minutes\HSB Minutes 02.18.21 draft.docx

City of Portage
Historic District Commission
Wednesday, August 5, 2020 – WebEx (Virtual) Meeting

Meeting Called to Order: 8:17 a.m. The meeting was held virtually in accordance with the Governor's Executive Directive 2020-02 in light of COVID-19. The following members were present via the WebEx meeting platform.

Members Present: Duniphin, Lopez, vanLonkhuyzen, Meyle, Custer.

Members Absent: vanLonkhuyzen moved, seconded by Lopez, to excuse Commissioners Nemeth and Maytnier; motion passed 5-0 upon roll call vote.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s): Mary Beth Block, Communications Manager, City of Portage.

Approval of Minutes: Custer moved, seconded by Duniphin, to approve the June 3, 2020 meeting minutes as submitted; motion approved 5-0 upon roll call vote.

Announcement:

a. Council Address to be held in September 2020 at 7:00 p.m.

Old Business:

a. 8009 Cox's Drive. Staff member Mucha provided a brief update to the Commission regarding Mr. Kasten's application as it pertained to the removal of the school house at 8009 Cox's Drive from the Historic District. Mucha indicated no further information has been received by the applicant and recommended the Commission revisit the application at a later date, or upon receipt of additional information from the property owner. Property owner has indicated that further information should be available for presentation at the September 2020 meeting.

New Business:

a. 6638 Angling Road – Katie vanLonkhuyzen: Paint Removal. vanLonkhuyzen, representing herself as the applicant, summarized the application for vapor removal of the painted surfaces on the house, barn silo, barn foundation and chicken coop. The applicant indicated that the intent is to return the historic structures on the property to a more original look and finish. The applicant indicated that the existing structures are of an olive green color and that the end color is proposed to be either white or natural wood.

   Commissioner Duniphin commented that taking the structures back to their original color is a sound idea and expressed gratitude to the amount of detail that is put forth by the applicant. Duniphin inquired about the proposed timeline of paint removal and repainting.

   The applicant responded regarding the proposed timeline for the work is to remove the paint in the coming months, before the weather begins to decline. The applicant indicated that repainting will most likely take place in the spring/summer of 2021 once weather conditions are more favorable for painting exterior structures. The applicant also stated that the ultimate goal is to preserve the existing structures and should the practice of vapor removal begin to damage the structures, the process will be discontinued and another plan will be put forward for review by the Commission. The applicant informed the Commission that a professional contractor will be used for the paint removal.

Commissioner Custer expressed gratitude to the applicant regarding he amount of detail and knowledge the applicant has regarding this proposed process.

Commissioner Duniphin inquired with the applicant if they would be willing to report back to the Commission the final paint color that will be chosen. The applicant indicated yes.

Commissioner Meyle moved, seconded by Commissioner Custer, to approve the application as submitted with one condition; the applicant is to report the color choice to be used in the repainting of the structures. Motion was approved 4-0 upon roll call vote.

<u>Public Comments:</u>

a. No members of the public present for the August 5, 2020 Historic District Commission meeting.

<u>Member Comments:</u>

a. Commissioner Duniphin informed those present that the Fall Festival, which was to be sponsored with Portage Parks & Recreation, has been cancelled due to concerns regarding the public's safety. Commissioner Duniphin expressed concerns on how to maintain proper social distancing guidelines if an event was to be held. Commissioner Duniphin reported that the tentative plan is to host the Fall Festival in 2021.

b. Commissioner Custer inquired with staff as to any update regarding the house fire at 1521 East Centre Avenue. Staff responded that there was a recent fire at this home, and that further updates should be available at the September 2020 meeting.

c. Commissioner Duniphin informed those present that the new member orientation packets are coming along and hope to have a draft to present at a future meeting.

<u>Adjournment</u>: There being no further comments or business, Lopez moved, seconded by Duniphin, to adjourned the Historic District at 8:47 a.m. Motion passed 5-0 upon a "yay" or "nay" voice vote.

