

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Chinese New Year 2022

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:

a. Board & Commission Interviews of January 11, 2022

b. Regular Meeting of January 11, 2022

c. Special Meeting of January 18, 2022

2. Approval of the Accounts Payable Register of January 25, 2022 as presented.

3. Award a construction contract for the 2022 Utility Installation Projects to Balkema Excavating, Inc., for the amount not to exceed \$1,025,572.43 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

4. Award a three-year contract to City Star Services DBA Republic Service of West Michigan for Spring Cleanup disposal fees in the total amount of \$104,032.50, with three one-year renewal options, and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

5. Approve the one-time purchase of Microsoft Windows server licenses in the amount of \$67,272.61 (part of Year One cost only) and annual Office and Exchange email 365 licenses in the amount of \$71,591.40 from Insight Public Sector, and authorize the City Manager to execute all documents related to this action on behalf of the city.

6. Approve the three-year pricing agreement with ADP, LLC, for electronic payroll processing and time and attendance software and hosting at a cost of \$62,000 for the first two years and \$63,240 for the third year and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

7. Approve a one-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms with the option for four one-year renewals, and authorize the Acting City Manager to execute all documents related to this matter on behalf of the city.

8. Adopt the Resolution Approving Redemption of All of the Callable Outstanding City of Portage Capital Improvement Bonds, Series 2013, approve a budget transfer from the General Fund to the General Obligation Debt Fund in the amount of \$567,757; and authorize the Acting City Manager to sign all documents on behalf of the city.

9. Approve the recommendations regarding the 2022 Board of Review by:

a. adopting the resolution establishing the schedule for the 2022 Board of Review;

b. approving the use of two, three-member, panels for the 2022 Board of Review meetings.

10. Minutes of Boards & Commissions:

- a. Environmental Board of September 8, 2021.
- b. Environmental Board of October 20, 2021.
- c. Environmental Board of November 10, 2021.
- d. Human Services Board of October 7, 2021.
- e. Human Services Board of December 2, 2021.

11. Materials Transmitted.

12. Calendar of Meetings:

- Historic District Commission, February 2, 2022 at 8:30 a.m., Council Chambers (updated).
- Park Board, February 2, 2022 at 6:30 p.m., City Hall Room #1.
- Human Services Board, February 3, 2022 at 6:00 p.m., City Hall Room #1.
- Planning Commission, February 3, 2022 at 7:00 p.m., Council Chambers.

NOTE: All above meetings are subject to cancellation or inclusion 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. Major meetings may be viewed live on Charter channel 995 and AT&T channel 99.

- B. Petitions and Statements of Citizens:
- C. Communications:
- D. Public Hearings:
- E. Regular Business Agenda:
- F. Unfinished Business:
- G. Council Committee Reports:
- H. New Business:
- I. Statements of Citizens:
- J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

CHINESE NEW YEAR 2022

WHEREAS, February 1, 2022 will commemorate the Lunar New Year for 2022 for families in the City of Portage, Asia and around the world; and

WHEREAS, the year 2022 will see the transition from the Year of the Ox to the Year of the Tiger; and

WHEREAS, the Tiger denotes the strength, courage and bravery that will be manifested in all of us in the coming 12 months; and

WHEREAS, 2022 is also the Year of the Water Tiger, with beliefs that water tigers are curious with high independence and self-esteem; and

WHEREAS, the Chinese New Year celebration is a time for family, reflection and reaffirming bonds, especially as everyone struggles with the effects of COVID-19; and

WHEREAS, while the long-standing New Year's traditions of family reunion dinners and visiting with relatives and friends will undoubtedly look different during the current global pandemic, may everyone find temporary alternatives to support their loved ones during this special time; and

WHEREAS, the Lunar New Year is a time of joy and renewal, and illustrates the wonderful diversity of the City of Portage and around the world.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, on behalf of the City of Portage, do hereby recognize February 1, 2022 as the Chinese New Year 2022 and wish everyone fortune, happiness, and health in the New Year.

Signed this 25th day of January 2022.

Patricia M. Randall, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
JANUARY 11, 2022
BOARDS AND COMMISSIONS INTERVIEWS**

Mayor Patricia Randall called the meeting to order at 05:45 PM. Mayor Patricia M. Randall and Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, and Terry Urban were present. Mayor Pro Tem Jim Pearson was absent with excuse. Also in attendance were Acting City Manager Adam Herringa and City Clerk Erica Eklov.

BOARD OF REVIEW: From 5:45 p.m. to 6:00 p.m., City Council interviewed returning members Patrick Buckley, Carol Eddy, Keith Hearit, Leonard Lamberson, Lyndsay Vainner, and applicant Orville Smith. At the invitation of Mayor Randall, Keith Hearit detailed the work of the Board of Review (BOR), the time commitments, and his interest in being reappointed. Pat Buckley explained the BOR "pod" structure. Councilmember Ledbetter inquired as to the number of pods. At Mayor Randall's request, Acting City Manager Herringa discussed the City Assessor's Office. Councilmember Urban asked Mr. Smith to clarify his preference for the BOR. Councilmember Burns had Acting City Manager Herringa provide an update on the expected applicant volume for the upcoming March BOR.

HUMAN SERVICES BOARD: From 6:00 p.m. to 6:11 p.m., City Council interviewed applicant Monica Lloyd. At the invitation of the Mayor, City Clerk Eklov summarized the purpose of the Human Services Board. Clerk Eklov also noted that the other two applicants on file were unable to attend due to COVID-related issues but remained interested in the appointment. Councilmember Burns noted he serves alongside Ms. Lloyd on the Read and Write Kalamazoo Board of Directors and commended her past work. Ms. Lloyd asked City Council to explain how the Human Services Board affects the work of the Council and aids the city.

ZONING BOARD OF APPEALS: From 6:11 p.m. to 6:19 p.m., City Council interviewed Tracy Ezell and Ken Seybold. At the invitation of Mayor Randall, the City Clerk summarized the purpose of the Zoning Board of Appeals. Councilmember Urban further elaborated on the board's focus, membership structure, and attendance expectations.

ENVIRONMENTAL BOARD INTERVIEWS: From 6:19 p.m. to 6:27 p.m., City Council interviewed Michael Reddy and David Lancaster. At the invitation of Mayor Randall, the City Clerk explained the nature of the Environmental Board. Councilmember Brayton asked each applicant to relay their tenure in the city. Councilmember Urban asked the applicants to consider one helping to fill the additional vacancy on the Zoning Board of Appeals.

PUBLIC COMMENT: None.

FINAL APPOINTMENTS DISCUSSION: Councilmembers agreed to reappoint the returning members of the Board of Review and appoint applicant Orville Smith. Following discussion, it was the consensus of the Council that Monica Lloyd was the best candidate for the Human Services Board position. With regard to the Zoning Board of Appeals, Councilmember Burns recommended appointing Ken Seybold to the regular position due to his lengthier residence in the City of Portage and appointing Tracy Ezell to one of the Alternate positions. The Council then reached a consensus to appoint David Lancaster to the Environmental Board and re-position candidate Michael Reddy to the remaining Alternate position on the Zoning Board of Appeals.

ADJOURNMENT: Mayor Randall adjourned the meeting at 06:33 PM.

Erica L. Eklov, City Clerk

CITY COUNCIL MEETING MINUTES FROM JANUARY 11, 2022

Mayor Patricia Randall called the Regular Meeting to order at 07:02 PM. Mayor Patricia M. Randall, and Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, and Terry Urban were present. Also in attendance were Acting City Manager Adam Herringa, City Attorney Catherine Kaufman, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov. Mayor Pro Tem Jim Pearson was absent with excuse.

At the request of Mayor Randall, the audience observed a moment of silence to reflect the beginning of the New Year, striving for new energy and optimism toward building a stronger community. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: None.

ADDITION OF NEW ITEM: Motion by Burns, seconded by Ledbetter, to formally add 'Appointments to Boards and Commissions' as Item H.1 to the January 11, 2022, Regular Meeting agenda per Section 4.6(m) of the City Charter. Upon roll call vote, motion carried 6 to 0.

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. Citizen Jack Gesmundo requested the removal of Item A.3. Motion by Knapp, seconded by Urban, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 6 to 0.

Meeting Minutes: Motion by Knapp, seconded by Urban, to approve the December 21, 2021, Regular City Council Meeting Minutes. Upon a roll call vote, motion carried 6 to 0.

Accounts Payable Register: Motion by Knapp, seconded by Urban, to approve the Accounts Payable Register of January 11, 2022, as presented. Upon a roll call vote, motion carried 6 to 0.

Storm Water Monitoring Program: Motion by Knapp, seconded by Urban, to award a five-year contract to Environmental Resource Group in the not-to-exceed amount of \$303,233 for the Storm Water Monitoring Program and authorize the Acting City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Shuman Well Rehabilitation - Bid Tabulation: Motion by Knapp, seconded by Urban, to award a contract to clean, inspect and rehabilitate the Shuman well to Layne Christensen Company in the amount not-to-exceed \$236,200 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Police Uniforms Contract: Motion by Knapp, seconded by Urban, to approve a one-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms with the option for four one-year renewals, and authorize the Acting City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

2022 City Council Committee Appointments: Motion by Knapp, seconded by Urban, to accept the 2022 calendar year appointments to City Council committees. Upon a roll call vote, motion carried 6 to 0.

Minutes of Boards & Commissions: Motion by Knapp, seconded by Urban, to accept the minutes of the Historic District Commission of December 1, 2021, and Planning Commission of December 2, 2021. Upon a roll call vote, motion carried 6 to 0.

Materials Transmitted: Motion by Knapp, seconded by Urban, to receive the Materials Transmitted of December 28, 2021, as presented. Upon a roll call vote, motion carried 6 to 0.

Calendar of Meetings: Motion by Knapp, seconded by Urban, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: None.

REGULAR BUSINESS AGENDA:

Donation of Vacant Land Addressed as 8716 Oakland Drive: At the invitation of Mayor Randall, Jack Gesmundo of American Village Builders (AVB) came forward to explain removing the item from the Consent Agenda. He provided background regarding the subject property and the plans for AVB to donate to the city. He stated that AVB was still working on finalizing the boundaries of the legal description as part of his work with the Parks and Recreation Department, which he expected to complete soon. Mayor Randall inquired about the trail plans for the area in light of the surrounding wet ground and adjacent neighborhoods. Mr. Gesmundo explained he expected the trail to be an east-west route, but not necessarily connecting the two neighborhoods. Parks and Recreation Director Kathleen Hoyle expressed optimism about the construction of the trail outside of wet areas and connecting with the existing Gourdneck trail.

Motion by Burns, seconded by Brayton, to authorize the Acting City Manager to accept the donation of vacant land as outlined in the map attached to this item (identified as Exhibit A) and authorize the Acting City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: None.

NEW BUSINESS:

Appointments to Boards and Commissions: Mayor Randall requested the City Clerk to read the proposed appointments into the record. City Clerk Eklov stated as follows: reappoint Pat Buckley, Carol Eddy, Keith Hearit, Leonard Lamberson, and Lyndsay Vainner, as well as appoint Orville Smith, as members of the Board of Review with terms ending January 31, 2023, with designation of the panels to be determined by the City Assessor; appoint Monica Lloyd to a partial term ending October 1, 2023, to the Human Services Board; reappoint Linda Fry to a term ending February 28, 2025, appoint Ken Seybold to a partial term ending February 28, 2025, and appoint Michael Reedy and Tracy Ezell as Alternates with terms ending February 28, 2024, and February 28, 2025, respectively, to the Zoning Board of Appeals; appoint David Lancaster to a partial term ending October 1, 2022, to the Environmental Board.

