

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Mental Health Awareness Month

A. Consent Agenda: To hear about items included on the Consent Agenda, visit: www.portagemi.gov/544/Podcasts)

1. Approval of City Council Meeting Minutes:

- a. Regular Meeting of April 23, 2019.
- b. Budget Review Session of April 30, 2019.
- c. Pre-Council of May 6, 2019.

2. Approval of the Accounts Payable Register of May 7, 2019 as presented.

3.
 1. Accept the application to expand Industrial Development District No. 82 to include 8065 Merchant Place to facilitate an industrial tax abatement for the Stryker Corporation at 3800 East Centre Avenue, and
 2. Adopt Resolution No. 1-19 establishing a public hearing on the expansion of Industrial Development District No. 82 to include the property addressed as 8065 Merchant Place on May 21, 2019.

4. Adopt a resolution authorizing the implementation of recommended actions necessary to attain Redevelopment Ready Communities certification from the Michigan Economic Development Corporation.

5. Approve the Community Development Block Grant (CDBG) Program FY 2019-20 Annual Action Plan and Analysis of Impediments to Fair Housing elements of the Consolidated Plan and authorize the City Manager to submit the application to the U.S. Department of Housing and Urban Development.

6. Award a construction contract to Northern Construction Services of Niles, Michigan for the 2018 Local Streets Reconstruction Phase 2 Program in an amount not to exceed \$1,703,135.30 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

7. Minutes of Boards & Commissions:

- a. Portage Public Schools Board of Education Committee of the Whole of March 11, 2019.
- b. Historic District Commission of April 10, 2019.

8. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

1. Calendar of Meetings.

- a. Environmental Board, Wednesday, May 8, 2019 at 7:00 p.m. in City Hall Room #1.
- b. Zoning Board of Appeals, Monday, May 13, 2019 at 7:00 p.m. in Council Chambers.
- c. Senior Citizens Advisory Board, Wednesday, May 15, 2019 at 2:30 p.m. at Senior Center.
- d. Planning Commission, Thursday, May 16, 2019 at 7:00 p.m. in Council Chambers.
- e. Boards and Commissions interviews, Tuesday, May 21, 2019 at 5:15 p.m. in City Hall Room #1.

D. Public Hearings:

1. Public Hearing on the Fiscal Year 2019-2020 Proposed Budget and the proposed 2019 tax levy.

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

Mental Health Awareness Month

WHEREAS, Psychological health is an essential aspect of an individual's quality of life; and

WHEREAS, Such conditions can affect any individual, regardless of age, sex, social or economic standing, nationality, sexual orientation, faith, race, ethnicity, gender identity, or other qualities, and currently affects approximately one in five individuals, according to the United States Substance Abuse and Mental Health Services Administration (SAMHSA); and

WHEREAS, The raised awareness and understanding of such can reduce stigma, discrimination, and the harmful actions associated therewith, such as rejection by family, friends, and the general community, as well as an increased risk of being the target of attacks; and

WHEREAS, More community knowledge and acceptance of psychological health conditions can help increase comfort in the seeking of treatment, thereby reducing their impact on individuals in such areas as overall health, medical costs, and employment barriers, as well as reducing the likelihood of self-harm and dying by suicide.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, as Mayor of Portage, hereby dedicate and proclaim May 2019 as Mental Health Awareness Month in the City of Portage.

Signed this 7th day of May, 2019.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM APRIL 23, 2019

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban and Mayor Patricia Randall. Mayor Pro Tem Jim Pearson was absent with excuse. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs and in recognition of the arrival of spring and warmer weather.

Following the moment of silence, City Council and the audience recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall invited Councilmember Knapp to read a proclamation recognizing "Global Love Day." Next, at the invitation of Mayor Randall, Mr. Rod Russell, Director of the Department of Public Works, read a proclamation in recognition of Arbor Day.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Knapp, seconded by Ford, to approve the Consent Agenda as presented but also include the "Calendar of Meetings" under the "Communications" section of the agenda. Councilmember Reid indicated that she believes the Calendar of Meetings should be read aloud for the benefit of the viewing audience. She indicated that she would not support the motion as currently stated. Discussion followed as to whether the Calendar of Meetings could or should be included as part of the Consent Agenda. Following the discussion, Councilmember Knapp amended her motion to be "to approve the Consent Agenda motion as presented." The motion was seconded by Ford. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF MINUTES: Motion by Knapp, seconded by Ford, to approve the Regular Meeting Minutes of April 9, Budget Review Session of April 16 and Pre-Council of April 22, 2019. Upon a roll call vote, motion carried 6 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 23, 2019: Motion by Knapp, seconded by Ford, to approve the Accounts Payable Register of April 23, 2019. Upon a roll call vote, motion carried 6 to 0.

ESTABLISHMENT OF BUDGET HEARING: Motion by Knapp, seconded by Ford, to adopt the Resolution setting a public hearing on May 7, 2019 for the Fiscal Year 2019-2020 Proposed Budget and the proposed 2019 tax levy. Upon a roll call vote, motion carried 6 to 0.

SALE OF CAPITAL IMPROVEMENT BONDS: Motion by Knapp, seconded by Ford, to adopt the Bond Resolution authorizing the sale of Capital Improvement Bonds, Series 2019, in the amount of \$4,890,000; and Resolution approving the Undertaking to Provide Continuing Disclosure by the City of Portage for Capital Improvement Bonds, Series 2019. Upon a roll call vote, motion carried 6 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Knapp, seconded by Ford, to receive the minutes of the Historic District Commission of February 6 and Youth Advisory Committee of March 18, 2019. Upon a roll call vote, motion carried 6 to 0.

MATERIALS TRANSMITTED: Motion by Knapp, seconded by Ford, to receive the Materials Transmitted of April 9, 2019. Upon a roll call vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS: Mr. Joe Magalski, 10757 Biltmore, thanked the City Council for their efforts to create and maintain a great community that is a natural place to move. He shared that he has a concern with the shoulder of East Shore Drive as he believes it presents a hazard to non-motorized users such as walkers and bikers. He provided photographs to demonstrate the condition of the roadway shoulders. He asked that the city give consideration to widening the shoulder of the roadway. Mayor Randall asked that City Manager Shaffer and Mr. Magalski meet to review current conditions and potential solutions.

Ms. Elizabeth Mehta, 6736 Evergreen, spoke and expressed concern with the recycling program as it relates to styrofoam packaging. Ms. Mehta brought a visual that depicted how much styrofoam is involved in packaging for electronics such as televisions. She continued by explaining that she must drive to a destination in Cooper Township in order to recycle styrofoam and asked that the city explore possibilities related to recycling styrofoam. Mayor Randall asked that City Manager Shaffer and Ms. Mehta meet to review her concerns.

COMMUNICATIONS:

CALENDAR OF MEETINGS: At the request of Mayor Randall, City Clerk Herringa read the Calendar of Meetings. Motion by Reid, seconded by Ford, to receive the Calendar of Meetings. Upon a voice vote, motion carried 6 to 0.

ANNUAL PRESENTATION BY THE PARK BOARD: At the invitation of Mayor Randall, Mr. Jonathan Peer, Chairperson of the Park Board, provided City Council with an overview of the activities and work of the Park Board over the past year along with their planned goals and objectives for the coming year. Mayor Randall complimented the Park Board on the Greenathon Earth Day event and Councilmember Reid inquired as to the status of the creation of the non-profit "Friends of the Parks" Board and how it might operate. Mr. Peer shared that the board is still in the process of forming and he is uncertain as to membership levels/requirements. He disclosed that former Mayor Peter Strazdas would be chairing the new board and Ms. Reid asked that Mr. Peer keep the City Council informed regarding this matter. Motion by Reid, seconded by Knapp, to receive the presentation. Upon a voice vote, motion carried 6 to 0.

PUBLIC HEARINGS:

REZONING OF 1700 EAST CENTRE: Mayor Randall invited City Manager Shaffer to begin discussion. Mr. Shaffer reviewed the project and introduced Community Development Director Vicki Georgeau who provided additional detail about the proposed rezoning and rationale for the recommendation of approval. The developer of the project, Mr. Walt Hansen of Hansen Building and Design Corporation and resident of 3027 Woodhams, spoke and shared some features of the planned orthodontic clinic that is being proposed. Mr. Hansen also explained why the proposed clinic will be of minimal impact to adjacent residential property and landscape features that will help to minimize impact even further. Councilmember Reid inquired as to the management of stormwater and Mr. Hansen explained how landscape and site design features would address this issue. Councilmember Urban thanked Mr. Hansen for coming to the meeting and commented that, since Mr. Hansen was involved, he knew that this would be a quality project.

Councilmember Burns inquired if there were any concerns expressed by residents within close proximity to this project. Mr. Hansen spoke in the affirmative and indicated that two residents expressed concerns but, following discussion relating to landscaping and noise levels, he believes those concerns had been addressed. Motion by Reid, seconded by Ford, to close the public hearing. Upon a voice vote, motion carried 6 to 0. Motion by Urban, seconded by Reid, to approve Rezoning Application #18/19-5, 1700 East Centre Avenue. Upon a roll call vote, motion carried 6 to 0.

WATER AND SEWER RATES FOR FY 2019-2020: Mayor Randall opened the public hearing and invited City Manager Shaffer to begin discussion. Mr. Shaffer reviewed the composition and role of the City of Portage Utility Rate Committee. Mr. Shaffer next reviewed the strong financial health of the water and sewer funds along with efforts to pay for related capital improvements directly with dollars from these funds. He shared that the proposal is for a second consecutive rate reduction and explained the percentage decrease along with the savings a typical homeowner would realize. Related to the Senior Citizen Discount Program, Mr. Shaffer explained in response to an inquiry from Councilmember Reid that the cost associated with the senior discount program is borne by the general fund since it cannot legally be paid for via the water fund. Mayor Randall inquired how the discount program works and Mr. Furry explained the age requirements and how interested persons can apply.

Councilmember Ford shared his experience on the Utility Rate Committee and shared that in approximately 2008 the water and sewer funds were in rough shape. To improve the financial health of the water and sewer funds, Mr. Ford explained that measures such as annual double-digit percentage increases had to be implemented. He stated that he is pleased to see that the funds are in such healthy circumstances that debt can be paid off, cash can be used to pay for improvements and costs borne by residents reduced. Mayor Randall concurred and shared that she was on the committee during those rough years.

Councilmember Burns reviewed utility shut offs and why fees are applied directly to the resident involved. He encouraged residents that might be facing a water shutoff to reach out to the Portage Community Center as they might be able to offer assistance.

There were no questions or comments from the public. Motion by Reid, seconded by Burns, to close the public hearing. Upon a voice vote, motion carried 6 to 0. Motion by Ford, seconded by Burns, to adopt the recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water; recommendation that the water commodity rate remain at \$3.14 per 1,000 gallons of metered water; recommendation that adjustments be made to the sewer and water base quarterly charges as noted in the 2019 Utility Rate Financial Study; recommendation that the new rates become effective on July 1, 2019; and recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2019 Utility Rate Financial Study. Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Reid shared an update regarding the Environmental Health Advisory Council (EHAC) at which the issue of PFAS and its presence in area communities and health impacts was a major discussion point. Ms. Reid also shared that tick monitoring and high water in the region was discussed.

Councilmember Ford shared that he attended a meeting of Discover Kalamazoo at the Air Zoo and noted that the Air Zoo is celebrating its 40th anniversary. Mr. Ford shared that he expressed gratitude to the Air Zoo for hosting the City of Portage Martin Luther King, Jr., event. Mr. Ford concluded by sharing that area hotels had a strong winter.

Councilmember Knapp commented that she attended a meeting of the Public Arts Commission at which a definition of “public art” was finalized. She shared that this definition would

be distributed across Kalamazoo County. She also commented that the Public Art Commission is working to increase their visibility and role in discussions surrounding public art.

Motion by Reid, seconded by Ford, to receive the Council Committee Reports. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Knapp complimented the work of the Utility Rate Committee and shared that she is pleased to have successive years of rate reductions. She then shared that she, along with Mayor Randall, attended an event sponsored by the U.S. Global Leadership Commission Michigan Advisory Committee at which the impact of international diplomacy and development efforts on local communities was discussed.

Councilmember Burns complimented the Youth Advisory Committee on a successful “Greenathon” Earth Day event. He shared that he did have a table at the event and it was a great day. He encouraged residents to apply to serve on the various city boards and commissions, commented that he was pleased to be serving on the Utility Rate Committee and pointed out the City of Portage Farmer’s Market would be opening soon.

Councilmember Ford shared that he tuned into the new City of Portage Cable Access channel and that the programming is of great quality. He pointed out that he listened to a podcast at which the City Manager was reviewing items on the agenda and delved into, for example, large purchases that were listed on the Check Register. Mr. Ford continued by pointing out that the Calendar of Meetings is now being published on the city’s Facebook page. He concluded by commenting that he believes information about the business of the city is getting out into the community at record levels.

Mayor Randall shared that she appreciated the messages of the two proclamations and thanked the citizens who came to the meeting to speak. Regarding the concerns about bicycling on East Shore, Mayor Randall shared that she is a biking advocate and relayed details regarding the upcoming Bicycle Week and related events such as the annual Mayor’s Ride in cooperation with the City of Kalamazoo. Finally, she reminded and invited the audience to attend the next budget review session and thanked Councilmember Burns and his wife for participating in the Greenathon.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:06 p.m.

Adam Herringa, City Clerk

**MINUTES OF THE BUDGET WORK SESSION OF THE PORTAGE CITY COUNCIL
APRIL 30, 2019**

Mayor Randall called the meeting to order at 5:01 p.m. The City Clerk called the roll and Councilmembers Richard Ford, Lori Knapp and Claudette Reid, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall were present. Councilmembers Chris Burns and Terry Urban were absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis, Finance Director Bill Furry, Deputy Finance Director Lauren VanderVeen and City Clerk Adam Herringa.

At the request of Mayor Randall, the Budget Review Session began with a summary of the City Clerk and City Manager departmental budgets. City Clerk Herringa reviewed his proposed budget and highlighted the addition of an election and election law changes as the reason for an increase in his proposed budget. In response to an inquiry from Mayor Pro Tem Pearson, Mr. Herringa explained that the increase in the "Advertising" portion of his budget last fiscal year was due to consolidation of legal notice publication from multiple departments into a single department. In response to an inquiry, Mr. Herringa reviewed his new role with the Office of the City Manager and related time commitment. Deputy City Manager Boulis and City Manager Shaffer further explained the succession plan and work in which Mr. Herringa would be engaged.

Deputy City Manager Boulis then reviewed the proposed budget of the Office of the City Manager. He reviewed various line items and indicated that one area of increase in the proposed budget over last year was for the ability to purchase new printers for the office. Councilmember Ford inquired, as it related to Purchasing, whether administrative time was being saved due to the increase from \$20,000 to \$40,000 in the purchasing limit for items that must receive City Council approval. Mr. Boulis explained that the effort to solicit multiple bids had not changed but there had been time saved in not needing to prepare items for City Council review. In response to an inquiry, Mr. Shaffer stated that he would research and respond as to how many contracts have recently fallen in the \$20,000 to \$40,000 range.

Finance Director Bill Furry then reviewed a series of charts indicating financial status of a variety of funds both for the present day and over time. Mr. Furry discussed in detail historic debt levels and current debt service. Mr. Furry indicated that the interest paid on debt has been dropping annually as the city has focused on paying off debt. Mr. Shaffer explained that the effort to pay down debt and reduce interest payments is setting up the city to be able to better handle an economic downturn. Mayor Pro Tem Pearson inquired as to what would constitute a healthy level of debt and how much farther the city has to go to reach this level. Mr. Furry explained that, currently, all of the max 2.0 millage levy of the Capital Improvement Program (CIP) is used to pay debt service. He would like to see a max of 2/3 of the CIP millage go toward debt service. This would equate, he stated, to a debt level of between \$35 to \$40 million.

In response to an inquiry about what it would take for the city to obtain a AAA bond rating Mr. Furry explained that it would be difficult. Lowering debt, he stated, would help but might not be sufficient. Mr. Furry stated that he would research further what it would take and, at the request of Mayor Randall, would get a listing of all AAA cities in Michigan. Regarding the advantage of better interest rates by moving to a AAA rating, Mr. Furry and Mr. Shaffer stated that the result would be negligible. However, Mr. Shaffer stated obtaining such a lofty rating is an excellent aspirational goal. Mr. Shaffer continued by commenting that to help manage fluctuations in debt the city needs to work on equalizing

road paving and funding on an annual basis and avoid boom and bust cycles. Mr. Shaffer also mentioned the increased cost of asphalt and the hope of getting an additional asphalt company or two in the area. Councilmember Reid recalled a prior discussion about balancing out street construction projects over the years and inquired if the city was near to reaching this point. Mr. Shaffer responded in the negative indicating that due to the recent recession it was still a few years away.

Mayor Pro Tem Pearson inquired as to the annual contribution of the General Fund to the CIP and Mr. Furry commented that it is currently around \$1.2 to \$1.4 million. Councilmember Reid inquired as to whether this amount should be reduced and Mr. Furry explained that such a reduction would allow the General Fund a greater reach. Mr. Furry then reviewed the debt level of next fiscal year (FY) should the proposed budget be adopted. Mr. Shaffer commented that the city has been and continues to make great efforts at reducing debt.

Mayor Pro Tem Pearson inquired as to the proposed Community Senior Center and status of fundraising efforts. Mayor Randall provided an update as to current financial status, goals, potential donations, grants and possibility of state funding. She stated that the campaign will go public later this year and expressed confidence that the fundraising effort will be successful. Councilmember Reid expressed concern if fundraising efforts go on too long that construction costs will rise. Mayor Randall commented that her goal is for construction to begin next year and City Manager Shaffer shared that there is a substantial buffer to account for the potential of increased costs.

Councilmember Reid inquired as to the status of the proposed new Fire Station No. 2. Mr. Shaffer shared that the project was put out for bid again and the estimated costs remain at approximately \$6 million. He continued by stating that the upcoming Committee of the Whole meeting will focus exclusively on the proposed fire station.

Mayor Randall thanked city staff for their work in putting together the proposed budget. Mayor Pro Tem Pearson inquired as to the components of a \$300,000 line item in the proposed budget of the Police Division. Deputy Finance Director Lauren VanderVeen reviewed the item and its components. In response to an inquiry, Ms. VanderVeen confirmed that some of the component costs would go away in the future as contracts expire. Mr. Boulis responded to an inquiry about the LEIN interface and explained that while the new Dispatch Authority needs access to LEIN, so does the Police Records Division. Mr. Shaffer pointed out that towards the end of each fiscal year City Administration and the Finance Department closely monitor expenditures as end-of-year surpluses can be used to help fund projects.

Councilmember Reid referenced the receipt of federal funds and whether Human Resources is tracking the hiring of persons with disabilities. She mentioned that 7% of employees should fall within this hiring classification. Mr. Boulis stated that he was uncertain as to whether this was being tracked or monitored. Ms. Reid emphasized that the city needs to track the hiring of persons with disabilities similar to tracking the hiring of male and female employees. She continued by stating that the city should have an idea as to the number of employees that have a disability. Mr. Boulis commented that he does not believe the city specifically tracks this number but has made accommodations such as hearing assistance and larger computer monitors. Mr. Shaffer stated that staff would research and report on this matter.

Councilmember Reid inquired if, with the proposed budget, a greater emphasis could be placed on lowering the millage. She inquired as to the impact if the millage rate were to be decreased. Mr. Shaffer stated that lowering the millage is not a great budget tool and emphasized his belief that it is best to keep millage rates stable as opposed to raising and lowering based on economic conditions. He pointed out that the goal of the proposed budget is to avoid debt, pay down debt and generate good surpluses that can be used to pay down additional debt and invest in the community.

Mayor Randall commented that the more tax dollars the city generates the more it seems to spend. She inquired, as it relates to the proposed fire station, whether cutting the project could result in tax relief. Mr. Shaffer responded in the affirmative and Mr. Boulis pointed out that, since this is a CIP project, the primary result would be reduced bonding. Mayor Pro Tem Pearson inquired as to when the City Council might be asked to vote on the proposed fire station and Mr. Shaffer indicated it would most likely occur on May 21st and not the same night as the COW meeting on the topic.

Councilmember Ford inquired as to the status of funding for human service organizations. Mr. Shaffer explained that he would be meeting with the representative of Kalamazoo Youth for Christ to explain the situation. He continued further by stating that the Human Services Board had readjusted the proposed funding.

Councilmember Reid inquired specifically why the millage rate should not be lowered. Mr. Shaffer stated that the proposed budget avoids debt and pays down debt, invests in the community via the CIP and that priorities would have to be readjusted should a large millage decrease be implemented. In addition, he stated, raising the millage rate during tough economic times would be a difficult prospect. He concluded by emphasizing the practical approach of the proposed budget.

Mayor Randall commented that she would like to see an increased millage reduction in the proposed budget and Councilmember Knapp inquired as to the level of the 24% fund balance. Councilmember Reid commented as to the rationale for maintaining the fund balance but inquired about a 2% reduction in the General Fund. City Manager Shaffer reviewed the impact such a reduction might have on the budget and possible ways such a reduction might be funded. Mr. Furry indicated that a 1% decrease would equate to approximately \$220,000 and 2% would be approximately \$440,000. Mr. Shaffer emphasized the greater feasibility of a 1% reduction. Councilmember Reid shared her belief that 1% does not sound like much and expressed support for a 2% reduction. Mayor Randall asked Mr. Shaffer to review two scenarios reflective of a 1% reduction and 2% reduction.

Councilmember Reid inquired as to when the city might realize tax revenue from recent major industrial development projects. Mr. Shaffer explained that it may be a few years due to the enactment of a P.A. 198 Tax Abatement and brownfield designations related to the projects.

Mr. Boulis next utilized the opportunity to brief City Council on the status of the City Manager search. He explained that Slavin Management Consultants had been hired to conduct the search. Mr. Boulis continued by reviewing steps, procedures and timelines of the search process. Mayor Pro Tem Pearson inquired as to when candidate interviews might occur and Mr. Boulis shared that the earliest would be mid-August. Mr. Boulis, in response to an inquiry, explained that all interviews are open to the public. Mayor Pro Tem Pearson pointed out that in the search for a director of the Kalamazoo County Consolidated Dispatch Authority candidates were recorded answering several interview questions asked by the consultant. These videos were then shown to the search team. He stated that he found these

recordings to be quite valuable and Councilmember Reid concurred. Mayor Randall commented that, in regard to the last search for a city manager, she did not like the “Skype” interviews and found those candidates participating via Skype to be at a disadvantage.

Councilmember Reid next inquired as to the status of medical marihuana licensing in the City of Portage. Mr. Shaffer deferred to City Clerk Herringa. Mr. Herringa reviewed the permit status of applicants and indicated that four provisional permits had been issued. He continued by sharing that a lottery would be held this coming Thursday at which the remaining permits would be determined. Councilmember Reid commented that she would like to hear from staff regarding how the medical marihuana process played out and any changes that should be made to improve the current Medical Marihuana Ordinance. Mayor Pro Tem Pearson pointed to a public forum held by the City of Kalamazoo regarding recreational marihuana and inquired if it was attended by City Attorney Randy Brown. Mr. Boulis commented that there was a lengthy newspaper article about the forum and Mr. Shaffer commented that he was glad the City of Portage took action regarding recreational marihuana several months ago. Mr. Shaffer emphasized the value in waiting to enact a Recreational Marihuana Ordinance until State regulations are known. City Manager Shaffer commented that no complaints have been received with regard to the current operating medical marihuana facility in Portage.

Mayor Randall reminded everyone of the upcoming Committee of the Whole Meeting.

Adjournment: There being no further comments, Mayor Randall adjourned the meeting at 7:14 p.m.

Adam Herringa, City Clerk

**NOTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 6, 2019**

Mayor Patricia Randall called the meeting to order at 8:00 a.m. Mayor Pro Tem Jim Pearson and Councilmember Knapp joined via the conference phone line. Councilmembers Chris Burns, Richard Ford, Claudette Reid and Terry Urban were absent with excuse. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

Mayor Randall inquired if someone would be present to read and receive the proclamation. City Clerk Herringa confirmed.

With regard to Item A.4, Redevelopment Ready Communities, Mayor Pro Tem Pearson pointed out that the application from the Michigan Economic Development Corporation (MEDC) requires the designation of three redevelopment sites and inquired if the Crossroads Mall would be one such site. Mr. Shaffer responded in the affirmative. Mr. Pearson next inquired as to the MEDC request for an updated economic development strategy and vision. He pointed out that the last vision included a “City Center” in the vicinity of City Hall and stated his belief that this concept has failed. He inquired if such a concept would be continued and Mr. Shaffer commented that the concept of a “City Center” is more appropriately located at the Crossroads Mall property and not the area around City Hall. Mayor Pro Tem Pearson commented that the MEDC raises good questions and includes a request for an analysis of strengths, weaknesses, opportunities and threats (SWOT). Mr. Pearson asked that the response to the MEDC be included and discussed at the annual City Council Retreat.

Councilmember Knapp pointed out that the MEDC report includes deadlines such as “Quarter 2” and “Quarter 3.” She inquired as to how the city is progressing in responding according to the identified deadlines and who established these deadlines. Mr. Shaffer stated that he would research and respond.

Mayor Randall inquired as to when the response will need to be submitted to the MEDC and whether this is a matter that should be concluded prior to Mr. Shaffer’s retirement. City Manager Shaffer commented that if the Redevelopment Ready designation is a priority for City Council he will make it a priority as well. Councilmember Knapp inquired if a second City Council Retreat with this as a primary topic would be appropriate. Mr. Shaffer stated that this was a possibility and commented that Vicki Georgeau, Director of Community Development, was leading the response to the MEDC and would be present at the meeting to discuss the matter and respond to questions. Councilmember Knapp inquired when a response to the MEDC report was due and Mr. Shaffer stated that he would research and respond.

Mayor Pro Tem Pearson indicated that he would be removing this item from the Consent Agenda so that questions can be answered but also so that citizens can be made aware that the City is working on future development and redevelopment efforts.

With regard to Item A.6, Mr. Shaffer indicated that the winning bidder, Northern Construction Services, would be, at least during his tenure as City Manager, new for the city and that he was glad to have a new construction company bid on a city project.

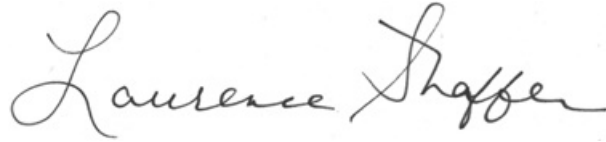
With regard to Item D.1, Public Hearing on the Fiscal Year 2019-2020 Proposed Budget, Mayor Randall inquired if the proposed 1.66% budget reduction would be presented. Mr. Shaffer responded in the affirmative and shared that it would also be included as part of the authorizing resolution scheduled for the May 21st Regular Meeting.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:10 a.m.

Adam Herringa, City Clerk

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of May 7, 2019 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks and auto-pay payments. The attached Accounts Payable Register covers the period April 14, 2019 through April 28, 2019 and notes \$677,816.86 in automated clearing house payments, \$215,862.94 in paper checks and \$59,839.86 in auto-pay payments for a grand total of \$953,519.66.

A processing issue on April 26, 2019 prevented combining of some invoices by vendor.

FUNDING: N/A

Attachments: 1. Accounts Payable of May 7, 2019

ACCOUNTS PAYABLE REGISTER
Check Dates From: 4/14/2019 To: 4/28/2019

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Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
04/19/2019	10828(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	65,728.60
04/19/2019	10829(A)	AIRGAS GREAT LAKES	SHOP MAINTENANCE	249.67
04/19/2019	10830(A)	ALL CITY MANAGEMENT SERVICES, INC.	SCHOOL CROSSING GUARDS	2,889.60
04/19/2019	10831(A)	ALL-PHASE ELECTRIC SUPPLY CO.	SUPPLIES - PARKS DIV	238.86
04/19/2019	10832(A)	ALRO STEEL CORPORATION	HAYLOFT PROJECT	55.14
04/19/2019	10833(A)	BATTERIES PLUS	HEADSET BATTERY	15.95
04/19/2019	10834(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING	50,317.10
04/19/2019	10835(A)	BLUE, JOHN	EMPLOYEE TRAINING	120.00
04/19/2019	10836(A)	C C I SOUTH, INC.	MOVING FAX & 2 COPIERS	399.67
04/19/2019	10837(A)	C D W GOVERNMENT, INC.	PC SPEED BOOSTER	54.96
04/19/2019	10838(A)	CIVICPLUS	FINANCE CHARGE	141.36
04/19/2019	10839(A)	CLEANIT CORP	CAR WASHES 2018/19	161.99
04/19/2019	10840(A)	CONSUMERS CONCRETE CORP.	CELERY FLATS PROJECT	209.25
04/19/2019	10841(A)	CONTINENTAL LINEN SERVICES	MAT AND LINEN SERVICE	77.05
04/19/2019	10842(A)	CUTSHAW, JESSICA LYNN	TACTICAL ENCOUNTERS	40.00
04/19/2019	10843(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING	293.85
04/19/2019	10844(A)	DIGITAL HIGHWAY WIRELESS SOLUTIONS	MODEMS W/WARRANTY	3,937.50
04/19/2019	10845(A)	DMOCH, ADAM	NA ACTIVE ASSAILANT	50.00
04/19/2019	10846(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SECURITY SERVICES	133.00
04/19/2019	10847(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	WELDING SERVICES	200.00
04/19/2019	10848(A)	ETNA SUPPLY, INC.	METER READING EQUIP	2,149.99
04/19/2019	10849(A)	EVERETT, CHIP	FIRE OPS TRAINING	1,039.13
04/19/2019	10850(A)	EXTREME POWER EQUIPMENT, INC.	MAINTENANCE SUPPLIES	186.25
04/19/2019	10851(A)	GORDON WATER SYSTEMS	WATER COOLER SERVICE	327.70
04/19/2019	10852(A)	GRIFFIN PEST SOLUTIONS, INC.	YEARLY SERVICE	309.00
04/19/2019	10853(A)	GRYPHON PLACE	211 INFORMATION	1,500.00
04/19/2019	10854(A)	HOUSER, DANIEL	NA ACTIVE ASSAILANT	50.00
04/19/2019	10855(A)	IP CONSULTING, INC.	MONTHLY BACKUP	350.00
04/19/2019	10856(A)	LAWSON PRODUCTS, INC	MAINTENANCE SUPPLIES	1,289.31
04/19/2019	10857(A)	LOWE'S HOME CENTER	MAILBOX REPLACEMENT	65.51
04/19/2019	10858(A)	MANEY II, JOHN RAYMOND	EMPLOYEE TRAINING	90.00

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04/19/2019	10859(A)	MENARDS, INC	PCBP PROJECT	94.91
04/19/2019	10860(A)	MICROSYSTEMS, INC.	MICROFILM SCANNING	6,641.97
04/19/2019	10861(A)	NEW FRESH CLEANING SERVICE	JANITORIAL SERVICES	212.00
04/19/2019	10862(A)	NYE UNIFORMS	MISC UNIFORMS	1,297.33
04/19/2019	10863(A)	ONE WAY PRODUCTS	CAN LINERS/SUPPLIES	1,351.16
04/19/2019	10864(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	2,596.25
04/19/2019	10865(A)	PCM SALES, INC.	IBM MAAS360	4,194.75
04/19/2019	10866(A)	PERCEPTIVE CONTROLS, INC.	FLOW METER UPDATES	13,902.10
04/19/2019	10867(A)	PETERS CONSTRUCTION CO.	PORTAGE/LAKEVIEW PROJ	45,646.09
04/19/2019	10868(A)	PRINTING SERVICES INC	ELIJAH ROOT PRINTING	672.80
04/19/2019	10869(A)	R W LAPINE INC.	HVAC ON-CALL SERVICE	717.93
04/19/2019	10870(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	4,388.98
04/19/2019	10874(A)	RIETH-RILEY CONSTRUCTION CO., INC	HOT AND COLD PATCH	562.20
04/19/2019	10875(A)	ROACH HOME IMPROVEMENT	CDBG 5840 MT. VERNON	12,450.00
04/19/2019	10876(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	455.48
04/19/2019	10877(A)	ROE-COMM, INC.	REPL/REPAIR RADIOS	599.80
04/19/2019	10878(A)	ROTO-ROOTER SEWER & DRAIN SERV	SERVICE CALLS	463.95
04/19/2019	10879(A)	S B F ENTERPRISES, INC.	UTILITY PRINT SUPPLIES	844.22
04/19/2019	10880(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	17,888.05
04/19/2019	10881(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR	288.00
04/19/2019	10882(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER SYSTEM CHEMICALS	180,330.53
04/19/2019	10883(A)	THE POSTMAN INC.	REPAIR CALL	540.00
04/19/2019	10884(A)	TOO CLEAN JANITORIAL	CLEANING MAINTENANCE	810.00
04/19/2019	10885(A)	W W GRAINGER INC	PROJECT SUPPLIES	497.76
04/19/2019	10886(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER	4,176.67
04/19/2019	10887(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT SERVICES	1,992.11
04/19/2019	10888(A)	WIGHTMAN	ENGINEERING SERVICES	15,901.50
04/19/2019	10889(A)	WOLVERINE LAWN SERVICE, INC.	SNOW REMOVAL SERVICES	123.00
04/19/2019	10890(A)	XEROX CORPORATION	XEROX AGREEMENT	209.55
04/26/2019	10891(A)	B S & A SOFTWARE	CUSTOM BANK EXPORT	4,000.00
04/26/2019	10892(A)	BILL'S LOCK SHOP, INC.	REPAIR ROLLUP GATES	230.00
04/26/2019	10893(A)	BLUE, JOHN	HOMELAND SECURITY	165.00

