

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Black History Month

Petitions and Statements of Citizens (3 mins. per speaker).

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Board & Commission Interviews of January 7, 2025
 - b. Regular Meeting of January 7, 2025
2. Approve the Accounts Payable Register of January 21, 2025, as presented.
3. Approve a three-year renewal contract with WCA Assessing for city assessing services for \$515,631 in year one, with increases in years two and three, and authorize the City Manager to execute all related documents.
4. Approve the purchase of the annual Microsoft licensing in the amount of \$89,946.84 from Insight Public Sector and authorize the City Manager to execute all documents related to this action on behalf of the city.
5. Accept the amendment to Division 2, Article 5 "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for February 4, 2025.
6. Adopt the resolution setting the schedule for the 2025 Board of Review and approve the compensation rate for the Board of Review meetings and training.
7. Approve the resolution determining policy and guidelines which the Board of Review will use when deciding whether to grant poverty exemptions pursuant to public act 253 of 2020.
8. Approve the 2025-2026 Goal Statement.
9. Minutes of Boards & Commissions:
 - a. Human Services Board of December 5, 2024
10. Materials Transmitted.
11. Calendar of Meetings:
 - Historic District Commission: Wednesday, February 5 at 8:30 a.m. in Conference Room 1.
 - Park Board: Wednesday, February 5 at 6:30 a.m. at Portage Parks & Recreation.
 - Human Services Board: Thursday, February 6 at 5:30 p.m. in Conference Room 1.
 - Planning Commission: Thursday, February 6 at 7:00 p.m. in the City Council Chambers.
 - Youth Advisory Committee: Monday, February 10 at 6:00 p.m. in Conference Room 1.
 - Zoning Board of Appeals: Monday, February 10 at 7:00 p.m. in the City Council Chambers.

B. Communications:

1. Receive the Annual Report Presentation from the Youth Advisory Committee for the 2024/2025 Year.

C. Public Hearings:

D. Regular Business Agenda:

E. Unfinished Business:

1. Adopt the proposed ordinance amendment to the Code of Ordinances and the adopted 2021 International Property Maintenance Code.
2. Adopt the ordinance to amend Chapter 58 - Solid Waste of the City of Portage Code of Ordinances.

F. Council Committee Reports:

G. New Business:

H. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

Black History Month 2025

- WHEREAS,** Black History Month is observed in February of each year and 2025 marks the 49th year; and
- WHEREAS,** Black History Month was originally set in February to include the birthdays of Frederick Douglass and Abraham Lincoln, two key figures in the history of African Americans; and
- WHEREAS,** the theme for Black History Month 2025 focuses on “African Americans and Labor” and how labor and work of all kinds – free and unfree, skilled and unskilled, vocational and voluntary – intersects with the collective experiences of Black people; and
- WHEREAS,** from the traditional agricultural labor of enslaved Africans, to debates among Black educators on the importance of vocational training, to self-help and entrepreneurship in Black communities, to organized labor’s role in fighting for civil rights and social justice; and
- WHEREAS,** work does not only consist of compensated labor in factories, government agencies, or the public sector, but also includes the unseen and unpaid work of families, community groups, churches, institutions, and in all these instances the work Black people do and have done is instrumental in shaping the lives, culture, and society in which we live; and
- WHEREAS,** 2025 marks the 100-year anniversary of the Brotherhood of Sleeping Car Porters and Maids by A. Phillip Randolph, the first Black union to receive a charter in the American Federation of Labor, and the theme “African Americans and Labor” recognizes the accomplishments of Black professionals organized for better working conditions and compensation; and
- WHEREAS,** the City of Portage continues to work toward becoming a community in which all citizens - past, present, and future - are sustained, fortified, and respected for their contributions to our community and beyond; and
- WHEREAS,** to commemorate the birthdate of Dr. Martin Luther King, Jr. and Black History Month 2025, the City of Portage will host Jackie Joyner-Turner, an Olympian whose hard work brought her to the USA Track & Field Hall of Fame, and founder of the Jackie-Joyner Kersee Youth Center Foundation to help youth find success.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, do hereby proclaim that this city honors and recognizes February as “Black History Month.”

Signed this 21st day of January 2025.

Patricia M. Randall, Mayor

BOARD & COMMISSION INTERVIEWS MINUTES FROM JANUARY 7, 2025

Mayor Patricia Randall called the Interview Session to order at 04:34 PM in Conference Room #1 at Portage City Hall.

ROLL CALL: Councilmembers Chris Burns (4:39 p.m.), Victor Ledbetter, Nicole Miller, Terry Urban, Jihan Young, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: None.

ALSO PRESENT: City Manager Pat McGinnis, City Clerk Erica Eklov, and Council & Records Coordinator Aaron Thiel.

BOARD OF REVIEW - 5 EXPIRING TERMS, 1 VACANCY: From 4:36 p.m. to 4:47 p.m. the Council interviewed returning members Amanda Bengston, Carol Eddy, and Keith Hearit. Mayor Randall began by asking the returning members if they had comments on the process. Ms. Eddy and Mr. Hearit responded that they hadn't had access to a useful valuation software module in the prior March Board of Review. Mayor Randall responded that the City Administration would review the matter. Councilmember Young asked the members why they had chosen the Board of Review. Mayor Randall asked about training requirements, as well as the transition to the contracted assessing service.

ECONOMIC DEVELOPMENT CORPORATION/TAX INCREMENT FINANCE AUTHORITY AND

BROWNFIELD REDEVELOPMENT AUTHORITY - 2 EXPIRING TERMS: From 4:48 p.m. to 4:59 p.m. the Council interviewed returning member Bradley Galin of Portage Public Schools. Mayor Randall made several inquiries to Mr. Galin regarding new residential developments and school district planning logistics. Mayor Randall thanked Mr. Galin for his interest in the board and noted his expected reappointment.

HISTORIC DISTRICT COMMISSION - 3 EXPIRING TERMS, 2 VACANCIES: From 4:59 p.m. to 5:12 p.m. the Council interviewed returning members Nick Meyle and Suzanne Nemeth, as well as applicant Dusti Morton. At the invitation of the Mayor, Mr. Meyle summarized the purpose and meeting schedule of the Commission. Councilmember Burns, noted the prior trading card project by the Commission and asked about each interviewee's favorite property. Mayor Randall noted the City of Kalamazoo's Facebook posts promoting its historic properties and urged the Commission to consider doing a similar project. Discussion followed regarding potential public interest projects for the Commission.

ZONING BOARD OF APPEALS - 3 EXPIRING TERMS: From 5:13 p.m. to 5:23 p.m. the Council interviewed returning members Michael Stempihar, Linda Fry, and Ken Seybold, as well as applicants Rachel Hampsten, Charlie Eldred, and Keith Crowell. Mayor Randall asked the Council Coordinator to clarify the current term expirations considering the applicants present. She then noted to those present that, in the absence of a board vacancy, the expiring members had all expressed interest and would be reappointed, allowing the applicants to pursue other board vacancies. Mayor Randall next inquired about any suggestions for Council assistance from the returning members. There were none, but both Mr. Seybold and Ms. Fry complimented the work of staff liaison Jeff Mais.

PARK BOARD - 1 VACANCY: From 5:23 p.m. to 5:35 p.m. the Council interviewed applicant Matt Wollerman. Current Park Board Chair Tara Gish was also in attendance to represent the board and relayed the Board's purpose and meeting schedule.

Mr. Wollerman noted his family's participation in various activities in the different city parks. Mayor Randall inquired about Mr. Wollerman's favorite park, to which he responded about Lakeview Park and an interest in the new developments.

Councilmember Miller asked Ms. Gish about the Leaf a Legacy tree-planting project concerning tornado recovery efforts. Councilmember Burns asked Ms. Gish about the Portage Parks Foundation and its interaction with the Parks Board.

PLANNING COMMISSION - 1 VACANCY: From 5:35 p.m. to 5:46 p.m. the Council interviewed applicants Rachel Hampsten, Charlie Eldred, and Keith Crowell. Mayor Pro Tem Pearson explained the purpose and expectations of the Planning Commission from his prior experience on the board. Mayor Randall emphasized the importance of matters that come before the Planning Commission and attendance implications. Following descriptions of their backgrounds, Mayor Randall informed the applicants about the additional vacancy on the Board of Review. Mr. Crowell and Ms. Hampsten declined the option, but Mr. Eldred expressed interest. Mayor Randall stated that staff from the Assessing Office would reach out to Mr. Eldred with additional information.

HUMAN SERVICES BOARD - 1 VACANCY: From 5:46 p.m. to 5:59 p.m. the Council interviewed applicants Dan Damaska and Nicole Gustavson. Chair Katie VanLonkuyzen attended as she had been unable to make the Historic District Commission interview earlier in the meeting. At the request of the Mayor, Councilmember Young summarized the oversight and meeting schedule of the Board. Mayor Randall had the applicants summarize their backgrounds. Councilmember Urban asked if Mr. Damaska's employment would create a conflict of interest. Mr. Damaska stated it would not. Mayor Randall also inquired whether either of the applicants was interested in the Board of Review vacancy, and neither was. The interview closed with a brief update by Ms. VanLonkhuyzen on the focus of the Historic District Commission.

BOARD AND COMMISSION APPOINTMENTS DISCUSSION: After the interviews, Clerk Eklov reviewed the appointments and re-appointments to the various boards. Mayor Randall inquired which positions remained open. Clerk Eklov responded that the Board of Review, Human Services Board, and Planning Commission still had an open vacancy each. Discussion ensued regarding appointing Planning Commission applicant Charlie Eldred to the Board of Review position, followed by a discussion about the two remaining applicants for the Planning Commission vacancy. Majority support for applicant Keith Crowell prevailed. Mayor Randall then inquired regarding the current membership of the Human Services Board. Clerk Eklov recited the names of the current members. Following a brief discussion, applicant Dan Damaska was selected for the vacant seat.

STATEMENTS OF CITIZENS: None.

ADJOURNMENT: Mayor Randall adjourned the meeting at 06:08 PM.

Erica L. Eklov, City Clerk

CITY COUNCIL MEETING MINUTES FROM JANUARY 7, 2025

Mayor Patricia Randall called the Regular Meeting to order at 06:13 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Chris Burns, Victor Ledbetter, Nicole Miller, Terry Urban, Jihan Young, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: None.

ALSO PRESENT: City Manager Pat McGinnis, Chief Development Officer Peter Dame (CDO), City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on embracing the commitment to make the city, country, and world a better place. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

City Manager McGinnis presented awards to the top three winners of the third annual Decked Out Home Decorating Contest. The winners included First Place: \$200 (7114 Winter Forest Drive) - Matt Schaeffer, Second Place: \$150 (6636 Rothbury Street) - Tony & Becky Moon, and Third Place: \$100 (5807 Copperleaf Trail) - Donna and Nathaniel Malaski. Clerk Eklov announced the four honorable mentions, including 414 Gabardine Avenue, 10527 Sudan Street, 6117 Rothbury Street, and 1505 West Milham Avenue.

PETITIONS AND STATEMENTS OF CITIZENS: None.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if anyone would like an item removed from the Consent Agenda. Seeing none, motion by Urban, seconded by Young, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Urban, seconded by Young, to approve the City Council Meeting Minutes of the Regular Meeting of December 17, 2024. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Urban, seconded by Young, to approve the Accounts Payable Register of January 7, 2025, as presented. Upon a roll call vote, motion carried 7 to 0.

Exclusive Hauler Ordinance Proposal: Motion by Urban, seconded by Young, to receive an ordinance to amend Chapter 58 - Solid Waste of the City of Portage Code of Ordinances and schedule final action on January 21, 2025. Upon a roll call vote, motion carried 7 to 0.

Six-Month Extension to City-Wide Recycling Contract: Motion by Urban, seconded by Young, to approve a six-month extension of the Recycling Contract with Best Way. Upon a roll call vote, motion carried 7 to 0.

Reconstruction of Sidewalk and Pedestrian Crossings: Motion by Urban, seconded by Young, to approve a payment to Peters Construction Company, Kalamazoo, Michigan in the amount \$257,737.59 for the reconstruction of sidewalk and pedestrian crossings; a budget transfer of up to \$260,000 from appropriations set aside to Accessible Pedestrian Signal Installation; and authorize the City Manager to approve payment. Upon a roll call vote, motion carried 7 to 0.

Agreements with Kalamazoo County to Direct State of Michigan Aid to Tornado Victims:

Motion by Urban, seconded by Young, to approve Agreements with Kalamazoo County for Tornado Relief Aid. Upon a roll call vote, motion carried 7 to 0.

City Attorney Access Policy: Motion by Urban, seconded by Young, to adopt the proposed City Attorney Access Policy. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted: Motion by Urban, seconded by Young, to receive the Materials Transmitted of December 12, 2024. Upon a roll call vote, motion carried 7 to 0.

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

COMMUNICATIONS:

Environmental Board Annual Update: Environmental Board chair Diedre Courtney Nieves presented the efforts of the Board from the prior year and relayed the Board's goals for the upcoming year, including getting Portage Bee City certified. Councilmember Miller ask Ms. Courtney Nieves to clarify what the Bee City certification entailed. Ms. Courtney Nieves explained the benefits and additional research needed.

Motion by Pearson, seconded by Burns, to receive the annual update by the Environmental Board. Upon a voice vote, motion carried 7 to 0.

Presentation on Zoning and Development Code Update Process: Pete Dame presented the planned overhaul of the city's zoning and development code included in the City Council's goals and turned things over to Marya Morris, Project Manager from the city's consultant, Kendig Keast Collaborative. Ms. Morris began by introducing her firm, their approach, and the timeline project. She stated that the 18-month process begins with stakeholder meetings, focus groups, and an analysis of the city's variance history. Ms. Morris then noted the creation of a technical advisory committee and presentations before the Planning Commission, with the entire project separated into two modules. She explained that the first module focuses on residential districts and housing-related matters with any needed code revisions ideally adopted before January 2026. Ms. Morris continued by presenting the second module included a review of the remaining code sections with revisions presented for public comment and public hearings, with an adoption goal of May 2026. She closed by relaying that the process would conclude with staff training on an online platform for the codes and comprehensive plans and the project to finalize around mid-November 2026.

Mayor Randall highlighted Mayor Pro Tem Pearson and Councilmember Urban as the City Council liaisons to the new stakeholder committee and noted the public availability of the information presented.

Motion by Urban, seconded by Miller, to receive the presentation on the Zoning and Development Code Update process by Kendig Keast Collaborative. Upon a voice vote, motion carried 7 to 0.

PUBLIC HEARINGS:

Lake Center Commercial Corridor Mixed-Use Zoning Districts: City Manager McGinnis noted the extension of the public hearing from December, which proved fortuitous, allowing staff additional time to discuss and review certain flexible and permissive wording revisions in the interim alongside City Attorney Kaufman and CDO Dame for reviewing potential non-conforming uses under the new ordinance. CDO Dame summarized the mixed-use district creation plan and relayed the steps taken as

part of the rezoning initiative, including public input sessions and Planning Commission meetings. He highlighted three different sections as created by the Stakeholder Committee to recognize the three distinctive subareas within the Lake Center District. He presented that the new districts would need to be brought with changes to the Planning Commission since the last meeting and to also change the intent language of the non-conforming section to be more permissive for minor changes.

Mayor Randall re-opened the public at 6:49 p.m.

1. Blake Crocker, attorney on behalf of Crystal Car Wash (8387 Portage Road), expressed ongoing concerns regarding the non-conforming use of language on behalf of his client and cited a similar legal case regarding the question of change and expansion; he also asserted current proposal permits drive-thru business and noted Crystal Car Wash could be considered a drive-thru business.
2. Pat Flanagan (Monument Engineering) spoke on behalf of Shave Builders, owning property on Stanley Avenue currently zoned I-1, and purchased in 2005 with the intent of building the company's office and workshop on the property. However, the owner has been unable to pursue these projects which would now be considered non-conforming under the rezoning, which he opposed. Councilmember Urban asked Mr. Flanagan what he thought was non-conforming. Mayor Pro Tem Pearson asked for the specific address, to which Councilmember Urban responded with 2020 Stanley Avenue.
3. Joe Agostinelli (1206 Forest Drive) spoke on behalf of his business (Michigan Growth Advisors) and as a resident adjacent to the subject area. He supported the proposal as a resident and as a consultant noted the Michigan Economic Development Corporation would not invest in Portage without an identifiable downtown and the zoning changes would help in attracting state funding.

Motion by Pearson, seconded by Burns, to close the public hearing. Upon a roll call vote, motion passed 7 to 0.

Councilmember Urban asked CDO Dame to expound upon the concerns from Shave Builders and whether he thought the proposed use would be prohibited. CDO Dame relayed that an application had already been submitted under the current zoning regulations and, as such, would be considered under the Industrial (I-1) designation. CDO Dame then asked to respond to the earlier drive-thru comment regarding Crystal Car Wash. He clarified the major difference is the drive-thru is an accessory use for the main business, whereas a car wash is a car-dependent business. He reiterated that the goal of the rezoning was eliminating single-use, driving only businesses, and moving to multi-use.

Councilmember Ledbetter stated CDO Dame's response had answered his pending question. Mayor Randall reasoned that Crystal Car Wash would not have to directly compete with new businesses in the corridor because more carwashes wouldn't be allowed under the new ordinance.

The owner of Crystal Car Wash requested to respond and Mayor Randall agreed. Mr. Shashin Kothawala (3088 Elmwood Beach, Middleville) asserted that he invested in the Portage Road area during a prior time when the corridor suffered and made an investment in the area, but the city his limiting growth. While he stated his support for the rezoning, he insisted that Crystal Car Wash deserved special consideration and permissions. Mayor Randall noted many business and property owners along the Lake Center Corridor expressed similar sentiments.

Councilmember Miller asked CDO Dame whether the properties on Stanley Avenue were the only other parcels changing aside from those abutting Portage Road. He responded with several other locations. Mayor Pro Tem noted the community-building efforts of the proposal.

Motion by Pearson, seconded by Urban, to adopt Rezoning Ordinance #24/25-3 to create new

the Lake Center mixed-use zoning district with development standards for the Lake Center Commercial Corridor on Portage Road. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Appointments to Citizen Advisory Boards and Commissions: At the request of the Mayor, Clerk Eklov recited the various appointments to the Boards and Commissions from the earlier interview session as follows:

Appoint Amanda Bengston, Patrick Buckley, Carol Eddy, Keith Hearit, Orville Smith, and Charlie Eldred to the Board of Review with terms ending January 1, 2026; confirm Bradley Galin and Karen Gallagher to the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority with terms ending December 31, 2030; appoint Nick Meyle, Suzanne Nemeth, and Katie VanLonkhuyzen to the Historic District Commission with terms ending December 31, 2027, and appoint Dusti Morton and Jessie Duniphin to the Historic District Commission with partial terms ending December 31, 2026; appoint Matt Wollerman to the Park Board with a partial term ending October 1, 2025; appoint Keith Crowell to the Planning Commission with a partial term ending May 31, 2025; appoint Linda Fry and Ken Seybold to the Zoning Board of Appeals with terms ending February 28, 2028, and Michael Stempihar as an alternate to the Zoning Board of Appeals with a term ending February 28, 2028; appoint Dan Damaska to the Human Services Board to a partial term ending October 31, 2026.