Motion by Urban, seconded by Burns, to appoint individuals to the Board of Review, Human Services Board, Zoning Board of Appeals, and Environmental Board as noted by the City Clerk. Upon a roll call vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban talked about the current surge of the Omicron COVID-19 variant, especially among young people, and encouraged vaccination and continued precautions. He urged the community to remain vigilant to get beyond the surge.

Councilmember Ledbetter noted that January 17th would be Martin Luther King, Jr. Day. He stated that Martin Luther King, Jr. was not considered a hero during his time but has since risen to popularity with the national emphasis on voting rights. Councilmember Ledbetter noted he was the first in his family to be born with inherent voting rights, but now has concerns about the matter and encouraged everyone to take Dr. King's teachings and apply them to present-day issues. He closed by recognizing Dr. Monifa Jumanne for her guidance and diversity/inclusion efforts, including a new city park honoring Dr. King.

Councilmember Knapp had no comment.

Councilmember Brayton wished everyone a Happy New Year. She encouraged everyone to remain conscientious and safe.

Councilmember Burns also wished everyone a Happy New Year. He then highlighted the Shuman Well project included on the Consent Agenda as Item A.5 and the work planned for that area.

Acting City Manager Herringa issued a reminder of the city closure on January 17th in observance of the Martin Luther King, Jr. holiday, noting staff had been asked to use the time off as a day of service. He also provided a reminder of the city's annual Black History Month event on February 6th at the Air Zoo.

Mayor Randall acknowledged the absence of Mayor Pro Tem Pearson, stating he was visiting out-of-state family and the laws allowing virtual meeting attendance had expired. She then advised that the city's upcoming Black History Month event would be its sixth annual celebration since its inception by Dr. Romeo Phillips and Dr. Monifa Jumanne. Mayor Randall thanked Dr. Jumanne for her guidance on equality in Portage. The Mayor closed with the recognition of the city's snowplow drivers and their efforts for the recent snowfalls.

ADJOURNMENT:

Mayor Randall adjourned the meeting at 7:23 PM.

Erica L. Eklov, City Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE PORTAGE CITY COUNCIL
JANUARY 18, 2022**

Mayor Patricia Randall called the Special Meeting to order at 5:31 p.m. in the Council Chambers at Portage City Hall.

ROLL CALL: Mayor Patricia Randall, Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, and Terry Urban were present. Councilmember Vic Ledbetter arrived at 5:33 p.m.

ABSENT: Mayor Pro Tem Jim Pearson

ALSO PRESENT: Acting City Manager Adam Herringa and Deputy City Clerk Tammy Durian

INTRODUCTIONS AND INTERVIEWS:

Mayor Randall shared that three search firms submitted proposals to assist the City of Portage in recruiting a new City Manager, and the purpose of this meeting is to interview the three search firms. She indicated that each firm will receive 30 minutes, and there will be an opportunity for the Council to ask questions and statements of citizens.

Mayor Randall introduced and welcomed the first interview, Doug Thomas from Strategic Government Resources (SGR). Mr. Thomas' interview was virtual. Mr. Thomas provided Council with a brief introduction and an overview of SGR. City Council asked questions and Mr. Thomas responded to questions related to success rate, ensuring a qualified slate of candidates, time frame, firm availability, and communication with City Council. Mayor Randall thanked Mr. Thomas for his presentation.

Mayor Randall introduced and welcomed the second interview, Ryan Cotton from GovHR. Mr. Cotton was present and provided a brief introduction and an overview of GovHR. City Council asked questions and Mr. Cotton responded to questions related to the "great resignation", marketing, ensuring a qualified slate of candidates, competition, regional experience, resources and availability, size and longevity of the firm, suggested salary, list of previous placements, final cost and additional charges, and City of Portage's expectations of a City Manager. Mayor Randall thanked Mr. Cotton for his presentation.

Mayor Randall introduced and welcomed the third interview, Frank Walsh from Walsh Municipal Services. Mr. Walsh was present, introduced himself, and provided a brief overview of Walsh Municipal Services. City Council asked questions and Mr. Walsh responded to questions related to suggested salary, size of the firm, recruiting, ensuring a qualified slate of candidates, current clients, local and nationwide candidates, current interest in the position, balancing the recruiting process, and the average tenure of a City Manager. Mayor Randall thanked Mr. Walsh for his presentation.

Mayor Randall announced that this concluded the interview process for the three search firm candidates.

STATEMENT OF CITIZENS:

Mayor Randall presented an opportunity for citizen comments. There were no citizen comments.

STATEMENT OF CITY COUNCILMEMBERS:

Mayor Randall presented an opportunity for comment from City Council and the Acting City Manager. Councilmember Urban reiterated his concern with having enough qualified candidates for City Manager. Councilmember Ledbetter shared his excitement. Councilmember Knapp shared her excitement and indicated three potential recruiters could do an excellent job. She also asked to make sure that we recruit nationwide. Councilmember Brayton agrees that there are three great choices and that a national search would be beneficial. She also expressed her gratitude for the time and effort Walsh and Associates took to get to know the City of Portage. Councilmember Burns shared his appreciation of the presentations and mentioned advertising the City Manager's position at the upcoming Michigan Municipal Executives (MME) Winter Conference in January. Acting City Manager Herringa pledged his, along with staff's, support. Mayor Randall thanked Acting City Manager Herringa and Human Resource Director Hertz for organizing the interviews. She informed Council what to expect for meetings going forward. She indicated there is no sense of urgency and thanked Acting City Manager Herringa for providing the security going forward with the process. She reminded the audience that there is a Councilmember Retreat on Friday and that it is open to the public.

ADJOURNMENT:

There being no further business to come before Council, the meeting was adjourned at 7:22 p.m.

Tammy K. Durian, Deputy City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approval of the Accounts Payable Register of January 25, 2022 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, electronic payments and credit card payments. The attached Accounts Payable Register covers the period January 2, 2022 through January 15, 2022 and notes \$301,983.90 in automated clearing house payments, \$494,055.63 in paper checks, \$120,556.21 in auto-pay payments, \$4,989,166.84 in electronic payments and \$8,295.13 in credit card payments (December) for a grand total of \$5,914,057.71.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of January 25, 2022

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 1 of 7

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
01/10/2022	16439(A)	AIRGAS USA LLC	WELDING SUPPLIES	216.91
01/10/2022	16440(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	9,775.68
01/10/2022	16441(A)	ALRO STEEL CORPORATION	REPAIR AND MAINTENANCE SUPPLIES	98.00
01/10/2022	16442(A)	AMAZON.COM SALES, INC.	LANTERN BAGS/BATTERY TEA LGTS - RANGER HIKE	121.47
01/10/2022	16443(A)	AXON ENTERPRISES, INC.	BLACKHAWK HOLSTERS	331.20
01/10/2022	16444(A)	BATTERIES PLUS	BATTERIES	587.40
01/10/2022	16445(A)	BCHS-HELPNET	EAP SERVICES	1,719.54
01/10/2022	16446(A)	BROWNELL'S INCORPORATED	MISC POLICE SUPPLIES	243.96
01/10/2022	16447(A)	CARDINAL BUS, INC.	TRIP VENDOR PAYMENT 211222 FOUR WINDS	697.00
01/10/2022	16448(A)	CARLETON EQUIPMENT CO.	REPAIR/MAINT SUPPLIES	1,006.28
01/10/2022	16449(A)	CHARTER COMMUNICATIONS	CABLE TV	302.00
01/10/2022	16450(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR/MAINT SUPPLIES	283.92
01/10/2022	16451(A)	CROWN TROPHY	MISC RECOGNITION SUPPLIES	85.00
01/10/2022	16452(A)	D. WOOD PLUMBING LLC	SINK FAUCET REPLACEMENT	1,302.00
01/10/2022	16453(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES	97.95
01/10/2022	16454(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS TINK CLAWS	887.74
01/10/2022	16455(A)	ENGINEERED PROTECTION SYSTEMS, INC.	PRORATED RECURRING SVCS - CM ACCESS CONTROL	75.33
01/10/2022	16456(A)	EVERETT, CHIP	REIMB AIR FARE-CPSE EXCELLENCE CONF TRAINING	430.96
01/10/2022	16457(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,301.16
01/10/2022	16458(A)	GORDON WATER SYSTEMS	WATER SERVICES	87.40
01/10/2022	16459(A)	GRAINGER INC	COVID SUPPLIES	112.92
01/10/2022	16460(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	145.00
01/10/2022	16461(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,476.05
01/10/2022	16462(A)	INDUSCO SUPPLY CO., INC.	RESTROOM & CLEANING SUPPLIES	379.96
01/10/2022	16463(A)	INSIGHT PUBLIC SECTOR, INC.	VEEAM BACK-UP & RECOVERY SOFTWARE RENEWAL	11,499.42
01/10/2022	16464(A)	IRISH AYRES ENTERPRISES, LLC	CITY HALL LEAF CLEAN UP	650.00
01/10/2022	16465(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING & TRIMMING	7,679.68
01/10/2022	16466(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	1,227.50
01/10/2022	16467(A)	MACQUEEN EQUIPMENT LLC	SWEEPER REPAIRS & MAINT	6,678.14
01/10/2022	16468(A)	MARANA GROUP	POSTAGE METER SERVICE	273.00
01/10/2022	16469(A)	MATERIALS RESOURCES	FIRE CLEANING SUPPLIES	885.00
01/10/2022	16470(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRE SERVICE CALLS	4,675.75

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 2 of 7

Check Date	Check	Vendor Name	Description	Amount
01/10/2022	16471(A)	MEJEUR ELECTRIC LLC	MISC ELECTRICAL SVCS	676.00
01/10/2022	16472(A)	MOORE, LARRY	REIMB FOR FIRE PLAN EXAMINER TRAINING	150.00
01/10/2022	16473(A)	NYE UNIFORMS	MISC UNIFORMS	300.00
01/10/2022	16474(A)	ONE WAY PRODUCTS	HAND CLEANER FOR CITY HALL	129.66
01/10/2022	16475(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	14,722.98
01/10/2022	16476(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	272.01
01/10/2022	16477(A)	PRINTING SERVICES INC	POSTERS/MENUS/SINTRA SIGNS	374.50
01/10/2022	16478(A)	QUADIENT LEASING USA, INC	LEASE PAYMENT	733.77
01/10/2022	16479(A)	R W LAPINE INC.	PARKS HVAC MAINT - RAMONA THERMOSTAT	377.69
01/10/2022	16480(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIRS/MAINT SUPPLIES	1,889.88
01/10/2022	16481(A)	VOID		0.00
01/10/2022	16482(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	39.96
01/10/2022	16483(A)	S B F ENTERPRISES, INC.	PERSONAL PROPERTY FORM PRINTING & MAILING	507.14
01/10/2022	16484(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	136.00
01/10/2022	16485(A)	STOUT, MELISSA JOY	FITNESS INSTRUCTION	120.00
01/10/2022	16486(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY OPERATION SYSTEM	207,049.68
01/10/2022	16487(A)	UNITED PETROLEUM	FUEL PUMP REPAIR	165.00
01/10/2022	16488(A)	WARNER OIL COMPANY INC	DEF DRUM	125.50
01/10/2022	16489(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT REPAIRS/MAINT	1,320.36
01/10/2022	16490(A)	WIGHTMAN	ELIASON NORTH ENTRANCE A&E SERVICES	381.25
01/10/2022	16491(A)	WOLVERINE LAWN SERVICE, INC.	SNOWPLOWING/CROSSWALK SVCS	1,943.00
01/10/2022	16492(A)	XEROX CORPORATION	XEROX COPIER FEE	201.90
01/14/2022	16493(A)	ADP, INC.	PAYROLL & ETIME SERVICES JAN-MARCH 2022	5,752.28
01/14/2022	16494(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	282.02
Total ACH				301,983.90