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04/26/2019	10894(A)	BRENNER OIL CO.	GASOLINE	16,836.00
04/26/2019	10895(A)	BRENNER OIL CO.	DIESEL FUEL	8,614.00
04/26/2019	10896(A)	C M P DISTRIBUTORS, INC.	WEAPONS/ACCESS	3,684.50
04/26/2019	10897(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	15,268.37
04/26/2019	10898(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	11,455.49
04/26/2019	10899(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	3,930.86
04/26/2019	10900(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	34,336.60
04/26/2019	10901(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	38,140.29
04/26/2019	10902(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	11,145.99
04/26/2019	10903(A)	COVENANT SECURITY EQUIPMENT	DROP BOX	2,010.75
04/26/2019	10904(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	18,304.81
04/26/2019	10905(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,168.34
04/26/2019	10906(A)	GREATER KALAMAZOO UNITED WAY	CONTRIBUTIONS	360.00
04/26/2019	10907(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT.	58.00
04/26/2019	10908(A)	INDUSCO SUPPLY CO., INC.	CITY HALL RESTROOMS	267.05
04/26/2019	10909(A)	IP CONSULTING, INC.	LABOR FOR PHONE SYST	525.00
04/26/2019	10910(A)	MEJEUR ELECTRIC LLC	LIGHT REPAIR	64.00
04/26/2019	10911(A)	NORMAN CAMERA CO.	CAMERA REPAIR	40.00
04/26/2019	10912(A)	NYE UNIFORMS	FIRE UNIFORMS	59.99
04/26/2019	10913(A)	NYE UNIFORMS	MISC UNIFOIRMS	164.50
04/26/2019	10914(A)	OFF THE CUFF CATERING	BUDGET REVIEW DINNER	149.85
04/26/2019	10915(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	615.60
04/26/2019	10916(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	702.62
04/26/2019	10917(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	1,682.53
04/26/2019	10918(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES	1,241.60
04/26/2019	10919(A)	PCM SALES, INC.	MONTHLY IT OUTSOURCING	40,960.00
04/26/2019	10920(A)	PCM SALES, INC.	SCANNER	914.97
04/26/2019	10921(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES	2,019.09
04/26/2019	10922(A)	PORTAGE ON-CALL FIREFIGHTERS	UNION DUES	40.00
04/26/2019	10923(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES	602.00
04/26/2019	10924(A)	SEVERANCE ELECTRIC COMPANY, INC	FLASHER SIGNAL	3,678.00
04/26/2019	10925(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINT	980.16

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04/26/2019	10926(A)	UNIFIRST CORPORATION	CARPET RUNNER RENTAL	87.18
04/26/2019	10927(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UNION DUES	426.54
04/26/2019	10928(A)	VANPORTFLIET, DEREK	EMPLOYEE TRAINING	175.00
04/26/2019	10929(A)	WORLDPOINT ECC	FIRE TRAINING SUPPLIES	40.85
04/26/2019	10930(A)	WORLDPOINT ECC	FIRE TRAINING SUPPLIES	151.80
Total ACH Transactions:				677,816.86

Check Type: Paper Check

04/15/2019	309440	MICHIGAN ASSOC. OF PLANNING	SPRING REGISTRATION	300.00
04/19/2019	309441	4 SEASONS TREE SERVICES, LLC	TREE SERVICE	13,900.00
04/19/2019	309442	A T & T	TELEPHONE SERVICE	3,901.51
04/19/2019	309443	ADP, INC.	PAYROLL SERVICES	4,222.70
04/19/2019	309444	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	903.00
04/19/2019	309445	ALLIGATOR SANCTUARY	ALLIGATOR SANCTUARY	400.00
04/19/2019	309446	AMERICAN SCREEN PRINTING	NEW YAC T-SHIRTS	497.80
04/19/2019	309447	APPLIED INDUSTRIAL TECHNOLOGIE	HYD FLUID METER	625.84
04/19/2019	309448	ARROWHEAD SCIENTIFIC, INC.	LAB SUPPLIES	1,731.05
04/19/2019	309449	ARTWEAR APPAREL GRAPHICS, INC.	STAFF SHIRTS	499.98
04/19/2019	309450	AXON ENTERPRISES, INC.	CARTRIDGES	2,865.00
04/19/2019	309451	BLOOM SLUGGETT, PC	LEGAL SERVICES	1,900.00
04/19/2019	309452	BORGESS MEDICAL CENTER	PHYSICAL EXAMS	150.00
04/19/2019	309453	BRINKMAN, SALLY	TRIP EXPENSES	90.41
04/19/2019	309454	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	500.00
04/19/2019	309455	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	44.21
04/19/2019	309456	CAPITAL CONSULTANTS, INC. DBA C2AE	BUILDING MAINTENANCE	2,300.00
04/19/2019	309457	CARTRIDGE WORLD	COPIER	5,495.00
04/19/2019	309458	CHASE, AARON	FIRE OPS TRAINING	92.87
04/19/2019	309459	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH	300.00
04/19/2019	309460	CINTAS CORP.	UNIFORM RENTAL	346.72
04/19/2019	309461	COCHRAN GLASS AND DOOR, LLC	DOOR ACCESSORIES	319.42
04/19/2019	309462	CONSUMERS ENERGY	NW BIKEWAY LAND RENTAL	1,000.00
04/19/2019	309463	DAVE'S CONCRETE PRODUCTS, INC.	RAMONA PARK LOT	3,672.69

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04/19/2019	309464	DEAF & HARD OF HEARING SERVICES	LANGUAGE INTERPRETING	345.50
04/19/2019	309465	EBERSOLE, MARLENE	TRIP REFUND	50.00
04/19/2019	309466	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	2,086.76
04/19/2019	309467	FAWLEY OVERHEAD DOOR, INC.	DPW REPAIRS	233.00
04/19/2019	309468	FIRE EQUIPMENT ASSOCIATES INC.	FIRE MAINT SUPPLIES	205.00
04/19/2019	309469	FOLEY, TIM	FIRE OPS TRAINING	259.59
04/19/2019	309470	GUARDSTAR CORP.	RELOCATE EMER BUZZER	300.00
04/19/2019	309471	H & H PROPERTY MAINTENANCE, LLC	HYDROSEEDING SERVICE	500.00
04/19/2019	309472	HALL BUILDERS LLC	FIXTURE INSTALLATION	1,332.00
04/19/2019	309473	HALT FIRE, INC.	FIRE APPARATUS MAINT	438.33
04/19/2019	309474	HAMBRIGHT, JARED	FIRE OPS TRAINING	217.48
04/19/2019	309475	HOLOCENE ENVIRONMENTAL LLC	UST A & B OPERATOR	175.00
04/19/2019	309476	HOME DEPOT	MPIR SUPPLIES	466.07
04/19/2019	309477	HOPKINS FUNDRAISING CONSULTING	SR CENTER CAMPAIGN	6,250.00
04/19/2019	309478	IMAGESTREAM, INC.	CABLECAST/VIDEOGRAPH	22,571.00
04/19/2019	309479	J & J LOCKSMITHS	DOOR SERVICES	184.00
04/19/2019	309480	JAMESTOWN ADVANCED PRODUCTS	PICNIC SUPPORT EQUIP	3,901.00
04/19/2019	309481	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES MARCH	460.00
04/19/2019	309482	KIM CRITZ	CONCERT/MOVIE DESIGN	200.00
04/19/2019	309483	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER CONTRACT	364.00
04/19/2019	309484	KZOO TIRE COMPANY	TIRES / TIRE REPAIR	1,712.00
04/19/2019	309485	LAKE VILLAGE FARM	GREEN-A-THON	400.00
04/19/2019	309486	LOEBIG, ELIZABETH	KHRMA TRAINING	149.00
04/19/2019	309487	LUDERER, JOHN R	REFUND OVERPAY	281.23
04/19/2019	309488	MAXWELL PRODUCTS, INC.	CRACKSEAL MATERIAL	20,752.14
04/19/2019	309489	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	25.00
04/19/2019	309490	MENARD'S (WEST MAIN)	SPLIT RAIL FENCE	3,469.54
04/19/2019	309491	MICH MUNICIPAL POLICE & FIRE REPAIR	MAJOR REPAIR UNIT 221	5,455.17
04/19/2019	309492	MIDWEST CUSTOM EMBROIDERY COMPANY	RANGER BIKE SHIRTS	331.00
04/19/2019	309493	MIDWEST GUTTER SYSTEMS LLC	DPS GUTTER REPAIR	1,200.00
04/19/2019	309494	MLIVE MEDIA GROUP	MARCH LEGAL NOTICES	83.35
04/19/2019	309495	MOLNAR, PATTY	PUBLIC SAFETY RECRUITING	281.68

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04/19/2019	309496	MOTOROLA SOLUTIONS, INC.	APX PORTABLE RADIO	7,168.80
04/19/2019	309497	OAKLAND COMMUNITY COLLEGE/CREST	EMPLOYEE TRAINING	50.00
04/19/2019	309498	OAKLAND COMMUNITY COLLEGE/CREST	EMPLOYEE TRAINING	85.00
04/19/2019	309499	OAKLAND COMMUNITY COLLEGE/CREST	EMPLOYEE TRAINING	695.00
04/19/2019	309500	OAKLAND COMMUNITY COLLEGE/CREST	EMPLOYEE TRAINING	695.00
04/19/2019	309501	OFFICE DEPOT, INC.	OFFICE SUPPLIES	974.32
04/19/2019	309503	PEDAL BICYCLES	MISC BIKE REPAIRS	348.00
04/19/2019	309504	PETTY CASH-ALYSSA MILBECK	TEMPORARY INCREASE	1,500.00
04/19/2019	309505	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	468.14
04/19/2019	309506	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	128.99
04/19/2019	309507	POLDERMAN'S FLOWER SHOP	FLOWERS	45.00
04/19/2019	309508	QUALITY PRECAST, INC.	HAYLOFT PROJECT	1,795.28
04/19/2019	309509	REEHL, MARY ANN	TRIP REFUND	250.00
04/19/2019	309510	RENEWED EARTH, INC.	LEAF/BRUSH REMOVAL	9,083.33
04/19/2019	309511	RESTORATIVE LAKE SCIENCES, LLC	WEST LAKE WEED MGMT	1,625.00
04/19/2019	309512	RHOMAR INDUSTRIES INC.	SALT NEUTRALIZER	2,140.70
04/19/2019	309513	ROWLEY BROTHERS, INC.	ENGINE/ HYDRAULIC OIL	1,740.70
04/19/2019	309514	SACKETT'S FIREPLACE LLC	CDBG 5840 MT. VERNON	2,177.48
04/19/2019	309515	SACKETT'S FLOORING SOLUTIONS	CDBG 5744 MONTICELLO	862.81
04/19/2019	309516	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS	8,520.00
04/19/2019	309517	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIR	32.18
04/19/2019	309518	SMOKED DOWN BBQ LLC	GREEN-A-THON EVENT	125.00
04/19/2019	309519	SPECIALTY CHEESECAKES & DESSERT CO.	GREEN-A-THON EVENT	63.00
04/19/2019	309520	STANCHFIELD, ROBERT	TRIP REFUND	133.00
04/19/2019	309521	STATE OF MICHIGAN	SOR REGISTRATION FEE	600.00
04/19/2019	309522	STATE SYSTEMS RADIO, INC	RADIO INSTALLATIONS	901.50
04/19/2019	309523	SUITS U TAILOR SHOP INC	FIRE UNIFORMS	150.00
04/19/2019	309524	TODD ARBANAS ENTERPRISES INC.	CRACKED LIMB REMOVAL	900.00
04/19/2019	309525	TOEPFER, ANDREW	FIRE OPS TRAINING	97.24
04/19/2019	309526	TRACKER SOFTWARE CORP	PUBWORKS SOFTWARE	4,720.00
04/19/2019	309527	TRACTOR SUPPLY CORP.	MAINTENANCE SUPPLIES	138.94
04/19/2019	309528	TURNKEY MERCHANDISE PROGRAMS	MAYORS RIDE CUPS	375.50

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04/19/2019	309529	USA TODAY	SUBSCRIPTION	24.40
04/19/2019	309530	WASTE MANAGEMENT	DISPOSAL SERVICES	513.00
04/19/2019	309531	WELLMAN, CHARLES	FIRE OPS TRAINING	256.66
04/19/2019	309532	WENDLING OSBORN, JANE	TRIP REFUND	50.00
04/19/2019	309533	WEST BEND MUTUAL INSURANCE COMPANY	INSURANCE FOR EVENT	50.00
04/23/2019	309534	10TH DISTRICT COURT	BAIL BOND	200.00
04/23/2019	309534	10TH DISTRICT COURT	BAIL VOND	200.00
04/26/2019	309535	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	333.00
04/26/2019	309536	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	39.00
04/26/2019	309537	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	121.00
04/26/2019	309538	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,363.00
04/26/2019	309539	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	851.50
04/26/2019	309540	ASA OF KALAMAZOO/BATTLE CREEK	AUTISM WALK REFUND	150.00
04/26/2019	309541	AT&T	GPS TRACKING	475.00
04/26/2019	309542	CAPITOL STRATEGIES, LLC	FUND PLANNING	3,000.00
04/26/2019	309543	CAPITOL STRATEGIES, LLC	FUND PLANNING	2,033.00
04/26/2019	309544	CHASE DOORS	REFUND OVERPAY 1230	997.09
04/26/2019	309545	CINTAS CORP.	UNIFORM RENTAL	7.13
04/26/2019	309546	CINTAS CORP.	UNIFORM RENTAL	7.13
04/26/2019	309547	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	15,288.00
04/26/2019	309548	FAIR HOUSING CENTER OF SW MICHIGAN	FAIR HOUSING CENTER	1,000.00
04/26/2019	309549	FLOYD, AUSTIN & CHERIE	REFUND	63.86
04/26/2019	309550	GREATER KALAMAZOO FOP LODGE 98	PPCOA DUES	549.20
04/26/2019	309551	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA	2,361.56
04/26/2019	309552	H & H PROPERTY MAINTENANCE, LLC	HYDROSEEDING SERVICE	1,150.00
04/26/2019	309553	HOME DEPOT	BUILDING SUPPLIES	4.26
04/26/2019	309554	HOME DEPOT	BUILDING SUPPLIES	9.97
04/26/2019	309555	HOME DEPOT	CLEANING SUPPLIES	15.94
04/26/2019	309556	HOME DEPOT	LEAF BLOWER RANGER	199.88
04/26/2019	309557	HOME DEPOT	FIRE SCBA MAINT.	3.94
04/26/2019	309558	JACKSON AUSTIN	REFUND	370.00
04/26/2019	309559	KALAMAZOO COUNTY HEALTH & COMMUNITY	MPIR FOOD LICENSE	145.00

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04/26/2019	309560	KALAMAZOO COUNTY TREASURER	2018 MTT	3,291.34
04/26/2019	309561	KINGSCOTE CHEMICALS INC.	MISC SUPPLIES	60.41
04/26/2019	309562	KZOO TIRE COMPANY	TIRE REPAIR	18.50
04/26/2019	309563	LAM STEVE	SOFTBALL TEAM REFUND	700.00
04/26/2019	309564	MICHIGAN ASSOC OF MUNICIPAL CLERKS	SUMMER CONFERENCE	350.00
04/26/2019	309565	MML UNEMPLOYMENT FUND	ADJUSTMENTS	45.10
04/26/2019	309566	N I G P	MEMBERSHIP	190.00
04/26/2019	309567	NATIONAL COUNCIL ON THE AGING	CONFERENCE REGISTRAT	350.00
04/26/2019	309568	NOVARIA, JIM	DAMAGED MAILBOX REIM	44.00
04/26/2019	309569	OFFICE DEPOT, INC.	OFFICE SUPPLIES	45.19
04/26/2019	309570	OFFICE DEPOT, INC.	OFFICE SUPPLIES	35.09
04/26/2019	309571	OFFICE DEPOT, INC.	OFFICE SUPPLIES	30.43
04/26/2019	309572	OFFICE DEPOT, INC.	OFFICE SUPPLIES	25.89
04/26/2019	309573	OFFICE DEPOT, INC.	OFFICE SUPPLIES	42.85
04/26/2019	309574	OFFICE DEPOT, INC.	OFFICE SUPPLIES	28.88
04/26/2019	309575	OFFICE DEPOT, INC.	OFFICE SUPPLIES	15.12
04/26/2019	309576	OFFICE DEPOT, INC.	OFFICE SUPPLIES	15.99
04/26/2019	309577	OFFICE DEPOT, INC.	OFFICE SUPPLIES	8.76
04/26/2019	309578	PEDAL BICYCLES	MISC BIKE REPAIRS	140.00
04/26/2019	309579	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	527.44
04/26/2019	309580	PETTY CASH-MARILYN MARION	REPLENISHMENT CHECK	913.83
04/26/2019	309581	PORTAGE BUDGET STORAGE, LLC	UNIT 6231 MAY TO OCT	1,626.00
04/26/2019	309582	PORTAGE BUDGET STORAGE, LLC	UNIT 6233 MAY TO OCT	1,176.00
04/26/2019	309583	ROBERTS, HEATHER	RENTAL REFUND	100.00
04/26/2019	309584	SPRINT PCS	GPS TRACKING	100.00
04/26/2019	309585	SPRINT PCS	GPS TRACKING	100.00
04/26/2019	309586	STUDENT HAULERS	DEBRIS REMOVAL	100.00
04/26/2019	309587	TINA MINOR	DEPOSIT REFUND	150.00
04/26/2019	309588	TORRENCE, JULIE	REFUND	79.92
04/26/2019	309589	UNITED PARTY & EVENT SERVICES	TENTS, TABLES & CHAIRS	1,140.00
04/26/2019	309590	VAINNER, LYND SAY	DAMAGED MAILBOX REIM	44.00
04/26/2019	309591	VERIZON WIRELESS SERVICES, LLC	WIRELESS SERVICE	2,400.11

ACCOUNTS PAYABLE REGISTER
Check Dates From: 4/14/2019 To: 4/28/2019

Page 9 of 9

Check Date	Check	Vendor Name	Description	Amount
04/26/2019	309592	WESTLEY, JAMES	DAMAGED MAILBOX REIM	44.00
04/26/2019	309593	WIGHTMAN	EASEMENT DESCRIPTION	300.00
04/26/2019	309594	WILLIAMS, SUSAN	PARKS FOUNDATION START-UP	464.62
Total Paper Checks:				215,862.94

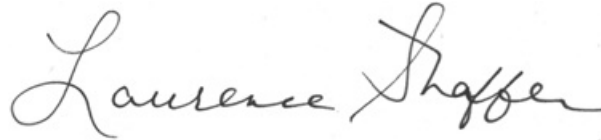
Check Type: Auto-Pay Payments

04/15/2019	7768	RANDALL BROWN & ASSOC	RETAINER FEES	18,810.00
04-15-2019	7801	CONSUMERS ENERGY	GAS-ELECTRIC	25,873.78
04-16-2019	7803	CONSUMERS ENERGY	GAS-ELECTRIC	1,382.68
04-17-2019	7808	CONSUMERS ENERGY	GAS-ELECTRIC	938.34
04-18-2019	7812	CONSUMERS ENERGY	GAS-ELECTRIC	7,734.81
04-19-2019	7817	CONSUMERS ENERGY	GAS-ELECTRIC	428.35
04-22-2019	7818	CONSUMERS ENERGY	GAS-ELECTRIC	4,387.86
04-23-2019	7819	CONSUMERS ENERGY	GAS-ELECTRIC	284.04
Total Auto-Pay Payments:				59,839.86

Grand Total: 953,519.66

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Stryker Corporation - PA 198 Tax Abatement

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED:

1. Accept the application to expand Industrial Development District No. 82 to include 8065 Merchant Place to facilitate an industrial tax abatement for the Stryker Corporation at 3800 East Centre Avenue, and
2. Adopt Resolution No. 1-19 establishing a public hearing on the expansion of Industrial Development District No. 82 to include the property addressed as 8065 Merchant Place on May 21, 2019.

Attached is a request to expand Industrial Development District (IDD) No. 82 to include 8065 Merchant Place to facilitate an industrial tax abatement for the Stryker Corporation at 3800 East Centre Avenue.

Stryker Medical recently acquired 8065 Merchant Place for the purpose of constructing a 320 space off-street parking lot to support the existing building, and a 253,000-square-foot building addition currently under construction. In addition to the proposed parking lot at 8065 Merchant Place, Stryker Medical plans to construct an approximate 15,000-square-foot building addition off the northwest corner of the existing building, and 21,000 square feet of new internal office space. Taken together, this represents an approximate \$6 million investment. In addition to this investment, the existing facility will undergo a substantial renovation of over 230,000 square feet of the building area, which will include new test labs, research and development functionality, as well as renovated office space.

In the summer of 2018, a tax abatement request was approved for the 253,000-square-foot building addition currently under construction off the south side of the existing facility. This \$35.8 million construction project is slated for completion in 2020. The proposed parking lot, 36,000-square-foot addition and renovation project will begin this spring, starting with the parking lot construction in late May 2019.

Public Act 198 does not permit construction to commence prior to the creation or expansion of an IDD. Stryker Medical is requesting that the city proceed with expanding IDD No. 82 to include the recently acquired property at 8065 Merchant Place so that construction of the parking lot can commence. The scope of work and budget for the building additions and interior facility renovation are being finalized by Stryker Medical and a tax exemption certificate application for the entire project will be submitted within 30-60 days.

A preliminary site plan illustrating the location of the immediate development project, along with a map outlining the current and proposed boundary of IDD No. 82 are attached. To accommodate this "speed-to-permitting" schedule, Resolution No. 1 establishes a public hearing date for expansion of the district on May 21, 2019.

It is recommended that City Council accept the request to expand IDD No. 82 and adopt Resolution No. 1-19 setting a public hearing on the expansion on May 21, 2019.

FUNDING: N/A

- Attachments:**
1. Expanded IDD #82 Legal Description
 2. IDD 82 Amended Map
 3. Stryker Medical Preliminary Site Plan - Parking Lot and Building Expansion
 4. Resolution #1-19

April 16, 2019

Mr. Edward VanderVries
City Assessor
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Dear Mr. VanderVries,

On behalf of Stryker Corporation, please utilize this letter as a formal request to Amend and expand the existing Industrial Development District (IDD) No. 82 to include the entire Legal Description below for Stryker Corporation's proposed project expansion.

1. 3800 E Centre Ave, Portage, MI 49002

PARCEL DESCRIPTION

PART OF THE NORTHWEST QUARTER OF SECTION 24, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 24, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN; THENCE ALONG THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION, SOUTH 00 DEGREES 50 MINUTES 49 SECONDS WEST 60.02 FEET (RECORDED AS SOUTH 00 DEGREES 35 MINUTES 50 SECONDS WEST 60.02 FEET) TO THE EASTERLY EXTENSION OF THE SOUTH LINE OF EAST CENTRE AVENUE; THENCE ALONG SAID LINE EXTENDED, SOUTH 89 DEGREES 33 MINUTES 33 SECONDS WEST 50.02 FEET (RECORDED AS SOUTH 89 DEGREES 18 MINUTES 32 SECONDS WEST 50.01 FEET) TO THE WESTERLY RIGHT OF WAY OF SPRINKLE ROAD AND THE POINT OF BEGINNING; THENCE ALONG SAID RIGHT OF WAY, SOUTH 00 DEGREES 50 MINUTES 58 SECONDS WEST 2605.83 FEET (RECORDED AS SOUTH 00 DEGREES 35 MINUTES 50 SECONDS WEST 2605.59) TO THE EAST AND WEST QUARTER LINE OF SAID SECTION 24; THENCE ALONG SAID EAST AND WEST QUARTER LINE, NORTH 89 DEGREES 44 MINUTES 23 SECONDS WEST 1337.77 FEET (RECORDED AS NORTH 89 DEGREES 59 MINUTES 46 SECONDS WEST 1337.84 FEET) TO THE WESTERLY LINE OF A 100 FOOT WIDE FORMER RAILROAD RIGHT OF WAY AS MONUMENTED; THENCE ALONG THE WESTERLY LINE OF SAID RIGHT OF WAY, NORTH 00 DEGREES 50 MINUTES 08 SECONDS EAST 1777.70 FEET (RECORDED AS NORTH 00 DEGREES 35 MINUTES 11 SECONDS EAST); THENCE SOUTH 89 DEGREES 34 MINUTES 24 SECONDS WEST 260.97 FEET TO A FOUND CAPPED IRON BEARING LICENSE NUMBER 57885 (RECORDED AS PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89 DEGREES 18 MINUTES 32 SECONDS WEST 260.92 FEET); THENCE NORTH 00 DEGREES 15 MINUTES 51 SECONDS WEST 99.87 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00 DEGREES 41 MINUTES 28 SECONDS WEST 100.00 FEET); THENCE SOUTH 89 DEGREES 52 MINUTES 44 SECONDS WEST 17.00 FEET TO A FOUND CAPPED IRON BEARING LICENSE NUMBER 57885 (RECORDED AS PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89 DEGREES 18 MINUTES 32 SECONDS WEST 17.00 FEET); THENCE NORTH 00 DEGREES 30 MINUTES 27 SECONDS WEST 306.50 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00 DEGREES 41 MINUTES 28 SECONDS WEST 306.50 FEET); THENCE NORTHEASTERLY 143.71 FEET ALONG THE ARC OF A 619.44 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS NORTH 06 DEGREES 11 MINUTES 48 SECONDS EAST 143.38 FEET TO A

FOUND CONCRETE MONUMENT (RECORDED AS 143.68 FEET ALONG THE ARC OF A 618.61 FOOT RADIUS CURVE TO THE RIGHT THE CHORD OF WHICH BEARS NORTH 05 DEGREES 57 MINUTES 47 SECONDS EAST 143.36 FEET); THENCE NORTHERLY 159.07 FEET ALONG THE ARC OF A 684.61 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS NORTH 06 DEGREES 13 MINUTES 44 SECONDS EAST 158.72 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS 159.03 FEET ALONG THE ARC OF A 684.61 FOOT RADIUS CURVE TO THE LEFT THE CHORD OF WHICH BEARS NORTH 05 DEGREES 57 MINUTES 48 SECONDS EAST 158.67 FEET); THENCE NORTH 00 DEGREES 29 MINUTES 48 SECONDS WEST 164.95 FEET (RECORDED AS PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00 DEGREES 41 MINUTES 28 SECONDS WEST 165.00 FEET) TO A POINT ON THE NORTH LINE OF SECTION 24, SAID POINT LAYING NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 1037.66 FEET FROM THE NORTHWEST CORNER OF SECTION 24; THENCE ALONG THE NORTH LINE OF SECTION 24, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 262.59 FEET TO THE WEST RIGHT OF WAY LINE OF A FORMER RAILROAD AS MONUMENTED (FORMERLY NORTHFOLK SOUTHERN, FORMERLY CONRAIL, AND FORMERLY GRAND RAPIDS AND INDIANA) (RECORDED AS NORTH 89 DEGREES 18 MINUTES 32 SECONDS EAST 262.59 FEET); THENCE ALONG SAID WEST RIGHT OF WAY LINE, SOUTH 00 DEGREES 50 MINUTES 08 SECONDS WEST 77.02 FEET TO THE SOUTHERLY RIGHT OF WAY OF EAST CENTRE AVENUE; THENCE CONTINUING ALONG SAID WEST LINE, SOUTH 00 DEGREES 50 MINUTES 08 SECONDS WEST 425.00 FEET; THENCE PARALLEL WITH THE NORTH LINE OF SECTION 24, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 130.00 FEET; THENCE PARALLEL WITH THE WEST RIGHT OF WAY LINE OF SAID FORMER RAIL ROAD AS MONUMENTED, NORTH 00 DEGREES 50 MINUTES 08 SECONDS EAST 200.00 FEET; THENCE PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89 DEGREES 33 MINUTES 33 SECONDS WEST 50.00 FEET; THENCE PARALLEL WITH WEST RIGHT OF WAY LINE OF SAID FORMER RAIL ROAD AS MONUMENTED, NORTH 00 DEGREES 50 MINUTES 08 SECONDS EAST 225.00 FEET TO THE SOUTHERLY RIGHT OF WAY OF EAST CENTRE AVENUE; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 20.02 FEET; THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY, NORTH 00 DEGREES 50 MINUTES 12 SECONDS EAST 17.00 FEET (RECORDED AS NORTH 00 DEGREES 35 MINUTES 11 SECONDS EAST 17.00 FEET); THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 1238.64 FEET (RECORDED AS NORTH 89 DEGREES 18 MINUTES 32 SECONDS EAST 1238.57 FEET) TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS AND RESTRICTIONS APPARENT AND OF RECORD. SAID PARCEL CONTAINS 84.2 ± ACRES (3,667,957 ± SQUARE FEET).

Stryker Corporation appreciates the support and consideration from the City of Portage and looks forward to further growth within the community.

Graciously,



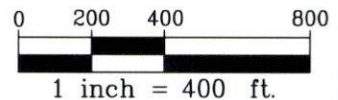
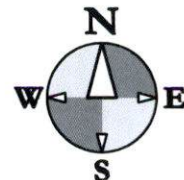
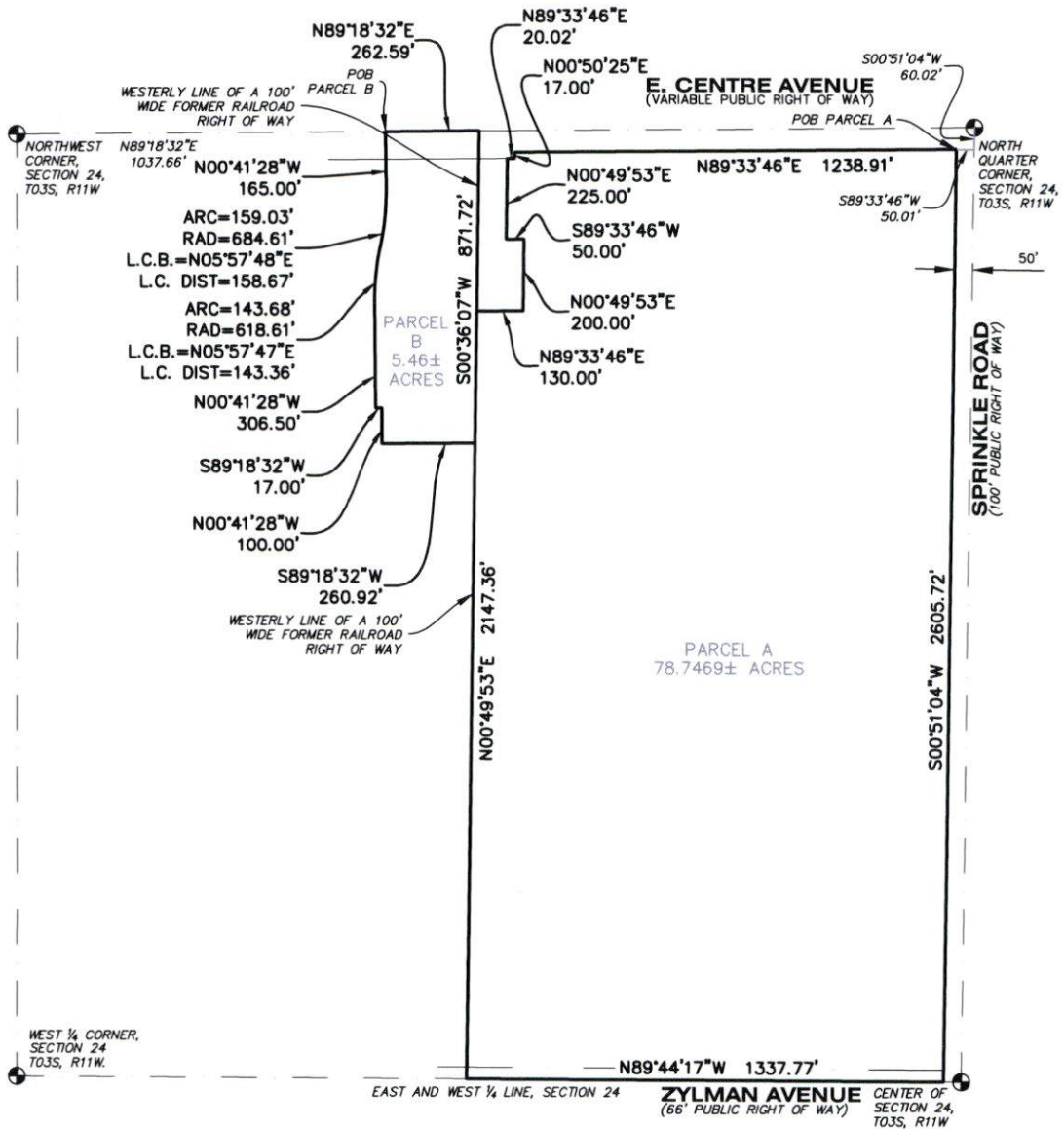
Doug Campbell

Senior Director of Program Management and Strategy



INDUSTRIAL DEVELOPMENT DISTRICT

ORIGINAL PARCELS



Drawing No.

