

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National 211 Day

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

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of January 21, 2025.
2. Approve the Accounts Payable Register of February 11, 2025, as presented.
3. Receive for first reading the proposed ordinance to amend the Code of Ordinances, Chapter 1, Article 7, Section 2-252 - Attendance at meetings.
4. Adopt the Resolution designating the Calvary Chapel of Kalamazoo Valley Church at 5331 S. Sprinkle Road as a polling location for the City of Portage.
5. Authorize the City Manager to execute a quit claim deed to the Portage Public Schools District for two parcels at Woodland Elementary School.
6. Adopt Resolution No. 1, accept the City Manager Report, and request preparation of Resolution No. 2 for the West Lake Management Program Special District No. 025-Q.
7. Receive the communication from Ms. Rishelle Hartman of Weed Man Lawncare appealing the denial of a Solicitor's Permit and schedule a hearing for the denial on February 25, 2025.
8. Meet in Closed Session immediately following "Statements of City Council and City Manager" of the regularly scheduled City Council Meeting of Tuesday, February 11, 2025, pursuant to MCL 15.268 Sec. 8(d).
9. Minutes of Boards & Commissions:
 - a. Human Services Board of January 9, 2025
10. Materials Transmitted of January 13, 2025.
11. Calendar of Meetings:
 - Environmental Board: Wednesday, February 12 at 7:00 p.m. in Conference Room 1.
 - Senior Citizens Advisory Board: Wednesday, February 19 at 2:30 p.m. at the Portage-Zhang Senior Center.
 - Planning Commission: Thursday, February 20 at 7:00 p.m. in the City Council Chambers.

B. Communications:

C. Public Hearings:

D. Regular Business Agenda:

E. Unfinished Business:

1. Accept the amendment to Article 5, Division 2, "Purchases and Sales" in 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

National 211 Day

- WHEREAS,** every hour of every day, someone in the United States needs essential services, from basic human needs to securing adequate care for a child or aging parent; and
- WHEREAS,** 2-1-1 is the national abbreviated dialing code for free access to health and human services information and referral, volunteer opportunities, and improving the way in which people learn about and connect with the services they need; and
- WHEREAS,** Gryphon Place, a nonprofit organization established in 1970, provides 2-1-1 services 24/7/365 accessible to everyone via call, chat, and text with someone respectful, empathetic, and compassionate; and
- WHEREAS,** Gryphon Place serves the Kalamazoo community through a variety of programs and services including 9-8-8 suicide prevention and crisis support services, Restorative Practices, information and referral services, youth services, and numerous community initiatives; and
- WHEREAS,** Gryphon Place 2-1-1 is a leader of suicide prevention in the area and staff are expertly trained in suicide prevention and are fully certified by the American Association of Suicidology; and
- WHEREAS,** Gryphon Place's online database provides information and the right connections with 750 agencies and over 2,700 programs, assisting 130,000 contacts annually through 2-1-1 service connections; and
- WHEREAS,** 2-1-1 serves as a support system for emergency management to help disseminate critical information, assist people through disasters, and provide a long-term connection to relief and recovery systems.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, Mayor of the City of Portage, hereby proclaim Tuesday, February 11, 2025, as National 2-1-1 Day in the City of Portage, and honor and recognize Gryphon Place for its decades of work in helping better our community.

Signed this 11th day of February 2025.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM JANUARY 21, 2025

Mayor Patricia Randall called the Regular Meeting to order at 06:00 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Victor Ledbetter, Nicole Miller, Terry Urban, Jihan Young, and Mayor Patricia Randall were present.

ABSENT: Mayor Pro Tem Jim Pearson and Councilmember Chris Burns.

ALSO PRESENT: City Manager Pat McGinnis, Chief Operating Officer Adam Herringa, Chief Development Officer Peter Dame, City Attorney Catherine Kaufman, and Deputy City Clerk Tammy Durian.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on Dr. Martin Luther King, Jr., his teachings, and continue to work toward becoming a community in which all citizens are valued and respected for their contributions. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Black History Month: Councilmember Jihan Young read the proclamation.

PETITIONS AND STATEMENTS OF CITIZENS:

1. Nate Niewoonder (5198 12th Street), representative of Best Way Disposal, provided a brief background of Best Way Disposal's history in the area. Mr. Niewoonder discussed the Request for Proposal (RFP) the city released for citywide residential waste Collection and recycling services, sharing some points of concern and expressing the need for clarification regarding specifics in the RFP.
2. Brandy Van Horn (100 Old Wentworth Place), representative of Best Way Disposal, also discussed the Request for Proposal (RFP) and echoed many of Mr. Niewoonder's points.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any would like an item removed from the Consent Agenda. Motion by Ledbetter, seconded by Urban, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 5 to 0.

Approval of Minutes: Motion by Ledbetter, seconded by Urban, to approve the City Council Meeting Minutes of the Board & Commission Interviews and Regular Meeting of January 7, 2025. Upon a roll call vote, motion carried 5 to 0.

Accounts Payable Register: Motion by Ledbetter, seconded by Urban, to approve the Accounts Payable Register of January 21, 2025, as presented. Upon a roll call vote, motion carried 5 to 0.

Three-Year Renewal of Assessing Services Contract: Motion by Ledbetter, seconded by Urban, to 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. Upon a roll call vote, motion carried 5 to 0.

Annual Microsoft Licensing Purchase: Motion by Ledbetter, seconded by Urban, to 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. Upon a roll call vote, motion carried 5 to 0.

Revision to Purchasing Ordinance: Motion by Ledbetter, seconded by Urban, to 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. Upon a roll call vote, motion carried 5 to 0.

2025 Board of Review Recommendations: Motion by Ledbetter, seconded by Urban, to 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. Upon a roll call vote, motion carried 5 to 0.

Poverty Exemption Guidelines for 2025: Motion by Ledbetter, seconded by Urban, to 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. Upon a roll call vote, motion carried to 0.

Approve 2025 - 2026 Goal Statement: Motion by Ledbetter, seconded by Urban, to approve the 2025-2026 Goal Statement. Upon a roll call vote, motion carried 5 to 0.

Minutes of Boards & Commissions: Motion by Ledbetter, seconded by Urban, to receive the minutes of the Human Services Board of December 5, 2024. Upon a roll call vote, motion carried 5 to 0.

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

COMMUNICATIONS:

Annual Report from the Youth Advisory Committee: Aanya Goel, Eli Johnson, and Kathrine Li from the Youth Advisory Committee (YAC) presented the annual report on the activities and efforts of the committee in the community, including city board and Council interactions, volunteer and outreach efforts, increasing environmental awareness, and bolstering social media presence. Fellow YAC member Dalen Ekola-labra was also present. Councilmembers complimented the YAC and inquired about recruitment and social media efforts.

Motion by Miller, seconded by Young, to receive the Annual Report from the Youth Advisory Committee for 2024/2025. Upon a voice vote, motion carried 5 to 0.

UNFINISHED BUSINESS:

Adoption for the 2021 International Property Maintenance Code Amendment: City Manager McGinnis noted this is the second reading and final adoption for the 2021 International Property Maintenance Code Amendment.

Motion by Young, seconded by Ledbetter, to adopt the proposed ordinance amendment to the Code of Ordinances and the adopted 2021 International Property Maintenance Code. Upon a roll call vote, motion carried 5 to 0.

Exclusive Hauler Ordinance Proposal: City Manager McGinnis noted this is the second reading and final adoption for Chapter 58 - Solid Waste of the City of Portage Code of Ordinance amendment. He also recognized that the City of Portage has released a Request for Proposal (RFP) for citywide residential waste collection and recycling services and is currently receiving inquiries. He explained the process. Councilmember Urban referenced the billing for waste haulers and asked to modify Section 2E-1, the fee schedule and billing, in the ordinance. Discussion ensued and Attorney Kaufman offered a minor modification to the billing language that would not require the ordinance to return to a first reading.

Motion by Urban, seconded by Young, to adopt the ordinance to amend Chapter 58 - Solid Waste of the City of Portage Code of Ordinances as presented with the exception of Section 2E-1, striking "in the previous quarter" at the end of Section 2E-1 to read "The contractor shall send a quarterly invoice by regular mail or other means as approved by residential property owners to residential site for which services are rendered in the city."

Councilmember Urban further discussed the RFP and ordinance, providing comments on bulk waste pickup. Mayor Randall also mentioned billing and annual payment.

Upon a roll call vote, motion carried 5 to 0.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban encouraged residents to look after their neighbors and animals due to the cold temperatures.

Councilmember Ledbetter recognized the celebration of Martin Luther King, Jr.'s birthday, and commented on the phenomenal MLK Celebration event he attended at Western Michigan University featuring Bakari T. Sellers. Councilmember Ledbetter then shared that he and Councilmember Young had an opportunity to host the Portage Connect podcast with the featured speaker for the 2025 Black History Month Presentation on February 1st, Jackie Joyner-Kersey, noting her amazing story.

Councilmember Miller promoted the Youth Advisory Committee's (YAC) Winter Snow Party at Oakland Drive Park on February 1st from 12:00 to 2:00 p.m. and provided the YAC's Instagram handle, Portage_YAC. Lastly, she congratulated Councilmember Young who will be honored on January 30th at the Kalamazoo Valley Community College's Annual MLK Beyond the Dream Celebration – Protecting Freedom, Justice and Democracy event.

Councilmember Young reminded residents not to park on the streets, leave space between cars, and be mindful of first responders when driving in the snow. She also highlighted the Portager and noted Portage services and events including Portage Road 360, Food Scraps Recycling Program, Portage Pocket Pay and reminded residents to continue to patronize small businesses. Councilmember Young also recognized the City Hall Martin Luther King, Jr. display and encouraged folks to come and learn about Dr. King's life and legacy.

City Manager McGinnis thanked all of City staff for work attendance and efforts during the inclement weather.

Mayor Randall likewise thanked employees for their dedication during the inclement weather. She also acknowledged the contract renewal with WCA Assessing, noting established uniform assessments in the City of Portage. Mayor Randall recognized Councilmembers Ledbetter and Young for their interview with WZZM Channel 13 News highlighting the Dr. Martin Luther King Jr. Exhibition at Portage City Hall. Next, she shared the importance of celebrating cultures and encouraged the public to attend the Chinese New Year (the Year of Snake) event at Chenery Auditorium in Kalamazoo. Mayor Randall then thanked the City Council for their representation and attending The State of Economic Development Southwest Michigan program presented by Southwest Michigan First. She closed with an invite for the public to stop by to warm up at City Hall and the Senior Center.

ADJOURNMENT: Mayor Randall adjourned the meeting at 6:56 PM.

Tammy Durian, Deputy City Clerk

DRAFT

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 February 11, 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 and electronic payments. The attached Accounts Payable Register covers the period January 12, 2025, through February 1, 2025, and notes \$2,239,014.78 in automated clearing house payments, \$1,265,428.91 in paper checks, \$165,423.40 in auto-pay payments and \$3,155,674.01 in electronic payments for a grand total of \$6,825,541.10.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of February 11, 2025

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/12/2025 to 2/01/2025

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Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
01/17/2025	23241(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SVCS - DPW NEW CAMPUS	20,327.50
01/17/2025	23242(A)	ADP, INC.	ADP PAYROLL & ETIME SERVICES	10,037.79
01/17/2025	23243(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,220.30
01/17/2025	23244(A)	ALRO STEEL CORPORATION	REPAIR & MAINTENANCE SUPPLIES	35.00
01/17/2025	23245(A)	AMAZON.COM SALES, INC.	MISC PATROL SUP-PD; TRAIN SUP-FD; OFC SUP-PR	1,214.43
01/17/2025	23246(A)	VOID		0.00
01/17/2025	23247(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,486.00
01/17/2025	23248(A)	AUTHX SECURITY LLC	AUTHX USB NANO READERS	310.00
01/17/2025	23249(A)	AVI SYSTEMS, INC.	CABLE ACCESS SYSTEM ENHANCEMENT	8,061.01
01/17/2025	23250(A)	BAREITHER, CHAD	STRATEGIC PLANNING	2,620.83
01/17/2025	23251(A)	BATTERIES PLUS	BATTERIES-FIRE FACILITIES	499.98
01/17/2025	23252(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	65,582.97
01/17/2025	23253(A)	BIO-CARE, INC.	FIRE PHYSICALS	14,460.00
01/17/2025	23254(A)	BROWNELL'S INCORPORATED	MISC POLICE SUPPLIES	391.76
01/17/2025	23255(A)	CLEAN EARTH ENVIRONMENTAL SERV	EMERG STROM SEWER TELEVISION	3,360.00
01/17/2025	23256(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR & MAINTENANCE SUPPLIES	385.08
01/17/2025	23257(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	1,966.06
01/17/2025	23258(A)	DOSTER, KYLE	PER DIEM-DRONE CONFERENCE	51.00
01/17/2025	23259(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	COMPRESSOR UPFITTING/REPAIR	3,651.18
01/17/2025	23260(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,438.10
01/17/2025	23261(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING & REPAIRS	4,092.00
01/17/2025	23262(A)	FISHBECK THOMPSON CARR & HUBER, INC	AUSTIN LAKE TRAIL PHASE II, BEA, DUE CARE	7,525.95
01/17/2025	23263(A)	GREAT LAKES CHLORIDE, INC.	BOOST FOR WINTER MAINTENANCE	9,751.62
01/17/2025	23264(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	271.00
01/17/2025	23265(A)	HOFFMAN BROTHERS, INC.	RAMONA PK PLAT & LOCAL STREETS RECONST	714,711.54
01/17/2025	23266(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	308.70
01/17/2025	23267(A)	INSIGHT PUBLIC SECTOR, INC.	MS365 CLOUD SVC, VMWARE, CORE REPL PROJ	29,664.85
01/17/2025	23268(A)	J & H OIL COMPANY	FUEL PURCHASES	351.36
01/17/2025	23269(A)	KEHOE, EDWARD J	PZSC FITNESS INSTRUCTOR TAI-CHI, QIGONG	380.00
01/17/2025	23270(A)	KENDIG KEAST COLLABORATIVE	ZONING CODE UPDATE	9,056.37
01/17/2025	23271(A)	KURZAVA, MATTHEW STEPHEN	PZSC FITNESS INSTRUCTOR TAI CHI	730.00
01/17/2025	23272(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	535.93
01/17/2025	23273(A)	LOWE'S HOME CENTER	TRAD HOL DECORATIONS	94.05