Check Type: Paper

01/07/2022	319387	A M LEONARD	PARKS OPERATING SUPPLIES	915.69
01/07/2022	319388	ADRIAN J KOOPSEN BUILDER, INC.	PUBLIC INFORMATION EXIT DOOR INSTALL	3,913.00
01/07/2022	319389	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,874.00
01/07/2022	319390	ALLEN, KAREN	TRIP REFUND 220224 GULF COAST	100.00
01/07/2022	319391	AMERICAN ARBOR LLC	REMOVE DEAD TREE AT LEXINGTON GREEN PK	2,700.50
01/07/2022	319392	AMERICAN PROGRAM BUREAU, INC.	BLACK HISTORY MONTH 2022 SPEAKER-SHOSHANA	7,500.00
01/07/2022	319393	ARCHIVESOCIAL, INC.	SOCIAL ARCHIVING SERVICES	2,983.81

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 3 of 7

Check Date	Check	Vendor Name	Description	Amount
01/07/2022	319394	BABB, HOLLY	JANUARY GENEALOGY CLASS REFUND	20.00
01/07/2022	319395	BERRIEN COUNTY COURT	OUT OF COUNTY BOND	500.00
01/07/2022	319396	BUNDGARD, REYNOLD A & BRIGITTE T	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
01/07/2022	319397	CHANDLER, CAROL	JANUARY GENEALOGY CLASS REFUND	20.00
01/07/2022	319398	CHICAGO TITLE OF MICHIGAN	OVERPAYMENT 10608 DANDALE ST WATER BILL	147.54
01/07/2022	319399	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH	150.00
01/07/2022	319400	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	17.62
01/07/2022	319401	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	273,079.94
01/07/2022	319402	CITY OF PORTAGE	TAXES ON PARCEL ACQUIRED 05160-054-T	364.55
01/07/2022	319403	COCHRAN GLASS AND DOOR, LLC	TRAIL HEAD PARK DOOR REPAIR	105.00
01/07/2022	319404	CONSUMERS ENERGY	GAS & ELECTRIC 9303 PORTAGE RD	59.35
01/07/2022	319405	CORE TECHNOLOGY CORP.	ANNUAL CORE TECH MAINT RENEWAL-SOFTWARE	8,075.00
01/07/2022	319406	CORELOGIC CENTRALIZED REFUNDS	OVERPAYMENT WTAX21 PARCEL # 00007-072-O	523.00
01/07/2022	319407	CORELOGIC TAX SERVICES, LLC	OVERPAYMENT WTAX21 PARCEL # 01932-064-O	953.53
01/07/2022	319408	CORNERSTONE CONSTRUCTION MANAGEMENT	BD BOND REFUND	1,506.00
01/07/2022	319409	COSTAR REALTY INFORMATION, INC.	COMM REAL ESTATE DATABASE	367.23
01/07/2022	319410	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	83.13
01/07/2022	319411	DEVON TITLE AGENCY	OVERPAYMENT FINAL WATER BILL	61.12
01/07/2022	319412	DEWOLF & ASSOCIATES, LLC	REGISTRATION - FIELD TRAINING OFFICER SEMINAR	795.00
01/07/2022	319413	DURIAN, TAMMY K & STEVEN C	BD BOND REFUND	300.00
01/07/2022	319414	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINT	672.50
01/07/2022	319415	ERVIN, MATTHEW	EVENT CANCELLATION FEE	175.00
01/07/2022	319416	EVANS, JOHN	OVERPAYMENT FINAL WATER BILL	6.00
01/07/2022	319417	FIRE DEPARTMENT TRAINING NETWORK	REGISTRATION-FIRE GROUND CO OFFICER TR	2,990.00
01/07/2022	319418	FIRST AMERICAN TITLE INSURANCE CO.	INFORMATION TITLE - 8716 OAKLAND DRIVE	500.00
01/07/2022	319419	FLETCHER ENTERPRISES	PARKS FACILITIES PAINTING	550.00
01/07/2022	319420	FRIENDS OF PORTAGE SENIOR CENTER	REIMB FOR DONATIONS REC'D W/MEMBERSHIPS	924.00
01/07/2022	319421	GEISHART, JAMES	REFUND FOR TRIP 211222 FOUR WINDS CASINO	70.00
01/07/2022	319422	GONZALES, ANDREA J TRUST	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
01/07/2022	319423	GREEN EARTH ELECTRONICS RECYCLING	HARD DRIVE SHREDDING	530.00
01/07/2022	319424	HODGES, BARBARA	REFUND FOR FITNESS CLASS, TRANSPORTATION	74.00
01/07/2022	319425	HOLSTERCO LLC	HOLSTERS FOR POLICE DEPT	289.00
01/07/2022	319426	HOME DEPOT	REPAIR/MAINT SUP, DEWALT CHAINSAWS	1,451.33

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 4 of 7

Check Date	Check	Vendor Name	Description	Amount
01/07/2022	319427	HOWE PATIO & WINDOWS, INC.	CDBG CEDARCREST WINDOWS/DOOR	9,558.00
01/07/2022	319428	ICMA MEMBERSHIP PAYMENTS	COMM DEV - JOB POSTING FOR DEP DIR PLNG	225.00
01/07/2022	319429	J M B DEMOLITION LLC	HYDRANT METER DEPOSIT REFUND	100.00
01/07/2022	319430	JOHN BALL ZOO	JANUARY PROGRAM FEE	225.00
01/07/2022	319431	JOHNSON, BRUCE	TRIP REFUND 220224 GULF COAST	100.00
01/07/2022	319432	KALAMAZOO COUNTY CLERK	COUNTY ELECTION COSTS	8,857.01
01/07/2022	319433	KALAMAZOO COUNTY HEALTH & COMMUNITY	DPW WASTE DISPOSAL	137.75
01/07/2022	319434	KALAMAZOO FLAG COMPANY, LLC	REPLACE FLAG POLE AT VETERANS MEMORIAL	3,507.00
01/07/2022	319435	KAMMINGA & ROODVOETS, INC.	HYDRANT METER DEPOSIT REFUND	100.00
01/07/2022	319436	KLOK, BRIAN	REIMB REGISTRATION FOR ICS-300 TRAINING	250.00
01/07/2022	319437	KNUTH, DEAN	JANUARY GENEALOGY CLASS REFUND	20.00
01/07/2022	319438	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER CONTRACT	364.00
01/07/2022	319439	KSS ENTERPRISES	NOBLES WIDE AREA VACUUM CLEANER & BAGS	2,900.00
01/07/2022	319440	KURIEN, REGI & SHEENA	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
01/07/2022	319441	KZOO TIRE COMPANY	VEHICLE REPAIR/MAINTENANCE	773.80
01/07/2022	319442	L&M DEVELOPMENT CO, LLC	OVERPAYMENT WTAX 00016-015-A	8.00
01/07/2022	319443	LIFELOC TECHNOLOGIES, INC.	OPERATING SUPPLIES-POLICE PATROL	70.00
01/07/2022	319444	LOCKER, MADELYN	FITNESS CLASS REFUND	77.00
01/07/2022	319445	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	46.50
01/07/2022	319446	MI ASSOC. OF CHIEFS OF POLICE	WINTER CONF REG, POL EXEC & NEW CHIEFS SCH	3,815.00
01/07/2022	319447	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINT	3,188.36
01/07/2022	319448	VOID		0.00
01/07/2022	319449	MICHIGAN ASSOC OF MUNICIPAL CLERKS	MAMC INSTITUTE 2022-DEPUTY CITY CLERK TR	650.00
01/07/2022	319450	MICHIGAN MUNICIPAL LEAGUE	CITY MML MEM, DEP DIR PLANNING JOB POSTING	10,261.80
01/07/2022	319451	MRVA, ROBERT J	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
01/07/2022	319452	OFFICE DEPOT, INC.	OFFICE SUPPLIES	753.26
01/07/2022	319453	VOID		0.00
01/07/2022	319454	PAUL, KALEE	STUART MANOR DEPOSIT REFUND	150.00
01/07/2022	319455	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	363.91
01/07/2022	319456	PHELPS, MIKE	REIMB REG & AIRFARE - CPSE EXCELLENCE CONF	1,532.92
01/07/2022	319457	PORTAGE GLASS & MIRROR	WINDSHIELD REPLACEMENT	375.00
01/07/2022	319458	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	19.44
01/07/2022	319459	QUADMED, INC.	FIRE EMS SUPPLIES	685.03

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 5 of 7

Check Date	Check	Vendor Name	Description	Amount
01/07/2022	319460	ROWLEY, SHARON	TRIP REFUND 211014 MYSTERY DAY TRIP	80.00
01/07/2022	319461	SEELYE FORD, INC.	VEHICLE REPAIR/MAINTENANCE	36.99
01/07/2022	319462	SESAC INC	2022 MUSIC LICENSE	1,025.00
01/07/2022	319463	SHI INTERNATIONAL CORP.	TRIPP LITE RACK MOUNTABLE UPS	2,238.42
01/07/2022	319464	SHIELD LEADERSHIP INSTITUTE	COMMAND LEVEL 1 TRAINING	1,200.00
01/07/2022	319465	SIGN SHOP OF WESTERN MICHIGAN	PDPS STAFFING BOARD MAGNETS	38.00
01/07/2022	319466	SITEONE LANDSCAPE SUPPLY LLC	SNOW SHOVEL LIQUID ICE MELT	1,332.50
01/07/2022	319467	SMART SOURCE, LLC	PRINTING SERVICES	85.92
01/07/2022	319468	SPARTAN DISTRIBUTORS INC.	VENTRAC BELT & REPAIRS	70.41
01/07/2022	319469	STAFFORD-SMITH, INC.	COMMUNITY SR CENTER APPLIANCES	44,634.11
01/07/2022	319470	STATE OF MICHIGAN (DOT)	EAST MILHAM AVENUE RECONSTRUCTION	6,183.78
01/07/2022	319471	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REP/MAINT	1,047.00
01/07/2022	319472	STETLER, RONALD & KELLI	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
01/07/2022	319473	TANNER, STEVE	REIMB FIRE MEMBERSHIP-CPSE FIRE OFFICER	200.00
01/07/2022	319474	TARGETSOLUTIONS LEARNING LLC	FIRE TRAINING SOFTWARE RENEWAL	4,674.00
01/07/2022	319475	THE POSTMAN AND CONCRETE DESIGNS	TENNIS COURT REPAIR - LEXINGTON GREEN	125.00
01/07/2022	319476	TRADE CENTRE HOLDINGS, LLC	BD BOND REFUND	9,660.00
01/07/2022	319477	UNION STREET HYDRAULICS	VEHICLE REPAIR/MAINTENANCE	1,414.00
01/07/2022	319478	UNITED PARCEL SERVICE	UPS WEEKLY	20.68
01/07/2022	319479	VOID		
01/07/2022	319480	VICKSBURG HARDWARE	SMALL EQUIPMENT REPAIR/MAINTENANCE	736.94
01/07/2022	319481	VK ENDEAVOURS LLC	CITY HALL PARKING LOT AND LANDSCAPE	7,775.00
01/07/2022	319482	WARREN, ABIGAIL	SCHRIER PARK DEPOSIT REFUND	150.00
01/07/2022	319483	WATKINS, ROSS & CO.	DEFINED BENEFIT PLAN ACTUARIAL & GASB STMT	8,200.00
01/07/2022	319484	WILD, JED	REIMB REGISTRATION CPSE EXCELLENCE CONF	695.00
01/07/2022	319485	WRAPS N SIGNS	DEPARTMENT PATCH PLAQUES	185.00
01/07/2022	319486	XAVUS SOLUTIONS	MYSENTIORCENTER ANNUAL FEE	1,550.00
01/07/2022	319487	USPS	POSTAGE PERMIT 58 BULK MAILING	317.17
01/07/2022	319488	USPS	PORTAGER POSTAGE FEB 2022 PERMIT 33	500.00
01/14/2022	319489	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	25,533.69
01/14/2022	319490	GUPTA, VISHAL & VIJAYA	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
01/14/2022	319491	KALAMAZOO AVIATION HISTORY MUSEUM	SHOSHANA SPEAKER AIR ZOO VENUE 2022 BHM	1,500.00
01/14/2022	319492	LERETA LLC	DECEMBER BOARD OF REVIEW REFUND	7,646.02