1

1 OF 4

Title: **INDUSTRIAL DEVELOPMENT DISTRICT**
 Project: **STRYKER MEDICAL**
 Client: **STRYKER CORPORATION**

Job No.: 18-013S
 Date: 04/16/19
 Scale: AS NOTED
 P.M.: TAK
 Dft: BDE
 QA/QC: 04/16/19



hurley & stewart, llc
 2800 south 11th street
 kalamazoo, michigan 49009
 269.552.4960 fax 269.552.4961
www.hurleystewart.com

PARCEL A DESCRIPTION

PART OF THE NORTHWEST 1/4 OF SECTION 24 TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 24; THENCE S00°51'04"W ALONG THE NORTH SOUTH 1/4 LINE OF SAID SECTION A DISTANCE OF 60.02 FEET (RECORDED AS SOUTH 00°35'50" WEST 60.02 FEET) TO THE EASTERLY EXTENSION OF THE SOUTH LINE OF EAST CENTRE STREET; THENCE S89°33'46"W ALONG SAID LINE EXTENDED A DISTANCE OF 50.01 FEET (RECORDED AS SOUTH 89°18'32" WEST 50.01 FEET) TO THE WESTERLY RIGHT OF WAY OF SPRINKLE ROAD AND THE POINT OF BEGINNING; THENCE S00°51'04"W ALONG SAID RIGHT OF WAY A DISTANCE OF 2605.72 FEET (RECORDED AS SOUTH 00°35'50" WEST 2605.59 FEET) TO THE EAST WEST 1/4 LINE OF SAID SECTION; THENCE N89°44'17"W ALONG SAID EAST WEST 1/4 LINE A DISTANCE OF 1337.77 FEET (RECORDED AS NORTH 89°59'46" WEST 1337.84 FEET) TO THE WESTERLY LINE OF A 100 FOOT WIDE FORMER RAIL ROAD RIGHT OF WAY; THENCE N00°49'53"E ALONG SAID FORMER RIGHT OF WAY A DISTANCE OF 2147.36 FEET (RECORDED AS NORTH 00°35'11" EAST); THENCE NORTH 89°33'46" EAST A DISTANCE OF 130.00 FEET; THENCE N00°49'53"E A DISTANCE OF 200.00 FEET; THENCE SOUTH 89°33'46" WEST A DISTANCE OF 50.00 FEET; THENCE N00°49'53"E A DISTANCE OF 225.00 FEET TO THE SOUTHERLY RIGHT OF WAY LINE OF SAID CENTRE STREET; THENCE N89°33'46"E ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 20.02 FEET; THENCE N00°50'25"E ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 17.00 FEET (RECORDED AS NORTH 00°35'11" EAST 17.00 FEET); THENCE N89°33'46"E ALONG SAID SOUTH LINE OF CENTRE STREET A DISTANCE OF 1238.91 FEET (RECORDED AS NORTH 89°18'32" EAST 1238.57 FEET) TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 78.7469 ACRES.

PARCEL B DESCRIPTION

PART OF THE NORTHWEST 1/4 OF SECTION 24, T03S, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF SECTION 24, T03S, R11W, CITY OF PORTAGE; THENCE ALONG THE NORTH LINE OF SAID SECTION 24 NORTH 89°18'32" EAST 1037.66 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID NORTH LINE, NORTH 89°18'32" EAST 262.59 FEET TO THE WEST RIGHT OF WAY LINE OF A FORMER RAILROAD (FORMERLY NORTHFOLK SOUTHERN, FORMERLY CONRAIL, AND FORMERLY GRAND RAPIDS AND INDIANA); THENCE ALONG SAID WEST LINE, SOUTH 00°36'07" WEST 871.72 FEET; THENCE PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89°18'32" WEST 260.92 FEET; THENCE PERPENDICULAR TO SAID NORTH LINE, NORTH 00°41'28" WEST 100.00 FEET; THENCE PARALLEL WITH SAID NORTH LINE, SOUTH 89°18'32" WEST 17.00 FEET; THENCE PERPENDICULAR TO SAID NORTH LINE, NORTH 00°41'28" WEST 306.50 FEET; THENCE NORTHEASTERLY 143.68 FEET ALONG THE ARC OF A 618.61 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS NORTH 05°57'47" EAST 143.36 FEET; THENCE NORTHEASTERLY 159.03 FEET ALONG THE ARC OF A 684.61 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS NORTH 05°57'48" EAST 158.67 FEET; THENCE PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00°41'28" WEST 165.00 FEET TO THE POINT OF BEGINNING.

Drawing No.

1

2 OF 4

Title: **INDUSTRIAL DEVELOPMENT DISTRICT**
Project: **STRYKER MEDICAL**
Client: **STRYKER CORPORATION**

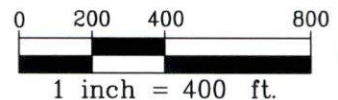
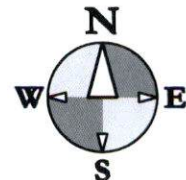
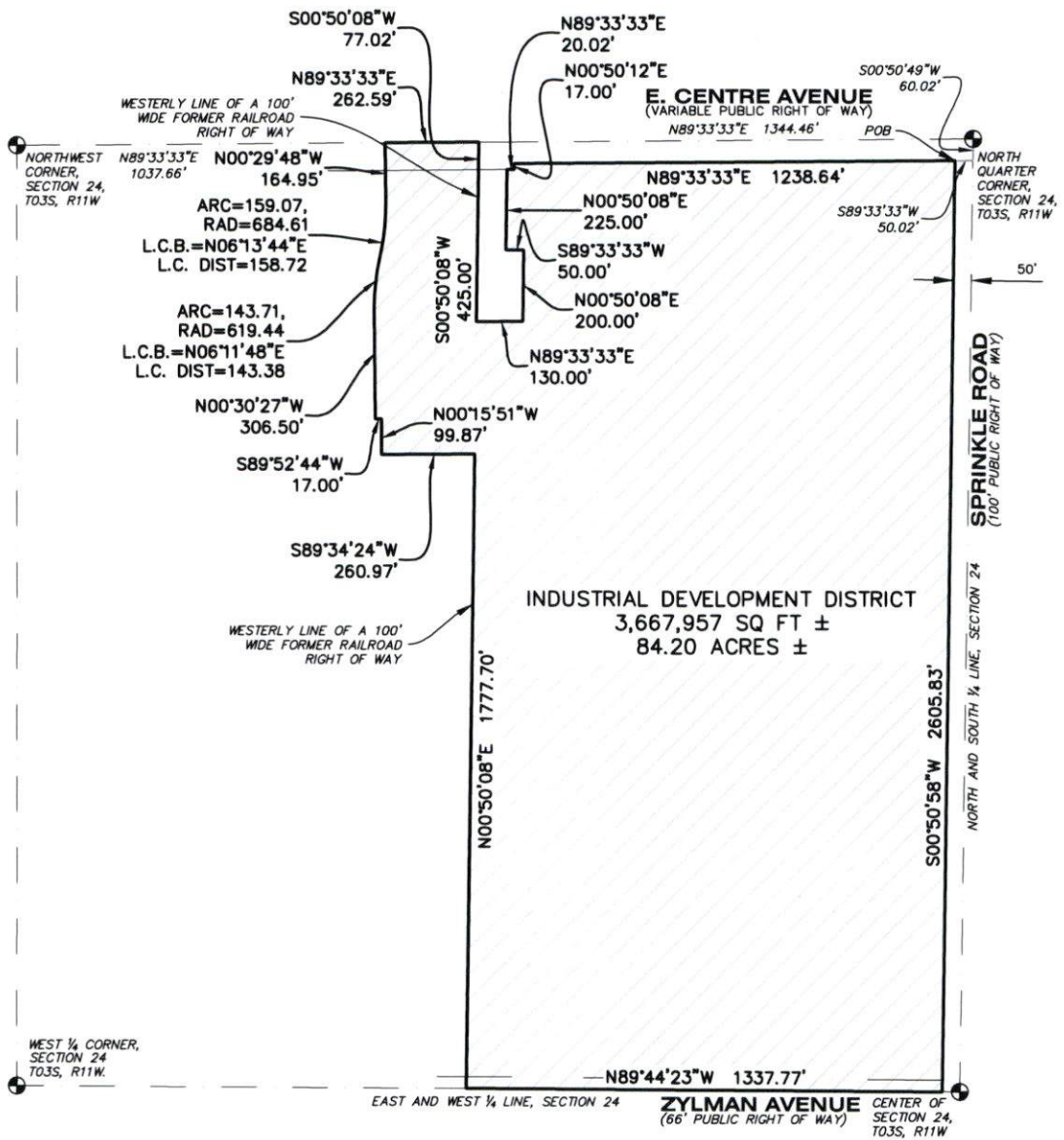
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INDUSTRIAL DEVELOPMENT DISTRICT

COMBINED PARCEL



Drawing No.

1

3 OF 4

Title: **INDUSTRIAL DEVELOPMENT DISTRICT**
Project: **STRYKER MEDICAL**
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Drawing No.

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4 OF 4

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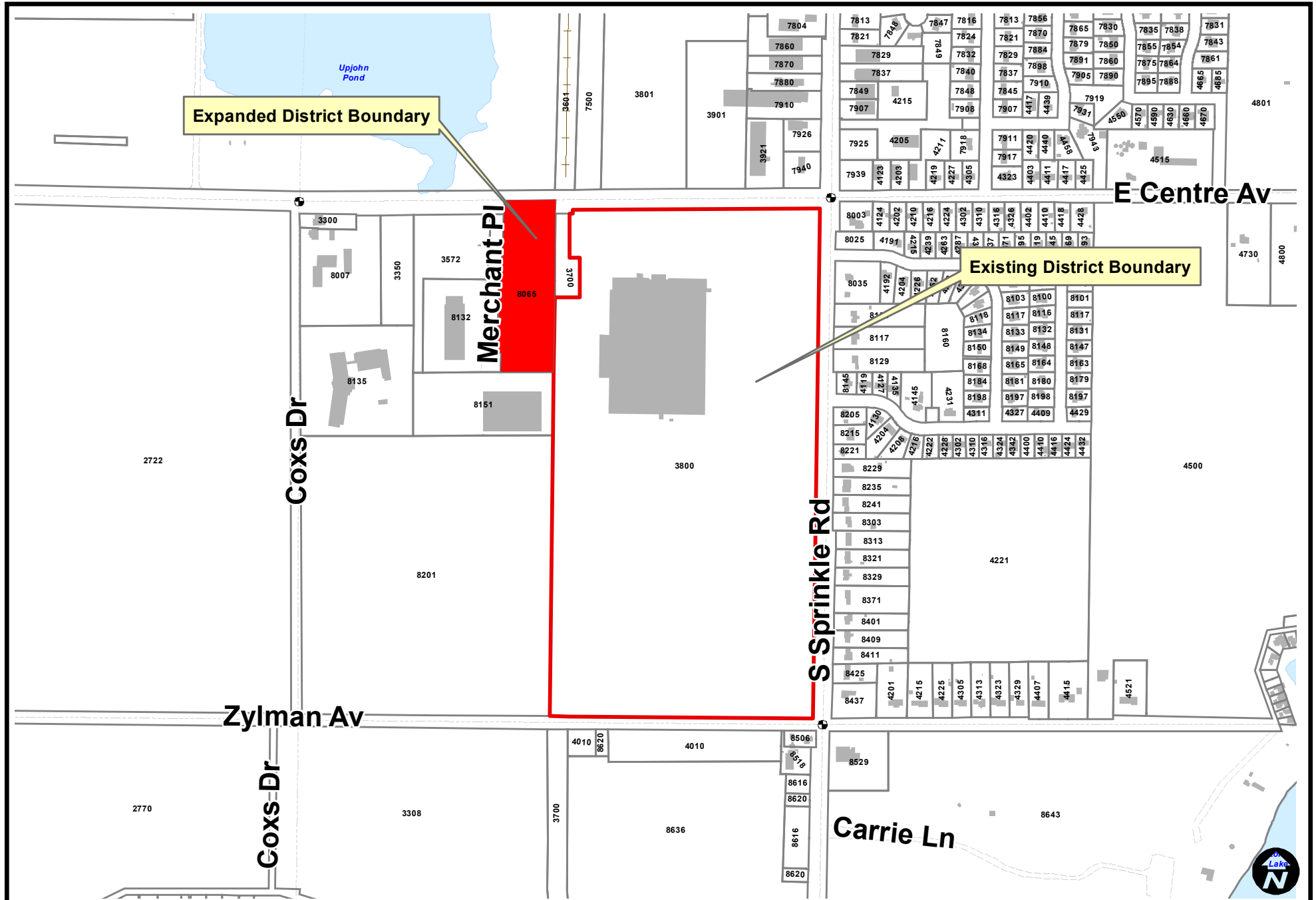


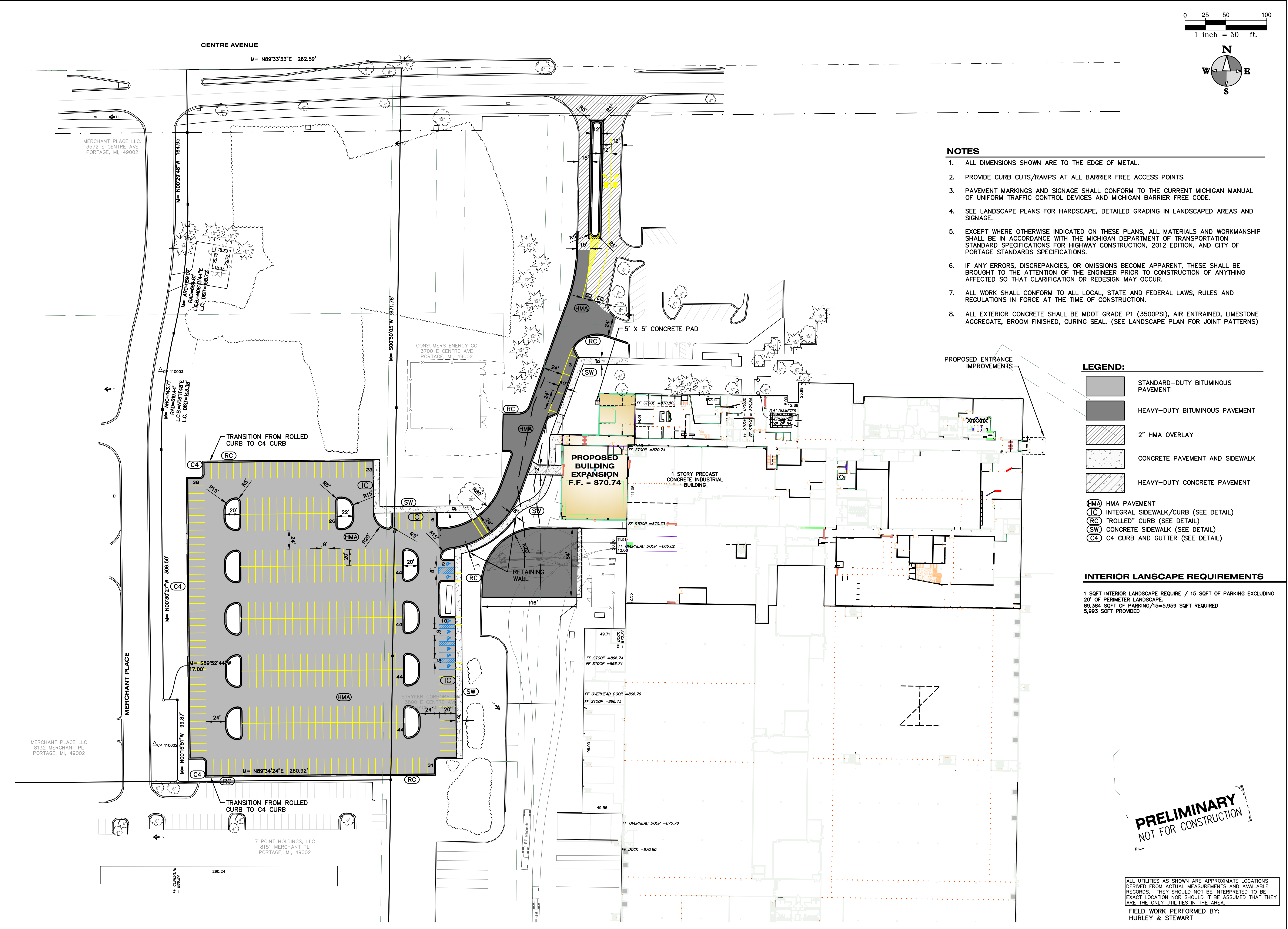
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PA 198 - IDD #82

Legend

- Existing IDD Boundary
- Proposed IDD Expanded Boundary
- IDD boundaries are approximate.





- NOTES**
1. ALL DIMENSIONS SHOWN ARE TO THE EDGE OF METAL.
 2. PROVIDE CURB CUTS/RAMPS AT ALL BARRIER FREE ACCESS POINTS.
 3. PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARRIER FREE CODE.
 4. SEE LANDSCAPE PLANS FOR HARDSCAPE, DETAILED GRADING IN LANDSCAPED AREAS AND SIGNAGE.
 5. EXCEPT WHERE OTHERWISE INDICATED ON THESE PLANS, ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, 2012 EDITION, AND CITY OF PORTAGE STANDARDS SPECIFICATIONS.
 6. 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.
 7. ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
 8. ALL EXTERIOR CONCRETE SHALL BE MDOT GRADE P1 (3500PSI), AIR ENTRAINED, LIMESTONE AGGREGATE, BROOM FINISHED, CURING SEAL. (SEE LANDSCAPE PLAN FOR JOINT PATTERNS)

- LEGEND:**
- STANDARD-DUTY BITUMINOUS PAVEMENT
 - HEAVY-DUTY BITUMINOUS PAVEMENT
 - 2" HMA OVERLAY
 - CONCRETE PAVEMENT AND SIDEWALK
 - HEAVY-DUTY CONCRETE PAVEMENT
 - HMA HMA PAVEMENT
 - IC INTEGRAL SIDEWALK/CURB (SEE DETAIL)
 - RC "ROLLED" CURB (SEE DETAIL)
 - SW CONCRETE SIDEWALK (SEE DETAIL)
 - C4 C4 CURB AND GUTTER (SEE DETAIL)

INTERIOR LANDSCAPE REQUIREMENTS

1 SQFT INTERIOR LANDSCAPE REQUIRE / 15 SQFT OF PARKING EXCLUDING 20' OF PERIMETER LANDSCAPE.
89,384 SQFT OF PARKING/15=5,959 SQFT REQUIRED
5,993 SQFT PROVIDED

PRELIMINARY
NOT FOR CONSTRUCTION

ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.
FIELD WORK PERFORMED BY:
HURLEY & STEWART

TowerPinkster

ARCHITECTS | ENGINEERS

Tower Pinkster Titus Associates Inc.

242 East Kalamazoo Avenue, Suite 200
Kalamazoo, Michigan 49007-5828
269.343.6133 PHONE 269.343.6633 FAX

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Grand Rapids, Michigan 49503
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TOWERPINKSTER.COM

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DATE

APRIL 16, 2019

PROJECT TITLE

STRYKER GQ&O -
PARKING LOT
EXPANSION -
PHASE 3

STRYKER

Portage,
Michigan

ISSUED FOR

DATE

SHEET TITLE

SITE LAYOUT
PLAN

SHEET NUMBER

C 108

18-129.00

(34)

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 1-19**

**ESTABLISHING A PUBLIC HEARING FOR THE DESIGNATION
OF INDUSTRIAL DEVELOPMENT DISTRICT NO. 82 (EXPANDED)
STRYKER CORPORATION**

Minutes of a regular meeting of the City Council of the City of Portage, Michigan, held on _____, 2019, at 7:00 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by Councilmember _____.

BE IT RESOLVED:

That a public hearing be held on the ____ day of _____, 2019, at 7:00 p.m. or as soon thereafter as may be heard at the City Hall, in the City of Portage, Michigan on the request of STRYKER CORPORATION, for the establishment of an Industrial Development District (expanded) under Michigan Act No. 198 of P.A. 1974; and

That written notice by certified mail of said hearing be sent to the owners of all real property and the legislative body of each taxing unit which levies ad valorem taxes on the property located within the proposed district described in the attached Exhibit A at least ten (10) days before said hearing; and

That notice in substantially the form attached to be published in the Kalamazoo Gazette at least ten (10) days prior to said hearing.

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

ADAM HERRINGA, City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the _____ day of _____, 2019, the original of which is in the official proceedings of the City Council.

Adam Herringa, City Clerk

Prepared by:
Randall L. Brown
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002

Approved as to Form:
Date: 5/1/2019
By: [Signature]
City Attorney

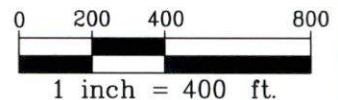
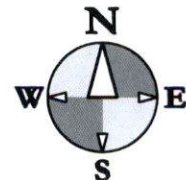
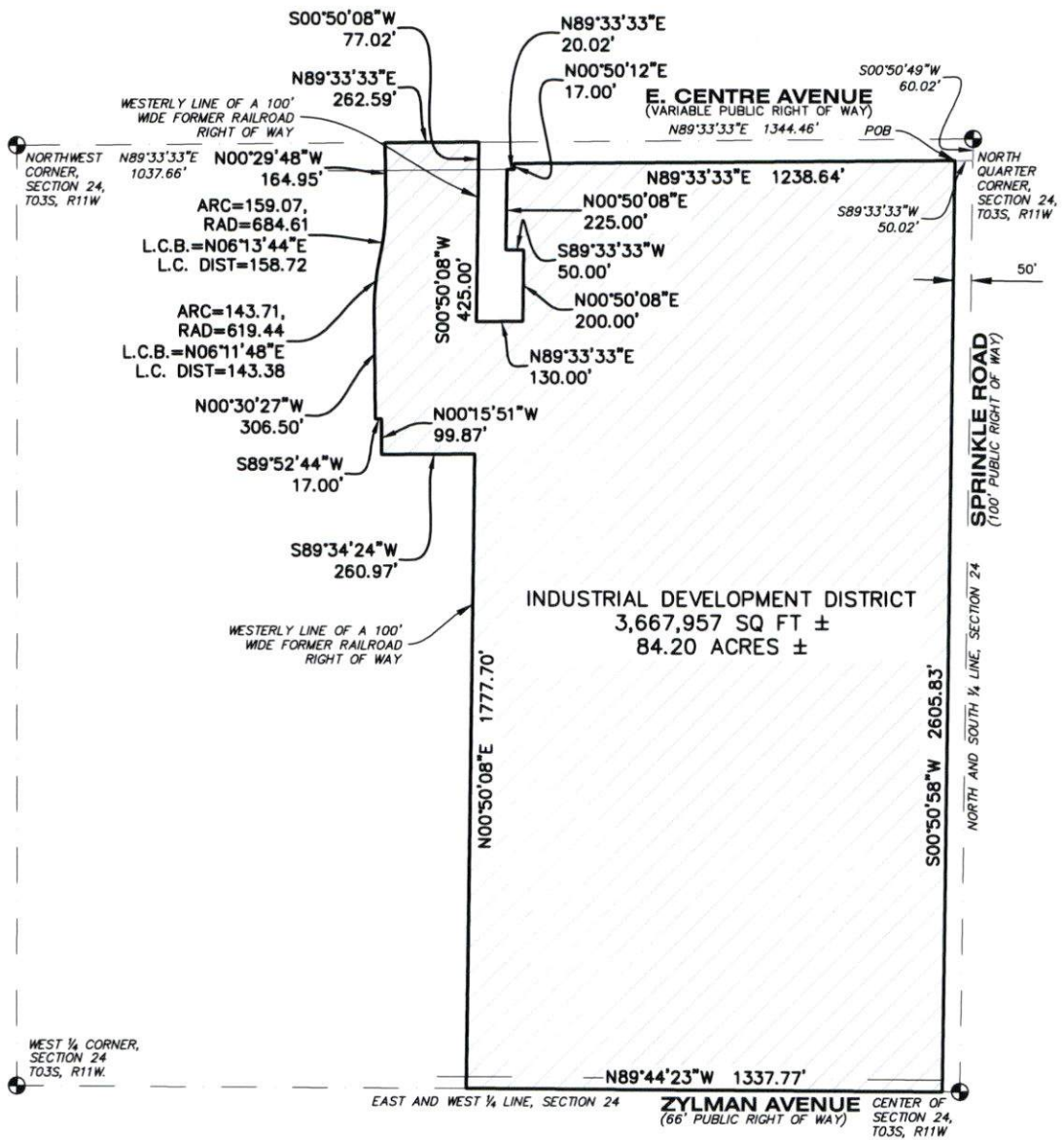
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EXHIBIT A
(legal description)

CITY OF PORTAGE

INDUSTRIAL DEVELOPMENT DISTRICT

COMBINED PARCEL



Drawing No.

1

3 OF 4

Title: **INDUSTRIAL DEVELOPMENT DISTRICT**
Project: **STRYKER MEDICAL**
Client: **STRYKER CORPORATION**

Job No.: 18-013S
Date: 04/16/19
Scale: AS NOTED
P.M.: TAK
Dft: BDE
QA/QC: 04/16/19



hurley & stewart, llc
2800 south 11th street
kalamazoo, michigan 49009
269.552.4960 fax 269.552.4961
www.hurleystewart.com

COMBINED PARCEL DESCRIPTION

PART OF THE NORTHWEST QUARTER OF SECTION 24, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 24, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN; THENCE ALONG THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION, SOUTH 00 DEGREES 50 MINUTES 49 SECONDS WEST 60.02 FEET (RECORDED AS SOUTH 00 DEGREES 35 MINUTES 50 SECONDS WEST 60.02 FEET) TO THE EASTERLY EXTENSION OF THE SOUTH LINE OF EAST CENTRE AVENUE; THENCE ALONG SAID LINE EXTENDED, SOUTH 89 DEGREES 33 MINUTES 33 SECONDS WEST 50.02 FEET (RECORDED AS SOUTH 89 DEGREES 18 MINUTES 32 SECONDS WEST 50.01 FEET) TO THE WESTERLY RIGHT OF WAY OF SPRINKLE ROAD AND THE POINT OF BEGINNING; THENCE ALONG SAID RIGHT OF WAY, SOUTH 00 DEGREES 50 MINUTES 58 SECONDS WEST 2605.83 FEET (RECORDED AS SOUTH 00 DEGREES 35 MINUTES 50 SECONDS WEST 2605.59) TO THE EAST AND WEST QUARTER LINE OF SAID SECTION 24; THENCE ALONG SAID EAST AND WEST QUARTER LINE, NORTH 89 DEGREES 44 MINUTES 23 SECONDS WEST 1337.77 FEET (RECORDED AS NORTH 89 DEGREES 59 MINUTES 46 SECONDS WEST 1337.84 FEET) TO THE WESTERLY LINE OF A 100 FOOT WIDE FORMER RAILROAD RIGHT OF WAY AS MONUMENTED; THENCE ALONG THE WESTERLY LINE OF SAID RIGHT OF WAY, NORTH 00 DEGREES 50 MINUTES 08 SECONDS EAST 1777.70 FEET (RECORDED AS NORTH 00 DEGREES 35 MINUTES 11 SECONDS EAST); THENCE SOUTH 89 DEGREES 34 MINUTES 24 SECONDS WEST 260.97 FEET TO A FOUND CAPPED IRON BEARING LICENSE NUMBER 57885 (RECORDED AS PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89 DEGREES 18 MINUTES 32 SECONDS WEST 260.92 FEET); THENCE NORTH 00 DEGREES 15 MINUTES 51 SECONDS WEST 99.87 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00 DEGREES 41 MINUTES 28 SECONDS WEST 100.00 FEET); THENCE SOUTH 89 DEGREES 52 MINUTES 44 SECONDS WEST 17.00 FEET TO A FOUND CAPPED IRON BEARING LICENSE NUMBER 57885 (RECORDED AS PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89 DEGREES 18 MINUTES 32 SECONDS WEST 17.00 FEET); THENCE NORTH 00 DEGREES 30 MINUTES 27 SECONDS WEST 306.50 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00 DEGREES 41 MINUTES 28 SECONDS WEST 306.50 FEET); THENCE NORTHEASTERLY 143.71 FEET ALONG THE ARC OF A 619.44 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS NORTH 06 DEGREES 11 MINUTES 48 SECONDS EAST 143.38 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS 143.68 FEET ALONG THE ARC OF A 618.61 FOOT RADIUS CURVE TO THE RIGHT THE CHORD OF WHICH BEARS NORTH 05 DEGREES 57 MINUTES 47 SECONDS EAST 143.36 FEET); THENCE NORTHERLY 159.07 FEET ALONG THE ARC OF A 684.61 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS NORTH 06 DEGREES 13 MINUTES 44 SECONDS EAST 158.72 FEET TO A FOUND CONCRETE MONUMENT (RECORDED AS 159.03 FEET ALONG THE ARC OF A 684.61 FOOT RADIUS CURVE TO THE LEFT THE CHORD OF WHICH BEARS NORTH 05 DEGREES 57 MINUTES 48 SECONDS EAST 158.67 FEET); THENCE NORTH 00 DEGREES 29 MINUTES 48 SECONDS WEST 164.95 FEET (RECORDED AS PERPENDICULAR TO THE NORTH LINE OF SECTION 24, NORTH 00 DEGREES 41 MINUTES 28 SECONDS WEST 165.00 FEET) TO A POINT ON THE NORTH LINE OF SECTION 24, SAID POINT LAYING NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 1037.66 FEET FROM THE NORTHWEST CORNER OF SECTION 24; THENCE ALONG THE NORTH LINE OF SECTION 24, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 262.59 FEET TO THE WEST RIGHT OF WAY LINE OF A FORMER RAILROAD AS MONUMENTED (FORMERLY NORTHFOLK SOUTHERN, FORMERLY CONRAIL, AND FORMERLY GRAND RAPIDS AND INDIANA) (RECORDED AS NORTH 89 DEGREES 18 MINUTES 32 SECONDS EAST 262.59 FEET); THENCE ALONG SAID WEST RIGHT OF WAY LINE, SOUTH 00 DEGREES 50 MINUTES 08 SECONDS WEST 77.02 FEET TO THE SOUTHERLY RIGHT OF WAY OF EAST CENTRE AVENUE; THENCE CONTINUING ALONG SAID WEST LINE, SOUTH 00 DEGREES 50 MINUTES 08 SECONDS WEST 425.00 FEET; THENCE PARALLEL WITH THE NORTH LINE OF SECTION 24, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 130.00 FEET; THENCE PARALLEL WITH THE WEST RIGHT OF WAY LINE OF SAID FORMER RAIL ROAD AS MONUMENTED, NORTH 00 DEGREES 50 MINUTES 08 SECONDS EAST 200.00 FEET; THENCE PARALLEL WITH THE NORTH LINE OF SECTION 24, SOUTH 89 DEGREES 33 MINUTES 33 SECONDS WEST 50.00 FEET; THENCE PARALLEL WITH WEST RIGHT OF WAY LINE OF SAID FORMER RAIL ROAD AS MONUMENTED, NORTH 00 DEGREES 50 MINUTES 08 SECONDS EAST 225.00 FEET TO THE SOUTHERLY RIGHT OF WAY OF EAST CENTRE AVENUE; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 20.02 FEET; THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY, NORTH 00 DEGREES 50 MINUTES 12 SECONDS EAST 17.00 FEET (RECORDED AS NORTH 00 DEGREES 35 MINUTES 11 SECONDS EAST 17.00 FEET); THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY, NORTH 89 DEGREES 33 MINUTES 33 SECONDS EAST 1238.64 FEET (RECORDED AS NORTH 89 DEGREES 18 MINUTES 32 SECONDS EAST 1238.57 FEET) TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS AND RESTRICTIONS APPARENT AND OF RECORD. SAID PARCEL CONTAINS 84.2 ± ACRES (3,667,957 ± SQUARE FEET).

Drawing No.

1

4 OF 4

Title: **INDUSTRIAL DEVELOPMENT DISTRICT**
Project: **STRYKER MEDICAL**
Client: **STRYKER CORPORATION**

Job No.: 18-013S
Date: 04/16/19
Scale: AS NOTED
P.M.: TAK
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TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Redevelopment Ready Communities Program

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Adopt a resolution authorizing the implementation of recommended actions necessary to attain Redevelopment Ready Communities certification from the Michigan Economic Development Corporation.

In July 2017, City Council approved a resolution for the City of Portage to participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) Program. The program is a state-wide certification program that measures each community based on best practices developed by experts in the public and private sector, then certifies communities that integrate transparency, predictability and efficiency into their development practices. The goal is to create a community-supported redevelopment vision that invites investment and then, in turn, creates thriving places where people want to live, work and enjoy quality leisure-time activities.

Although for many years the City of Portage has been utilizing innovative strategies and efficient processes in its approach to encourage and stimulate (re)development activities within the community, participation in the MEDC RRC Program provides an additional opportunity to evaluate and implement different successful strategies and processes utilized by other Michigan communities. Finally, the RRC Program allows the city to partner with the MEDC and market key properties within the City of Portage for (re)development.

There are three (3) primary steps in the MEDC certification process: Engagement, Evaluation and Certification.

Step 1: Engagement was completed after the adoption of the July 2017 resolution, and the city's submission of a self-evaluation to the MEDC in November 2017.

Step 2: Evaluation involves the completion of the attached City of Portage RRC Baseline Report, received on April 15, 2019 from the MEDC. This report indicates that the city is already engaged in 68 percent of the RRC best practices. Recommended actions in the Baseline Report include minor revisions to plan implementation practices and public participation. The more significant work activities recommended include: development of criteria for identifying and promoting redevelopment ready sites within the community; and updated economic development strategy; and an overarching marketing strategy to promote redevelopment ready sites and economic development in general.

Step 3: Certification comes after the satisfactory implementation of the approved RRC best practices.

As noted above, RRC certification is desirable for a variety of reasons, and it is therefore recommended that City Council adopt a resolution to proceed with the Redevelopment Ready Communities Program of the Michigan Economic Development Corporation.

FUNDING: Not Applicable

Attachments:

1. April 15, 2019 MEDC Redevelopment Ready Communities communication
2. City of Portage Redevelopment Ready Communities - Baseline Report
3. RRC Resolution

Memorandum

TO: Portage City Council
FROM: Brett Hanlon, MEDC Redevelopment Ready Communities
DATE: Planner April 15, 2019
RE: **City of Portage RRC Baseline Report**

The Redevelopment Ready Communities (RRC) Team is pleased to present the City of Portage with an RRC Baseline Report. The report assesses Portage's development-related plans, policies and processes and outlines ways in which the city can align its practices with the RRC best practices. Aligning with the RRC best practices and achieving RRC certification will assist Portage in attracting business and talent.

The evaluation snapshot, located on page five of the baseline report, illustrates how the six RRC best practices are divided into 40 measurable criteria; and it shows Portage is currently meeting 68% of the of the RRC best practices and is in the process of completing an additional 32%. Green indicates the best practice criterion has been met; yellow indicates some of the best practice component is in place; and red (of which the city has none) means the city has done little to implement that particular best practice.