Motion by Miller, seconded by Young, to appoint the members to the Board of Review, Historic District Commission, Park Board, Planning Commission, Zoning Board of Appeals, Economic Development Corporation/Tax Increment Finance Authority & Brownfield Redevelopment Authority, and Human Services Board as presented. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Young began by thanking the citizens who participated in decorating their homes for the annual contest, as well as the city's public safety officers who worked during the holidays. She then encouraged the public to consider donating to local non-profits for re-stocking their community supplies following the holidays. Councilmember Young thanked the various applicants and members for attending interviews and closed with wishes of a happy new year.

Councilmember Burns wished everyone a Happy New Year and expressed my gratitude for the snowplow staff. He then highlighted the city's new food scrap recycling pilot program.

Councilmember Urban also wished everyone a happy new year.

Councilmember Ledbetter had no comment.

Councilmember Miller began by extending wishes for a happy new year. She then highlighted the upcoming Mascot Madness Skating event hosted by the Parks Department, including Sparty from Michigan State University and ZZ the Robot from the city's new Zap Zone entertainment center. Councilmember Miller closed by thanking everyone who participated, voted and organized the annual Decked Out House decorating contest. She then echoed Councilmember Burns regarding the food scrap recycling program.

City Manager McGinnis provided more information on the Mascot Madness event. He highlighted the upcoming budget and the focus on the City Council's goals for the upcoming fiscal year.

Mayor Pro Tem Pearson first expressed pride regarding the City Council's goal accomplishments. He closed with a reminder that he would not be absent at the January 21 Regular Meeting.

Mayor Randall began by expressing gratitude to the Council and the applicants for the Board and Commission interviews, urging citizens to continue applying. She then highlighted the City Hall exhibit remembering Dr. Martin Luther King, Jr., as well as the city's observation of the upcoming holiday in his honor. Mayor Randall then provided a reminder of the city's tenth annual Black History Month celebration, which will feature Jackie Joyner Cursey. She closed with compliments to snow plowing staff and, especially in light of the recent holidays, for the winter road maintenance.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:29 PM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of January 21, 2025, 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 December 29, 2024, through January 11, 2025, and notes \$576,934.96 in automated clearing house payments, \$558,325.00 in paper checks, \$123,969.07 in auto-pay payments, \$4,015,214.92 in electronic payments, and \$16,090.56 in credit card payments (December) for a grand total of \$5,290,534.51.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of January 21, 2025

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/29/2024 to 1/11/2025

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Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
12/31/2024	23160(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	125,953.79
01/03/2025	23161(A)	ABONMARCHE CONSULTANTS, INC	ANGLING MICROSURFACING	8,280.00
01/03/2025	23162(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,552.48
01/03/2025	23163(A)	AMAZON.COM SALES, INC.	TRAD HOL DECOR/SUP-PR;OFC SUP-CC;PATROL SUP-PD	4,212.90
01/03/2025	23164(A)	VOID		0.00
01/03/2025	23165(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES-MULT LOCS	161.65
01/03/2025	23166(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	3,250.00
01/03/2025	23167(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAM	285.00
01/03/2025	23168(A)	BARRON, DIANE E	PZSC TAP DANCE INSTRUCTOR	420.00
01/03/2025	23169(A)	BCHS-HELPNET	EAP SERVICES	1,754.49
01/03/2025	23170(A)	C D W GOVERNMENT, INC.	SUPPLY MONITOR & STAND	264.36
01/03/2025	23171(A)	CHARTER COMMUNICATIONS	CABLE TV	1,124.31
01/03/2025	23172(A)	CONTINENTAL LINEN SERVICES	PZSC PROGRAM & ACTIVITIES SUPPLIES	78.53
01/03/2025	23173(A)	CROWN TROPHY	NAME PLATES TAGS NEW EMPLOYEE	50.00
01/03/2025	23174(A)	DATA CONSTRUCTS LLC	DNS FAILOVER SERVICES	80.50
01/03/2025	23175(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	20,784.09
01/03/2025	23176(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	303.58
01/03/2025	23177(A)	ENG., INC.	AUSTIN LAKE TRAIL A&E DESIGN	14,494.63
01/03/2025	23178(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	COMPRESSOR UPFITTING, PARTS & REPAIRS	5,026.09
01/03/2025	23179(A)	FISHBECK THOMPSON CARR & HUBER, INC	BROWNFIELD PLAN STANDWOOD CROSSINGS HS	647.50
01/03/2025	23180(A)	GORDON WATER SYSTEMS	WATER SERVICES	621.66
01/03/2025	23181(A)	GRAINGER INC	GLOVES & SAFETY SUPPLIES	267.39
01/03/2025	23182(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	364.00
01/03/2025	23183(A)	HICKSON, ROBERT R.	KVCC POLICE ACADEMY CADET PT ATTIRE	424.00
01/03/2025	23184(A)	HOUSER, DANIEL	REIMB EXPS-PISTOL INSTRUCTOR SCHOOL	33.03
01/03/2025	23185(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	1,360.03
01/03/2025	23186(A)	INSIGHT PUBLIC SECTOR, INC.	MONTHLY MS365 CLOUD SERVICES	7,398.41
01/03/2025	23187(A)	IP CONSULTING, INC.	WEBEX CALLING HYBRID MIGRATION	1,800.00
01/03/2025	23188(A)	J & H OIL COMPANY	BULK FUEL DELIVERY	25,010.44
01/03/2025	23189(A)	JB PRINTING	PZSC JAN/FEB NEWSLETTER 2025 PRINTING	4,039.64
01/03/2025	23190(A)	KALAMAZOO PICKLEBALL	PZSC PICKLEBALL LEAGUE	420.00
01/03/2025	23191(A)	LANDS END	IC/RECORDS UNIFORMS	50.02

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/29/2024 to 1/11/2025

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Check Date	Check	Vendor Name	Description	Amount
01/03/2025	23192(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	115.85
01/03/2025	23193(A)	LOWE'S HOME CENTER	REPAIR & MAINTENANCE SUPPLIES	178.80
01/03/2025	23194(A)	LUNGHAMER FORD OF OWOSSO, LLC	2024 FORD F150 SUPER CREW PICKUP	50,595.00
01/03/2025	23195(A)	MACQUEEN EQUIPMENT LLC	OPS MAINTENANCE/REPAIR	76.37
01/03/2025	23196(A)	MCGUIRE, INGRID	REIMB-OFC SUPPLIES, MILEAGE JURY SVC	54.98
01/03/2025	23197(A)	MEEKHOF TIRE SALES & SERVICE INC.	FIRE VEHICLE MAINTENANCE	220.00
01/03/2025	23198(A)	MEJEUR ELECTRIC LLC	ELECTRICAL SVCS, AUX PARKING LOT LIGHTING	1,480.00
01/03/2025	23199(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	317.34
01/03/2025	23200(A)	MOTOR PARTS AND EQUIPMENT CORP	REPAIR & MAINTENANCE SUPPLIES	2,868.95
01/03/2025	23201(A)	NYE UNIFORM CO	MISC UNIFORMS	615.83
01/03/2025	23202(A)	O'BOYLE-COLWELL-BLALOCK & AS.	LAKEVIEW PARK PHASE 1 A&E SERVICES	2,085.00
01/03/2025	23203(A)	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	457.72
01/03/2025	23204(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SVCS	10,083.28
01/03/2025	23205(A)	PETERS CONSTRUCTION CO.	PERSHING WELL FIELD - CHEMICAL INJECTION	74,277.31
01/03/2025	23206(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR DECEMBER 2024	2,010.00
01/03/2025	23207(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR DECEMBER 2024	714.00
01/03/2025	23208(A)	PREIN & NEWHOF	COOLEY DR RECONSTRUCTION - ENG SVCS	4,158.68
01/03/2025	23209(A)	PRINTING SERVICES INC	PRINTING SERVICES	546.00
01/03/2025	23210(A)	QUADIENT LEASING USA, INC	LEASE PAYMENT	732.30
01/03/2025	23211(A)	QUADRANT II MARKETING, LLC	PZSC MONTHLY NEWSLETTER	2,709.00
01/03/2025	23212(A)	R W LAPINE INC.	MILLENIUM PARK - ICE RINK START UP	960.00
01/03/2025	23213(A)	ROE-COMM, INC.	MISC RADIO SERVICES	548.00
01/03/2025	23214(A)	SAFETY SERVICES, INC.	SAFETY SUP, CALIBRATION MICROCLIPS	898.45
01/03/2025	23215(A)	SCHUMACHER, MICHAEL	REIMB EXPS-FIRST LINE SUPERVISION TR	24.80
01/03/2025	23216(A)	SHINY BRITE WASHING SYSTEMS LLC	VEHICLE CAR WASHES	386.00
01/03/2025	23217(A)	SLAVIN, NATHAN	REIMB EXPS-PISTOL INSTRUCTOR SCHOOL	23.12
01/03/2025	23218(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR BARRE, CHAIR YOGA	250.00
01/03/2025	23219(A)	SUNBELT RENTALS, INC.	TORNADO-LIGHT CART RENTAL EVENT	584.75
01/03/2025	23220(A)	TARGETSOLUTIONS LEARNING LLC	FIRE SOFTWARE	2,091.50
01/03/2025	23221(A)	TERMINAL SUPPLY CO.	FLEET SAFETY LIGHTS	272.94
01/03/2025	23222(A)	TMK WORLDWIDE, LLC	METER SERVICE	768.24
01/03/2025	23223(A)	TRUCK & TRAILER SPECIALTIES	VEHICLE PARTS & MAINTENANCE	3,717.27
01/03/2025	23224(A)	UNDERWOOD, TAMARA ANJANETTE	PZSC FITNESS BARRE INSTRUCTOR	100.00

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01/03/2025	23225(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	166.73
01/03/2025	23226(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR DECEMBER 2024	1,002.82
01/03/2025	23227(A)	VANCE OUTDOORS, INC.	TRAINING AMMO	4,922.60
01/03/2025	23228(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER METERS	3,967.12
01/03/2025	23229(A)	VIRIDIS DESIGN GROUP	A&E EAST CENTRAL TRAIL	4,450.00
01/03/2025	23230(A)	WARNER NORCROSS & JUDD LLP	LEGAL SERVICES	312.00
01/03/2025	23231(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	40,923.16
01/03/2025	23232(A)	WEST MICHIGAN INT'L LLC	REPAIR & MAINTENANCE SUPPLIES	156.81
01/03/2025	23233(A)	WIGHTMAN	ENGINEERING SERVICES - MULT LOCS	99,241.03
01/08/2025	23234(A)	UNDERWOOD, TAMARA ANJANETTE	PZSC FITNESS BARRE INSTRUCTOR	100.00
01/10/2025	23235(A)	BAUCKHAM, THALL, SEEGER, KAUFMAN	ATTORNEY FEES JANUARY 2025	19,750.32
01/10/2025	23236(A)	COX, ELISA ROSE	PZSC FITNESS INSTRUCTOR	360.00
01/10/2025	23237(A)	KUSHNER & COMPANY, INC.	COBRA AND FSA ADMINISTRATION	273.28
01/10/2025	23238(A)	SMART HOMES, INC.	MPIR AUDIO EQUIPMENT	3,572.86
01/10/2025	23239(A)	SWIER, CHRISTOPHER	REIMBURSE FOR BUILDING MAINT SUPPLIES	138.22
01/10/2025	23240(A)	WOLF, SARAH	REIMBURSE FOR BUILDING MAINT SUPPLIES	164.01
Total ACH				576,934.96

Check Type: Paper

01/03/2025	329558	A BETTER WAY TREE CARE LLC	TREE REMOVAL & ROOT GRINDING	2,750.00
01/03/2025	329559	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	741.00
01/03/2025	329560	ALLIED MECHANICAL SERVICE	HVAC SERVICES-MULT LOCS	788.00
01/03/2025	329561	AMERICAN HOIST AIR & LUBE EQUIP INC	MOBILE COLUMN LIFT REPAIR -EMERG STOP SWITCHES	596.20
01/03/2025	329562	B & A HOMES LLC	BD BOND REFUND	795.00
01/03/2025	329563	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	300.00
01/03/2025	329564	BROWN, GREG	WHEEL ALIGNMENT	85.00
01/03/2025	329565	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
01/03/2025	329566	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	454,400.00
01/03/2025	329567	CORELOGIC	2024 SUMMER TAX REFUND DUE TO PRE CHANGE	1,124.92
01/03/2025	329568	D L GALLIVAN INC.	COPY MACHINE USAGE	99.03
01/03/2025	329569	DAVE'S CONCRETE PRODUCTS, INC.	SIDEWALK REPLACEMENT	1,961.00
01/03/2025	329570	DEVON TITLE AGENCY	TITLE SEARCHES	850.00
01/03/2025	329571	DOUGLAS & SON, INC.	PAINTING SUPPLIES	49.99

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01/03/2025	329572	EASTERN MICHIGAN UNIVERSITY	EMU FIRE STAFF & COMMAND SCHOOL REGISTRATION	3,500.00
01/03/2025	329573	ED DRESLINSKI CONSULTING INC	FIRST LINE SUPERVISION REGISTRATION	595.00
01/03/2025	329574	ELECTROTORQUE, INC.	FOREST DRIVE LIFT STATION-GRINDER PUMP	3,452.92
01/03/2025	329575	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINTENANCE	304.00
01/03/2025	329576	FLANDERS, SHARMANE	BLACK HISTORY MONTH LOCAL ARTIST AWARD	500.00
01/03/2025	329577	FREIGHTLINER OF GRAND RAPIDS, INC.	REPAIR & MAINTENANCE SUP	274.95
01/03/2025	329578	GALLS PARENT HOLDINGS, LLC	RANGER & FIRE UNIFORMS	49.00
01/03/2025	329579	GORDON FOOD SERVICE	MPIR CONCESSION, PZSC PROG & CONCESSION	1,024.90
01/03/2025	329580	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES DEC 2024	3,459.96
01/03/2025	329581	HOME DEPOT	REPAIR & MAINTENANCE SUP	3,623.90
01/03/2025	329582	VOID		0.00
01/03/2025	329583	HOVENKAMP, KEN	REIMB FOR CHAPLAIN UNIFORM SCREEN PRINTING	26.50
01/03/2025	329584	I A C P N E T	ANNUAL IACP NET SERVICES	1,225.00
01/03/2025	329585	INT'L PUBLIC MGT ASSOC FOR HR	ASSESSMENTS FROM PSHRA-BOOKLETS	955.14
01/03/2025	329586	IRISH ROOFING & EXTERIORS	KAL CO - REPLACE ROOF	9,475.00
01/03/2025	329587	JAKSA, JAMES	REIMBURSEMENT FOR IRRIGATION DAMAGES	390.00
01/03/2025	329588	KALAMAZOO COUNTY DRAIN COMMISSIONER	CULVERT CLEANING - AUSTIN LAKE	910.87
01/03/2025	329589	KALAMAZOO COUNTY TREASURER	PRE CHANGES FOR YEARS 2020-2023	296.06
01/03/2025	329590	KALAMAZOO FLOWER GROUP, LLC	HOLIDAY DECOR	432.00
01/03/2025	329591	KALAMAZOO LAWN & GARDEN EQUIPMENT	ICE RINK SNOWBLOWER SHUTE GEAR REPAIR	41.91
01/03/2025	329592	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	1,813.60
01/03/2025	329593	MALASKI, DONNA & NATHANIEL	DECKED-OUT HOME HOLIDAY DECORATING CONTEST	100.00
01/03/2025	329594	MALSOM, ANDREA JEAN	PZSC PARKINSONS EXERCISE INSTRUCTOR	450.00
01/03/2025	329595	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	375.00
01/03/2025	329596	MENARDS	REPAIR & MAINTENANCE SUP	3.48
01/03/2025	329597	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	822.46
01/03/2025	329598	MICRODESK, LLC D/B/A SYMETRI	BLUEBEAM SUBSCRIPTION	4,482.24
01/03/2025	329599	MIDWEST CUSTOM EMBROIDERY COMPANY	STAFF APPAREL	284.00
01/03/2025	329600	MODERNISTIC CARPET CLEANING CO	CARPET DEEP CLEANING	170.00
01/03/2025	329601	MOON, TONY & BECKY	DECKED-OUT HOME HOLIDAY DECORATING CONTEST	150.00
01/03/2025	329602	MULDER'S NURSERY LLC	LEAF A LEGACY TREE PLANTING	2,999.96
01/03/2025	329603	OFFICE DEPOT, INC.	OFFICE SUPPLIES	175.87
01/03/2025	329604	PEASEL, TIM	REIMB FOR SWR BACKUP CAUSED BY ROW TREE	1,426.00

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01/03/2025	329605	PETERMAN CONCRETE CO.	CONCRETE FOR SIDEWALK REPLACEMENT	252.81
01/03/2025	329606	POLICE EXECUTIVE RESEARCH FORUM	MEMBERSHIP RENEWAL	250.00
01/03/2025	329607	POMINVILLE, DEAN	MAILBOX REIMBURSEMENT	44.00
01/03/2025	329608	RATHCO SAFETY SUPPLY, INC.	CITY HALL - HANDICAP SIGNS	980.75
01/03/2025	329609	RENTALEX OF MICHIGAN, INC.	HOLIDAY MARKET TENT RENTAL	2,679.50
01/03/2025	329610	ROSSOW, NEAL ALBERT	ADVANCED FOIA TRAINING REGISTRATION	410.00
01/03/2025	329611	SACKETT'S FIREPLACE LLC	MILLENIUM PK - FIREPIT SEASON START-UP/REPAIR	435.00
01/03/2025	329612	SCHAEFFER, MATT	DECKED-OUT HOME HOLIDAY DECORATING CONTEST	200.00
01/03/2025	329613	SHIPP, TEDD	PZSC RENTAL SECURITY REFUND	250.00
01/03/2025	329614	SIGN SHOP OF WESTERN MICHIGAN	STAFFING BOARD MAGNETS	54.00
01/03/2025	329615	SKILLQUEST INTERNATIONAL LLC	RANDOM DRUG TESTING SVCS	3,264.00
01/03/2025	329616	SMART SOURCE, LLC	PRINTING SERVICES	18.84
01/03/2025	329617	STATE SYSTEMS RADIO, INC	RADIO ANTENNA FEES	88.00
01/03/2025	329618	STEENSMA LAWN & POWER EQUIPMENT	REPLACEMENT SPRAYER NOZZLE	30.35
01/03/2025	329619	STEK, STANLEY J.	AUSTIN LAKE TRAIL LEGAL SERVICES	14,065.00
01/03/2025	329620	T-MOBILE USA INC	MISC CELL PHONE CHARGES	3,314.58
01/03/2025	329621	T-SHIRT PRINTING PLUS, INC.	COM DEV STAFF/INSPECTOR UNIFORMS	925.00
01/03/2025	329622	TEAM SUPPORT SERVICES, LLC	PROJECT MANAGEMENT & RECORD STORAGE	984.60
01/03/2025	329623	ULINE, INC.	GAS CYLINDER CABINET	709.49
01/03/2025	329624	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
01/03/2025	329625	VINA NAILS	CITY QUOTA LIQUOR LICENSE APP FEE PARTIAL REF	350.00
01/03/2025	329626	WEST MICH MECHANICAL INSPECTOR ASSC	MEMBERSHIP DUES	100.00
01/03/2025	329627	WMPIF	MEMBERSHIP RENEWAL	100.00
01/03/2025	329628	WOLF KALAMAZOO, LLC	REPLACEMENT DIP STICK	40.17
01/03/2025	329629	XAVUS SOLUTIONS	PZSC SOFTWARE SUPPORT & MAINTENANCE	1,850.00
01/03/2025	329630	ZAP ZONE, XL	CITY QUOTA LIQUOR LICENSE APP FEE PARTIAL REF	350.00
01/03/2025	329631	ZOLMAN TIRE INC.	TIRE SERVICES	4,678.11
01/10/2025	329632	COLE CENTURY BUICK PONTIAC GMC	FIRE VEHICLE MAINT	477.17
01/10/2025	329633	CORELOGIC	2024 SUMMER TAX REFUND DUE VETERAN EXEMPT	5,828.39
01/10/2025	329634	KALAMAZOO COUNTY TREASURER	ASSESSOR DBOR & MTT CHANGES FOR PRIOR YR	1,194.75
01/10/2025	329635	KALAMAZOO COUNTY TREASURER	ASSESSOR DBOR & PRE CHANGES FOR PRIOR YR	58.63
Total Paper Checks				558,325.00

