

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Swearing In of Fire Division Therapy Dog, Flora.

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 February 24, 2026
2. Approve the Accounts Payable Register of March 9, 2026, as presented.
3. Approve payment to Severance Electric Company, Incorporated, Kalamazoo, Michigan in the amount \$83,381 for the emergency replacement of a traffic signal pole and mast arm and authorize the City Manager to execute all documents related to this action on behalf of the city.
4. Take action to:
 - a. award a construction contract for the Angling Road Reconstruction project to Rieth Riley Construction Company, Incorporated, Kalamazoo, Michigan in an amount not to exceed \$1,937,379.28;
 - b. approve a budget transfer of \$150,000 from the completed Angling Road Micro Surface Project to the Angling Road Reconstruction Project; and
 - c. authorize the City Manager to execute all documents related to the contracts on behalf of the city.
5. With regard to the Stanwood Crossings Workforce Housing project at 9617 Portage Road:
 - a. authorize the construction of the second phase, twelve additional houses of the Stanwood Crossings Workforce Housing project;
 - b. authorize the City Manager or designee to enter into construction agreements for each house; and
 - c. approve an additional budget amendment of up to \$500,000 in excess Capital Improvement Fund balance to support this project.
6. Adopt the Local Government Approval Resolution for an Off-Premises Tasting Room License for Erb Ventures, Inc.
7. Set a Special Meeting for Tuesday, May 26 at 4:00 p.m. to review Board and Commission Applicants.
8. Minutes of Boards & Commissions.
9. Materials Transmitted.
10. Calendar of Meetings:
 - Environmental Board: Wednesday, March 11, at 7:00 p.m. in Council Chambers, Portage City Hall.
 - Senior Citizens Advisory Board: Wednesday, March 18, at 2:30 p.m. in Conference Room 1, Portage City Hall.
 - Planning Commission: Thursday, March 19, at 7:00 p.m. in Council Chambers, Portage City Hall.

- B. Communications:
 - 1. 2025-2026 Youth Advisory Committee Goals and Objectives.
 - 2. Appoint Steve Rodia as the second citizen-at-large representative to the City Council Water/Sewer (Utility) Rate Study Committee.
 - C. Public Hearings:
 - D. Regular Business Agenda:
 - E. Unfinished Business:
 - F. Council Committee Reports:
 - G. New Business:
 - H. Statements of City Council and City Manager.
- Adjournment.



QR Code to Access the Agenda & Agenda Packet

Use the camera on your phone or mobile device to scan the QR Code and then follow the instructions that appear on your screen.

The link will take you to <https://portagemi.portal.civicclerk.com/> where you can view the meeting agendas and agenda packets.

There is one opportunity for public comment during meetings. Each comment is limited to 3 minutes. The Americans with Disabilities Act (ADA) requires reasonable accommodations for participation. Please contact the City Clerk regarding accommodations.

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 24, 2026

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

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

ABSENT: None.

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

At the request of Mayor Randall, the audience observed a moment of silence to reflect on building a stronger community. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Winner of the City Hall February Art Contest: City Manager McGinnis presented the winning art piece, noting that City Hall will host local student art features each month going forward. The winner for the first exhibit contest was Valeria B. from Mrs. Bell's fifth-grade class.

PETITIONS AND STATEMENTS OF CITIZENS: At the Mayor's request, City Attorney Kaufman clarified the two items on the meeting agenda regarding a moratorium on data centers and battery energy storage systems (BESS).

1. Mark Anthony Martin (10519 Dandale St.) spoke on structural issues on new construction off Portage Road and Oakland Drive, noting that kick-out flashing is missing from the buildings and providing 18 pages of code information to the City Clerk. He then relayed complaints regarding the information session from WM at the Portage Senior Center and concerns regarding the single waste hauler.
2. John Paver (5867 Forest Harbor, Kalamazoo) spoke in support of the moratorium for data centers and BESS. He complimented City Attorney Kaufman's legal firm and knowledge of the matter. He provided additional information regarding moratoriums, noting other states and local jurisdictions that have undergone the moratorium process to make informed decisions on their future.
3. Rachel Vinales (Kalamazoo Township) relayed her candidacy for the 8th District Court judge position on the November 2026 ballot.
4. Paige Fraga (5124 Midfield Drive) expressed concerns regarding data centers and BESS, encouraging the Council to adopt the moratoriums and perform further study on the matter.
5. Doug Vohden (2149 Woody Noll Dr.) spoke in support of a moratorium on data centers and BESS, expressing concerns about the uses.
6. Katelyn Clarey of Vicksburg spoke in favor of the moratoriums on data centers and BESS.
7. Elijah Steinman, noted he was not a Portage resident, was representing a research group from Western Michigan University. He spoke against FLOCK public safety camera systems.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if anyone would like an item removed from the Consent Agenda. Mayor Pro Tem Pearson asked the City Attorney for additional information regarding data centers and BESS, including a referenced report

sponsored by Comstock Public Schools and a summary report from the City Attorney. Mayor Randall asked that the information be provided before the March 24th Regular Meeting, and in a publicly available format.

Motion by Mayor Pro Tem Pearson, seconded by Councilmember Ledbetter, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Mayor Pro Tem Pearson, seconded by Councilmember Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of February 10, 2026. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Mayor Pro Tem Pearson, seconded by Councilmember Ledbetter, to approve the Accounts Payable Register of February 24, 2026, as presented. Upon a roll call vote, motion carried 7 to 0.

Moratorium for Data Centers and Battery Energy Storage Systems: Motion by Mayor Pro Tem Pearson, seconded by Councilmember Ledbetter, to set a public hearing for March 24, 2026, regarding amending Ch 42, Art. 4, Div. 3 to establish a moratorium for Data Centers and Battery Energy Storage Systems. Upon a roll call vote, motion carried 7 to 0.

Fiscal Year 2026-2027 Proposed Budget Review Schedule: Motion by Mayor Pro Tem Pearson, seconded by Councilmember Ledbetter, to establish April 21, 2026, from 2:00 to 5:30 p.m. and May 12, 2026, from 2:00 to 5:30 p.m. (if needed) for review of the proposed Fiscal Year 2026-2027 Budget. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Mayor Pro Tem Pearson, seconded by Councilmember Ledbetter, to approve the minutes from the Historic District Commission of January 7, 2026, and the Human Services Board of January 8, 2026. Upon a roll call vote, motion carried 7 to 0.

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

COMMUNICATIONS:

Discover Kalamazoo Presentation: Dana Wagner, Director of Marketing and Communications for Discover Kalamazoo, presented the 2025 Kalamazoo County Public Art Commission annual report. Councilmember Miller asked about the potential for placing another Bike Friendly Kalamazoo mural in Portage. Mayor Randall asked Ms. Wagner to provide additional details regarding the mural program for potentially interested building owners. Director Wagner answered Councilmember Miller's question and directed business owners to reach out to the KCPAC.

Motion by Councilmember Miller, seconded by Councilmember Young, to receive the presentation by Dana Wagner, Director of Marketing and Communications for Discover Kalamazoo, to share the 2025 Kalamazoo County Public Art Commission annual report. Upon a voice vote, motion carried 7 to 0.

Letter of Support from the Portage Park Board regarding Lakeview Park: Mayor Randall introduced the letter of Support from the Portage Park Board regarding Lakeview Park, noting its inclusion in the meeting packet.