The baseline report identifies numerous practices that are working well for the city, as well as areas in which the city could work to improve. Portage's strengths currently lie in detailed long-range plans, predictable zoning regulations and a streamlined development review process. Challenges for the city include visioning for priority redevelopment sites and creating overarching marketing and economic development strategies

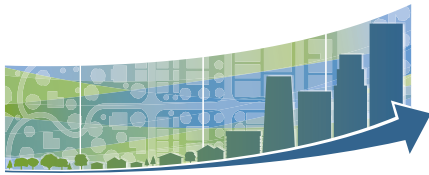
Upon the review of the baseline report, the RRC team asks that the city pass a resolution to proceed in the RRC program. This resolution will confirm that the city is committed to working toward administering the RRC best practices. Portage can work at its own pace to align with the RRC best practices and achieve RRC certification. To achieve RRC certification, it is suggested the city create a work plan or use the estimated time frames in the baseline report to prioritize RRC tasks.

Technical assistance match funding will become available to Portage upon the passing of the aforementioned resolution and the completion of the city's first quarterly progress report—which will be provided three months from the date of this memo by the RRC Team. The RRC Team has a suite of resources that can assist Portage in achieving RRC certification. Through the RRC Team's ongoing relationship with city staff, I will ensure the city has access to the resources it desires. The RRC Team is looking forward to working with the city throughout the RRC certification process. We view this report as the beginning of a partnership that will continue for years to come.

Respectfully,



Brett Hanlon, AICP



redevelopment ready
communities®

RRC Baseline Report

City of Portage

March 2019

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete a self-evaluation of their development-related practices, attend the RRC Best Practice Training Series and have the governing body pass a resolution of intent, outlining the value the community sees in participating in the program. Portage completed the best practice training series in June 2017, passed a resolution of intent to participate in July 2017 and submitted a self-evaluation—thus becoming engaged

in the RRC program—in November 2017.

Each of the six RRC Best Practices outlined in this report were developed in conjunction with experts in the public and private sector and they serve as the standard to achieve certification as a Redevelopment Ready Community®. RRC certification signals to investors, businesses and residents working within a community that they can expect a consistent, efficient, fair development review process.

Portage's strengths currently lie in detailed long-range plans, predictable zoning regulations and a streamlined development review process. Challenges of the city include visioning for priority redevelopment sites and creating overarching marketing and economic development strategies. With this report, resources provided through the RRC program and input from the city's involved residents and stakeholders, the city will be able to complete all the unmet RRC best practices and achieve certification.

The basic assessment tool for evaluation is the RRC Best Practices. The six best practices address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

A community’s plans, processes and policies are measured against the RRC Best Practices through an RRC team evaluation that consists of research and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but

not limited to: the master plan; redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; meeting minutes; economic development strategy; marketing strategies; and website. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the evaluation baseline of Portage’s redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Portage is currently meeting 68 percent of the Redevelopment Ready Communities® best practices and is in the process of completing an additional 32 percent.						
1.1.1	1.1.2 (N/A)	1.1.3	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3	5.1.4
5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2	

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how well a community's redevelopment vision is integrated into a master plan, downtown/corridor plan and capital improvements plan. A master plan sets expectations for those involved in development, it gives the public a degree of certainty about their vision for the future and it is crucial for a community to establish and achieve its goals. The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and subsequently review the master plan at least once every five years after adoption.

The "Portage Comprehensive Plan" was adopted in June of 2014. While the plan is meeting the RRC expectation that comprehensive plans be current within five years, the city should consider reaffirming the commitment to implementing this plan or begin the process of updating the plan in the near future.

The plan and community vision are the result of an extensive public engagement campaign that included a series of community input sessions, Planning Commission workshops, focus groups and an open house. The plan is organized into three primary topics: community plus quality of life; transportation; and land use and character. Each of these topic areas details a range of challenges and opportunities, establishes goals the city will strive to meet and provides a path to achieving each goal by listing objectives and implementation actions. The future land use section of the plan inventories existing land uses, explains desired future land uses and a zoning plan outlines how the desired future land uses relate to the city's zoning regulations.

An implementation section summarizes the recommendations found throughout the plan into a checklist of actions with associated time frames and responsible parties. The responsibilities are delegated according to "action type"—meaning the responsibility falls upon those currently tasked with administering programs, land use regulations or capital improvements. Organizing implementation actions in this way is consistent with the RRC Best Practices.

The comprehensive plan describes the city's vision of developing the City Centre area as a downtown district. While this vision is fully supported by the RRC team, it should be noted that the city does not have a Traditional Downtown according to MEDC criteria; and therefore the City Centre district's recommendations are associated with Best Practice 1.1.3 (corridor plan) instead of 1.1.2 (downtown plan). The criteria and expectations of these best practices are the same.

The strategies for realizing the vision for the City Centre district are found in the City Centre sub-area plan within the comprehensive plan. The plan begins with an inventory of the downtown district's assets, including: the Portage Library; two parks; a band shell; and numerous restaurants. The sub-area plan then details the vision for the City Centre district. The vision is for compact, mixed-used, pedestrian-oriented development that can be used by residents as a gathering place. The specific strategies the city will employ to make this happen include requiring rear-yard parking lots, focusing on traffic calming to enable safe pedestrian crossings, preserving the environment and developing a sense of place and aesthetic appeal through landscaping standards, building design standards, wayfinding, gateway signage, and pedestrian-scaled, shepherds-hook-styled lighting.

The City Centre subarea plan contains implementation actions in the form of specific projects, programs and policy amendments. To fully align with the RRC Best Practices the city should ensure all the projects in this plan are up-to-date and provide estimated costs and timeframes for completion for each of the projects. This will help the city coordinate City Centre projects with the capital improvements plan.

To comply with the MPEA and meet Best Practice 1.1.4, communities need to allocate funds for at least six years of capital improvements. Portage goes beyond the RRC Best Practice expectation by planning through the year 2028. The detailed plan outlines the yearly allocation of funds for each project. A pie chart illustrates what percentage of funding is allocated with which expenditure category, including streets, debt

Best Practice 1.1—The plans *continued*

service, public safety, sidewalks and bikeways, parks and recreation, public facilities and utilities.

The city's capital improvements plan does an excellent job of profiling each project and including a justification for the project—based on the consideration of each project's benefits and impact on operating funds.

Portage's coordinated capital improvements will facilitate communication internally (within city government) and externally (with applicants and investors) and it will enable the public infrastructure projects identified in the city's comprehensive plan and downtown plan to be implemented pursuant to expected timelines.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.1.1	The governing body has adopted a master plan in the past five years.	✓	
1.1.2	The governing body has adopted a downtown plan.	N/A	
1.1.3	The governing body has adopted a corridor plan.	☐ Update City Centre projects and include estimated costs and time frames for completion	Q3 2019
1.1.4	The governing body has adopted a capital improvements plan.	✓	

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

Portage has consistently engaged residents in the past to inform the development of long-range plans. To inform the 2014 comprehensive plan, the city conducted a series of community input sessions, Planning Commission workshops, focus groups and an open house.

On a day-to-day basis the city goes far beyond meeting the public engagement practices required by law (i.e., advertising public hearings) as it utilizes an abundance of media platforms to communicate with and engage residents. The Portage Cable Access TV station broadcasts coverage of city council, planning commission and Zoning Board of Appeals meetings and original programming related to city departments, events and services. The city uses the municipal website to post legal notices, advertise events and city meetings, disseminate press releases and provide connections to the city's social media accounts. Website visitors can also sign up for the city's "Portager Newsletter," which is a monthly

newsletter that is mailed to all residences and businesses within the city. The city takes an innovative approach to public engagement by allowing residents to report needed code enforcement or infrastructure maintenance tasks; and the "MI. Portage" mobile app directs users to city parks and provides notifications and emergency alerts. The city has a social media presence on Facebook, which allows the city to reach a broad audience in a quick, cost-effective manner.

The city's abundant public engagement methods make it even more important that outreach is coordinated and the results are monitored and shared. The city currently prepares public participation strategies before major efforts, but there is not a documented, overarching public engagement strategy that integrates and coordinates all the efforts.

To meet the RRC Best Practice expectations the city should create a document that describes how various local and regional stakeholders will be reached in certain situations. The strategy should also explain how data, information and/or the results of engagement initiatives will be shared with the public. When completed, the city should post this document online.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.2.1	The community has a public participation plan for engaging a diverse set of community stakeholders.	☐ Create an overarching public participation strategy that defines outreach strategies and how the success of these strategies will be evaluated and shared	Q2 2019
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
1.2.3	The community shares outcomes of public participation processes.	✓	

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the community's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a crucial mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEAA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions.

The city's comprehensive plan describes the desire for the City Centre area to become more compact, mixed-use and pedestrian-oriented. The city's zoning ordinance, specifically the City Centre area (CCA)—Mixed-use Floating District, is consistent with the city's goals for the City Centre district as it enables and to a certain extent ensures the type of desired development. The CCA zoning district ensures buildings are accessible by pedestrians by requiring a significant part of all proposed buildings to be located within 10 feet of the front property line, prohibiting parking in the front of buildings, allowing open store fronts and encouraging the installation of pedestrian amenities such as street trees, outdoor seating and public art.

The ordinance meets the RRC Best Practice criteria for housing as it permits one-, two- and multi-family dwelling units, work/live units, accessory dwelling units and upper-floor housing above non-residential uses. Permitting these various housing types provides residents housing and lifestyle options and allowing residents to live in the city center will help increase foot traffic, support downtown businesses and add to the vibrancy of the area.

Consistent with the RRC Best Practices, the city's zoning ordinance includes standards supportive of non-motorized transportation. Zoning provisions address bike parking, traffic calming, sidewalk connectivity and pedestrian-scale lighting. Further, the city's complete

streets ordinance requires new developments plan for bicycle and pedestrian connectivity.

Consistent with Best Practice 2.1.3, there is flexibility in the administration of the city's zoning code. Flexibility is provided through the existence of overlay zones, non-conforming use and building regulations. The code outlines a process for zoning map and text amendments (rezoning), and design standards ensure proposed buildings are consistent with the city's vision.

The city's listing of new-economy uses is also consistent with RRC Best Practice 2.1.3. By expressly permitting brewpubs, microbrewers, outdoor theaters, and research/design/product development buildings, the city is indicating that it would welcome many of the land uses currently in demand across the state.

The city meets the RRC Best Practices in regard to parking. The city allows for adjacent uses to share parking—and for parking to be reduced when the uses will have a high number of multipurpose trips or differing peak parking demands. In situations where the applicant can show that the required parking would be excessive, the planning commission can defer the construction of parking until a later date. Further, reductions can be approved by the planning commission when transit is available or the use is near multi-purpose trails. The ordinance also limits the amount of parking (25 percent more than the parking minimum) to mitigate against excessive parking.

The city aligns with the RRC Best Practices for green infrastructure. The city's code requires a street tree be planted for every 30 linear feet of property frontage; a provision enables the construction of on-site wind energy systems and electric vehicle charging stations; and the code encourages low-impact development such as rain gardens, bio-swales and pervious pavement.

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓	
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
2.1.4	The zoning ordinance allows for a variety of housing options.	✓	
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
2.1.6	The zoning ordinance includes flexible parking standards.	✓	
2.1.7	The zoning ordinance includes standards for green infrastructure.	✓	
2.1.8	The zoning ordinance is user-friendly.	✓	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates a community's development review policies and procedures, project tracking and internal/external communications. An efficient, deliberate and fair site plan review process is integral to being redevelopment ready. When communities can provide certainty and minimize risk in project planning, developers will be more likely to bring jobs and investment to a community. Therefore, communities should look to simplify and clarify policies wherever possible.

The city's development review process is outlined in the zoning code. The process allows for low-impact development proposals to be reviewed administratively; while the planning commission has the authority to approve both permitted- and special-use site plans. Zoning map and text amendments require public hearings by both the planning commission and the city council before the city council makes a decision on the rezoning request. The code further outlines the responsibilities of the Zoning Board of Appeals—which is responsible for deciding on variance requests and zoning-related appeals. The RRC Best Practices call for permitted-use site plans to be approved administratively or via the planning commission. The city's review process is fully aligned with the RRC Best Practices.

The city's development review guide states a preliminary discussion with the city's development officer—while not required—is the first step in the development review process. These preliminary discussions enable prospective applicants to discuss requirements and generally discuss the viability of projects with city staff prior to incurring the costs associated with completing and full site plan application packet. Offering these pre-application meetings is consistent with the RRC Best Practices. These meetings allow developers to ensure the viability of their proposals, discuss ideas and identify potential project pitfalls before incurring the costs associated with submitting a full site plan application.

When potentially high-impact projects are proposed, the city works with applicants to engage the public and attempts to identify and address issues early in the process. This practice is consistent with the RRC Best

Practices, although it should be noted that a related recommendation is outlined in Best Practice 1.2, recommending the city list contact information for key community stakeholders to facilitate outreach efforts.

Portage's staff reviews site plan proposals internally prior to the proposal being approved administratively or by the planning commission. These reviews are coordinated by the community development department and include departmental reviews by the planning/zoning, public works, assessor, building, fire, historic district commission, economic development, transportation and utilities department, the city manager and representatives from Kalamazoo County.

The city's development guide outlines the steps involved in all of the city's development-related processes. The RRC Best Practices call for the creation of development review flowcharts for each different review process a community offers (e.g., site plan, special use, rezoning, variance). While the city does not have flowcharts, it does have a sequenced list of steps for each of the city's processes. General time frames are included within the development guide—setting expectations for applicants and meeting the best practice criteria. While not necessary for RRC certification, the city may want to illustrate the development review process steps in the form of flowcharts. Seeing the steps in the process in this style may be easier to understand for some prospective applicants.

The city's community development department and particularly the development review officer is tasked with the tracking of projects during the site plan review process and through the permitting and inspection phases of the development process. The city uses BS&A software to track projects.

Although the development review process is currently working well for Portage, it is still important that the city receive feedback on how the process is working from the applicants' perspective. This input is vital in helping the city identify ways the process can be improved to meet the needs of customers. The city currently does this in multiple ways. A customer service webpage describes the city's commitment to providing exceptional customer service and it enables residents to complete a customer

Best Practice 3.1—Development review policy and procedures *continued*

service questionnaire and/or complete a form that allows for open-ended comments. Citizens can also complete comment cards—which exist in print form—in city hall. The city’s development review officer and permits

coordinator are tasked with consistently reviewing this feedback as it relates to the development review process and integrating changes where applicable.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓	
3.1.2	The community has a qualified intake professional.	✓	
3.1.3	The community defines and offers pre-application site plan review meetings for applicants.	✓	
3.1.4	The appropriate departments engage in joint site plan reviews.	✓	
3.1.5	The community has a clearly documented internal staff review policy.	✓	
3.1.6	The community promptly acts on development requests.	✓	
3.1.7	The community has a method to track development projects.	✓	
3.1.8	The community annually reviews the successes and challenges with the site plan review and approval procedures.	✓	

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of a community’s development information. Having all development-related information in a single location can greatly increase the ability of a developer or resident to access what they need efficiently. Including this information online can also maximize Portage’s capacity as staff will spend less time answering questions when applicants can have these questions answered by the city website.

The community development department webpage serves as a clearinghouse for a range of development-related documents and meets nearly all of the RRC Best Practice criteria for Best Practice 3.2. This webpage provides a fee schedule for development-related services, and the guide to development includes the step-by-step process guide with estimated time frames and a

commercial development application that serves as the city’s site plan application among other development proposals. Portage’s array of long-range plans are also available from this webpage, including: the “2014 Comprehensive Plan,” “Lake Center Market Strategy,” “2018–2028 Capital Improvements Plan,” “2013 Major Thoroughfare Plan,” “CDBG Consolidated Plan” and the city’s “Complete Streets Policy.”

A menu bar along the left side takes website visitors to the city’s capital improvements plan, city maps, and a list of incentives the city offers, including: the industrial tax abatement incentive, brownfield redevelopment incentive and benefits offered through the DDA, LDFA. The city meets all of the expectations of the RRC Best Practices.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.2.1	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	✓	
3.2.2	The community annually reviews the fee schedule.	✓	

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed and elected officials. Such officials sit on the numerous boards, commissions and committees that advise community leaders on key policy decisions. Ensuring the community is able to recruit the best candidates for these bodies and also have a system in place to get new members up to speed ensures predictability and accountability in the development process.

Portage meets many of the RRC Best Practice expectations for recruitment and orientation. A boards/commissions section of the website provides easy access to webpages for all of the city’s boards and commissions. Each webpage provides a meeting schedule, agendas and minutes, an overview of responsibilities, links to archived and live recordings meetings, a link to the city charter and a link to the city’s “Government Guide” that explains the order meetings are to be conducted, and outlines the applicable meeting laws. The webpage does a great job actively seeking volunteers to serve on the city’s various boards and commissions. From this site applicants can easily apply to be appointed to a board or commission through the online application.

One way the city could bolster the existing board/

commission information is to work with existing board and commission members to identify the skill sets that are most useful to each board/commission. This information will help prospective applicants better understand which board/commission may be the best fit. In turn, this will help the city recruit officials who are the most suited to a given board/commission seat. A sample application that includes desired skill sets for various boards/commissions can be found on the RRC online library of resources under Best Practice 4.1.

Just as an official’s understanding of expectations is important prior to them becoming an elected or appointed official, it is important after. Portage provides city officials with orientation packets at the beginning of their term. These packets include background information about the city, including: the city charter, comprehensive plan, zoning code and the roles and responsibilities of each specific board/commission. This is consistent with the RRC Best Practices. While not required for RRC certification, the city may want to consider bolstering the city’s orientation practices by having orientation meetings or initial trainings with city department heads.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.1.1	The community sets expectations for board and commission positions.	☐ Outline desired skill sets for each of the city’s boards/commissions	Q2 2019
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	✓	

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. The advent of online training platforms makes educational opportunities more accessible than in the past and these opportunities should be taken advantage of.

Portage is well positioned to take advantage of training opportunities as money is allocated for this purpose in the city budget. Training plans for staff and development-related boards are developed annually —allowing staff and officials to set training goals and make progress toward achieving these goals.

In addition to outside training opportunities, the city conducts a variety of in-house trainings. The city’s knowledgeable staff are able to train board members

in their areas of expertise. Staff provides at least two trainings for city officials a year. Recently, in October 2018, staff put on a training about the city’s capital improvements program. Portage also does a good job of holding joint meetings and collaborative work sessions to communicate about and coordinate on existing proposals and policy.

The city also facilitates communication through the planning commission work program, which is sometimes referred to as the report of planning activities. On an annual basis, staff work with the planning commission to compile a report of reviewed/approved development proposals, policy changes and other initiatives. The annual work program document also describes the planning commission’s work for the upcoming year. This is consistent with the Michigan Planning Enabling Act and the RRC Best Practices.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.2.1	The community has a dedicated source of funding for training.	✓	
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	✓	
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
4.2.4	The community shares information between the governing body, boards, commissions and staff.	☐ Post the most recent planning commission work program document on the city website	Q2 2019

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments. Prioritized redevelopment should be targeted in areas that will catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community's vision.

Portage currently markets redevelopment opportunities within the city in a variety of ways. The city markets properties for sale or lease through the Southwest Michigan First website. The city's economic development webpage also provides a link to a city parcel viewer through which a property's ownership, construction information, sale history, land information and assessed value can be found. The economic development page also provides a list of city incentives offered, including: industrial tax abatement, BRA, DDA, LDA, border county incentives, and the webpage highlights the development flexibility provided offered through the city's mixed use zoning options. In partnership with Southwest Michigan First, The economic development page links to the website of the city's economic development partner—Southwest Michigan First. This website provides demographic, socioeconomic, workforce and transportation information which can be used to attract business investment to Portage.

Best Practice 5.1 calls for identifying, visioning for, and marketing redevelopment sites. Despite the identification of sites, the compilation of information and the listing of available incentives, the city is not fully meeting the expectations of RRC Best Practice 5.1. To meet the RRC Best Practices, Portage should work with community

stakeholders to identify, prioritize and generate visions for at least three redevelopment sites within the city. The visions for these sites should be tied to the comprehensive plan and the city should ensure a policy framework is in place to support each vision (i.e., zoning ordinance will allow the visions to be implemented). If the envisioned development would require a policy change or zoning amendment, the city should proactively make these changes to facilitate development.

After sites are identified and the visions are established, the city should gather information about the sites, including an image of the site, owner contact, a city contact person, address, size of the site, available infrastructure, asking price and an explanation of why the site is a great opportunity for an investor. The information should then be marketed online. Each site should be promoted along with the city logo and be consistent with the city's branding and marketing strategy.

One of the priority sites should be marketed in the form of a more thorough property information package (PIP). A PIP is a marketing document consisting of basic site information and a development vision, as well as more technical items (as applicable) that the city has available, including: traffic studies, environmental reports, marketing analyses, a property survey, natural features map, etc. The city should be sure to list all of the applicable incentives for each redevelopment site.

The marketing of priority redevelopment sites will help generate interest and excitement for the sites; and it will ensure Portage is ready for developer inquiries regarding the redevelopment of city sites. Priority sites and the PIP can be either new development or redevelopment, publicly owned or privately owned, although it is recommended the projects be located in areas that can stimulate other nearby development.

Best Practice 5.1—Redevelopment Ready Sites® *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
5.1.1	The community identifies redevelopment sites.	☐ Prioritize at least three development/redevelopment sites within the city	Q1 2020
5.1.2	The community gathers basic information for redevelopment sites.	☐ Gather basic information on at least three priority redevelopment sites	Q1 2020
5.1.3	The community has developed a vision for each redevelopment site.	☐ Establish visions for at least three redevelopment sites	Q1 2020
5.1.4	The community identifies potential resources and incentives for prioritized redevelopment sites.	☐ Include potential resources and/or specific incentives with the identified redevelopment sites	Q1 2020
5.1.5	A property information package for a prioritized redevelopment site(s) is assembled.	☐ Create a property information package (PIP) for at least one of the redevelopment sites	Q1 2020
5.1.6	At least three redevelopment sites are actively marketed.	☐ Market the redevelopment sites on the city website	Q1 2020

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by a community to assist in strengthening its overall economic health. Today, economic development means more than business retention, expansion and attraction. While business development is a core value, a community needs to include place making and talent in the overall equation for economic success. A successful economic development strategy will highlight a community's assets and describe a range of innovative incentives that will attract both people and businesses.

Portage is proactive in planning for the economy as evidenced by the existence of the Portage DDA, BRA and LDFA. The city's economic vision is outlined in the city's comprehensive plan and in the "2025 Portage Visioning Project" which was adopted in 2007. The comprehensive plan focuses on quality of life elements to retain and attract businesses and a skilled workforce. The strategies to accomplish this include: placemaking, public art, fresh and local food and developing a culture of education. Further, the plan identifies motorized and non-motorized transportation networks as key to building high quality of life.

The "2025 Portage Visioning Project" also identifies economic development strategies. This project

established a vision for the community that reads, "Portage will be a dynamic, entrepreneurial and opportunity-rich community that proactively and adaptively supports responsible economic development." The goals and objectives that will combine to make this vision a reality include nurturing the city's small-town feel, facilitating access to cultural and recreational amenities, providing ubiquitous high-tech infrastructure, growing the City Centre and leading through intergovernmental cooperation.

To meet the RRC Best Practice expectations, the city will need to update and build on the existing economic development initiatives and integrate them into a cohesive, overarching strategy. This economic development strategy should include an analysis of the city's strengths, weaknesses, opportunities and threats (SWOT analysis). The city should also specify implementation actions and specific time frames for the completion of each action. The city should certainly leverage the existing partnership with Southwest Michigan First and coordinate with their economic development strategy. Once the strategy has been created, the city should have a plan in place to review it on at least an annual basis.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.1.1	The community has approved an economic development strategy.	☐ Adopt an overarching economic development strategy	Q2 2020
6.1.2	The community annually reviews the economic development strategy.	☐ Annually review the adopted economic development strategy	Q4 2020

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how a community promotes and markets itself. Marketing and branding are essential tools for promoting a community's assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

Portage uses a multi-faceted approach to marketing. The city uses the Portage public access television station to publicize city events, broadcast public meetings, and disseminate public service announcements. Facebook is used to share notable achievements, advertise events and share news. A city app enables users to conveniently find city parks and other key city locations. The "Portager Newsletter" also allows the city to market its services, programs and initiatives.

The city website is used to share information on local businesses and market the city as a place with opportunities and a "A Natural Place to Move." This slogan is connected with an attractive logo symbolizing the city's natural beauty and recreational opportunities.

The city website also provides information on city businesses and other city assets which are marketed to website users.

The city has many key elements of a successful marketing and branding campaign in place. To fully align with the RRC Best Practices, the city should craft an overarching document that summarizes the city's existing and planned marketing strategies. This overarching document will ensure the city's efforts are coordinated and maximize efficiency and effectiveness. This document can have the general public as an audience, but it should be a "behind the scenes" description of how the

city's leadership and staff work collaboratively to tell the city's story in a consistent manner. The strategy should integrate the initiatives of the Portage DDA, EDC, TIFA and BRA and all of the city's other local and regional partners. The strategy should also describe the ways the city plans to support and market the city's priority redevelopment sites (detailed in Best Practice 5).

The second element of this best practice is the promotion of the community through a website. A municipal website serves multiple functions. On a fundamental level, it is a means to share information—including information about public meetings, city plans, policies, events and related organizations. Beyond this, a municipal website is an important expression of a community's character and image. People who are unfamiliar with a community will often first look to a website for information. They will be forming their first impressions and reaching conclusions from the website; therefore it is imperative that the website is visually appealing and key information is easily accessible.

Portage's city website is user-friendly, welcoming and aesthetically pleasing. The city's brand (logo and slogan) are used consistently and a series of short videos with buzz words greet website visitors on the website's landing page. From there, dropdown menus are accessed via organized the tabs: residents; visitors; business; government; connect; and I want to.... There is also a search bar that allows users to quickly find the information they are seeking. As the city completes the tasks outlined in this report, the applicable documents should be added to the website.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.2.1	The community has developed a marketing strategy.	☐ Create an overarching marketing strategy document that integrates priority redevelopment sites	Q1 2020
6.2.2	The community has an updated, user-friendly municipal website.	☐ As they are completed, add missing items to the city website	Q1 2020

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. As this report makes clear, there are a variety of ways the city can improve its development-related practices. Upon receipt of this report, city staff and leadership should review the recommendations and determine if they align with the city's priorities and vision. If, after review, the city believes RRC is still a good fit, the city council should pass a resolution of intent to continue with the process. Upon receipt of that resolution, the city will enter the final phase of the process: officially working toward certification. During that phase, the city will be able to make progress toward RRC items at its own pace and receive regular support from the RRC team. The

estimated timelines included in this report's tables can be adjusted by the city, based on staff time and resources.

Portage's strengths currently lie in detailed long-range plans, predictable zoning regulations and a streamlined development review process. Challenges of the city include visioning for priority redevelopment sites and creating overarching marketing and economic development strategies. With this report, resources provided through the RRC program and input from the city's involved residents and stakeholders, Portage will be able to complete all of the unmet RRC Best Practices and achieve certification. The RRC team views this report as the first step in a productive, long-lasting relationship that will continue for years to come.

CITY OF PORTAGE

**A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDED
ACTIONS NECESSARY TO ATTAIN REDEVELOPMENT READY COMMUNITIES
CERTIFICATION FROM THE MICHIGAN ECONOMIC DEVELOPMENT
CORPORATION**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 2019 at 7:00 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

WHEREAS, the City of Portage is participating in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Baseline Report dated April 15, 2019; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities, and the City of Portage desires to attain that certification; and

WHEREAS, after review of the Redevelopment Ready Communities Baseline Report, the City of Portage will continue to implement current best practices and complete/implement the recommended actions for certification; and

NOW, THEREFORE, BE IT RESOLVED, THAT the City of Portage, Michigan, through its City Council, authorizes the implementation of the MEDC recommended

actions as outlined in the Baseline Report dated April 15, 2019 necessary to attain
Redevelopment Ready Communities certification.

ADOPTED: _____

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

Adam Herringa, City Clerk

CERTIFICATION

I, Adam Herringa, do hereby certify that I am the duly appointed and acting City Clerk of
the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage
on the ____ day of _____, 2019.

Adam Herringa, City Clerk

Approved as to form:

Date: 4/30/2019

City Attorney

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: CDBG Program - Fiscal Year 2019-20 Annual Action Plan and Analysis of Impediments to Fair Housing

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Approve the Community Development Block Grant (CDBG) Program FY 2019-20 Annual Action Plan and Analysis of Impediments to Fair Housing elements of the Consolidated Plan and authorize the City Manager to submit the application to the U.S. Department of Housing and Urban Development.

The City of Portage, as a Community Development Block Grant (CDBG) entitlement grantee of the U.S. Department of Housing and Urban Development (HUD), is required to prepare a Consolidated Plan every five (5) years. The Consolidated Plan requirements are designed to help the city assess affordable housing and community development needs, as well as market conditions, and to make data-driven investment decisions in regard to the use of CDBG entitlement grant funds and other resources available within the community.

The Strategic Plan sets goals and objectives to address identified priority needs over the five-year planning period based on anticipated resources, while the Annual Action Plan element outlines how entitlement grant funds and other resources will be utilized over the next program year to implement the goals and objectives of the Strategic Plan. The Analysis of Impediments to Fair Housing, also a required element of the Consolidated Plan, has been updated this Fiscal Year and reviews the incidence of housing discrimination in the community, identifies potential impediments to fair housing, and recommended actions to affirmatively further fair housing.

The Fiscal Year 2019-20 CDBG Program Budget has been developed based on the annual entitlement grant, estimated program income and available unexpended funds/program income, which together provide a total CDBG Program Budget of \$348,110. In addition, the FY 2019-20 Annual Action Plan identified activities and programs that fulfill identified priority needs as outlined in the 2016-2020 Consolidated Plan, including:

1. Owner-occupied housing assistance programs, including housing rehabilitation loans, emergency repair grants, and homebuyer down payment assistance.
2. Neighborhood improvement activities including code enforcement to aid in the prevention and elimination of blight, and to promote the quality of low and moderate income neighborhoods throughout the city.
3. Human/public service activities to assist Portage residents in need.
4. Fair housing activities, including administration of the City of Portage Non-Discrimination

Ordinance, and support for the enforcement and educational programs of the Fair Housing Center of Southwest Michigan.

5. Grant planning activities including preparation of annual performance reports, environmental review, labor standards reporting, and preparation of the FY 2020-21 Annual Action Plan.

The FY 2019-20 CDBG Program budget has been prepared by the City Administration based on funding levels, demonstrated community needs and compliance with federal goals and objectives. On April 22, 2019, the city received notice from the Detroit HUD field office that the entitlement grant will be \$223,110 instead of the projected grant amount of \$237,000. The entitlement grant, anticipated program income for FY 2019-20, together with available prior year unexpended funds/program income is as follows:

FY 2019-2020 Revenue	
FY 2019-2020 Annual Entitlement	\$223,110
FY 2019-2020 Estimated Program Income to be Received During Program Year	\$50,000
Available Unexpended Funds and/or Program Income Received in Prior Program Years	\$75,000
TOTAL FUNDS AVAILABLE	\$348,100

The four key components of the FY 2019-20 CDBG Program Budget are highlighted below. The recommended activities are consistent with the Consolidated Plan and complement General Fund activities:

1. **Housing Programs** (\$231,160): Upgrade of housing stock in the city is a high-priority activity in the Consolidated Plan to be continued as the cornerstone of the CDBG Program. During the life of the program, approximately 575 owner-occupied houses have been rehabilitated. Owner-occupied housing upgrades for FY 2019-20 are accomplished through the:
 - **Housing Rehabilitation Program** (\$221,160) - Zero or low-interest deferred loans for housing rehabilitation, façade improvements, water/sewer hook-up, accessibility improvements, and Emergency Repair Grants for repairs that are a threat to the health and safety of occupants.
 - **Homebuyer Down Payment Assistance Program** (\$10,000) - Zero-interest deferred loans for down payment assistance to income eligible Homebuyers in targeted neighborhoods.
2. **Neighborhood Improvement** (\$55,474): The ongoing effort to maintain and improve low to moderate income neighborhoods is recommended as a high-priority activity and remains a vital component of the recommended comprehensive community development strategy. The budget will fund code enforcement efforts to aid in the prevention and elimination of blight and deterioration. Administration of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code in low-moderate income neighborhoods will be ongoing throughout the program year.
3. **Human/Public Services** (\$42,025): Portage Community Center (PCC) is recommended to receive funding to provide human services identified as a high priority activity in the Consolidated Plan. Per HUD, the maximum amount of human/public service funding is 15 percent of the annual entitlement grant plus program income received in the prior program year. For the past 30 years the City of Portage has allocated funds from the annual CDBG Program Budget toward human/public services to ensure consistency with the intent of the

federal regulations that funding be provided for core programs such as housing and neighborhood improvement activities.

4. **Administration** (\$19,431): The maximum administration expenditure is limited to 20 percent of the FY 2019-20 entitlement grant plus anticipated FY 2019-20 program income. The funds will be utilized for program planning, administration, reporting and program expenses. A portion of the budget includes \$2,000 for fair housing services, educational programs and complaint referrals to the Fair Housing Center of Southwest Michigan.

The City of Portage held two public hearings and, per federal regulations a 30-day comment period observed, to ensure opportunities were provided for public comment. Subsequent to receiving notice on the entitlement grant amount from HUD, the Human Services Board reviewed the final CDBG Program Budget, as well as revised funding for human/public services from both the CDBG Program and General Fund during its May 2, 2019 meeting (refer to attached staff report and draft board meeting minutes), and recommended approval of the plan to City Council.

It is recommended that City Council approve the Community Development Block Grant (CDBG) Program FY 2019-20 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the Department of Housing and Urban Development by the May 15, 2019 deadline per federal regulations.

FUNDING: FY 2019-20 CDBG Program budget of \$348,110, including a CDBG entitlement grant of \$223,110, \$50,000 of anticipated program income and \$75,000 of unexpended funds/program income from prior year funds.