Respectfully submitted,

Kyle Mucha

Kyle Mucha
Zoning & Codes Administrator

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED

Friday, March 26, 2021

1. Communication from the Deputy City Manager regarding the Bi-Monthly Financial Report – Information Only.
2. Communication from the Planning Commission regarding the Capital Improvement Program – Information Only. (The Capital Improvement Program draft was hand-delivered to City Council on February 18 and 19, 2021.)

Adam Herringa, Deputy City Manager

cc Joseph La Margo, City Manager
Michael Carroll, Deputy City Manager

PORTAGE
A Natural Place to Move

MATERIALS TRANSMITTED
March 17, 2021

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Bi-Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through the most recently completed bi-weekly period.

Attachments: March 17, 2021 Financial Report

FUND	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY	71% Percent of Amended Collected/Used
REVENUES					
Totals for dept 0000 -		24,708,791	24,801,791	23,844,350	96%
Totals for dept 1720 - City Manager		500	500	0	0%
Totals for dept 2053 - Finance Treasury		1,500	1,500	1,321	88%
Totals for dept 2110 - Technology Services		0	0	2,583	0%
Totals for dept 2133 - Public Information		215,000	215,000	0	0%
Totals for dept 2415 - City Clerk		197,050	197,050	158,066	80%
Totals for dept 2491 - City Clerk Elections		25,000	46,507	80,744	174%
Totals for dept 2865 - Parks Maintenance		2,000	2,000	1,691	85%
Totals for dept 2876 - Cemeteries		68,000	68,000	40,598	60%
Totals for dept 2877 - Parks & Rec - Parks		65,500	65,500	28,453	43%
Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom		0	0	0	0%
Totals for dept 2881 - Parks & Rec - Farmers Market		9,100	9,100	4,128	45%
Totals for dept 2882 - Parks & Rec - Team Sports		120,000	120,000	29,968	25%
Totals for dept 2885 - Parks & Rec - Programs		7,050	7,050	9,636	137%
Totals for dept 2886 - Parks & Rec - Ramona Park		59,600	59,600	37,360	63%
Totals for dept 2887 - Parks & Rec - Special Events		17,000	17,000	14,464	85%
Totals for dept 2888 - Parks & Rec - Millennium Park		47,800	47,800	0	0%
Totals for dept 3005 - Police Administration		152,700	152,700	85,040	56%
Totals for dept 3010 - Police Patrol		1,500	1,500	3,340	223%
Totals for dept 3021 - Police Training-Grant Funded		9,000	9,000	3,022	34%
Totals for dept 3030 - Police Public Safety Dispatch/ts		9,800	9,800	19,853	203%
Totals for dept 3050 - Police Drug Law Enforcement		1,000	1,000	0	0%
Totals for dept 3065 - Police Facility Management		70,000	70,000	52,500	75%
Totals for dept 3310 - Fire Admin		100	100	0	0%
Totals for dept 3340 - Fire Prevention		1,000	1,000	665	67%
Totals for dept 3710 - Comm Dev Building Services		700,000	700,000	515,178	74%
Totals for dept 3720 - Comm Dev Planning & Development		60,000	60,000	22,037	37%
Totals for dept 3730 - Comm Dev Neighborhood Services		189,500	189,500	88,216	47%
Totals for dept 6720 - Senior Center		199,576	199,576	45,077	23%
Totals for dept 6721 - Senior Center Trips		394,000	394,000	0	0%
Totals for dept 6722 - Senior Center Activities		15,000	15,000	0	0%
Totals for dept 6725 - Aging Mastery Program		1,000	6,000	5,000	83%
TOTAL REVENUES - GENERAL FUND		27,348,067	27,467,574	25,093,290	91%

