



AGENDA

COMMITTEE OF THE WHOLE WORKSESSION

TUESDAY, FEBRUARY 20, 2024

6:00 PM

CITY HALL LARGE CONFERENCE ROOM #119

1. Public Works Department:
 - a. Recommend adoption of Resolution to approve City policy for [damaged mailbox reimbursement](#).

2. Finance Department:
 - a. Discussion on purchasing practices for [vendor outreach](#).

PUBLIC COMMENT.

The City of Kentwood does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Human Resources Director, 4900 Breton Ave., SE has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

**CITY COMMISSION
CITY OF KENTWOOD
KENT COUNTY, MICHIGAN**

Commissioner _____, seconded by Commissioner _____ moved the adoption of the following resolution:

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A CITY POLICY RELATIVE TO REIMBURSEMENT FOR DAMAGED MAILBOXES CAUSED BY CITY SNOW REMOVAL ACTIVITIES

WHEREAS, Act No. 279 of the Public Acts of 1909, as amended (“Act 279”) and the City Charter authorize the City to operate and maintain public roadways under the City’s jurisdiction; and

WHEREAS, the City Commission has previously approved limited reimbursements to property owners whose mailboxes are damaged as a direct result of City snow removal efforts and operations; and

WHEREAS, the City’s Department of Public Works has recommended the adoption of a more formal and clear policy to better provide guidance for the City and public with regard to the replacement, overall process, and reimbursement for damaged mailboxes; and

WHEREAS, a copy of that policy has been reviewed by the City Commission and is believed to be necessary and appropriate and it further found to be beneficial to the City by producing greater clarity regarding these matters.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Commission hereby adopts the Policy for Reimbursement of Damaged Mailboxes Caused by Snow Removal Efforts (the “Policy”), which Policy is attached hereto and which shall be filed with the office of the City Clerk and with the Department of Public Works.
2. The City Clerk and the Department of Public Works are authorized to take all actions reasonably necessary to bring the Policy to the attention of the public.
3. All resolutions, motions or parts of resolutions or motions, to the extent of any conflict with this Resolution, are hereby rescinded.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION NO. _____ ADOPTED

Dan Kasunic, City Clerk

I, Dan Kasunic, the Clerk of the City of Kentwood, hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Commission of the City of Kentwood at a regular meeting held on _____, 2024.

Dan Kasunic, City Clerk

1. Purpose:

The purpose of this policy is to identify circumstances in which the City will reimburse claimants for damaged mailboxes resulting from snow removal efforts conducted by the City of Kentwood Department of Public Works (DPW).

2. Eligibility:

This policy applies to Kentwood property owners (hereby referred to as claimant) whose mailboxes have been damaged as a direct result of snow removal efforts conducted by the DPW on publicly maintained roadways.

3. Notice Period:

Claimants must notify the DPW of the mailbox damage within 30 days of the incident to be considered for reimbursement. The notice should be submitted to epublicworks@kentwood.us or by calling 616-554-0817, and should include the following information:

- a. Date and time of the incident
- b. Address and claimant contact information

Supporting evidence, such as photographs showing the mailbox damage and the surrounding snow conditions during the incident, is strongly encouraged.

4. Inspection and Verification:

The DPW will inspect the damaged mailbox to verify the nature of the claim and assess the extent of the damage, which inspection shall occur within 30 days from the date of claim submission. After inspection, a DPW representative will leave a copy of the inspection form stating reimbursement eligibility at the property.

5. Reimbursement Limit:

The maximum reimbursement for a damaged mailbox caused by snow removal efforts shall not exceed \$70. Any expenses incurred beyond this limit will be the sole responsibility of the claimant. This amount may be modified by action of the Kentwood City Commission from time to time.

Eligible reimbursement items shall be limited to a mailbox, post, house numbers and hardware (such as screws, nails, or bolts) up to the maximum reimbursement limit. Landscaping, installation labor or other non-USPS approved items or attachments to the mailbox or post are not eligible for reimbursement.

6. Submission for Reimbursement:

Once the approved inspection form has been received and a new mailbox has been purchased and installed, the claimant must submit a current and valid receipt showing proof of purchase no later than one year after the initial damage claim has been submitted. The claimant may do so via:

- a. epublicworks@kentwood.us
- b. Mail to 5068 Breton Rd SE Kentwood, MI 49508
- c. In person during normal business hours – M-F 6:30am to 3:00PM

The DPW will then reinspect the newly installed mailbox to confirm installation before proceeding with reimbursement. It is the claimant's responsibility to properly install the mailbox and/or post according to the USPS standard guidelines.

Requests for reimbursement received after one year will not be processed.

7. Exclusions:

This policy does not cover damages caused by factors beyond the DPW's control, such as vandalism or vehicular accidents, and will not be eligible for reimbursement under this policy.

8. Release:

A condition to participating in the reimbursement program set out in this policy is the claimant's agreement to release the City from any claims associated with the mailbox's damage as provided for in this policy.



MEMORANDUM

TO: Committee of the Whole

FROM: Keyla Garcia, Finance Director
Carla Kane, Purchasing Agent
Cori Derengowski, Buyer

DATE: February 20, 2024

RE: Purchasing Practices Related to Vendor Outreach

ACTION REQUESTED: None – Information Only. In January, the City Commission requested information on the City’s procurement process as it relates to vendor outreach – specifically, to small and minority-owned businesses.

BACKGROUND: The City of Kentwood Purchasing Department has been involved in vendor outreach efforts to small and minority-owned businesses in various capacities since 2005 with the main goal of ensuring inclusiveness and equal opportunity for all businesses to sell their products and services to the City.

THE PURCHASING SOLICITATION PROCESS: Solicitations to vendors are issued as either Requests for Information/Qualifications/Proposals/Bids/Quotes as guided by the City purchasing policy and determined by purchasing staff. Solicitations are uploaded to the Michigan Purchasing Group (MITN) website, an electronic third-party platform hosted at no cost to the City by BidNet Direct. Purchasing implemented the use of this platform during the first quarter of 2023. MITN provides the City with a collaborative network currently being utilized by over 314 public agencies and authorities across the state of Michigan.

Solicitations are often matched to hundreds of Michigan vendors by National Institute of Governmental Purchasing (NIGP) classification codes in the MITN system and staff has the ability to send notifications to additional vendors. Vendor contacts are added from the City’s long-time bidders lists, its shared vendor database with Kent County, the MI Minority Supplier Development Council (MMSDC) database, and contacts obtained through its relationship with the West MI Public Purchasing Alliance (WMPPA). Notice for the solicitations are also sent, when relevant, to construction news services and other local resource agencies like the West MI APEX Accelerator (APEX).

Bid submissions are evaluated by staff and bid tabulation documents are posted on MITN for public access. Posting the bid tabulations and award details online promotes open communication for all interested parties and increases City purchasing transparency. There is no cost for vendors to utilize the basic platform.

SUPPORTING EFFORTS: Purchasing staff are active members of several public procurement organizations including holding the Vice Chair position and Lead Committee position within the WMPPA, whose focus is to assist minority and disadvantaged businesses (DBEs) in doing business with the group’s public agencies. Members continue to implement improvements for local West Michigan DBE growth within the public sectors.

Kentwood Purchasing is instrumental in the planning of at least two in-person vendor outreach events annually and has participated in similar events led by other organizations, in-person and virtually.

The City has been a member of MMSDC for five years and continues to work with them as well as other local supporting agencies on ways in which Kentwood Procurement can actively support their efforts and goals.

If you have any questions, please contact Carla Kane at kanec@kentwood.us or Cori Derengowski at derengowskic@kentwood.us.