- Attachments:**
1. April 26, 2019 Community Development communication
 2. May 2, 2019 Human Services Board draft meeting minutes
 3. FY 2019-20 Annual Action Plan
 4. 2019-20 Analysis of Impediments to Fair Housing

TO: Human Services Board**DATE:** April 26, 2019**FROM:** Vicki Georgeau,  Director of Community Development**SUBJECT:** Community Development Block Grant (CDBG) Program FY2019-20 Annual Action Plan, and FY2019-20 Human/Public Service Agency funding

The city received the attached notification from the Detroit HUD Field Office on April 22, 2019 that the city's CDBG Program entitlement grant for FY2019-20 will be \$223,110, instead of the projected amount of \$237,000. As previously discussed with the Board during the public hearing process for the draft FY2019-20 Annual Action Plan, once notice from HUD was received regarding the actual entitlement grant, revisions to the plan, as well as human/public service funding allocations would be necessary.

Accordingly, revisions to the FY2019-20 Annual Action Plan have been prepared. The overall CDBG Program budget for FY2019-20 was reduced by \$13,890 and consistent with discussions during the public hearing process, funding for housing rehabilitation projects was reduced \$4,080, and as required per federal regulations, human service funding was reduced by \$2,055. In addition, revised personnel expense estimates provided by the City of Portage Finance Department allowed for a \$7,736 reduction in the Neighborhood Improvement-Code Enforcement Activity without a reduction in services, and a negligible reduction (\$19) reduction in the Grant Administration Activity. For Board information, attached is the five-year comparative budget table for the CDBG Program, with the revised budget for FY2019-20 shown in the far right column.

With regard to human/public service funding for FY2019-20, the reduction in available CDBG Program funds necessitates a review of recommended grant allocations from the General Fund as well. In addition, and as summarized in the draft April 16, 2019 Budget Workshop minutes, there was City Council consensus that funding Kalamazoo Youth for Christ (KYFC) was not appropriate as their value system is not consistent with the values of the City of Portage Non-Discrimination Ordinance. After additional discussion, City Council recommended that the Board again deliberate and recommend a reallocation of the funding initially recommended to KYFC to other grant applicants.

As noted above, funding available for human/public services from the CDBG Program must be reduced by \$2,055. In addition, \$2,500 in General Fund grant monies are available for reallocation to other grant applicants. Staff has reviewed the initial grant recommendations for next fiscal year, and recommends the following revised grant amounts, shown on the right side of the table below:

Agency	Initial Recommendation	Initial % / \$ Over FY 2018-19 Funding	Revised recommendation	Revised % / \$ Over FY 2018-19 Funding
PCC	\$135,340 ³	104% / \$5,218	\$135,285	104% / \$5,163
YWCA	\$19,000	112% / \$2,000	\$19,000	112% / \$2,000
Catholic Charities	\$17,000	113% / \$2,000	\$17,000	113% / \$2,000
Housing Resources	\$29,000	107% / \$2,000	\$29,000	107% / \$2,000
Lending Hands	\$4,500	150% / \$1,500	\$5,000	166% / \$2,000
Gryphon Place	\$3,750	125% / \$750	\$3,750	125% / \$750
Kalamazoo Literacy Council	\$2,750	138% / \$1,500	\$2,750	138% / \$1,500
Kalamazoo Youth for Christ	\$2,500	N/A / \$2,500	\$0	N/A / \$0
Total	\$213,840		\$211,785	

¹ The initial recommendation for PCC provided \$44,100 in CDBG Program funds and \$91,240 in General Funds

² The revised recommendation for PCC provides \$42,045 in CDBG Program funds and \$93,240 in General Funds

With regard to PCC, funding from the General Fund was increased to essentially offset the reduction in available funding from the CDBG Program. In comparison to the initial recommendation, total funding for PCC is recommended to be reduced slightly by \$55, so that an additional \$500 is allocated to Lending Hands, thereby fully funding the agency at their grant request of \$5,000.

With regard to next steps, City Council review and approval of revisions to the FY 2019-20 Annual Action Plan and FY2019-20 human/public service funding is scheduled for the May 7th Council meeting. Subsequently, the FY2019-20 Annual Action Plan and Request for Release of Funding will be submitted to the Detroit HUD Field Office for final review and approval.

Based on the above, it is recommended that the Human Services Board review and approve the recommended revisions to the: a) CDBG Program FY2019-20 Annual Action Plan budget, and b) the FY 2019-20 Human/Public Service allocations, and forward the recommendation to City Council for final approval.

Attachments: April 22, 2019 notice from the Detroit HUD Field Office
CDBG Program Five Year Comparative Analysis table
April 16, 2019 excerpt of the draft Budget Work Session minutes



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

C: com dev

April 15, 2019



The Honorable Patricia M. Randall
Mayor of Portage
7900 S Westnedge Avenue
Portage, MI 49002-5117

Dear Mayor Randall,

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2019 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-6 on February 15, 2019, which includes FY 2019 funding for these programs. Your jurisdiction's FY 2019 available amounts are as follows:

Community Development Block Grant (CDBG)	\$223,110
HOME Investment Partnerships (HOME)	\$ 0
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$ 0
Housing Trust Fund (HTF)	\$ 0

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Additionally, several of these CPD funding sources may serve as important resources to leverage investments in any designated Opportunity Zones in your jurisdiction. Created by the 2017 Tax Cut and Jobs Act, the Opportunity Zone program will stimulate private investment in designated, low-income census tracts nationwide. CPD will publish further guidance on how funding available through the formula grant programs can be deployed to leverage Opportunity Zone financing.

Based on the demographic requirements of designated Opportunity Zones, it is possible that your jurisdiction could use CDBG and Section 108 Guaranteed Loan Program funds to invest in infrastructure, assist existing businesses, or provide gap financing sources for real estate projects in these zones. Based on your jurisdiction's CDBG allocation for this year, you also have \$1,115,550 in available Section 108 borrowing authority. Since Section 108 loans are federally-guaranteed, this

program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in dark ink, appearing to read "David C. Woll, Jr.", with a stylized, cursive script.

David C. Woll, Jr.
Assistant Secretary (Acting)

**CITY OF PORTAGE CDBG PROGRAM
FIVE YEAR COMPARATIVE ANALYSIS
FY 2015-16 THROUGH 2019-2020**

	2015-16	2016-17	2017-18	2018-19	2019-20
ENTITLEMENT AMOUNT	\$221,442	\$229,877	\$216,112	\$237,119	\$223,110
ESTIMATED PROGRAM INCOME TO BE RECEIVED DURING PROGRAM YEAR	\$35,000	\$50,000	\$50,000	\$50,000	\$50,000
SUB-TOTAL	\$256,442	\$279,877	\$266,112	\$287,119	\$273,110
AVAILABLE UNEXPENDED FUNDS AND/OR PROGRAM INCOME RECEIVED IN PRIOR PROGRAM YEARS THAT EXCEEDED ESTIMATED PROGRAM INCOME	\$100,000	\$100,000	\$60,000	\$75,000	\$75,000
TOTAL	\$356,442	\$379,877	\$326,112	\$362,119	\$348,110
HOUSING (Percent of Total Budget)	45%	56%	64%	70%	66%
Housing Rehabilitation Loan Program	\$149,097	\$201,282	\$196,003	\$241,629	\$219,160
Emergency Repair Grant	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Homebuyer Downpayment Assistance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL HOUSING	\$161,097	\$213,282	\$208,003	\$253,629	\$231,160
HUMAN/PUBLIC SERVICES ¹	15%	15%	15%	13%	15%
Human/Public Services	\$42,510	\$41,928	\$38,963	\$34,935	\$42,045
TOTAL HUMAN/PUBLIC SERVICES	\$42,510	\$41,928	\$38,963	\$34,935	\$42,045
NEIGHBORHOOD IMPROVEMENT (Percent of Total Budget)	31%	27%	17%	15%	16%
Code Enforcement	\$51,487	\$52,253	\$54,515	\$54,388	\$55,474
Sidewalk Enhancements	\$50,000	\$50,000	\$0	\$0	\$0
Unsafe Structure Demolition	\$10,000	\$0	\$0	\$0	\$0
TOTAL NEIGHBORHOOD IMPROVEMENT	\$111,487	\$102,253	\$54,515	\$54,388	\$55,474
ADMINISTRATION ²	16%	8%	9%	7%	7%
General Administration	\$39,348	\$20,414	\$17,631	\$17,167	\$17,431
Fair Housing Services	\$2,000	\$2,000	\$7,000	\$2,000	\$2,000
TOTAL ADMINISTRATION	\$41,348	\$22,414	\$24,631	\$19,167	\$19,431
TOTAL	\$356,442	\$379,877	\$326,112	\$362,119	\$348,110

¹ Funding for human/public services must not exceed 15% of the FY 2018-19 CDBG entitlement grant and program income received in FY 2018-19 through December 31, 2018.

² Funding for administration and fair housing must not exceed 20% of the FY 2019-20 CDBG entitlement grant and estimated FY 2019-20 program income.

reviewed park development plans, playground equipment maintenance and installation, use of social media by her department, plans for the Celery Flats area and implementation of a bike share program. In response to an inquiry, Ms. Hoyle reviewed current plans for the State Game Area which will involve collaborative efforts of the Michigan Department of Natural Resources and City of Portage.

Councilmember Reid inquired as to the development of the Betty Lee Ongley Nature Reserve. Ms. Hoyle reviewed the status of the park development and that the item was included in the next few years of the CIP. Kim Phillips, Senior Citizen Services Manager, shared that the Senior Center will be celebrating its 40th year. She indicated that her budget includes transitioning a current part-time employee into a full-time employee along with some funding for needed building maintenance. Finally, Ms. Phillips reviewed efforts to engage and keep members of the Senior Center.

Public Safety Director Nick Arnold introduced staff members who were in attendance and spoke and reviewed efforts undertaken in the past fiscal year and related accomplishments. He continued by highlighting goals for the upcoming fiscal year and plans to use data, evaluation, technology and social media to help accomplish the goals. Mr. Arnold reviewed staffing challenges that his department has been addressing and explained that the proposed budget includes the addition of three new police officers. He explained that, to cover staff shortages, special programs such as community policing, are put on hold. Next, he shared that the Police Division is looking to use data and predictive analytics to move away from a reactive policing model. Mr. Arnold shared that his department is embarking on an effort in the upcoming fiscal year to offer training and support for the overall well-being of public safety professionals. In response to an inquiry, Mr. Arnold indicated that participation in the health and wellness program is voluntary. He also explained that the union contracts in the Fire Division contain physical fitness provisions. Mayor Pro Tem Pearson inquired as to a particular line item in the proposed budget and overall transition to the Kalamazoo County Consolidated Dispatch Authority and whether there has been a savings to the City of Portage as a result. Mr. Shaffer indicated that he would review and report on this question close to the end of the current fiscal year once better figures can be obtained. Councilmember Reid inquired as to the justification for the three new officers and Mr. Arnold reviewed staffing issues (largely related to on-duty injuries) that the department has been facing over the past few years and, to ensure staffing of the patrol division, the community policing officer and drug officer have to be pulled. He explained the detriment to the community and the department that results from the reassignment of these officers. Mr. Arnold also explained that the Police Division is far below the nationwide average number of sworn officers per 1,000 residents. In response to inquiries, Mr. Arnold explained that crime rates remain steady but that calls for service continue to increase. Mr. Shaffer emphasized that the addition of police officers in the proposed budget is a quality of life issue.

City Manager Shaffer introduced Director of Community Development Vicki Georgeau. Ms. Georgeau spoke to review the Legislative and Human Services aspect of the proposed budget. She stated that .65% of the General Fund Budget and the Community Development Block Grant Program provide the proposed \$213,840 budget allocation. She continued by reviewing the process used by the Human Services Board (HSB) to review and allocate funding. She pointed out that one new funding applicant, Kalamazoo Youth for Christ, resulted in significant discussion by the HSB. Ms. Georgeau explained that Kalamazoo Youth for Christ is proposing to use the fund for a financial literacy program in Colonial Acres. She explained that the HSB discussed the applicant, Kalamazoo Youth for Christ, in the context of the City of Portage Non-Discrimination Ordinance (NDO). She continued by stating that Kalamazoo Youth for Christ had indicated they would not discriminate based on gender identity or sexual orientation

when it came to the provision of services. Councilmember Burns expressed discomfort with awarding funding to Kalamazoo Youth for Christ in light of the NDO and information provided on the organization's website and in their application. Councilmember Burns suggested that the proposed funding be reallocated for the upcoming fiscal year and that funding for Kalamazoo Youth for Christ be given additional consideration in future years. Mayor Pro Tem Pearson and Mayor Randall also shared concerns with funding Kalamazoo Youth for Christ. Councilmember Reid concurred with concerns that had been expressed. Rather than City Council reallocating funding, Councilmember Reid suggested that the concerns of City Council be communicated with the HSB and that the HSB be responsible for reallocating the funding. Mayor Randall expressed support for the idea presented by Councilmember Reid. City Manager Shaffer reviewed his contractual authority and ability to review and sign most of the contracts resulting from the proposed FY 2019-2020 human and public service funding. Community Development Director Georgeau reviewed the Supplemental Budget document and highlighted the various sections including the section "Analysis of Impediments to Fair Housing." Ms. Georgeau discussed City of Portage efforts related to ensuring access and support of fair housing in the community. Councilmember Reid inquired if housing for individuals with disabilities, such as group homes, is a component of fair housing efforts. Ms. Georgeau spoke in the affirmative and emphasized the importance of education.

Community Development Director Georgeau next reviewed the proposed budget for her department. She pointed out that one major change is the proposal for an additional part-time administrative assistant and why the position is necessary. She continued by sharing that the vacant mechanical inspector position continues to be supported via contract and this arrangement seems to be working. Ms. Georgeau concluded by highlighting major projects that are completed, on-going or pending in the commercial, residential and industrial sectors.

City Manager Shaffer introduced Director of Technology Services Devin Mackinder. Mr. Mackinder reviewed highlights from FY 2018-19 and pointed out the extremely high level of satisfaction among city staff with the Information Technology (IT) Department. Mr. Mackinder next shared that a focus of the proposed 2019-20 Budget is network security. To demonstrate the importance of network security Mr. Mackinder reviewed various threats such as ransomware and malicious e-mails and showed a website that indicated real-time cyberattacks. Mr. Mackinder also highlighted the importance of disaster recovery and indicated that the proposed budget will assist in this regard. Another topic raised by Mr. Mackinder was the recent transition in how cable access television is provided in the city. He indicated that early indications are those of success. Councilmember Reid inquired as to the status of the creation of a 5G network in Portage. Mr. Mackinder shared that discussions are on-going but that a resolution is near that would allow for the installation of the network but limit the amount of additional infrastructure. Mr. Mackinder next reviewed the contract used to provide professional IT services. He indicated that he will be reviewing the cost of the contract vs. hiring full time employees.

Ms. Georgeau returned and reviewed the proposed Capital Improvement Plan (CIP). She shared that two items compose a large percentage of the proposed CIP and include Fire Station No. 2 and the Community Senior Center. Ms. Georgeau explained that, whenever possible, the city uses surplus funding to pay for projects instead of issuing new debt. Ms. Georgeau next reviewed proposed projects in each CIP category: Streets, Sidewalks & Bikeways, Water, Sanitary Sewer, Police, Fire, Public Facilities, Parks and Recreation and Debt Service. Ms. Georgeau highlighted the pending reconstruction of Idaho Avenue and expressed the rationale and reason for creating the project as an extension district. Mr.

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting May 2, 2019

CALL TO ORDER: 6:34 p.m..

MEMBERS PRESENT: Nadeem Mirza, Elma (Pat) Maye, Effie Kokkinos, Kathryn Hanfland, Fiorella Spalvieri, Diane Durian

MEMBERS EXCUSED: Alice Mwanda, Tim Henson

MEMBERS ABSENT: Stephanie Upshaw

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist, Vicki Georgeau, Director of Community Development

APPROVAL OF MINUTES: Kokkinos moved, and Mirza supported a motion to approve the April 4, 2019 minutes. Motion passed 5-0 (Durian arrived at 6:50 p.m.).

NEW BUSINESS:

1. Revised CDBG Program, 2019-20 Annual Action Plan budget and Human Public Service Funding – McCoy indicated that the city received notice of its final entitlement grant, which is approximately \$14,000 less than the projected amount of \$237,000. The Annual Action Plan budget has been revised to reduce funding to human services to stay within the 15% cap, and the housing rehabilitation program was reduced \$4,080. Due to reduced personnel costs, the Neighborhood Improvement – Code Enforcement Program was also reduced \$7,736, with an additional small reduction (\$19) to the Grant Planning/Administration activity.

McCoy added that while human service funding from the CDBG Program was reduced by \$2,055, funding for the Portage Community Center (PCC) is recommended to be increased from the General Fund so that PCC total funding is essentially the same as initially recommended. McCoy added that during the Council budget work session, there was consensus that Council did not support funding to Kalamazoo Youth for Christ (KYFC) due to its positions toward sexual orientation and gender identity, which were not consistent with the intent of the city's Non-Discrimination Ordinance. Council has requested that the Board decide how to reallocate the \$2,500 recommended for KYFC to other agencies. McCoy indicated that based on the budget work session discussion, staff is recommending an additional \$500 be awarded to Lending Hands to fully fund the agency at their requested grant amount, and the remaining \$2,000 be allocated to PCC, as noted earlier.

Maye indicated that she disagrees with the decision of Council to not fund KYFC, as the agency as a religious organization has the right to hold certain positions in its hiring of staff and volunteers, and notes they indicated verbally and in writing they would not discriminate based on sexual orientation and gender identity in the provision of services. Mirza and Spalvieri noted the Board fully vetted the application from KYFC and don't believe they made an error in their recommendation based on the evaluation criteria. The Board then again discussed the need to review the application form and evaluation criteria, as well as determine if a policy should be recommended to Council that all grant applicants meet the intent of the Non-Discrimination Ordinance in the provision of services, even if they are a religious organization. Spalvieri agreed that a special meeting/discussion is needed to decide on a policy, but noted that city staff and the City Attorney should be present because there seems to be important technical and legal issues associated with the ordinance as it pertains to grant applicants and religious entities in general. After additional lengthy discussion, the Board decided to have this discussion at their next meeting, and staff would determine a time/date since the Board does not normally meeting in the summer months and they want to have the City Attorney in attendance. Spalvieri moved and Mirza supported a motion to recommend to City Council the revised CDBG Program Annual Action Plan and human service funding as noted in the staff report. Upon voice vote, motion passed 6-0.

2019-2020 Annual Action Plan

Portage CDBG Program



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In May 2016, the City of Portage updated its five-year Consolidated Plan for the Community Development Block Grant (CDBG) Program. The City of Portage CDBG Program is funded by an annual entitlement grant awarded to the community by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is designed to help local jurisdictions assess affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions in regards to the use of CDBG entitlement grant funds and other resources available within the community.

The consolidated planning process must be completed every five years and is implemented through Annual Action Plans. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER). The consolidated planning process also includes an *Analysis of Impediments to Fair Housing*, which has been updated during FY 2018-19 and will be submitted to HUD concurrent with the *2019-20 Annual Action Plan*.

Based on the findings of the Needs Assessment and Market Analysis, as well as citizen input, the *2016-2020 Consolidated Plan* identifies priority needs and goals to address identified community needs, as well as anticipated financial resources available to the community. The *2019-20 Annual Action Plan* provides specific goals and CDBG Program project activities for implementation over the next program year, which are consistent with the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

The *2016-2020 Consolidated Plan* and *2019-20 Annual Action Plan* identify several objectives and outcomes in the areas of affordable housing, neighborhood improvement, community development needs within low-moderate income neighborhoods and the provision of public services to low-income households. Section 7 of the Executive Summary provides a detailed explanation of these objectives and outcomes.

3. Evaluation of past performance

As noted above, the Consolidated Plan includes an Annual Action Plan element and a Consolidated Annual Performance and Evaluation Report (CAPER). The City of Portage has consistently received favorable reviews from HUD in regard to past performance, and has demonstrated that it has the capacity to implement key inter-related programs in a timely and efficient manner consistent with HUD-approved Consolidated Plans and Annual Action Plans.

4. Summary of Citizen Participation Process and consultation process

The City of Portage encouraged participation utilizing several methods including notification via e-mails, advertising public meetings and public hearings via publication in the local newspaper, and on the city web site, and through the monthly municipal newsletter, the PORTAGER.

5. Summary of public comments

A summary of public comments is provided in the Appendix.

6. Summary of comments or views not accepted and the reasons for not accepting them

No public comments were received that were not accepted or considered.

7. Summary

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the five-year strategic plan period, and \$348,110 in FY 2019-20 derived from annual entitlement grant funds, anticipated program income and unexpended prior year funds. These funds will be used to address priority needs identified in the Strategic Plan. The following tables summarize and describe the goals of the *2016-2020 Consolidated Plan* over the next five years, as well as the *2019-20 Annual Action Plan*.

In addition to the activities noted in the tables, during FY 2019-20, Planning and Grant Administration, and Fair Housing activities will be accomplished. The amount of funding allocated for this activity is \$19,431. An outcome of this activity is to meet HUD-established planning and reporting, as well as affirmatively furthering fair housing within the community.

Strategic Plan Goals Summary

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Rental Housing	Affordable Housing Non-Homeless Special Needs	City-wide	Affordable Rental Housing	CDBG: \$25,000	Rental units rehabilitated: 5 Household Housing Unit
Affordable Owner Housing	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$1,000,000	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 60 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$275,000	Housing Code Enforcement/Foreclosed Property Care: 1,750 Household Housing Unit
Public Services	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$150,000	Public service activities other than Low/Moderate Income Housing Benefit: 20,000 Persons Assisted
Non-Housing Community Development	Non-Housing Community Development	City-wide	Non-Housing Community Development	CDBG: \$50,000	Other: 1 Other

Strategic Plan Goal Descriptions

1	Goal Name	Affordable Rental Housing
	Goal Description	<u>Affordable Rental Housing:</u> - Partner with non-profit housing developers with the pre-development or rehabilitation of housing to increase the supply of decent, affordable rental housing. - Partner with housing developers by providing tax abatements (Payments In Lieu of Taxes) in conjunction with federal and state financing to increase or preserve the supply of affordable rental housing. Funding provided, as resources permit, through the City of Portage General Fund.
2	Goal Name	Affordable Owner Housing
	Goal Description	<u>Affordable Owner Housing:</u> - Provide emergency repair grants to low-income home owners. - Provide housing rehabilitation loans to low-income home owners. - Assist low-income households with home buyer assistance to purchase homes in specified Portage neighborhoods, funded by the CDBG Program, and state resources as available. - Partner with non-profit developers to provide pre-development or rehabilitation assistance to provide affordable owner-occupied housing.
3	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement includes code administration and enforcement efforts within low-moderate income neighborhoods that aid in the prevention and elimination of blight.

Plan Goals table #1

4	Goal Name	Public Services
	Goal Description	Public Services to low-income households provided through local public services providers, funded through the CDBG Program and the City of Portage General Fund on an annual basis: • Homelessness prevention and rapid rehousing (including emergency shelter); • Emergency financial and food assistance; • Supportive services for special needs populations; and • Non-housing anti-poverty services/programs.
5	Goal Name	Non-Housing Community Development
	Goal Description	Non-Housing Community Development activities to include small-scale capital improvement projects such as sidewalk repair and/or neighborhood park improvements within low-moderate income neighborhoods. Non-Housing Community Development activities provide an area-wide benefit, compared to a direct person or housing unit benefit.

2019-20 Annual Action Plan Goals and Objectives

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Indicator Outcome
Affordable Owner Housing	Affordable Housing	City-wide & Home Buyer Assistance Eligible Neighborhoods	Affordable Owner Housing	CDBG: \$235,240	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$63,210	Housing Code Enforcement/Fore-closed Property Care: 350 Household Housing Unit
Public Services	Homeless Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$44,100	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted

Plan Goals table #2

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	PORTAGE	Department of Community Development
CDBG Administrator	PORTAGE	Department of Community Development

Table 1 – Responsible Agencies

The lead agency for the administration of CDBG program is the City of Portage Department of Community Development. As the lead agency, the City is responsible for overseeing the development and implementation of the 2016-2020 Consolidated Plan, Annual Action Plans, Analysis of Impediments to Fair Housing, and Consolidated Annual Performance Evaluation Reports. Department of Community Development staff provides administrative and planning support for the use of the federal funds and acts as the primary staff support to the Human Services Board (HSB). The HSB is a nine-member board and one Youth Advisory Committee liaison that advise the City Council on matters regarding human services, public transportation, and the CDBG program. Board activities involving the CDBG program include review and recommendation of annual program budgets - specifically human/public services, appeals of Housing Assistance Programs Guidelines, and review of planning and reporting documents required by HUD. The Board also ensures citizen participation in all phases of the federal grant planning and allocation process.

Consolidated Plan Public Contact Information

City of Portage, Department of Community Development
Attention: Vicki Georgeau, AICP, Director
7900 South Westnedge Avenue, Portage, MI 49002
Telephone: 269-329-4480; Fax: 269-329-4506
Email: georgeav@portagemi.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

As the lead agency, the City of Portage Department of Community Development coordinated the consultation required to complete 2019-20 Annual Action Plan and update of the Analysis of Impediments to Fair Housing. Department staff reached out to a wide network of community service and housing providers, government officials, business leaders, neighborhood representatives and residents.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Many of the local housing providers, health and mental health agencies, and homeless service providers are members of the HUD-required Kalamazoo County Continuum of Care, which is facilitated by the Kalamazoo LISC Affordable Housing Partnership. Coordination between these agencies and the city occurs primarily through interaction of Continuum of Care Teams: Allocations and Accountability Team, HMIS Data Users Group and the Systems of Care Team.

The City of Portage also specifically consulted with various public service and housing providers, including the Fair Housing Center of Southwest Michigan, to collect and analyze data in the Needs Assessment and Market Analysis sections of the Consolidated Plan, the 2019-20 Annual Action Plan and update to the Analysis of Impediments to Fair Housing.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Portage participates on the Kalamazoo LISC Affordable Housing Partnership (AHP) by serving on the Continuum of Care Allocations and Accountability Team. The AHP is the facilitator of the Kalamazoo County Continuum of Care (CoC), which addresses issues relating to homelessness and the planning for and provision of services ranging from emergency shelter to permanent supportive housing. The AHP is comprised of numerous public and private entities including: local units of government, housing and supportive service providers, public and private funders, private sector representatives, consumer representatives, and advocacy groups. In addition to AHP involvement, the city is represented on the Advisory Board of the Fair Housing Center of Southwest Michigan in support of fair housing services, including education, complaint investigation and enforcement. Such participation is intended to enhance institutional structures not only for the implementation of the City of Portage Consolidated Plan, but the planning efforts of other local units of governments and service providers.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Although the City of Portage is not an Emergency Solutions Grant (ESG) recipient, the CoC was consulted during the development of the Consolidated Plan. Priorities, strategies and objectives from the Ten-Year Plan to End Homelessness were considered in the development of the Consolidated Plan.

As noted above, the City of Portage is a member of the CoC's Allocation and Accountability Team that also works with the Data Team and Systems of Care Team. The city's participation on this team allows the city to communicate with other community organizations that work to end homelessness and to have direct input in the development of strategies and goals of the CoC.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

The city specifically notified the Kalamazoo LISC Affordable Housing Partnership (AHP), the Kalamazoo County Multi-purpose Collaborative Body and the Fair Housing Center of Southwest Michigan regarding the draft *2019-20 Annual Action Plan* and the update to the *Analysis of Impediments to Fair Housing*. As noted above, the AHP is the facilitator of the Kalamazoo County CoC and is comprised of numerous public and private entities including: local units of government, housing and supportive service providers, public and private funders, private sector representatives, consumer representatives, and advocacy groups. The Kalamazoo County Multi-Purpose Collaborative Body is similarly comprised of various governmental and non-profit human service agencies that may have an interest in the City of Portage CDBG Program, while the Fair Housing Center of Southwest Michigan provides fair housing education, planning and enforcement services within the community. Finally, the city provided notice of the draft planning documents to the Kalamazoo County Community Action Agency and Public Housing Commission, and current human/public service grantees, which include the Portage Community Center, Catholic Charities, Goodwill Industries, Gryphon Place, Housing Resources, Lending Hands, and the YWCA.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Fair Housing Center of Southwest Michigan
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
2	Agency/Group/Organization	Kalamazoo LISC Affordable Housing Partnership (AHP)
	Agency/Group/Organization Type	Services - Housing Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
3	Agency/Group/Organization	Kalamazoo county Multi-purpose Collaborative Body
	Agency/Group/Organization Type	Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
4	Agency/Group/Organization	Kalamazoo County Community Action Agency
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
5	Agency/Group/Organization	Kalamazoo county Public Housing Commission
	Agency/Group/Organization Type	Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
6	Agency/Group/Organization	Portage Community Center
	Agency/Group/Organization Type	Human Services
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
7	Agency/Group/Organization	CATHOLIC FAMILY SERVICES
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
8	Agency/Group/Organization	Goodwill Industries of Southwest Michigan
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
9	Agency/Group/Organization	Gryphon Place
	Agency/Group/Organization Type	Human Services -2-1-1
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.

10	Agency/Group/Organization	Housing Resources Inc.
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
11	Agency/Group/Organization	Lending Hands
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
12	Agency/Group/Organization	YWCA of Kalamazoo
	Agency/Group/Organization Type	Services - Housing Services-Victims of Domestic Violence Services-homeless

	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.
13	Agency/Group/Organization	Kalamazoo county Health & Community Services - Older Adult Services
	Agency/Group/Organization Type	Health Agency Other government - County
	What section of the Plan was addressed by Consultation?	19-20 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outreach involved a variety of methods to inform public and private agencies of the efforts to update the Annual Action Plan, including notification via e-mails or letters, advertising public hearings via publication in the local newspaper and on the city web site, as well as an article in the municipal newsletter, the PORTAGER. It is anticipated that the community outreach will result in increased public input.

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Portage did not exclude an agency from the consultation process that would have otherwise been able to provide input on development of the Consolidated Plan and the 2019-20 Annual Action Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Kalamazoo LISC Affordable Housing Partnership	The goal is to end homelessness by providing permanent/supportive housing.
City of Portage Comprehensive Plan	City of Portage	The goals concerning housing and human/public service needs are similar.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen Participation was a key component in the development of the *2019-20 Annual Action Plan* and the update to the *Analysis of Impediments to Fair Housing*. The *2016-2020 Consolidated Plan* includes a Citizen Participation Plan that: summarizes outreach efforts to engage the public and provides a list of locations where information and copies of the plan can be obtained; explains the provision of technical assistance, if needed; and the process to submit complaints or grievances. As noted in the Citizen Participation Plan, public input is encouraged through timely public notices, public hearings and publication of information relating to proposed Community Development Block Grant activities. Notices and agendas are published and/or posted at least seven days before the date of all public meetings, as well as direct mailings to agencies and interested groups. All meetings are held at City Hall, which is centrally located in the community and accessible to all persons, including disabled persons. If special accommodations are necessary for participation of a physically disabled or non-English speaking person in the Consolidated Planning process, the city will provide the appropriate accommodations.

A minimum of two public hearings are held prior to the submission of the *2019-20 Annual Action Plan* to HUD to allow for comment on community development needs, housing priorities, as well as fair housing within Portage. The first public hearing was held on February 7, 2019 and provided an opportunity for citizens, community groups and/or agencies to comment on a draft housing and community development needs identified in the Consolidated Plan as well as fair housing issues in the community. Following this public hearing, a draft of the *2019-20 Annual Action Plan* was prepared. The 30-day public comment period began on March 3, 2019 and concluded on April 4, 2019 when the Human Services Board conducted a second public hearing on the draft *2019-20 Annual Action Plan* and an update to the *Analysis of Impediments to Fair Housing*. Subsequently, the draft *Annual Action Plan* and *Analysis of Impediments to Fair Housing* was presented to City Council for review at the April 16, 2019 Budget Work Session.

On April 22, 2019, the city received notice from HUD regarding the final entitlement grant amount (\$223,110 for FY 2019-20). Upon receipt of the formal notice, revisions to the Action Plan were accomplished, and additional review during public meetings of the Human Services Board and City Council occurred prior to submittal of the plan to HUD for review and approval. Citizens were allowed to comment during all public hearings and public meetings, or were able to submit comments in writing before or during the public hearings and public meetings.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response / attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/ broad community	On January 3, 2019 the Human Services Board held a public meeting to hear presentations from applicants for human service funding from the CDBG Program and General Fund.	Comments from the Human Services Board and public are reflected in the Appendix.	No comments were not accepted.	https://www.portage.mi.gov/180/Human-Services-Board
2	Public Hearing	Non-targeted/ broad community	On February 7, 2019 the Human Services Board held a public hearing to receive an overview of identified housing and community development needs within the Consolidated Plan, reviewed past grant performance and the schedule for preparing the Annual Action Plan. In addition, the Board received and discussed a draft update to the Analysis of Impediments to Fair Housing.	Comments from the Human Services Board and public are reflected in the Appendix.	No comments were not accepted.	https://www.portage.mi.gov/180/Human-Services-Board
3	Public Meeting	Non-targeted/ broad community	On March 7, 2019 the Human Services Board held a public meeting and reviewed a complete draft of the Analysis of Impediments to Fair Housing update.	Comments from the Human Services Board and public are reflected in the Appendix.	No comments were not accepted.	https://www.portage.mi.gov/180/Human-Services-Board

Sort Order	Mode of Outreach	Target of Outreach	Summary of response / attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/ broad community	On April 4, 2019 the Human Services Board held a public hearing to receive comments on the draft Annual Action Plan and the update to the Analysis of Impediments to Fair Housing.	Comments from the Human Services Board and public are reflected in the Appendix.	No comments were not accepted.	https://www.portagemi.gov/180/Human-Services-Board
5	Public Meeting	Non-targeted/ broad community	On April 16, 2019, City Council held a budget work session to review the draft Annual Action Plan and update to Impediments to Fair Housing.	No public comments were received.	No comments were not accepted.	https://www.portagemi.gov/610/Agendas-Minutes
6	Public Meeting	Non-targeted/ broad community	On May 2, 2019 the Human Services Board held a public meeting to review the revised Annual Action Plan based on the final entitlement grant.	No public comments were received.	No comments were not accepted.	https://www.portagemi.gov/180/Human-Services-Board
7	Public Meeting	Non-targeted/ broad community	On May 7, 2019, City Council held a public meeting to review the final Annual Action Plan and Analysis of Impediment to Fair Housing	No public comments were received	No comments were not accepted.	https://www.portagemi.gov/610/Agendas-Minutes

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Portage anticipates receiving \$1.46 million in CDBG Program funds over the five-year strategic plan period, derived from annual entitlement grant funds and anticipated program income. These funds will be used to address priority needs identified in the Strategic Plan. For FY 2019-20, the city has developed a budget of \$348,110, which includes an entitlement grant amount of \$223,110, plus anticipated program income during the fiscal year and prior year resources.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation : \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	223,110	50,000	75,000	348,110	360,000	CDBG Program funds will be used to address priority needs identified in the Strategic Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG Program funds directly available to the City of Portage, additional funding from HUD and MSHDA is secured to address homelessness and provide permanent supportive housing through the Kalamazoo County Continuum of Care. In a typical year, approximately \$1.8 million in McKinney-Vento Supportive Housing Program Funds are awarded by HUD and approximately \$275,000 in Emergency Solutions Grant funds are awarded by MSHDA to non-profit agencies that serve Portage residents. As of November 2015, the Kalamazoo County Public Housing Commission also generates an additional \$800,000 annually for temporary housing assistance, funding for which was garnered through a six-year county-wide millage.