FUND	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY	71% Percent of Amended Collected/Used
EXPENDITURES					
Totals for dept 1001 - City Council		92,955	92,955	42,565	46%
Totals for dept 1085 - City Council-Human Services		174,234	174,234	87,117	50%
Totals for dept 1720 - City Manager		794,795	838,252	528,938	63%
Totals for dept 2001 - Finance Accounting		321,078	321,078	216,240	67%
Totals for dept 2002 - Finance & Budget		364,261	364,261	156,187	43%
Totals for dept 2053 - Finance Treasury		211,778	211,778	119,161	56%
Totals for dept 2110 - Technology Services		818,635	818,635	488,371	60%
Totals for dept 2133 - Public Information		465,499	468,499	306,256	65%
Totals for dept 2209 - Assessor		520,464	520,464	333,789	64%
Totals for dept 2247 - Assessor Board Of Review		37,163	37,163	15,314	41%
Totals for dept 2310 - Attorney		250,937	250,937	169,621	68%
Totals for dept 2415 - City Clerk		163,857	163,857	113,755	69%
Totals for dept 2416 - City Clerk Records Management		66,297	66,297	46,622	70%
Totals for dept 2491 - City Clerk Elections		264,368	285,875	203,033	71%
Totals for dept 2610 - Human Resources		657,960	657,960	407,961	62%
Totals for dept 2733 - Purchasing		85,800	85,800	48,575	57%
Totals for dept 2734 - Purchasing Risk Management		25,429	25,429	11,912	47%
Totals for dept 2865 - Parks Maintenance		1,344,835	1,344,835	661,712	49%
Totals for dept 2876 - Cemeteries		70,201	70,201	35,623	51%
Totals for dept 2877 - Parks & Rec - Parks		689,738	689,738	401,458	58%
Totals for dept 2878 - Parks & Rec - Kalamazoo In Bloom		15,000	15,000	15,000	100%
Totals for dept 2880 - Parks & Rec - Rec Admin		212,462	212,462	120,530	57%
Totals for dept 2881 - Parks & Rec - Farmers Market		22,635	22,635	12,661	56%
Totals for dept 2882 - Parks & Rec - Team Sports		68,957	68,957	20,888	30%
Totals for dept 2885 - Parks & Rec - Programs		42,295	42,295	17,285	41%
Totals for dept 2886 - Parks & Rec - Ramona Park		158,726	158,726	65,154	41%
Totals for dept 2887 - Parks & Rec - Special Events		129,103	129,103	62,986	49%
Totals for dept 2888 - Parks & Rec - Millennium Park		91,655	91,655	18,108	20%
Totals for dept 3005 - Police Administration		1,226,781	1,230,414	500,986	41%
Totals for dept 3006 - Police Youth Services		525,441	529,191	322,321	61%
Totals for dept 3007 - Police Investigation		710,632	716,382	505,548	71%
Totals for dept 3010 - Police Patrol		6,108,429	6,149,579	3,940,060	64%
Totals for dept 3020 - Police Training		328,778	333,982	162,283	49%
Totals for dept 3021 - Police Training-Grant Funded		9,000	9,000	2,545	28%
Totals for dept 3030 - Police Public Safety Dispatch/ts		69,619	69,619	47,961	69%
Totals for dept 3031 - Police Emergency Sirens		23,676	23,676	0	0%
Totals for dept 3040 - Police Records & PST		675,952	675,952	445,869	66%
Totals for dept 3050 - Police Drug Law Enforcement		341,060	344,060	230,748	67%