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Check Type: Auto-Pay Payments				
01/02/2025		CITY OF PORTAGE	WATER/SEWER BILLING	2,240.49
01/02/2025		BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	1,016.10
01/03/2025		CARD CONNECT	PROCESSING FEES	1,778.66
01/03/2025		CONSUMERS ENERGY	GAS-ELECTRIC	14,444.21
01/06/2025		FINTECHEF	PZSC PROGRAM SUPPLIES	112.74
01/07/2025		CONSUMERS ENERGY	GAS-ELECTRIC	59,191.44
01/07/2025		INVOICE CLOUD	PROCESSING FEES	892.15
01/08/2025		CONSUMERS ENERGY	GAS-ELECTRIC	5,550.84
01/09/2025		CONSUMERS ENERGY	GAS-ELECTRIC	33,685.85
01/10/2025		CONSUMERS ENERGY	GAS-ELECTRIC	5,056.59
Total Auto-Pay Payments				123,969.07
Check Type: Electronic Payments				
12/06/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 11/29/24	14,173.82
12/27/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/20/24	506,137.41
12/30/2025		HUNTINGTON NATIONAL BANK	DEBT SERVICE PAYMENTS	1,054,617.75
01/03/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/27/24	449,224.94
01/03/2025		SBF	POSTAGE - WATER/SEWER BILLS	2,274.66
01/10/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 1/3/25	1,988,786.34
Total Electronic Payments				4,015,214.92
Check Type: Credit Card Payments				
12/02/2024		ADOBE ADOBE	STOCK PHOTO/VIDEO/MUSIC LIBRARY-PUBLIC INFO	29.99
12/02/2024		BUZZSPROUT	PODCAST SUBSCRIPTION-PUBLIC INFO	24.00
12/03/2024		PY MIFMA	PARKS ANNUAL MEMBERSHIP RENEWAL	100.00
12/05/2024		MIDWEST COMMUNICATIONS	PUBLIC INFORMATION ADVERTISING	1,328.00
12/06/2024		SP MOASURE	DPW EQUIPMENT	952.94
12/06/2024		BAV INN LODGE-HOTEL	COM DEV TRAINING HOTEL STAY	278.00
12/06/2024		DISPLAYS2GO	PARKS SUPPLIES	177.94
12/09/2024		HOLIDAY INN EXPRESS	POLICE TRAINING HOTEL STAY	2,422.00
12/09/2024		BAV INN LODGE-HOTEL	COM DEV TRAINING HOTEL STAY	229.37
12/09/2024		HAMPTON INNS	POLICE TRAINING HOTEL STAY	1,232.00

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12/11/2024		ELECTION CENTER	CLERK ANNUAL MEMBERSHIP RENEWAL	398.00
12/11/2024		IIMC	CLERK ANNUAL MEMBERSHIP RENEWAL	235.00
12/12/2024		FSP KALAMAZOO HUMAN RESOURCE	HR ANNUAL MEMBERSHIP RENEWAL	100.00
12/12/2024		WWW.FPA.ORG	SENIOR CENTER TRAINING MATERIALS	1,173.78
12/12/2024		FSP KALAMAZOO HUMAN RESOURCE	HR ANNUAL MEMBERSHIP RENEWAL	100.00
12/12/2024		STICKER MULE	PIO ADVERTISING	93.00
12/12/2024		SECURITY EQUIPMENT WEB	POLICE TRAINING REGISTRATION	100.70
12/12/2024		STICKER MULE	SUPPLIES FOR PARKS EVENTS	692.00
12/12/2024		PY CEDAM	PARKS ANNUAL MEMBERSHIP RENEWAL	300.00
12/12/2024		PY MIFMA	PARKS TRAINING REGISTRATION	516.84
12/12/2024		TRAVELOCITY	PARKS TRAINING REGISTRATION	248.16
12/13/2024		PRICELN DELTA AIR LINE	POLICE TRAINING FLIGHT	5.47
12/13/2024		SECURITY EQUIPMENT WEB	POLICE TRAINING REGISTRATION	100.70
12/13/2024		STICKER MULE	PIO ADVERTISING	69.00
12/13/2024		LLRMI	POLICE TRAINING REGISTRATION	150.00
12/16/2024		DELTA AIR	POLICE TRAINING FLIGHT	192.98
12/16/2024		AMERICAN AIR	POLICE TRAINING FLIGHT	182.98
12/18/2024		WALMART.COM	SENIOR CENTER VOLUNTEER APPRECIATION	167.39
12/19/2024		MMTA	TREASURY TRAINING REGISTRATION	199.00
12/20/2024		SP NOSTALGICIMPRESSION	PARKS EVENT SUPPLIES	437.50
12/20/2024		RINKSYSTEMS.COM	PARKS EQUIPMENT	404.56
12/23/2024		FREE CONFERENCE CALL GLOBE	IT CONFERENCE CALL CHARGES	21.93
12/23/2024		FSP ANN ARBOR REGENT HOTEL	POLICE TRAINING HOTEL STAY	337.38
12/24/2024		WEST MICHIGAN ASSOCIAT	POLICE ANNUAL MEMBERSHIP DUES	60.00
12/24/2024		IACP	POLICE ANNUAL MEMBERSHIP DUES	220.00
12/26/2024		CHARGE.PREZI.COM	IT ANNUAL SUBSCRIPTION	228.00
12/26/2024		SECURITY EQUIPMENT WEB	POLICE TRAINING REGISTRATION	100.70
12/26/2024		TERRACYCLE US LLC	K-CUP RECYCLING PROGRAM	302.00
12/27/2024		SQ MICHIGAN PUBLIC SAFET	POLICE CONFERENCE REGISTRATION	230.63
12/30/2024		SMK SURVEYMONKEY.COM	SC ANNUAL SUBSCRIPTION	675.00
12/30/2024		ASFPM	COM DEV ANNUAL MEMBERSHIP DUES	80.00
12/30/2024		BUZZSPROUT	PODCAST SUBSCRIPTION-PUBLIC INFO	24.00
12/31/2024		SQ MICHIGAN PUBLIC SAFETY	POLICE CONFERENCE REGISTRATION	230.63

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12/31/2024		GOVERNMENT FINANCE OFFICE	FINANCE CERTIFICATE OF ACHIEVEMENT REVIEW FEE	610.00
12/31/2024		SAVAGE TRAINING GROUP	POLICE TRAINING REGISTRATION	299.00
12/31/2024		ADOBE ADOBE	STOCK PHOTO/VIDEO/MUSIC LIBRARY-PUBLIC INFO	29.99
Total Credit Card Payments				16,090.56
Grand Total				5,290,534.51

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Three-Year Renewal of Assessing Services Contract

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer

ACTION RECOMMENDED: Approve a three-year renewal contract with WCA Assessing for city assessing services for \$515,631 in year one, with increases in years two and three, and authorize the City Manager to execute all related documents.

In 2022 the City of Portage entered into a three-year contract with WCA Assessing for the provision of city assessing services and appointed Aaron Powers as the City Assessor with an effective date of April 1, 2022. Since taking over the provision of the service, WCA has performed admirably, professionally, and effectively. The City Administration is satisfied with the firm's performance. The proposed contract increase over the current year and occurs in each subsequent year. An approximate 5% annual increase was anticipated given contractual cost increases that have been experienced across a variety of industries. Similar to the situation in 2022, WCA's contract proposal would cost less than hiring full-time staff. For reference, the FY 21-22 budget for the Office of the City Assessor totaled \$509,884. Three years later, the first-year cost of the proposed contract is \$515,631.

Therefore, it is recommended that Council approve a three-year renewal contract with WCA Assessing for city assessing services for \$515,631 in year one, with increases in years two and three (as attached), and authorize the City Manager to execute all related documents.

FUNDING: Funding is available in the Assessing Department budget and will be provided for in future fiscal years

Attachments:

1. Portage Assessing Contract - Proposed
2. 2022 thru 2025 WCA Assessment Contract

ASSESSMENT CONTRACT
FOR CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

WHEREAS, City of Portage, hereinafter called "City", with its principal offices located at 7009 Westnedge, Portage, Michigan, 49002, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 100, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective April 1, 2025;

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the 2026, 2027, and 2028 assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to holidays, acts of God, mandated closures related to pandemic or disease, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:

- To meet with City staff to answer questions and give advice;
 - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
 - Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
 - To perform certain other functions as described herein.
4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.
 5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT). The company shall be available to defend all assessments to the MTT as needed during this contract. Company agrees to advise the City's legal counsel of any known possible MTT claims and to consult with the City's legal counsel regarding settlement possibilities.
 6. City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City's legal counsel of such requirement.
 7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;
 - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
 - Perform neighborhood market studies and land value analyses throughout the term of this contract.
 - Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
 - Provide digital photographs of all properties visited for maintenance purposes.

- Working with the City Building Department to ensure all new property is equitably assessed.
 - Prepare all new property record cards in compliance with State tax Commission requirements.
 - Attend, prepare, and work with all Boards of Review.
 - Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
8. Company agrees to meet with the City Manager and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
 9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
 10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it can not be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, pandemic or disease, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.
12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.
14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

April 1, 2025 to March 31, 2026.....\$ 515,631 annually
April 1, 2026 to March 31, 2027.....\$ 541,413 annually
April 1, 2027 to March 31, 2028.....\$ 568,484 annually

The payments shall be made in twelve (12) equal installments due on the fifteenth (15th) day of each month.

The City's representation for all Michigan Tax Tribunal petitions **not in the Small Claims Division**, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

April 1, 2025 to March 31, 2026.....\$ 162.78 / Hourly
April 1, 2026 to March 31, 2027.....\$ 170.92 / Hourly
April 1, 2027 to March 31, 2028.....\$ 179.46/ Hourly

The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division **relative to Tribunal Hearings**, shall be provided by Company's legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

April 1, 2025 to June 30, 2026.....\$ 206.60/ Hourly
April 1, 2026 to June 30, 2027.....\$ 216.93/ Hourly
April 1, 2027 to June 30, 2028.....\$ 227.78/ Hourly

16. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS
Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services requested and approved by the City, shall be provided to the City at the rate of:

	04/01/25	04/01/26	03/01/27
Title	03/31/26	03/31/27	03/31/28
Appraiser Aide	\$51.10	\$53.65	\$56.34
Appraiser	\$71.32	\$74.89	\$78.63
Level III Appraiser	\$127.19	\$133.55	\$140.23
Assessor	\$145.37	\$152.64	\$160.27

Hourly fees include clerical costs and overhead for the Company.

17. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.

18. The City and Company agree that the term of this contract shall begin April 1, 2025 and expire March 31, 2028. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.
19. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.
20. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.
21. The Company shall acknowledge receipt of and comply with the City's ethics policy, computer usage policy or other signed documents
22. The City agrees the Mayor and Clerk possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.

WITNESSES:

WCA ASSESSING:

By: _____
Aaron Powers, for WCA Assessing,
as its Member

WITNESSES:

CITY OF PORTAGE:

By: _____
Patrick McGinnis, City Manager

STATE OF MICHIGAN)
)ss
COUNTY OF WAYNE)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the _____ day of _____, 20____, Aaron Powers, doing business as WCA Assessing, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

NOTARY PUBLIC

_____ County, Michigan

My Commission Expires: _____

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

Be it remembered that on this _____ day of _____, 20____,
before me, the undersigned, a Notary Public in and for the County and State aforesaid,
came Patrick McGinnis, City Manager for the City of Portage, a Municipal Corporation
duly organized, incorporated and existing under and by virtue of the laws of the State of
Michigan, known to me to be the person who executed the foregoing instrument of
writing on behalf of said Municipal Corporation, and such persons duly acknowledged
the execution of the same to be their act and deed of said Municipal Corporation.

In testimony whereof, I have hereunto set my hand and affixed by official seal the day
and year last above written.

NOTARY PUBLIC

_____ County, Michigan

My Commission Expires: _____

ASSESSMENT CONTRACT
FOR CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

WHEREAS, City of Portage, hereinafter called "City", with its principal offices located at 7900 Westnedge, Portage, Michigan, 49002, is interested in having all real property and all personal property assessed and having said assessments maintained on an annual basis.

WHEREAS, WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 100, Westland, Michigan 48185, hereinafter called the "Company", is interested in the contract for assessment and maintenance work for City property effective April 1, 2022;

IT IS THEREFORE AGREED:

1. Company agrees to plan, administer and provide overall supervision of property appraisal programs for assessment purposes; maintain appropriate levels of qualified staff to ensure work is completed to achieve overall department goals. The company is familiar with the laws, regulations and directives regarding the appraisal of real and personal property for assessment purposes with the State of Michigan.
2. Company has policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining the appropriate value and classification. During the term of this agreement, an Advanced Michigan Assessing Officer, or Master Michigan Certified Assessing Officer shall act as the assessor of record and supervise the preparation of the 2023, 2024, and 2025 assessment rolls, utilizing the services and personnel proposed herein.
3. Company agrees to respond to inquiries and requests for assessment information from the public. The City agrees to provide office space within the City Hall, or other City owned buildings for the completion of the terms of this contract. The office space shall be made available so as to not impede the performance of the department. Any days in which the Company is scheduled to be in the office but the office is closed due to holidays, acts of God, mandated closures related to pandemic or disease, educational purposes, or any other causes beyond the control of the Company, shall be considered included within the hours to complete this agreement. The purpose of office hours are:

- To meet with City staff to answer questions and give advice;
 - To be available to assist with providing information and answering inquiries of taxpayers/residents/others.
 - Serves as a liaison between the City and prospective business and industry investors; acts as a resource for City citizens by responding to inquiries and interpreting State laws.
 - To perform certain other functions as described herein.
4. Company agrees to oversee maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, ownership transfers, and strives to identify new/improved methods for carrying out the responsibilities of the department.
 5. Company agrees to represent the City in defending assessments appealed to the Michigan Tax Tribunal (MTT). The company shall be available to defend all assessments to the MTT as needed during this contract. Company agrees to advise the City's legal counsel of any known possible MTT claims and to consult with the City's legal counsel regarding settlement possibilities.
 6. City agrees that responses to the Full MTT shall be prepared by the Company's legal staff. City agrees to provide full cooperation with Company's legal staff. Should expert witnesses and/or preparation of respondent's valuations disclosures be necessary, the Company shall notify the City's legal counsel of such requirement.
 7. Company agrees throughout the term of this contract to provide field inspections of all properties as necessary; to perform assessment ratio studies to determine true cash value; to perform personal property canvasses to ensure all personal property is equitably assessed; to update property records and ensure notification of annual assessment changes. All assessments completed by Company throughout the term of this contract will be in adherence to State Tax Commission procedures as to the valuation method, assessment manual, personal property multipliers, and general requirements. Company agrees to perform the duties of the certifying assessor for said City including but not limited to;
 - Inspect, revise, and re-evaluate property record cards with new construction, demolition, and property splits.
 - Perform neighborhood market studies and land value analyses throughout the term of this contract.
 - Prepare assessment roll(s), all county and state equalization forms and requirements as determined by the State tax Commission.
 - Provide digital photographs of all properties visited for maintenance purposes.

- Working with the City Building Department to ensure all new property is equitably assessed.
 - Prepare all new property record cards in compliance with State tax Commission requirements.
 - Attend, prepare, and work with all Boards of Review.
 - Assist City in establishment of any IFT, CFT, DDA, TIFA, Brownfield, or other statutory tax incentive program as established by the legislature.
8. Company agrees to meet with the City Manager and/or other designated staff of the City to review progress that the Company has made towards meeting the terms of this proposal/agreement, preparation of assessment rolls, and other matters parties deem necessary to review. In addition the Company will suggest any budgetary information necessary to upgrade and/or improve the City's assessment process.
9. City agrees that in addition to the responsibilities provided herein, the staff of the City shall provide full and reasonable cooperation to the Company in completion of the herein-stated services.
10. The Company shall be liable to the City, and hereby agrees to indemnify and hold the City harmless but only to the extent of its insurance coverage set forth below, against all claims covered by said insurance coverage arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act of the Company or any of its employees in the performance of this contract that are covered by the policies listed in subparagraphs "a" through "c" below.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of State of Michigan.

c. The Company shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expenses. However, the City understands that it can not be listed an additional insured under this type of policy. Should the City or its officers, directors, employees, and elected officials ever be held financially liable for any error or omission of the Company and seek indemnification from Company as a result thereof, under no circumstance shall the Company's cumulative liability to the City or its officers, directors, employees and elected official exceed the coverage of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan. As soon as practicable upon execution of this contract and upon commencing any performance hereunder, the Company shall deposit with the City the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate shall be given to the City Clerk at the beginning of each year.

11. The Company shall not be held liable for any damages caused by strikes, explosions, war, pandemic or disease, fire or act of nature that might stop or delay the progress of work. In the event of a claim against the City relating to any act or failure to act of the Company that is not covered by the insurance coverage as set forth above, the City has no right to indemnification from Company.
12. The City and Company agree that the relationship of the City and Company is that of a client and contractor and not of that of an employer and employee and should not be construed as such.
13. In the event that the Company shall not be in substantial compliance with the terms of this agreement, the City shall give the Company written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure the breach within thirty (30) days after such notice, the City may terminate this Contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.
14. The City and Company agree that the Company shall not assign or transfer neither this agreement nor any portion therein without first receiving written approval from the other party.

15. The City agrees to pay the Company as follows;

April 1, 2022 to March 31, 2023.....\$ 454,030 annually
April 1, 2023 to March 31, 2024.....\$ 472,191 annually
April 1, 2024 to March 31, 2025.....\$ 491,078 annually

The payments shall be made in twelve (12) equal installments due on the fifteenth (15th) day of each month.