ACCOUNTS PAYABLE REGISTER
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Check Date	Check	Vendor Name	Description	Amount
01/17/2025	23274(A)	M & M CUSTOM FABRICATING INC.	RANGER NAME PLATES	23.50
01/17/2025	23275(A)	MACQUEEN EQUIPMENT LLC	FIRE UNIFORMS - BOOTS	1,133.42
01/17/2025	23276(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	166.72
01/17/2025	23277(A)	METRONET HOLDINGS LLC	INTERNET FIBER, CABLE ACCESS & PHONE SVC	4,490.33
01/17/2025	23278(A)	MICHIGAN OFFICE ENVIRONMENTS	OFC FURNITURE CLERK'S RENO & POLICE	20,753.69
01/17/2025	23279(A)	MORRISON INDUSTRIAL EQUIPMENT	EXTENDED FORKLIFT FORKS	1,376.72
01/17/2025	23280(A)	MOTOR PARTS AND EQUIPMENT CORP	REPAIR & MAINTENANCE SUPPLIES	454.31
01/17/2025	23281(A)	NYE UNIFORM CO	MISC UNIFORMS	114.40
01/17/2025	23282(A)	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	33.28
01/17/2025	23283(A)	OFF THE CUFF CATERING	CITY COUNCIL RETREAT LUNCHEON	133.00
01/17/2025	23284(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	2,689.26
01/17/2025	23285(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	5,626.35
01/17/2025	23286(A)	PARIS CLEANERS	DRY CLEANING SERVICES	88.46
01/17/2025	23287(A)	PEARSON, GERALD	PARK FACILITY CLEANING	2,250.00
01/17/2025	23288(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE SERVICES	3,485.86
01/17/2025	23289(A)	PETERS CONSTRUCTION CO.	HYDRANT REPLACEMENT	15,848.00
01/17/2025	23290(A)	PLASKO, PATRICIA MARIE	PZSC FITNESS INSTRUCTOR BE MOVED, YOGA	520.00
01/17/2025	23291(A)	PROGRESSIVE AE, INC	CONSULTING SERVICES-AUSTIN LK	4,375.00
01/17/2025	23292(A)	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	77.76
01/17/2025	23293(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,592.08
01/17/2025	23294(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	400.00
01/17/2025	23295(A)	SAFETY COMPANY, LLC	RIPSAW NOZZLE & REPAIR KITS	799.60
01/17/2025	23296(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	4,920.00
01/17/2025	23297(A)	SIMPLIFILE LLC	E-RECORDING FEES	139.00
01/17/2025	23298(A)	SMITH DAWSON & ANDREWS, INC.	FEDERAL ADVOCACY SERVICES	5,000.00
01/17/2025	23299(A)	SPC SPECIALTY PRODUCTS, LLC	BUCKET PATCH	3,916.00
01/17/2025	23300(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR	310.00
01/17/2025	23301(A)	SUNBELT RENTALS, INC.	SOLAR LIGHT RENTAL	166.25
01/17/2025	23302(A)	SWAFFORD, JASON	PER DIEM - DE-ESCALATION TRAINING	138.00
01/17/2025	23303(A)	TARGETSOLUTIONS LEARNING LLC	FIRE SOFTWARE-VECTOR LMS	5,380.94
01/17/2025	23304(A)	TELUS COMMUNICATIONS (U.S.) INC	SKYHAWK GPS ACCESS/SERVICE FEES	851.45
01/17/2025	23305(A)	TMK WORLDWIDE, LLC	METER SERVICE	400.50
01/17/2025	23306(A)	TRUCK & TRAILER SPECIALTIES	VEHICLE PARTS & MAINTENANCE	1,395.73
01/17/2025	23307(A)	VANCE OUTDOORS, INC.	TRAINING AMMO	8,731.75

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01/17/2025	23308(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY SYSTEM OPERATION, WATER SYS CHEMS	217,147.36
01/17/2025	23309(A)	VERMEER, JEREMIAH	REIMB-MI CHAPTER OF THE IAAI MEMBERSHIP	26.12
01/17/2025	23310(A)	VESSEY, ERIC	PER DIEM-DRONE ANNUAL CONFERENCE	51.00
01/17/2025	23311(A)	WIGHTMAN	ENGINEERING SVCS - MULT LOCS	55,257.08
01/17/2025	23312(A)	WOLVERINE LAWN SERVICES, INC.	SNOWPLOWING/CROSSWALK SERVICES	14,936.00
01/17/2025	23313(A)	XEROX CORPORATION	XEROX COPER FEES	179.51
01/31/2025	23314(A)	A NEW LEAF	CITY HALL PLANT CARE	125.00
01/31/2025	23315(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SVCS - MULT LOCS	14,868.75
01/31/2025	23316(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,195.63
01/31/2025	23317(A)	ALL-TRONICS, INC.	SERVICE MONITORING	159.00
01/31/2025	23318(A)	ALRO STEEL CORPORATION	BUILDING MATERIALS	1,034.52
01/31/2025	23319(A)	AMAZON.COM SALES, INC.	MISC PATROL & BLDG PURCH-PD; OPER SUP-PZSC	3,621.14
01/31/2025	23320(A)	VOID		0.00
01/31/2025	23321(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	300.00
01/31/2025	23322(A)	ARMOLD, NICHOLAS	PER DIEM-MACP WINTER CONFERENCE	224.00
01/31/2025	23323(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAM	90.00
01/31/2025	23324(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	1,918.00
01/31/2025	23325(A)	BATTERIES PLUS	MISC BATTERIES	577.20
01/31/2025	23326(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	328,916.42
01/31/2025	23327(A)	BOHL, NOE	TRASH/DEBRIS ABATEMENT	525.00
01/31/2025	23328(A)	C D W GOVERNMENT, INC.	MERAKI DASHBOARD RENEWAL, MONITOR	2,289.08
01/31/2025	23329(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	302.75
01/31/2025	23330(A)	CARLETON EQUIPMENT CO.	WINDSHIELD DEDUCTIBLE, PARTS & LABOR	2,190.28
01/31/2025	23331(A)	CHARTER COMMUNICATIONS	INTERNET/VOICE	750.32
01/31/2025	23332(A)	CIVICPLUS	MUNICODE HOSTING/SUPPLEMENTAL COST	5,323.50
01/31/2025	23333(A)	COLLIER, MICHAEL	PER DIEM-MACP WINTER PROF DEV CONF	178.00
01/31/2025	23334(A)	COLTER, KEVIN	KALCO - REPLACE FURNACE	4,820.00
01/31/2025	23335(A)	COX, ELISA ROSE	PZSC FITNESS INSTRUCTOR	495.00
01/31/2025	23336(A)	CROWN TROPHY	NAME PLATES TAGS NEW EMPLOYEE	89.12
01/31/2025	23337(A)	DATA CONSTRUCTS LLC	DNS FAILOVER SERVICES	80.50
01/31/2025	23338(A)	DATAWORKS PLUS LLC	ANNUAL SOFTWARE/HARDWARE SUPPORT	1,010.00
01/31/2025	23339(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	20,494.51
01/31/2025	23340(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	2,254.88
01/31/2025	23341(A)	ED & TED'S EXCELLENT ADVENTURES	PZSC TRIP VENDOR PMT GULF COAST	54,280.00

ACCOUNTS PAYABLE REGISTER
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01/31/2025	23342(A)	ENG., INC.	AUSTIN LAKE TRAIL A&E DESIGN	16,660.24
01/31/2025	23343(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM MONITORING, CAMERA REPAIR	1,624.01
01/31/2025	23344(A)	FARR, TYLER	REIMB-CAR SEAT TECH RECERTIFICATION	55.00
01/31/2025	23345(A)	GORDON WATER SYSTEMS	WATER SERVICES	485.31
01/31/2025	23346(A)	GRAHAM, WILLIAM	PER DIEM-EMU FIRE STAFF & COMMAND SCHOOL	440.00
01/31/2025	23347(A)	GRAINGER INC	BUILDING MAINTENANCE SUP	23.65
01/31/2025	23348(A)	GREAT LAKES CHLORIDE, INC.	BOOST FOR WINTER MAINTENANCE	9,326.97
01/31/2025	23349(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	497.00
01/31/2025	23350(A)	GRYPHON PLACE	FY 24-25 HUMAN SERVICES BOARD	2,000.00
01/31/2025	23351(A)	HURLEY & STEWART, LLC	STORM DRAINAGE IMPROVEMENTS PROJECT	1,846.50
01/31/2025	23352(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	1,994.30
01/31/2025	23353(A)	INFOUSA MARKETING, INC.	POLK CITY DIRECTORY 2025	490.00
01/31/2025	23354(A)	INSIGHT PUBLIC SECTOR, INC.	CISCO UMBRELLA WLAN RENEWAL	555.30
01/31/2025	23355(A)	J & H OIL COMPANY	BULK FUEL DELIVERY	25,532.09
01/31/2025	23356(A)	JACK DOHENY COMPANIES, INC.	VACTOR REPAIR SUPPLIES	2,276.94
01/31/2025	23357(A)	JANSSEN, AMANDA	REIMB-IAAP MEMB REW, MEALS-COUNCIL & STAFF	564.52
01/31/2025	23358(A)	JB PRINTING	JANUARY PORTAGER	3,491.88
01/31/2025	23359(A)	JONS TO GO PORTABLE RESTROOM	WINTER PORT-A-JON RENTAL & SVCS - CITY PARKS	4,731.12
01/31/2025	23360(A)	KAL COUNTY FIRE CHIEFS ASSOC.	MEMBERSHIP RENEWAL	175.00
01/31/2025	23361(A)	KEHOE, EDWARD J	PZSC FITNESS INSTRUCTOR TAI CHI & QIGONG	225.00
01/31/2025	23362(A)	KLOSE, REBECCA ANN	RETIREE PHOTO SESSION	175.00
01/31/2025	23363(A)	KSS ENTERPRISES	JANITORIAL SUPPLIES	606.31
01/31/2025	23364(A)	KURZAVA, MATTHEW STEPHEN	PZSC FITNESS INSTRUCTOR TAI CHI	365.00
01/31/2025	23365(A)	LANDS END	IC/RECORDS UNIFORMS	128.93
01/31/2025	23366(A)	LOWE'S HOME CENTER	REPAIR & MAINTENANCE SUPPLIES	465.89
01/31/2025	23367(A)	MACQUEEN EQUIPMENT LLC	FIRE UNIFORMS-BOOTS	574.54
01/31/2025	23368(A)	MATTSON, NICHOLAS	REIMB REFRESHMENTS-MENTAL HLTH FIRST AID TR	143.80
01/31/2025	23369(A)	MAYHEW, BRYAN	PER DIEM-MACP WINTER PROF DEV CONF	178.00
01/31/2025	23370(A)	MENARDS	BUILDING & MAINT SUPPLIES	27.99
01/31/2025	23371(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	317.34
01/31/2025	23372(A)	MOTOR PARTS AND EQUIPMENT CORP	EQUIP REPAIR & MAINTENANCE SUP	1,457.65
01/31/2025	23373(A)	O'BOYLE-COLWELL-BLALOCK & AS.	LAKEVIEW PARK PHASE I & II A&E SERVICES	2,849.50
01/31/2025	23374(A)	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	172.76
01/31/2025	23375(A)	OFF THE CUFF CATERING	PZSC CATERING-VETERANS LUN & WINTER DANCE	1,889.50

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01/31/2025	23376(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	672.00
01/31/2025	23377(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	4,072.54
01/31/2025	23378(A)	ORBIS ENVIRONMENTAL CONSULTING, LLC	STANWOOD CROSSINGS - ARCHAEOLOGICAL SURV	10,702.50
01/31/2025	23379(A)	PARIS CLEANERS	LAUNDRY SVCS	864.74
01/31/2025	23380(A)	PETERS CONSTRUCTION CO.	SIDEWALK & PEDESTRIAN CROSSING UPGRADES	257,737.59
01/31/2025	23381(A)	PLAYFORD, LOUIE	REIMB-GAS TANK FUNNEL	3.59
01/31/2025	23382(A)	PORTAGE COMMUNITY CENTER	FY 24-25 HUMAN SERVICES BOARD	16,150.00
01/31/2025	23383(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR JANUARY 2025	1,950.00
01/31/2025	23384(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR JANUARY 2025	728.00
01/31/2025	23385(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SERVICES	693.21
01/31/2025	23386(A)	PRINTING SERVICES INC	PRINTING SERVICES	57.25
01/31/2025	23387(A)	PROGRESSIVE AE, INC	TRAFFIC STUDIES: WEST CENTRE & OAKLAND	7,345.00
01/31/2025	23388(A)	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	121.19
01/31/2025	23389(A)	QUALITY AIR HEATING & COOLING, INC.	SYSTEM REPAIR	615.00
01/31/2025	23390(A)	REED, BRENT LESLIE	INSTALL NEW BOARDS ON TRAIL BRIDGE	3,280.00
01/31/2025	23391(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	300.00
01/31/2025	23392(A)	S B F ENTERPRISES, INC.	UTILITY BILL POSTCARD SETUP, PROCESS/MAIL UB	3,935.07
01/31/2025	23393(A)	SHINY BRITE WASHING SYSTEMS LLC	VEHICLE CAR WASHES	168.00
01/31/2025	23394(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR CHAIR YOGA & BARRE	300.00
01/31/2025	23395(A)	TMK WORLDWIDE, LLC	METER SERVICE	758.64
01/31/2025	23396(A)	TRUCK & TRAILER SPECIALTIES	SALT SPINNER ASSEMBLY	5,620.06
01/31/2025	23397(A)	UNDERWOOD, TAMARA ANJANETTE	PZSC FITNESS BARRE CLASS	150.00
01/31/2025	23398(A)	UNIFIRST CORPORATION	CARPET RENTAL	166.73
01/31/2025	23399(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR JANUARY 2025	984.12
01/31/2025	23400(A)	UNITED PETROLEUM	GAS & DIESEL PUMP SUPPLIES	397.32
01/31/2025	23401(A)	VANDERWIJERE, JEFFREY P.	PER DIEM-MACP CONFERENCE	120.00
01/31/2025	23402(A)	VIRIDIS DESIGN GROUP	A&E EAST CENTRAL TRAIL	1,500.00
01/31/2025	23403(A)	WARNER NORCROSS & JUDD LLP	LEGAL SERVICES	5,808.00
01/31/2025	23404(A)	WARNER OIL COMPANY INC	PARTS WASHER SOLVENT	101.96
01/31/2025	23405(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	40,923.16
01/31/2025	23406(A)	WEST MICHIGAN INT'L LLC	REPAIR & MAINTENANCE SUPPLIES	925.43
01/31/2025	23407(A)	WEST MICHIGAN STAMP & SEAL, INC	NOTARY STAMP RENEWAL	20.25
01/31/2025	23408(A)	WEST SHORE SERVICES, INC	REPLACE BOARDS-OUTDOOR WARNING SIREN LOCS	26,536.00
01/31/2025	23409(A)	WOLF, SARAH	PER DIEM-ADV FINGERPRINT EVIDENCE PROC	400.00