Finally, direct recipients and sub-recipients of CDBG Program funding leverage federal funding with private and public funding to increase the impact of CDBG Program activities and assist in addressing priority needs within the community.

While there are no specific matching requirements for the CDBG Program, leveraging of private and public funds with CDBG Program funding will be tracked and reported annually through the Consolidated Annual Performance Evaluation Report (CAPER).

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Portage generally does not intend to use publically owned land to address priority needs identified in the plan. As noted above, Non-Housing Community Development needs are primarily addressed through the city's Capital Improvement Program. However, there may be some limited use of CDBG Program funds for small-scale capital improvement projects such as sidewalk repairs and/or neighborhood park improvements within low-moderate income neighborhoods. In such cases, city owned public street right-of-way and parkland may be utilized concurrent with a CDBG Program funded activity.

Discussion

The anticipated resources noted above and efforts to leverage other private and public funding are estimated. The success of the Strategic Plan and Annual Action Plan accomplishments are largely dependent on actual funding received and available to the community.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Owner Housing	2016	2020	Affordable Housing		Affordable Owner Housing	CDBG: \$231,160	Homeowner Housing Rehabilitated: 12 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
2	Neighborhood Improvement	2016	2020	Non-Housing Community Development		Neighborhood Improvement	CDBG: \$55,474	Housing Code Enforcement/Foreclosed Property Care: 350 Household Housing Unit
3	Public Services	2016	2020	Homeless Non-Homeless Special Needs		Public Services	CDBG: \$42,025	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Owner Housing
	Goal Description	Affordable Owner Housing efforts will include: • <u>Owner-occupied Housing Rehabilitation Program</u>: CDBG Program funds will be provided to assist low-income home owners with emergency repairs and housing rehabilitation improvements on a city-wide basis through grants, and zero or low-interest deferred loans. • <u>Home Buyer Assistance Program</u>: CDBG Program funds will be provided to assist low-income households with purchasing homes in eligible neighborhoods. No interest deferred loans will be provided to home buyers to cover up to 50% of the required down payment and closing costs. Up to \$3,000 per household will be generally provided, while up to \$5,000 per household will be provided for purchases of bank-owned foreclosed homes or previously renter-occupied homes.
2	Goal Name	Neighborhood Improvement
	Goal Description	Neighborhood Improvement efforts to include code administration and enforcement within low-moderate income neighborhoods that aid in the prevention and elimination of blight.
3	Goal Name	Public Services
	Goal Description	Public services will be provided to low-income households through a local public service agency, the Portage Community Center. Funding to be provided from the CDBG Program will assist low-income Portage residents with emergency assistance (food and financial assistance), transportation assistance and youth recreation scholarships. In addition to CDBG Program assistance, an additional \$169,740 in General Fund monies will be awarded to seven other local public service agencies that provide: homelessness prevention and rapid re-housing assistance; emergency shelter and transitional housing to families, unaccompanied youth and victims of domestic violence and/or sexual assault; a 24-hour public services information/referral service; literacy educational services, financial literacy services for youth, and a medical equipment loan program for persons with disabilities.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following specific CDBG Program projects are proposed for FY 2019-20.

Projects

#	Project Name
1	OWNER-OCCUPIED HOUSING REHABILITATION
2	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
3	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
4	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
5	PLANNING/ADMINISTRATION

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects proposed are consistent with the priority needs and goals identified in the Strategic Plan.

AP-38 Project Summary

Project Summary Information

1	Project Name	OWNER-OCCUPIED HOUSING REHABILITATION
	Target Area	Not applicable
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$221,160
	Description	Scattered site housing rehabilitation (deferred loans) and emergency repair (grants) activities within the City of Portage.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 12 projects will be completed during FY 2019-20.
	Location Description	Housing units to be assisted are scattered sites throughout the city. Actual project locations are based on applications received and approved.
2	Planned Activities	Activities will include emergency repair grants to address housing conditions that pose an immediate threat to the health and safety of the occupants, whereas housing rehabilitation activities will be accomplished via no interest and low-interest deferred loans. Housing rehabilitation activities will include improvements to the exterior and interior of homes including roofing, doors, windows, siding, weatherization, plumbing, electrical and mechanical improvements, accessibility improvements and other repairs to address code deficiencies within owner-occupied housing units.
	Project Name	DOWN PAYMENT ASSISTANCE - OWNER-OCCUPIED HOUSING
	Target Area	Not applicable
	Goals Supported	Affordable Owner Housing
	Needs Addressed	Affordable Owner Housing
	Funding	CDBG: \$10,000
	Description	Homebuyer assistance (deferred loans) for purchase of owner-occupied housing in Portage neighborhoods, city-wide.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that three households will receive assistance during FY 2019-20.

	Location Description	Housing to be purchased are scattered sites throughout the city. Actual project locations are based on applications received and approved.
	Planned Activities	Low-income home buyers will be assisted with up to 50% of a required down payment and closing costs to purchase a home in an eligible Portage neighborhood. Up to \$3,000 will be provided per housing unit, whereas additional assistance of up to \$5,000 will be provided to home buyers purchasing a bank-owned foreclosed home or a previously renter-occupied home.
3	Project Name	HUMAN/PUBLIC SERVICES-PORTAGE COMMUNITY CENTER
	Target Area	Not applicable
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$42,025
	Description	Human/public services including provision of emergency assistance, transportation assistance and youth recreation scholarships to low-income Portage households. Services provided by sub recipient Portage Community Center.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 4,000 Portage residents will receive assistance during FY 2019-20.
	Location Description	Services will be provided by the Portage Community Center primarily located at 325 East Centre Avenue. Off-site services may also be provided at the Portage Community High School facility at 1010 West Milham Avenue.
	Planned Activities	The Portage Community Center will provide Emergency Assistance (comprised of food, financial assistance and clothing), transportation assistance and youth recreation scholarships to low-income Portage households who are at risk and vulnerable.
4	Project Name	NEIGHBORHOOD IMPROVEMENT-CODE ADMINISTRATION & ENFORCEMENT
	Target Area	Low-moderate income upper quartile neighborhoods
	Goals Supported	Neighborhood Improvement
	Needs Addressed	Neighborhood Improvement
	Funding	CDBG: \$55,474

	Description	Neighborhood Improvement - Code Administration and Enforcement within targeted low-moderate income Portage neighborhoods.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 350 community quality cases will be addressed during FY 2019-20.
	Location Description	Code Administration and Enforcement funded with CDBG Program funds will occur within upper quartile low-moderate income Portage neighborhoods.
	Planned Activities	Neighborhood Improvement - Code Administration and Enforcement activities include efforts to aid in the prevention and elimination of blight. Activities include responses to citizen complaints and proactive neighborhood monitoring to protect and improve neighborhood quality of life, including code compliance efforts relating to the Community Quality and Housing/Property Maintenance codes of the City of Portage.
5	Project Name	PLANNING/ADMINISTRATION
	Target Area	Not applicable
	Goals Supported	Not applicable
	Needs Addressed	Not applicable
	Funding	CDBG: \$19,431
	Description	CDBG Program Planning and Administration: FY 2018-19 Consolidated Annual Performance Evaluation Report, FY 2020-21 Annual Action Plan, semi-annual Labor Relations Report, annual Contract and Subcontractor Report, IDIS reporting, Environmental Review Record, participation on Kalamazoo County Continuum of Care, and Fair Housing activities.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Grant planning and administration does not provide a direct benefit to Portage residents. However, these activities are required to receive CDBG Program funds, and allow for 93% of grant funds to be used to benefit families and neighborhoods throughout the community.
	Location Description	Grant planning and administration activities are carried out at Portage City Hall, 7900 South Westnedge Avenue. Fair Housing activities are also carried out by the Fair Housing Center of Southwest Michigan, which is located at 405 West Michigan Avenue, Suite 6, Kalamazoo, Michigan.

	Planned Activities	Planning and grant administration activities to include the preparation of the FY 2018-19 Consolidated Annual Performance Evaluation Report, FY 2020-21 Annual Action Plan, semi-annual Labor Relations Report, annual Contract and Subcontractor Report, IDIS reporting, Environmental Review Record, participation on the Kalamazoo County Continuum of Care and Fair Housing activities.
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Neighborhood Improvement efforts including code administration and enforcement will be directed within low-moderate income neighborhoods, as shown on Map 1 . The Home Buyer Assistance Program was previously directed to upper quartile low-moderate income neighborhoods. However, during the review of the Analysis of Impediments to Fair Housing, it has been determined to provide home buyer assistance on a city-wide basis versus targeting assistance to upper quartile low-moderate income neighborhoods.

Owner-occupied housing improvement programs and human/public services will be offered on a city-wide basis to eligible low-income households.

Geographic Distribution

Target Area	Percentage of Funds
Code Administration and Enforcement – see Map 1	17.5%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Neighborhood improvement activities that have an area-wide benefit must be allocated to designated low-moderate income neighborhoods. Such efforts supplement and enhance housing assistance programs also offered through the CDBG Program, as well as capital improvement projects periodically funded with CDBG funds, but most frequently funded via the city's Capital Improvement Program.

Discussion

Efforts to target resources to achieve greater results through program implementation will be considered during the development of each Annual Action Plan over the five-year plan period.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

As noted in the Strategic Plan, the following strategies will be utilized to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	15
Special-Needs	0
Total	15

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	12
Acquisition of Existing Units	3
Total	15

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

In addition to the housing assistance programs funded through the CDBG Program, public service funding will be provided through both the CDBG Program and city General Fund to provide assistance to public service agencies that provide homelessness prevention, rapid rehousing and tenant based rental assistance.

AP-60 Public Housing – 91.220(h)

Introduction

As noted in the Strategic Plan, the City of Portage does not have a Public Housing Authority (PHA) and has no public housing units. Furthermore, Kalamazoo County does not have a PHA and therefore, the Michigan State Housing Development Authority (MSHDA) serves as the PHA for Kalamazoo County. In 2002, however, Kalamazoo County did create a Public Housing Commission (PHC) that has provided tenant based rental assistance within Kalamazoo County as resources were available. Since the passage of a six-year county-wide housing millage in November 2015, the Kalamazoo County Public Housing Commission generates approximately \$800,000 annually for temporary tenant based rental housing assistance to homeless families with school-aged children.

Actions planned during the next year to address the needs to public housing

The City of Portage will continue to consult with MSHDA Housing Choice Voucher agents and the Kalamazoo County PHC on issues relevant to public housing and decent, affordable housing in general. In addition, the City of Portage will continue to actively participate on the Kalamazoo LISC Affordable Housing Partnership (AHP), which also facilitates the Kalamazoo County CoC.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

As noted above, city staff actively participate on the AHP, and efforts to promote awareness of the City of Portage Home Buyer Assistance program will be ongoing.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

The City of Portage will seek opportunities with work with public housing residents, MSHDA and the Kalamazoo County Public Housing Commission to enhance affordable rental housing opportunities within the city.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As noted in the Strategic Plan, the City of Portage actively participates in the CoC and its efforts to address homelessness in the community and the following actions are proposed to address homelessness in during FY 2019-20.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

City of Portage staff will assist the CoC in the annual Point-in-time homeless count and will provide data regarding unsheltered homeless persons documented within the community. In addition, as noted in the Strategic Plan, city staff will continue to directly engage with homeless persons and provide information and referral through distribution of the Quick Reference Help Guide and other assistance in connecting people in need with emergency resources such as medical assistance, emergency shelter, and other assistance as determined appropriate. In addition, city staff will work collaboratively with the staff of the Public Housing Commission and Portage Public Schools to connect homeless families with school-aged children with temporary tenant based rental assistance.

Addressing the emergency shelter and transitional housing needs of homeless persons

As noted in the Strategic Plan, the City of Portage has endorsed the CoC Ten Year Plan to End Homelessness, and the key strategies of this plan. In this regard, CDBG Program and General Fund monies will be allocated towards homeless services, including emergency shelter, homelessness prevention and rapid re-housing for families, unaccompanied youth and victims of domestic violence and/or sexual assault. In addition to direct services to homeless persons, funding will also be provided to the Gryphon Place which is a portal to specialized support services related to homelessness prevention (such as the Eviction Diversion Program) and other services to assist persons in need.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As noted above, the city does not directly provide services through its CDBG Program for homelessness, but does provide both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates on the CoC, which engages in planning and implementation efforts to improve the outcomes of services provided to homeless persons in

the community.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

As noted above, the city does not directly provide services through its CDBG Program for homelessness, but does provide both CDBG Program funds and General Fund monies to public service agencies that provide a variety of assistance to homeless persons. In addition, the city actively participates on the CoC, which has developed policies and procedures intended to improve the outcome of persons discharged from various institutions and prevent further homelessness.

Discussion

Homelessness is a continuing priority need and the City of Portage will continue to allocate CDBG Program and General Fund resources towards addressing this issue and improving outcomes.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The following strategies will be undertaken during the plan period to address affordable housing:

- Continue to participate on the Kalamazoo LISC Affordable Housing Partnership and other regional initiatives to address affordable housing issue throughout Kalamazoo County.
- Continue Home Buyer Assistance through the CDBG Housing Program to increase affordable home ownership opportunities for low-income households;
- Pursue opportunities to facilitate affordable rental housing by: 1) partnering with housing developers by providing CDBG Program funding and/or tax abatement/PILOTs through the city General Fund;
- Annually review development regulations, fees and other city code requirements that may create barriers to affordable and fair housing;
- Continue General Fund and CDBG Program funding to support the provision of public services to low income individuals.

Discussion:

As noted in the Strategic Plan, affordable housing for low-income renters and owners within the city is a priority need and efforts to reduce barriers and increase access to affordable housing is an ongoing priority of the community.

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The specific projects planned within the Annual Action Plan are intended to assist unserved needs within the community. In addition, the city will continue to serve on the Kalamazoo County CoC to improve the access to and delivery of services to persons in need.

Actions planned to foster and maintain affordable housing

As noted above, the city will assist low-income homeowners with housing maintenance and emergency repairs and offer home buyer assistance program within the community. In addition, partnerships with housing developers will be pursued on an annual basis to increase the supply and improve the condition of affordable rental housing.

Actions planned to reduce lead-based paint hazards

The city will continue educational efforts to inform residents of lead-based paint hazards in general. In particular, all CDBG Program housing assistance program participants will receive specific notice regarding lead-based paint hazards and all contractors will be required to adhere to lead-based paint safe work practices before, during and after all home improvement projects.

Actions planned to reduce the number of poverty-level families

As noted above, the city will allocate resources from the CDBG Program and General Fund to address the needs of residents and families living at or below poverty. Housing assistance programs, public services and tax exemptions and household tax relief are examples of actions to be taken by the City of Portage.

Actions planned to develop institutional structure

The City of Portage Department of Community Development will continue as the long-established lead agency with regard to planning and implementation of programs and activities noted in the Strategic Plan and Annual Action Plan. Efforts to strengthen gaps will be pursued as identified.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Portage will continue to actively serve on the Kalamazoo County CoC, work closely with public service and housing assistance agencies, as well as the Kalamazoo County Public Housing Commission and MSHDA.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	75,000
5. The amount of income from float-funded activities	0
Total Program Income:	125,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	94.60%

In addition to the CDBG Program estimated entitlement grant amount of \$223,110, it is anticipated that \$50,000 in program income will be received during FY 2019-20. Furthermore, \$75,000 in unexpended funds available at the end of FY 2017-2018 will also be allocated for expenditure on CDBG Program project during FY 2019-20 for a total budget of \$348,110.

Attachments

Citizen Participation Comments

January 10, 2019 Human Services Board: Presentations by FY 19-20 Human Public Service Grant Applicants - Presentations were heard from representatives of each of the eight grant applicants. Representatives provided background information on their respective agencies as well as furnished data regarding previous performance and anticipated benefits to Portage residents from programs for which funding is being requested. Board members were given the opportunity to ask questions of each applicant and several questions from Board members were addressed by applicants. The eight agencies and representatives who presented information were: Catholic Charities – Ben Moe and Tim Lieser; Gryphon Place – Erin Lambeth; Housing Resources – Jacob Beach; Kalamazoo Literacy Council – Michael Evans; Kalamazoo Youth for Christ – Chuck Connors; Lending Hands – Lucinda Stinson; YWCA – Sheri Brockway; Portage Community Center – Chris Buckley and Kirk Mason

February 7, 2019 Human Services Board: Public Hearing Community Development Block Grant Program - Hanfland moved and Henson supported motion to open public hearing. Motion passed 8-0. Community Development Director Vicki Georgeau presented information regarding Community Development needs, past performance and strategic planning as related to the CDBG programs administered by the city. The information was summarized by means of a Power Point presentation, printouts of which were provided to Board members. Additional information regarding the draft update to the Analysis of Impediments to Fair Housing was also presented and reviewed. Questions and comments from Board members were received regarding data collection regarding homelessness and efforts to facilitate affordable housing. Henson noted a concern regarding the applicability of the city's non-discrimination ordinance as it relates to human services grant funding. After a brief discussion, Maye suggested and the Board agreed that they would continue the discussion as part of item 2 on the agenda, Human/Public Service Funding Review and Options. The staff presentation was concluded with the understanding that the complete AI update would be provided to the Board at the March 7, 2019 meeting and that both the AI and the FY 2019-2020 Annual Action Plan will be made available for a 30-day public comment period, concluding with an additional public hearing on April 4, 2019. After no further discussion and no public comment, Spalvieri moved and Upshaw supported motion to close the public hearing. Motion passed 8-0.

March 7, 2019 Human Services Board: Review of final draft Analysis of Impediments to Fair Housing - Georgeau provided an overview of the recently completed update. Information presented included a summary of data furnished by the Fair Housing Center of Southwest Michigan and analysis of various housing issues and impediments identified through field testing, inquiries, reports of discrimination and surveys conducted in order to determine the degree of difficulty to obtain both rental housing and mortgage products by individuals of various races, income levels, disabilities and other differentiating factors that may affect the ability to obtain suitable housing under the applicable Fair Housing standards and laws. While the analysis indicates that there has been improvement in some areas, it is evident that a degree of housing discrimination continues to exist in Southwest Michigan and that efforts to support the Fair Housing Center and discourage discrimination are needed in order to provide equal housing opportunities to all individuals. A suggestion by staff to expand the CDBG funded City of Portage Homebuyer Assistance Program to include all areas throughout the city was supported by Maye. Henson requested clarification on ways in which advertising can be discriminatory and staff replied that there can be individuals who have service animals that could be affected by stated policies such as "no pets". In conclusion, continued participation by the City of Portage in an advisory capacity on the Fair Housing Center Board, statements and policies in support of fair housing initiatives, educational workshops and informational materials will continue to be provided to the public at large and promoted by the City of Portage in this regard. The update will be presented, along with the HUD required CDBG Annual Action Plan, to City Council in April 2019.

April 4, 2019 Human Services Board: Public Hearing Public Hearing Community Development Block Grant Program Upshaw moved and Mirza supported motion to open the public hearing. Motion passed 7-0. McCoy presented a power point summary of the CDBG Annual Action Plan and Analysis to Impediments to Fair Housing. Details of activities conducted within the programs administered by the city were discussed. Upshaw inquired regarding consideration of a pedestrian bridge in the Sprinkle and Meredith area as a potential public improvement. No public comments were received. Hanfland moved and Henson supported motion to close the public hearing. Motion passed 7-0. The next step in the process is to forward the plan to City Council for review and approval.

Proofs of Publication

STATE OF MICHIGAN)
County of Kalamazoo

ss. Saur Sutton

Being duly sworn deposes and say he/she is Principal Clerk of



THE KALAMAZOO GAZETTE DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days)

January 23 A.D. 20 19

Sworn to and subscribed before me this 23 day of January 2019

Janice M. DeGraaf
JANICE M. DEGRAAF
NOTARY PUBLIC, STATE OF MI
COUNTY OF KENT
MY COMMISSION EXPIRES Oct 3, 2020
ACTING IN COUNTY OF Kent

**PORTAGE**
A Natural Place to Move

NOTICE OF PUBLIC HEARING

The City of Portage will hold a public hearing on **Thursday, February 7, 2019 at 6:30 p.m. in Conference Room #1, City Hall, 7900 South Westedge Avenue, Portage, Michigan** to receive comments on the Community Development Block Grant (CDBG) Program, community development needs, housing priorities and human/public services within the City of Portage. In addition, the Board will review a draft update to the Analysis of Impediments to Fair Housing, which is a requirement of CDBG Program planning. The city anticipates receiving approximately \$237,000 in Federal CDBG funding in 2019-20, and an estimated \$50,000 of program income. In addition, \$75,000 in unexpended funds from prior program years will be utilized during FY 2019-20 for a total budget of \$362,000.

All interested persons are encouraged to attend. Comments can be submitted in writing on or before February 7, 2019 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477 for additional information.

Dated: November 29, 2018 Department of Community Development
Vicki Georgeau, Director

80751512.01

**Notice of Availability - City of Portage
FY 2019-20 Annual Action Plan & Analysis of Impediments to
Fair Housing and Notice of Public Hearing**

The draft Community Development Block Grant (CDBG) Program FY 2019-20 Annual Action Plan, has been prepared as required by the U.S. Department of Housing and Urban Development (HUD) for communities receiving federal funding through the CDBG Entitlement grant program. The draft Annual Action Plan, which is an element of the Consolidated Plan, outlines proposed projects that will be undertaken with the \$362,000 in CDBG funding estimated to be available to the City of Portage for FY 2019-20 from HUD, including anticipated program income and unexpended funds from prior program years. For FY 2019-20, proposed projects/expenditures are:

Housing Rehabilitation Assistance Program	\$225,240
Down Payment Assistance Program	\$10,000
Neighborhood Improvement-Code Administration and Enforcement	\$63,210
Human/Public Services	\$44,100
Grant Administration and Fair Housing Activities	\$19,450
TOTAL	\$362,000

In addition to the FY 2019-20 Annual Action Plan, an update to the Analysis of Impediments to Fair Housing has also been prepared which addresses fair housing resources within the community, data on the incidence of housing discrimination, public policies and private practices that may impact fair housing opportunity, and recommended actions to address impediments to fair housing.

Both of the above draft documents are available for review at the following locations:

- Department of Community Development, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Senior Center, 320 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site: <https://www.portagemi.gov/260/Strategic-Plans>

Comments can be submitted in writing on or before noon on Thursday, April 4, 2019 to the City of Portage, Department of Community Development, 7900 South Westnedge Avenue, or may be presented in person at a Public Hearing that will be held at 6:30 p.m. on Thursday, April 4, 2019 in Conference Room #1, City Hall, 7900 South Westnedge Avenue, Portage, MI 49002. For additional information, please contact the Department of Community Development at 269-329-4477 or 269-329-4466.

Vicki Georgeau, Director
Department of Community Development

Sunday, March 3, 2019

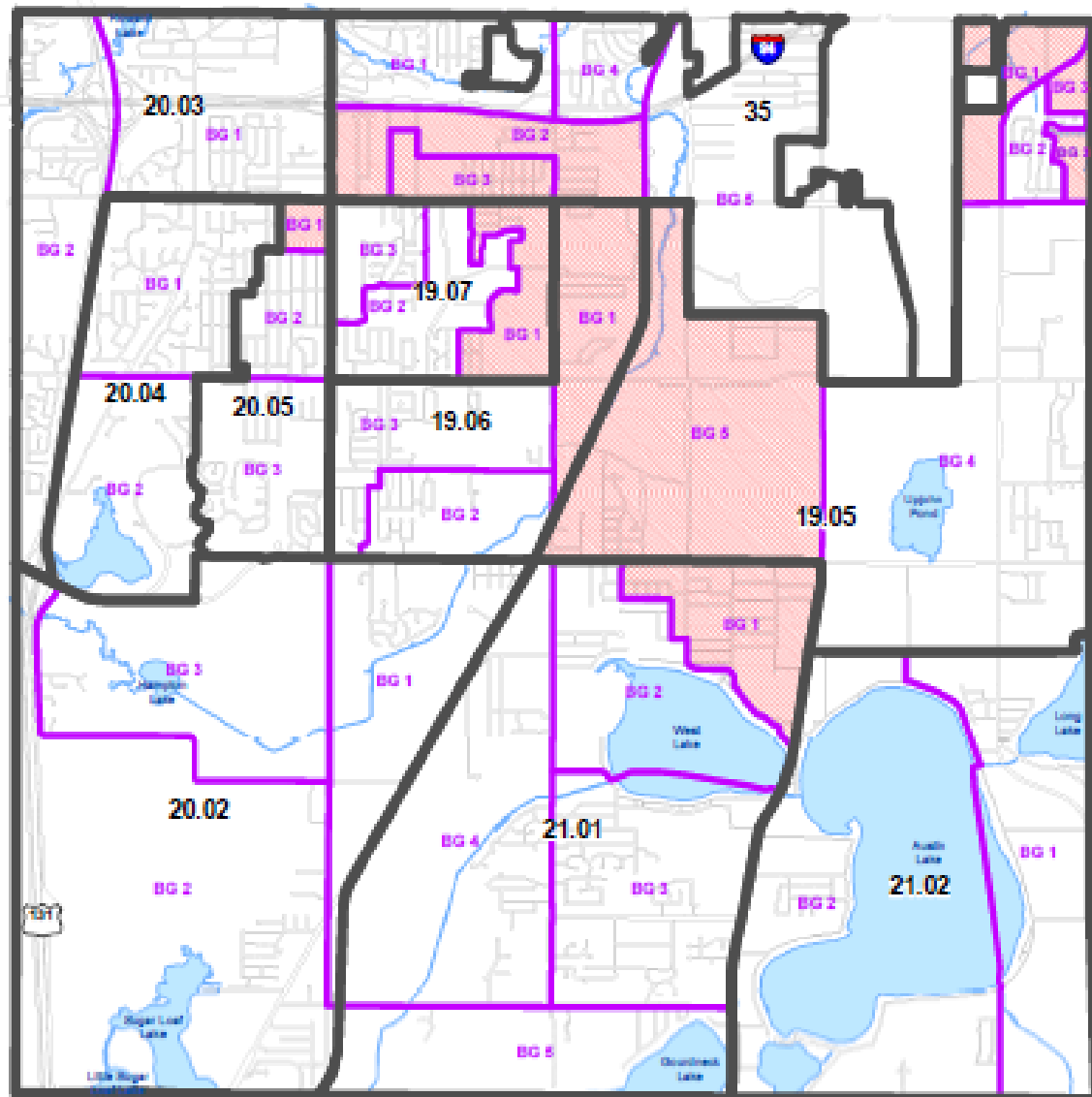
4/10/2019 1:04



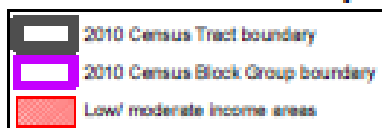
Map #1

Low/Moderate Income Neighborhoods

Census Tract / Block Group Map *



*At least 43.6% of households are low to moderate income in shaded areas, based on 2008-2010 American Community Survey Data.



Grantee SF-424's and Certification(s)

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision		* If Revision, select appropriate letter(s): * Other (Specify): 	
* 3. Date Received: 		4. Applicant Identifier: 			
5a. Federal Entity Identifier: 			5b. Federal Award Identifier: 		
State Use Only:					
6. Date Received by State:		7. State Application Identifier:			
8. APPLICANT INFORMATION:					
* a. Legal Name: City of Portage, Michigan					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 38-6006266			* c. Organizational DUNS: 0959434110000		
d. Address:					
* Street1: 7900 South Westnedge Avenue					
Street2:					
* City: Portage					
County/Parish: Kalamazoo					
* State: MI: Michigan					
Province:					
* Country: USA: UNITED STATES					
* Zip / Postal Code:					
e. Organizational Unit:					
Department Name: Community Development			Division Name: 		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms.		* First Name: Vicki			
Middle Name:					
* Last Name: Georgeau					
Suffix: AICP					
Title: Community Development Director					
Organizational Affiliation: 					
* Telephone Number: 269-329-4480			Fax Number: 269-329-4506		
* Email: georgeav@portagemi.gov					

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: C: City or Township Government	
Type of Applicant 2: Select Applicant Type: 	
Type of Applicant 3: Select Applicant Type: 	
* Other (specify): 	
* 10. Name of Federal Agency: US Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number: 14-218	
CFDA Title: Community Development Block Grant Program	
* 12. Funding Opportunity Number: 14-218	
* Title: Community Development Block Grant Program	
13. Competition Identification Number: 	
Title: 	
14. Areas Affected by Project (Cities, Counties, States, etc.): Add Attachment Delete Attachment View Attachment	
* 15. Descriptive Title of Applicant's Project: 2019-20 Annual Action Plan: 1) Owner-occupied Housing Rehabilitation; 2) Home Buyer Assistance Program; 3) Human Services; 4) Code Administration and Enforcement; 5) Grant Admin/Planning/Fair Housing	
Attach supporting documents as specified in agency instructions. Add Attachments Delete Attachments View Attachments	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant MI-006	* b. Program/Project MI-006
Attach an additional list of Program/Project Congressional Districts if needed. Add Attachment Delete Attachment View Attachment	
17. Proposed Project:	
* a. Start Date: 07/01/2019	* b. End Date: 06/30/2020
18. Estimated Funding (\$):	
* a. Federal	223,110.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	75,000.00
* f. Program Income	50,000.00
* g. TOTAL	348,110.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .	
☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
☐ c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
☐ Yes ☒ No	
If "Yes", provide explanation and attach Add Attachment Delete Attachment View Attachment	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) ☒ ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	* First Name: Laurence
Middle Name:	
* Last Name: Shaffer	
Suffix:	
* Title: City Manager	
* Telephone Number: 269-329-4400	Fax Number: 269-329-4506
* Email: shaffer@portagemi.gov	
* Signature of Authorized Representative: [Signature]	* Date Signed:

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

Date

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) _____ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

City of Portage Community Development Block Grant Program

Analysis of Impediments to Fair Housing

March 2019

I. INTRODUCTION

The City of Portage supports housing choice for all citizens and is committed to engage in efforts to address discriminatory housing practices in the community. As a Community Development Block Grant (CDBG) entitlement recipient of the US Department of Housing and Urban Development (HUD), the city certifies that it will also affirmatively further fair housing. One required activity of furthering fair housing is to periodically prepare an Analysis of Impediments to Fair Housing. Several Analysis of Impediments to Fair Housing (AI) studies have been prepared over the years, as required by HUD, and are generally completed concurrent with the five-year Consolidated Plan for the CDBG Program.

In July 2015, HUD adopted a new rule that replaced the required AI study with a new required “Assessment of Fair Housing” (AFH) plan. As part of the rule on Affirmatively Furthering Fair Housing, a new software tool was to be developed by HUD to ensure a standardized method of data collection, analysis and plan components. When the City of Portage updated its Consolidated Plan in 2016, the new tool had not yet been developed and we were advised by Detroit HUD Field Office staff to prepare our Assessment of Fair Housing at a later date, to be determined by HUD. Subsequently in January 2018, HUD published a Notice of Extension for submission of AFH plans until after October 31, 2020, and clarified that in the interim, AI studies should be updated as required prior to the new rule. Therefore, the city has proceeded with the AI update during FY 2018-19, as compared to completing the update with the 2016-2020 Consolidated Plan. The city will complete an Assessment of Fair Housing plan with its next Consolidated Plan update (due to HUD in May 2021), or as otherwise directed.

As accomplished with the past two AI studies, the city obtained assistance from the Fair Housing Center of Southwest Michigan by collecting data regarding the incidence and outcomes of housing discrimination complaints, as well as mortgage lending data. This data is similar to data collected in the 2011 AI, and is presented to evaluate trends over the past several years. In addition, the AI provides an overview of relevant federal, state and local laws, public policies and institutional practices that may create impediments to fair housing. The AI concludes with recommended actions to address potential impediments to further fair housing.

II. SUMMARY OF FEDERAL, STATE AND LOCAL FAIR HOUSING LAWS

The first attempt to ensure equal rights in the purchase or rental of housing dates back to the Civil Rights Act of 1866. Nearly 80 years later, in 1948, the US Supreme Court declared that deed restrictions that prohibited the sale of property or a home to persons based on race were not constitutional. In 1968, the Civil Rights Act of 1964 was amended to include Title VIII, now known as the Fair Housing Act, which prohibits housing discrimination on the basis of race, color, religion or national origin. This act was later amended in 1974 to add sex (or gender), and again in 1988 to add familial status (the presence of a person under the age of 18 or a pregnant woman) and disability as protected classes. Perhaps most important, the 1968 Fair Housing Act provided methods of enforcement of the provisions of the Act.