The City's representation for all Michigan Tax Tribunal petitions **not in the Small Claims Division**, shall be provided by Company's para legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

April 1, 2022 to March 31, 2023.....\$ 143.33 / Hourly
April 1, 2023 to March 31, 2024.....\$ 149.06 / Hourly
April 1, 2024 to March 31, 2025.....\$ 155.03 / Hourly

The City's representation for all Michigan Tax Tribunal petitions not in the Small Claims Division *relative to Tribunal Hearings*, shall be provided by Company's legal staff, possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

April 1, 2022 to June 30, 2023.....\$ 181.92 / Hourly
April 1, 2023 to June 30, 2024.....\$ 189.20 / Hourly
April 1, 2024 to June 30, 2025.....\$ 196.77 / Hourly

16. MICHIGAN TAX TRIBUNAL APPRAISAL SERVICES PLUS SPECIAL PROJECTS
Appraisal services rendered by the Company in Full Claims Michigan Tax Tribunal matters, and or any special services requested and approved by the City, shall be provided to the City at the rate of:

	04/01/22	04/01/23	03/01/24
Title	03/31/23	03/32/24	04/31/25
Appraiser Aide	\$45.00	\$46.80	\$48.67
Appraiser	\$62.81	\$65.32	\$67.93
Level III Appraiser	\$112.00	\$116.48	\$121.14
Assessor	\$128.00	\$133.12	\$138.45
Hourly fees include clerical costs and overhead for the Company.			

17. Michigan Tax Tribunal appraisal services and requested special projects are separate from normal assessment and appraisal functions.

18. The City and Company agree that the term of this contract shall begin April 1, 2022 and expire March 31, 2025. The term of this agreement may be extended, by amendment, if mutually agreed upon in writing by each party.
19. The City and Company agree this contract is entered into subject to the charter and ordinances of the City and the applicable laws of the State of Michigan.
20. The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.
21. The Company shall acknowledge receipt of and comply with the City's ethics policy, computer usage policy or other signed documents
22. The City agrees the Acting City Manager and Clerk possess complete authority by resolution of the City Council or otherwise to execute this agreement on behalf of the City.

WITNESSES:

[Signature]

WCA ASSESSING:

By: [Signature]
Doug Shaw, for WCA Assessing,
as its Member

WITNESSES:

CITY OF PORTAGE:

By: [Signature]
Adam Herringa, ACTING CITY MANAGER

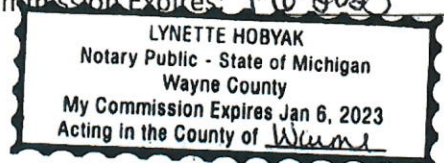
By: _____
Erica Eklov, CLERK

STATE OF MICHIGAN)
)ss
COUNTY OF WAYNE)

I, Lynette Hobyak, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the 9th day of February, 2022, Doug Shaw, doing business as WCA Assessing, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

[Signature]
NOTARY PUBLIC
Wayne County, Michigan

My Commission Expires: 1-6-2023



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Be it remembered that on this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Adam Herringa, Acting City Manager for City of Portage, and Erica Eklov, Clerk for City of Portage, a Municipal Corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Michigan, known to me to be the persons who executed the foregoing instrument of writing on behalf of said Municipal Corporation, and such persons duly acknowledged the execution of the same to be their act and deed of said Municipal Corporation.

In testimony whereof, I have hereunto set my hand and affixed by official seal the day and year last above written.

NOTARY PUBLIC

County, Michigan

My Commission Expires: _____

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Annual Microsoft Licensing Purchase

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve the purchase of the annual Microsoft licensing in the amount of \$89,946.84 from Insight Public Sector and authorize the City Manager to execute all documents related to this action on behalf of the city.

The city uses Microsoft Exchange Online, Office 365, Power Automate, and Power Apps, which require annual licensing renewal. The city secured a quote from Insight Public Sector for \$89,946.84 under the discounted pricing in the OMNIA Partners-IT Products and Services competitive contract: 23-6692-03 valid through April 30, 2028. A total of 18 suppliers participated in the bid and only five were awarded with reasonable pricing being an evaluation factor.

Therefore, it is recommended that City Council approve the purchase of the annual Microsoft licensing in the amount of \$89,946.84 from Insight Public Sector and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds are available and budgeted for this purpose.

Attachments:

1. City of Portage Omnia Quote Qty 275 1-7-25 2.0
2. OMNIA Contract Pricing

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Product Pricing Structure

Cisco Solutions		
Product Category	Discount off MSRP (Government)	
Hardware / Software (Cisco Core & Compute)	36%	
Cisco Market	10%	
Cisco Technical and Maintenance Services	8%	
Cisco Net / Learning Credits / Training / Advanced Services / Other Cisco Support & Services	0%	
	Incumbent	Non-Incumbent
SMARTnet	16%	8%

AWS & GCP Solutions *	
Product Category	Discount off MSRP
All	1.0%

Microsoft Software	
Product Category	Cost Plus Percentage
Microsoft Software (including Cloud)	3.5%
Microsoft CSP	15.0%

All Other Products		
Product Category	Description	Discount off Insight List Price
Accessories	Desktop Accessories	5.0%
	Display Accessories	4.0%
	Handheld Accessories	5.0%
	Keyboards & Mice	4.5%
	Mobile Phone Accessories	1.5%
	Mobile Phones	0.5%
	Networking Accessories	4.5%
	Notebook Accessories	4.0%
	Notebook Batteries	3.5%
	POS Accessories	4.0%
	Power Accessories	4.5%
	Printer Accessories	4.0%
	Projector Accessories	4.0%
	Server Accessories	3.5%
	Wireless Accessories	4.0%
	Wireless LAN Accessories	4.0%
Boards	System Components	3.0%
Cables	Cables	7.0%
	Cables Custom	7.0%
	Cables Printer	7.0%
Consumables	Printer Consumables	4.0%

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Devices	Desktops	0.5%
	Handhelds	0.5%
	Notebooks	0.5%
Digital Imaging	Imaging Accessories	5.0%
	Imaging Camcorders	3.5%
	Imaging Digital Cameras	3.5%
	Imaging Scanners	3.5%
	Network Video	3.5%
Displays	Displays	1.5%
	Projectors	4.0%
Licensing & Software	Cloud *	1.0%
	Licensing Backup	2.0%
	Licensing Business Application	2.0%
	Licensing CAD/CAM	2.0%
	Licensing Cloning	2.0%
	Licensing Collaboration	2.0%
	Licensing Computer Security	2.0%
	Licensing Database	2.0%
	Licensing Development	2.0%
	Licensing Financial	2.0%
	Licensing Flow Chart	2.0%
	Licensing Graphic Design	2.0%
	Licensing Handheld	2.0%
	Licensing Network OS	2.0%
	Licensing OS	2.0%
	Licensing Personal Organization	2.0%
	Licensing Reference	2.0%
	Licensing Report Analysis	2.0%
	Licensing Spreadsheet	2.0%
	Licensing Utilities	2.0%
	Licensing Virtualization	2.0%
	Licensing Web Development	2.0%
	Licensing Word Processing	2.0%
	Software Backup	2.0%
	Software Barcode/OCR	2.0%
	Software Business Application	2.0%
	Software CAD/CAM	2.0%
	Software Cloning	2.0%
	Software Collaboration	2.0%
	Software Computer Security	2.0%
	Software Database	2.0%
	Software Development	2.0%
	Software Financial	2.0%
	Software Flow Chart	2.0%
	Software Graphic Design	2.0%
	Software Handheld	2.0%
	Software Network OS	2.0%
	Software OS	2.0%

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Licensing & Software (continued)	Software Personal Organization	2.0%
	Software Reference	2.0%
	Software Report Analysis	2.0%
	Software Spreadsheet	2.0%
	Software Utilities	2.0%
	Software Virtualization	2.0%
	Software Web Development	2.0%
	Software Word Processing	2.0%
Media	Media 4mm Tape	4.5%
	Media AIT Tape	4.5%
	Media DAT Tape	5.0%
	Media DLT Tape	4.5%
	Media LTO/Ultrium Tape	4.0%
	Media Magneto-Optical	4.5%
	Media Optical	4.5%
	Media SLR Tape	4.5%
	Media Travan Tape	4.5%
	Media VXA Tape	4.0%
	Media Zip	4.0%
Memory	Memory Desktop	4.5%
	Memory Flash	4.5%
	Memory Networking	4.0%
	Memory Notebook	4.5%
	Memory Printer/Fax	4.0%
	Memory Server	4.0%
Networking	10/100 Hubs & Switches	2.5%
	Bridges & Routers	2.5%
	Gigabit Hubs & Switches	2.5%
	Hardware Firewalls	3.0%
	Intrusion Detection	3.5%
	KVM	4.0%
	Modems	4.0%
	Network Adapters	3.5%
	Network Testing Equipment	2.0%
	Networking Communications	3.5%
	Repeaters & Transceivers	3.0%
	Telephony	4.0%
POS	POS Displays	4.0%
	POS Scanners	4.0%
	Printers Label	4.0%
Power	Power Data Center	4.0%
	Power Surge Protector	4.5%
	Power UPS	1.5%
Printers	Fax Machine	2.5%
	Multi-Function	2.5%
	Printers Dot Matrix	2.0%
	Printers Inkjet	2.0%

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Printers (continued)	Printers Laser	1.5%
	Printers Wide Format	0.5%
Servers	Servers 1 Processor	4.0%
	Servers 2 Processor	2.0%
	Servers 4+ Processor	2.5%
	Servers Blade	3.5%
	Servers Tower	2.0%
	Servers Unix	2.0%
Services (SKU-based)	Advanced Integration	1.0%
	Asset Disposal	1.0%
	Asset Management	1.0%
	Electronic Services	1.0%
	Internal Lab Service	1.0%
	Lab Fees	1.0%
	Managed Services	1.0%
	Miscellaneous Solutions	1.0%
	PC Lab Order Service	1.0%
	Service Charge	1.0%
	Service Parts	1.0%
Storage	Adapters Fibre Channel	3.0%
	Adapters FireWire/US	4.0%
	Adapters IDE/ATA/SAT	4.0%
	Adapters RAID	2.5%
	Adapters SCSI	3.0%
	Disk Arrays	3.5%
	Disk Arrays JBOD	3.5%
	Drives Magneto-Optical	3.0%
	Drives Removable Disk	4.0%
	Hard Disks External	3.0%
	Hard Disks Fibre Channel	3.0%
	Hard Disks IDE/ATA/SAT	4.0%
	Hard Disks Notebook	3.5%
	Hard Disks SCSI	3.0%
	Optical Drives CD-ROM	3.0%
	Optical Drives CD-RW	3.5%
	Optical Drives DVD/CD	2.0%
	Optical Drives DVD-ROM	4.0%
	Optical Drives DVD-RW	3.5%
	Storage Accessories	4.0%
	Storage NAS	2.0%
	Storage SAN	3.0%
	Tape Autoloaders AIT	3.5%
	Tape Autoloaders DAT	3.5%
	Tape Autoloaders DLT	2.0%
	Tape Autoloaders LTO	2.0%
	Tape Drives 4mm	3.5%
	Tape Drives 8mm/VXA	3.5%
	Tape Drives AIT	2.5%

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Storage (continued)	Tape Drives DAT	3.5%
	Tape Drives DLT	3.5%
	Tape Drives LTO/Ultra	3.5%
	Tape Drives SDLT	3.5%
	Tape Drives Travan	3.5%
Training	Training Courses	1.0%
	Training Reference Material	1.0%
Warranties	Complex Warranties	2.5%
	Licensing Warranties	2.0%
	Networking Warranties	2.5%
	Software Warranties	2.0%
	Warranties Electronic	2.5%
	Warranties Physical	2.5%

* Purchases made on marketplace platforms (or other platforms where providers make third party solutions available for purchase) are not eligible for discounts.

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Services Pricing Structure

Service Category	Discount off Insight List Price
Consulting Services	10%
Consulting services drive value across the entire enterprise through strategy, design, technology, and industry expertise—from guiding Agile and Scrum methodologies to leading OCM and transformation.	
Managed Services	10%
Managed services integrate with a client's operations and provide a full breadth of services ranging from reactive technical support to comprehensive 24/7 monitoring, management, and reporting as well as services designed to cover infrastructure security.	
Professional and Lifecycle Services	10%
Professional services provide support to optimize IT environments across public, private, and hybrid infrastructure, enabling organizations to expand and evolve to meet the demands of application workloads, accelerating business transformation, and achieving strategic objectives.	
Other Services Not Listed Above	1%
As may be offered by Insight from time to time.	

Functional Role	Insight List Price Hourly Rate	Discount	Contract Hourly Rate
Material Handler	\$55.00	10%	\$49.50
Service Desk Representative	\$60.50	10%	\$54.45
Services Technician – Cabling	\$60.50	10%	\$54.45
Deployment Coordinator	\$66.00	10%	\$59.40
Services Operations Specialist	\$66.00	10%	\$59.40
Services Technician Sr. – Cabling	\$66.00	10%	\$59.40
Service Desk Representative Sr.	\$77.00	10%	\$69.30
Systems Administrator	\$88.00	10%	\$79.20
Associate Consultant I	\$104.50	10%	\$94.05
Ops Business Analyst 2	\$104.50	10%	\$94.05
Supervisor Services	\$104.50	10%	\$94.05
Deployment Manager	\$110.00	10%	\$99.00
Billing Associate	\$115.50	10%	\$103.95
Infrastructure Technician II	\$115.50	10%	\$103.95
Project Coordinator	\$115.50	10%	\$103.95
Project Coordinator Sr.	\$121.00	10%	\$108.90
Business Analyst I	\$132.00	10%	\$118.80
Sr. Supervisor Services	\$137.50	10%	\$123.75
Infrastructure Technician Sr.	\$143.00	10%	\$128.70
Service Delivery Manager	\$143.00	10%	\$128.70
Associate Engineer	\$154.00	10%	\$138.60
Transition Manager	\$159.50	10%	\$143.55
Business Analyst II	\$165.00	10%	\$148.50
Cabling Project Manager	\$170.50	10%	\$153.45
Associate Consultant II	\$176.00	10%	\$158.40
Consultant I	\$187.00	10%	\$168.30
Services Technician	\$187.00	10%	\$168.30

OMNIA Partners Technology Product Solutions & Related Services

Contract No. 23-6692-03

Services Pricing Structure

Functional Role	Insight List Price Hourly Rate	Discount	Contract Hourly Rate
Services Technician Sr.	\$187.00	10%	\$168.30
Sr. Cabling Project Manager	\$203.50	10%	\$183.15
Client Services Manager I	\$220.00	10%	\$198.00
Consultant II	\$220.00	10%	\$198.00
Consultant	\$225.50	10%	\$202.95
Business Analyst Sr.	\$231.00	10%	\$207.90
Project Manager	\$236.50	10%	\$212.85
Consultant Sr.	\$253.00	10%	\$227.70
Engineer	\$253.00	10%	\$227.70
Project Manager Sr.	\$269.50	10%	\$242.55
Transition Manager Sr.	\$269.50	10%	\$242.55
Manager Programs	\$275.00	10%	\$247.50
Sr. Consultant	\$275.00	10%	\$247.50
Client Services Manager II	\$286.00	10%	\$257.40
Manager Services	\$291.50	10%	\$262.35
Engineer Sr.	\$297.00	10%	\$267.30
Delivery Engineer II	\$302.50	10%	\$272.25
Managing Consultant	\$302.50	10%	\$272.25
Architect I	\$330.00	10%	\$297.00
Sr. Managing Consultant	\$335.50	10%	\$301.95
Delivery Engineer III	\$341.00	10%	\$306.90
Principal Consultant	\$363.00	10%	\$326.70
Architect II	\$390.50	10%	\$351.45
Solutions Architect	\$401.50	10%	\$361.35
Sr. Principal Consultant	\$423.50	10%	\$381.15
Architect Sr.	\$451.00	10%	\$405.90
Sr. Manager Services	\$605.00	10%	\$544.50
Specialty	\$660.00	10%	\$594.00

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Revision to Purchasing Ordinance

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer
Victoria Barboza, Purchasing Manager

ACTION RECOMMENDED: Accept the amendment to Division 2, Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for February 11, 2025.

The City of Portage Code of Ordinances, Division 2, Article 5 “Purchases and Sales” states:

- Purchases of \$4,000 or less may be made without the necessity of securing bids.
- Purchases of \$20,000 or less but more than \$4,000 require competitive bids.
- Purchases of between \$20,000 and \$75,000 require formal written competitive bids.
- Purchases of over \$75,000 require competitive sealed bids and City Council approval.

On April 14, 2020, the City Council changed the ordinance increasing the amount that the City Manager may approve from \$40,000 to \$75,000. The last time the other amounts were adjusted was on June 26, 2012. Since 2012 the Consumer Price Index has risen by 37%. As a result, and in recognition of ongoing inflationary pressures, the City Administration is proposing a 50% increase for the following ordinance sections:

- Section 2-171(a): "Purchases of \$4,000 or less" - change to "**\$6,000** or less"
- Section 2-171(b): "Purchases of \$20,000 or less but over \$4,000" - change to "**\$30,000** or less but over **\$6,000**"
- Section 2-171(c): "Purchases of \$75,000 or less but over \$20,000" - change to \$75,000 or less but over **\$30,000**"

The recommended increases will help make for a more efficient and timely purchasing process. Additionally, competitive bids will still be required for purchases over \$6,000. Similar to today, any purchase that falls below the proposed minimum threshold of \$6,000 will be scrutinized and reviewed by the Finance Department and Purchasing Manager.

In addition to adjusting dollar thresholds, the proposed ordinance changes clarify duties, roles, and responsibilities related to the purchasing function. For example, references to a "director of purchasing" position have been changed to "purchasing manager" to better reflect the organizational structure. For years there has been a purchasing manager (not a director) who has served as a single individual

reporting to the Deputy City Manager or, under the current arrangement, to the Chief Development Officer. The City Administration believes that the purchasing function is better located within the Finance Department as there are similarities in work requirements, benefits of backup support staff, and added accountability.

Proposed revisions also clarify when the city may make use of cooperative purchasing arrangements, simplify the definition of "professional services" and clarify some of the roles that the department head plays in the purchasing process.

Therefore, it is recommended that City Council accept the amendment to Article 5, Division 2, "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for February 11, 2025.

FUNDING: N/A

Attachments:

1. Purchases and Sales Revised Ordinance Clean 01.09.25
2. Purchases and Sales Revised Ordinance Highlight Strike 01.09.25

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING CHAPTER 2 ADMINISTRATION**

THE CITY OF PORTAGE ORDAINS:

DIVISION 2. PURCHASES AND SALES¹

Sec. 2-161. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Materials and *supplies* mean any and all articles or things which shall be furnished to or used by an officer or department of the city for a city purpose.

Services means any and all services of any type, other than payroll services and professional services such as legal, medical, engineering, insurance, auditing and architectural services, whether or not including the furnishing of materials or supplies as a part or incident thereof, for which a consideration in money is paid by the city.

Professional services are services or expertise that are provided by a business, department or individual, rather than a physical product. Examples include consultants, trainers, legal experts, etc.

(Code 1983, § 206.01; Ord. No. 089-01, 1-17-1989)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 2-162. Office of director of purchasing established.