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 6 of 7

Check Date	Check	Vendor Name	Description	Amount
01/14/2022	319493	MML UNEMPLOYMENT FUND	QUARTERLY CONTRIBUTION	270.14
01/14/2022	319494	VERIZON WIRELESS	WIRELESS SERVICE	48.14
01/14/2022	319495	ZIEGLER, MICHAEL & TAMELA	AUSTIN LAKE SPECIAL ASSESSMENT REIMBURSE	60.30
Total Paper Checks				494,055.63

Check Type: Auto-Pay Payments

01/04/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	11,433.48
01/06/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	38,373.07
01/07/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	1,565.27
01/10/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	27,639.21
01/11/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	31,782.23
01/12/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	2,137.88
01/13/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	7,070.10
01/14/2022		CONSUMERS AUTOPAY	GAS-ELECTRIC	554.97
Total Auto-Pay Payments				120,556.21

Check Type: Electronic Payments

01/05/2022		ICMA	DEPARTMENT HEAD & NON-UNION PENSION PMTS	165,341.62
01/07/2022		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/31/21	2,892,857.67
01/10/2022		PORTAGE COMMUNITY CENTER	PCC FUNDING	59,157.00
01/14/2022		MULTIPLE	IAFF, PPCOA, PPOA, & UAW PENSION PAYMENTS	95,108.77
01/14/2022		ICMA	RETIREE HEALTH SAVINGS	39,307.71
01/14/2022		ICMA	PENSION WITHHOLDINGS	83,806.55
01/14/2022		MULTIPLE	WEEKLY TAX DISBURSEMENT 1/7/22	1,653,587.52
Total Electronic Payments				4,989,166.84

Check Type: Credit Card

12/01/2021		BUZZSPROUT.COM PODCAST	MONTHLY PODCAST SUBSCRIPTION	24.00
12/01/2021		MICHIGAN ASSESSORS ASSOCI	ASSESSING MEMBERSHIP	92.25
12/01/2021		APT US&C	PUBLIC TREASURER MEMBERSHIP	299.00
12/01/2021		THE MICHIGAN LEAN CONSORT	CITY MANAGER MEMBERSHIP RENEWAL	120.00
12/06/2021		NATL CONF BAR EXAMINERS	ATTORNEY/BAR ADMISSION FOR MR. CARROLL	500.00
12/06/2021		ASFPM MADISON WI	FLOODPLAIN MANAGER ANNUAL MEMBERSHIP	165.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/02/22 to 1/15/2022

Page 7 of 7

Check Date	Check	Vendor Name	Description	Amount
12/07/2021		COMMUNITY ECONOMIC DEVELO	MEMBERSHIP RENEWAL - PARKS DIRECTOR	250.00
12/08/2021		PY MIFMA	FARMERS MARKET TRAINING	250.00
12/09/2021		STATE TAX COMMISSION	STATE TAX COMMISSION MEMBERSHIP	175.00
12/10/2021		SOUTHWEST MICHIGAN FIRST	CATALYST UNIVERSITY 2022 CONFERENCE	305.91
12/13/2021		HAMPTON INNS	POLICE TRAINING	605.50
12/13/2021		DOUBLETREE HOTELS	POLICE TRAINING	439.90
12/13/2021		HOMEDEPOT.COM	TRADITIONAL HOLIDAY SUPPLIES	398.00
12/14/2021		STATE OF MI MIDEAL	MIDEAL PURCHASING MEMBERSHIP	230.00
12/14/2021		STATE MI DLEG LIQUOR LIC	CULINARY CLASS TEMP LIQUOR LICENSE	50.00
12/15/2021		HOMEDEPOT.COM	TRADITIONAL HOLIDAY SUPPLIES RETURN	(210.94)
12/15/2021		IN HANSA TOYS USA	VALENTINES DAY ADOPT A CRITTER EVENT	379.75
12/16/2021		HOMEDEPOT.COM	TRADITIONAL HOLIDAY SUPPLIES	189.85
12/20/2021		NRPA OPERATING	NATIONAL PARK ASSOC ANNUAL MEMBERSHIP	175.00
12/20/2021		DAYS INN	POLICE TRAINING	502.80
12/21/2021		CKO WWW.ISTOCKPHOTO.COM	STOCK PHOTO CREDITS	520.00
12/22/2021		GOVERNMENT FINANCE OFFICE	FINANCE AWARD REVIEW FEE	610.00
12/22/2021		MALMARK, INC.	SENIOR CENTER BAND SUPPLIES	352.32
12/23/2021		1000BULBS.COM	CITY HALL SPECIALTY LIGHTBULBS	104.41
12/24/2021		MSFT E0100GXPUZ	OFFICE 365 LICENSES	530.00
12/27/2021		CHARGE.PREZI.COM	IT SUBSCRIPTION	228.00
12/31/2021		BUZZSPROUT.COM PODCAST	MONTHLY PODCAST SUBSCRIPTION	24.00
12/31/2021		LOWES #00907	SHELVING AND CHAIR RACK FOR STUART MANOR	774.00
12/31/2021		RELYCO SALES INC	AP CHECK STOCK	211.38
Total Credit Card Payments				8,295.13
Grand Total				5,914,057.71

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: 2022 Utility Installation Projects - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract for the 2022 Utility Installation Projects to Balkema Excavating, Inc., for the amount not to exceed \$1,025,572.43 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

The Fiscal Year 2018-2019 Capital Improvement Program budget includes projects for installation of public utilities, including water and sewer extensions on Romence Road, west of Angling Road and water extensions on Portage Road and Willoughby Drive north of East Milham Avenue. As part of the sanitary sewer extension project on Romence Road, Romence Road west of Angling Road would be resurfaced. The utility installation projects also include 750 feet of new water along the east side of Portage Road north of East Milham Avenue and 500 feet of new water on Willoughby Drive north of East Milham Avenue.

As noted above, the funding for the utility installation projects was approved in the Fiscal Year 2018-2019 CIP. However, the bidding and construction of the projects has been delayed as staff sought grant funding for the water main projects and connection costs. While the projects scored high on grant applications, the city was not awarded grant funding due to the low number of affected properties.

On January 13, 2022, four bids for construction of the 2022 Utility Installation Projects were received with the low bid being submitted by Balkema Excavating, Inc., Kalamazoo, Michigan for the amount of \$1,025,572.43. Balkema Excavating, Inc. has successfully completed many similar projects for the city, with the most recent being the Wetherbee Avenue Utility Installation and Road Reconstruction project in 2020.

It is recommended that City Council award a construction contract for the 2022 Utility Installation Projects to Balkema Excavating, Inc., for the amount not to exceed \$1,025,572.43 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are included in the FY 2018-2019 Capital Improvement Program budget for these utility improvements.

Attachments: 1. 2022 Utility Installation Projects - Bid Tabulation

TABULATION OF PROPOSALS

2021 RFB 2022 Utility Installation Projects (RFB-2021-0000000011)

Bid Opening: January 13, 2022 at 3:00 pm local time.

<u>FIRM</u>		<u>Proposed Total</u>
Balkema Excavating, Inc. 1500 River Street Kalamazoo, MI 49048	\$	1,025,572.43
Hoffman Brothers, Inc. 8574 Verona Road Battle Creek, MI 49014	\$	1,092,064.39
Peters Construction Co 3325 E. Kilgore Road Kalamazoo, MI 49001	\$	1,094,994.83
Northern Construction Services Corp. P.O. Box 1299 Niles, MI 49120	\$	1,255,174.10

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Spring Cleanup Disposal Fees - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award a three-year contract to City Star Services DBA Republic Service of West Michigan for Spring Cleanup disposal fees in the total amount of \$104,032.50, with three one-year renewal options, and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

The annual Spring Cleanup Program of unwanted household items is a valuable and popular service provided for Portage residents. The program has been performed by Waste Management since 2013. With ongoing labor shortages, increased costs, and other demands, Waste Management advised the City of Portage that it would not renew the contract for the 2022 Spring Cleanup Program. With the approval of the City Council on October 5, 2021, the Department of Public Works has adapted the Spring Cleanup Program to an in-house enterprise. City staff will collect the unwanted household items and drive to a privately-owned transfer station to dump the materials where disposal fees will be charged.

Invitations to bid were sent to waste disposal vendors for disposal fees associated with the Spring Cleanup Program. Three bids were received. The lowest bid was submitted by Waste Management of Three Rivers, Michigan, in the three-year total amount of \$74,496.00 and the second-lowest bid was submitted by Republic Services of Kalamazoo, Michigan, in the total three-year amount of \$104,032.50. While cost is the primary consideration in awarding contracts, other factors that translate to additional costs and service reductions must also be deliberated to arrive at the true cost of a service. A thorough review of those additional factors was performed for this bid tabulation and is highlighted below.

Additional Factors			
	Waste Management	Republic Services	Advantage of Contracting with Republic Services
Distance to Landfill/Transfer Station	30.2 miles (from northern city border)	15.8 miles (from southern city border)	Shorter round trip by 14.4 miles.
Estimated Driving/Dumping Time	3 hours	1.5 hours	Shorter driving and dumping time by 1.5 hours
Estimated Fuel Costs (3 Years)	\$6,195	\$3,219	Lower fuel costs by \$2,976

Estimated Labor Costs (3 Years)	\$18,885	\$12,882	Lower labor costs by \$6,003
Estimated Number of Loads Collected and Dumped Per Day	3	5	More loads collected by 2 loads per day

Other factors that are difficult to assign a value to include the additional wear and tear on city-owned vehicles and the environmental impact of additional emissions resulting from nearly 15 additional miles per round trip. Importantly, the Spring Cleanup Program cannot be completed on a preferred schedule if only three loads can be collected and dumped each day. By awarding this contract to Republic Services, staff would spend more time collecting materials and clearing debris from Portage neighborhoods in a more efficient manner and the program could be completed on schedule.