Motion by Councilmember Burns, seconded by Councilmember Young, to receive a letter of Support from the Portage Park Board regarding Lakeview Park. Upon a voice vote, motion carried 7 to 0.

FLOCK Camera System: Public Safety Director Matt Wolfe provided a verbal presentation regarding the FLOCK camera system, providing examples of the system's successful use in Portage. Mayor Randall asked how the system alerted staff. Councilmember Ledbetter asked about case logs for intra-jurisdictional agencies. Councilmember Young asked about the use of the system for federal cases, especially immigration cases. Chief Wolfe responded that the Portage Police Department (PD) does not permit unauthorized use and does not provide access federal agencies with access to FLOCK information . noting the Administration's update of the city's FLOCK usage guidelines based on best practices from the International Association of Chiefs of Police (IACP) and Michigan LEIN policies. There was additional discussion about proposed state legislation and footage retention policies.

Portage Detective Brandon Pierman was introduced to address some of the Council's questions by explaining his use of FLOCK footage in his investigations. Sergeant Nicholas Mattson was also introduced and provided comments regarding system security, noting the FLOCK system did not capture or store personal information, nor was it susceptible to hacking.

Mayor Randall posed additional questions regarding the FLOCK system. Mayor Pro Tem Pearson inquired about camera locations and the potential relationship to Axon Enterprise technology usage. Councilmember Olmsted asked about camera types and functionality. Sergeant Mattson responded with specifics. Chief Wolfe confirmed that all FLOCK systems and apparatus are Criminal Justice Information System (CJIS) certified. Councilmember Burns asked about crime statistics and success rates. He also noted the city's FLOCK system online transparency portal and inquired about the listed partnering agencies and integrity policies. Discussion continued regarding safeguards between jurisdictions and system uses.

At the Mayor's invitation, State Representative Matt Longjohn provided an update on discussions in the state government on the fast-moving technology and a powerful tool. Representative Longjohn relayed his co-sponsorship of House Bills 5492 and 5493 to regulate such technology as FLOCK camera systems. He noted the status of the bills within the Michigan Legislature, encouraging the Portage Public Safety personnel to share any best practices for honing the legislation. Representative Longjohn thanked the Council for presenting the community with information. Councilmember Burns asked for summaries of the bills' intentions. Councilmember Miller asked Representative Longjohn to share the timing regarding the bills. Representative Longjohn responded.

Motion by Councilmember Burns, seconded by Councilmember Ledbetter, to receive the presentation on FLOCK camera system by Public Safety Director Matt Wolfe. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

Moratorium Ordinance for Data Centers and BESS Projects: Mayor Randall introduced the item, noting the City Attorney's earlier explanation on the need for two ordinances. Motion by Councilmember Olmsted, seconded by Councilmember Burns, to adopt a temporary moratorium ordinance pertaining to data centers and battery energy storage systems. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Young provided an update regarding the Kalamazoo County Environmental Health Advisory Council. Councilmember Miller provided an update about the Discover Kalamazoo Advisory Board.

Motion by Councilmember Burns, seconded by Councilmember Ledbetter, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Olmsted thanked the Public Works Department for their efforts during the winter weather. She also encouraged residents to take advantage of the city parks as spring begins.

Councilmember Ledbetter spoke regarding the single waste hauler petition. He noted certain city programs called to question the petition's proposed ordinance scheduled for the May 5th Special Election. Councilmember Ledbetter then highlighted several items created by Black inventors considering Black History Month.

Councilmember Miller thanked attendees for their comments and discussion regarding data centers and BESS. She then spoke regarding zoning regulation bills under discussion by the state government, including lot size, mobile home parking, mini-home regulations, and more, and how they may affect the zoning code review efforts currently undertaken by the City. .

Councilmember Young thanked the audience members who came from outside the city, stating that certain topics extend beyond the city limits. She also commended the Public Safety - Police Division for their considerate response to a recent incident where a suspect was in mental distress. Councilmember Young then highlighted Western Michigan University's Dinner with Delegates, the openings of Raising Cane's and Zap Zone XL, and the Rotary Club's Winter Fest. She also highlighted the upcoming Board of Review. She closed by inviting the audience to attend the upcoming Girl Scout Cookie Bake-Off.

Councilmember Burns highlighted several Michigan athletes had helped win gold medals for the United States at the 2026 Winter Olympics.

City Manager McGinnis noted the city has learned of winning the Project of the Year award by APWA for the Lakeview Park project

Mayor Pro Tem Pearson complimented the improvements to Lakeview Park.

Mayor Randall began by welcoming new businesses Zap Zone XL and Raising Canes to the community. Though she lamented the traffic on South Westnedge, she highlighted no auto accidents happened during the opening of either location. She then thanked those in attendance and the Council for following Robert's Rules and maintaining civility during the meeting. Mayor Randall closed with compliment to fellow Councilmembers for their meeting engagement and preparation.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:03 PM.

Erica L. Eklov, City Clerk



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of March 9, 2026, 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 February 15, 2026, through February 28, 2026, and notes \$1,260,557.50 in automated clearing house payments, \$483,226.52 in paper checks, \$241,931.17 in auto-pay payments and \$2,726,903.69 in electronic payments for a grand total of \$4,712,618.88.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of March 9, 2026

ACCOUNTS PAYABLE REGISTER
Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
02/20/2026	26025(A)	KITE, HENRY	PER DIEM-EVENT DATA RECORDER USE-TRAF RECON	374.00
02/27/2026	26026(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULT LOCS	18,587.83
02/27/2026	26027(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,837.12
02/27/2026	26028(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
02/27/2026	26029(A)	ALRO STEEL CORPORATION	REPAIR & MAINTENANCE SUPPLIES	280.33
02/27/2026	26030(A)	AMAZON.COM SALES, INC.	OFFICE SUPPLIES - FN	558.07
02/27/2026	26031(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICE CALLS & SUPPLIES	65.00
02/27/2026	26032(A)	AMERICAN VILLAGE BUILDERS, INC	STANWOOD CROSSINGS FIRST 12 HOMES	216,839.11
02/27/2026	26033(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	312.00
02/27/2026	26034(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAM	90.00
02/27/2026	26035(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	445.00
02/27/2026	26036(A)	AXON ENTERPRISES, INC.	CHANGE OVER PATROL CAR CAMERA SYSTEM	2,695.00
02/27/2026	26037(A)	BAREITHER, CHAD	STRATEGIC PLANNING SERVICES	1,250.00
02/27/2026	26038(A)	BATTERIES PLUS	REPLACEMENT BATTERIES	44.15
02/27/2026	26039(A)	BAUCKHAM, THALL, SEEBER, KAUFMAN	TRANSCRIPTS, POSTAGE, RECORDING FEES	368.10
02/27/2026	26040(A)	BLAIN SUPPLY, INC.	MISC K9 SUPPLIES	343.30
02/27/2026	26041(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	238,947.10
02/27/2026	26042(A)	BOUND TREE MEDICAL LLC	FIRE EMS SUPPLIES	713.10
02/27/2026	26043(A)	C D W GOVERNMENT, INC.	NEW MONITORS & PHONES	5,281.83
02/27/2026	26044(A)	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
02/27/2026	26045(A)	CARLETON EQUIPMENT CO.	REPAIR & MAINTENANCE SUPPLIES	3,478.26
02/27/2026	26046(A)	CHARTER COMMUNICATIONS	CABLE TV	703.07
02/27/2026	26047(A)	CIVICPLUS, LLC	ANNUAL WEBSITE HOSTING FEE	14,317.59
02/27/2026	26048(A)	CLEAN EARTH ENVIRONMENTAL SERV	WATER TREATMENT PLANT IRON SLUDGE REMOVAL	3,656.00
02/27/2026	26049(A)	CODY, STEVEN B	MI NEIGH-REPAIR BATHROOMS, UPDATE ELECTRICAL	21,380.00
02/27/2026	26050(A)	COLTER, KEVIN	CDBG-REPLACE FURNACE	3,750.00
02/27/2026	26051(A)	CONTINENTAL LINEN SERVICES	PZSC PROGRAM & EVENT SUPPLIES	67.97
02/27/2026	26052(A)	COX, ELISA ROSE	PZSC PERSONAL TRAINER	1,020.00
02/27/2026	26053(A)	CUSTOMIZED CLEANING SERVICES, INC.	REFINISH FLOORS IN POL KITCHEN, OFC, BREAK RM	586.45
02/27/2026	26054(A)	D & D PRINTING CO.	PRINTING SERVICES	2,681.75
02/27/2026	26055(A)	DEARBORN LIFE INSURANCE COMPANY	LIFE LTD AND STD INSURANCE	12,202.83
02/27/2026	26056(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	21,044.72