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01/31/2025	23410(A)	WOLFE, MATTHEW	PER DIEM-MACP WINTER PROF DEV CONF	178.00
01/31/2025	23411(A)	WOLVERINE LAWN SERVICES, INC.	SNOWPLOWING/CROSSWALK SERVICES	12,319.00
Total ACH				2,239,014.78

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01/17/2025	329636	7900 MOORSBRIDGE LLC	TEMPORARY PUMPING EASEMENT	2,760.00
01/17/2025	329637	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	897.09
01/17/2025	329638	ACME SPORTS INC	TRAINING AMMO	10,820.45
01/17/2025	329639	ADP SCREENING & SELECTION SERVICES	BACKGROUND SERVICES	35.99
01/17/2025	329640	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	89.00
01/17/2025	329641	ALLIED MECHANICAL SERVICE	HVAC SERVICES	5,910.83
01/17/2025	329642	AMERICAN WATER WORKS ASSOC.	AWWA MEMBERSHIP	276.00
01/17/2025	329643	AT&T	ELECTRONIC COMMUNICATIONS	24.67
01/17/2025	329644	BAKER, BETH	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329645	BAKER, KIMBERLY	JANUARY ZOO TO YOU REFUND	5.00
01/17/2025	329646	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	504.00
01/17/2025	329647	BECO HOLDING COMPANY, INC.	PORTABLE FIRE EXTINGUISHERS ODM REG	350.00
01/17/2025	329648	BOSTWICK-ALI, STEPHANIE	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329649	BROWN, ANDRICK & MARIAH	OVER PMT WINTER TAX 01932-037-A VET EXEMPT	22.89
01/17/2025	329650	CAMPBELL, JAN	JANUARY ZOO TO YOU REFUND	5.00
01/17/2025	329651	CAMPBELL, JOSEPHINE	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329652	CAMPBELL, LAURA	JANUARY ZOO TO YOU REFUND	15.00
01/17/2025	329653	CERTIFIED LABORATORIES	PREMALUBE RED GREASE	970.90
01/17/2025	329654	CHAMBERS, CHELSEA	JANUARY ZOO TO YOU REFUND	25.00
01/17/2025	329655	CHANDLER, ALEXANDRA	PING PONG LEAGUE REFUND	50.00
01/17/2025	329656	CHICAGO TITLE OF MI	OP FINAL WATER/SEWER, DUP PMT WINTER TAX	521.30
01/17/2025	329657	CHICAGO TITLE OF MICHIGAN	OVER PMT SUMMER TAX 08640-123-O	12.11
01/17/2025	329658	CHRIS PICK LTD / DBA SHARP SHOP	SNOW BLOWER CHUTE GEARS & GEAR LOCKS	37.80
01/17/2025	329659	CITY OF KALAMAZOO TREASURER	WATER SERVICES	33.04
01/17/2025	329660	CORELOGIC	OVER PAYMENT WINTER TAX-MULT PARCELS	4,382.99
01/17/2025	329661	CREAM CONTRACTING COMPANY LLC	MI NEIGH - INSULATION INSTALL	9,060.00
01/17/2025	329662	CUNNINGHAM, DANIEL R	PZSC COOKING INSTRUCTOR	393.73
01/17/2025	329663	DEARBORN LIFE INSURANCE COMPANY	LIFE, LTD, AND STD INSURANCE	11,512.13
01/17/2025	329664	DEGRAFF, STANEY	STUART MANOR DEPOSIT REFUND	150.00

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01/17/2025	329665	DEVON TITLE AGENCY	OVR PMT STAX24 & WTAX24 DUE TO DBOR ADJ	1,248.90
01/17/2025	329666	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR & MAINTENANCE	1,168.84
01/17/2025	329667	FADER EQUIPMENT, INC.	CONCRETE SAW REPAIR	1,461.35
01/17/2025	329668	FARRAN, CYNTHIA	SCHRIER PARK BLD DEPOSIT REFUND	150.00
01/17/2025	329669	FITZPATRICK, DANA	COBRA REIMBURSEMENT	229.70
01/17/2025	329670	GALLS PARENT HOLDINGS, LLC	MISC POLICE EQUIPMENT, RANGER UNIFORMS	1,002.31
01/17/2025	329671	GORDON FOOD SERVICE	MPIR CONCESSION SUP, PZSC PROG & COFFEE SUP	2,366.51
01/17/2025	329672	GRAPHIC ARTS SERVICE & SUPPLY INC	ICE RINK ZAMBONI BLADE SHARPENING	344.96
01/17/2025	329673	GREAT LAKES CHEMICAL SERVICES INC	RED HOT CLEANER	970.18
01/17/2025	329674	GREENLEAF HOSPITALITY GROUP, INC.	PZSC VETERANS DAY BREAKFAST	7,031.25
01/17/2025	329675	H & H PROPERTY MAINTENANCE, LLC	SNOW REMOVAL SERVICES - PZSC	4,087.50
01/17/2025	329676	H & K EXCAVATING	CITY HALL LANDSCAPE & PARKING LOT IMPROVE	675,436.06
01/17/2025	329677	HALLAHAN & ASSOCIATES, P.C.	ASSESSING LEGAL SERVICES	1,239.67
01/17/2025	329678	HAMILTON, ASHLEY	GRAIN ELEVATOR DEPOSIT REFUND	150.00
01/17/2025	329679	HERRIMAN, SCOTT E	PZSC EVENT MUSIC PRESENTER	400.00
01/17/2025	329680	HICKS, JEFFREY	REPLACEMENT ELBOW FOR VACTOR TRUCK	2,778.58
01/17/2025	329681	HILL, LAURA	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329682	HOME DEPOT	REPAIR, MAINTENANCE & BLDG SUPPLIES	2,967.08
01/17/2025	329683	VOID		0.00
01/17/2025	329684	VOID		0.00
01/17/2025	329685	HOUSING RESOURCES, INC.	RENTAL ASSISTANCE	5,908.00
01/17/2025	329686	J & J LOCKSMITHS	RESTROOM DOOR REPAIR - CELERY FLATS	95.00
01/17/2025	329687	JAQUA REALTORS	DUPL PAYMENT FINAL WATER/SEWER BILL	67.93
01/17/2025	329688	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES DECEMBER 2024 MOBILE HOME	252.50
01/17/2025	329689	KALAMAZOO FLAG COMPANY, LLC	CITY HALL - NEW FLAG	116.00
01/17/2025	329690	KALAMAZOO LAWN & GARDEN EQUIPMENT	PLOW BLADES & HARDWARE	1,313.82
01/17/2025	329691	KENT COMMUNICATIONS INC.	MAILING OF PERSONAL PROPERTY STATEMENTS	272.98
01/17/2025	329692	KENT COMMUNICATIONS INC.	POSTAGE 2025 ASSESSMENT CHANGE NOTICES	10,031.27
01/17/2025	329693	KLOBUCHER, BESS	PZSC TRIP DEPARTMENT REFUND 25.02.20	100.00
01/17/2025	329694	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTER LEASE PAYMENT	1,562.69
01/17/2025	329695	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR & MAINTENANCE	1,897.10
01/17/2025	329696	LAMPMAN, KASEY	JANUARY ZOO TO YOU REFUND	5.00
01/17/2025	329697	LANDSCAPE FORMS	LAKEVIEW THEORY BENCH FURNITURE	18,514.88
01/17/2025	329698	LAURENCIG, CATHY	FITNESS FOR ALL AGES REFUND	35.00

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01/17/2025	329699	LERETA LLC	REF DUPL PAYMENT WINTER TAX 24 03186-116-O	687.39
01/17/2025	329700	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	150.00
01/17/2025	329701	LITTLE, GLADYS	PZSC TRIP DEPARTMENT REFUND 25.05.12	50.00
01/17/2025	329702	LYKINS, MONICA	SCHRIER BUILDING DEPOSIT REFUND	150.00
01/17/2025	329703	MACDONALD, JENNIFER	SCHRIER PARK BLD DEPOSIT REFUND	150.00
01/17/2025	329704	MCCANN INDUSTRIES, INC.	HYDRAULIC CYLINDER REPAIR	3,134.80
01/17/2025	329705	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	45.00
01/17/2025	329706	MCLAIN, SANDRA	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329707	MEDSKER, BETTY	PZSC TRIP DEPARTMENT REFUND 25.02.02	125.00
01/17/2025	329708	MENARDS	BLDG REPAIR/MAINTENANCE SUPPLIES	22.04
01/17/2025	329709	MICH ECONOMIC DEVELOPERS ASSOC	MEDA MEMBERSHIP DUES	325.00
01/17/2025	329710	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	4,168.99
01/17/2025	329711	MICHIGAN CHAPTER IAAI	MEMBERSHIP FEE	25.00
01/17/2025	329712	MICHIGAN FIRE INSPECTORS SOCIETY	MEMBERSHIP FEE	240.00
01/17/2025	329713	MICHIGAN MUNICIPAL LEAGUE	MML 2025 WINTER INSTITUTE REGISTRATION	10.00
01/17/2025	329714	MICHIGAN MUNICIPAL LEAGUE	CITY MML MEMBERSHIP	10,234.00
01/17/2025	329715	MICHIGAN STATE UNIVERSITY	SPARTY MASCOT APPEARANCE FEE	500.00
01/17/2025	329716	MISS DIG SYSTEM, INC.	MISS DIG 811 SERVICE - 2025 MEMBERSHIP FEE	35,084.70
01/17/2025	329717	MLIVE MEDIA GROUP	AFFIDAVIT AND NOTICES	5,072.90
01/17/2025	329718	MML UNEMPLOYMENT FUND	2024 Q4 MML UNEMPLOYMENT CONTRIBUTION	558.13
01/17/2025	329719	OAKLAND COMMUNITY COLLEGE	PISTOL INSTRUCTOR SCHOOL REGISTRATIONS	2,800.00
01/17/2025	329720	OFFICE DEPOT, INC.	OFFICE SUPPLIES	608.80
01/17/2025	329721	ON DUTY GEAR, LLC	BALLISTIC VESTS, CARRIERS & MISC SUP	66.00
01/17/2025	329722	ORABI, SAMANTHA	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329723	OVERNEATH CREATIVE COLLECTIVE LLC	CABLECASTING AND BROADCASTING SERVICES	49,700.00
01/17/2025	329724	PAG INC	FIRE FLOOR PROJECT - STATION 1	69,662.50
01/17/2025	329725	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	1,398.99
01/17/2025	329726	PIERMAN, AMY	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329727	POLICE EXECUTIVE RESEARCH FORUM	MEMBERSHIP FEE	250.00
01/17/2025	329728	PORTAGE ROTARY	ROTARY QTRLY LUNCHES	800.00
01/17/2025	329729	PRINCIPAL FINANCIAL GROUP	ACTUARIALLY RECOMMENDED CONTRIBUTION	52,262.00
01/17/2025	329730	QED ENVIRONMENTAL SYSTEMS, INC.	REPAIRS FOR PORTABLE GAS ANALYZER	1,966.00
01/17/2025	329731	RATHCO SAFETY SUPPLY, INC.	ROAD SIGNS MAJORS & LOCALS, CONCRETE BASES	5,429.00
01/17/2025	329732	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	8,166.66

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01/17/2025	329733	RESTORATIVE LAKE SCIENCES, LLC	CONSULTING SVCS-WEST LK WEED MGMT PROG	2,000.00
01/17/2025	329734	ROCKFORD ADVERTISING	MICHIGAN TRAILS MAGAZINE RENEWAL	2,826.25
01/17/2025	329735	RUSCH PRODUCTIONS INC	MUSICIAN PERFORMANCES	600.00
01/17/2025	329736	SESAC INC	2025 MUSIC LICENSE	1,217.00
01/17/2025	329737	SIEBENALER, DANIEL JOSEPH	EMER KALCO - REPLACE WELL PUMP & TANK	3,490.00
01/17/2025	329738	SMART SOURCE, LLC	MISC UNIFORMS	1,235.32
01/17/2025	329739	SMITH, RACHEL	JANUARY ZOO TO YOU REFUND	15.00
01/17/2025	329740	SOPER, STEVEN	SCHRIER BUILDING DEPOSIT REFUND	150.00
01/17/2025	329741	STATE OF MICHIGAN	SOR FEES	30.00
01/17/2025	329742	STATE OF MICHIGAN (LARA)	PZSC ELEVATOR OPERATION LICENSE	319.30
01/17/2025	329743	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIP REPAIR/MAINT	720.62
01/17/2025	329744	STEK, STANLEY J.	AUSTIN LAKE TRAIL LEGAL SERVICES	11,918.50
01/17/2025	329745	THERMO SCIENTIFIC PORTABLE ANALYTIC	TRUNARC ONSITE TRAINING	3,710.00
01/17/2025	329746	THIRD COAST TECH, LLC	CITY HALL LOBBY INTERACTIVE DISPLAY SCREEN	5,571.08
01/17/2025	329747	TITLE RESOURCE AGENCY	REFUND OVERPAYMENT OF NOT OWED BLDG	43.97
01/17/2025	329748	TN ADVISORS LLC	PROFESSIONAL CONSULTING SERVICES	9,000.00
01/17/2025	329749	TRAPANE, JONATHAN	JANUARY ZOO TO YOU REFUND	10.00
01/17/2025	329750	U S SIGNAL COMPANY, LLC	MONTHLY INTERNET FIBER SERVICES	900.00
01/17/2025	329751	UNITED PARCEL SERVICE	UPS WEEKLY	18.00
01/17/2025	329752	UNITED WAY OF NORTHWEST MICHIGAN	TRI-SHARE	3,118.00
01/17/2025	329753	US HYD LLC	TINK CYLINDER REPAIRS	3,362.89
01/17/2025	329754	VANBELKUM COMPANIES, LLC.	NEW NETWORK RUN FOR CITY HALL	251.75
01/17/2025	329755	VANGUARD FIRE & SUPPLY LLC	FIRE EXTINGUISHER REFURBISHING	542.60
01/17/2025	329756	VERIZON WIRELESS	WIRELESS CARDS	470.30
01/17/2025	329757	WASHCO, LLC	GRAFFITI REMOVAL	725.00
01/17/2025	329758	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	2,968.95
01/17/2025	329759	WATKINS, ROSS & CO.	ACTUARIAL SERVICES	8,940.00
01/17/2025	329760	WEDEL'S INC.	LAKEVIEW CIP - PLANTING ARBORVITAE	269.97
01/17/2025	329761	WELCH, BONNIE	PZSC TRIP DEPARTMENT REFUND 24.12.10	40.00
01/17/2025	329762	WEST HILLS ATHLETIC CLUB	FIRE FITNESS PROGRAM	600.00
01/17/2025	329763	WEST MICHIGAN TACTICAL OFFICERS	MEMBERSHIP FEE	125.00
01/17/2025	329764	WESTCOMB, WADE	TUITION REIMBURSEMENT FALL 2024	828.10
01/17/2025	329765	WILLIAMS & WORKS	MEREDITH STREET RECONSTRUCTION	15,314.70
01/17/2025	329766	WOLZ, MARI-CLARE	SCHOOLHOUSE DEPOSIT REFUND	50.00