It is recommended that City Council award a three-year contract to City Star Services DBA Republic Service of West Michigan for Spring Cleanup disposal fees in the total amount of \$104,032.50, with three one-year renewal options, and authorize the Acting City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are available in the DPW budgets for this contract through June 30, 2022, and are identified in the proposed 2022-23 budget.

Attachments: 1. Spring Cleanup - Bid Tabulation

TABULATION OF PROPOSALS

2021 RFB - Spring Cleanup Disposal

Bid Opening: December 7, 2021 at 3:00 pm local time.

<u>FIRM</u>	<u>Initial Term 1</u>	<u>Initial Term 2</u>	<u>Initial Term 3</u>	<u>Initial Term Total</u>	<u>Option Year 1</u>	<u>Option Year 2</u>	<u>Option Year 3</u>	<u>Option Year Total</u>	<u>Contract Total</u>
Best Way Disposal	\$38,202.00	\$39,348.00	\$40,530.00	\$118,080.00	TBD	TBD	TBD	TBD	TBD
Republic Services	\$33,000.00	\$34,650.00	\$36,382.50	\$104,032.50	\$38,201.63	\$40,111.71	\$42,117.29	\$120,430.63	\$224,463.13
Waste Management	\$23,400.00	\$24,804.00	\$26,292.00	\$74,496.00	\$27,864.00	\$29,538.00	\$31,308.00	\$88,710.00	\$163,206.00

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Microsoft Licensing Renewal

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve the one-time purchase of Microsoft Windows server licenses in the amount of \$67,272.61 (part of Year One cost only) and annual Office and Exchange email 365 licenses in the amount of \$71,591.40 from Insight Public Sector, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The city technology infrastructure includes the Microsoft Windows server operating system, Microsoft Exchange email server system, and Microsoft Office software applications, which are exclusively located on-premise.

Historically, the city has purchased all required licenses under the on-premise Microsoft Open Value Subscription Agreement, which has been the most cost-effective option. In an effort to push users to the Microsoft 365 Cloud service, Microsoft is no longer offering the Open Value Subscription licensing model and has significantly increased the cost for maintaining the Office and Exchange licenses on-premise.

To contain costs, the Technology Services Department solicited three preferred Microsoft resellers to provide the city with pricing for migrating the Office and Exchange email licenses to the 365 Cloud service, while maintaining the Windows server licenses on-premise. Insight Public Sector was the only preferred Microsoft reseller able to meet the specific pricing requirements of the city and could do so under the Omnia Partners, Public Sector Cooperative Purchasing Program, meeting the city's purchasing requirements.

This hybrid solution will provide cost-containment over a three-year period as compared to previous years, while also providing staff access to new applications only provided through Office 365 to support a mobile and collaborative workforce: OneDrive, SharePoint, and Teams.

Three-Year Cost Comparison		
Year of Service	Previous Pricing	On-Premise/Cloud
Year One	\$93,645.76	\$138,864.01
Year Two	\$93,645.76	\$71,591.40
Year Three	\$93,645.76	\$71,591.40

TOTAL	\$280,937.28	\$282,046.81
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It is recommended that City Council approve the one-time purchase of Microsoft Windows server licenses in the amount of \$67,272.61 (part of Year One cost only) and annual Office and Exchange email 365 licenses in the amount of \$71,591.40 from Insight Public Sector, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funding is available in the Technology Services operating budget.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: ADP Payroll Processing Time/Attendance Software

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve the three-year pricing agreement with ADP, LLC, for electronic payroll processing and time and attendance software and hosting at a cost of \$62,000 for the first two years and \$63,240 for the third year and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

The ADP, LLC, pricing agreement, which combines both the payroll processing and time and attendance software, as well as data hosting, will expire on February 7, 2022. The Technology Services Director has successfully negotiated a new three-year pricing agreement with ADP, LLC for the continuation of the same services with no cost increase in the first two years of the agreement and a two percent (2%) cost increase in the third year of the agreement. Annual costs may fluctuate as a result of employee count changes.

ADP continues to provide dependable and efficient payroll management services to the city and this renewal agreement provides the same annual cost compared to the previous pricing agreement. Therefore, there is a compelling reason to continue utilizing this vendor for payroll processing and time and attendance services.

It is recommended that City Council accept the three-year pricing agreement with ADP, LLC for electronic payroll processing and time and attendance software and hosting at a cost of \$62,000 for the first two years and \$63,240 for the third year and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are available for this planned expenditure.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Police Uniforms Contract

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Approve a one-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms with the option for four one-year renewals, and authorize the Acting City Manager to execute all documents related to this matter on behalf of the city.

In 2016, the City of Portage awarded a two-year contract with three one-year renewals for the replacement of worn police uniforms to Nye Uniform Company of Grand Rapids, Michigan. That contract expired in December 2021.

A Request for Bid was posted on BidNet which notified 85 potential providers. A bid notification was also sent to five other potential vendors and was published in the Kalamazoo Gazette.

On November 16, bids were received from Nye Uniform Company and Star Uniform for a five-year as-needed contract for police uniforms (see attached tabulation). Because this is an as-needed contract, unit prices were compared and pricing varied, though the overall price for both Nye Uniform Company and Star Uniform were in the same range. However, Nye did not raise prices for the first three years of the contract and is able to provide more items in non-standard sizes, as well as the services needed, such as hemming pants and silkscreen printing. These inclusions make the bid from Nye Uniform Company a better value.

The Nye Uniform Company of Grand Rapids has successfully supplied police uniforms to the Portage Department of Public Safety for 20 years and has provided satisfactory service during this time. During the previous contract, including three annual renewals, Nye Uniform Company did not raise the yearly costs for their services. The approximate cost for uniforms can range from \$15,000-\$20,000 annually.

It is recommended that City Council approve a one-year contract with Nye Uniform Company of Grand Rapids, Michigan, for replacement of police uniforms as-needed, with the option for four one-year renewals, and authorize the Acting City Manager to execute all documents related to this matter on behalf of the city.

FUNDING: Funds are available in the FY 2021-22 Police Division budget for this expense and will also be programmed in future fiscal years.

Attachments: 1. Police Uniforms Contract 2022 Bid Tabulation

Standard Sizes

2021 RFB Police Uniforms Exhibit C - Pricing Schedule Standard Sizes				Base Year Date of Award - Dec. 31, 2022 Unit Prices		Option Year 1 Jan. 1, 2023 - Dec. 31, 2023 Unit Prices		Option Year 2 Jan. 1, 2024 - Dec. 31, 2024 Unit Prices		Option Year 3 Jan. 1, 2025 - Dec. 31, 2025 Unit Prices		Option Year 4 Jan. 1, 2026 - Dec. 31, 2026 Unit Prices	
<u>CLOTHING/UNIFORMS/ACCESSORIES:</u>	Brand	Model#	Unit of Measure	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform
ADU Long Sleeve Shirt	Elbeco	5614/5624LC	Each	\$ 41.99	\$43.00	\$ 41.99	See note*	\$ 41.99	See note*	\$ 43.99	See note*	\$ 43.99	See note*
ADU Pant	Elbeco	E5704R/E5714LC	Each	\$ 42.99	\$44.00	\$ 42.99	See note*	\$ 42.99	See note*	\$ 44.99	See note*	\$ 44.99	See note*
Undervest Long Sleeve Shirt	Elbeco	UVS101/UVS103	Each	\$ 39.99	\$40.00	\$ 39.99	See note*	\$ 39.99	See note*	\$ 41.99	See note*	\$ 41.99	See note*
Undervest Short Sleeve Shirt	Elbeco	UVS102/UVS104	Each	\$ 35.99	\$36.00	\$ 35.99	See note*	\$ 35.99	See note*	\$ 37.99	See note*	\$ 37.99	See note*
Class A Long Sleeve Shirt	Elbeco	584D/9584LCD	Each	\$ 54.99	\$56.00	\$ 54.99	See note*	\$ 54.99	See note*	\$ 57.99	See note*	\$ 57.99	See note*
Class A Short Sleeve Shirt	Elbeco	5584D/9784LCD	Each	\$ 49.99	\$50.00	\$ 49.99	See note*	\$ 49.99	See note*	\$ 52.99	See note*	\$ 52.99	See note*
Uniform Pant	Elbeco	E394R/E9394LC	Each	\$ 46.99	\$47.25	\$ 46.99	See note*	\$ 46.99	See note*	\$ 49.99	See note*	\$ 49.99	See note*
Rain Coat	Blauer	736	Each	\$ 145.99	\$178.00	\$ 145.99	See note*	\$ 145.99	See note*	\$ 154.99	See note*	\$ 154.99	See note*
Jacket Soft Shell Navy	Blauer	4660	Each	\$ 105.99	\$119.00	\$ 105.99	See note*	\$ 105.99	See note*	\$ 114.99	See note*	\$ 114.99	See note*
Jacket Soft Shell Hi-Viz	Blauer	4670	Each	\$ 119.99	\$136.00	\$ 119.99	See note*	\$ 119.99	See note*	\$ 125.99	See note*	\$ 125.99	See note*
TacShell Jacket - Outershell only	Blauer	9820-Dk Navy-Lrg-Rg	Each	\$ 249.99	\$249.00	\$ 249.99	See note*	\$ 249.99	See note*	\$ 259.99	See note*	\$ 259.99	See note*
Saucer Hat	Nye		Each	\$ 119.99	\$57.00	\$ 119.99	See note*	\$ 119.99	See note*	\$ 124.99	See note*	\$ 124.99	See note*
Ties	Nye	Uniform Cravat	Each	\$ 5.99	\$6.00	\$ 5.99	See note*	\$ 5.99	See note*	\$ 5.99	See note*	\$ 5.99	See note*
Collar Brass – Silver PPD	Nye		Each	\$ 13.99	\$21.00	\$ 13.99	See note*	\$ 13.99	See note*	\$ 15.99	See note*	\$ 15.99	See note*
Sliver Whistle Chain	Hero's Pride		Each	\$ 5.99	\$4.00	\$ 5.99	See note*	\$ 5.99	See note*	\$ 6.99	See note*	\$ 6.99	See note*
Silver Whistle	Hero's Pride		Each	\$ 5.99	\$4.00	\$ 5.99	See note*	\$ 5.99	See note*	\$ 6.99	See note*	\$ 6.99	See note*
Hat Rain Cover	Nye	107 Blk/Yellow	Each	\$ 12.99	\$7.00	\$ 12.99	See note*	\$ 12.99	See note*	\$ 13.99	See note*	\$ 13.99	See note*