ACCOUNTS PAYABLE REGISTER

Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/27/2026	26057(A)	DEPATIE FLUID POWER COMPANY	REPAIR & MAINTENANCE SUPPLIES	196.84
02/27/2026	26058(A)	DETROIT SALT COMPANY, L.C.	SEASONAL SALT DELIVERY - BACKUP	40,588.20
02/27/2026	26059(A)	DURIAN, TAMMY	REIMB-YAC HAVE A HEART DONATION DR SUPPLIES	181.29
02/27/2026	26060(A)	EMERGENCY VEHICLE PRODUCTS, INC	FIRE APPARATUS MAINT, POL VEH MAINT	2,479.96
02/27/2026	26061(A)	ENG., INC.	ENGINEERING SERVICES - MULT LOCS	8,633.45
02/27/2026	26062(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SECURITY QTLY MAINT CHRGR, ALARM MONITORING	22,855.95
02/27/2026	26063(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	REPAIR & MAINTENANCE SUPPLIES	1,600.00
02/27/2026	26064(A)	EVANS, JESSICA	PZSC PARKINSONS EXERCISE GROUP INSTRUCT	875.00
02/27/2026	26065(A)	FERGUSON US HOLDINGS, INC	SENIOR CENTER BUILDING SUPPLIES	690.61
02/27/2026	26066(A)	FIBERS OF KALAMAZOO INC	ICE MELT FOR CITY SIDEWALKS	2,572.50
02/27/2026	26067(A)	FISHBECK THOMPSON CARR & HUBER, INC	KILGORE WETLAND DELINEATION	1,565.00
02/27/2026	26068(A)	GENUINE PARTS COMPANY INC	REPAIR & MAINTENANCE SUPPLIES	2,004.15
02/27/2026	26069(A)	GORDON WATER SYSTEMS	WATER SERVICES	426.66
02/27/2026	26070(A)	GRAINGER INC	MOISTURE METER, VACUUM REPAIR KIT	970.81
02/27/2026	26071(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY DEDUCTIONS FOR FEBRUARY 2026	81.04
02/27/2026	26072(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	499.00
02/27/2026	26073(A)	HAAN, MEGAN KATHLEEN	PZSC BARRE PILATES FUSION INSTRUCTOR	200.00
02/27/2026	26074(A)	HOFFMAN BROTHERS, INC.	S WESTNEDGE AVE RELIEF STORM SEWER INSTALL	5,292.60
02/27/2026	26075(A)	HOWMEDICA OSTEONICS CORP	POLICE AED ELECTRODES, AED PADS	2,751.84
02/27/2026	26076(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	293.82
02/27/2026	26077(A)	INSIGHT PUBLIC SECTOR, INC.	MS365 CLOUD SERVICES	7,539.38
02/27/2026	26078(A)	J & H OIL COMPANY	BULK FUEL DELIVERY	25,473.32
02/27/2026	26079(A)	JB PRINTING	FEBRUARY PORTAGER NEWSLETTER	3,517.13
02/27/2026	26080(A)	KALAMAZOO PICKLEBALL	PZSC KALAMAZOO PICKLEBALL LEAGUE	420.00
02/27/2026	26081(A)	KEHOE, EDWARD J	PZSC TAI CHI & QIGONG INSTRUCTOR	545.00
02/27/2026	26082(A)	KLOK, BRIAN	PER DIEM-MFIS WINTER CONFERENCE	133.00
02/27/2026	26083(A)	KONICA MINOLTA BUSINESS SOLUTIONS	MAINT & LEASE FEES, PRINTERS FOR DPW & FIRE	7,621.30
02/27/2026	26084(A)	KSS ENTERPRISES	CLEANING SUPPLIES	74.14
02/27/2026	26085(A)	KURZAVA, MATTHEW STEPHEN	PZSC TAI CHI & PARKINSONS EXERCISE GROUP	790.00
02/27/2026	26086(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	771.21
02/27/2026	26087(A)	LOWE'S HOME CENTER	REPAIR & MAINTENANCE SUPPLIES	66.48
02/27/2026	26088(A)	MACQUEEN EQUIPMENT, LLC	FIRE OPS-HEXARMOR FIREARMOR GLOVES	2,844.27
02/27/2026	26089(A)	MCDONALD'S TOWING & RESCUE, INC.	POLICE - TOWING SERVICES	49.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/27/2026	26090(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	174.83
02/27/2026	26091(A)	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	462.12
02/27/2026	26092(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	335.14
02/27/2026	26093(A)	MORRISON INDUSTRIAL EQUIPMENT	RIGHT SIDE BODY PANEL - FORKLIFT	359.86
02/27/2026	26094(A)	MY GREEN MICHIGAN	MGM FOOD WASTE COMPOST SVC AGREEMENT	2,558.00
02/27/2026	26095(A)	NYE UNIFORM CO	MISC UNIFORMS	450.00
02/27/2026	26096(A)	O'REILLY AUTO PARTS	REPAIR & MAINTENANCE SUPPLIES	224.36
02/27/2026	26097(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	1,865.24
02/27/2026	26098(A)	PARIS CLEANERS	LAUNDRY SERVICES	805.53
02/27/2026	26099(A)	PEARSON, GERALD	PARKS FACILITY CLEANING	3,485.00
02/27/2026	26100(A)	PECKELS, CHRISTINE	PZSC YOGA INSTRUCTOR	450.00
02/27/2026	26101(A)	PEDAL, LC	LKVIEW BIKE SHARE BIKES, TUNE-UP 12 BIKES	1,631.39
02/27/2026	26102(A)	PEERLESS-MIDWEST, INC.	INSTALLATION OF NEW PRODUCTION WELL	114,985.00
02/27/2026	26103(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR FEBRUARY 2026	2,040.00
02/27/2026	26104(A)	PORTAGE POLICE COMMAND OFFICERS	PPCOA UNION DUES FOR FEBRUARY 2026	65.00
02/27/2026	26105(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR FEBRUARY 2026	728.00
02/27/2026	26106(A)	POULIOT, GRETCHEN I	PZSC ZUMBA GOLD INSTRUCTOR	650.00
02/27/2026	26107(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SVCS & SUPPLIES	890.58
02/27/2026	26108(A)	PREIN & NEWHOF	PROF SVCS-ALTERNATIVE WATER SOURCES STUDY	11,428.75
02/27/2026	26109(A)	PRINTING SERVICES INC	PRINTING SERVICES	2,067.44
02/27/2026	26110(A)	PURITY CYLINDER GASES, INC	PROPANE TANKS	49.41
02/27/2026	26111(A)	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	8,166.66
02/27/2026	26112(A)	ROAD EQUIPMENT PARTS CENTER	REPAIR & MAINTENANCE SUPPLIES	98.62
02/27/2026	26113(A)	ROE-COMM, INC.	MISC RADIO SERVICES	894.00
02/27/2026	26114(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	200.00
02/27/2026	26115(A)	S B F ENTERPRISES, INC.	PRINT, PROCESS, MAIL WATER & SEWER BILLS	433.40
02/27/2026	26116(A)	SAFEBUILT MICHIGAN, LLC	MECHANICAL & PLUMBING INSPECTIONS	14,718.00
02/27/2026	26117(A)	SCHULTZ, KYLIE	PZSC BARRE INSTRUCTOR	240.00
02/27/2026	26118(A)	SEVERANCE ELECTRIC COMPANY,INC	W CENTRE TRAF SIGNAL IMPROVEMENTS, MAINT	94,606.23
02/27/2026	26119(A)	SHINY BRITE WASHING SYSTEMS LLC	VEHICLE CAR WASHES	7.00
02/27/2026	26120(A)	SIMPLIFILE HOLDINGS, INC	RECORDING AND SUBMISSION FEES	171.25
02/27/2026	26121(A)	SMART SOURCE, LLC	FIRE ADMIN OPERATING SUPPLIES	99.60
02/27/2026	26122(A)	SMITH GARSON, INC.	FEDERAL ADVOCACY SERVICES	5,000.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/27/2026	26123(A)	SOUTHWARD, MALLORY	PER DIEM-TRAFFIC ENFORCEMENT STRATEGIES	170.00
02/27/2026	26124(A)	STOUT, MELISSA	PZSC FITNESS INSTRUCTOR	790.00
02/27/2026	26125(A)	SULLIVAN, WHITNEY	CITY HALL PLANT CARE	127.00
02/27/2026	26126(A)	TANNER, STEVE	REIMB EXPS-EMU FIRE STAFF & COMMAND SCHOOL	1,424.46
02/27/2026	26127(A)	TERMINAL SUPPLY INC	SAFETY LIGHTS	69.98
02/27/2026	26128(A)	TMK WORLDWIDE, LLC	METER SERVICE	781.36
02/27/2026	26129(A)	UNDERWOOD, TAMARA ANJANETTE	PZSC ENHANCED FITNESS, BARRE AND DRUMS	975.00
02/27/2026	26130(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	240.82
02/27/2026	26131(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR FEBRUARY 2026	974.36
02/27/2026	26132(A)	UNITED PARCEL SERVICE	UPS WEEKLY	40.36
02/27/2026	26133(A)	US SIGNAL COMPANY, LLC	INTERNET FIBER SERVICES	900.00
02/27/2026	26134(A)	VANOVERBEEK, JOSHUA	PER DIEM-MFIS WINTER CONFERENCE	133.00
02/27/2026	26135(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY SYSTEM OPERATION	216,372.52
02/27/2026	26136(A)	WALL, BRANDON	PER DIEM-TACTICAL ST ENFORCEMENT, ENCOUNTERS	138.00
02/27/2026	26137(A)	WEST MICHIGAN INT'L LLC	REPAIR & MAINTENANCE SUPPLIES	8,244.39
02/27/2026	26138(A)	WIGHTMAN	2025-2026 LOCAL STREETS RECONSTRUCTION	1,096.25
02/27/2026	26139(A)	WOLVERINE LAWN SERVICES, INC.	SNOWPLOWING/CROSSWALK SERVICES 25/26	31,758.00
02/27/2026	26140(A)	XEROX CORPORATION	XEROX COPIER FEES	177.46
02/27/2026	26141(A)	YOUNGS, KENNETH M	K-9 KENNELING SERVICES	200.00
Total ACH				1,260,557.50