There is hereby established the administrative office of the director of purchasing.

(Code 1983, § 230.01; Ord. No. 092-34, 12-22-1992)

Charter reference(s)—Appointed officers to be electors, § 3.2(d); appointment of administrative officers, § 6.2.

Sec. 2-163. Authority of director of purchasing.

No materials, supplies or services shall be purchased for use by an officer or department of the city except through or under the direction of the director of purchasing. The city manager shall, as director of purchasing under this division, subject to chapter 11 of the Charter, or under his

¹Charter reference(s)—Contracts, § 11.1 et seq.; purchasing procedures for personal property to be as established by ordinance, § 11.2.

responsibility, delegate such duties to a purchasing manager, officer or employee of the city, and he shall adopt any necessary rules respecting requisitions and purchasing orders.

(Code 1983, § 206.02; Ord. No. 089-01, 1-17-1989)

Sec. 2-164. Departmental estimates of requirements.

All officers and department heads shall, annually on or before February 1, file with the Department of Finance detailed estimates of their requirements in materials, supplies and services, in order that provisions may be made therefor in the annual city budget. The Purchasing Manager may arrange for the purchase of such materials, supplies and services as may be purchased in quantity to the best advantage of the city.

(Code 1983, § 206.03; Ord. No. 089-01, 1-17-1989)

Sec. 2-165. Requisitions; method of making purchases.

All materials, supplies and services shall be specified upon a written requisition therefor by the officer or department head requiring the materials, supplies or services. Requisitions shall be supplied, insofar as possible, out of materials on hand or in general stores of the city. If not available therefrom, purchases shall be made after bids are received, when required by the Charter or ordinance or a direction of the council. When the securing of bids is not required, purchases shall be made in the open market, to the best advantage of the city.

(Code 1983, § 206.04; Ord. No. 089-01, 1-17-1989)

Sec. 2-166. Emergency purchases.

In case of an actual emergency, an officer or department head may make direct purchases of materials, supplies or services, where the immediate procurement thereof is essential to the conduct of his office or department and the delay or established purchasing procedures would vitally affect the public services of the city or the health, safety or welfare of the public, provided that a requisition therefor is filed and approved with the Purchasing Manager as to the existence of the emergency, as provided in this division, before payment therefor may be authorized by the council or city manager dependent on threshold.

(Code 1983, § 206.05; Ord. No. 089-01, 1-17-1989)

Sec. 2-167. Sole source procurement.

- (a) A contract for supplies, materials, equipment, contractual services or construction may be awarded by the city council as otherwise provided for in this division without competitive bids when the department head determines, in writing, after conducting a good faith review of available sources, that there is only one source or where awarding to a single source for the provision of requested supplies, materials, equipment, contractual service or construction is in the best of interest of the City. The purchasing manager shall corroborate and approve the department head's recommendation prior to presenting the purchase request to the, depending on amount, city manager or city council. The written determination shall explain

the steps taken to identify sources, the purchase's background, description, benefit to the City and price reasonableness. The written statement shall be available for public inspection.

- (b) The single or sole source procurement shall be made at the lowest obtainable price. The purchasing manager, along with the representative from the requesting department, shall conduct negotiations as appropriate.

(Code 1983, § 206.06; Ord. No. 089-01, 1-17-1989)

Sec. 2-168. Cooperative and Piggyback purchasing.

Upon the written recommendation of the city manager, the city council may authorize cooperative purchasing using cooperative agencies' (e.g. MiDEAL, OMNIA, Sourcewell, etc.) competitively awarded contracts as well as piggyback purchasing using competitively awarded contracts by other units of government, including but not limited to the federal government, the state, and other local government units, without the necessity of obtaining independent bids.

(Code 1983, § 206.07; Ord. No. 089-01, 1-17-1989)

Sec. 2-169. Approval of requisitions by the finance director.

All requisitions for purchases shall be approved by the city finance director as to the sufficiency of funds to make purchases.

(Code 1983, § 206.08; Ord. No. 089-01, 1-17-1989)

Sec. 2-170. Unencumbered funds prerequisite to making purchases.

No purchase of materials, supplies or services shall be made by the city unless a sufficient unencumbered appropriation is available for the payment therefor or for the payment of such amount of the purchase price thereof as is required to be paid during the current fiscal year of the city, if the payment therefor is to be made in installments as permitted by section 11.3(a) of the Charter.

(Code 1983, § 206.09; Ord. No. 089-01, 1-17-1989)

Sec. 2-171. Purchasing procedures; bids generally.

- (a) *Purchases of \$6,000.00 or less.* Purchases of \$6,000.00 or less may be made without the necessity of securing bids therefor or the approval of the city council. The contracts of purchase may be signed by the city manager.
- (b) *Purchases of \$30,000.00 or less but over \$6,000.00 .* No purchases shall be made in an amount of \$30,000.00 or less but over \$6,000.00 unless an opportunity is afforded for competitive bids thereon. In cases where competitive bidding is required under this subsection, quotes, bids, proposals must be provided in writing. The contracts of purchase may be signed by the city manager.

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- (c) *Purchases of \$75,000.00 or less but over \$30,000.00.* Except as otherwise provided in this division, when the amount involved exceeds \$30,000 but is \$75,000.00 or less, competitive bidding shall be required and received. In cases where competitive bidding is required under this subsection, it shall be by written bids, quotes and proposals. The contracts of purchase may be signed by the city manager without the approval of the city council.
- (d) *Purchases over \$75,000.00.* Except as otherwise provided in this division, when the amount involved exceeds \$75,000.00, formal, sealed bids, proposals, or qualifications shall be requested and received. All sealed bids shall be opened by the purchasing manager or designee in public or via live video conference. The council may reject any or all bids. In each case of a purchase based upon bids, as provided in this section, the award of such purchase shall be based upon the lowest and best bid of a responsible bidder or best value, as determined by the council. If the council rejects all bids, the council shall order a second submission of bids to be made or may, by a vote of five or more of its members, waive the requirement of a second submission of bids. If the council rejects all bids submitted at the second submission of bids or waives the second submission of bids, the council may direct the director of purchasing to negotiate for the purchase of the materials, supplies or services concerned in the open market to the best advantage of the city. In no event shall the cost of any such purchase of materials so purchased in the open market exceed the amount therefor set forth in the lowest and best bid submitted at the last submission of competitive bids therefor. The contracts of purchase shall be signed by the city manager or designee to execute all contracts and documents necessary to implement the approved purchase.
- (e) *Petty cash purchases.* The city manager may allow for purchases from petty cash by officers and departments of the city. A purchase from petty cash shall not exceed \$200.00 and shall be accounted for , and approved by, the department head, All petty cash purchases are subject to review by the purchasing manager.

(Code 1983, § 206.10; Ord. No. 089-01, 1-17-1989; Ord. No. 12-06, 7-10-2012; Ord. No. 16-10, 10-4-2016; Ord. No. 18-03, 4-10-2018; Ord. No. 19/20-03, 4-14-2020)

Sec. 2-172. Exceptions to competitive bidding requirement.

Bidding will not be required in respect to contracts for professional services. In any other case where competitive bidding clearly is not practical or where no advantage would result to the city by requiring competitive bidding, the city council, upon the written recommendation of the city manager, may execute contracts without competitive bidding. (Code 1983, § 206.11; Ord. No. 089-01, 1-17-1989)

Sec. 2-173. Change orders to construction contracts.

The city manager may authorize change orders or extensions to any contract approved by the council in an amount not to exceed \$75,000.00 without the necessity of securing bids or further approval of the council.

(Code 1983, § 206.13; Ord. No. 089-01, 1-17-1989; Ord. No. 12-06, 7-10-2012; Ord. No. 18-03, 4-10-2018; Ord. No. 19/20-03, 4-14-2020)

Sec. 2-174. Forms; adoption of purchasing rules; authority of council to waive requirements.

The purchasing manager shall formulate and provide all forms which are required to facilitate purchasing by the city and its officers and departments under this division. He shall also propose such rules as may be required to supplement this division for the conduct of purchasing of materials, supplies and services by the city, which rules shall be effective when approved by the vote of four or more members of the council and when a copy thereof is filed with the city clerk. The purchasing manager shall maintain a copy of all such rules for distribution to the public upon request. The city council reserves the authority to waive or modify any provisions or procedures pertaining to purchasing or contracting contained in this division or the rules and regulations promulgated by the city manager, if the city council determines it is in the best interest of the city to do so.

(Code 1983, § 206.14; Ord. No. 089-01, 1-17-1989)

Sec. 2-175. Sale of personal property.

With the consent of the city manager, personal property of the city may be sold by the purchasing manager:

- (1) When the estimated value of an item of personal property is \$4,000.00 or less, as estimated by the department head, such property may be sold without securing bids therefor.
- (2) When the estimated value of an item of personal property is \$20,000.00 or less but over \$4,000.00, as estimated by the department head, opportunity for written, competitive bids, quotes or proposals shall be afforded. The purchasing manager shall keep a record of all bids received.
- (3) When the estimated value of an item of personal property is over \$20,000.00, as estimated by the department head, sealed written bids shall be requested and received or bids shall be obtained at an advertised public auction. If sealed bids are requested, they shall be publicly opened by the purchasing manager or designee. If the bids received exceed \$20,000.00, the final award shall be made by the council. The council may reject any and all bids. If the council rejects all bids submitted, it may direct the city manager to negotiate for the sale of such city personal property in the open market to the best advantage of the city.

(Code 1983, § 206.15; Ord. No. 089-01, 1-17-1989; Ord. No. 12-06, 7-10-2012)

Charter reference(s)—Sales of personal property to be as established by ordinance, § 11.2.

Sec. 2-176. Disposition of found property.

The police department shall accept custody of lost articles having a value of \$10.00 or more, delivered to it or found by it. It shall maintain a record of each such article, giving its description, the time and place found and the name and address of the finder. If the owner of lost property is known to the chief of police, he shall cause to be served upon such owner a written notice

informing him that his property has been found and is in the possession of the department. Any such article held by the department for 90 days or longer and which has not been claimed by the owner shall be sold at public auction by the director of purchasing, and the proceeds, less the expense of storage and sale, shall be deposited with the city treasurer. Ten days prior to any such sale, a notice of such sale shall be published in a newspaper of general circulation in the city. Such notice shall describe the property and the time and place where it will be sold. Firearms shall be disposed of in accordance with applicable statutes.

(Code 1983, § 206.16; Ord. No. 089-01, 1-17-1989)

Sec. 2-177. Amendment of dollar amounts.

The dollar amounts set forth in this division may, from time to time, be changed by ordinance of the council without the necessity of amending the entire division.

(Code 1983, § 206.17; Ord. No. 089-01, 1-17-1989)

Secs. 2-178—2-200. Reserved.

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2025.

Erica Eklov, City Clerk

PREPARED BY:

Catherine Kaufman (P65412)

Portage City Attorney

Bauckham Thall

470 W. Centre, Suite A

Approved as to Form:

Date: _____

City Attorney

Portage, MI 49024

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING CHAPTER 2 ADMINISTRATION**

THE CITY OF PORTAGE ORDAINS:

DIVISION 2. PURCHASES AND SALES¹

Sec. 2-161. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Materials and *supplies* mean any and all articles or things which shall be furnished to or used by an officer or department of the city for a city purpose.

Services means any and all services of any type, other than payroll services and professional services such as legal, medical, engineering, insurance, auditing and architectural services, whether or not including the furnishing of materials or supplies as a part or incident thereof, for which a consideration in money is paid by the city.

Professional services are services or expertise that are provided by a business, department or individual, rather than a physical product. ~~mean services rendered by members of a particular profession who possess a special skill and/or prolonged and specialized intellectual training. Examples include consultants, trainers, legal experts, etc. but are not limited to services acquired to obtain information; advice; opinions; alternatives; conclusions; recommendations; training; guidance; research; development; studies; analyses; evaluations; liaison with Government officials; investigations; surveys; planning; programming; conceptual outlines, designs, and specifications; cost estimates; inspections; other forms of representation; and/or related services.~~

(Code 1983, § 206.01; Ord. No. 089-01, 1-17-1989)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 2-162. Office of director of purchasing established.

There is hereby established the administrative office of the director of purchasing.

(Code 1983, § 230.01; Ord. No. 092-34, 12-22-1992)

Charter reference(s)—Appointed officers to be electors, § 3.2(d); appointment of administrative officers, § 6.2.

¹Charter reference(s)—Contracts, § 11.1 et seq.; purchasing procedures for personal property to be as established by ordinance, § 11.2.

Sec. 2-163. Authority of director of purchasing.

No materials, supplies or services shall be purchased for use by an officer or department of the city except through or under the direction of the director of purchasing. The city manager shall, as director of purchasing under this division, subject to chapter 11 of the Charter, or under his responsibility, delegate such duties to a purchasing manager, ~~some~~ officer or employee of the city, and he shall adopt any necessary rules respecting requisitions and purchasing orders.

(Code 1983, § 206.02; Ord. No. 089-01, 1-17-1989)

Sec. 2-164. Departmental estimates of requirements.

All officers and department heads shall, annually on or before February 1, file with the Department of Finance~~director of purchasing~~ detailed estimates of their requirements in materials, supplies and services, in order that provisions may be made therefor in the annual city budget. The Purchasing Manager~~director of purchasing~~ may arrange for the purchase of such materials, supplies and services as may be purchased in quantity to the best advantage of the city.

(Code 1983, § 206.03; Ord. No. 089-01, 1-17-1989)

Sec. 2-165. Requisitions; method of making purchases.

All materials, supplies and services shall be specified upon a written requisition therefor by the officer or department head requiring the materials, supplies or services. Requisitions shall be supplied, insofar as possible, out of materials on hand or in general stores of the city. If not available therefrom, purchases shall be made after bids are received, when required by the Charter or ordinance or a direction of the council. When the securing of bids is not required, purchases shall be made in the open market, to the best advantage of the city.

(Code 1983, § 206.04; Ord. No. 089-01, 1-17-1989)

Sec. 2-166. Emergency purchases.

In case of an actual emergency, an officer or department head may make direct purchases of materials, supplies or services, where the immediate procurement thereof is essential to the conduct of his office or department and the delay or established purchasing procedures would vitally affect the public services of the city or the health, safety or welfare of the public, provided that a requisition therefor is filed and approved with the Purchasing Manager~~director of purchasing and approved by the city auditor~~ as to the existence of the emergency, as provided in this division, before payment therefor may be authorized by the council or city manager dependent on threshold.

(Code 1983, § 206.05; Ord. No. 089-01, 1-17-1989)

Sec. 2-167. Sole source procurement.

- (a) A contract for supplies, materials, equipment, contractual services or construction may be awarded by the city council as otherwise provided for in this division without competitive bids when the department head~~director of purchasing~~ determines, in writing, ~~to the council~~, after

conducting a good faith review of available sources, that there is only one source or where awarding to a single source for the supplying-provision of the requested supplies, materials, equipment, contractual service or construction is in the best of interest of the City. The purchasing manager-director-of-purchasing shall corroborate and approve the department head's recommendation prior to presenting the purchase request to the, depending on amount, city manager or city council. The written determination shall explain the steps taken to identify sources, the purchase's background, description, benefit to the City and price reasonableness. The written statement shall be available for public inspection.

- (b) The single or sole source procurement shall be made at the lowest obtainable price. The purchasing manager-director-of-purchasing, along with the representative from the requesting department, shall conduct negotiations as appropriate.

(Code 1983, § 206.06; Ord. No. 089-01, 1-17-1989)

Sec. 2-168. Cooperative and Piggyback purchasing.

Upon the written recommendation of the city manager, the city council may authorize cooperative purchasing plans-using cooperative agencies' (e.g. MiDEAL, OMNIA, Sourcewell, etc.) competitively awarded contracts as well as piggyback purchasing using competitively awarded contracts with-by other units of government, including but not limited to the federal government, the state, the county, the City of Kalamazoo and the various school districts within the county and other local government units, without the necessity of obtaining independent bids.

(Code 1983, § 206.07; Ord. No. 089-01, 1-17-1989)

Sec. 2-169. Approval of requisitions by auditor-the finance director.

All requisitions for purchases shall be approved by the city auditor-finance director as to the sufficiency of funds to make purchases.

(Code 1983, § 206.08; Ord. No. 089-01, 1-17-1989)

Sec. 2-170. Unencumbered funds prerequisite to making purchases.

No purchase of materials, supplies or services shall be made by the city unless a sufficient unencumbered appropriation is available for the payment therefor or for the payment of such amount of the purchase price thereof as is required to be paid during the current fiscal year of the city, if the payment therefor is to be made in installments as permitted by section 11.3(a) of the Charter.

(Code 1983, § 206.09; Ord. No. 089-01, 1-17-1989)

Sec. 2-171. Purchasing procedures; bids generally.

- (a) *Purchases of \$4,000.00~~\$6,000.00~~ or less. Purchases of \$6,000.00~~\$4,000.00~~ or less may be made without the necessity of securing bids therefor or the approval of the city council. The contracts of purchase may be signed by the city manager.*

-
- (b) *Purchases of \$~~20,000.00~~30,000.00 or less but over \$~~6,000.00~~ 4,000.00. No purchases shall be made in an amount of \$~~20,000.00~~30,000.00 or less but over \$~~4,000.00~~6,000.00 unless an opportunity is afforded for competitive bids thereon. In cases where competitive bidding is required under this subsection, ~~it need not be by written bids nor must the approval of the council be had~~quotes, bids, proposals must be provided in writing. The contracts of purchase may be signed by the city manager. The contracts of purchase may be signed by the city manager.*
- (c) *Purchases of \$75,000.00 or less but over \$~~20,000.00~~30,000.00. Except as otherwise provided in this division, when the amount involved exceeds \$~~20,000.00~~30,000 but is \$75,000.00 or less, competitive bidding shall be required and received. In cases where competitive bidding is required under this subsection, it shall be by written bids, quotes and proposals. The contracts of purchase may be signed by the city manager without the approval of the city council.*
- (d) *Purchases over \$75,000.00. Except as otherwise provided in this division, when the amount involved exceeds \$75,000.00, formal, sealed bids, proposals, or -shall qualifications shall be requested and received. All sealed bids shall be opened by the ~~the city clerk or a member of the department of~~ purchasing manager or designee in public ~~in a room designated for that purpose in a public building or via live video conference~~. The council may reject any or all bids. In each case of a purchase based upon bids, as provided in this section, the award of such purchase shall be based upon the lowest and best bid of a responsible bidder or best value, as determined by the council. If the council rejects all bids, the council shall order a second submission of bids to be made or may, by a vote of five or more of its members, waive the requirement of a second submission of bids. If the council rejects all bids submitted at the second submission of bids or waives the second submission of bids, the council may direct the director of purchasing to negotiate for the purchase of the materials, supplies or services concerned in the open market to the best advantage of the city. In no event shall the cost of any such purchase of materials so purchased in the open market exceed the amount therefor set forth in the lowest and best bid submitted at the last submission of competitive bids therefor. The contracts of purchase shall be signed by the ~~mayor and city clerk, or the council may direct the~~ city manager or designee to execute all contracts and documents necessary to implement the approved purchase.*
- (e) *Petty cash purchases. ~~With the approval of the council, t~~The city manager may allow for purchases from petty cash by officers and departments of the city. designated by the council. A purchase from petty cash shall not exceed \$200.00 and shall be accounted for ~~to~~, and approved by, the department head. All petty cash purchases are subject to review by the purchasing manager. ~~director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.~~*

(Code 1983, § 206.10; Ord. No. 089-01, 1-17-1989; Ord. No. 12-06, 7-10-2012; Ord. No. 16-10, 10-4-2016; Ord. No. 18-03, 4-10-2018; Ord. No. 19/20-03, 4-14-2020)

Sec. 2-172. Exceptions to competitive bidding requirement.