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01/17/2025	329767	YEO & YEO	2023-2024 AUDIT AND ACFR PREPARATION	9,525.00
01/17/2025	329768	ZOLMAN TIRE INC.	TIRES FOR FLEET VEHICLES	3,700.84
01/17/2025	329769	ZOLP, MELISSA	JANUARY ZOO TO YOU REFUND	20.00
01/24/2025	329770	CHICAGO TITLE OF MICHIGAN, INC.	CDBG - TITLE SEARCH	150.00
01/24/2025	329771	KALAMAZOO COUNTY TREASURER	2025 DOG LICENSE SALES PAYMENT - 1ST DIST	2,651.00
01/24/2025	329772	PRYOR LEARNING, LLC	THE ADMINISTRATIVE ASSISTANT CONF - FT	199.00
01/24/2025	329773	PRYOR LEARNING, LLC	THE ADMINISTRATIVE ASSISTANT CONF - PT	199.00
01/28/2025	329774	KALAMAZOO COUNTY TREASURER	CONTRIBUTION TO INDIGENT EQUIPMENT FUND	3,000.00
01/31/2025	329775	4521 HANOVER TRUST	REIMBURSE FOR SWR BACKUP EXPENSES AT 452	1,000.25
01/31/2025	329776	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	896.13
01/31/2025	329777	ALLIED MECHANICAL SERVICE	HVAC SERVICES	2,093.92
01/31/2025	329778	APPRAISALS PLUS GROUP, LLC	ASSESSOR BOARD OF REVIEW TRAINING	40.00
01/31/2025	329779	BRINN, CHAUNCEY J.	CULINARY ACADEMY INSTRUCTOR FEE	360.00
01/31/2025	329780	BUSINESS SPEAKERS BUREAU LLC	BLACK HIST MONTH SPEAKER JACKIE JOYNER-KERSEE	10,000.00
01/31/2025	329781	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
01/31/2025	329782	CATHOLIC FAMILY SERVICES	FY 24-25 HUMAN SERVICES BOARD	5,500.00
01/31/2025	329783	CLEARVIEW AI, INC	ANNUAL SOFTWARE FEES	5,995.00
01/31/2025	329784	COMMUNITY HEALING CENTERS	FY 24-25 HUMAN SERVICES BOARD	3,700.00
01/31/2025	329785	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	87.63
01/31/2025	329786	DISABILITY NETWORK SOUTHWEST MICH	FY 24-25 HUMAN SERVICES BOARD	7,000.00
01/31/2025	329787	DORRANCE FORD INC	MAINTENANCE REPAIR SUPPLIES	299.74
01/31/2025	329788	DUNN, BARBIE	REIMB-MIFMA MANAGER CERTIFICATE PROGRAM	170.11
01/31/2025	329789	EASTERN MICHIGAN UNIVERSITY	EXECUTIVE LEADERSHIP PROGRAM TUITION	3,500.00
01/31/2025	329790	ELECTROTORQUE, INC.	GRINDER PUMP-FOREST DRIVE LIFT STATION	3,452.92
01/31/2025	329791	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	5,230.15
01/31/2025	329792	FARRAN, CYNTHIA	SCHRIER PARK BLD DEPOSIT REFUND	900.00
01/31/2025	329793	FREIGHTLINER OF GRAND RAPIDS, INC.	REPAIR & MAINTENANCE SUPPLIES	1,054.84
01/31/2025	329794	GORDON FOOD SERVICE	PZSC OPR & PROG SUP, MPIR CONCESSION SUP	587.88
01/31/2025	329795	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES - JAN 2025	3,514.88
01/31/2025	329796	HEERDT, KAREN	PZSC REFUND FOR MEMBERSHIP	40.00
01/31/2025	329797	HERRIMAN, SCOTT E	PZSC ENTERTAINMENT MUSICAL BINGO	400.00
01/31/2025	329798	HOCKEY SERVICES	HOCKEY SKATES-MPIR	500.00
01/31/2025	329799	HOME DEPOT	REPAIR & MAINTENANCE SUPPLIES	1,079.10
01/31/2025	329800	VOID		0.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/12/2025 to 2/01/2025

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Check Date	Check	Vendor Name	Description	Amount
01/31/2025	329801	HONEYWELL ANALYTICS INC.	FIRE SCBA MAINT	1,518.00
01/31/2025	329802	INTERSTATE ALL BATTERY CENTER	VEHICLE REPAIR & MAINTENANCE SUP	246.20
01/31/2025	329803	JCHEN BAR LLC / DBA ALIBI BREAKFAST	REIMBURSEMENT - 50% OF RESTAURANT WEEK FEE	130.52
01/31/2025	329804	KALAMAZOO COUNTY DRAIN COMMISSIONER	LAKEVIEW PARK DRAIN COMMISSIONER	2,465.14
01/31/2025	329805	KALAMAZOO COUNTY HEALTH & COMMUNITY	HOUSEHOLD HAZARDOUS WASTE PROGRAM	6,983.71
01/31/2025	329806	KALAMAZOO COUNTY TREASURER	ASSESSOR DBOR & PRE CHANGES FOR PRIOR YEAR	31.53
01/31/2025	329807	KALAMAZOO COUNTY TREASURER	4TH QUARTER 2024 BILLING FOR SUBPOENA BY	628.00
01/31/2025	329808	KALAMAZOO FLAG COMPANY, LLC	CITY & STATE OF MICHIGAN FLAGS	678.00
01/31/2025	329809	KALAMAZOO LAWN & GARDEN EQUIPMENT	SNOWBLOWER & TRUCK REPAIRS	538.25
01/31/2025	329810	KALAMAZOO LITERACY COUNCIL	FY 24-25 HUMAN SERVICES BOARD	2,500.00
01/31/2025	329811	KIANDER, SHILA	ASSESSOR BOARD OF REVIEW TRAINING	30.00
01/31/2025	329812	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	2,901.90
01/31/2025	329813	LENS EQUIPMENT LLC	ANNUAL GPS TRACKER SERVICE	499.00
01/31/2025	329814	LERETA LLC	2024 SUMMER TAX REFUND DUE TO PRE CHANGE	912.99
01/31/2025	329815	LINDERMAN, TODD V	PZSC PROGRAM PAYMENT REFUND	30.00
01/31/2025	329816	MAHER, JULIE K	MAILBOX REIMBURSEMENT	44.00
01/31/2025	329817	MEIN, JOHN F	MAILBOX REIMBURSEMENT	44.00
01/31/2025	329818	MENARDS	FIRE BUILDING REPAIR/MAINT	6.78
01/31/2025	329819	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP RENEWAL	100.00
01/31/2025	329820	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	544.29
01/31/2025	329821	NOTT, ROBIN	PZSC PERFORMER CONCERT	480.00
01/31/2025	329822	OFFICE DEPOT, INC.	OFFICE SUPPLIES	59.95
01/31/2025	329823	PARR, KRISTI L GRACEY	MAILBOX REIMBURSEMENT	44.00
01/31/2025	329824	PORTAGE GLASS & MIRROR	WINDSHIELD REPLACEMENTS	980.00
01/31/2025	329825	PROPERTY MANAGEMENT SYSTEMS	MANAGEMENT FEES 9303 PORTAGE RD	460.00
01/31/2025	329826	PROSECUTING ATTORNEY ASSOC OF MI	ELECTRONIC WARRANT MANUAL RENEWAL	110.00
01/31/2025	329827	PRYOR LEARNING, LLC	INTROVERT'S GUIDE SEMINAR-CONFLICT & COMM	199.00
01/31/2025	329828	RAY ALLEN MANUFACTURING, LLC	MISC CANINE EQUIPMENT	990.91
01/31/2025	329829	RUSCH PRODUCTIONS INC	BLACK HISTORY MO-CHET SAXOPHONE PLAYER	300.00
01/31/2025	329830	SEMARK, CYNTHIA RUTH	PZSC ART INSTRUCTOR MARVELOUS MARBLING	145.00
01/31/2025	329831	SPARBEL, DEBORAH	PZSC TRIP REFUND 05.12.25	50.00
01/31/2025	329832	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	15.00
01/31/2025	329833	STANTEC CONSULTING SERVICES INC	INVASIVE SPECIES ERADICATION	7,917.94
01/31/2025	329834	STATE SYSTEMS RADIO, INC	RADIO SERVICES FEES	561.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/12/2025 to 2/01/2025

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Check Date	Check	Vendor Name	Description	Amount
01/31/2025	329835	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINTENANCE	482.49
01/31/2025	329836	T-MOBILE USA INC	MISC CELL PHONE CHARGES	3,727.50
01/31/2025	329837	T-MOBILE USA INC	MISC T-MOBILE SERVICE	150.00
01/31/2025	329838	ULINE, INC.	BUILDING CLEANING SUPPLIES	409.05
01/31/2025	329839	US HYD LLC	WHITE ROLLER STATOR MOTOR	410.00
01/31/2025	329840	VAC WORLD	FIRE EQUIPMENT	499.99
01/31/2025	329841	VANGUARD FIRE & SUPPLY LLC	FIRE FACILITY MAINT	1,100.00
01/31/2025	329842	WEIR, ROBERT MARTIN	PZSC PRESENTER INDIA	100.00
01/31/2025	329843	YWCA INC	FY 24-25 HUMAN SERVICES BOARD	10,000.00
01/31/2025	329844	ZOLMAN TIRE INC.	TIRES FOR FLEET VEHICLES	5,192.20
Total Paper Checks				1,265,428.91
Check Type: Auto-Pay Payments				
01/13/2025		CONSUMERS ENERGY	GAS-ELECTRIC	9,776.81
01/13/2025		MISSION SQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	8,202.59
01/14/2025		MISSION SQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	56,753.16
01/14/2025		CONSUMERS ENERGY	GAS-ELECTRIC	9,540.58
01/15/2025		CONSUMERS ENERGY	GAS-ELECTRIC	6,368.36
01/16/2025		CONSUMERS ENERGY	GAS-ELECTRIC	375.26
01/16/2025		MISSION SQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	23,624.53
01/24/2025		MISSION SQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	49,592.40
01/29/2025		CONSUMERS ENERGY	GAS-ELECTRIC	217.34
01/31/2025		CONSUMERS ENERGY	GAS-ELECTRIC	972.37
Total Auto-Pay Payments				165,423.40
Check Type: Electronic Payments				
01/15/2025		MULTIPLE	IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS	113,331.89
01/17/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 1/10/25	2,544,773.25
01/24/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 1/17/25	384,413.76
01/24/2025		KALAMAZOO COUNTY	BROWNFIELD 2024 WINTER CAPTURE	113,155.11
Total Electronic Payments				3,155,674.01
Grand Total				6,825,541.10

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Proposed Amendment to Citizen Advisory Board Attendance Ordinance

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Receive for first reading the proposed ordinance to amend the Code of Ordinances, Chapter 1, Article 7, Section 2-252 - Attendance at meetings.

The Mayor and City Council appoint over 120 community volunteers to serve on citizen advisory boards, commissions, and authorities. These committees provide valued insight to the City Council on topics ranging from senior center activities to housing rehabilitation. Each committee works alongside a staff member who serves as a direct point of contact with the City Administration. The City Clerk's Office maintains meeting and attendance records.

The last time the board attendance policy was updated was in August 2007. The update changes the number of absences a member can accrue in a calendar year and removes the distinction between excused and unexcused absences. These changes have been made to promote active participation on a board throughout the year. Board members who have been removed due to absences may re-apply for consideration at the next Special Meeting to determine board and commission appointments.

It is therefore recommended that the City Council receive for first reading the proposed ordinance to amend the Code of Ordinances, Chapter 1, Article 7, Section 2-252 - Attendance at meetings and schedule the ordinance for final adoption at the regular City Council meeting of March 11, 2025.

FUNDING: N/A

Attachments:

1. 2025 02 11 Board Attendance Ordinance Revisions Proposed
2. 2025 02 11 Council Policy for Appointments to Citizen Advisory Boards Proposed Revisions
3. 2025 02 11 Council Policy for Appointments to Citizen Advisory Boards Proposed Revisions (red-line version)

Sec. 2-252. Attendance at meetings.

All members of commissions, boards and committees created by the council ~~shall~~should attend each meeting of the body to which they were appointed, ~~unless excused by a majority of a quorum of the body at that meeting.~~ Should a member ~~incur three unexcused absences~~ be absent from one-third (33%) or more of a board's scheduled meetings within one calendar year, the person shall be automatically terminated from the body. The chairperson of the body shall inform the city clerk when a member has ~~incurred three unexcused~~ crossed the threshold of absences. The clerk shall notify the mayor and council, and the mayor or council, as the case may be, shall replace the person so terminated as soon as conveniently possible.

(Code 1983, § 250.02; Ord. No. 091-10, § 1, 5-7-1991)

COUNCIL POLICY FOR APPOINTMENTS TO CITIZEN ADVISORY BOARDS

This policy is adopted on the 11th day of March, 2025, by the City Council of the City of Portage to establish procedures and guidelines for the appointment of citizens to City advisory boards.