Check Type: Paper

02/20/2026	332885	AT&T	ELECTRONIC COMMUNICATIONS	292.10
02/20/2026	332886	BOYD, JACKSON	RAMONA SOFTBALL DEPOSIT REFUND	100.00
02/20/2026	332887	ERS INTERNATIONAL	2026 ARTIFICIAL HIGH DIRECTIONAL REGISTRATIONS	6,000.00
02/20/2026	332888	GLOWACZ-VENLET, LOIS	2025 TAX REFUND FOR PRE CHANGE	652.52
02/20/2026	332889	MICHIGAN FIRE INSPECTORS SOCIETY	MFIS WINTER CONFERENCE REGISTRATIONS	1,100.00
02/20/2026	332890	PENNEY OPCO LLC	2025 SUMMER & WINTER TAX REF DUE TO MTT	24,176.14
02/20/2026	332891	PORTAGE PUBLIC SCHOOLS	FY 25-26 HUMAN SERVICES BOARD	20,207.00
02/20/2026	332892	VERIZON WIRELESS	WIRELESS CARDS	558.37
02/20/2026	332893	WESTERN MICHIGAN UNIVERSITY	RESPECTING DIFFERENCES 2026	1,500.00
02/27/2026	332894	10TH DISTRICT COURT	INTERIM BOND PAYMENT	100.00
02/27/2026	332895	ALLARD, DEREK	WHO EATS WHOM REFUND	5.00