Bidding will not be required in respect to contracts for professional services. In any other case where competitive bidding clearly is not practical or where no advantage would result to the

city by requiring competitive bidding, the city council, upon the written recommendation of the city manager, may execute contracts without competitive bidding.

(Code 1983, § 206.11; Ord. No. 089-01, 1-17-1989)

Sec. 2-173. Change orders to construction contracts.

The city manager may authorize change orders or extensions to any contract approved by the council in an amount not to exceed \$75,000.00 without the necessity of securing bids or further approval of the council.

(Code 1983, § 206.13; Ord. No. 089-01, 1-17-1989; Ord. No. 12-06, 7-10-2012; Ord. No. 18-03, 4-10-2018; Ord. No. 19/20-03, 4-14-2020)

Sec. 2-174. Forms; adoption of purchasing rules; authority of council to waive requirements.

The ~~purchasing manager~~director of purchasing shall formulate and provide all forms which are required to facilitate purchasing by the city and its officers and departments under this division. He shall also propose such rules as may be required to supplement this division for the conduct of purchasing of materials, supplies and services by the city, which rules shall be effective when approved by the vote of four or more members of the council and when a copy thereof is filed with the city clerk. The ~~purchasing manager~~director of purchasing shall maintain a ~~n-electronic supply of copies~~copy of all such rules for distribution to the public upon request. The city council reserves the authority to waive or modify any provisions or procedures pertaining to purchasing or contracting contained in this division or the rules and regulations promulgated by the city manager, if the city council determines it is in the best interest of the city to do so.

(Code 1983, § 206.14; Ord. No. 089-01, 1-17-1989)

Sec. 2-175. Sale of personal property.

With the consent of the city manager, personal property of the city may be sold by the ~~purchasing manager~~department of purchasing as follows:

- (1) When the estimated value of an item of personal property is \$4,000.00 or less, as estimated by the department head, such property may be sold without securing bids therefor.
- (2) When the estimated value of an item of personal property is \$20,000.00 or less but over \$4,000.00, as estimated by the department head, opportunity for written, competitive bids, quotes or proposals shall be afforded, ~~but such opportunity need not be by written bids~~. The ~~depapurchasing manager~~department of purchasing shall keep a record of all bids received.
- (3) When the estimated value of an item of personal property is over \$20,000.00, as estimated by the department head, sealed written bids shall be requested and received or bids shall be obtained at an advertised public auction. If sealed bids are requested, they shall be publicly opened by the purchasing manager or designee. department of

~~purchasing.~~ If the bids received exceed \$20,000.00, the final award shall be made by the council. The council may reject any and all bids. If the council rejects all bids submitted, it may direct the city manager to negotiate for the sale of such city personal property in the open market to the best advantage of the city.

(Code 1983, § 206.15; Ord. No. 089-01, 1-17-1989; Ord. No. 12-06, 7-10-2012)

Charter reference(s)—Sales of personal property to be as established by ordinance, § 11.2.

Sec. 2-176. Disposition of found property.

The police department shall accept custody of lost articles having a value of \$10.00 or more, delivered to it or found by it. It shall maintain a record of each such article, giving its description, the time and place found and the name and address of the finder. If the owner of lost property is known to the chief of police, he shall cause to be served upon such owner a written notice informing him that his property has been found and is in the possession of the department. Any such article held by the department for 90 days or longer and which has not been claimed by the owner shall be sold at public auction by the director of purchasing, and the proceeds, less the expense of storage and sale, shall be deposited with the city treasurer. Ten days prior to any such sale, a notice of such sale shall be published in a newspaper of general circulation in the city. Such notice shall describe the property and the time and place where it will be sold. Firearms shall be disposed of in accordance with applicable statutes.

(Code 1983, § 206.16; Ord. No. 089-01, 1-17-1989)

Sec. 2-177. Amendment of dollar amounts.

The dollar amounts set forth in this division may, from time to time, be changed by ordinance of the council without the necessity of amending the entire division.

(Code 1983, § 206.17; Ord. No. 089-01, 1-17-1989)

Secs. 2-178—2-200. Reserved.

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2025.

Erica Eklov, City Clerk

PREPARED BY:

Catherine Kaufman (P65412)

Portage City Attorney

Bauckham Thall

470 W. Centre, Suite A

Portage, MI 49024

Approved as to Form:

Date: _____

City Attorney

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: 2025 Board of Review Recommendations

SUPPORTING PERSONNEL: Aaron Powers, City Assessor

ACTION RECOMMENDED: Adopt the resolution setting the schedule for the 2025 Board of Review and approve the compensation rate for the Board of Review meetings and training.

The Board of Review meets annually in March to hear the current year's property assessment appeals. The attached resolution has been prepared to set the meeting schedule per the City Charter. To ensure property owners receive timely information, the 2025 assessment notices are expected to be mailed during the week of February 17 and the February edition of the Portager newsletter will feature an article detailing the Board of Review dates. Property owners are also encouraged to meet with assessing staff ahead of the Board of Review meeting. After the 2025 assessment roll has been certified by the City Assessor, all changes must be approved by the Board of Review.

Based on the above information, it is recommended that City Council adopt the resolution setting the schedule for the 2025 Board of Review and approve the compensation rate for the Board members for meetings and training.

FUNDING: N/A

Attachments: 1. Board of Review Resolution 2025

CITY OF PORTAGE

2025 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 its organizational meeting on Tuesday, March 4, 2025, at 8:30 AM in Conference Room 1 located at City Hall, Portage, Michigan and shall convene its first session on Monday, March 10, 2025, in Conference Room 1 at the same location, commencing at 9:00 AM to 12:00 PM and 1:30 PM to 4:30 PM and shall continue in session on Tuesday, March 11, 2025, from 9:00 AM to 12:00 PM and 1:30 PM to 4:30 PM and shall continue in session on Wednesday, March 12, 2025, from 1:30 PM to 4:30 PM and 6:00 PM to 9:00 PM and shall continue in session on Thursday, March 13, 2025, from 9:00 AM to 12:00 PM and 1:30 PM to 4:30 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 25, 2025, in Conference Room 1 from 9:00 AM until all interested parties have been heard.

BE IT FURTHER RESOLVED that members of the Board of Review shall be compensated each at the rate of \$50.00 for each half day (up to 3 hours) as they may be legally in session pursuant to the discharge of their duties and for each day 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:

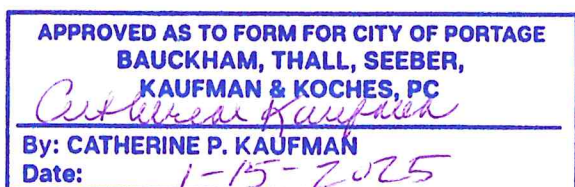
NAYS:

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 21st day of January 2025, the original of which resolution is on file in my office.



Erica Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Poverty Exemption Guidelines for 2025

SUPPORTING PERSONNEL: Aaron Powers, City Assessor

ACTION RECOMMENDED: Approve the resolution determining policy and guidelines which the Board of Review will use when deciding whether to grant poverty exemptions pursuant to public act 253 of 2020.

In accordance with section 211.7u of the Michigan Compiled Laws, the City of Portage offers a poverty exemption through the Board of Review to qualified homeowners.

On December 23, 2020, the Governor signed Public Act 253 which made changes to the poverty exemption section. The most significant of these changes was a revision in how the reduction in taxable value is calculated. Previously, jurisdictions could create their own policies. Without additional review from the State Tax Commission, currently, the policy must be set to allow a standard exemption equal to a 25%, 50%, 75%, or 100% reduction in taxable value.

Public Act 253 of 2020 also states that the governing body of the local assessing unit shall determine the policies and guidelines that the local assessing unit will use when deciding whether to grant poverty exemptions.

These guidelines shall include but are not limited to the specific income and asset levels for the person claiming the exemption and anyone else who is a part of the household. The income level cannot be set lower than the federal poverty income standards as defined and determined annually by the United States Department of Health and Human Services. Local units are permitted to establish income guidelines at or above federal poverty guidelines. The determination of the asset level is left to the discretion of the local governing body.

The attached policy contains the guidelines the Board of Review will utilize including the following:

1. The property must be the applicant's principal residence.
2. The applicant must submit a completed application, including all required documents.
3. Household assets must not exceed \$25,000 (excluding motor vehicles required for transportation to and from a place of employment or education).
4. Household income may not exceed 125% above the federal poverty income guidelines as updated annually by the United States Department of Health and Human Services.

The poverty exemption application provided to a citizen will contain the guidelines, a list of documents

needed, and the State-required application. A copy of this application is attached to this packet.

The Board of Review meets annually in March, July, and December to review poverty exemption requests permitted under the Michigan General Property Tax Act (MCL 211.7u). The Board of Review is statutorily required to determine eligibility based on a policy adopted by the local unit. The Board of Review can only grant a reduction in the amount authorized in the policy and guidelines that have been approved by the City Council. The Board of Review cannot deviate from the approved policy and guidelines. Adopting income guidelines at 125% above the federal poverty guidelines would allow the Board of Review to provide relief to those additional applicants who may be slightly above the federal levels.

The recommendation is to keep the qualifying income level at 125% of the federal poverty level and leave the asset limit at \$25,000. These levels would be adjusted each year by the United States Department of Health and Human Services. Property owners who qualify will have the taxable value of the property reduced by 100%. Property owners would need to apply for the exemption each year.

It is recommended that the City Council approve a policy setting the guidelines for the consideration of a poverty exemption including the continuation of the exemption reduction of 100% and set the qualifying income level at 125% of the federal poverty level as reported each year by the State Tax Commission.

FUNDING: N/A

- Attachments:**
1. City Council Policy and Guidelines for Poverty Exemption
 2. Poverty Exemption Resolution 2025
 3. 2025 City of Portage Property Tax Poverty Application Revision

Subject: POVERTY EXEMPTION GUIDELINES**No. 20****Date: January 21, 2025****Page: 1 of: 4**

PURPOSE:

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

SCOPE:

The poverty exemption policy applies to qualified low-income individuals who own homesteads in the City of Portage. The policy limits the length of poverty exemptions to one year.

POLICY:

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Per MCL 211.7u(2), Applicant must own and occupy the property as a principal residence. Applicant will produce a valid driver license or other form of identification, if requested. Applicant shall produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
2. Per MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. All pages included with this application must be returned when the application is submitted for review. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption.
4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption is not prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The poverty threshold for eligibility for a poverty exemption is a figure which is 25% higher than the Federal income standards established by the United States Department of Health and Human Services for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.

Subject: POVERTY EXEMPTION GUIDELINES**No. 20****Date: January 21, 2025****Page: 2 of: 4**

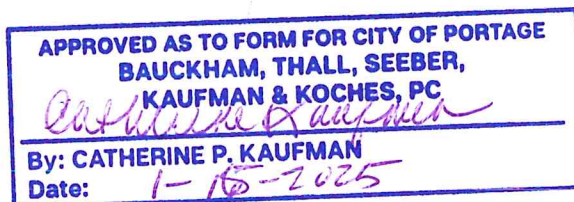
6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.
 - a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person (18 and older) that does not file taxes.
 - b. Provide copies of 2 bank statements from the last 4-6 months for all bank accounts including Direct Express, if applicable. Also, provide statement copies of investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statements submitted must be complete with no missing pages and submitted for all persons residing in the home.
 - c. Proof of income and assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College or University scholarships for all persons residing in the home.
7. Maximum total allowed assets, including amounts in banking and investment accounts may not exceed \$25,000 combined for all persons. The asset level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
 - a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
 - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles that are not required for transportation to and from place of employment or education.
 - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
 - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
 - e. Withdrawals of bank accounts and borrowed money.
 - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
 - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
 - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
 - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
 - j. The applicant shall not have ownership interest in any real estate other than the

Subject: POVERTY EXEMPTION GUIDELINES**No. 20****Date: January 21, 2025****Page: 3 of: 4**

primary residence being considered for exemption.

8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 100% for the current year.
9. Poverty exemptions shall be granted for one year only. The property owner must apply every year to receive an exemption.

EFFECTIVE DATE: January 21, 2025



Subject: POVERTY EXEMPTION GUIDELINES**No. 20****Date: January 21, 2025****Page: 4 of: 4**

HISTORY:

In accordance with section 211.7u of the Michigan Compiled Laws, the City of Portage has for many years offered a poverty exemption, through the Board of Review, to qualified homeowners.

On December 29, 1994, the Governor signed Public Act 390 which made significant changes to the poverty exemption. The most significant of these changes was the use of the Federal poverty income standards. P.A. 390 also states that the governing body of the local assessing unit shall determine the policies and guidelines which the local assessing unit will use when deciding whether to grant poverty exemption.

On December 23, 2020, the Governor signed Public Act 253 which made additional changes to the poverty exemption section. The most significant of these changes was a revision in how the reduction in taxable value is calculated. If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value or a partial exemption equal to a 25%, 50%, or 75% reduction in taxable value or any other percentage reduction in taxable value approved by the State Tax Commission.



CITY OF PORTAGE

RESOLUTION DETERMINING POLICY AND GUIDELINES WHICH THE BOARD OF REVIEW WILL USE WHEN DECIDING WHETHER TO GRANT POVERTY EXEMPTIONS PURSUANT TO PUBLIC ACT 253 OF 2020

Moved by Council Member

Supported by Council Member

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 253 of 2020 (MCL 211.7u); and

WHEREAS, pursuant to PA 253 of 2020, the City of Portage, Kalamazoo County adopts the attached City of Portage Poverty Exemption Guidelines for the Board of Review to implement when considering eligibility. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household filed in the current or immediately preceding year; and

WHEREAS, the City Assessor and the Board of Review have recommended a policy which is attached, and which has been determined will meet the needs of the citizens of the City of Portage in accord with law.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the attached City of Portage Poverty Exemption Guidelines in granting or denying an exemption in the full amount equal to 100% reduction in taxable value.

NOW, THEREFORE, BE IT FURTHER RESOLVED that all resolutions or parts of resolutions are to the extent of any conflict with this resolution, rescinded.

ADOPTED: YEAS:

NAYS:

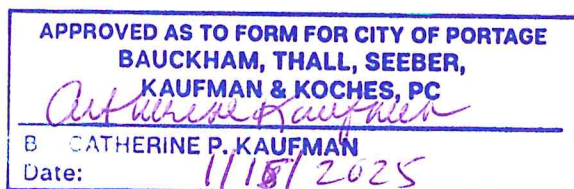
ABSENT:

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 21st day of January 2025, the original of which resolution is on file in my office.

Erica Eklov, City Clerk



2025 PROPERTY TAX POVERTY EXEMPTION POLICY

Deadline for Submission of Poverty Exemption Applications:

To ensure the application is heard at the March 2025 Board of Review:

The application must be received by the office of the City Assessor by **March 3, 2025.**

To ensure the application is heard at the July 2025 Board of Review:

The application must be received by the office of the City Assessor by **July 1, 2025.**

To ensure the application is heard at the December 2025 Board of Review:

The application must be received by the office of the City Assessor by **December 1, 2025.**

Mail: Office of the City Assessor, 7900 S Westnedge Ave, Portage, MI 49002

E-mail: assessingdept@portagemi.gov

In Person: Assessing Office or 24-hr drop box at Portage City Hall (located near Treasury)

GUIDELINES: To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim in the form of a complete application with the assessor or Board of Review. If an area does not apply to the applicant, "N/A" must be used. The application must be accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
3. File a claim in the form of a complete application reporting that the combined assets of all persons do not exceed \$25,000. Assets include but are not limited to real estate other than the principal residence, personal property, motor vehicles that are not required for transportation to and from place of employment or education, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. Please see page 3 for more explanation regarding assets.
4. Produce a valid driver's license or other form of identification, if requested.
5. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

The following are the federal poverty income guidelines, which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

<u>Number of Persons Residing In the Principal Residence</u>	<u>Poverty Guidelines Annual Allowable Income</u>
1 person	\$ 18,825
2 persons.....	\$ 25,550
3 persons.....	\$ 32,275
4 persons.....	\$ 39,000
5 persons.....	\$ 45,725
6 persons.....	\$ 52,450
7 persons.....	\$ 59,175
8 persons.....	\$ 65,900

Each additional person, add \$6,725

Documents Needed: In order for the city to approve your application, you must provide proof of your income and assets. Please provide the following items. **Remove all account and social security numbers from your documents.**

1. The fully completed and signed application form, which includes a complete listing of all persons residing is this home, showing their age, employment/disability status, and income.
2. If the property is not in your name currently due to an unrecorded land contract or otherwise, then provide proof of ownership.
3. Copy of most recent annual Social Security notice of amount of monthly benefit for each person in your household who receives any type of Social Security benefit.
4. Copy of the 2024 Federal and State income tax returns for you and every household member who is required to file. If any person (age 18 or older) in the household is not required to file federal or state tax returns, form 4988 must be completed by each person that does not file taxes.
5. Copies of 2 bank statements from the last 4-6 months for every bank, retirement, annuity, cash value life insurance, brokerage or other financial asset accounts held by you and any person residing in your household. Please include statements from Direct Express, if applicable.
6. A statement detailing any assets owned by any person residing in your household, other than normal household goods and items listed on the application.
7. Again, be sure to include proof of income and assets for each person who resides in your household. Please see page 3 for more explanation regarding assets and income.

The ASSET level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

***Maximum total allowed assets, including amounts in banking and investment accounts may not exceed \$25,000.

According to the US Census Bureau, INCOME includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status		Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence			City	State	ZIP Code
☐ Check if applied for Homestead Property Tax Credit			Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Code Number			Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence		Monthly Payment		Length of Time at this Residence	
Property Description					
PART 3: ADDITIONAL PROPERTY INFORMATION					
List information related to any other property owned by you or any member residing in the household.					
☐ Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address		City	State	ZIP Code
	Name of Owner(s)		Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address		City	State	ZIP Code
	Name of Owner(s)		Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) ☐ City ☐ Township ☐ Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
☐ I own the property in which the exemption is being claimed.			
☐ The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
☐ After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	
		Date	
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
☐ Approved ☐ Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Approve 2025 - 2026 Goal Statement

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer
Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Approve the 2025-2026 Goal Statement.

City Council held a Special Meeting on November 21, 2024 to discuss shared objectives and set a course for the next fiscal year. The following list was distilled from that meeting as well as subsequent follow-up communication with individual councilmembers and is presented to the Council for approval on Tuesday, January 21, 2025:

Housing

Continue housing focus on creation of new units.