WHEREAS, the City of Portage has many citizens boards which serve as advisors to the City Council. and

WHEREAS, the City Council is responsible for appointing qualified citizens to these boards, and

WHEREAS, the City Council wishes to establish a policy setting procedures and guidelines for the appointment of these citizens;

NOW, THEREFORE, THE FOLLOWING POLICY IS ADOPTED:

1. Two months prior to the creation of vacancies on a citizen board through expiration of terms, the City Clerk shall notify the board chairperson, the citizen board member(s) with expiring term(s) and the board ex officio.
2. The Council, citizen board chairperson and citizen board ex officio should receive a vacancy summary and a listing and resume forms of all eligible applicants interested in a position on the board one month before the scheduled interview time. If an applicant is a current board member, the City Clerk should provide a summary of the individual's past attendance at board meetings during the individual's most recent term of service. Applications received after one month before the scheduled interview time will be considered as future vacancies occur. Absence from one third (33%) of a board's scheduled meetings in a calendar year will result in automatic removal from the board. An individual that is subject to automatic removal may apply for reinstatement at the next City Council Meeting at which board and commission appointments are made.
3. The City Council shall invite applicants for an interview with the Council in October, May, or January. A majority of Council members voting affirmatively will serve to appoint an applicant to fill a board vacancy.
4. An applicant will not be excluded from consideration for being unable to attend the scheduled interview.
5. In the case of Mayoral appointments, the Mayor will recommend an applicant to the Council following the Council's interview of the applicants. The process used by the Mayor will follow Michigan statutes and City ordinances. A majority of Council members will confirm or reject the Mayor's appointments.
6. The City Council may reappoint an incumbent if that member has not served more than one-half of a full term. In such cases, the City Council is not required to interview other candidates.
7. In making appointments to the boards, the City Council shall strive, whenever possible, to make the boards representative of the demographic composition of Portage. Service on a board will be limited to ten consecutive years or three consecutive terms, whichever is greater. Partial terms do not count toward the limit. In cases where there are no other qualified applicants and the individual wishes to serve beyond the limit, the Council may waive the term limitation.

8. Applications for those candidates who are not selected for a board or commission vacancy shall be considered active for a period of thirteen months following the date of the application was received.

(Orig. Policy 7/87; Rev. 3/9/93; Rev. 6/16/98; Rev. 8/14/07; Proposed Revisions 01/14/2025)

COUNCIL POLICY FOR APPOINTMENTS TO CITIZEN ADVISORY BOARDS

This policy is adopted on the ~~11th~~^{14th} day of ~~August~~^{March}, ~~2007~~²⁰²⁵, by the City Council of the City of Portage to establish procedures and guidelines for the appointment of citizens to City advisory boards.

WHEREAS, the City of Portage has many citizens boards which serve as advisors to the City Council, and

WHEREAS, the City Council is responsible for appointing qualified citizens to these boards, and

WHEREAS, the City Council wishes to establish a policy setting procedures and guidelines for the appointment of these citizens;

NOW, THEREFORE, THE FOLLOWING POLICY IS ADOPTED:

1. Two months prior to the creation of vacancies on a citizen board through expiration of terms, the City Clerk shall notify the board chairperson, the citizen board member(s) with expiring term(s) and the board ex officio.
2. The Council, citizen board chairperson and citizen board ex officio should receive a vacancy summary and a listing and resume forms of all eligible applicants interested in a position on the board one month before the scheduled interview time. If an applicant is a current board member, the City Clerk should provide a summary of his/her past attendance at board meetings during the individual's last term of service. Applications received after one month before the scheduled interview time will be considered as future vacancies occur.
Attendance less than 80% from one third (33%) of a board's scheduled meetings in a calendar year will result in automatic removal from the board. ~~may be considered grounds for non-reappointment or removal from the board.~~ An individual that is subject to automatic removal may apply for reinstatement at the next City Council Meeting at which board and commission appointments are made.
3. The City Council shall invite applicants for an interview with the Council in October, May, or January. A majority of Council members voting affirmatively will serve to appoint an applicant to fill a board vacancy.
4. An applicant will not be excluded from consideration ~~because he or she cannot~~ for being unable to attend the scheduled interview.
5. In the case of Mayoral appointments, the Mayor will recommend an applicant to the Council following the Council's interview of the applicants. The process used by the Mayor will follow Michigan statutes and City ordinances. A majority of Council members will confirm or reject the Mayor's appointments.
6. The City Council may reappoint an incumbent if that member has not served more than one-half of a full term. In such cases, the City Council is not required to interview other candidates.
7. In making appointments to the boards, the City Council shall strive, whenever possible, to make the boards representative of the demographic composition of Portage. Service on a board will be limited to ten consecutive years or three consecutive terms, whichever is greater. Partial terms do not count toward the limit. In cases where there are no other qualified applicants and the individual wishes to serve beyond the limit, the Council may waive the term limitation.

8. Applications for those candidates who are not selected for a board or commission vacancy shall be considered active for a period of thirteen months following the date of the application was received.

(Orig. Policy 7/87; Rev. 3/9/93; Rev. 6/16/98; Rev. 8/14/07; Proposed Revisions 01/14/2025)

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: New Polling Location Resolution

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt the Resolution designating the Calvary Chapel of Kalamazoo Valley Church at 5331 S. Sprinkle Road as a polling location for the City of Portage.

In the State of Michigan, polling places are the physical locations where voters should appear to vote in person on Election Day (considered separately from Early Voting sites). Michigan Election Law (Act 116 of 1954) governs permitted polling location facilities and the number of voters allowed in a precinct. The law requires polling locations to be a "publicly owned or controlled building" where possible. Otherwise, if a public building was unavailable within a precinct boundary, officials could utilize tax-exempt locations or facilities with a certain percentage of its population over age 62. As a result of the limited number of permissible locations in the northeast portion of the city, the Goldentree Apartments Office building was designated as the polling location for Precinct 2 over twenty years ago. This location has consistently struggled to keep up with voting needs in larger elections as it is a small building with limited parking. A larger facility has long been needed, but no other facility was available in the precinct until now. Exacerbating the situation, voter turnout in Precinct 2 (and all over Portage) has steadily increased over the years.

In November 2023, Perry Harley Davidson ceased operations at its storefront at 5331 S. Sprinkle Road and the Calvary Chapel of Kalamazoo Valley relocated its congregation to the location from the City of Kalamazoo. As such, city staff proposed hosting Precinct 2 to the leadership of Calvary Chapel of Kalamazoo Valley and the church's governing body approved the city's request in December 2024.

In accordance with Michigan Election Law, the city's Election Commission met on January 28, 2025, to support this relocation. However, the local governing body must also approve the creation of a new physical polling location. The proposed relocation will only affect Precinct 2. The first election this location change would occur is the City General Election on November 4, 2025.

The relocation will move the polling place for this precinct 1.1 miles south of the current location and affect approximately 1,800 of the city's 40,000 registered voters. Voter notification is an important step in the process of changing voting locations. To meet State of Michigan requirements for establishing polling locations and informing voters within the affected precinct of the new polling location, the Office of the City Clerk will provide advanced notifications by mail with updated Voter Registration Cards, as well as articles in the Portager newsletter, on social media, and with public notices. This notification system has been successful in the past, with minimal inquiries or concerns received by the Office of the City Clerk. The citizen notifications will be part of an overall precinct update to adhere to 2023 state election law changes.

Therefore, it is recommended that City Council adopt the Resolution designating the Calvary Chapel of Kalamazoo Valley Church at 5331 S. Sprinkle Road as a polling location for the City of Portage.

FUNDING: Funding for notices will come from the FY 2024-25 City Clerk budget for election costs.

Attachments: 1. Resolution For New Polling Location

CITY OF PORTAGE, MICHIGAN
RESOLUTION TO ADD A NEW PRECINCT LOCATION

WHEREAS, the polling location for the City of Portage Precinct 2 is presently located at the Goldentree Apartments Office building at 4795 East Milham Avenue; and

WHEREAS, the City of Portage has determined that the Calvary Chapel of Kalamazoo Valley Church located at 5331 S. Sprinkle Road would be better suited to host the polling location; and

WHEREAS, on January 28, 2025, the City of Portage Election Commission, in accordance with Chapter 12 of the City of Portage Charter, approved city polling locations to include the Calvary Chapel of Kalamazoo Valley Church; and

WHEREAS, per Section 168.662 of PA 116 OF 1954 “Michigan Election law,” the legislative body in each city, village, and township is responsible for determining the location of polling places in the jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that Calvary Chapel of Kalamazoo Valley Church located at 5331 S. Sprinkle Road is established as a polling place for Precinct 2 for all future elections in the City of Portage.

BE IT FURTHER RESOLVED: that all resolutions and/or parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

ABSENT: _____

CERTIFICATE

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said city, held on the 11th day of February 2025, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 11th day of January 2025.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Quit Claim Deed to Portage Public School District

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Authorize the City Manager to execute a quit claim deed to the Portage Public Schools District for two parcels at Woodland Elementary School.

The City of Portage has been working with the Portage Public School District to clean up titles to properties in and around Woodland Elementary School. The School District has requested that the city declare it has no legal interest in the two parcels on the attached map, as described in the proposed quit claim deed. According to the title work conducted by the School District, these areas were owned by Kalamazoo Savings & Loan per the last vesting deed provided. Kalamazoo Savings & Loan was the proprietor of Suburban Park Plat and the areas were not platted. The title company indicated the ownership is unclear, although the properties have been treated as City of Portage property.

One of the parcels, currently the dead-end extension of Leslee Street south of Woodland Drive, will be used as the entrance to the school. The other parcel is a small sliver that was incorrectly thought to house city underground utilities behind 1317 Woodland Drive. This quit claim deed will reflect the current and proposed uses of the property with the respective proper entities. After the property ownership interests are settled, the city and school district will need to take further action to provide easements to each other for the placement of utilities, and stormwater management facilities and allow for the potential extension of the city trail system. The city does not need the parcels subject to the quit claim deed.

It is recommended that City Council authorize the City Manager to execute a quit claim deed to the Portage Public Schools District for two parcels at Woodland Elementary School.

FUNDING: N/A

Attachments:

1. Woodland Survey
2. Woodland School Quitclaim (approved to form)
3. Woodland School Easements

QUIT CLAIM DEED

CITY OF PORTAGE, a Michigan Municipal Corporation, whose address is 7900 S. Westnedge Avenue, Portage, MI 49002 ("Grantor") for the sum of \$1.00, hereby conveys and quit claims to **PORTAGE PUBLIC SCHOOLS**, a Michigan General Powers School District organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 8107 Mustang Drive, Portage, MI 49002 ("Grantee"), two (2) parcels of real property located within the City of Portage, Kalamazoo County, Michigan, and legally described as follows:

Parcel 1

THAT PART OF THE NORTHWEST QUARTER OF SECTION 16, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS COMMENCING AT THE SOUTHWEST CORNER OF LOT 11, PLAT OF SUBURBAN PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN UBER 30 OF PLATS, PAGE 8, KALAMAZOO COUNTY RECORDS; THENCE ALONG THE SOUTH LINE OF SAID PLAT, SOUTH 89 DEGREES 01 MINUTES 07 SECONDS EAST (PLATTED SOUTH 89 DEGREES 44 MINUTES 35 SECONDS EAST) 10.53 FEET FOR THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE CONTINUING ALONG SAID SOUTH PLAT LINE, SOUTH 89 DEGREES 01 MINUTES 07 SECONDS EAST (PLATTED SOUTH 89 DEGREES 44 MINUTES 35 SECONDS EAST) 149.30 FEET TO THE EAST LINE OF THE WEST HALF OF THE NORTHWEST QUARTER OF SAID SECTION; THENCE ALONG SAID EAST LINE, SOUTH 00 DEGREES 52 MINUTES 50 SECONDS WEST (RECORDED SOUTH 00 DEGREES 09 MINUTES 25 SECONDS WEST) 20.00 FEET; THENCE PARALLEL WITH THE SOUTH LINE OF SAID PLAT OF SUBURBAN PARK, NORTH 89 DEGREES 01 MINUTES 07 SECONDS WEST 149.32 FEET; THENCE NORTH 00 DEGREES 56 MINUTES 38 SECONDS EAST 20.00 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS OF WAY APPARENT AND OF RECORD. SAID PARCEL CONTAINS 0.07± ACRES (2,986± SQ. FT).

Tax Parcel No. 39-10-00016-305-Z

-and-

Parcel 2

Real property situated in the City of Portage, Kalamazoo County, State of Michigan, to wit:

THAT PART OF THE NORTHWEST QUARTER OF SECTION 16, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF LOT 12, PLAT OF SUBURBAN PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN UBER 30 OF PLATS, PAGE 8, KALAMAZOO COUNTY RECORDS; THENCE ALONG THE SOUTH LINE OF WOODLAND AVENUE, SOUTH 88 DEGREES 58 MINUTES 29 SECONDS EAST 54.73 FEET (PLATTED SOUTH 89 DEGREES 44 MINUTES 35 SECONDS EAST 55.17 FEET) TO THE NORTHWEST CORNER OF LOT 11, SAID PLAT; THENCE ALONG THE WEST LINE OF SAID LOT 11, SOUTH 00 DEGREES 35 MINUTES 51 SECONDS WEST 119.74 FEET (PLATTED SOUTH 00 DEGREES 09 MINUTES 25 SECONDS WEST 120 FEET) TO THE SOUTHWEST CORNER OF SAID LOT; THENCE ALONG THE WESTERLY EXTENSION OF THE SOUTH LINE OF SAID PLAT, NORTH 89 DEGREES 01 MINUTES 50 SECONDS WEST (PLATTED NORTH 89 DEGREES 44 MINUTES 35 SECONDS WEST) 55.47 FEET TO THE SOUTHEAST CORNER OF LOT 12, SAID PLAT; THENCE ALONG THE EAST LINE OF SAID LOT 12, NORTH 00 DEGREES 56 MINUTES 57 SECONDS EAST 119.79 FEET (PLATTED NORTH 00 DEGREES 13 MINUTES 10 SECONDS EAST 120 FEET) TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS OF WAY APPARENT AND OF RECORD. SAID PARCEL CONTAINS 0.15± ACRES (6,599± SQ. FT).

Part of Tax Parcel No. 39-10-00016-305-O (collectively, the "Property").

This instrument is intended to convey whatever interest in the Property that the City may have. This conveyance is subject to all easements, encumbrances, and restrictions of record, which shall remain unmodified and unchanged by this transaction.

This transaction is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

[SIGNATURE APPEARS ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, the Grantor, by its duly authorized representative, has hereunto set its hand the day and year written below.