ACCOUNTS PAYABLE REGISTER
 Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/27/2026	332896	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	686.00
02/27/2026	332897	ALPACT KALAMAZOO	PZSC RENTAL SECURITY DEP REFUND 02.12.26	250.00
02/27/2026	332898	AMLD CONSULTING LLC	NETWORK PENETRATION TEST & ASSESS PROJ	2,375.00
02/27/2026	332899	ARROWHEAD SCIENTIFIC, INC.	MISC EVIDENCE SUPPLIES	105.89
02/27/2026	332900	BEACON ATHLETICS	LINE PAINT & BASE PLUGS FOR SPORTS FIELD	1,044.30
02/27/2026	332901	BLUE LINE/AMIL ALWAN	BD BOND REFUND	813.98
02/27/2026	332902	BRINKER INT'L PAYROLL COMPANY	REF DUPLICATE PAYMENT WINTER TAX 25	1,743.80
02/27/2026	332903	BRINN, CHAUNCEY J.	CULINARY ACADEMY INSTRUCTOR	360.00
02/27/2026	332904	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	300.00
02/27/2026	332905	CALIBER HOLDINGS LLC	BODY REPAIR - POLICE VEHICLE	723.32
02/27/2026	332906	CENTRAL MICHIGAN PAPER COMPANY	COPY PAPER	1,440.50
02/27/2026	332907	CLASSIC GLASS, INC.	WINDSHIELD REPLACEMENT - POL	797.40
02/27/2026	332908	COMMUNITY LIVING OPTIONS	FY 2025-26 HUMAN SERVICES BOARD	5,000.00
02/27/2026	332909	CONSUMERS ENERGY	STREETLIGHTS-STANDARD LIGHTING CONTRACT	760.00
02/27/2026	332910	CONSUMERS ENERGY	STANWOOD CROSSINGS - MULT LOCS	543.41
02/27/2026	332911	CT ELECTRICAL SERVICES, INC.	LEXINGTON GREEN ELECTRICAL REVIEW	899.30
02/27/2026	332912	CUNNINGHAM, DANIEL R	PZSC CHEF HEALTHY FIVE COURSE MEAL CLASS	611.00
02/27/2026	332913	D L Z MICHIGAN INC	SITE FEASIBILITY STUDY	19,893.00
02/27/2026	332914	DORRANCE FORD INC	REPAIR & MAINTENANCE SUPPLIES	39.63
02/27/2026	332915	DUNSHEE BODY & FRAME, INC.	TRUCK #455 FRONT END DAMAGE REPAIR	2,597.37
02/27/2026	332916	ECO-COMPTEUR INC.	SOFTWARE SUBSCRIPTION RENEWAL	810.00
02/27/2026	332917	FBI-LEEDA	MEMBERSHIP	50.00
02/27/2026	332918	FLETCHER ENTERPRISES	DPW - OFFICE PAINTING	875.00
02/27/2026	332919	FORTITUDE GRAPHIC DESIGN & PRINTING	BLACK HISTORY MONTH CALENDARS	467.10
02/27/2026	332920	GIS WORKSHOP LLC	YEARLY SUBSCRIPTION - PUBWORKS	6,634.00
02/27/2026	332921	GORDON FOOD SERVICE	PZSC PROG & CAFE SUP, MPIR CONCESSION SUP	719.95
02/27/2026	332922	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES - FEB 2026	3,569.80
02/27/2026	332923	HARLAN, JULIE	PZSC RENTAL SECURITY DEP REFUND 02.21.26	250.00
02/27/2026	332924	HERITAGE COMMUNITY OF KALAMAZOO	PZSC RENTAL SECURITY DEP REFUND 02.17.26	250.00
02/27/2026	332925	HERPOLSHEIMER, DIANNE	PZSC PROGRAM EVENT REFUND	105.00
02/27/2026	332926	HOME DEPOT CREDIT SERVICES	REPAIR & MAINTENANCE SUPPLIES	3,017.81
02/27/2026	332927	VOID		0.00
02/27/2026	332928	HYLAND ASSOCIATES, LLC	BD BOND REFUND	7,780.00

ACCOUNTS PAYABLE REGISTER
 Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/27/2026	332929	J & J LOCKSMITHS	SERVICE CALL - DOOR HANDLE REPLACEMENT	1,220.31
02/27/2026	332930	JOZWIK, HEATHER	PER DIEM-MFIS WINTER CONFERENCE	133.00
02/27/2026	332931	KALAMAZOO COUNTY TREASURER	2025 TAX REFUND DUE TO MTT #24-002351	3,961.92
02/27/2026	332932	KALAMAZOO NATURE CENTER, INC.	ANIMAL INTERACTION PROGRAM	360.00
02/27/2026	332933	KIESLER POLICE SUPPLY	GLOCK PISTOLS W/SIGHTS	41,653.84
02/27/2026	332934	KZOO TIRE COMPANY	VEHICLE REPAIR & MAINTENANCE	870.24
02/27/2026	332935	LAB TRAINING CENTER, LLC	BASIC SWAT COURSE FEE	1,000.00
02/27/2026	332936	LAKELAND ASPHALT CORP.	ROAD MAINTENANCE - COLD PATCH	1,835.84
02/27/2026	332937	LARCINESE, WYATT	QUARTERLY OPERATOR SERVICES	200.00
02/27/2026	332938	LEAGUE OF WOMENS VOTERS KALAMAZOO	PZSC RENTAL SECURITY DEP REFUND 2.21.26	250.00
02/27/2026	332939	LEWIS, KATHY	WHO EATS WHOM REFUND	5.00
02/27/2026	332940	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	150.00
02/27/2026	332941	LYNCH, JORDAN MICHAEL	ARBORIST SERVICES	400.00
02/27/2026	332942	MENARDS	BUILDING MAINTENANCE SUPPLIES	86.86
02/27/2026	332943	MICHIGAN URBAN SEARCH AND RESCUE	MUSAR ROPES OPS REGISTRATIONS	2,460.00
02/27/2026	332944	MILLER-DAVIS COMPANY	FIRE STATION 3 RENOVATIONS	66,930.63
02/27/2026	332945	MITCHELL, ANTHONY	SCHRIER PARK DEPOSIT REFUND	150.00
02/27/2026	332946	NOTT, ROBIN	PZSC CONCERT SERIES	480.00
02/27/2026	332947	O'NEILL, LEONARD T TTEE	REF OVERPAYMENT ON WINTER TAX 25	600.00
02/27/2026	332948	OFFICE DEPOT, INC.	OFFICE SUPPLIES	331.06
02/27/2026	332949	ON DUTY GEAR, LLC	ARMOR EXPRESS ID TAGS	35.00
02/27/2026	332950	OVERHEAD DOOR CO. OF KALAMAZOO	BAY DOOR MAINTENANCE/REPAIR	1,114.00
02/27/2026	332951	PIPER, CARA	PZSC RENTAL SECURITY DEP REFUND 02.14.26	250.00
02/27/2026	332952	PLASKO, PATRICIA MARIE	PZSC BE MOVED, YOGA BONES, YOGA UNWIND INST	1,240.00
02/27/2026	332953	PRINCIPAL FINANCIAL GROUP	ACTUARIALLY REC CONTRIB-DEF BENEFIT PENSION PL	47,453.00
02/27/2026	332954	RATHCO SAFETY SUPPLY, INC.	ROAD SIGNS MAJORS & LOCALS	2,788.25
02/27/2026	332955	SEMI U INC.	CDL A TRAINING REGISTRATIONS	5,000.00
02/27/2026	332956	SIMSICK, BRIAN	PER DIEM-MFIS WINTER CONFERENCE	133.00
02/27/2026	332957	SKILLQUEST INTERNATIONAL LLC	RANDOM DRUG TESTING PROGRAM	3,264.00
02/27/2026	332958	SPARTAN DISTRIBUTORS INC.	TORO GROUNDSMASTER	164,129.04
02/27/2026	332959	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINTENANCE	287.28
02/27/2026	332960	T-MOBILE USA INC	MISC CELL PHONE CHARGES	3,978.05
02/27/2026	332961	UNIQUE TRUCK EQUIPMENT INC	QUICK CHANGE OIL DRAIN PLUGS	473.38