DUTY BELT/EQUIPMENT	Brand	Model#	Unit of Measure	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform
Duty Belt	Bianchi	7200	Each	\$ 45.99	\$ 42.50	\$ 45.99	See note*	\$ 45.99	See note*	\$ 48.99	See note*	\$ 48.99	See note*
Trouser Belt	Bianchi	7205	Each	\$ 20.99	\$ 18.75	\$ 20.99	See note*	\$ 20.99	See note*	\$ 22.99	See note*	\$ 22.99	See note*
Belt Keepers	Bianchi	6406	Each	\$ 11.99	\$ 12.00	\$ 11.99	See note*	\$ 11.99	See note*	\$ 12.99	See note*	\$ 12.99	See note*
Handcuff Case	Bianchi	7300	Each	\$ 24.99	\$ 23.00	\$ 24.99	See note*	\$ 24.99	See note*	\$ 26.99	See note*	\$ 26.99	See note*
Latex Glove Pouch	Bianchi	7328	Each	\$ 16.99	\$ 16.00	\$ 16.99	See note*	\$ 16.99	See note*	\$ 18.99	See note*	\$ 18.99	See note*
ASP Baton Holder	Bianchi	7312	Each	\$ 17.99	\$ 16.75	\$ 17.99	See note*	\$ 17.99	See note*	\$ 19.99	See note*	\$ 19.99	See note*
Pepper Spray Holder	Bianchi	7307S	Each	\$ 20.99	\$ 19.00	\$ 20.99	See note*	\$ 20.99	See note*	\$ 22.99	See note*	\$ 22.99	See note*
Magazine Holder	Bianchi	18796 (PatrolTek is no longer available)	Each	\$ 45.99	\$ 25.00	\$ 45.99	See note*	\$ 45.99	See note*	\$ 47.99	See note*	\$ 47.99	See note*
Traffic Safety Vest	Blauer	339F	Each	\$ 50.99	\$ 47.50	\$ 50.99	See note*	\$ 50.99	See note*	\$ 52.99	See note*	\$ 52.99	See note*
MagLite Holder	Hero's Pride	1090	Each	\$ 5.99	\$ 6.00	\$ 5.99	See note*	\$ 5.99	See note*	\$ 7.99	See note*	\$ 7.99	See note*
Handcuffs	Peerless	700C - Nickel	Each	\$ 27.99	\$ 25.00	\$ 27.99	See note*	\$ 27.99	See note*	\$ 29.99	See note*	\$ 29.99	See note*

SERVICES	Unit of Measure	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform
Hemming Pants (Length Alteration)	Each	\$ 4.99	-	\$ 4.99	See note*	\$ 4.99	See note*	\$ 4.99	See note*	\$ 4.99	See note*	\$ 4.99	See note*
Silkscreen Printing	Each	\$ 14.99	\$ 4.00	\$ 14.99	See note*	\$ 14.99	See note*	\$ 14.99	See note*	\$ 14.99	See note*	\$ 14.99	See note*
Patches Sewn	Each	\$ 4.99		\$ 4.99	See note*	\$ 4.99	See note*	\$ 4.99	See note*	\$ 4.99	See note*	\$ 4.99	See note*
Delivery	Each	\$ -	-	\$ -	See note*	\$ -	See note*	\$ -	See note*	\$ -	See note*	\$ -	See note*

Standard Sizes

*We propose that any year-over-year unit price increase be based on changes in published manufacturer suggested retail prices, with no annual unit price increase to exceed 3% (i.e., (a) if a manufacturer's suggested retail price increases 4% year-over-year, Star Uniform will only pass along a 3% increase; (b) if a manufacturer's suggested retail price increases 2%, Star Uniform will pass along the 2% increase; and (c) in the event a manufacturer does not change the unit suggested retail price, there will be no change in price to the City of Portage). Star Uniform will provide a schedule and copy of manufacturer documents supporting any price increases by November 1st of each year for the upcoming option year.

Non-Standard Sizes

2021 RFB Police Uniforms Exhibit C - Pricing Schedule Non-Standard Sizes				Base Year Date of Award - Dec. 31, 2022 Unit Prices		Option Year 1 Jan. 1, 2023 - Dec. 31, 2023 Unit Prices		Option Year 2 Jan. 1, 2024 - Dec. 31, 2024 Unit Prices		Option Year 3 Jan. 1, 2025 - Dec. 31, 2025 Unit Prices		Option Year 4 Jan. 1, 2026 - Dec. 31, 2026 Unit Prices	
<u>CLOTHING/UNIFORMS/ ACCESSORIES:</u>	Brand	Model#	Unit of Measure	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform
ADU Long Sleeve Shirt	Elbeco	5614/5624LC	Each	\$ 45.99	NA	\$ 45.99	NA	\$ 45.99	NA	\$ 47.99	NA	\$ 47.99	NA
ADU Pant	Elbeco	E5704R/E5714LC	Each	\$ 46.99	NA	\$ 46.99	NA	\$ 46.99	NA	\$ 48.99	NA	\$ 48.99	NA
Undervest Long Sleeve Shirt	Elbeco	UVS101/UVS103	Each	\$ 43.99	NA	\$ 43.99	NA	\$ 43.99	NA	\$ 45.99	NA	\$ 45.99	NA
Undervest Short Sleeve Shirt	Elbeco	UVS102/UVS104	Each	\$ 39.99	NA	\$ 39.99	NA	\$ 39.99	NA	\$ 41.99	NA	\$ 41.99	NA
Class A Long Sleeve Shirt	Elbeco	584D/9584LCD	Each	\$ 59.99	NA	\$ 59.99	NA	\$ 59.99	NA	\$ 61.99	NA	\$ 61.99	NA
Class A Short Sleeve Shirt	Elbeco	5584D/9784LCD	Each	\$ 54.99	NA	\$ 54.99	NA	\$ 54.99	NA	\$ 57.99	NA	\$ 57.99	NA
Uniform Pant	Elbeco	E394R/E9394LC	Each	\$ 50.99	NA	\$ 50.99	NA	\$ 50.99	NA	\$ 53.99	NA	\$ 53.99	NA
Rain Coat	Blauer	736	Each	\$ 159.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 159.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 159.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 165.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 165.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%
Jacket Soft Shell Navy	Blauer	4660	Each	\$ 115.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 115.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 115.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 120.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 120.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%
Jacket Soft Shell Hi-Viz	Blauer	4670	Each	\$ 129.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 129.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 129.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 135.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%	\$ 135.99	Size: 2XL +10% Size: 3XL +20% Size: 4XL +30% Size: 5XL +75%
TacShell Jacket - Outershell only	Blauer	9820-Dk Navy-Lrg-Rg	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Saucer Hat	Nye		Each	-	NA	-	NA	-	NA	-	NA	-	NA
Ties	Nye	Uniform Cravat	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Collar Brass – Silver PPD	Nye		Each	-	NA	-	NA	-	NA	-	NA	-	NA
Sliver Whistle Chain	Hero's Pride		Each	-	NA	-	NA	-	NA	-	NA	-	NA
Silver Whistle	Hero's Pride		Each	-	NA	-	NA	-	NA	-	NA	-	NA
Hat Rain Cover	Nye	107 Blk/Yellow	Each	-	NA	-	NA	-	NA	-	NA	-	NA

DUTY BELT/EQUIPMENT	Brand	Model#	Unit of Measure	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform
Duty Belt	Bianchi	7200	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Trouser Belt	Bianchi	7205	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Belt Keepers	Bianchi	6406	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Handcuff Case	Bianchi	7300	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Latex Glove Pouch	Bianchi	7328	Each	-	NA	-	NA	-	NA	-	NA	-	NA
ASP Baton Holder	Bianchi	7312	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Pepper Spray Holder	Bianchi	7307S	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Magazine Holder	Bianchi	8020 (Numerous in quartermaster)	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Traffic Safety Vest	Blauer	339F	Each	-	NA	-	NA	-	NA	-	NA	-	NA
MagLite Holder	Hero's Pride	1090	Each	-	NA	-	NA	-	NA	-	NA	-	NA
Handcuffs	Peerless	700C - Nickel	Each	-	NA	-	NA	-	NA	-	NA	-	NA

SERVICES	Unit of Measure	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform	NYE Uniform	Star Uniform
Hemming Pants (Length Alteration)	Each	-	NA	-	NA	-	NA	-	NA	-	NA	-	NA
Silkscreen Printing	Each	-	NA	-	NA	-	NA	-	NA	-	NA	-	NA
Patches Sewn	Each	-	NA	-	NA	-	NA	-	NA	-	NA	-	NA
Delivery	Each	-	NA	-	NA	-	NA	-	NA	-	NA	-	NA

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Early Redemption of 2013 Capital Improvement Bonds

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Adopt the Resolution Approving Redemption of All of the Callable Outstanding City of Portage Capital Improvement Bonds, Series 2013, approve a budget transfer from the General Fund to the General Obligation Debt Fund in the amount of \$567,757; and authorize the Acting City Manager to sign all documents on behalf of the city.

Analysis of outstanding debt has identified the Capital Improvement Bond Series 2013 which has an outstanding principal balance of \$1,480,000 and interest rates of 3.00 - 4.50% that may be redeemed early, lowering the total outstanding debt and saving over \$323,000 in interest costs over the next thirteen years. Proceeds from the bond issue were allocated between water, sewer, and general capital improvement projects. Consequently, redemption requires funds from those three sources. The portion of the \$1,480,000 that funded non-utility projects is \$567,757, with the remaining \$912,243 coming from the sewer and water funds. The general fund and utility funds have sufficient resources to retire their respective portions of this debt. Bonds totaling \$1,480,000 will be redeemed on April 1, 2022.

It is recommended that City Council adopt the Resolution Approving Redemption of All of the Callable Outstanding City of Portage Capital Improvement Bonds, Series 2013, approve a budget transfer from the General Fund to the General Obligation Debt Fund in the amount of \$567,757; and authorize the Acting City Manager to sign all documents on behalf of the city.

FUNDING: From the General Fund unassigned fund balance, \$567,757 will be transferred to the General Obligation Debt fund, \$201,004 of sewer and \$711,239 of water unrestricted fund balance will be expended.

Attachments: 1. Resolution for Portage Redemption Capital Improvement Bonds, Series 2013

CITY OF PORTAGE

At a _____ meeting of the City Council of the City of Portage, Kalamazoo County, Michigan (the "City"), held in City Hall on January __, 2022 at __:__ .m., Eastern Standard Time, there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

**RESOLUTION APPROVING REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
CITY OF PORTAGE CAPITAL IMPROVEMENT BONDS, SERIES 2013
PRIOR TO MATURITY**

WHEREAS, the City has issued its City of Portage Capital Improvement Bonds, Series 2013, dated August 1, 2013 in the amount of \$3,130,000 (the "Bonds"); and

WHEREAS, the City Council hereby appropriates monies from the previously un-appropriated fund balance the amounts as follows for the redemption of Bonds on April 1, 2022: the amount of \$1,480,000 in principal maturing in the years 2022 through 2034; plus bond counsel fees in the amount of \$750.00; and

WHEREAS, the bonds to be called with maturities and interest rates, as of the date hereof, are set forth in *EXHIBIT A* (such bonds referred to as the "Bonds To Be Redeemed"); and

WHEREAS, it is the determination and judgment of the City Council that the Bonds to be Redeemed should be called to secure for the City the anticipated interest savings and thereby benefit the taxpayers of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTAGE, MICHIGAN, as follows:

1. The Finance Director of the City is authorized to fix the date of redemption of the Bonds to be Redeemed as shown on *EXHIBIT A*, and to cause a notice of such redemption, as set forth in a form of Notice of Redemption attached hereto as *EXHIBIT B*, to be published in the appropriate publications.

2. The Finance Director and/or the City Clerk are individually or severally authorized to act on behalf of the City in carrying out the redemption of the Bonds To Be Redeemed.