GRANTOR:

**CITY OF PORTAGE,
a Michigan Municipal Corporation**

Dated: _____

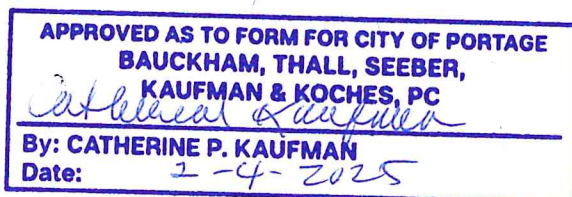
By: _____

Its: _____

Acknowledged before me in Kalamazoo County, Michigan, on November _____, 202_, by _____, on behalf of the City of Portage, a Michigan Municipal Corporation.

Notary Public, _____ County, _____
My Commission Expires: _____
Acting in the County of _____

Prepared By:	After Recording Return To:
Philip G. Clark, Esq. Thrun Law Firm, P.C. P.O. Box 2575 East Lansing, Michigan 48826-2575 (517) 374-8849	Grantee





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FIELD WORK PERFORMED BY:
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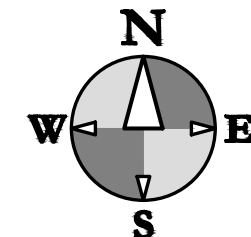
BENCHMARKS

NAVD 83 AS DERIVED FROM GPS OBSERVATIONS UTILIZING M.D.O.T. CORRS GEOID 118

BM#1
E.L. = 888.58' (NAVD 88)
CUT "X" ON THE UPPER EAST FLANGE BOLT ON HYDRANT UNDER THE "Y" IN "9697", LOCATED 30' EAST OF THE CENTERLINE OF PARENT DROP OFF LANE AND 23' NORTHWEST OF THE NORTHWEST BUILDING CORNER OF WOODLAND ELEMENTARY SCHOOL.

BM#2
E.L. = 885.74' (NAVD 88)
CUT "X" ON THE UPPER NORTHEAST FLANGE BOLT ON HYDRANT UNDER THE "Y" IN "9698", LOCATED 73' SOUTH OF THE CENTERLINE OF WOODLAND DRIVE AND 84' EAST OF THE EAST PARKING LOT ENTRANCE TO WOODLAND ELEMENTARY SCHOOL.

BM#3
E.L. = 885.71' (NAVD 88)
CUT "X" ON THE WEST SIDE OF CONCRETE LIGHT POLE BASE, LOCATED 73' SOUTHWEST FROM THE FARTHEST SOUTHEAST BUILDING CORNER OF WOODLAND ELEMENTARY SCHOOL AND 13' NORTHEAST OF THE 4' CHAIN LINK FENCE CORNER.



0 20 40 80
1 inch = 40 ft.

GRADING PLAN LEGEND

- PROPOSED CONTOUR 5'-FT
- PROPOSED CONTOUR NORMAL
- EXISTING CONTOUR 5'-FT
- EXISTING CONTOUR NORMAL
- PROPOSED SPOT GRADE
- PROPOSED SPOT GRADES: TOP AND BOTTOM OF CURB/WALL
- EXISTING SPOT GRADE
- PROPOSED SURFACE SLOPE
- PROPOSED SILT FENCE
- PROPOSED GRADED SWALE
- SOIL BORING
- BENCH MARK
- SOIL EROSION MEASURE
- SEDIMENT CONTROL MEASURE

TREATMENT DEVICE

UNDERGROUND SPILL CONTAINMENT

PROPOSED STORM SEWER AND TRAIL EASEMENT FROM SCHOOL TO CITY

EXISTING CITY STORM SEWER

PROPOSED STORM SEWER OUTLET

GRADING & SESC NOTES

- ALL WORK WILL COMPLY WITH THE PROVISIONS OF THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (PA 451, PART 91 OF 1994 AS AMENDED) ADMINISTERED BY KALAMAZOO COUNTY.
- FOR INSTALLATION SPECIFICATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL (SESC) MEASURES, REFER TO THE STATE OF MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT, AND BUDGET (DTMB) SESC MANUAL.
- AVOID UNNECESSARY DISTURBANCE TO EXISTING VEGETATED TOPSOIL OR EARTH COVER. THESE AREAS SHALL REMAIN IN PLACE UNTIL REMOVAL IS REQUIRED FOR FINAL CLEANUP AND APPROVAL.
- ALL TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO COMMENCING CONSTRUCTION.
- ALL SOIL PILES SHALL BE SURROUNDED BY SILT FENCE IF ALLOWED TO REMAIN IN PLACE FOR MORE THAN 7 DAYS. TOPSOIL PILES SHALL BE SEEDED IF ALLOWED TO REMAIN IN PLACE FOR MORE THAN 20 DAYS. SPOIL PILES SHALL NOT BE PLACED WITHIN 50' FROM ANY TEMPORARY OR PERMANENT WATERCOURSE.
- THE CONTRACTOR SHALL COMPLY WITH THE WEEKLY RECOMMENDATIONS OF THE CERTIFIED STORM WATER OPERATOR.
- PROVIDE SILT SACKS IN EACH CATCH BASIN UNTIL SITE IS STABILIZED.
- LANDSCAPING PLAN FOR FINAL SLOPE TREATMENTS.
- ALL EXCAVATION AND SITE PREPARATION SHALL BE IN ACCORDANCE WITH THE GEOTECHNICAL ENGINEERING REPORT, DRIESSEN & ASSOC. PROJECT NO. 2350880.3A ISSUED 01/04/2024.
- THE CONTRACTOR SHALL INSTALL PEDESTRIAN FENCE AROUND ALL EXCAVATIONS TO BE LEFT OPEN OVERNIGHT AS REQUIRED.
- ALL SPOT ELEVATIONS ARE TOP OF PAVEMENT GRADES AT EDGE OF METAL (EOM) UNLESS OTHERWISE NOTED.
- ALL EXISTING ELEVATIONS ARE TO BE VERIFIED AND ACCEPTED AS SHOWN PRIOR TO COMMENCEMENT OF WORK.
- REMOVE AND REPLACE WITH CONTROLLED FILL ANY AREAS THAT HAVE BEEN SOFTENED BY RAINS, FREEZING, CONSTRUCTION EQUIPMENT, ETC.
- ALL REQUIRED FILL FOR THIS PROJECT SHALL BE SELECTED EXCAVATED MATERIAL FROM THE SITE APPROVED BY THE ENGINEER OR CLASS II GRANULAR MATERIAL FROM BORROW AND SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- ALL GRANULAR FILL UNDER THE INFLUENCE OF THE ROADWAY AND PROCESSED ROAD GRAVEL SHALL BE COMPACTED TO 95% MODIFIED PROCTOR DENSITY.
- ALL COMPACTION SHALL BE ACCOMPLISHED BY PLACING THE FILL IN 12" LOOSE LIFTS AND MECHANICALLY COMPACTING EACH LIFT TO AT LEAST THE SPECIFIED MINIMUM DRY DENSITY. FIELD DENSITY TESTS SHOULD BE PERFORMED ON EACH LIFT AS NECESSARY TO ENSURE THAT ADEQUATE MOISTURE CONDITIONS AND COMPACTION ARE BEING ACHIEVED.
- SITE CONTRACTOR SHALL REMOVE AND STOCKPILE ALL TOPSOIL AND BLACK ORGANIC SOILS ON-SITE TO BE USED IN THE REGRADING OF LANDSCAPE AREAS. THIS MATERIAL IS NOT TO BE USED FOR FILL OR PAVEMENT SUBBASE. REMOVAL OF ANY EXCESS SOIL OFF-SITE SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- CONTRACTOR RESPONSIBLE FOR VERIFYING EARTHWORK CALCULATIONS PRIOR TO COMMENCING WORK. NO EXTRA EARTHWORK WILL BE PAID FOR ONCE EARTHWORK HAS BEGUN. ANY DISCREPANCIES WITH THE EARTHWORK CALCULATIONS SHALL BE REVIEWED WITH THE OWNER AND ENGINEER PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL TAKE PRECAUTIONS TO AVOID TRACKING SOIL ONTO ADJACENT ROADWAYS. SCRAPE ROAD AT THE END OF EACH WORKDAY AND SWEEP AT LEAST ONCE A WEEK.
- ANY DISTURBED AREA THAT WILL BE LEFT UNWORKED 5 DAYS OR LONGER MUST BE SEEDED AND MULCHED OR SODDED TO ESTABLISH VEGETATION FOR TEMPORARY STABILIZATION. BASINS TO BE SEEDED AND MULCH BLANKETS APPLIED IMMEDIATELY TO PROVIDE A STABLE BASE AND AVOID EXCESSIVE EROSION.
- ROAD RIGHTS-OF-WAY MUST BE STABILIZED WITH SEED AND MULCH WITHIN 5 DAYS OF COMPLETING UTILITY WORK IN THE RIGHT-OF-WAY.
- AREAS OF EARTH CHANGE THAT ARE DISTURBED BEYOND THE FALL SEEDING DEADLINE (NOV. 1) MUST BE TEMPORARILY STABILIZED WITH A MINIMUM OF STRAW MULCH SECURELY CRIMPED TO THE GROUND.
- ACCUMULATED SEDIMENT TO BE REMOVED FROM STORM SYSTEM UPON COMPLETION OF CONSTRUCTION. ALL TEMPORARY CONTROLS TO BE REMOVED AFTER SITE IS STABILIZED AND VEGETATION ESTABLISHED.
- IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.

PROPOSED STORM BASIN EASEMENT FROM CITY TO SCHOOL

PROPOSED RESHAPED BASIN

GRADE LEVEL PLAY AREAS

GRASS PLAY AREA

PROPOSED BUILDING
F.F. = 886.75

LINED SPILL CONTAINMENT DCM

ISSUED FOR DATE

PROJECT TITLE
WOODLAND ELEMENTARY SCHOOL

OWNER
PORTAGE PUBLIC SCHOOLS

Portage, Michigan

SHEET TITLE
GRADING PLAN

DATE
MARCH 15, 2024

SHEET NUMBER
C300
21-237.50

PRELIMINARY
NOT FOR CONSTRUCTION

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TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: West Lake Weed Management – 2025 to 2029 Application Program

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Adopt Resolution No. 1, accept the City Manager Report, and request preparation of Resolution No. 2 for the West Lake Management Program Special District No. 025-Q.

The West Lake Improvement Association (Association) has requested city assistance in creating a new five-year assessment district for the management of aquatic plants in West Lake. West Lake Weed Management assessment programs were approved by City Council in 1988, 1993, 1999, 2005, 2010, 2015, and 2019. It is the desire of the West Lake residents, as indicated in the attached letter from the Association, to continue current lake management efforts. Maintenance efforts in the past have concentrated on herbicide treatment of the lake for control of nuisance aquatic plants. The project account balance as of June 30, 2024, was \$103,839 plus a \$19,100 Fall 2024 installment from the previous five-year program.

The Association has requested a five-year budget of approximately \$242,550. Utilizing a portion of the available funds in the project account reduces the anticipated five-year assessment of the management program to \$153,900 (\$135 per parcel per year). As in previous five-year programs, the Association has requested the city participate in the management plan in the amount of 20% of the anticipated funding of the five-year program, or \$38,475, with the riparian owners funding 80% of the program. At the Association's request, this amount would be assessed to lake riparians on a per-parcel basis, consistent with the approach used since the establishment of the assessment district in 1999. Per-parcel assessment is preferred by the Association because all riparian owners have the right to use the lake equally, regardless of lot size.

The five-year management plan for West Lake includes herbicide treatment and mechanical harvesting of lake aquatic plants. In 1988, the City Attorney and Bond Counsel determined that control of aquatic plants as part of an overall lake management program represented a public improvement and that a special assessment district could be established as permitted by City Charter and Ordinances. Protecting city resources is appropriate as lakes provide an overall benefit to the quality of life in the city. The city share cost would be funded within the Capital Improvement Program.

It is recommended that City Council initiate the project by adopting Resolution No. 1, accepting the City Manager Report, and requesting preparation of Resolution No. 2 for the West Lake Management Program Special Assessment District No. 025-Q.

FUNDING: The project is funded through Special Assessment of the benefiting property owners.

- Attachments:**
1. City Manager Report Special Assessment 025-Q
 2. Resolution No. 1 West Lake Special Assessment 2025-2029
 3. West Lake Improvement Association Letter

CITY MANAGER REPORT

CITY OF PORTAGE

TO: Mayor and City Council

FROM: Pat McGinnis, City Manager

DATE: February 11, 2025

SUBJECT: West Lake Management Special Assessment District No. 025-Q

I, the undersigned, being the City Manager for the City of Portage, Michigan, in pursuance of a resolution adopted by the City Council, relative to the above entitled special assessment project, hereby report the probable cost, extent, necessity of the proposed improvement, the boundaries, the estimated useful life and suggested method of apportioning of the cost of the project, the proportion, if any, to be paid by the city-at-large, and other necessary and pertinent information as follows:

Probable Cost: \$242,550

Extent of Project: Establish funding to provide for the management of West Lake including herbicide treatment and mechanical harvesting of aquatic plants.

Necessity: To maintain the quality and usefulness of West Lake for the riparian lake owners and general public.

Boundaries: Unplatted Land: Land located in Section 22 described as beginning 99 ft. west and approximately 540 ft. south of the center $\frac{1}{4}$ Post of Section 22 on the North shore line of West Lake; thence Westerly along said north shore line of West Lake and West Lake channel to the Southwest corner of Lot 132 of the recorded plat of Fabercrest #2; thence South 42 degrees East approximately 90 ft. to the South line of West Lake channel; thence Easterly along said South line approximately 1,150 ft. to the west shore of West Lake; thence Southerly along said shore approximately 2,100 ft. to the Northeast corner of Lot 4 of the recorded plat of Matteson's Park and place of ending; Also land located in Section 27 described as: Beginning at the Northwest corner of Lot 30 of the recorded plat of West Lake Beach, which is on the South shore of West Lake, thence Westerly along said shore line approximately 165 ft. to the place of ending.

Platted Land: Lots 7 through 57 inclusive of Ames West Lake Park; Lots 1 through 10 inclusive of Burr's West Lake Resort; Lots 1 through 15 inclusive and Lot 89 of Dixie-Mac Park excluding the south 20 ft. of Lot 8; Lots 129 through 140 inclusive of Fabercrest #2; Lots 1 through 26 inclusive of Hilliard's Plat; Lots 1 through 14 inclusive of James W. Scott West Lake;

Lots 3 through 37 inclusive of Matteson's Park; Lots 1 through 13 and Lots 28 through 46 inclusive of Newell's West Lake Subdivision; Lots 1 through 26 inclusive of Pleasant View Beach; Lots 1 through 14 inclusive of Reid's Plat; Lots 2 through 30 inclusive of West Lake Beach.