ACCOUNTS PAYABLE REGISTER
 Check Dates From: 2/15/2026 to 2/28/2026

Check Date	Check	Vendor Name	Description	Amount
02/27/2026	332962	USPS	PZSC MARCH/APRIL 2026 NEWSLETTER POSTAGE	1,649.80
02/27/2026	332963	VARIPHY INC.	VARIPHY RENEWAL	3,226.50
02/27/2026	332964	VECMAR CORPORATION	EPSON CAPTURE CHECK SCANNER	1,118.62
02/27/2026	332965	WALKER, CHRISTINE	HAYLOFT THEATRE DEPOSIT & FEES REF	1,200.00
02/27/2026	332966	WASHCO, LLC	GRAFFITI REMOVAL POWER WASHING	650.00
02/27/2026	332967	WILLIAMS, MARLA	PZSC TRIP DEP REFUND 03.25.26	50.00
02/27/2026	332968	WINTER EQUIPMENT COMPANY, INC.	CURB BITS FOR PLOW TRUCK BLADES	1,634.21
02/27/2026	332969	WOLZ, MARI-CLARE	SCHOOLHOUSE DEPOSIT REFUND	50.00
02/27/2026	332970	ZOLMAN TIRE INC.	SERVICE CALL - TIRE REPAIR	220.00
Total Paper Checks				483,226.52
 Check Type: Auto-Pay Payments				
02/17/2026		CONSUMERS ENERGY	GAS-ELECTRIC	6,852.31
02/17/2026		MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	96,117.82
02/17/2026		PRINCIPAL LIFE	UNION PENSIONS	48,910.23
02/18/2026		CONSUMERS ENERGY	GAS-ELECTRIC	443.07
02/20/2026		MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	89,607.74
Total Auto-Pay Payments				241,931.17
 Check Type: Electronic Payments				
02/19/2026		MULTIPLE	QHERPP STATE COLLECTION 2024	3,985.36
02/20/2026		MULTIPLE	WEEKLY TAX DISBURSEMENT 2/13/26	2,704,868.33
02/27/2026		ARGENT	DEBT SERVICE FEES	17,550.00
02/27/2026		ARGENT	DEBT SERVICE FEES	500.00
Total Electronic Payments				2,726,903.69
Grand Total				4,712,618.88

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Emergency Replacement of Traffic Signal Pole and Mast Arm

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve payment to Severance Electric Company, Incorporated, Kalamazoo, Michigan in the amount \$83,381 for the emergency replacement of a traffic signal pole and mast arm and authorize the City Manager to execute all documents related to this action on behalf of the city.

The city traffic signal system has 54 traffic signals, 26 school/pedestrian flashing beacons, and five speed feedback signs. System maintenance covers traffic control signals of all types, poles, mast arms, light-emitting diode signal heads, overhead street name signs, pedestrian push button pedestals and signals, underground loop detectors for signal actuation, overhead video detection, fiber optic cable, permanent traffic count stations and battery back-up power systems.

On May 25, 2021, City Council awarded a five-year contract to Severance Electric Company, Incorporated to maintain the city traffic signal system. As part of the contract, Severance performs annual inspections of all traffic signals. On January 15, 2026, during an inspection of the traffic signal pole and mast arm at the northwest corner of the intersection of Portage Road and East Centre Avenue, a crack in the welding of the bracket that holds the mast arm to the pole was found. Severance removed the failed mast arm and pole and installed a temporary pole and span wire until a new foundation can be poured for the new mast arm and pole. The pole was initially installed in 1999 when the City took over Centre Ave from the County.

A claim was submitted to the Michigan Municipal Risk Management Authority, which determined that the failure was a result of age and denied the claim.

It is recommended that City Council approve payment to Severance Electric Company, Incorporated in the amount \$83,381 for the emergency replacement of a traffic signal pole and mast arm and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Sufficient funding exists in the Major Streets Capital Outlay budget.

Attachments:

1. Severance Electric Company, Incorporated Proposal #011526
2. Picture of Crack in Weld of Bracket

SevElectric.com

SEVERANCE ELECTRIC CO., INC.

Severance Electric Co., Inc. | Main Office: 7076 East N Ave Kalamazoo, MI 49048
 Prequalified MDOT Contractor | 269.345.0134 | Info@SevElectric.com

Proposal: #011526 Mast Arm Replacement TS
Division: Traffic Signal/Electrical
Project: Portage- TSMC Repairs
Location: Portage Rd & Centre Ave NW Corner
Date: 1/15/2026

LINE #	ITEM #	DESCRIPTION	QUANTITY	UM	UNIT PRICE	EXTENDED PRICE
		Remove old Mast Arm and Upright Pole & Fdn (Includes disposal and backfill) Concrete sidewalk and ramp included.	1	Ea	\$ 7,850.00	\$ 7,850.00
		Set up temp signals & Remove temp signals for changeover	1	Ea	\$ 7,300.00	\$ 7,300.00
		Casing (Fdn)	16	Ft	\$ 270.00	\$ 4,320.00
		Mast Arm Pole Fdn, 6 Bolt (Includes Conduit)	20	Ft	\$ 695.00	\$ 13,900.00
		Unload, drill and install Mast Arm and Upright Steel -Labor	1	Ea	\$ 4,746.00	\$ 4,746.00
		Autoscope Camera Detection- Kept Active/Programming, Salv	1	Ea	\$ 2,500.00	\$ 2,500.00
		One-Way 3 Color Mast Arm Mounted Signals Salv, Installed w/ New Brackets	2	Ea	\$ 1,100.00	\$ 2,200.00
		One-Way 5 Sect Mast Arm Mounted Signal Salv, Installed w/ New Brackets	1	Ea	\$ 1,350.00	\$ 1,350.00
		Pedestrian Signal & PB Salv and Installed	1	Ea	\$ 680.00	\$ 680.00
		Static Signs - New Band Sign Brackets	2	Ea	\$ 280.00	\$ 560.00
		SNS- Complete (LED) Salv, Installed w/ - New Brackets	1	Ea	\$ 1,680.00	\$ 1,680.00
		Rewire Signals and Devices back to Signal Cabinet	1	LS	\$ 9,250.00	\$ 9,250.00
		NTOR Sign, -Salvage and Installed- New Brackets	1	Ea	\$ 895.00	\$ 895.00
		Restoration/Traffic Control	1	Ea	\$ 1,200.00	\$ 1,200.00
		Mast Arm, Pole Upright, Cat II, Coated	1	Ea	\$ 10,300.00	\$ 10,300.00
		Mast Arm, 40-45 foot, Cat II, Coated	1	Ea	\$ 14,650.00	\$ 14,650.00

Work and material to be completed to the City Standard Specifications. The previous mast arm was dated back over 25 years and is a 4 bolt foundation style. This is no longer used. Furthermore, the attachment plate for the mast arm to the upright standard was the weld on style and not the backplate connection bolt style used today. This put all of the vibration and oscillation fatigue on the welds. During the annual inspection it was verified that the existing mast arm has indeed had welds that failed and this has created a safety risk of the structure falling. Replacement is recommended.

NOTES:

Total = \$ 83,381.00

Concrete testing when required is included. Electrical Permits Included when required.

Please Call 269-345-1034 or email: scott@sevelectric.com if you have any questions.

THANK YOU,
SevElectric



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Angling Road Reconstruction - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Take action to:

- a. Award a construction contract for the Angling Road Reconstruction project to Rieth Riley Construction Company, Incorporated, Kalamazoo, Michigan in an amount not to exceed \$1,937,379.28;
- b. Approve a budget transfer of \$150,000 from the completed Angling Road Micro Surface Project to the Angling Road Reconstruction Project;

and authorize the City Manager to execute all documents related to the contracts on behalf of the city.

