

CITY COUNCIL MEETING MINUTES FROM JANUARY 25, 2022

Mayor Patricia Randall called the Regular Meeting to order at 07:00 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, and Mayor Patricia Randall were present.

ABSENT: Mayor Pro Tem Jim Pearson and Councilmember Terry Urban.

ALSO PRESENT: Acting City Manager Adam Herringa, Assistant City Attorney Roxanne Seeber, and City Clerk Erica Eklov.

INVOCATION: At the request of Mayor Randall, the audience observed a moment of silence to reflect on the diversity within the Portage community and endeavor to make it equitable and just for all.

PLEDGE OF ALLEGIANCE: Following the moment of silence, B.S.A. Scout Troop 211 lead everyone in the Pledge of Allegiance.

PROCLAMATIONS: At the invitation of Mayor Randall, Councilmember Brayton read the proclamation for Chinese New Year 2022.

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 Burns removed Item A.3. Motion by Knapp, seconded by Ledbetter, to adopt the Consent Agenda as amended. Upon a roll call vote, motion carried 5 to 0.

City Council Meeting Minutes: Motion by Knapp, seconded by Ledbetter, to approve the City Council Meeting Minutes for the Board & Commission Interviews of January 11, 2022; Regular Meeting of January 11, 2022, and Special Meeting of January 18, 2022. Upon a roll call vote, motion carried 5 to 0.

Accounts Payable Register: Motion by Knapp, seconded by Ledbetter, to approve the Accounts Payable Register of January 25, 2022, as presented. Upon a roll call vote, motion carried 5 to 0.

Spring Cleanup Disposal Fees - Bid Tabulation: Motion by Knapp, seconded by Ledbetter, to 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. Upon a roll call vote, motion carried 5 to 0.

Microsoft Licensing Renewal: Motion by Knapp, seconded by Ledbetter, to 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. Upon a roll call vote, motion carried 5 to 0.

ADP Payroll Processing Time/Attendance Software: Motion by Knapp, seconded by Ledbetter, to 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. Upon a roll call vote, motion carried 5 to 0.

Police Uniforms Contract: Motion by Knapp, seconded by Ledbetter, 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 5 to 0.

Early Redemption of 2013 Capital Improvement Bonds: Motion by Knapp, seconded by Ledbetter, to 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. Upon a roll call vote, motion carried 5 to 0.

2022 Board of Review Recommendations: Motion by Knapp, seconded by Ledbetter, to approve the recommendations regarding the 2022 Board of Review by adopting the resolution establishing the schedule for the 2022 Board of Review; and, approving the use of two, three-member, panels for the 2022 Board of Review meetings. Upon a roll call vote, motion carried 5 to 0.

Minutes of Boards & Commissions: Motion by Knapp, seconded by Ledbetter, to receive the minutes of the Environmental Board of September 8, 2021; Environmental Board of October 20, 2021; Environmental Board of November 10, 2021; Human Services Board of October 7, 2021; and Human Services Board of December 2, 2021. Upon a roll call vote, motion carried 5 to 0.

Calendar of Meetings: Motion by Knapp, seconded by Ledbetter, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 5 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Ms. Jane Ghosh, President, and CEO of Discover Kalamazoo, provided an update regarding the organization's upcoming events in Kalamazoo.

REGULAR BUSINESS AGENDA:

2022 Utility Installation Projects - Bid Tabulation: Councilmember Burns relayed that he had removed this item from the Consent Agenda to both ask a question and make a request. He inquired about the expected impact on the properties where the water and sewer service were being installed. Transportation and Utilities Director Kendra Gwin responded that the area slated to receive sewer connections did not have any contamination concerns, so individual properties would not be required to connect to sewers until the individual septic systems failed. She further explained that the two areas scheduled to receive water service had issues with water well contamination related to the airport and PFAS, which would prompt individual water system connections. Director Gwin expected property owners to welcome this service. Councilmember Burns then inquired about connection fees. Director Gwin responded that fees had remained the same as in 2021, with grants available to supplement costs when needed.

Councilmember Burns then noted the project was one of two that had recently been carried forward from a prior Capital Improvement Program year. He asked the City Administration to prepare a progress report on Capital Improvement Program projects for pending budget planning meetings.

Motion by Burns, seconded by Brayton, to 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. Upon a roll call vote, motion carried 5 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp provided an update regarding the Kalamazoo County Public Arts Commission. She stated that the Commission was nearly ready to launch a new logo and associated website. Councilmember Knapp then discussed the 2022 Bike Friendly Kalamazoo Fall Celebration and the plan to move from a banner design competition to a mural competition with the addition of a Site Selection Committee. She closed her update with a mention of the May 2022 rollout of the Pixel Stix program.

Motion by Burns, seconded by Brayton, to receive the Council Committee Reports as provided. Upon a roll call vote, motion carried 5 to 0.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Brayton highlighted the historical ramifications of the 13th Amendment in light of the upcoming month of Black History. She then expressed a desire, as a healthcare worker herself, to have equal access for all populations to quality healthcare. Councilmember Brayton closed with a reminder regarding the city's upcoming Black History Month event featuring Shoshana Johnson.

Councilmember Burns provided a reminder regarding the newly launched federal program for providing free COVID-19 home tests. He then thanked staff and the community for being great hosts to the Governor during her recent visit to the Senior Center.

Councilmember Ledbetter noted the federal government was now providing free masks to the public. He then relayed that Bronson Methodist Hospital was 131 percent over capacity due to COVID-19. Councilmember Ledbetter closed by highlighting February as Black History Month, noting that the contributions of the black community extended beyond a single month.

Councilmember Knapp welcomed Roxanne Seeber as Assistant City Attorney for the meeting.

Acting City Manager Herringa issued a reminder regarding two upcoming city events scheduled for February 5, including the upcoming Black History Month event featuring Shoshana Johnson and the Youth Advisory Committee's annual Snow Party.

Mayor Randall noted the Governor's recent visit to the Senior Center to highlight statewide senior issues, stating that the Governor plans to attend the spring ribbon-cutting for the new Portage Community Senior Center. Mayor Randall then wished everyone a happy Chinese New Year. She also provided a reminder regarding the upcoming Black History Month celebration, noting it would be the sixth such celebration for both her and the city, and that Councilmember Ledbetter would be promoting the event on WKZO. Mayor Randall closed by stating she looked forward to attending the upcoming annual Catalyst University event hosted by Southwest Michigan First.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:31 PM.