Useful Life: 5 Years

Method of Apportioning	Special Assessment due September 30, 2024	\$ 19,100
	West Lake Special Assessment Fund Balance 6/30/2024	\$103,839
	Special Assessment 2025-2029	\$192,375
	Riparian Special Assessments	\$153,900 (80%)
	City Share	<u>\$ 38,475</u> (20%)
	TOTAL AVAILABLE FUNDING	\$315,314

Attachments

Pat McGinnis
City Manager

CITY OF PORTAGE

SPECIAL ASSESSMENT RESOLUTION NO. 1

WEST LAKE MANAGEMENT PROGRAM SPECIAL ASSESSMENT DISTRICT #025-Q

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said city on the _____ day of _____, 2025, at 6:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____ and seconded by:

Councilmember _____.

WHEREAS, the City Council of the City of Portage is of the opinion that it is desirable and necessary for the public health, safety and welfare that the following described public improvement be constructed:

Establish funding to provide for the management of West Lake including herbicide treatment and mechanical harvesting of aquatic plants.

AND WHEREAS, the Special Assessment Ordinance of the city provides that before determining to make any improvement by means of special assessment procedures, the City Council shall secure certain information from the City Manager.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council, at the request of the West Lake Improvement Association, hereby commences special assessment proceedings for the above-described public improvement.

2. The matter of making such public improvement shall be referred to the City Manager who is hereby directed to prepare a report which shall include all necessary and

pertinent information which will enable the Council to ascertain the probable cost, extent and necessity of the proposed improvement, the boundaries, the estimated useful life, a suggested method of apportioning the cost of the project and what proportion, if any, should be paid by the city-at-large.

3. The City Manager is hereby directed to file said report and recommendation with the City Clerk as soon as the same has been prepared.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED: YEAS: Councilmember: _____
NAYS: Councilmember: _____
ABSENT: Councilmember: _____

Erica Eklov, City Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a _____ meeting of the City Council of said city, held on the _____ day of _____, 2025, the original of which resolution is on file in my office.

IN WITNESS THEREOF, I have hereto affixed my official signature this _____ day of _____, 2025.

Erica Eklov, City Clerk

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, THALL, SEEBER,
KAUFMAN & KOCHES, PC
Catherine P. Kaufman
By: CATHERINE P. KAUFMAN
Date: 2-6-2025

West Lake Improvement Association



January 7, 2025

Kendra Gwin
Transportation & Utilities Department
City of Portage
7900 South Westnedge
Portage, MI 49024

RE: West Lake 2025-2030 Special Assessment District

Dear Ms. Gwin,

The purpose of this letter is a request to initiate a new special assessment district for the riparian property owners on West Lake for the purpose of a continued successful treatment of the lake to control weed growth, control storm drainage and promote the general health of the lake for the benefit of all Portage residents.

Our Board wants to thank you and Lauren VanderVeen, Finance Director, for your professional services provided over the years with processing payments, reports and information regarding the special assessment. Our recent exchanges over the past few months have solidified most items for the upcoming assessment renewal.

Our current, 5-year assessment district is ending, and we would like to continue the success we have had for another 5 years. The West Lake Improvement Association Board is prepared to assist the city with the establishment of the district and implement the necessary improvements.

The West Lake Improvement Association and its members are requesting an assessment of \$135 per West Lake deeded property owner, per year, for a (5) year period, 2025-2030. The City of Portage also contributes to this district

with the properties they own adjacent to the lake. This district would replace our currently expiring assessment.

Over the past 40 years, our West Lake Improvement Association has studied and addressed invasive weed problems by employing trained professionals to identify, monitor and treat these weeds with State approved herbicides. For many years, our board has retained the services of Dr. Jennifer L. Jermalowicz-Jones of Restorative Lake Sciences, LLC of Spring Lake to perform an annual thorough lake study and chart our progress down a proven path of success. The water quality of West Lake has benefited.

The expenses over 5 years is budgeted at \$49,000 for each year. See the attached budget document from Restorative Lake Sciences.

Our Board worked with the Portage Finance Director to calculate the annual assessment amount. We agreed that \$135 is appropriate and it maintains a reasonable fund balance.

The West Lake Improvement Association was chartered to protect water quality and home values by protecting the health of West Lake. For those reasons, the Association, on behalf of our members, respectfully request that the City favorably considers our petition to establish this continued special assessment district. The association stands ready to support the efforts required to make this district a success.

Sincerely,

West Lake Improvement Association Board

Attachments: 5-year budget

2024-25 Report, Restorative Lake Sciences

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Solicitor Permit Denial Appeal

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Receive the communication from Ms. Rishelle Hartman of Weed Man Lawncare appealing the denial of a Solicitor's Permit and schedule a hearing for the denial on February 25, 2025.

The attached appeal was received by the Office of the City Clerk on January 30, 2025 from Rishelle Hartman, an employee of Weed Man Lawncare. Her appeal is a result of her employer's second annual application for a City of Portage Solicitor's Permit for several of their staff. Chapter 14 (Businesses) of the Code of Ordinances includes Article 4 "Solicitors and Canvassers" which guides how a person interested in soliciting or canvassing in the City of Portage must first obtain a permit by application to the City Clerk and the Police Division. As outlined in the ordinance, an application is required in order to allow for a review of an applicant's background for the "protection of the public good."

Weed Man Lawncare submitted a Solicitor Permit application in May 2024 for the 2024 calendar year, and in January 2025 for the 2025 calendar year. In both instances, Ms. Hartman was one of several representatives listed in the company's application. For both applications, the background reviews allowed for the approval of all applicants, except Ms. Hartman. When verified with Public Safety Director Nick Arnold, he confirmed her application was denied due to her background. As information, the City Council was provided copies of the 2024 and 2025 Weed Man Lawncare applications, including the supplementary Michigan criminal background history in the Materials Transmitted of February 6, 2025.

Per Sec. 14-145 of the Code of Ordinances: *"A person aggrieved by the action of the chief of police or the city clerk in the denial or revocation of a permit, as set forth in [section 14-143](#) or [section 14-147](#), may appeal to the council. Such appeal shall be taken by filing with the council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The council shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the appellant at his last known address by mail (postage prepaid) at least five days prior to the date set for the hearing."*

As such, it is recommended that City Council receive the communication from Ms. Rishelle Hartman of Weed Man Lawncare appealing the denial of a Solicitor's Permit and schedule a hearing for the denial on February 25, 2025.

FUNDING: Ms. Hartman's portion of the application fee was \$10. No additional funding is entailed.

Attachments: 1. Appeal

Attn: City Council

1-17-25

Recently, I applied for a
Solicitor's permit through Weed-
Man lawncare, are received
correspondence on January 16, 2025
that I was denied, so I'm
writing this letter to request
an appeal in regards to this
decision. Thank you for
this opportunity.

If you have additional
details to this process you
can contact me at [REDACTED]
or [REDACTED]
Sincerely, Rishelle Hartman

RECEIVED

JAN 30 2025

PORTAGE
CITY CLERK

Michelle Hartman



Kalamazoo, MI 49001

GRAND RAPIDS MI 493

27 JAN 2025 PM 5 L



Attention City Council
7900 South Westnedge Ave
Portage, MI 49002

49002-511700



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Closed Session to Discuss a Matter of Property Acquisition

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Meet in Closed Session immediately following "Statements of City Council and City Manager" of the regularly scheduled City Council Meeting of Tuesday, February 11, 2025, pursuant to MCL 15.268 Sec. 8(d).

The Michigan Open Meetings Act permits a variety of reasons for an elected body to enter into closed session. One of these reasons is to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. Therefore, it is recommended that City Council meet in Closed Session immediately following "Statements of City Council and City Manager" of the regularly scheduled City Council Meeting of Tuesday, February 11, 2025, pursuant to MCL 15.268 Sec. 8(d). City Council will then need to reconvene in open session in order to adjourn the Regular Meeting.

FUNDING: N/A

Attachments: 1. Closed Session Communication (confidential)

Minutes of Boards & Commissions

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – January 9, 2025

Conference Room 1

CALL TO ORDER: The City of Portage Human Services Board meeting of January 9, 2025, was called to order by Chairperson Brooke Kolodzieczyk, at 5:32 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, Julie Pryor, Chelsea Huber, Dan Damaska

OTHERS PRESENT: Nikita Pai

MEMBERS ABSENT: Nicole Najjar

STAFF PRESENT: Tina Perry

APPROVAL OF MINUTES: The Minutes of December 5, 2024, were approved by a motion, made by Julie Pryor, supported by Candace Wise. The motion passed unanimously, 8-0.

NEW BUSINESS:

- Dan Damaska joined the Human Services Board. Welcome and introductions were made.
- HSB received average rankings and began discussion of each organization's proposed projects. Discussion included assigning a preliminary funding amount. Not all the organizations were discussed by the end of the meeting.
- City Manager Pat McGinnis requests the HSB receive applications and make a recommendation to City Council on the expenditure of Opioid Settlement funds. Chairperson Brooke Kolodzieczyk worked with Tina Perry to create and release an application, to be received for the February HSB meeting. The intended uses are addiction treatment, prevention services, opioid education, support for first responders, and other evidence-based programs and services.

STATEMENT OF CITIZENS: None.

ADJOURN: Motion to adjourn was made at 7:30 p.m. by Martha Perry, supported by Chelsea Huber and Ashley Vosburgh; unanimously passed, 8-0.

Respectfully Submitted,



Tina Perry

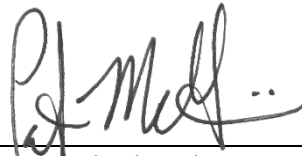
Neighborhood and Housing Specialist Community Development, City of Portage

T:\COMMDEV\2024-2025 Department Files\Board Files\Human Services Board\Minutes\2025 01 09 HSB Minutes.docx

MATERIALS TRANSMITTED

January 13, 2025

1. Communication from the City Manager regarding the Monthly Financial Report for November 2024 – Information Only.
2. Communication from the City Manager regarding Form 5572 The Protecting Local Government Retirement and Benefits Act – Information Only.



Pat McGinnis, City Manager

cc Adam Herringa, Chief Operating Officer
Peter Dame, Chief Development Officer

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through November 2024. The report format has been thoughtfully redesigned to enhance its visual appeal and improve readability.

Attachments: November 2024 Budget to Actual Report

Nov 2024 Budget to Actuals

Percentage of Year Completed **42%**

	2024-25		Percent of Amended Collected/ Used
	AMENDED BUDGET	2024-25 Activity	
101-General Fund			
Revenue			
000.00-General Government	\$ 32,287,416.00	\$ 23,552,933.30	72.95%
101.00-City Council	\$ -	\$ -	100.00%
172.00-City Manager	\$ 500.00	\$ -	0.00%
215.00-City Clerk	\$ 96,100.00	\$ 39,715.08	41.33%
219.00-Public Information	\$ 194,712.00	\$ -	0.00%
228.00-Technology Services	\$ 4,000.00	\$ -	0.00%
253.00-Finance Treasury	\$ 225,500.00	\$ 138,509.94	61.42%
257.00-Assessor	\$ -	\$ -	100.00%
262.00-City Clerk Elections	\$ -	\$ 95,890.84	100.00%
265.06-Police Facility Management	\$ -	\$ 2,090.00	100.00%
265.18-Building Maint - 9303 Portage Road	\$ -	\$ 9,200.00	100.00%
270.00-Human Resources	\$ -	\$ 82.00	100.00%
273.00-Comm Dev Building Services	\$ 750,000.00	\$ 432,109.19	57.61%
305.00-Police Administration	\$ 187,369.00	\$ 117,656.42	62.79%
311.00-Police Patrol	\$ 1,500.00	\$ 120.00	8.00%
320.00-Police Training	\$ -	\$ 727.72	100.00%
320.01-Police Training-Grant Funded	\$ 7,000.00	\$ 12,379.54	176.85%
325.00-Police Public Safety Dispatch	\$ -	\$ -	100.00%
329.00-Police Drug Law Enforcement	\$ 10,000.00	\$ 10,000.00	100.00%
336.00-Fire Operations	\$ -	\$ 1,155.00	100.00%
337.00-Fire Admin	\$ 100.00	\$ -	0.00%
341.00-Fire Prevention	\$ 950.00	\$ 245.00	25.79%
342.00-Fire Training	\$ -	\$ -	100.00%
567.00-Cemeteries	\$ 74,000.00	\$ 40,402.00	54.60%
672.00-Senior Center	\$ 568,000.00	\$ 189,700.00	33.40%
672.01-Senior Center Trips	\$ 300,000.00	\$ 10,487.90	3.50%
672.02-Senior Center Activities	\$ 80,000.00	\$ 20,000.00	25.00%
701.00-Comm Dev Planning & Development	\$ 80,050.00	\$ 43,094.92	53.84%
702.00-Comm Dev Neighborhood Services	\$ 233,000.00	\$ 165,705.71	71.12%
751.00-Parks & Rec - Parks	\$ 94,000.00	\$ 61,976.45	65.93%