The FY 2024-2025 Capital Improvement Program budget includes funding for the reconstruction of Angling Road from Romence Road to West Milham Avenue. The work includes storm drainage improvements, installation of sanitary sewer in unserved areas, concrete curb and gutter at intersections, and reconstruction of the existing roadway. Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities. Future work will focus on preserving and restoring pavement conditions on major streets, which will allow additional roadway mileage to be restored yearly.

On July 23, 2024, City Council approved a contract with Williams & Works of Kalamazoo, for design and construction engineering of the Angling Road Reconstruction Project. Design was finalized for bidding on the project, and on February 26, 2026, a request was published in MLive, on the City of Portage website, and on BidNet, where 728 contractors were matched with the project. Additionally, nine local contractors were notified by the Transportation & Utilities Department. Two bids were received with the low bid being submitted by Rieth Riley Construction Company in the amount of \$1,937,379.28. Rieth Riley Construction Company has successfully completed many projects for the city.

It is recommended that City Council award a construction contract to Rieth Riley Construction Company, Incorporated, Kalamazoo, Michigan, for the Angling Road Reconstruction project in an amount not to exceed \$1,937,379.28; approve a budget transfer of \$150,000 from the completed Angling Road Micro Surface Project; and authorize the City Manager to execute all documents related to the contract on behalf of the city. If approved, this work is expected to begin in May.

FUNDING: Sufficient funding exists in the FY 2024-2025 Capital Improvement Program Budget.

Attachments: 1. Angling Road Reconstruction Project - Bid Tabulation

**2026 RFB ANGLING ROAD RESCONSTRUCTION
CONSTRUCTION SERVICES
BID TABULATION
BID OPENING ON FEBRUARY 26, 2026 AT 4 PM**

Rieth-Riley Construction Co. 911 Hatfield Kalamazoo, MI 49001	\$	1,937,379.28
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Hoffman Brothers, Inc. 8574 Verona Road Battle Creek, Michigan, 49014	\$	2,044,667.34
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Opened by: Justin Williams
Beth Hyland for Justin Williams, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Construction of the Phase II homes of Stanwood Crossings and budget amendment

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer
Jonathon Hallberg, Deputy Director of Economic Development
Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: With regard to the Stanwood Crossings Workforce Housing project at 9617 Portage Road:

- a. authorize the construction of the first twelve houses of the Stanwood Crossings Workforce Housing project,
- b. authorize the City Manager or designee to enter into construction agreements for each house, and
- c. approve an additional budget amendment of up to \$500,000 in excess Capital Improvement Fund balance to support this project.

The City of Portage is in the process of establishing the Stanwood Crossings Community Land Trust (CLT) to expand homeownership opportunities for individuals and families who have been priced out of the current housing market. The first phase of this effort, in 2025, authorized construction of the first twelve houses of the Stanwood Crossings workforce housing at 9617 Portage Road. The construction of the homes was staggered over the course of the year, and two were completed by year's end. Nine others will be completed from April 2026 through June 2026, and the final one is due in August. Four of the homes have purchase agreements, with several others expected and a pool of approximately 400 interested parties. Nearly 100 are estimated to have gone through the homeownership classes as part of the requirements.

To keep up with the demand as the first phase of houses are sold, and keep the project on schedule, it is necessary to authorize the next 12 houses. There will be a mix of homes selected from the four basic designs of the houses (A-D), two of which are single-story and two of which have two stories. Each of the four models has at least three different variations (see the attached facade drawings). Last year, each model was allocated three units to construct. This year, the intent is to have 4 model B's, which is a three-bedroom ranch and is the most in demand, and only 2 model C's:

Model A: 1,206 square feet

Model B: 1,353 square feet

Model C: 1,504 square feet

Model D: 1,696 square feet

This year's price adjustments average approximately one percent. The cost to the city for each version of the house is provided in the attached document. Before construction begins on each home, the city will enter into a construction agreement specifying the home's design, lot location, and interior and exterior colors. The city intends to set a staggered start to the twelve homes, with the first home authorized in the second phase available in September after the last of the first round of homes is completed. The construction agreements will follow the Master Construction Agreement, which is an exhibit to the AVB development agreement that the City Council approved in 2025.

The city's involvement is critical to the establishment of the CLT and represents a key step in supporting homeownership for residents within the median income range. To support this initiative, a budget adjustment is necessary. The proposed amendment aligns with City Council's long-term priorities and vision. For Fiscal Year 2025-2026, it is recommended that the city approve the construction of the second grouping of twelve houses and approve the utilization of up to an additional \$500,000 from the available fund balance in the Capital Improvement Fund to complete the construction of the Stanwood Crossings project. On April 29, 2025, City Council originally approved a budget amendment of up to \$3 million in excess Capital Improvement Fund balance to support this project. After approximately \$5 million in grants and other funds are expended, the Capital Improvement Fund will cover the upfront capital expenditures needed to complete the project. The Capital Improvement Fund will be reimbursed from future Brownfield captures over the course of an estimated 18 years from the property taxes generated by the new development. Of the grant sources, \$3.5 million is committed from Kalamazoo County through the Housing for All Grant and county ARPA funds and a \$1 million HUD grant for infrastructure, as well as through proceeds from future home sales.

It is therefore recommended that City Council authorize the construction of the second phase of twelve houses of the Stanwood Crossings Workforce Housing project at 9617 Portage Road, authorize the City Manager or designee to enter into construction agreements for each house, and approve an additional budget amendment of up to \$500,000 in excess Capital Improvement Fund balance to support this project.

FUNDING: Excess Capital Improvement Fund balance

Attachments:

1. Stanwood Crossings Housing Price Sheet 2026
2. ALL HOUSE OPTIONS_STANWOOD
3. Stanwood Crossings Housing Types Presentation pdf

STANWOOD CROSSINGS HOUSES

2026

PLAN VERSION	SQ FEET	BEDROOM S	BATH S		PRICE
A1 Ranch	1206 SF	2	2	\$	301,724
A2 Ranch	1206 SF	2	2	\$	305,022
A3 Ranch	1206 SF	2	2	\$	310,016
B1 Ranch	1353 SF	3	2	\$	320,344
B2 Ranch	1353 SF	3	2	\$	320,677
B3 Ranch	1353 SF	3	2	\$	318,435
C1 - 2 STORY	1504 SF	3	2.5	\$	336,741
C2 - 2 STORY	1504 SF	3	2.5	\$	337,590
C3 - 2 STORY	1504 SF	3	2.5	\$	338,424
D1 - 2 STORY	1696 SF	3	2.5	\$	355,715
D2 - 2 STORY	1696 SF	3	2.5	\$	356,429
D3 - 2 STORY	1696 SF	3	2.5	\$	358,818
D4 - 2 STORY	1696 SF	3	2.5	\$	357,395

Price Quotes: 1/29/2026

Home Construction Plans Dated: 12/17/2024

Exterior and Interior Packages Dated: 12/27/2024

Model A1



Model A2



Model A3



Model B1



Model B2



Model B3



Model C1



Model C2



Model C3



Model D1



Model D2



Model D3



Model D4



Stanwood Crossings Neighborhood Mix





Model A1 – 2 Bedrooms, 2 Baths



Model B1 – 3 Bedrooms, 2 Baths



Model C1 – 3 Bedrooms, 2.5 Baths



Model D1 – 3 Bedrooms, 2.5 Baths



STANWOOD
CROSSINGS

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: MLCC Local Government Resolution for Erb Ventures, Inc. (8340 Portage Road)

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt the Local Government Approval Resolution for an Off-Premises Tasting Room License for Erb Ventures, Inc.