FUND	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY	71% Percent of Amended Collected/Used
Totals for dept 3065 - Police Facility Management		270,993	270,993	82,969	31%
Totals for dept 3090 - Police KCCDA support		756,793	756,793	378,397	50%
Totals for dept 3310 - Fire Admin		728,028	782,885	484,606	62%
Totals for dept 3320 - Fire Operations		4,033,702	4,080,546	2,770,153	68%
Totals for dept 3330 - Fire On Call Firefighters		95,308	100,308	35,573	35%
Totals for dept 3331 - Fire Emergency Operations		4,950	4,950	2,078	42%
Totals for dept 3340 - Fire Prevention		140,913	140,913	72,868	52%
Totals for dept 3350 - Fire Training		216,263	239,007	122,370	51%
Totals for dept 3365 - Fire Facility Management		443,781	443,781	177,573	40%
Totals for dept 3710 - Comm Dev Building Services		595,810	595,810	473,529	79%
Totals for dept 3720 - Comm Dev Planning & Development		392,760	392,760	205,885	52%
Totals for dept 3730 - Comm Dev Neighborhood Services		404,006	404,006	179,873	45%
Totals for dept 3765 - Comm Dev Building Maintenance		238,004	238,004	125,176	53%
Totals for dept 4210 - City-wide Services		712,689	730,689	504,960	69%
Totals for dept 6050 - Contagious Diseases		0	4,489	26,116	0%
Totals for dept 6720 - Senior Center		411,215	415,215	222,300	54%
Totals for dept 6721 - Senior Center Trips		406,396	406,396	21,503	5%
Totals for dept 6725 - Aging Mastery Program		1,200	2,200	960	44%
Totals for dept 9610 - Transfers Out		617,000	617,000	617,000	100%
TOTAL APPROPRIATIONS - GENERAL FUND		28,650,296	28,937,681	17,389,158	60%
202	Major Street Fund - Revenues	5,120,098	5,120,098	2,853,464	56%
	Major Street Fund - Expenditures	5,090,545	5,279,460	3,045,780	58%
203	Local Streets Fund - Revenues	1,850,283	1,850,283	913,473	49%
	Local Streets Fund - Expenditures	1,821,280	1,873,715	814,504	43%
204	Municipal Streets Fund - Revenues	1,551,700	1,551,700	1,515,790	98%
	Municipal Streets Fund - Expenditures	1,608,000	1,608,000	1,608,000	100%
223	Curbside Recycling - Revenues	626,500	626,500	581,400	93%
	Curbside Recycling - Expenditures	742,758	742,758	414,882	56%
226	Leaf Pickup/Spring Cleanup - Revenues	643,000	643,000	591,195	92%
	Leaf Pickup/Spring Cleanup - Expenditures	850,632	859,138	345,746	40%
230	CDBG Program Income Fund - Revenues	125,000	125,000	15,747	13%
	CDBG Program Income Fund - Expenditures	125,000	125,000	123,349	99%

Calculations as of 03/17/2021

FUND	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY	71% Percent of Amended Collected/Used
252	West Lake Weed Mgmt - Revenues	36,050	36,050	106	0%
	West Lake Weed Mgmt - Expenditures	32,500	32,500	6,375	20%
296	Community Development Block Grant - Rev	221,794	456,535	0	0%
	Community Development Block Grant - Exp	221,794	456,535	114,874	25%
298	Cable Television Fund - Revenues	767,215	767,215	386,560	50%
	Cable Television Fund - Expenditures	766,663	878,463	314,423	36%
400	Capital Improvement General - Revenues*	26,543,000	18,805,752	8,979,435	48%
	Capital Improvement General - Expenditures*	26,543,000	41,061,192	13,104,522	32%
490	Capital Improvement Sewer - Revenues*	1,510,000	5,515,000	0	0%
	Capital Improvement Sewer - Expenditures*	1,510,000	2,820,121	143,861	5%
491	Capital Improvement Water - Revenues*	3,365,000	9,601,974	0	0%
	Capital Improvement Water - Expenditures*	3,365,000	9,123,522	2,121,888	23%
590	Sewer Fund - Revenues	9,234,691	9,234,691	6,200,621	67%
	Sewer Fund - Expenditures	8,500,093	8,552,206	5,087,349	59%
591	Water Fund - Revenues	6,811,397	6,811,397	5,544,906	81%
	Water Fund - Expenditures	5,907,131	6,007,605	4,564,568	76%
TOTAL REVENUES - ALL FUNDS **		85,753,795	88,612,769	52,675,987	59%
TOTAL EXPENDITURE - ALL FUNDS **		85,734,692	108,357,896	49,199,279	45%

** The Capital Improvement Program uses project-length budgets, original is current fiscal year, amended includes budgets of prior year projects continued.*

*** Debt Service and Internal Service Funds not included.*

PORTAGE
A Natural Place to Move

To: Honorable Mayor and City Council

From: Portage Planning Commission

Date: March 12, 2021

Subject: City of Portage FY 2021-2031 Capital Improvement Program

The Planning Commission has reviewed the proposed FY 2021-2031 Capital Improvement Program (CIP), the comprehensive municipal budget and planning document that contains important capital projects to continue essential public services and enhance the quality of the community. In order to reflect changes in community needs, service requirements, availability of funding, among other factors, the CIP is annually prepared by the City Administration and presented to the Planning Commission for review and recommendation to City Council.