Nov 2024 Budget to Actuals

Percentage of Year Completed **42%**

	2024-25		Percent of Amended Collected/ Used
	AMENDED BUDGET	2024-25 Activity	
751.01-Parks & Rec - Kalamazoo In Bloom	\$ -	\$ -	100.00%
751.03-Parks & Rec - Farmers Market	\$ 14,040.00	\$ 9,256.75	65.93%
751.04-Parks & Rec - Team Sports	\$ 61,980.00	\$ 39,817.94	64.24%
751.06-Parks & Rec - Programs	\$ 12,650.00	\$ 7,796.00	61.63%
751.07-Parks & Rec - Ramona Park	\$ 87,000.00	\$ 48,807.00	56.10%
751.08-Parks & Rec - Special Events	\$ 25,000.00	\$ 23,417.00	93.67%
751.09-Parks & Rec - Millennium Park	\$ 50,100.00	\$ -	0.00%
770.00-Parks Maintenance	\$ 1,000.00	\$ -	0.00%
967.00-Emergency Management - Tornado 5/7/2.	\$ -	\$ 734,256.92	100.00%
Revenue Total	\$ 35,445,967.00	\$ 25,807,532.62	72.81%
Expenditure			
101.00-City Council	\$ 119,085.00	\$ 34,117.88	28.65%
101.01-City Council - Human Services	\$ 736,000.00	\$ 26,150.00	3.55%
172.00-City Manager	\$ 918,353.00	\$ 285,116.52	31.05%
191.00-Finance Accounting	\$ 375,191.00	\$ 113,815.42	30.34%
212.00-Finance & Budget	\$ 422,838.00	\$ 154,466.67	36.53%
215.00-City Clerk	\$ 229,747.00	\$ 98,068.13	42.69%
216.00-City Clerk Records Management	\$ 119,130.00	\$ 38,006.77	31.90%
219.00-Public Information	\$ 547,194.00	\$ 204,464.70	37.37%
228.00-Technology Services	\$ 1,199,084.00	\$ 506,532.01	42.24%
233.00-Purchasing	\$ 116,993.00	\$ 33,679.63	28.79%
240.00-Purchasing Risk Management	\$ 31,034.00	\$ 7,544.40	24.31%
247.00-Assessor Board Of Review	\$ 7,280.00	\$ 322.95	4.44%
253.00-Finance Treasury	\$ 223,604.00	\$ 87,966.13	39.34%
257.00-Assessor	\$ 561,434.00	\$ 233,475.60	41.59%
262.00-City Clerk Elections	\$ 449,383.00	\$ 175,448.19	39.04%
265.00-Building Maint - City Hall	\$ 296,925.00	\$ 52,227.60	17.59%
265.06-Police Facility Management	\$ 269,323.00	\$ 39,787.57	14.77%
265.08-Fire Facility Management	\$ 221,498.00	\$ 39,340.22	17.76%
265.09-Building Maint - Community Senior Center	\$ 115,340.00	\$ -	0.00%
265.14-Building Maint - Parks & Rec	\$ 149,262.00	\$ 8,406.91	5.63%
265.17-Building Maint - Other City Properties	\$ 10,000.00	\$ 285.00	2.85%

Nov 2024 Budget to Actuals

Percentage of Year Completed **42%**

	2024-25 AMENDED BUDGET	2024-25 Activity	Percent of Amended Collected/ Used
265.18-Building Maint - 9303 Portage Road	\$ -	\$ 1,176.32	100.00%
266.00-Attorney	\$ 312,604.00	\$ 99,031.95	31.68%
270.00-Human Resources	\$ 952,342.00	\$ 250,337.03	26.29%
272.00-City-Wide Services	\$ 803,600.00	\$ 354,601.13	44.13%
273.00-Comm Dev Building Services	\$ 640,962.00	\$ 221,130.14	34.50%
305.00-Police Administration	\$ 1,177,970.00	\$ 296,746.36	25.19%
305.03-Police Emergency Sirens	\$ 33,666.00	\$ -	0.00%
306.00-Police Youth Services	\$ 631,980.00	\$ 169,611.54	26.84%
310.00-Police Investigation	\$ 1,132,715.00	\$ 384,215.83	33.92%
311.00-Police Patrol	\$ 7,107,920.00	\$ 2,781,982.58	39.14%
312.00-Police Records & PST	\$ 648,617.00	\$ 157,325.87	24.26%
320.00-Police Training	\$ 382,156.00	\$ 113,684.40	29.75%
320.01-Police Training-Grant Funded	\$ 7,000.00	\$ 12,816.25	183.09%
325.00-Police Public Safety Dispatch	\$ 25,425.00	\$ 10,198.92	40.11%
329.00-Police Drug Law Enforcement	\$ 153,085.00	\$ 44,304.31	28.94%
336.00-Fire Operations	\$ 4,096,857.00	\$ 1,345,351.73	32.84%
336.02-Fire - Aerial Truck Replacement	\$ 212,548.00	\$ 212,547.08	100.00%
337.00-Fire Admin	\$ 798,720.00	\$ 264,996.94	33.18%
337.01-Fire On Call Firefighters	\$ 52,500.00	\$ 6,823.98	13.00%
339.00-Fire Emergency Operations	\$ 4,950.00	\$ 1,418.00	28.65%
341.00-Fire Prevention	\$ 321,895.00	\$ 103,738.69	32.23%
342.00-Fire Training	\$ 246,152.00	\$ 72,068.39	29.28%
567.00-Cemeteries	\$ 80,804.00	\$ 25,884.38	32.03%
672.00-Senior Center	\$ 1,296,938.00	\$ 399,131.39	30.77%
672.01-Senior Center Trips	\$ 307,562.00	\$ 14,761.12	4.80%
701.00-Comm Dev Planning & Development	\$ 965,241.00	\$ 177,265.01	18.36%
702.00-Comm Dev Neighborhood Services	\$ 431,800.00	\$ 164,362.03	38.06%
751.00-Parks & Rec - Parks	\$ 1,010,481.00	\$ 310,660.46	30.74%
751.01-Parks & Rec - Kalamazoo In Bloom	\$ 19,500.00	\$ -	0.00%
751.02-Parks & Rec - Admin	\$ 291,325.00	\$ 80,021.62	27.47%
751.03-Parks & Rec - Farmers Market	\$ 91,388.00	\$ 24,377.62	26.67%
751.04-Parks & Rec - Team Sports	\$ 30,990.00	\$ 9,124.63	29.44%



Nov 2024 Budget to Actuals

Percentage of Year Completed **42%**

	2024-25		Percent of Amended Collected/ Used
	AMENDED BUDGET	2024-25 Activity	
751.06-Parks & Rec - Programs	\$ 40,725.00	\$ 11,634.18	28.57%
751.07-Parks & Rec - Ramona Park	\$ 231,966.00	\$ 75,586.28	32.59%
751.08-Parks & Rec - Special Events	\$ 157,675.00	\$ 77,266.89	49.00%
751.09-Parks & Rec - Millennium Park	\$ 132,484.00	\$ 10,791.93	8.15%
770.00-Parks Maintenance	\$ 1,786,561.00	\$ 605,499.91	33.89%
966.00-Transfers Out	\$ 2,208,165.00	\$ -	0.00%
967.00-Emergency Management - Tornado 5/7/2.	\$ -	\$ 265,419.84	100.00%
967.01-Emergency Management - Storm 6/16/24	\$ -	\$ 160,204.12	100.00%
Expenditure Total	\$ 35,945,967.00	\$ 11,455,321.15	31.87%

Nov 2024 Budget to Actuals

Percentage of Year Completed

42%

	2024-25		Percent of Amended Collected/Us ed
	AMENDED BUDGET	2024-25 Activity	
101-General Fund			
Expenditure	\$ 35,945,967.00	\$ 11,455,321.15	31.87%
Revenue	\$ 35,445,967.00	\$ 25,808,532.62	72.81%
151-Cemetery Trust Fund			
Expenditure	\$ 10,000.00	\$ -	0.00%
Revenue	\$ 60,000.00	\$ 40,862.80	68.10%
202-Major Street Fund			
Expenditure	\$ 7,738,043.00	\$ 1,230,185.02	15.90%
Revenue	\$ 7,738,043.00	\$ 2,450,709.78	31.67%
203-Local Streets Fund			
Expenditure	\$ 2,474,803.00	\$ 1,094,375.90	44.22%
Revenue	\$ 2,474,803.00	\$ 746,864.53	30.18%
204-Municipal Streets Fund			
Expenditure	\$ 1,741,354.00	\$ -	0.00%
Revenue	\$ 1,741,354.00	\$ 1,749,469.44	100.47%
223-CurbSide Recycling Fund			
Expenditure	\$ 932,683.00	\$ 279,073.03	29.92%
Revenue	\$ 932,683.00	\$ 936,482.62	100.41%
230-CDBG Program Income Fund			
Expenditure	\$ 50,000.00	\$ 25,762.75	51.53%
Revenue	\$ 50,000.00	\$ 65,538.47	131.08%
236-Leaf Pickup / Spring Cleanup Fund			
Expenditure	\$ 1,134,845.00	\$ 380,782.43	33.55%
Revenue	\$ 1,134,845.00	\$ 924,680.41	81.48%
242-Local Brownfield Revolving Fund			
Expenditure	\$ 30,653.00	\$ 61,673.56	201.20%
Revenue	\$ 30,653.00	\$ -	0.00%
243-Brownfield Redevelopment Authority Fund			
Expenditure	\$ 215,256.00	\$ 188,418.16	87.53%
Revenue	\$ 215,256.00	\$ 240,828.23	111.88%
245-County Housing Millage Fund			
Expenditure	\$ 100,000.00	\$ 86,666.26	86.67%
Revenue	\$ 100,000.00	\$ 60,699.26	60.70%

Nov 2024 Budget to Actuals

Percentage of Year Completed **42%**

	2024-25		Percent of Amended Collected/Used	
	AMENDED BUDGET	2024-25 Activity		
251-Austin Lake Weed Mgmt				
Expenditure	\$ 90,101.00	\$ 23,507.00		26.09%
Revenue	\$ 90,501.00	\$ 87,183.64		96.33%
252-West Lake Weed Mgmt				
Expenditure	\$ 55,200.00	\$ 1,875.00		3.40%
Revenue	\$ 55,200.00	\$ 75.75		0.14%
266-Law Enforcement Fund				
Expenditure	\$ 152,545.00	\$ 22,938.12		15.04%
Revenue	\$ 152,545.00	\$ -		0.00%
284-Opioid Settlement Fund				
Expenditure	\$ 33,912.00	\$ -		0.00%
Revenue	\$ 33,912.00	\$ 19,053.69		56.19%
296-CDBG Fund				
Expenditure	\$ 249,799.00	\$ 37,345.66		14.95%
Revenue	\$ 249,799.00	\$ -		0.00%
297-Grants Fund				
Expenditure	\$ -	\$ 61,995.60		100.00%
Revenue	\$ -	\$ 50,000.00		100.00%
298-Cable Television Fund				
Expenditure	\$ 738,889.00	\$ 159,950.97		21.65%
Revenue	\$ 738,889.00	\$ 287,179.43		38.87%
401-Capital Project Fund				
Expenditure	\$ 46,432,587.21	\$ 7,962,096.52		17.15%
Revenue	\$ 12,361,349.98	\$ 6,008,432.81		48.61%
460-Sewer CIP Fund				
Expenditure	\$ 7,418,050.05	\$ 214,940.49		2.90%
Revenue	\$ 7,145,000.00	\$ -		0.00%
461-Water CIP Fund				
Expenditure	\$ 10,492,908.00	\$ 1,215,133.66		11.58%
Revenue	\$ 10,926,324.68	\$ 52,140.76		0.48%
590-Sewer Fund				
Expenditure	\$ 12,506,724.00	\$ 2,952,717.26		23.61%
Revenue	\$ 12,506,724.00	\$ 4,865,702.17		38.90%

Nov 2024 Budget to Actuals

Percentage of Year Completed

42%

	2024-25		Percent of	
	AMENDED BUDGET	2024-25 Activity	Amended	Collected/Used
591-Water Fund				
Expenditure	\$ 7,120,141.00	\$ 2,600,766.34	36.53%	
Revenue	\$ 8,502,330.00	\$ 3,861,584.98	45.42%	
661-Fleet and Facilities				
Expenditure	\$ 3,281,946.00	\$ 1,178,849.88	35.92%	
Revenue	\$ 3,281,946.00	\$ 577,409.49	17.59%	

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Form 5572 The Protecting Local Government Retirement and Benefits Act

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Each year, the city is required to submit forms reporting to the Michigan State Treasury information regarding the city's pension and other post-employment benefits (OPEB). There is a requirement that "the local government shall also electronically submit the report to the governing body (e.g. Board or Council) of the local government. Formal vote of approval or governing body resolution is not required for this report."

Form 5572, The Protecting Local Government Retirement and Benfits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report and Health Care (OPEB) Report is attached as materials transmitted, containing both pension and OPEB information. These required reports were submitted to the state in advance of the deadline of December 31, 2024 (six months after the end of the fiscal year).

Attachments: Form 5572 for fiscal year ended June 30, 2024

Enter Local Government Name	Portage	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	392040	
Unit Type	City	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2024	
Contact Name (Chief Administrative Officer)	Lauren VanderVeen	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Director	
CAO (or designee) Email Address	vandervl@portagemi.gov	
Contact Telephone Number	(269) 329-4452	
OPEB System Name (not division) 1	City of Portage Post-Retirement Medical Plan	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement health care system	Calculated from above	City of Portage Post-Retirement Medical				
3	Financial Information						
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	9,350,299				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	8,511,437				
6	Funded ratio	Calculated	109.9%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	-				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-3?	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	59,430,250				
9	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	124				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	-				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	62				
14	Provide the amount of premiums paid on behalf of the retirants	Most Recent Audit Report or Accounting Records	-				
15	Investment Performance						
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	10.28%				
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.35%				
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.40%				
19	Actuarial Assumptions						
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%				
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	9				
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No				
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	7.25%				
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	4.50%				
27	Uniform Assumptions						
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	9,350,299				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	8,585,740				
30	Funded ratio using uniform assumptions	Calculated	108.9%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	14,315				
32	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
33	Summary Report						
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	YES				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. Non-Primary government triggers: Less than 40% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
Local governments must post the current year report on their website or in a public place
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

Enter Local Government Name	Portage	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	392040	
Unit Type	City	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2024	
Contact Name (Chief Administrative Officer)	Lauren VanderVeen	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Director	
CAO (or designee) Email Address	vandervl@portagemi.gov	
Contact Telephone Number	269-329-4452	
Pension System Name (not division) 1	City of Portage Defined Benefit Retirement Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement pension system	Calculated from above	City of Portage Defined Benefit Retirement Plan				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,405,657				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	1,638,318				
6	Funded ratio	Calculated	85.8%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	56,512				
8	Governmental Fund Revenues	Most Recent Audit Report	59,430,250				
9	All systems combined ADC/Governmental fund revenues	Calculated	0.1%				
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	-				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	-				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	32				
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.93%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	0.66%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	1.50%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	4.00%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	5				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,405,657				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,638,318				
26	Funded ratio using uniform assumptions	Calculated	85.8%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	56,512				
28	All systems combined ADC/Governmental fund revenues	Calculated	0.1%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)

Local governments must post the current year report on their website or in a public place.

The local government must electronically submit the form to its governing body.

Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.

Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

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 Article 5, Division 2, "Purchases and Sales" in the City of Portage Code of Ordinances.

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.

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.*

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- (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