Recreation Based Tourism

Expand recreation-based tourism to support small businesses and provide healthful recreation options (i.e. indoor youth sports courts and pickleball)

Future Use of DPW Site

Discover the highest, best future use of existing DPW garage site to be prepared and pursued concurrently with new campus development.

Stabilize and Improve Existing Rental Housing Supply

Research best practices and present options for further consideration.

Mitigate Road Construction Impacts

Deliver efficient road construction projects and minimize unintended corollary impacts.

Build on Progress

- Continued emphasis on small business-friendly policy.
- Consistent trail maintenance and continued extension of the network.
- Facilitate positive reinvestment in Mall areas.

Should City Council adopt this statement, staff will work to elevate these directions in the coming months and will include provisions in the 2025 - 2026 budget document.

FUNDING: N/A

Attachments: None

Minutes of Boards & Commissions

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – December 5, 2024

Conference Room 1

CALL TO ORDER: The City of Portage Human Services Board meeting of October 3, 2024, was called to order by Chairperson Brooke Kolodzieczyk, at 5:34 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue, Portage MI.

MEMBERS PRESENT: Chairperson Brooke Kolodzieczyk, Vice Chair Candace Wise, Ashley Vosburgh, Pamela Kanouse, Martha Perry, Nicole Najjar, Julie Pryor

MEMBERS ABSENT: Chelsea Huber

STAFF PRESENT: Tina Perry

APPROVAL OF MINUTES: The Minutes of October 3, 2024, were approved by a motion, made by Pamela Kanouse, supported by Candice Wise. The motion passed unanimously, 7-0.

NEW BUSINESS: After receiving the proposals and ranking spreadsheet, Chairperson Brooke Kolodzieczyk explained the work of the HSB is to review and make a recommendation to City Council for the allocation of funds. A high priority focus is and has been housing. The Circle of Support within the application encourages agencies to submit proposals that address those needs as a priority. All nonprofit agencies can apply. Review processes assist the HSB to allocate funding with the priority in the housing area. A ranking system is utilized to rate applications from the highest priority to the lowest, also reviewed and considered in the percentage of their budget being requested, duplication of services amongst organizations, and the cost per unit of service. Additional background knowledge of performance and non-performance is shared. All these tools over the next few months will be helpful in making an informed recommendation. The HSB completed a sample ranking, discussed new agencies, and agencies that sometimes request funds, what some of the changes in requests are, etc.

OTHER BUSINESS: Red Ribbon Week was a hit this year due to the efforts of Ashley Vosburgh. Ashley explained that after the Proclamation reading, she continued working with schools and created a Boo Basket giveaway prize for the best essays submitted about Red Ribbon Week. She sparked the creation of a Red Ribbon chain by students committing to refrain from drugs and alcohol. Ashley commented that two of the three schools were more active, though she is challenged to get school three up to speed next year. The HSB thanked Ashley for all the work and positive results.

The November Human Services Open House was viewed as a success with more than twelve additional organizations. It's growing as a valuable avenue for organizations to network in addition to the HSB members meet and become familiar with them. For improvement and to grow public participation, ideas are circulating to add it to a local job fair, potentially intermingling agencies with companies looking to hire. The move would be from evening to a daytime venue. HSB wholeheartedly supports this change given it's over a lunch hour so that working HSB members may also attend.

STATEMENT OF CITIZENS: None.

ADJOURN: Motion to adjourn was made at 6:42 p.m. by Chairperson Brooke Kolodzieczyk, supported by Ashley Vosburgh, and unanimously passed, 7-0.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tina Perry". The signature is written in a cursive, flowing style.

Tina Perry

Neighborhood and Housing Specialist Community Development, City of Portage

T:\COMMDEV\2024-2025 Department Files\Board Files\Human Services Board\Minutes\2024 12 05 HSB Minutes.docx

TO: Honorable Mayor and City Council

DATE: January 21, 2025

FROM: Aanya Goel, Youth Advisory Committee Chairperson

SUBJECT: 2024-2025 Youth Advisory Committee Goals and Objectives

The Youth Advisory Committee (YAC) consists of 30 members, and is pleased to submit the following update on our Goals and Objectives:

- 1.) Continue to provide insight and perspective on issues relating to city government, gain knowledge and understanding of government functions, and join city boards and commissions.
 - a. The Youth Advisory Committee meets in person, at City Hall, once a month, Mondays September 2024 – June 2025.
 - b. YAC members are appointed as liaisons to the Environmental Board, Parks Board, Senior Citizens Advisory Board, and Human Services Board. As a liaison, the YAC members attend and participate in meetings, effectively representing the interests and concerns of the youth community as it relates to the board and facilitates communication and collaboration between the two. They also provide updates to both the Boards and Commissions and the Youth Advisory Committee.
 - c. At the beginning of the Youth Advisory Committee calendar year, a Chair, Vice-chair, and Secretary are elected. Following parliamentary procedure, the elected officers lead meetings following the agenda provided and take minutes.
- 2.) Continue to learn about philanthropy and give back to the community. The YAC remains active and involved in the community by volunteering their time to various organizations and opportunities.
 - a. In lieu of the Respect for Law event which was previously hosted in collaboration with the Breakfast Optimist Club of Kalamazoo (BOCK) and Portage Public Safety, the YAC assisted Portage Public Safety with the annual Pig Out at Public Safety back-to-school event on Thursday, August 15, 2024, at Central Park. The event gave students the chance to meet the district's school resource officers and get free school supplies such as backpacks. It was a huge success and featured music, games, touch-a-truck tours, a dunk tank, free food, face painting and a balloon-twisting artist.
 - b. YAC members assisted the Office of the City Clerk with a voter registration drive at both Portage High Schools and would like to continue voter outreach and youth engagement with voting. Other volunteer opportunities include the Holiday Food Baskets and Gift Campaign at the Portage Community Center.
 - c. The Winter Snow Party will be held on February 1st. This is an opportunity for the YAC to take a day and spend it with the community enjoying the outdoors.
 - d. The YAC continues to encourage students to join. Part of the recruiting efforts include the recruitment video and brochure that YAC created.
 - e. This year YAC plans to team up with the National Honor Societies and Student Council at both Portage Northern and Portage Central. We will establish liaisons

between these organizations and YAC and will send and learn about volunteer opportunities where both organizations could participate.

- 3.) Continue to promote environmental awareness in the community.
 - a. The 2025 Green-A-Thon is currently being discussed and is hopeful to pair with the Portage Farmers Market on opening day. The YAC will continue to collaborate with the Environmental Board and Parks Department to participate in a joint event focusing on Arbor Day and Earth Day. Planning is currently underway and will include educational displays as well as handing out tree seedlings.
 - b. The third annual Recycled Art contest is currently being discussed. The goal of the contest is to bring awareness to recycling and ‘green’ efforts to Portage residents of all ages. The event is held in April to coincide with Earth Day.
 - c. In focusing on climate change, the YAC continued the subcommittee created in 2020 to better act on the topic. The Climate Change subcommittee is working on collaborating with the local Ardea Youth Climate Coalition, and will assist with event promotion and volunteering.
- 4.) Advise the City Council in areas / subjects under the purview of the Youth Advisory Committee.
 - a. Provide the annual presentation to City Council.
- 5.) Maintain an active social media presence via Instagram and providing updates/articles to the city Facebook page. Utilize the Remind app to connect with members.
 - a. The Social Media Committee has launched a “Meet the Faces Behind YAC” campaign in efforts to maintain social media presence and recruit. In addition, the YAC will post meeting dates, event information, and other YAC opportunities.

Sincerely,

The Youth Advisory Committee

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Adoption for the 2021 International Property Maintenance Code Amendment

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Adopt the proposed ordinance amendment to the Code of Ordinances and the adopted 2021 International Property Maintenance Code.

The International Property Maintenance Code (IPMC) is a model code developed by the International Code Council to establish minimum maintenance requirements for existing buildings and structures, and was adopted by the City Council on August 27, 2024.

There are two technical corrections needed related to the adoption of the IPMC. The first is adding the noxious weeds definition which was previously omitted. This change would add the definition of weeds formerly found in city code into the IPMC 302.4 Weeds which had been left "reserved". Second, the cross-reference under Sec. 24-113. (13) of the improved driveway definition no longer exists in Sec. 24-111 and was moved to the Zoning Ordinance Sec. 42-112 after the City Council approved that change on July 9, 2024. This ordinance corrects that change in reference.

This item received its first reading during the December 7, 2024 Regular Meeting. It is therefore recommended that City Council adopt the proposed ordinance to amend the Code of Ordinances and the adopted 2021 International Property Maintenance Code.

FUNDING: Not Applicable

Attachments: 1. Proposed Ordinance Approved to Form

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE,
MICHIGAN
AND AMEND THE ADOPTED 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE**

THE CITY OF PORTAGE ORDAINS:

SECTION 1 Amendment to City Code

Sec. 24-113. Property Maintenance standards. (13). Is amended as follows, with others remain:

“(13) ...the definition of improved driveway contained in section ~~24-114~~ **42-112**;...”

SECTION 2 Amendment to the Adopted 2021 International Property Maintenance Code

Remove “Section 302.4 reserved for future expansion.” And replaced with the following:

“302.4 Weeds. *Premises and exterior property shall be maintained free from weeds or plant growth in excess of 8 inches in height. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs. Noxious weeds shall be prohibited. Noxious weeds include Canada thistle (Cirsium arvensa), common and giant ragweed (Ambrosia artemisiifolia and Ambrosia trifida, and Poison ivy (Rhus radicans or Toxicodendron radicans), poison sumac (Toxicodendron vermic) or other growth which are poisonous or dangerous to health and safety.”*

SECTION 3 Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

SECTION 4 Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

SECTION 5 Effective Date

This ordinance shall take effect 10 days following publication of a summary thereof, following adoption.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

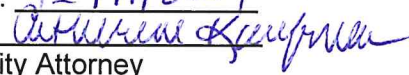
STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing Ordinance was adopted by the City of Portage on the _____ day of _____, 2025.

Erica Eklov, City Clerk

Approved as to Form:

Date: 12/11/2024

By: 
City Attorney

**ADOPTION OF AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY
OF PORTAGE, MICHIGAN
AND AMEND THE ADOPTED 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE
NOTICE**

**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL
OTHER INTERESTED PERSONS.**

NOTICE IS HEREBY GIVEN, that an Ordinance to amend the Code of Ordinances of the City of Portage, Michigan and to amend the Adopted 2021 International Property Maintenance Code, was adopted by the City Council at a regular meeting held on the _____ day of _____, 2025, and will become effective _____, 2025.

NOTICE IS FURTHER GIVEN that the Code of Ordinances of the City of Portage, Michigan and the Adopted 2021 International Property Maintenance Code, has been amended as follows:

THE CITY OF PORTAGE ORDAINS:

SECTION 1 Amendment to City Code

Sec. 24-113. Property Maintenance standards. (13). Is amended as follows, with others remain:

“(13) ...the definition of improved driveway contained in section 24-111 ~~42-112~~;...”

SECTION 2 Amendments to the Adopted 2021 International Property Maintenance Code

Remove “Section 302.4 reserved for future expansion.” And replaced with the following:

“302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 8 inches in height. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs. Noxious weeds shall be prohibited. Noxious weeds include Canada thistle (*Cirsium arvensa*), common and giant ragweed (*Ambrosia artemisiifolia* and *Ambrosial trifida*, and Poison ivy (*Rhus radicans* or *Toxicodendron radicans*), poison sumac (*Toxicodendron vermix*) or other growth which are poisonous or dangerous to health and safety.”

SECTION 2 Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

SECTION 3 Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

SECTION 4 Effective Date

This ordinance shall take effect 10 days following publication of a summary thereof, following adoption.

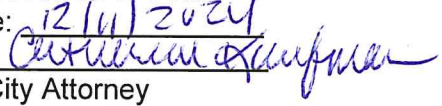
PLEASE TAKE NOTICE that a copy of the Ordinance as amended may be purchased or inspected at City Hall on any business day except public and legal holidays from and after publication of this Notice from 8:00 a.m. to 5:00 p.m. local time.

Dated: _____

Erica Eklov, City Clerk

Approved as to Form:

Date: 12/11/2024

By: 
City Attorney

**FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE**

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL OTHER INTERESTED PERSONS.

NOTICE IS HEREBY GIVEN, that an Ordinance to amend the Code of Ordinances of the City of Portage, Michigan and to amend the Adopted 2021 International Property Maintenance Code, was received for 1st reading and set public hearing at a regular meeting of the City Council held on _____, 2024, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2025, at 6:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the Code of Ordinances of the City of Portage, Michigan and the Adopted 2021 International Property Maintenance Code reads as follows:

THE CITY OF PORTAGE ORDAINS:

SECTION 1 Amendment to City Code

Sec. 24-113. Property Maintenance standards. (13). Is amended as follows, with others remain:

“(13) ...the definition of improved driveway contained in section 24-111 **42-112**;...”

SECTION 2 Amendments to the Adopted 2021 International Property Maintenance Code

Remove “Section 302.4 reserved for future expansion.” And replaced with the following:

“302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 8 inches in height. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs. Noxious weeds shall be prohibited. Noxious weeds include Canada thistle (*Cirsium arvensa*), common and giant ragweed (*Ambrosia artemisiifolia* and *Ambrosia trifida*), and Poison ivy (*Rhus radicans* or *Toxicodendron radicans*), poison sumac (*Toxicodendron vermic*) or other growth which are poisonous or dangerous to health and safety.”

SECTION 3 Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

SECTION 4 Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

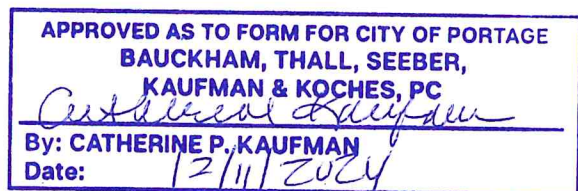
SECTION 5 Effective Date

This ordinance shall take effect 10 days following publication of a summary thereof, following adoption.

PLEASE TAKE FURTHER NOTICE that copies of said proposed amendment may be examined at City Hall on any business day except public and legal holidays from and after publication of this Notice until the day of hearing from 8:00 a.m. to 5:00 p.m. local time.

Dated: _____

Erica Eklov, City Clerk



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Exclusive Hauler Ordinance Proposal

SUPPORTING PERSONNEL: Justin Williams, Assistant to the City Manager

ACTION RECOMMENDED: Adopt the ordinance to amend Chapter 58 - Solid Waste of the City of Portage Code of Ordinances.

As authorized by MCL 324.11901 - 324.11908 (State of Michigan Law - Waste Management and Resource Recovery Finance), the City Council may determine that the use of an exclusive contractor for neighborhood pickup and disposal/processing of municipal solid waste, bulk waste, yard waste and/or recyclables waste for dwelling units will protect the public health, safety, and welfare of city residents and property owners and is in the best interests of the city. Modifying the City of Portage Code of Ordinances to permit this possibility aligns with historical City Council policy intentions to make solid waste collection programs more affordable, efficient, transparent, and less damaging to city infrastructure. Communities around the State of Michigan have taken this step with positive results and have done so for reasons such as:

Public Safety

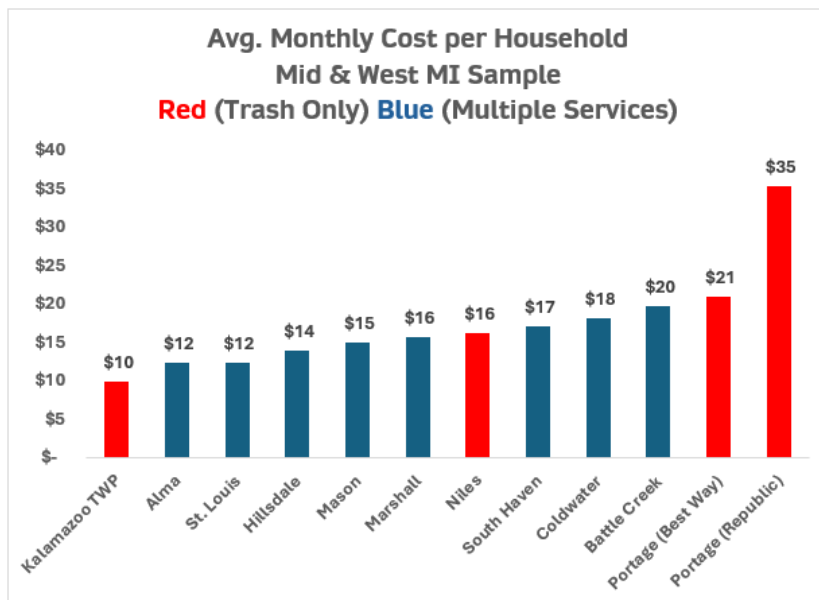
A primary concern is public safety. Garbage trucks operate differently than other vehicles using our roadways. They back up, start and stop at every home, accelerate suddenly, operate in the pre-dawn darkness, stop in the middle of roads, block driveways, make wide turns, and have significant blind spots. Reducing the number of trips and vehicles operating on our roadways will lead to safer streets in Portage.

Damage to Infrastructure

Accelerated roadway damage is significantly higher with the heaviest trucks in our neighborhoods: fully loaded garbage trucks. In asphalt engineering terms, heavy vehicles have much higher Equivalent Single-Axle Loads (ESALs) than passenger vehicles. One loaded garbage truck inflicts as much wear as 2,000 standard vehicles on neighborhood streets. Reducing the number of trips over time will improve the lifespan of Portage streets.

Cost

Following extensive study, consultants found the following pricing in other Michigan Communities:



This chart shows the average monthly cost per household for municipal services in select Mid-Michigan and West Michigan communities. In red are communities that only receive refuse services and in blue are communities that receive multiple services for the average costs represented per month. Please note: Kalamazoo Twp has an exclusive hauler agreement with the service provider. Niles has a municipal contract. Portage has residential subscription services (no exclusive hauler or municipal contract).

Municipality	Population	Contractor	Term	MSW	Bulk	Recycling	Yard Waste	Carts	Avg. Monthly Cost
Kalamazoo TWP	22,777	Republic	Exclusive Hauler	X					\$10
Alma	9,364	Granger	5 years	X	X	X		X	\$12
St. Louis	7,482	Granger	5 years	X	X	X		X	\$12
Hillsdale	8,036	LRS	5 years	X	X	X	X	X	\$14
Mason	8,252	Granger	5 years	X	X	X	X	X	\$15
Marshall	6,775	Granger	5 years	X	X	X		X	\$16
Niles	11,988	LRS	5 years	X				X	\$16
South Haven	3,964	Best Way	5 years	X	X	X			\$17
Coldwater	13,822	Republic	3 years	X	X	X		X	\$18
Battle Creek	52,200	Republic	3 years	X	X	X	X		\$20
Portage (Best Way)	48,891	Best Way	Subscription	X				X	\$21
Portage (Republic)	48,891	Republic	Subscription	X				X	\$35

This chart represents the average monthly cost per household for municipal services provided in a sample of Mid-Michigan and West Michigan communities. Again, communities in red only receive refuse services, and communities in blue receive multiple services for the average costs represented per month. Please note the average monthly cost of trash service in Portage compared to the range of services of other communities for a lower average monthly cost.