3. All ordinances or resolutions and parts of ordinances or resolutions, insofar as the same may be in conflict herewith, are hereby rescinded.

YES: _____

NO: _____

ABSENT: _____

ABSTAIN: _____

The resolution was declared adopted.

CITY CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Portage, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a _____ meeting held on January ____, 2022, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records of the proceedings of the City Council in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as thereby required.

Erica Eklov
City Clerk

[SEAL]

EXHIBIT A

\$3,130,000
CITY OF PORTAGE CAPITAL IMPROVEMENT BONDS, SERIES 2013
DEBT SERVICE SCHEDULE OF OUTSTANDING BONDS TO BE REDEEMED
Redemption Date: April 1, 2022

SERIAL BONDS

<u>DUE OCT. 1</u>	<u>AMOUNT</u>	<u>RATE</u>	<u>YIELD</u>	<u>SUB TOTAL</u>	<u>GRAND TOTAL</u>
2022*	210,000	3.00%	2.65	210,000	
2023*	175,000	3.00	2.85	175,000	
2024*	180,000	3.00	3.00	180,000	<u>565,000</u>

\$915,000 Term Bonds **

	<u>TOTAL</u>	
\$210,000 - 3.375% Term Bonds due October 1, 2026* - Yield: 3.40%	210,000	
\$210,000- 4.00% Term Bonds due October 1,2028*-Yield: 3.80%	210,000	
\$495,000- 4.50% Term Bonds due October 1,2034*-Yield: 4.50%	<u>495,000</u>	<u>915,000</u>
TOTAL BONDS TO BE REDEEMED		1,480,000

In addition to the redemption amount of \$1,480,000 on April 1, 2022 there is also a regularly scheduled interest payment due.

The following redemption provisions apply to the bonds described above:

Bonds maturing on or after October 1, 2021 shall be subject to redemption prior to maturity at the option of the City, in any order, in whole or in part on the interest payment date on or after October 1, 2021. Bonds called for redemption shall be redeemed at par, plus accrued interest for the date fixed for redemption.

Bond Registrar and Paying Agent:

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

EXHIBIT B

NOTICE OF REDEMPTION

**\$3,130,000
CITY OF PORTAGE
CAPITAL IMPROVEMENT BONDS, SERIES 2013**

Dated as of August 1, 2013

DUE OCTOBER 1, 2022 THROUGH OCTOBER 1, 2034

NOTICE IS HEREBY GIVEN that the City of Portage, Kalamazoo County, Michigan has called for redemption, on April 1, 2022, (the "Redemption Date"), all of the callable outstanding City of Portage Capital Improvement Bonds, Series 2013 (the "Bonds"), bearing the original issue date of August 1, 2013, maturing in the principal amounts, on the dates, bearing interest at the rates, with the "CUSIP" numbers, as follows:

SERIAL BONDS

<u>DUE OCT. 1</u>	<u>AMOUNT</u>	<u>RATE</u>	<u>YIELD</u>	<u>SUB TOTAL</u>	<u>GRAND TOTAL</u>
2022*	210,000	3.00%	2.65	210,000	
2023*	175,000	3.00	2.85	175,000	
2024*	180,000	3.00	3.00	180,000	<u>565,000</u>

\$915,000 Term Bonds **

	<u>TOTAL</u>	
\$210,000 - 3.375% Term Bonds due October 1, 2026* - Yield: 3.40%	210,000	
\$210,000- 4.00% Term Bonds due October 1,2028*-Yield: 3.80%	210,000	
\$495,000- 4.50% Term Bonds due October 1,2034*-Yield: 4.50%	<u>495,000</u>	<u>915,000</u>
TOTAL BONDS TO BE REDEEMED		1,480,000

Said Bonds will be redeemed at 100% of the par value thereof.

Said Bonds should be surrendered for redemption to The Huntington National Bank, as paying agent, for payment as of April 1, 2022, after which date all interest on said Bonds shall cease to accrue, whether said Bonds are presented for payment or not.

Bonds may be surrendered for payment as indicated below. The method of delivery is at the option of the holder, but if by mail, registered mail is suggested.

The Huntington National Bank
Corporate Trust MI-231
40 Pearl Street NW
Grand Rapids, MI 49503

Under the provisions of the Interest and Dividend Tax Compliance Act of 1983 and the Comprehensive National Energy Policy Act of 1993, paying agents making payments of principal on municipal securities may be obligated to withhold a 31% tax from remittances to individuals who have failed to furnish the paying agent with a certified and valid Taxpayer Identification Number on a fully completed Form W-9. Holders of the above described Bonds, who wish to avoid the application of these provisions, should submit certified Taxpayer Identification Numbers on I.R.S. Form W-9 when presenting their securities for redemption.

* No representation is made as to the correctness of the CUSIP numbers either as printed on the Bonds or as contained herein.

CITY OF PORTAGE

Lauren VanderVeen, Finance Director

STATEMENT OF RECEIPTS AND EXPENSES

**REDEMPTION
OF ALL OF THE CALLABLE OUTSTANDING
\$3,130,000
CITY OF PORTAGE CAPITAL IMPROVEMENT BONDS, SERIES 2013**

Dated as of August 1, 2013

Due: April 1, 2022

RECEIPTS:

City of Portage		
Principal to be Redeemed	\$,1,480,000.00	
Premium (0.00%)	00.00	
Paying Agent Fees	00.00	
Legal Fees and Expenses	<u>750.00</u>	
TOTAL		<u><u>\$,1,480,750.00</u></u>

DISBURSEMENTS:

The Huntington National Bank		
Principal to be Redeemed	\$,1,480,000.00	
Premium (0.00%)	000.00	
Paying Agent Fees (estimated)	<u>000.00</u>	
Clark Hill, PLC		
Legal Fees	\$ 600.00	
Out of Pocket Expenses	<u>150.00</u>	<u>750.00</u>
TOTAL		<u><u>\$1,480,750.00</u></u>

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: 2022 Board of Review Recommendations

SUPPORTING PERSONNEL: Meshia Rose, City Assessor

ACTION RECOMMENDED: Approve the recommendations regarding the 2022 Board of Review by:

- a. adopting the resolution establishing the schedule for the 2022 Board of Review;
- b. approving the use of two, three-member, panels for the 2022 Board of Review meetings.

The Board of Review meets annually in March for the purpose of hearing current year property assessment appeals. The attached resolution has been prepared to set the meeting schedule in accordance with City Charter. It is anticipated that the 2022 assessment notices will be mailed the week of February 14, allowing property owners sufficient notification of the Board of Review dates. Property owners are also encouraged to meet with assessing staff ahead of the Board of Review meeting. After the 2022 assessment roll has been certified by the City Assessor, all changes must be approved by the Board of Review.

Under the provisions of the City Charter, the City Council may appoint three, six or nine members to the Board of Review. On January 11, 2022, City Council appointed six members to the Board of Review. These members will be required to attend a training session administered by the State Tax Commission.

Based on the above information and the outcome of the January 11, 2022, City Council meeting, it is recommended that City Council adopt the resolution setting the schedule for the 2022 Board of Review and approve the use of two, three-member panels, for the Board of Review meetings.

FUNDING: N/A

Attachments: 1. 2022 Board of Review Resolution

CITY OF PORTAGE

2022 BOARD OF REVIEW RESOLUTION

Moved by Council Member

Supported by Council Member

WHEREAS, the City Charter of the City of Portage, Section 8.6, requires that the City Council set the date, time of day, and place for the meeting of the first and second sessions of the Board of Review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall convene in its first session on Monday, March 14, 2022, at 9:00 AM for the organizational meeting in Conference Room 1 located at City Hall, Portage, Michigan and shall continue for appointments on Tuesday, March 15, 2022, in Conference Room 1 at the same location, commencing at 12:00 PM to 5:00 PM and from 6:00 PM to 7:30 PM and shall continue in session on Wednesday, March 16, 2022, from 12:00 PM to 5:00 PM and 6:00 PM to 7:30 PM and shall continue in session on Thursday, March 17, 2022, from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM, and on such additional days as may be required to hear all persons who have given notice of a desire to be heard.

BE IT FURTHER RESOLVED that the Board of Review shall convene in its second session on Tuesday, March 29, 2022, in Conference Room 1 from 9:00 AM until all interested parties have been heard, but not less than 6 hours.

BE IT FURTHER RESOLVED that members of the Board of Review shall be compensated each at the rate of \$100.00 per day for each day or portion thereof as they may be legally in session pursuant to the discharge of their duties and for each day of spent in training required under PA 660 of 2018.

BE IT FURTHER RESOLVED that notice of the times and place of the sessions of the Board of Review shall be published in a newspaper of general circulation in the City no less than ten (10) days prior to the first meeting of the Board of Review in three (3) successive issues of the newspaper.

Appointments are available by calling the City Assessor's Office.

ADOPTED: YEAS:

 NAYS:

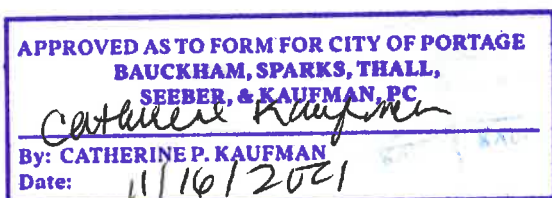
 ABSENT:

Erica Eklov, City Clerk

CERTIFICATE

I certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan held on the 25th day of January, 2022, the original of which resolution is on file in my office.

Erica Eklov, City Clerk



Minutes of Boards & Commissions

Environmental Board Meeting Minutes

9.8.21 Meeting

Call to Order:

- Meeting called to order at 7:08pm.
- Members Present: Thomas Shaffer, Joe Chamberlin, Deirdre Courtney, Grace Freed, Jerry Kroehn, Loren Kimeldorf, Assistant City Engineer Jamie Harmon (ex officio)
- *Motion to Approve of August Meeting Minutes. Second (Jerry)*

Volunteer Discussion:

- Joe stated the library will reach out again regarding partnership with Seed Bank.
 - o Interest in partnering at the Farmer's Market & Garlic Mustard pulls
- Jerry suggested looking at doubling up in May for Garlic Mustard pulls. Focus on trails.
 - o Setting up information tables in Park lots to get volunteers
 - o Asking Park Rangers to help set up
- Jerry will mark up park map for focus areas for Garlic Mustard pulls.
- Thomas will touch base with the Parks Board for partnership on pulls 2022.
- Grace will have the Youth Board promote pulls for "volunteer hours".
- Digital waiver should be placed on website for minor students/volunteers in attendance without parent.

Web Page Discussion:

- Climate Resolution has been added to the website.
- EB calendar has been denied until board has an active schedule and would need to fill calendar to keep it active.
- Emerging disease link will be posted to the website.
- Please review mosquito email sent out. May need statements discussing intro of all links. Review EEE results for mosquitos (none found in samples)
- Climate change is affecting infectious diseases...need to prepare now
- Link to garlic mustard (invasive species)
- Need to review blog post
 - o Posting time sensitive topics
 - o Educating the public
 - o Permanent posts vs. short term posts

Open Discussion:

- Jamie will send the link again for the "Notify Me" alerts tool. Board members need to make sure to sign up. Notices regarding meeting agendas and minutes are sent thru this tool, as well as other public notices.
- Gift card raffle to be held in October.
- Motion to have a table at the October 17th Farmer's Market (collect seeds, capture info from attendees about EB topics).
 - o Second (Jerry)
 - o Approved
- Motion to move October meeting to 10/20
 - o Approved
- Agenda items for October
 - o Lauren and the website
 - o Feedback from the Farmer's Market table event
- Bishops Bog monitoring report handed out – please review at your discretion

Motion to adjourn; approved:

- Motion by Thomas Shaffer, Second by Jerry Kroehn
- Meeting ended at 8:43 p.m.