Specifically, Section 804 (U.S.C. 3604) of the Fair Housing Act prohibits specific actions based on race, color, religion, national origin, sex, familial status or disability. Those actions include, with limited exceptions:

- Refusal to sell: To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, familial status, or national origin.
- Discrimination in terms, conditions or privileges: To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex, familial status, or national origin.
- Advertising that indicates preferences, limitation or discrimination: To make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination.
- Refusal to make a dwelling available for inspection: To represent to any person because of race, color, religion, sex, handicap, familial status, or national origin that any dwelling is not available for inspection, sale, or rental when such dwelling is, in fact, available.
- Blockbusting: For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin is prohibited.

The Act also prohibits the following in regards to mortgage lending based on the previously enumerated protected classes:

- Refusal to make or purchase a mortgage loan or provide information regarding loans
- Imposition of different terms/conditions on a loan or for purchasing a loan
- Discrimination in appraising property

While not all courts agree, most recognize home owner's insurance as being covered by the Act - in large part because insurance is a prerequisite to obtaining a mortgage. In addition, while not a protected class within the Fair Housing Act, housing discrimination pertaining to household source of income such as tenant-based rental subsidies or public assistance has been addressed by HUD regulations for certain federally-financed or assisted housing programs. (For additional information, the HUD web site provides a complete listing of Federal Acts and Presidential Executive Orders that address housing discrimination.)

Finally, there are exceptions to the federal Fair Housing Act, which include:

- The sale or rental of owner-occupied buildings with no more than four units;
- The sale or rental of single-family housing without the use of a broker;
- Housing operated by organizations and private clubs that limit occupancy to members;
- Housing that meets the Fair Housing Act definition of "housing for older persons", provided that: 1) the U.S. Department of Housing and Urban Development has determined that the dwelling is specifically designed for and occupied by elderly persons under a Federal, State or local government program; or 2) it is occupied solely by persons who are 62 or older, or 3) it houses at least one person who is 55 or older in at least 80 percent of

the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older.

With regard to state laws regarding housing discrimination, in 1976 the State of Michigan enacted the Elliot-Larson Civil Right Act, which in large part mirrors the federal housing law, but also added age and marital status as protected classes. In the same year, the State also enacted the Persons With Disabilities Civil Rights Act which, among other things, prohibited discriminatory practices in housing transactions including the refusal to allow reasonable modifications necessary for occupation of an apartment or house by a person with a disability.

In June 2016, the City of Portage adopted a local Non-Discrimination Ordinance that prohibits discrimination in housing, employment and public accommodations. The city's local ordinance is similar to the federal and state laws, but includes sexual orientation and gender identity as a protected class. In particular, the local law defines discrimination as making or refraining from making a decision "based in whole or in part on the actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity, of another person.

III. DEMOGRAPHIC AND HOUSING CHARACTERISTICS

The FY 2016-2020 Consolidated Plan provides extensive data regarding the demographics of the population, housing and market analysis, and a housing needs assessment for the City of Portage based on the most recent US Census data, and Comprehensive Housing Affordability Strategy (CHAS) data available. The following major findings are summarized below, with some updates to data as may be readily available from the US Census Bureau or HUD:

- Population: Since 2000, the population of Portage has increased, but at a slower rate than in prior decades. Between 2000 and 2010, there was a 3% increase in population and a 5% increase in the number of households, with population of 46,135 and 18,987 households. Based on the most recent census estimates, the 2017 population has grown to 48,072.
- Median Household Income: In 2015, when the Consolidated Plan was prepared, median household income for Kalamazoo County for a family of four was \$60,200, which increased to \$70,300 in 2018. CDBG Program funds must provide a direct benefit to low-income households or an area-wide benefit to low-moderate income neighborhoods. Listed below are the 2018 Kalamazoo County area median income (AMI) categories for a family of four:
 - 30% of AMI: \$25,100 (Extremely Low Income)
 - 50% of AMI: \$34,400 (Very Low Income)
 - 80% of AMI: \$55,050 (Low Income)
- Low Income Households and Poverty: Per the 2016-2020 Consolidated Plan, there were 7,750 low-moderate income households in Portage. Of these households, 5,995 (31.6% of total households) were low-income, earning less than 80% of AMI. In addition, 1,400 households (7.4%) were extremely low income, earning less than 30% of the AMI. These households are earning incomes at or below poverty. As noted above, between 2015 and 2018, household incomes have improved -- the percentage of families at or below poverty was 8.5% in 2015 and is estimated at 7.5% in 2017.

- Cost of Housing: Affordability of both owner and renter occupied housing continues to be a challenge for low-income households in the community. In particular, 4,185 low-moderate income households (2,450 renters and 1,735 owners) had a housing cost burden and were paying more than 30% of their household income on housing expenses. Furthermore, 1,620 low-moderate income households had a severe housing cost burden (1,055 renters and 565 owners) and were paying more than 50% of their income on housing expenses.
- Condition of Housing: It has been estimated that 169 housing units occupied by low-moderate income households were considered substandard, meaning the units are overcrowded or lack adequate kitchen and/or plumbing facilities. In comparison to housing costs, condition of housing is not as significant of a concern. However, as the housing stock in the community continues to age, resources for housing maintenance and rehabilitation will be needed.
- Housing Needs by Race and Ethnicity: As the city has grown, it has also become more diverse, with a minority population of approximately 13%. However, when examining housing problems by race and ethnicity, the data provided in the 2016-2020 Consolidated Plan (pages 22-29) indicates several minority and ethnic groups have a high percentage of housing problems, which is disproportionate to the overall low-income population. The most significant housing problem is severe housing cost burden.

While the city has become more diverse, there are areas of the community with a higher minority concentration. The data in Table 24 of the Consolidated Plan (page 29) indicated five census tracts with a higher percentage of Black/African Americans (19.05, 19.06, 19.07, 20.03, 20.05, 35.00) and three census tracts with a higher percentage of Asian (19.06, 20.03, 20.04) in comparison to the community overall. Several census tracts with a higher concentration of minority groups have large apartment complexes, such as Davis Creek Apartments, Walnut Trails, The Vista's, Milham Meadows, The View, Pinefield Townhomes, and others that provide rental housing options for residents of the community.

- Special Needs Housing: Twelve percent of the Portage population has a physical, developmental or mental disability. It is estimated that 2,515 low-income households have a disability and a housing problem (1,606 renters and 909 owners), which relates to housing affordability and/or accessibility challenges.

As outlined in the Consolidated Plan, several actions are proposed over the next five years, many that involve the expenditure of CDBG program resources and General Fund resources to the extent feasible, to address the needs of low-income households and neighborhoods improvement within the community.

IV. FAIR HOUSING IN SOUTHWEST MICHIGAN

Historically, complaints and enforcement action regarding housing discrimination in southwest Michigan has been directed to the Michigan Department of Civil Rights, Legal Aid of Western Michigan, and HUD. In 2001 the Fair Housing Center of Southwest Michigan was established to provide fair housing education and outreach services, and housing discrimination complaint investigation and enforcement assistance to residents of Kalamazoo County. In 2003, the Center expanded and became a regional fair housing center that now serves nine counties in Southwest Michigan.

The Fair Housing Center of Southwest Michigan has assisted the City of Portage in meeting its obligation to further fair housing and has, in turn, been supported by the city with Community Development Block Grant funds. The aforementioned expansion of the Center to become a regional entity was funded by a HUD Fair Housing Initiative Program (FHIP) grant awarded in 2003, and subsequent HUD grants have funded outreach and education services, as well as housing discrimination enforcement services. Several other local organizations and corporations throughout Southwest Michigan have also helped fund the Center including, but not limited to, the City of Kalamazoo, the City of Battle Creek, the Kellogg Foundation, the Kalamazoo Community Foundation the Metropolitan Kalamazoo Chapter of the NAACP, local foundations, area banks and REALTOR® associations.

The Fair Housing Center of Southwest Michigan provides education to housing providers and seekers to ensure each knows their rights and responsibilities under fair housing laws. The Center also provides training to staff of other human service agencies so they may refer their clients who may have faced housing discrimination.

When the Center receives a complaint, an extensive review is completed to determine if the concern that has been raised is one that constitutes a fair housing complaint. If it is determined that it is not an issue covered by fair housing laws, the individual is directed to another organization for assistance. For example, the person may be in need of financial assistance, dispute resolution, or legal services to help avoid an eviction and may be referred to the Kalamazoo County Eviction Diversion Partnership, Western Michigan Legal Services or dispute resolution services offered by the Gryphon Place.

In response to fair housing complaints, the Center performs an investigation that often involves conducting one or more paired-tests to gather evidence of disparity in treatment and validate or refute the complaint. Findings are shared with the claimant and, in the cases when the investigation uncovers a pattern of discrimination, the claimant's options available for resolution are discussed. These options generally include:

- Conciliation (facilitated by the Center or by Dispute Resolution Services);
- Filing of a complaint with an appropriate governmental entity -- HUD, Michigan Department of Civil Rights, and/or a local government;
- Referral to a private attorney to litigate the complaint in federal or state court.

There are additional entities within the Kalamazoo area which have the resources and experience to independently process or assist the Center with fair housing complaints:

- The Michigan Department of Civil Rights works to prevent discrimination through educational programs that promote voluntary compliance with civil rights. The Department also investigates and resolves discrimination complaints.
- Legal Aid of Western Michigan provides free legal services in non-criminal cases to low income and elderly residents.
- Dispute Resolution Services, offered by the Gryphon Place, provides conciliation, mediation and other voluntary dispute resolution services to persons as an alternative to litigation.

V. ANALYSIS OF POTENTIAL IMPEDIMENTS TO FAIR HOUSING

Public policies formed by local, state and federal units of government, and private institutional practices have the potential to create impediments to fair housing. The following Section A, Public Policies, evaluates policies of the City of Portage that may foster or pose impediments to fair housing. Section B, Private Institutional Practices evaluates processes within the housing industry such rental and home purchase transaction, mortgage lending, and real estate advertising, which may create impediments to fair housing choice.

A. Public Policies

The Consolidated Plan provides an overview of potential barriers to affordable housing, including the impact of public policies. As indicated in the Consolidated Plan, in comparison to the community as a whole, minorities have disproportionate housing needs that mainly stem from housing affordability. Based on these data for Portage, and similar trend data for many other communities across the country, barriers to affordable housing are often considered to present potential barriers to fair housing choice within a community.

With regard to City of Portage public policies, affordable housing and potential impediments to fair housing, the following is provided:

- Comprehensive Plan and Zoning Code: The Comprehensive Plan was last updated in 2014, while a comprehensive update to the Zoning Code was accomplished in 2003. The Comprehensive Plan recommends a wide range of housing options and designates 21% of residential land use areas for medium to high density residential dwellings. In addition, the Comprehensive Plan acknowledges the importance of neighborhood preservation and providing for affordable housing options. The Zoning Ordinance permits a range of house and lot sizes, creative development options for properties with unique features, and mixed use developments. The Zoning Ordinance maintains relatively small minimum lot sizes (7,800 square feet in the R-1A district) given the development patterns of the city, and a minimum dwelling area of 1,040 square feet for single-family dwellings with a basement. These minimum lot sizes and minimum dwelling area requirements for dwellings are not excessive in comparison to surrounding communities in Kalamazoo County and do not preclude the development of affordable housing. In addition, one-family attached, two-family, multiple-family, modular and manufactured housing, and mixed-use development options are provided in the Zoning Ordinance, consistent with the Comprehensive Plan, to provide for a range of housing options.
- Building Code and Fees: The Department of Community Development administers the Michigan Residential Building Code, which is mandated for all communities in Michigan. Permit fees for construction activities are generated from the estimated valuation of the projects and are in line with those charged in comparable Kalamazoo County communities. There are no development or impact fees.
- Public transportation: Transportation linkages between place of employment and place of residence are important to those without a vehicle, and lack of such linkages can be a barrier to affordable housing. A county-wide millage first passed in 2006 provides a dedicated funding source for both fixed-route and demand-response public bus services in areas of Kalamazoo County outside of the City of Kalamazoo. For the City of Portage, this resulted in an expansion of public transportation for residents and employees.

- Property Tax Policies: Residential property is appraised according to the Michigan State Tax Commission Assessor's Manual, and Portage has historically levied low millage rates that foster affordable housing. In addition, the Portage City Council has granted several residential developments that provide affordable rental housing a tax exemption/Payment in Lieu of Taxes (PILOT).
- Kalamazoo County Local Housing Assistance Fund Millage: In November 2015, 56% of Portage voters supported the establishment of a six-year county-wide millage that generates approximately \$800,000 to provide temporary housing assistance to homeless families with school-aged children. Funds generated by the millage are administered by the Kalamazoo County Public Housing Commission.
- Public Services: Public services and facilities are available throughout the City of Portage to foster neighborhood preservation and affordable, decent housing, including public infrastructure (e.g. streets, public water, sanitary sewer and storm sewer), parks and recreation facilities, emergency services (police and fire), public education, and so forth. Through both the General Fund and CDBG program, the City of Portage has provided financial support to human/public service agencies that provide assistance to low and moderate income Portage residents, and those living below the poverty level in Portage.
- CDBG Housing Programs: The City of Portage also administers the following programs for low-income homeowners to make housing improvements, or purchase a home:
 - Housing Rehabilitation Program – provides no interest and low interest deferred loans for a variety of interior and exterior housing improvements.
 - Emergency Repair Grant Program – provides up to \$1,000 for housing repairs that pose an immediate threat to the health, safety and welfare of the residents.
 - Homebuyer Down-payment Assistance Program – provides up to \$5,000 for down-payment and closing costs to purchase a home in specified neighborhoods.
- Fair Housing Activities: As reported in the Consolidated Annual Performance Reports (CAPER) submitted to HUD after the end of each program year, the City of Portage has demonstrated its commitment to further fair housing as summarized below:
 - In 2016, the City of Portage adopted a Non-discrimination Ordinance that prohibits discrimination in housing, employment and public accommodations. The city's ordinance includes sexual orientation and gender identity as protected classes.
 - The city has provided financial support and in-kind professional assistance to the Fair Housing Center of Southwest Michigan. Annual financial support has been provided to sponsor fair housing education conferences and workshops, and the provision of fair housing services including complaint intake and investigation. Funding has also been provided to the Fair Housing Center over the past two fiscal years to receive assistance from the Center with the update of the Analysis of Impediments to Fair Housing. In addition, city staff serves on the Advisory Board of the Center, providing in-kind professional assistance as appropriate.
 - The city has maintained a fair housing log of housing discrimination concerns and has referred complainants to the Fair Housing Center of Southwest Michigan and other agencies as determined appropriate.

- The city has annually adopted a resolution confirming its commitment to fair housing each April during National Fair Housing Month. In addition, the city has annually published an article in recognition of fair housing month in the Portager newsletter, and continues to publish and disseminate the “Fair Housing Information and Community Resources” guide that provides information on fair housing laws and resources.
 - The city Human Services Board has annually received a report from the Fair Housing Center of Southwest Michigan regarding fair housing activities and concerns within Portage and the greater metropolitan area.
- Legal Action: The City of Portage has not been involved in any legal disputes with HUD, the US Department of Justice, the Michigan Department of Civil Rights or any other entity regarding fair housing concerns.

B. Institutional Practices

- Fair Housing Complaints: In any discussion regarding the number of complaints filed and the basis of those filings, it is important to note that HUD estimates less than one percent of all instances of housing discrimination result in a complaint being filed. Indeed, if even twice as many complaints were filed, the following tables might tell very different stories about the victims of housing discrimination.

Data on fair housing complaints was compiled and summarized by the Fair Housing Center of Southwest Michigan. These data include complaints filed directly to HUD, the Michigan Department of Civil Rights or other Fair Housing Assistance Program agencies (FHAPs), including the Fair Housing Center of Southwest Michigan. The time period for data collected ranges between 2010 and 2017, which comprises data available since the 2011 AI study was prepared. The following tables depict the basis of complaints received on a national, regional (Southwest Michigan) and City of Portage basis.

Table 1 - Nationwide – 2010-2017

	2010	2011	2012	2013	2014	2015	2016	2017	2010-2017	% of Total	Rank
Race	3,536	2,851	2,382	2,363	2,504	2,245	2,198	2,030	20,109	21.8%	2
Color	206	171	154	170	166	124	173	199	1,363	1.5%	8
National Origin	1,248	1,120	1,084	972	1,100	912	947	801	8,184	8.9%	4
Disability	4,878	4,384	4,300	4,386	4,758	4,570	5,026	4,708	37,010	40.2%	1
Familial Status	1,564	1,406	1,202	1,147	1,074	1,013	864	844	9,114	9.9%	3
Religion	320	223	231	225	227	225	221	211	1,883	2.0%	7
Sex	1,200	955	1,061	945	924	873	814	793	7,565	8.2%	5
Retaliation	787	828	965	913	915	820	792	898	6,918	7.5%	6
Total	13,739	11,938	11,379	11,121	11,668	10,782	11,035	10,484	92,146	100.0%	

Source: US Department of Housing and Urban Development

Table 2 – Michigan – 2010-2017

	2010	2011	2012	2013	2014	2015	2016	2017	2010-2017	% of Total	Rank
Race	162	105	114	122	161	116	153	98	1,031	28.6%	2
Color		4	2	4	2	4	4	1	21	0.6%	8
National Origin	33	17	19	23	17	16	22	21	168	4.7%	6
Disability	175	152	145	221	206	214	211	198	1,522	42.2%	1
Familial Status	84	51	44	30	23	27	46	44	349	9.7%	3
Religion	13	4	7	10	25	3	10	17	89	2.5%	7
Sex	30	24	35	32	38	27	40	21	247	6.9%	4
Retaliation	23	23	21	14	22	19	36	19	177	4.9%	5
Total	520	380	387	456	494	426	522	419	3,604	100.0%	

Source: US Department of Housing and Urban Development

Table 3: Southwest Michigan - 2010-2017

	Race	Color	National Origin	Disability	Familial Status	Religion	Sex	Retaliation	Total
Allegan	2	0	1	20	11	0	0	0	34
Barry	0	0	0	4	2	0	0	1	7
Berrien	13	0	0	14	5	4	4	2	42
Branch	0	0	0	2	1	0	1	1	5
Calhoun	6	0	1	8	8	0	2	1	26
Cass	0	0	1	1	1	0	1	0	4
Kalamazoo	22	0	4	55	20	0	5	6	112
St. Joseph	8	0	0	7	2	0	1	1	19
Van Buren	5	0	3	10	3	0	1	1	23
Total	56	0	10	121	53	4	15	13	272
% of Total	20.6%	0.0%	3.7%	44.5%	19.5%	1.5%	5.5%	4.8%	
Ranking	2	8	6	1	3	7	4	5	

Source: US Department of Housing and Urban Development

Table 4: Portage - 2010-2017

	Race	Color	National Origin	Disability	Familial Status	Religion	Sex	Retaliation	Total
49002	0	0	2	2	1	0	0	0	5
49024	2	0	0	3	0	0	1	0	6
Total	2	0	2	5	1	0	1	0	11

Source: US Department of Housing and Urban Development

When reviewing the tables above, very similar trends can be observed across all geographic levels. Discrimination complaints against persons with disabilities was consistently the most frequently reported issue. This trend was observed in prior AI studies and is an indication that more education, and enforcement, regarding housing for persons with disabilities is necessary.

After disability, the second most common type of discrimination complaint was based on race, and the third most reported discrimination across all geographies was related to familial status. These trends are consistent for those complaints reported in Portage.

The following table is provided to evaluate whether the incidence of discrimination complaints occurs at a higher proportion in relation to the percent of population for the larger geographical area.

Table 5 – Incidence of Housing Discrimination Complaint in Comparison to Larger Geographic Area

	Population as % of Larger Geographic Area	Complaints (2010-2017) as % of Larger Geographic Area
United States	n/a	n/a
Michigan	3.1%	3.9%
Southwest Michigan	9.6%	7.5%
Kalamazoo County	27.4%	41.2%
City of Portage	18.6%	9.8%

Source: US Census Bureau and US Department of Housing and Urban Development

As shown above, the data indicates that housing discrimination in Michigan occurs or is reported at a higher rate in comparison to that on a nationwide level. For Southwest Michigan, housing discrimination and/or complaints has been occurring at a lower level than the region's proportion of population in comparison to Michigan overall. With regard to Kalamazoo County, the data indicates that housing discrimination is occurring, or is reported at a higher rate as compared to Southwest Michigan. Finally, with regard to the City of Portage, housing discrimination occurs or is reported at a much lower rate in proportion to the overall population of Kalamazoo County. It is noted, however, that because of the small number of complaints filed involving Portage, conclusions as to the extent or patterns of discrimination within the City of Portage should be avoided.

- **Fair Housing Testing:** Testing can also provide an indication of the prevalence of housing discrimination in the community. The Fair Housing Center of Southwest Michigan conducts testing in response to complaints, but also conducts systemic testing to determine the potential frequency of housing discrimination, which has been typically accomplished via grant contracts from various funding agencies. The table below provides results of systemic testing between 2013-2017, where differential treatment was noted.

Table 6 - Fair Housing Center 2013-2017: Test Parts for Rental, Sales, Insurance and Lending

	Race	Disability	Familial Status	Sex	Religion	Gender Identity	National Origin	Age	Total
Allegan	2	1	2	0	4	0	0	0	9
Berrien	27	0	0	0	3	0	0	0	30
Barry	0	0	0	0	2	0	0	0	2
Calhoun	179	34	2	0	2	0	97	0	314
St Joseph	1	0	2	0	0	0	0	0	3
Van Buren	3	0	0	1	0	0	0	0	4
Kalamazoo	121	35	46	1	6	2	7	9	227
Portage	15	2	1	0	2	0	0	0	20
Branch	0	0	2	0	0	0	1	0	3
Total: SW Michigan	348	72	55	2	19	2	105	9	1,204

Source: Fair Housing Center of Southwest Michigan

With regard to the type of disparate treatment observed, discrimination with regard to race was most frequently found, followed by national origin and then disability. These trends differ from the complaint data, where housing discrimination most frequently reported was based on disability. With both complaint and testing data, familial status consistently followed race, national origin and disability and a top ranked type of housing

discrimination. In Portage, disparate treatment with regard to race was most frequently observed, followed by religion and disability, and then familial status.

Based on the above data, Calhoun County had the highest incidence of test results that indicated disparity in treatment, followed by Kalamazoo County. With regard to test results for Kalamazoo County as compared to Southwest Michigan, 18.8% of the tests indicated disparate treatment towards protected classes, whereas 27.4% of the region's population was comprised of county residents. Therefore, in comparison to complaint data, the test result data showed a much lower indication of discrimination in Kalamazoo County in proportion to the population in Southwest Michigan.

With regard to test results in the City of Portage as compared to Kalamazoo County, 8.8% of the tests indicated disparate treatment, whereas 18.6% of the county's population was comprised of city residents. In comparison to complaint data, the test result data showed a lower indication of discrimination in Portage in proportion to the population in Kalamazoo County.

- Disposition of Complaints

The following provides an overview of the disposition of complaints filed with HUD, FHAP agencies and the Fair Housing Center of Southwest Michigan. "Administrative Closure" means that cases were closed because the claimant withdrew the complaint, the agency lost contact with the claimant, the claimant was uncooperative or the claim was not filed with HUD or the Michigan Department of Civil Rights within the required timeframe. "Conciliation/Settlement" refers to those complaints that were conciliated or adjudicated to the satisfaction of or in favor of the claimant. "No Reasonable Cause/Determination" indicates that the agency investigating or adjudicating the allegation did not find fair housing law-related justification for the complaint.

Table 7: Disposition of Complaints Filed - Nationwide

	2010	2011	2012	2013	2014	2015	2016	2017	2010-2017 Average
Administrative Closures	17.5%	15.6%	14.7%	13.0%	13.4%	10.9%	10.4%	11.9%	13.4%
Conciliation/Settlement	24.8%	25.8%	26.6%	27.2%	27.3%	29.8%	35.5%	32.1%	28.6%
No reasonable cause/determination	57.8%	58.5%	58.7%	59.9%	59.2%	59.3%	54.1%	56.0%	57.9%

Source: US Department of Housing and Urban Development

Table 8: Disposition of Complaints Filed - Michigan

	2010	2011	2012	2013	2014	2015	2016	2017	2010-2017 Average
Administrative Closures	14.0%	3.6%	4.8%	3.2%	1.8%	2.0%	3.0%	2.7%	4.4%
Conciliation/Settlement	18.5%	22.3%	16.8%	21.2%	19.9%	24.8%	34.5%	24.7%	22.9%
No reasonable cause/determination	67.5%	74.1%	78.4%	75.6%	78.3%	73.2%	62.5%	72.5%	72.8%

Source: US Department of Housing and Urban Development

Based on tables 7 and 8 above, there were fewer Administrative Closures in Michigan than on the national level (an average of 4.4% versus 13.4%), which is an indication that follow through on complaints is better within Michigan. However, in Michigan, a much higher percentage of complaints (72.8% versus 57.9%) were closed because discrimination was not found during investigation. With regard to Conciliation/Settlement, a slightly higher percent of complaints were resolved to the satisfaction of complainants on a national level than within Michigan (28.6% versus 22.9%).

Table 9 provides disposition of complaints handled by the Michigan Department of Civil Rights at a more local level for 2015-2018. While the terminology is somewhat different, “Closed in Evaluation” and “Closed in Complaint Initiation” are very similar to the Administrative Closure terminology used in tables 7 and 8. That is, the claimant withdrew the complaint, the agency lost contact with the claimant, the claimant was uncooperative or the claim was not filed within the required timeframe. The “Closed in Investigation” terminology is similar to the No Reasonable Cause/Determination noted in tables 7 and 8 above, that is no evidence of housing discrimination was found.

Table 9: Disposition of Complaints Files – Michigan Department of Civil Rights (FHAP) 2015-2018

	Closed in Evaluation	Closed in Complaint Initiation	Closed in Investigation	Moved to Conciliation
Kalamazoo County	16.3%	20.9%	59.3%	3.5%
City of Kalamazoo	15.6%	25.0%	54.7%	4.7%
City of Portage	16.7%	8.3%	75.0%	0.0%

Source: US Department of Housing and Urban Development

Based on Table 9 above, at the local level, the vast majority of complaints were Closed in Investigation. At the Kalamazoo County and City of Kalamazoo level, the trends were similar to No Cause cases at the national level, whereas the percentage of cases Closed in Investigation in Portage were similar to No Cause cases on the state level. were Moved to Conciliation, with no cases in the City of Portage. With regard to cases Moved to Conciliation, the percentage of such cases was low for Kalamazoo County and the City of Kalamazoo, similar to data for Michigan. Within the City of Portage, a higher percentage of cases found no discrimination (75%) and none of the complaints resulted in conciliation.

- Advertising Analysis: A review of real estate advertising can also be helpful in determining potential impediments to fair housing. In general, a posting is discriminatory if it expresses a limitation or preference, is discouraging, or has language that might have a disparate or disproportional impact on a protected class. Examples of such language includes, but is not limited to: “perfect for a single or couple”, “no kids or pets”, “units are not accessible”.

For a two-week period (February 10-23, 2019), staff monitored properties for sale or lease to identify discriminatory advertisements published (print and on-line) in the Kalamazoo Gazette, Kalamazoo Craigslist, Zillow (zip codes 49024 and 49002), ForRent.com and Apartments.com. During this time, no discriminatory advertisement content was identified. The Kalamazoo Gazette’s Real Estate page includes a statement that all real estate advertising is subject to federal, state and local laws regarding housing discrimination, and how to file a discrimination complaint with HUD. Craigslist also

includes information regarding housing discrimination, including a link a document entitled “Fair Housing is Everyone’s Right! State a discriminatory preference in a housing post is illegal”. Finally, Apartments.com provides information on fair housing guidelines under the Frequently Asked Questions section of its website.

- Mortgage Lending Analysis: The Home Mortgage Disclosure Act (HMDA) makes data available to analyze lending activity, which is helpful to identify impediments to fair housing, because access to home loans permits choice as to where a household buys a home. In addition, households who obtain subprime loans may fall victim to predatory lending practices, and may in turn lose their homes to foreclosure, which was observed at record levels during the Great Recession throughout the region, state and country.

The 2011 AI included a report by the National Community Reinvestment Coalition (NCRC) that evaluated residential lending activity within the City of Portage. In particular, the NCRC evaluated prime (or market-rate) and subprime (or high-cost) lending by race and ethnicity of borrowers. For the 2019 AI update, the Fair Housing Center of Southwest Michigan collected similar data to evaluate if there are significant changes in local lending activities. On the following pages, Tables 10 and 11 provide data regarding the number and type of loans originated within the City of Portage from 2010-2017 by race and by income. While the level of data collection is less extensive than accomplished in the 2011 AI, the data collected provides some indication that:

- Asian borrowers most often received prime loans (99.66%) over subprime loans, followed by White borrowers (95.99%). Of loans originated to Hispanics, prime loans were received 93.20% of the time, while Black borrowers received prime loans 92.03% of the time.
- In comparison to White households, Black borrowers were nearly twice as likely (ratio of 1.98) to receive a subprime loan, followed by Hispanic borrowers (ratio of 1.69).
- Black and Asian households, had the highest percentage of loans denied (16.74%) and were 34% more likely than White borrowers to be denied a loan.
- Upper income borrowers (Greater than 120% of MSA income) received prime loans 97.02% of the time, whereas middle income households (80-120 of MSA income) received prime loans 94.74% of the time. Not surprisingly, low income households with 50-80% of MSA income received prime loans at the lowest rate, 92.73% of the time. The data follows to show that low income households were denied loans at a higher percentage than higher income borrowers.

In comparison to prior AI studies, the data reinforces that household income is the key factor in determining whether a loan is granted. In addition, while there are still disparities in lending practices, some improvement is apparent based on more recent HMDA data. In the 2011 AI study, the loan denial rate for Black applicants was 23%, which improved to 16.74% by 2017. In addition, in 2011, a Black household was 2.65 times as likely to receive a subprime loan in comparison to a White household, compared to a 1.94 ratio in 2017. In summary, further investigation, including testing of lenders would be helpful to draw more definitive conclusions on this issue.

Table 10.a - Portfolio Share Analysis	Count of Loans Originated			As a percent of loans of all races			Households from ACS 5-year Data - 2015		Ratio of Prime Portfolio Share to Percent of Households	Ratio of Subprime Portfolio Share to Percent of Households
2010-2017	Prime or no Rate Spread	Subprime or Rate Spread added	Total	Prime or no Rate Spread	Subprime or Rate Spread added	Total	Count	Percent		
White	9,276	388	9,664	92.85%	91.73%	92.81%	17,579	90.19%	1.03	1.02
Black	231	20	251	2.31%	4.73%	2.41%	1,023	5.25%	0.44	0.90
Hispanic	192	14	206	1.92%	3.31%	1.98%	398	2.04%	0.94	1.62
Asian	291	1	292	2.91%	0.24%	2.80%	475	2.44%	1.20	0.10
Total	9,990	423	10,413	100.00%	100.00%	100.00%	19,492	100.00%		

Table 10.b - Market Share Analysis	Count of Loans Originated			As a Percent of Loans to that Race		Ratio of that Race to White	
2010-2017	Prime or no Rate Spread	Subprime or Rate Spread added	Total	Prime	Subprime	Prime	Subprime
White	9,276	388	9,664	95.99%	4.01%	1.00	1.00
Black	231	20	251	92.03%	7.97%	0.96	1.98
Hispanic	192	14	206	93.20%	6.80%	0.97	1.69
Asian	291	1	292	99.66%	0.34%	1.04	0.09
Total	9,990	423	10,413	95.94%	4.06%	1.00	1.01

Table 10.c - Loan Denial Disparity Ratios	Denial Rate			Ratio of that Race to White
2010-2017	Applications	Denials	Percentage of Denials for that race	
White	14,731	1,841	12.50%	1.00
Black	436	73	16.74%	1.34
Hispanic	335	50	14.93%	1.19
Asian	472	79	16.74%	1.34
Total	15,974	2,043		

Table 11.a - Portfolio Share Analysis						
2010-2017	Count of Loans			As a percent of loans to all		
	Prime or no Rate Spread	Subprime or Rate Spread added	Total	Prime or no Rate Spread	Subprime or Rate Spread added	Total
50% - 80% MSA Income	102	8	110	0.96%	1.86%	1.00%
80% - 120% MSA Income	4,013	223	4,236	37.96%	51.98%	38.51%
Greater than 120% or more MSA Income	6,456	198	6,654	61.07%	46.15%	60.49%
Total	10,571	429	11,000			
<80% MSA Income	102	8	110	0.96%	1.86%	1.00%
>80% MSA Income	10,469	421	10,890	99.04%	98.14%	99.00%
Total	10,571	429	11,000			

Table 11.b. - Market Share Analysis							
2010-2017	Count of Loans			As a percent of loans to that income level (market share)		Ratio of that income level to Upper-income (market share)	
	Prime or no Rate Spread	Subprime or Rate Spread added	Total	Prime or no Rate Spread	Subprime or Rate Spread added	Prime or no Rate Spread	Subprime or Rate Spread added
50% - 80% MSA Income	102	8	110	92.73%	7.27%	0.02	0.04
80% - 120% MSA Income	4,013	223	4,236	94.74%	5.26%	0.62	1.13
Greater than 120% or more MSA Income	6,456	198	6,654	97.02%	2.98%	1.00	1.00
Total	10,571	429	11,000				
<80% MSA Income	102	8	110	92.73%	7.27%	0.01	0.02
>80% MSA Income	10,469	421	10,890	96.13%	3.87%	1.00	1.00
Total	10,571	429	11,000	96.10%	3.90%	1.01	1.02

Table 11.c - Loan Denial Ratios				
2010-2017	Denial Rates			Ratio or that income level to upper-income (denial ratio)
	Applications	Denials	Percentage	
50% - 80% MSA Income	195	26	13.33%	0.02
80% - 120% MSA Income	6,901	1,006	14.58%	0.66
Greater than 120% or more MSA Income	10,405	1,340	12.88%	1.00
Total	17,501	2,372		
<80% MSA Income	195	26	13.33%	0.01
>80% MSA Income	17,306	2,346	13.56%	1.00
Total	17,501	2,372		1.01

VI. RECOMMENDATIONS TO ADDRESS IMPEDIMENTS

Based on the above review of socioeconomic data, public policies and private policies and practices, the following impediments to fair housing choice have been identified. It is noted that the findings of this AI study are consistent with those presented in the 2011 AI study, and that the recommended actions to address impediments are based on city resources (financial and in-kind professional assistance) and expertise to address housing discrimination and to affirmatively further fair housing choice within the community.