Greg Erb of Erb Ventures, Inc. (dba Erbelli's Restaurant), has requested City Council consideration of the attached Resolution. The applicant is planning to add a banquet facility at 8340 Portage Road, north of the existing Erbelli's restaurant at 8342 Portage Road, and add on to their existing liquor license for the banquet facility, to be called "Erbelli's Next Door".

Per the Michigan Liquor Control Commission, a Banquet Facility Permit is a special permit that allows an on-premises retailer licensee to sell and serve alcohol at a banquet facility located in a different location from its licensed premises. The Banquet Facility Permit can only be used for scheduled events, cannot have regular meal service, and cannot be open to the general public. It is not a license type, but functions similarly to an on-premises license.

The Community Development, Finance and Public Safety departments recently completed administrative reviews for this proposal without concern. In order to receive approval from the Michigan Liquor Control Commission, the applicant needs the approval of the local governing body. As such, it is recommended that City Council adopt the Resolution for an Off-Premises Tasting Room License for Erb Ventures, Inc.

FUNDING: Not Applicable

Attachments:

1. 2026 02 23 Application for Banquet Facility
2. Local Government Resolution



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____
that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): _____
(list specific licenses requested)

to be located at: _____

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (name of township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Board and Commission Interviews

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Set a Special Meeting for Tuesday, May 26 at 4:00 p.m. to review Board and Commission Applicants.

The City of Portage relies on citizen participation on many Boards and Commissions that help serve the community. The advice received from these groups assists the City Council and City Administration in making Portage *A Natural Place to Move!* These citizens provide the talent and experience needed to meet the community's diverse challenges. Interviews of Board and Commission applicants are performed each year in January, May, and October.

Per the City Council Policy for Appointments to Citizen Advisory Boards, the Council will interview applicants to fill vacancies on the following Boards and Commissions.

- Youth Advisory Committee
- Construction Board of Appeals (2 seats)
- Environmental Board (3 seats)
- Historic District Commission (2 seats)
- Planning Commission (3 seats)
- Senior Citizens Advisory Board (1 seat)

In light of the large number of positions to interview, it is recommended that the City Council set a Special Meeting on May 26 beginning at 4:00 p.m. to interview applicants for these Boards and Commissions.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

DATE: March 9, 2026

FROM: Aanya Goel, Youth Advisory Committee Chairperson

SUBJECT: 2025-2026 Youth Advisory Committee Goals and Objectives

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

- 1.) Continue to provide insight and perspective on issues relating to city government, gain knowledge and understanding of government functions, and join city boards and commissions.
 - a. The Youth Advisory Committee meets in person, at City Hall, once a month, Mondays September 2025 – May 2026.
 - b. YAC members are appointed as liaisons to the Environmental Board, Parks Board, Senior Citizens Advisory Board, and Human Services Board. As a liaison, the YAC members attend and participate in meetings, effectively representing the interests and concerns of the youth community as it relates to the board and facilitates communication and collaboration between the two. They also provide updates to both the Boards and Commissions and the Youth Advisory Committee.
 - c. At the beginning of the Youth Advisory Committee calendar year, a Chair, Vice-chair, and Secretary are elected. Following parliamentary procedure, the elected officers lead meetings following the agenda provided and take minutes.

- 2.) Continue to learn about philanthropy and give back to the community. The YAC remains active and involved in the community by volunteering their time to various organizations and opportunities.
 - a. The YAC assisted Portage Public Safety with the annual Pig Out at Public Safety back-to-school celebration on Tuesday, August 5, 2025, at Central Park. The free event provided kids with backpacks and school supplies and gave students the chance to meet the district's school resource officers. It was a huge success and featured music, games, touch-a-truck tours, petting zoo, a dunk tank, food, face painting and balloon-twisting.
 - b. YAC members decorated the bins for the Battle of the Bins food drive competition between Portage Central and Portage Northern High Schools to benefit the twelve Baskets food Pantry. Other volunteer opportunities include the PowerUp food program, as well as Holiday Food Baskets and Gift Campaign at the Portage Community Center.
 - c. Due to the unpredictable weather and site conditions, the Winter Snow Event will be relocated and held on February 14, 2026. This year's event will be a family-friendly Valentines Day celebration, featuring a Have a Heart Donation Drive benefiting Hospital Hospitality House of Southwest Michigan. We invite the community to join us for a day of fun while supporting a meaningful cause.
 - d. The YAC continues to encourage students to join. In addition to the social media posts and outreach, part of the recruiting efforts still includes the recruitment video and brochure that YAC created.

- 3.) Continue to promote environmental awareness in the community.
 - a. The 2026 Green-A-Thon will once again coincide with the Portage Farmers Market opening day. The YAC will continue to collaborate with the Environmental Board and Parks Department to participate in a joint event celebrating Arbor Day and Earth Day. Planning is currently underway and will include educational displays along with the distribution of tree seedlings.
 - b. In focusing on climate change, the YAC continued the subcommittee created in 2020 to better act on the topic.
- 4.) Advise the City Council in areas / subjects under the purview of the Youth Advisory Committee.
 - a. Provide the annual presentation to City Council.
- 5.) Maintain an active social media presence via Instagram. Utilize the Remind app to connect with members.
 - a. The Social Media Committee has launched a “Meet the Faces Behind YAC” campaign in efforts to maintain social media presence and recruit. In addition, the YAC will post meeting dates, event information, and other YAC opportunities.

Sincerely,

The Youth Advisory Committee

TO: Portage City Council

FROM: Patricia M. Randall, Mayor

SUBJECT: Water/Sewer (Utility) Rate Study Committee - Citizen Appointment

ACTION RECOMMENDED: Appoint Steve Rodia as the second citizen-at-large representative to the City Council Water/Sewer (Utility) Rate Study Committee.

In December 1985, the City Council adopted an Action Plan establishing a Council/Citizen Committee to work with the City Administration to review and revise City of Portage water and sewer rates as needed. This effort culminated in the Water/Sewer (Utility) Rate Committee, which meets on an annual basis with the responsibility of reviewing and recommending to the Council the yearly water and sanitary sewer rates and fees. The committee last convened in March 2025 and is due to meet again next month to review the rates for Fiscal Year 2026-2027.

The Water/Sewer (Utility) Rate Committee is composed of three City Councilmembers and two citizen-at-large representatives. The councilmembers are assigned as part of the annual City Council committee appointments, while the Mayor has historically appointed citizen members. The 2026 Utility Rate Committee currently includes councilmembers Burns, Ledbetter, and Olmsted, as well as citizen-at-large representative Elma (Pat) Maye. However, the second citizen-at-large member, Mr. Randy Orwig, was recently appointed to the Planning Commission and cannot serve in both capacities. As such, one citizen-at-large vacancy exists. Portage resident Steve Rodia has subsequently expressed an interest in offering his time and expertise to serve on the committee. Mr. Rodia is a long-time resident of the city, serves the community as a member of the Portage Rotary Club and is the chairperson of the Friends of the Portage Zhang Senior Center.

It is therefore recommended that Council appoint Steve Rodia as the second citizen-at-large representative to the City Council Water/Sewer (Utility) Rate Study Committee.

FUNDING: N/A

Attachments: None