Environmental Board Meeting Minutes

10.20.21 Meeting

Call to Order:

- Meeting called to order at 7:11pm.
- Members Present: Thomas Shaffer, Joe Chamberlin, Jerry Kroehn, Lauren McMullan, Loren Kimeldorf, Nicole Reid, Chad Oberdoerster, Assistant City Engineer Jamie Harmon (ex officio)
- Introduction for new members Nicole Reid & Chad Oberdoerster
- Need to fill Secretary position, Loren will take meeting minutes for October.
- *Motion to Approve of September Meeting Minutes. First (Thomas S.) Second (Joe C.)*

Old Business:

- Lauren: Asked for monthly update on City of Portage environmental movement. Jamie: will look into this with City Manager office.
- Lauren: proposed breaking into task force work groups (breakout sessions) for most duration and then reporting at end of meeting. Work group meet 1x during interim before next meeting.
- Chad: looking to get community buy in for assessment and measurements to ascertain baselines in Portage.
- Lauren: proposes for 2022 focusing on climate change exclusively. Tie in tangible activities to Climate change and climate action.

Garlic Mustard Pulls:

- Jerry: Set up sub-committee. Submitted draft of how to change garlic pulls. Will review draft and discuss next meeting.
- Joe: get youth involved with pulls - can relay to high schools for volunteer hours. Grace may help get word out.
- Joe: Drew 3 winners from volunteers (pulls) for gift cards. Joe will call winners.
- Motion: November we will designate committee for garlic pulls. First Thomas, Second Joe.

Farmer's Market Event:

- Joe: table event went well from community involvement standpoint. Library Seed Bank was involved. Look to coordinate with Public Library in future.

Open Discussion:

- Chad: Google Drive or Microsoft suite for Board ideas that spring up between meetings, perhaps to use Slack.
- Lauren: review sub committee assignments at November meeting

Motion to adjourn; approved:

- Motion by Thomas Shaffer, Second by Joe Chamberlin
- Meeting ended at 8:45 p.m.

Portage Environmental Board Meeting Notes 11-10-21

Call to Order:

-Meeting called to order at 7:08 p.m.

-Members Present: Chair: Thomas Shaffer, Joe Chamberlin, Jerry Kroehn, Diedre Nieves, Loren Kimeldorf, Nicole Reid, Justin Gish, Chad Oberdoerster, Grace Freed (youth advisory), Jamie Harmon (ex officio)

-Prior meeting minutes approved

Board Officer Elections:

-discussed that these should take place yearly

-decided to formally elect secretary tonight and delay other officer elections

7:11 -motion to fill board secretary carried

7:15 -motion to confirm Chad Oberdoerster carried with unanimous vote

Environmental Board Purpose:

7:24 -members discussed and reviewed the purpose document shared by Jamie Harmon

Webpage Discussion:

-board discussed a potential webpage for city initiatives

-motion for a prominent link from the proposed webpage to the Environmental Board page and vice versa

-motioned passed unanimously

Climate Action Plan:

-board discussed the idea of recommending a comprehensive climate action plan that includes a greenhouse gas inventory with baseline data and a resiliency and adaptation plan that is forward-looking as a follow-up to the climate emergency declaration and a tool to help visioning for the city's future

-board agreed to discuss further and look at assigning a sub-group for this purpose

Potential Topics For Next Meeting:

-officer election

-sub-groups for things such as climate action plan, public involvement activities, etc.

-goal-setting for the coming year

-follow up with staff on environmental initiatives being undertaken by the city and website for this

Motion to Adjourn:

-meeting ended at 8:45 p.m.

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – October 7, 2021

CALL TO ORDER: The City of Portage Human Services Board meeting of October 7, 2021 was called to order by Chairman Spalvieri 6:08 p.m. in Conference Room 1, Portage City Hall, 7900 South Westnedge Avenue.

MEMBERS PRESENT: Fiorella Spalvieri, Jihan Young, Brooke Kolodzieczyk, Nadeem Mirza, Barbara Sagara

MEMBERS EXCUSED: Effie Kokkinos

OTHERS PRESENT: John Dillworth, Chris Buckley, Executive Director Portage Community Center (virtual)

MEMBERS ABSENT: Stephanie Upshaw

STAFF PRESENT: Tina Perry, Neighborhood and Housing Specialist; Christopher Forth, Deputy Director, Daniel Harrington, City Planner/GIS Specialist.

APPROVAL OF MINUTES:

Kolodzieczyk moved and Mirza supported a motion to approve the September 9, 2021 minutes. Motion passed 5-0.

PUBLIC HEARINGS:

FY2020-21 Consolidated Annual Performance Evaluation Report. Mr. Forth presented the CDBG program's Consolidated Annual Performance Evaluation Report (CAPER) which covers general performance of the CDBG program, specific activity performance, financial reporting and reporting in IDIS during FY2020-21. Mr. Forth summarized the FY2020-21 budget per each activity and accomplishments, which included 12 housing rehabilitation projects, 486 code enforcement cases in the low/mod designated neighborhoods, financial support to the Fair Housing Center and assistance provided to Portage residents by the Portage Community Center. Chris Buckley, Executive Director Portage Community Center, explained why the impacts of the COVID-19 pandemic resulted in far fewer residents being served this year than in prior years. Mr. Forth mentioned that no down payment assistance projects were completed in FY2020-21, possibly due to low/moderate income residents being more impacted by the pandemic. However, two applications were received, reviewed and approved but the applicants never moved forward with the home purchase. Mr. also noted that CDBG admin costs are historically kept below the 20% cap so more money can be spent helping residents in the community. The admin cost for FY2020-21 was approximately 10%. Code enforcement cases well exceeded the anticipated number.

Mirza made a motion, supported by Young to open the public hearing. Motion passed 5-0. No citizens were present to comment on the FY2020-21 CAPER. There being no public comment, Kolodzieczyk made a motion to close the hearing and Sagara supported. Motion passed 5-0.

There being no further discussion, a motion was made by Kolodzieczyk, supported by Mirza, that the FY2020-21 Consolidated Annual Performance Evaluation Report be approved. Motion passed 5-0.

NEW BUSINESS:

None

OLD BUSINESS:

Proposed revisions to FY 2021-22 Human Public Services Grant application form: Board members reviewed changes to Question 15. Sagara complimented Mr. Forth for the overall revisions to the application. Young inquired about the changes. Spalvieri indicated the revisions were to provide clarity and Kolodzieczyk added it removes road blocks for new applicants and non-profits who wish to apply. The Board had not further comments regarding the proposed FY2021-22 application form. Mr. Forth indicated the application will be distributed to area agencies the first week in November 2021.

Red Ribbon Week Proclamation: The Board discussed reading the proclamation at the October 19, 2021 City Council. Young, Kolodzieczyk and Perry would reach out to elementary and middle school students in an effort for youth turnout at the meeting. Mr. Forth indicated banners promoting Red Ribbon Week will be displayed at City Hall.

STATEMENTS OF CITIZENS:

Dillworth commented that city funding of local human public services has historically been a short term solution to emergencies within the City. He indicated there are longer term approaches and other funding resources are available that can result in a greater impact. Mirza explained the Board's direction is from City Council and the charge is to encourage non-profits who can serve Portage residents to apply for General Fund dollars. Dillworth suggested HSB review the Harlem Children's Zone.

ADJOURNMENT:

Due to personal reasons, Mirza indicated this would be his final Human Services Board meeting. Spalvieri thanked Nadeem for his years of expertise and valuable service to the HSB. The next meeting of the Human Services Board is scheduled for November 4, 2021 at 6:00 p.m.

There being no further discussion to come before the Board, a motion was made by Mirza to adjourn the meeting at 7:00 p.m. Motion was approved 5-0.

Respectfully Submitted,



Tina Perry,
Neighborhood and Housing Specialist

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – December 2, 2021

CALL TO ORDER: The City of Portage Human Services Board meeting of December 2, 2021 was called to order by Chairman Spalvieri at 6:10 p.m. at Portage Community Center, 325 E. Centre Avenue.

MEMBERS PRESENT: Chair Fiorella Spalvieri, Barbara Sagara, Effie Kokkinos, Erin Tornello, John Dillworth, & Jihan Young

MEMBERS EXCUSED: Vice Chair Stephanie Upshaw & Brooke Kolodzieczyk. Jihan Young made a motion to excuse these members, Effie Kokkinos supported and it was unanimously approved 6-0.

OTHERS PRESENT: Chris Buckley, Executive Director Portage Community Center, Riley Thomas, Youth Advisory Committee & Tom McCoy, former Community Development Housing Specialist

MEMBERS ABSENT: Mirza Nadeem, Mason Teachman (YAC)

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist; Christopher Forth, Deputy Director, Daniel Harrington, City Planner/GIS

APPROVAL OF MINUTES:

The minutes of October 7, 2021 were not approved, and tabled until the next meeting.

PUBLIC HEARINGS:

None

NEW BUSINESS:

SECRETARY: Discussion of an HSB Secretary. Currently there is not an appointed Secretary on the HSB. Perry explained the role of the secretary includes taking detailed minutes with a timely submission to facilitate staff reports resulting in HSB actions for City Council or other parties. Effie Kokkinos and Fiorella Spalvieri indicated a preference for staff to continue taking the minutes. With no objections, it was agreed without motion that a Secretary will not be appointed.

METRO TRANSIT: There is not currently HSB representation on the Metro Transit Board. Perry indicated this role is no longer necessary as there are two city councilmembers and a planning commissioner that attend their meetings. There is the opportunity for update by one of the representatives through attendance at an HSB meeting. Jihan Young suggested offering the opportunity to the new member expected in January in case they had a special interest.

HSB SCHEDULE: Fiorella Spalvieri inquired about the upcoming meeting schedule. Perry confirmed the next regular meeting on January 6, 2022 where the HSB will hear presentations from service agencies who've submitted funding request application(s) for FY22-23. Application materials and evaluation forms will be provided to the HSB in advance. To accomplish the presentations in a timely fashion, minimal questions of agencies will occur at this meeting. Due to the room size it was suggested agencies take turns and Zoom can be utilized to assure the meeting is open for anyone.

A special meeting was agreed on for Thursday, January 20, 2022 @ 6 p.m. to begin deliberation; continued at the regular meeting, February 3, 2022.

OLD BUSINESS:

Jihan Young spoke about the Red Ribbon Week experience from a presentation at West Middle School, and the positive feedback from the parents and middle school staff.

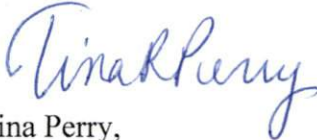
STATEMENTS OF CITIZENS:

Tom McCoy stated it was nice to see everyone and he was appreciative to be invited.

ADJOURNMENT:

There being no further discussion to come before the Board, a motion was made by Barbara Sagara, supported by Jihan Young to adjourn the meeting at 6:40 p.m. Motion was approved 6-0.

Respectfully Submitted,



Tina Perry,
Neighborhood and Housing Specialist

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