True North Advisors, consultants engaged to help with research and drafting the proposed ordinance, conservatively estimates that the average Portage customer would save \$6 per month on solid waste collection services if the city converts to a single-hauler model. When these savings are fully absorbed into the local market, constituents would pay over \$1 million less per year for a better level of service.

Service Enhancements

By transitioning to a single-hauler system, the City of Portage could make it significantly easier to address complaints and enforce customer service standards. Accountability is currently challenging with multiple haulers that lack a contractual relationship with the city. Under a unified system, having one responsible party would simplify follow-ups and contribute to keeping Portage streets cleaner and more orderly.

Conclusion

If the City Council adopts the proposed ordinance, staff will present a proposed contract for a single hauler - provided the pricing aligns with expectations (a Request for Proposals has been issued). If not, alternative options will be evaluated, and new recommendations will be considered. Ultimately, if the Council chooses not to move forward with a single hauler, the status quo can be maintained.

It is recommended that City Council adopt the ordinance to amend Chapter 58 - Solid Waste of the City of Portage Code of Ordinances.

FUNDING: Not Applicable

Attachments:

1. Ord Garbage collection CLEAN 12.26.2024
2. Ord Garbage Collection REDLINE 12.26.2024

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING CHAPTER 58 SOLID WASTE**

THE CITY OF PORTAGE ORDAINS:

Section 1.

That Chapter 58, Article 2, COLLECTION AND DISPOSAL shall be amended by revising Section 58-33, Residential collection schedule; registration of collectors.

CHAPTER 58. SOLID WASTE.

Article 2, Collection and Disposal,

Section 58-33, Residential collection schedule; registration of collectors; is revised to read as follows:

Sec. 58-33 Residential collection schedule; registration of collectors

(a) *Definitions.* As used in this section:

Administrator shall mean City Manager or designee.

Bulk or Bulk Waste shall include oversize household goods, such as, but not limited to; discarded furniture, mattresses, box springs, storm doors, windows, metal furniture, toilets, bathtubs, sinks, carpets and pads, stoves, washers, dryers, refrigerators (certified Freon-free), air conditioners (certified Freon-free), and other similar household items and appliances that can be reasonably loaded by hand into a collection vehicle by the hauler without assistance.

Contractor means the individual or business under contract with the city to perform collection and disposal/processing of garbage, MSW, rubbish or bulk waste, recyclable waste, and/or yard waste.

Curbside recycling program means the city program to collect recyclables from households in the city on a weekly basis.

Fee schedule shall mean a uniform schedule of charges assessed for services to all customers.

Garbage means rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that attends the preparation, use, cooking, dealing in or storing of meat, fish, fowl, fruits or vegetables, and all other putrescible wastes, excluding grass.

Hazardous waste means:

- (1) Any material or substance which, by reason of its composition or characteristics, is:
 - a. Toxic or hazardous waste as defined in:
 1. Either the Solid Waste Disposal Act, 42 USC 6901 et seq., or section 6(e) of the Toxic Substances Control Act, 15 USC 2605(e), or any laws of similar purposes or effect, and any rules, regulations or policies promulgated thereunder; or
 2. Any laws of similar purpose or effect, and any rules, regulations or policies promulgated thereunder; or special nuclear or byproducts materials within the meaning of the Atomic Energy Act of 1954;
- (2) Any waste managed or referenced as toxic or hazardous under Act 451;
- (3) Any other materials which the state department of natural resources or any governmental agency or unit having appropriate jurisdiction shall determine from time to time is ineligible for disposal in the landfill, whether by reasons of being harmful, toxic or dangerous or otherwise.

MSW or Municipal Solid Waste means garbage, refuse and rubbish discarded by residents. It does not include hazardous material or other prohibited materials as defined in rules promulgated by the Administrator. Municipal solid waste includes construction and demolition waste only in quantities able to be disposed of in containers provided for removal by the city, contractor, hauler or franchisee.

Recyclable waste means waste matter which is approved and collected in the city curbside recycling program, as designated by the Administrator.

Refuse means all non-putrescible waste, excluding recyclable waste, hazardous material or other prohibited materials.

Rubbish means miscellaneous putrescible or non-putrescible waste material resulting from housekeeping, including paper, cardboard, metal containers, crockery, plastic, rubber, building materials, and bulk items. It does not include hazardous waste or other prohibited materials.

Prohibited Materials means all items which may damage equipment or pose a safety threat to collectors or the environment, or items defined as prohibited in the solid waste rules or regulations promulgated by the Administrator. These materials will not be collected by the city, contractor, hauler or franchisee.

(b) *Purpose.* The purposes of this section are to promote citizen participation in municipal programs by making collection as convenient as possible, to promote transparency, consistency and to beautify the city by designating one day a week for neighborhood pickup of garbage, refuse, yard waste and recyclables.

(c) *Collection schedule.*

(1) The city shall divide the city into five geographic collection districts for the purpose of weekly garbage, refuse and recyclable waste collection.

(2) The city shall designate one day of the week for collection of garbage, refuse and recyclable waste for each collection district. All such materials shall be collected on the same day in each collection district.

(3) The city may revise the collection districts and/or schedules once a year, by publishing those revisions no later than the first Monday in May each year. Changes so made will be effective on following July 1.

(4) Nothing in this section shall be construed to apply to the collection of garbage, refuse or recyclable materials from apartments, commercial or business establishments, or to the city leaf pickup or spring cleanup programs.

(Code 1983, § 1060.03; Ord. No. 091-11, 4-21-1991; Ord. No. O-5-2023 meeting, 10-17-2023)

Section 2.

That Chapter 58, Article 2, COLLECTION AND DISPOSAL shall be amended by adding a new Section 58-35, Exclusive Contractor

CHAPTER 58. SOLID WASTE.

Article 2, Collection and Disposal,

Section 58-35, Exclusive Contractor is added to Article 2, which shall read as follows:

Sec. 58-35 Exclusive Contractor for Residential Collection and Disposal/Processing Services

(a) *Definitions.* As used in this section:

Administrator shall mean City Manager or designee.

Bulk or Bulk Waste shall include oversize household goods, such as, but not limited to, discarded furniture, mattresses, box springs, storm doors, windows, metal furniture, toilets, bathtubs, sinks, carpets and pads, stoves, washers, dryers, refrigerators (certified Freon-free), air conditioners (certified Freon-free), and other similar household items and appliances that can be reasonably loaded by hand into a collection vehicle by the hauler without assistance.

Cart, Curb Cart, or Bin means a container that is approved by the Administrator and is required by the city to be used and has been provided to residential locations which is equipped with

wheels to allow it to be easily rolled to the curb, is secure and used for collection of refuse, recyclables and yard waste and is able to be mechanically lifted and emptied into a collection truck.

Construction and Demolition Waste or C&D means nonhazardous waste such as, but not limited to; building material, packaging, and rubble that results from construction, remodeling, repair, and demolition operations on houses, commercial or industrial buildings, and other structures.

Contractor means person, company, firm, or organization other than the city authorized to provide exclusive residential pickup and disposal/processing services under contract with the city.

Curbside recycling program means the city program to collect recyclables from households in the city on a weekly basis.

Fee schedule shall mean a city-negotiated uniform schedule of charges assessed for services to all customers.

Garbage means rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that attends the preparation, use, cooking, dealing in or storing of meat, fish, fowl, fruits or vegetables, and all other putrescible wastes, excluding grass.

Hazardous waste means:

- (1) Any material or substance which, by reason of its composition or characteristics, is:
 - a. Toxic or hazardous waste as defined in:
 1. Either the Solid Waste Disposal Act, 42 USC 6901 et seq., or section 6(e) of the Toxic Substances Control Act, 15 USC 2605(e), or any laws of similar purposes or effect, and any rules, regulations or policies promulgated thereunder; or
 2. Any laws of similar purpose or effect, and any rules, regulations or policies promulgated thereunder; or special nuclear or byproducts materials within the meaning of the Atomic Energy Act of 1954;
- (2) Any waste managed or referenced as toxic or hazardous under Act 451;
- (3) Any other materials which the state department of natural resources or any governmental agency or unit having appropriate jurisdiction shall determine from time to time is ineligible for disposal in the landfill, whether by reasons of being harmful, toxic or dangerous or otherwise.

MSW or Municipal Solid Waste means garbage, refuse and rubbish, discarded by residents. It does not include hazardous waste or other prohibited materials as defined in rules promulgated by the Administrator. Municipal solid waste includes construction and demolition waste only in quantities able to be disposed of in containers provided for removal by the city, contractor, hauler or franchisee.

Owner or Property Owner means the person whose name is on record with the city assessor for taxation purposes.

Prohibited Materials means all items which may damage equipment or pose a safety threat to collectors or the environment, or items defined as prohibited in the solid waste rules or regulations promulgated by the Administrator. These materials will not be collected by the city, contractor, hauler or franchisee.

Recyclable waste means waste matter which is approved and collected in the city curbside recycling program, as designated by the Administrator

Refuse means all non-putrescible wastes, excluding recyclable waste. It does not include hazardous material or other prohibited materials.

Residential means single family dwelling unit, which includes all structures, buildings, premises and/or realty utilized for single-family residential dwelling purposes. For purposes of this chapter, a single family dwelling unit includes single family dwelling units, two-family dwelling units or three-family dwelling units. Residential unit shall not include apartment buildings, mobile home parks or multiple family dwelling units greater than three (3) in number on one parcel or lot.

Rubbish means miscellaneous non-putrescible waste material resulting from housekeeping, including paper, cardboard, metal containers, crockery, plastic, rubber, building materials, and bulk items. It does not include hazardous waste or other prohibited materials.

Yard Waste means leaves, grass clippings, vegetables or other garden debris, shrubbery, or brush or tree trimmings, less than 4 feet in length and 2 inches in diameter, that can be converted to compost. Yard waste does not include stumps, agricultural waste, animal waste, roots, sewage sludge, Christmas trees or wreaths, food waste, or screened finished compost made from yard waste.

(b) *Purpose.* As authorized by MCL 324.11901 - 324.11908, the City Council has determined that the use of an exclusive contractor for neighborhood pickup (for single family residential dwelling units) and disposal/processing of MSW, bulk waste, yard waste and/or recyclables waste for residential dwelling units will protect the public health, safety and welfare of City residents and property owners and is in the best interests of the City. This section provides implementation methods and procedures for such services, in order to make neighborhood pickup as convenient, efficient and cost-effective as possible, and to promote accountability, transparency, and consistency in neighborhood pickup.

(c) *Exclusive contract.* The City Council may authorize the Administrator, either by competitive solicitation or otherwise, to enter an exclusive contract for the residential pickup and disposal/processing of MSW, bulk waste, yard waste and/or recyclables waste for residential dwelling units in accordance with the best interests of the City and its residents. The contractor shall be the only person, company, firm, or organization other than the City authorized to provide residential pickup and disposal/processing services herein within the legal jurisdiction city. The

contractor shall collect, and dispose/process any materials collected from these premises in the City in full compliance with this chapter, the executed contract and applicable local, state and federal laws, rules, and regulations.

(d) *Non-residential units.* All non-residential properties (including, but not limited to, apartment buildings, mobile home parks or multiple family attached dwelling units greater than three (3) in number) shall make independent arrangements for pickup and disposal/processing of MSW, bulk waste, yard waste and/or recyclables waste.

(f) *Fee Schedule and Contractor Billing Procedures.* The City shall arrange for a uniform schedule of charges to be assessed to residential property owners or the city for services provided by the contractor. The contractor shall only charge fees for services rendered as stipulated by the contract executed and shall bill for such services in accordance with the following:

(1) The contractor shall send a quarterly invoice by regular mail or other means as approved by residential property owners to each residential site for which services are rendered in the city in the previous quarter.

(a) The contractor shall be solely responsible for the residential invoicing, payment and collections relationship with the residential sites in which services are rendered. This includes, but not limited to, invoicing, payments, collections and other actions.

(2) The contractor shall send a monthly invoice to the city by regular mail or other means as for any services provided to the City in the previous month.

(g) *Contractor provided carts.* The contractor shall provide and adequately maintain Administrator approved carts to satisfy the services anticipated by this agreement..

(h) *Promulgation of rules.* In order to clarify and implement the provisions of this section, the Administrator shall be authorized to promulgate all necessary and reasonable rules and regulations consistent with this section in the best interests of the public health and safety of the city and residents.

Section 3 Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

Section 4 Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

Section 5 Effective Date

This ordinance shall take effect 10 days following publication of a summary thereof, following adoption.

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2025.

Erica Eklov, City Clerk

PREPARED BY:
Catherine Kaufman (P65412)
Portage City Attorney
Bauckham Thall
470 W. Centre, Suite A
Portage, MI 49024

Approved as to Form:

Date: 12-26-2024

Catherine Kaufman
City Attorney

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OF THE CITY OF PORTAGE, MICHIGAN
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CHAPTER 58. SOLID WASTE.

Article 2, Collection and Disposal,

Section 58-33, Residential collection schedule; registration of collectors; is revised to read as follows:

Sec. 58-33 Residential collection schedule; registration of collectors

(a) *Definitions.* As used in this section:

Administrator shall mean City Manager or designee.

Bulk or Bulk Waste shall include oversize household goods, such as, but not limited to; discarded furniture, mattresses, box springs, storm doors, windows, metal furniture, toilets, bathtubs, sinks, carpets and pads, stoves, washers, dryers, refrigerators (certified Freon-free), air conditioners (certified Freon-free), and other similar household items and appliances that can be reasonably loaded by hand into a collection vehicle by the hauler without assistance.

Contractor means the individual or business under contract with the city to perform collection and disposal/processing of garbage, MSW, rubbish or bulk waste, recyclable waste, and/or yard waste. ~~recyclable waste under the city curbside recycling program.~~

Curbside recycling program means the city program to collect recyclables from households in the city on a weekly basis.

Fee schedule shall mean a uniform schedule of charges assessed for services to all customers.

Garbage means rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that attends the preparation, use, cooking, dealing in or storing of meat, fish, fowl, fruits or vegetables, and all other putrescible wastes, excluding grass.

(c) *Collection schedule.*

(1) The city clerk shall divide the city into five geographic collection districts for the purpose of weekly garbage, refuse and recyclable waste collection.

(2) The city clerk shall designate one day of the week for collection of garbage, refuse and recyclable waste for each collection district. All such materials shall be collected on the same day in each collection district.

~~(3) The city clerk shall make available to the public and all garbage, refuse and recyclable collectors, no later than June 1, 2024, the collection districts and collection day schedule for each collection district.~~

~~(4) All garbage and refuse collectors and the contractor shall begin collecting garbage and refuse and/or recyclable waste according to the published schedule on July 1, 2024.~~

~~(5) The city clerk may revise the collection districts and/or schedules once a year, by publishing those revisions no later than the first Monday in May each year. Changes so made will be effective on following July 1.~~

~~(6) Nothing in this section shall be construed to apply to the collection of garbage, refuse or recyclable materials from apartments, commercial or business establishments, or to the city leaf pickup or spring cleanup programs.~~

~~(7) Fee schedules as required under subsection (d)(4)f. below shall be published by the city clerk in July of each year. Deviations from schedule as published may only be implemented on July 1 of the following year or 30 days following submission of price adjustments to the city clerk, unless such deviations result in a decrease in fees.~~

~~(8) Each calendar day during which a garbage and refuse collector or the contractor violates this section shall constitute a separate and distinct violation.~~

~~(d) *Registration of collectors.* In order for the city to monitor compliance with subsection (c) of this section, all garbage and refuse collectors providing collection services in the city shall register with the city clerk once a year, as follows:~~

~~(1) Each garbage and refuse collector currently providing collection services in the city shall register with the city clerk no later than June 30, 2024.~~

~~(2) Any garbage and refuse collector that intends to start collection services in the city shall register with the city clerk no later than one month prior to initiating such services.~~

~~(3) Automatically credit bills for missed pickup of 25 percent of total monthly fee for each missed pickup, such credit to be applied to future bills or refunded to customers.~~

~~(4) Clean up any spilled or scattered rubbish, garbage, yard waste or other materials resulting from collection operations immediately.~~

~~(5) Maintain a written log of customer complaints and provide the same to the city clerk each year when registering as a collector.~~

~~(6) Each instance of violation of these performance requirements shall constitute a separate and distinct violation of this section.~~

(Code 1983, § 1060.03; Ord. No. 091-11, 4-21-1991; [Ord. No. O-5-2023](#) meeting, 10-17-2023)

Section 2.

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Cart, Curb Cart, or Bin means a container that is approved by the Administrator and is required by the city to be used and has been provided to residential locations which is equipped with wheels to allow it to be easily rolled to the curb, is secure and used for collection of refuse, recyclables and yard waste ~~and recyclables~~ and is able to be mechanically lifted and emptied into a collection truck.

regulations promulgated by the Administrator. These materials will not be collected by the city, contractor, hauler or franchisee.

Recyclable waste means waste matter which is approved and collected in the city curbside recycling program, as designated by the Administrator

Refuse means all non-putrescible wastes, excluding recyclable waste. It does not include hazardous material or other prohibited materials.

Residential means single family dwelling unit, which includes all structures, buildings, premises and/or realty utilized for single-family residential dwelling purposes. For purposes of this chapter, a single family dwelling unit includes single family dwelling units, two-family dwelling units or three-family dwelling units. Residential unit shall not include apartment buildings, mobile home parks or multiple family dwelling units greater than three (3) in number on one parcel or lot.

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(b) *Purpose.* As authorized by ~~MCL 324.11901~~ MCL 324.11901 - 324.11908, the City Council has determined that the use of an exclusive contractor for neighborhood pickup (for single family residential dwelling units) and disposal/processing of MSW, bulk waste, yard waste and/or recyclables waste for residential dwelling units will protect the public health, safety and welfare of City residents and property owners and is in the best interests of the City. This section provides implementation methods and procedures for such services, in order to make neighborhood pickup as convenient, efficient and cost-effective as possible, and to promote accountability, transparency, and consistency in neighborhood pickup.

(c) ~~*Neighborhood pickup*~~ *Exclusive contract.* The City Council, ~~in its discretion shall~~ may authorize the Administrator, either by competitive solicitation or otherwise, to enter an exclusive contract for the ~~(single family) neighborhood residential~~ pickup and disposal/processing of MSW, bulk waste, yard waste and/or recyclables waste for residential dwelling units in accordance with the best interests of the City and its residents. The contractor shall be the only person, company, firm, or organization other than the City authorized to provide ~~neighborhood residential~~ pickup and disposal/processing services herein within the legal jurisdiction city. The contractor shall collect, and dispose/process any materials collected from these premises in the City in full

(g) *Contractor provided carts.* The contractor shall provide and adequately maintain Administrator approved carts to satisfy the services anticipated by this agreement ~~for each residential dwelling unit for each of the following materials: (1) MSW, (2) recyclables and (3) yard waste.~~

(h) *Promulgation of rules.* In order to clarify and implement the provisions of this section, the Administrator shall be authorized to promulgate all necessary and reasonable rules and regulations consistent with this section in the best interests of the public health and safety of the city and residents.

Section 3 Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

Section 4 Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

Section 5 Effective Date

This ordinance shall take effect 10 days following publication of a summary thereof, following adoption.

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the ____ day of _____, 2025.

Erica Eklov, City Clerk