The Planning Commission remains cognizant of the uncertainty involving the local, state and national economies and appreciates the efforts of the City Administration, as outlined in the letter from City Manager La Margo, to invest in projects that will provide long-term health benefits and sustainability improvements for the city.

The Planning Commission carefully reviewed the FY 2021-2031 CIP with staff during the February 18, 2021 meeting including the eight project categories, project profiles (including first year projects in detail), and related information. At the conclusion of the February 18th meeting, the Planning Commission voted unanimously to recommend to City Council that the FY 2021-2031 CIP be approved (FY 2021-2022 budget year and remaining nine-year planning projects).

Sincerely,

CITY OF PORTAGE PLANNING COMMISSION

Dan Corradini

Dan Corradini
Chairman

Attachments: February 18, 2021 Planning Commission meeting minutes

T:\COMMDEV\2020-2021 Department Files\Memos\City Council\2021 03 12 MCC 2021-2031 CIP (PC).docx

DRAFT

vote, Joshi (no); Fries (yes); Corradini (yes); Pezzoli (no); Baldwin (yes); Myer (yes); Freiman (yes). Motion approved 5-2.

NEW BUSINESS

FY2021-2031 Capital Improvement Program - Deputy Director Forth provided an overview of the FY2021-31 Capital Improvement Program (CIP). Deputy Director Forth informed the Commissioners of formatting changes to the FY2021-31 CIP compared to those prepared in prior years. These changes include combining the Streets and Sidewalk categories, creating a Bikeway and Trailway category, including project costs on the project profiles, and fiscal years 6-10 were combined since projects in these years are more for planning purposes and subject to change from year-to-year. Deputy Director Forth summarized the FY2021-22 projects in each category. Deputy Director Forth indicated these are the first year projects and if the CIP is approved by City Council, these projects will be funded and completed. Mr. Forth also highlighted various projects set to take place in the coming years. Director Peterson provided further details to the Commission regarding current and proposed projects for the 2021-2022 Fiscal Year and how City Administration is focusing on closing out ongoing projects prior to beginning any new undertakings.

Chairperson Corradini thanked staff for assembling FY2021-31 Capital Improvement Program. Chairperson Corradini noted a significant amount of City Administration time and effort is devoted to this annual project. There being no further discussion involving the proposed FY2021-31 CIP, Chairperson Corradini motioned, and seconded by Commissioner Fries, to recommend to City Council the FY2021-2031 Capital Improvement Program be approved. Upon roll call vote, Joshi (yes); Fries (yes); Corradini (yes); Pezzoli (yes); Baldwin (yes); Myer (yes); Freiman (yes). Motion approved 7-0.

STATEMENT OF CITIZENS/COMMISSIONERS

Commissioner Fries asked about the status of the Master Plan Update. Deputy Director Forth indicated that Requests for Qualifications (RFQ) were sent out to consulting firms and several have been received. The qualifications of these firms are being reviewed. The update process will begin before the end of this fiscal year.

Chairperson Corradini thanked the Department of Public Works staff members for their prompt attention and dedication to ensuring Portage roads were cleared of the recent snow/ice accumulation.

ADJOURNMENT:

There being no further business to come before the Commission, a motion was made by Commissioner Baldwin, seconded by Commissioner Freiman to adjourn the meeting. Upon roll call vote, Joshi (yes); Fries (yes); Corradini (yes); Pezzoli (yes); Baldwin (yes); Myer (yes); Freiman (yes). The motion passed 7-0. The regularly scheduled meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Christopher Forth, AICP
Deputy Director, Planning, Development & Neighborhood Services

T:\COMMDEV\2020-2021 Department Files\Board Files\Planning Commission\Minutes\PCMin02182021.docx