- Impediment: Lack of knowledge as to the prevalence of housing discrimination

Recommended Action:

- Encourage efforts by the Fair Housing Center of Southwest Michigan and other civil rights organizations to annually publish results of investigation and enforcement action so that occurrences of discriminatory conduct may be further understood by the general public and housing industry professionals.
- Impediment: Lack of knowledge by the general public and housing industry professionals about fair housing law.

Recommended Actions:

- Each April, pass an annual resolution in recognition of Fair Housing Month that recognizes the commitment by the city to affirmatively further fair housing.
- Each April, receive an update on fair housing issues in Portage and the greater metropolitan area from the Fair Housing Center of Southwest Michigan.
- Disseminate the “Fair Housing Information and Community Resources” guide at City Hall, the Portage District Library, Portage Community Center, and other key locations throughout the city. In addition, disseminate fair housing information through local print and electronic media, such as the Portager newsletter and city web site.
- Annually support and sponsor (with grants and in-kind professional assistance) fair housing education projects in conjunction with the Fair Housing Center of Southwest Michigan.
- Annually support and sponsor fair housing events that focus on reasonable accommodations for persons with disabilities.
- Impediment: Potential differential terms/conditions within housing transactions

Recommended Actions:

- Administer complaint intake, investigation and enforcement of the City of Portage Non-Discrimination Ordinance. Partner with the Fair Housing Center of Southwest Michigan and other entities as needed for assistance with responding to and resolving complaints.
- Support with grants or in-kind professional assistance testing efforts of housing industry professionals in response to complaints. In addition, support audit or survey testing research used to determine the prevalence of housing discrimination.
- Encourage efforts that provide tenant/landlord and dispute resolution services in the community, which can be enhanced through partnerships with existing organizations.

- Impediment: Less frequent home mortgages provided to minorities

Recommended Actions:

- Require completion of home buyer counseling for all City of Portage home buyer assistance program participants provided by a HUD-approved counseling agency such as Kalamazoo Neighborhood Housing Services.
- Amend the CDBG Homebuyer Assistance Program to allow participation city-wide versus targeting resources to low-moderate income neighborhoods
- Encourage home buyer workshops offered by lenders, realtors, and local non-profit organizations. More widespread knowledge of the home buying industry will increase fair housing opportunities.
- Encourage efforts by lenders and other organizations that provide credit restoration and counseling for marginally acceptable loan applicants.

- Impediment: Protected classes have disproportionate housing needs

Recommended Actions:

- Continue CDBG Housing Programs and tax abatements (PILOTS) to provide housing opportunities to low and moderate-income households.
- Continue General Fund and CDBG program funding to support the provision of human/public services to low income individuals.
- Annually review development regulations, fees, and other city code requirements that may be impediments to affordable and fair housing.
- Continue to actively participate on the Kalamazoo LISC Affordable Housing Partnership to address affordable housing issues to all residents of Kalamazoo County.

In the context of affirmatively furthering fair housing, the city will continue to implement actions recommended above to the extent that financial resources are available. In addition, in-kind professional assistance will be considered to partner with for-profit and non-profit organizations to further fair housing opportunities within the community. Specific fair housing activities will be provided annually in the Annual Action Plans and reported in the Consolidated Annual Performance Evaluation Report (CAPER) submitted to HUD each year.

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: 2018 Local Streets Reconstruction Phase 2 Program - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract to Northern Construction Services, of Niles, Michigan for the 2018 Local Streets Reconstruction Phase 2 Program in an amount not to exceed \$1,703,135.30 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The FY 2018-2019 Capital Improvement Program (CIP) budget provides funding for the 2018 Local Streets Reconstruction Phase 2 Program. The project entails street milling and resurfacing, storm sewer system improvements, concrete curb and gutter at intersections, and installation of ADA approved ramps at intersections.

On May 8, 2018, City Council awarded a contract in an amount not to exceed \$149,800 to Abonmarche Consultants, for the design and construction engineering of the 2018 Local Street Reconstruction Program, which was split into two phases. The first phase of the 2018 Local Street Reconstruction Program included Carriage Place, Cobblestone Lane, Meadowbrook Lane, Meadowlark Lane, Morningside Drive, Stonehenge Drive, Timberlane Drive and Walnut Tree Terrace and was completed in late summer/fall of 2018. Phase 2 includes Hill'an'Brook Drive, Merryview Drive, Waylee Street and the Ridgebrook Plat. If awarded, the project construction will begin early June 2019 and will be completed by fall 2019.

Design was finalized for bidding of Phase 2 of the 2018 Local Streets Reconstruction Program and on April 25, 2019, three bids were received with the low bid being submitted by Northern Construction Services, of Niles, Michigan in the amount of \$1,703,135.30. Northern Construction Services is pre-qualified with Michigan Department of Transportation and has successfully completed Local Agency Program projects in the city.

Therefore, it is recommended that City Council award a construction contract to Northern Construction Services, of Niles, Michigan for the reconstruction of the 2018 Local Streets Reconstruction project, in an amount not to exceed \$1,703,135.30, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: The 2018 Local Streets Reconstruction Phase 2 Program is included in the FY 2018-2019 CIP budget.

Attachments: 1. Local Streets Phase 2 Bid Tabulation

2018 LOCAL STREETS RECONSTRUCTION PROJECT PHASE II
BID TABULATION

	Total
Northern Construction Services, Corp. PO Box 1299 Niles, MI 49120	\$1,703,135.30
Michigan Paving & Materials, Co. 2300 Glendenning Road Kalamazoo, MI 49001	\$1,775,550.48
Peters Construction Co. 3325 E. Kilgore Road Kalamazoo, MI 49001	\$1,902,214.56

Minutes of Boards & Commissions

**PORTAGE PUBLIC SCHOOLS
BOARD OF EDUCATION
COMMITTEE OF THE WHOLE WORK SESSION**

March 11, 2019

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, March 11, 2019, was called to order at 6:31 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Celeste Shelton-Harris, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson (Mrs. Willson participated by speakerphone.)

Board Trustees Absent: None

REVISIONS/APPROVAL OF AGENDA

Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education approve the agenda as presented.

Upon a roll call vote, the motion carried unanimously.

REPORTS

Superintendent's Report

Mr. Bielang shared a few items of interest. The next Community Dialogue has been rescheduled to Wednesday, May 15, 2019 (from April 11, 2019); eight student teams from Central Middle School of balsa wood bridge building engineers will compete at the Michigan Department of Transportation State Competition on April 16, 2019 at the Amway Grand Plaza, and we wish them all the best; and Ms. Amy Franks will be here to present to the Board at their April 15, 2019 meeting.

Bond Project Update. Mr. Ron Herron, Assistant Superintendent of Operations, provided a brief update on bond work progress and responded to questions from Trustees.

Mr. Matt Swanson, North Middle School Technical Education Teacher, introduced eighth grade students who presented a report on their experience learning about the work of framers and electricians on the bond construction project at North Middle School.

Mr. Swanson announced the North Middle School Art and Technology Departments are collaborating on an upcoming fundraiser for Kalamazoo Loaves & Fishes. Details will be shared with Trustees via e-mail.

Data Teams / Ends 1.1 Connection. Mr. Mike Huber, Director of Curriculum, provided a report on how the work of the District's data teams builds on monitoring information presented to the Board. Mr. Huber responded to questions from the Board.

Middle School Professional Development. Dr. Michael Pascoe, Assistant Superintendent of Instruction and Assessment, presented a report titled “Middle School Educational Commissioning.” The focus was on preparing middle school staff to fully utilize and realize the potential of their new learning space in order to support educational practices that will embrace 21st Century learning values. Dr. Pascoe reviewed the process and responded to questions from Trustees.

COMMENTS OR COMMUNICATIONS

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines for public participation.

Sandra Price addressed the Board regarding eliminating Styrofoam trays/food containers from our cafeterias and replacing them with environmentally friendly options.

Mr. Van Antwerp thanked Ms. Price for her comments and opened the floor to Trustee comments.

Mr. Droppers shared the University of Michigan baseball team plays Western Michigan University on March 19, 2019 in Ann Arbor. Three Portage Public School graduates are playing for Michigan and two for WMU.

Mrs. Novaria shared her appreciation for the Woodland Elementary tour for the Board, reminded Trustees of North Middle School’s performance of *Shrek the Musical JR.* taking place this weekend, and thanked the Administration and Portage Aquatics Club for working together.

Mr. Snyder shared his appreciation for the high quality of public comment and the thoughtfulness in their presentation to the Board.

Dr. Shelton-Harris commented on how smoothly her recent lunchroom subbing experience at North Middle School went, attributing that to North Middle School Administration and staff.

Mr. Rathburn paid kudos to Robert Jordan for working with students on plays, and to John Dunlop for his work with the Central Middle School archery team.

CONSENT AGENDA

President Van Antwerp presented the following Consent Agenda item for approval by the Board of Education: approve meeting minutes from the February 25, 2019 Regular Business Meeting; approve Portage Northern High School’s Spanish Club trip to Peru in June 2020, as presented.

There being no objection to the items, the motion carried unanimously.

DISCUSSION ITEMS

March 25, 2019 Regular Business Meeting

The Board discussed cancelling the March 25, 2019 meeting, which was followed by action.

Motion offered by Mrs. Novaria, seconded by Dr. Shelton-Harris, to move the discussion item regarding the March 25, 2019 Regular Business Meeting from discussion to action.

Upon a roll call vote, the motion carried unanimously.

~~Motion offered by Mr. Droppers, seconded by Mrs. Novaria, to cancel the March 25, 2019 Regular Business Meeting of the Board of Education.~~

Upon a roll call vote, the motion carried unanimously.

ACTION ITEMS

Recommendation for NMS Demolition Contractor

Motion offered by Mr. Snyder, seconded by Mr. Droppers, that the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the North Middle School demolition, to contractors listed in the Bid Summary Sheet; and furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, a contract will be awarded to this contractor by Portage Public Schools, as presented.

Mr. Ron Herron briefly commented on the recommendation.

Upon a roll call vote, the motion carried unanimously.

Recommendation for Northern Natatorium

Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the Northern Natatorium, to contractors and suppliers listed in the Bid Summary Sheets; and furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts will be awarded to these contractors and suppliers by Portage Public Schools, as presented.

Mr. Ron Herron reviewed the recommendation and responded to questions from Trustees.

Upon a roll call vote, the motion carried unanimously.

Acceptance of Monitoring Report 1.2, Ends Policy 1.2

Motion offered by Mr. Rathburn, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented, the Monitoring Report on 1.2, Ends Policy 1.2, as a reasonable interpretation and evidence of compliance with policy.

Superintendent Bielang reviewed highlights of his report.

Upon a roll call vote, the motion carried unanimously.

Adoption of Authorizing Resolution for Sale of Bonds

Motion offered by Mr. Rathburn, seconded by Mr. Snyder that the Board of Education adopt the resolution, which authorizes the second series of the 2015 voter authorization known as the 2019 School Building and Site Bonds, as presented.

Ms. Paula Johnson, Director of Finance reviewed background information and the recommendation.

Upon a roll call vote, the motion carried unanimously.

With no further business to come before the Board, the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Dr. Celeste Shelton-Harris
Board of Education Secretary

**PORTAGE PUBLIC SCHOOLS
COUNTY OF KALAMAZOO, STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS
(UNLIMITED TAX GENERAL OBLIGATION)**

Minutes of a regular meeting of the Board of Education (the "Board of Education") of the Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District") held at the Administration Building in the School District on March 11, 2019 at 6:30 p.m., prevailing Eastern Time.

PRESENT: Members: Kurt Droppers, Terri Novaria, Celeste Shelton-Harris,
Rusty Rathburn, Bo Snyder, Randy Van Antwerp,
Joanne Willson

ABSENT: Members: None

The following preamble and resolution were offered by Member Rusty Rathburn and supported by Member Bo Snyder.

WHEREAS, at an election held in the School District on November 3, 2015 (the "2015 Election"), the qualified electors of the School District voted in favor of the following bond proposal ("Proposal 1"):

Proposal 1
Middle Schools and District-Wide Improvements

Shall the Portage Public Schools, County of Kalamazoo, Michigan, borrow the principal sum of not to exceed One Hundred Twenty-Eight Million Dollars (\$128,000,000) and issue its general obligation unlimited tax bonds for the purpose of defraying the cost of:

- Constructing replacements for Central and North Middle School buildings and/or additions to and remodeling of existing School District buildings, including West Middle School;
- Improving and developing sites, including traffic flow and other safety improvements, and relocating athletic fields and structures at the high school campuses in the School District;
- Constructing a replacement pool as a new building or addition on each of the high school campuses;
- Furnishing, refurbishing, equipping and reequipping School District buildings, and acquiring school buses; and

-
- Acquiring and installing instructional technology, technology infrastructure and equipment in and connecting new and existing School District buildings?

YES ☐

NO ☐

The estimated millage increase over the 2015 debt levy for proposal 1 is 1.23 mills and for proposals 1 and 2 combined is 1.55 mills. The debt millage levy required to retire all bonds of the School District currently outstanding and proposed by this ballot proposal is estimated to be at or below 6.53 mills. The estimated millage to be levied in 2016 to service this issue of bonds is 2.16 mills (\$2.16 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds of this issue is 3.05 mills (\$3.05 per \$1,000 of taxable value). The bonds may be issued in one or more series, payable in the case of each series in not to exceed 25 years from the date of issue of such series.

(Under State law, bond proceeds may not be used to pay teacher or administrator salaries, routine maintenance or repair costs or other School District operating expenses.); and

WHEREAS, at the 2015 Election the qualified electors of the School District voted in favor of the following bond proposal ("Proposal 2"):

Proposal 2

Multipurpose Outdoor Athletic and Performance Facilities

Shall the Portage Public Schools, County of Kalamazoo, Michigan, borrow the principal sum of not to exceed Sixteen Million Dollars (\$16,000,000) and issue its general obligation unlimited tax bonds for the purpose of defraying the cost of acquiring, improving, developing and equipping sites, including multipurpose outdoor athletic and performance facilities and structures at the Central and Northern High School campuses, in the School District?

YES ☐

NO ☐

The debt millage levy required to retire all bonds of the School District currently outstanding and proposed by this ballot proposal is estimated to remain at 5.30 mills. The estimated millage to be levied in 2016 to service this issue of bonds is 0.9 mills (\$.90 per \$1,000 of taxable value). The estimated millage increase over the 2015 debt levy for proposals 1 and 2 combined is 1.55 mills. The estimated simple average annual millage rate required to retire the bonds of this issue is .33 mills (\$.33 per \$1,000 of taxable value). The bonds may be issued in one or more

RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS

series, payable in the case of each series in not to exceed 25 years from the date of
~~issue of such series~~

(Under State law, bond proceeds may not be used to pay teacher or administrator salaries, routine maintenance or repair costs or other School District operating expenses.); and

WHEREAS, under the provisions of Section 16, Article IX of the Michigan Constitution of 1963, the tax levies for said bonds authorized pursuant to the 2015 Election shall be without limitation as to rate or amount; and

WHEREAS, pursuant to the 2015 Election, the Board of Education previously issued its 2016 School Building and Site and Refunding Bonds (Unlimited Tax General Obligation), dated May 25, 2016 (the "2016 Bonds"); and

WHEREAS, \$60,090,810.27 of the principal amount of the 2016 Bonds was related to the improvements described in Proposal 1 (the "Proposal 1 Capital Projects") and \$12,219,189.73 of the principal amount of the 2016 Bonds was related to the improvements described in Proposal 2 (the "Proposal 2 Capital Projects," and together with the Proposal 1 Capital Projects, the "2019 Capital Projects"); and

WHEREAS, due to prevailing market conditions at the time of the sale of the 2016 Bonds, such bonds were sold with original issue premium of which \$11,704,663.12 is counted against the total \$128,000,000 authorization pursuant to Proposal 1 and which may be offset in the future by any net original issue discount, leaving \$56,204,526.61 in remaining Proposal 1 authorization at this time; and

WHEREAS, due to prevailing market conditions at the time of the sale of the 2016 Bonds, such bonds were sold with original issue premium of which \$2,380,089.38 is counted against the total \$16,000,000 authorization pursuant to Proposal 2 and which may be offset in the future by any net original issue discount, leaving \$1,400,720.89 in remaining Proposal 2 authorization at this time; and

WHEREAS, the Board of Education now desires to authorize the issuance of the second and final series of bonds authorized pursuant to Proposal 1 in the aggregate principal amount of not to exceed Fifty-Six Million Two Hundred Four Thousand Five Hundred Twenty-Six and 61/100 Dollars (\$56,204,526.61) to pay the cost of the improvements described in Proposal 1 and the costs associated with the issuance of the bonds (the "Proposal 1 Capital Projects"); and

WHEREAS, the Board of Education now desires to authorize the issuance of the second series of bonds authorized pursuant to Proposal 2 in the aggregate principal amount of not to exceed One Million Four Hundred Thousand Seven Hundred Twenty and 89/100 Dollars (\$1,400,720.89) to pay the cost of the improvements described in Proposal 2 and the costs associated with the issuance of the bonds (the "Proposal 2 Capital Projects," and together with the Proposal 1 Capital Projects, the "2019 Capital Projects"), provided however that the aggregate amount of bonds issued for the 2019 Capital Projects pursuant to this Resolution shall not exceed Fifty-Seven Million Six Hundred Five Thousand Dollars (\$57,605,000); and

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2019 SCHOOL BUILDING AND SITE BONDS

WHEREAS, because the source of payment will be the same, and to reduce the cost of issuance and administration, the Board of Education determines that it makes practical and economic sense to combine the above referenced bond issues into a single series, to be issued in an aggregate principal amount of not to exceed Fifty-Seven Million Six Hundred Five Thousand Dollars (\$57,605,000), while maintaining separate capital projects funds which will prevent the commingling of bond proceeds between the Proposal 1 Capital Projects and the Proposal 2 Capital Projects; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Bonds of the School District designated 2019 School Building and Site Bonds (Unlimited Tax General Obligation) (the "Bonds"), shall be issued in one or more series, with such changes to the bond name, designation or suffix as may be appropriate for each series based on the type of bonds issued, in the aggregate principal amount of not to exceed Fifty-Seven Million Six Hundred Five Thousand Dollars (\$57,605,000) of which a maximum amount of Fifty-Six Million Two Hundred Four Thousand Five Hundred Twenty-Six and 61/100 Dollars (\$56,204,526.61) shall be attributed to the amount of bonds authorized pursuant to Proposal 1 and a maximum amount of One Million Four Hundred Thousand Seven Hundred Twenty and 89/100 Dollars (\$1,400,720.89) shall be attributed to the amount of bonds authorized pursuant to Proposal 2, for the purpose of paying the costs of the 2019 Capital Projects and to pay the costs of issuance thereof, or such lesser amounts as shall be determined by the Superintendent or the Director of Finance (each, an "Authorized Officer"), upon sale of the Bonds. Said issue shall consist of Bonds registered as to principal and interest of the denomination of \$5,000, or multiples of \$5,000, be dated as determined by an Authorized Officer at the time of sale, and numbered as determined by the Transfer Agent (defined below). The Bonds will mature on May 1 and November 1 in the years and in the principal amounts as determined at the time of sale of the Bonds, provided that the Bonds shall have a final maturity no later than twenty-five (25) years from the date of issue.

The Bonds shall bear interest at a rate or rates to be determined on negotiated sale thereof, but in any event not exceeding a true interest cost of five percent (5.0%) per annum, payable semi-annually on May 1st and November 1st of each year commencing November 1, 2019 (or such later date as shall be determined at the time of sale), by check drawn on the Transfer Agent, mailed to the registered owner at the registered address, as shown on the registration books of the School District maintained by the Transfer Agent and the underwriter's discount shall not exceed three-quarters percent (0.75%) of the principal amount of the Bonds. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the School District to conform to market practice in the future. The principal of the Bonds shall be payable at a bank or trust company selected by an Authorized Officer, as registrar and transfer agent for the Bonds (the "Transfer Agent") upon presentation and surrender of the appropriate Bond.

The Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York.

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The Bonds of any series may be issued as serial or term bonds or both, and shall be ~~subject to redemption prior to maturity at the times, in the manner, in the amounts and at the~~ prices determined by an Authorized Officer upon sale of the Bonds and in the manner provided in the form of bond set forth in paragraph 4 of this Resolution.

Unless waived by any registered owner of Bonds of this series to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the School District. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the redemption date; the redemption price; the place where Bonds called for redemption are to be surrendered for payment; and that interest on Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board of Education. No bond of this series shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the Treasurer of the School District upon payment of the purchase price for the Bonds in accordance with the bid therefor when accepted. Executed blank Bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

2. Unless the School District establishes a Common Debt Retirement Fund as provided by law for all issues of Bonds of like character of the School District, the Treasurer shall open a special depository account with a bank to be designated 2019 School Building and Site Bonds Debt Retirement Fund (the "Debt Retirement Fund"). All proceeds from taxes levied for the payment of the principal of, interest on and redemption price for the Bonds shall be deposited into the Debt Retirement Fund or the Common Debt Retirement Fund, if one is established. Once a Debt Retirement Fund is established, the moneys deposited in the fund shall be used solely for the purpose of paying the principal of, interest on and redemption price for the Bonds. If the School District establishes a Common Debt Retirement Fund, the moneys deposited in that fund shall be used solely for the payment of the principal of and interest on the Bonds and other bonds of like character of the School District payable from the Common Debt Retirement Fund. The accrued interest and premium, if any, received upon delivery of the Bonds shall also be deposited in the appropriate debt retirement fund. Any net original issue premium received on sale and delivery of the Bonds shall be deposited in the appropriate fund consistent with state and federal law and may be used to pay capitalized interest on the Bonds associated with the 2019 Capital Projects or reduce the principal amount of Bonds attributable to the 2019 Capital Projects.

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2019 SCHOOL BUILDING AND SITE BONDS

3. There shall be deposited in separate special depository accounts to be established by the Treasurer designated as the ~~2019 School Building and Site Bonds Proposal 1 Capital Projects Fund~~ (the "Proposal 1 - 2019 Capital Projects Fund") and 2019 School Building and Site Bonds Proposal 2 Capital Projects Fund (the "Proposal 2 - 2019 Capital Projects Fund," and together with the Proposal 1 - 2019 Capital Projects Fund, the "2019 Capital Projects Funds") moneys from the proceeds of sale of the Bonds and from any net original issue premium specified at the time of sale to pay for the Proposal 1 Capital Projects and the Proposal 2 Capital Projects, respectively, and the costs of issuance of the Bonds. Except for investment pending disbursement and as hereinafter provided, the moneys in the Proposal 1 - 2019 Capital Projects Fund shall be used solely and only to pay the costs of the Proposal 1 Capital Projects and associated costs of issuance of the Bonds, and the moneys in the Proposal 2 - 2019 Capital Projects Fund shall be used solely and only to pay the costs of the Proposal 2 Capital Projects and associated costs of issuance of the Bonds, as such costs become due and payable and, as may be necessary, to rebate arbitrage earnings, if any, to the United States Department of Treasury as required by the Internal Revenue Code of 1986, as amended (the "Code"). Moneys remaining in the Proposal 1 - 2019 Capital Projects Fund and the Proposal 2 - 2019 Capital Projects Fund after completion of the Proposal 1 Capital Projects and the Proposal 2 Capital Projects, respectively, and costs of issuance of the Bonds may be used first for any purpose permitted by Proposal 1 and Proposal 2, respectively, and second for any other purpose permitted by law.

4. The Bonds shall be in substantially the following form with such changes as are authorized by the terms of this Resolution or necessary to complete the provisions hereof:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF KALAMAZOO

PORTAGE PUBLIC SCHOOLS
2019 SCHOOL BUILDING AND SITE BOND
(UNLIMITED TAX GENERAL OBLIGATION)

No. _____

Interest Rate: Date of Maturity: Date of Original Issue: CUSIP No.

_____, 1, 2019

Registered Owner: _____

Principal Amount: _____ Dollars

Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District"), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, computed on the basis of a

RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS

360-day year consisting of twelve 30-day months, first payable on _____ 1, _____ and
~~semiannually thereafter. Principal of this bond is payable at the _____ office of~~
_____, Michigan, or such other transfer agent as the School District may
hereafter designate by notice mailed to the registered owner hereof not less than sixty (60) days
prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by
check or draft mailed by the Transfer Agent to the person or entity who is as of the 15th day of
the month preceding each interest payment date, the registered owner, at the registered address.

This bond is one of a series of Bonds aggregating the principal sum of \$ _____,
issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as
amended, and Act 34, Public Acts of Michigan, 2001, as amended, and pursuant to a resolution
of the Board of Education adopted on March 11, 2019 for school building and site purposes as
the second and final series of bonds authorized under two separate proposals by the qualified
electors of the School District at an election held on November 3, 2015.

The full faith, credit and resources of the School District are pledged for the payment
hereof, and the School District is obligated to levy annually sufficient taxes to provide for the
payments of the principal of and interest on the bonds of this issue as they mature, without
limitation as to rate or amount.

Bonds of this issue maturing in the years 20__ to 20__, inclusive, shall not be subject to
redemption prior to maturity.

Bonds of this issue or \$5,000 portions thereof maturing in the years 20__ and thereafter,
shall be subject to redemption prior to maturity, at the option of the School District, in any order
of maturity and by lot within a single maturity, on any date on or after May 1, 20__ at the
redemption price of par plus accrued interest to the date fixed for redemption.

[Insert Term Bond provisions, if necessary.]

Notice of redemption of any bond shall be given at least thirty (30) days and no more
than sixty (60) days prior to the date fixed for redemption by mail to the registered owner or
owners at the registered addresses shown on the registration books kept by the Transfer Agent.
Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of
more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the
denomination of the bond by \$5,000, and such bonds may be redeemed in part. The notice of
redemption for bonds redeemed in part shall state that upon surrender of the bond to be redeemed
a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bond
surrendered shall be issued to the registered holder thereof. No further interest shall accrue on
the bonds or portions of bonds called for redemption after the date fixed for redemption, whether
presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem
the same.

Any bond may be transferred by the registered owner, in person or by the registered
owner's authorized attorney or legal representative, upon surrender of the bond to the Transfer
Agent for cancellation, together with a duly executed written instrument of transfer in a form
approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer

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2019 SCHOOL BUILDING AND SITE BONDS

Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, ~~interest rate and maturity. The Transfer Agent shall require the registered owner requesting the~~ transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent will not be required to (i) issue, register the transfer of or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing, or (ii) register the transfer of or exchange any bond selected for redemption in whole or in part, except the unredeemed portion of bonds being redeemed in part.

It is hereby certified and recited that all acts, conditions and things required to be done, exist and happen, precedent to and in the issuance of said series of bonds of which this is one, in order to make them valid and binding obligations of said School District have been done, exist and have happened in regular and due form and time as provided by law, and that the total indebtedness of said School District, including the series of bonds of which this is one, does not exceed any constitutional or statutory limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the Portage Public Schools, County of Kalamazoo, State of Michigan, by its Board of Education has caused this bond to be signed in the name of said School District by the facsimile signatures of the President and the Secretary of the Board of Education, all as of the Date of Original Issue.

PORTAGE PUBLIC SCHOOLS
County of Kalamazoo
State of Michigan

By: [Facsimile]
President

By: [Facsimile]
Secretary

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2019 SCHOOL BUILDING AND SITE BONDS

[FORM OF TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

Certificate of Authentication

This bond is one of the Bonds described above.

Transfer Agent

By: _____
Authorized Signature

Date of Authentication: _____, 2019

[End Bond Form]

5. Commencing with the fiscal year beginning July 1, 2019, it shall be the duty of the School District to levy a tax annually in an amount sufficient so that the estimated collections therefrom will be sufficient to pay promptly when due the principal of and interest becoming due on the Bonds prior to the time of the next year's tax levy, which tax levies shall not be subject to limitation as to rate or amount.

6. The School District has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of Act 34, Public Acts of Michigan, 2001, as amended, and based on the advice of the School District's financial advisor, determines that a negotiated sale of the Bonds provides the School District with greater flexibility in structuring bond maturities and the timing of the sale of the Bonds, and will enable the School District to better market the Bonds to the advantage of the School District and its taxpayers.

7. The Authorized Officers are each individually authorized to negotiate the sale of the Bonds with Stifel, Nicolaus & Company, Incorporated, which is hereby appointed to act as senior managing underwriter for the Bonds (the "Underwriter"), pursuant to a Bond Purchase Agreement. The Authorized Officer is authorized to execute and deliver the bond purchase agreement on behalf of the School District without further approval of the Board, *provided that* the true interest cost on the Bonds shall not exceed 5.00% per annum and the underwriter's discount shall not exceed 0.75% of the principal amount of the Bonds. The School District reserves the right to name additional co-managers and/or to develop a selling group. By adoption of this Resolution the School District assumes no obligations or liability to the Underwriter for any loss or damage that may result to the Underwriter from the adoption of this Resolution, and

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all costs and expenses incurred by the Underwriter in preparing for sale of the Bonds shall be paid from the proceeds of the Bonds, if the Bonds are issued, except as may be otherwise provided in the Bond Purchase Agreement.

The Authorized Officer may, without further direction from the Board of Education, execute a sale order awarding the sale of the Bonds to the Underwriter and make any of the determinations, covenants and elections authorized by this Resolution pursuant to an order approving the sale of the Bonds, provided that the final terms of the Bonds shall be within the parameters set forth in this Resolution.

8. An Authorized Officer shall cause preliminary and final official statements describing the Bonds to be prepared and circulated to prospective purchasers of the Bonds, apply for bond ratings from such municipal bond rating agencies as is deemed appropriate, and apply for and purchase a policy of municipal bond insurance, if deemed appropriate by the financial advisor and bond counsel.

9. The President of the Board of Education and the Authorized Officers are each individually authorized to approve any preliminary and final official statements relating to the Bonds. The President of the Board of Education and the Authorized Officers are each individually authorized to execute and deliver the final Official Statement relating to the Bonds on behalf of the School District. The President of the Board of Education and the Authorized Officers are each individually authorized to approve, execute and deliver any amendments and supplements to the Official Statement necessary to assure that the statements therein are, and as of the time the Bonds are delivered to the Underwriter will be true, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading.

10. The School District hereby covenants, in accordance with the provisions of Rule 15c2-12, as amended (the "Rule"), promulgated by the Securities and Exchange Commission (the "SEC"), to provide or cause to be provided the information set forth in Exhibit A attached hereto as such Exhibit may be revised by an Authorized Officer as required by Rule 15c2-12 prior to delivery of the Bonds.

11. The School District hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for federal income purposes under the Code including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of bond proceeds and moneys deemed to be bond proceeds.

12. The School District may incur project expenditures prior to receipt of proceeds of the Bonds issued to finance the 2019 Capital Projects and may advance moneys from the general fund for that purpose to be reimbursed from proceeds of the Bonds when available. The Authorized Officer shall keep a specific record of all such expenditures.

The School District makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Code:

RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS

(a) As of the date hereof, the School District reasonably expects to reimburse ~~itself with proceeds of the Bonds for certain costs of the 2019 Capital Projects which~~ were paid or will be paid from general funds of the School District subsequent to sixty (60) days prior to the date hereof.

(b) The maximum principal amount of debt expected to be issued for the 2019 Capital Projects, including issuance costs, is \$57,605,000.

(c) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the 2017 Capital Projects are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the School District's use of the proceeds of the Bonds to reimburse the School District for a capital expenditure made pursuant to this Resolution.

(d) The expenditures described in (b) above are "capital expenditures" as defined in Treas. Reg. § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).

(e) No proceeds of the borrowing paid to the School District in reimbursement pursuant to this Resolution will be used in a manner described in Treas. Reg. § 1.150-2(h) with respect to abusive uses of such proceeds, including, but not limited to, using funds corresponding to the proceeds of the borrowing in a manner that results in the creation of replacement proceeds (within Treas. Reg. § 1.148-1) within one year of the reimbursement allocation described in (c) above.

13. The Authorized Officers are each hereby authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing are each authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of the Act, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, and other matters, all subject to the parameters established in this Resolution.

14. The representation of the School District by Miller, Canfield, Paddock and Stone, P.L.C., as bond counsel, is hereby confirmed, notwithstanding Miller, Canfield's periodic representation in unrelated matters of Stifel, Nicolaus & Company, Incorporated and other potential parties to the 2019 School Building and Site Bonds transaction.

15. The School District hereby appoints Baker Tilly Municipal Advisors, LLC, d/b/a H.J. Umbaugh & Associates, Certified Public Accountants, LLP to act as financial advisor with respect to the Bonds.

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2019 SCHOOL BUILDING AND SITE BONDS

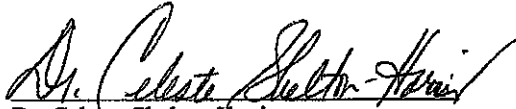
16. The officers, agents and employees of the School District are authorized to take all other actions necessary and convenient to facilitate sale of the Bonds. The Authorized Officer is hereby also authorized to make application to Treasury for prior approval to issue the Bonds or file a qualifying statement. The Authorized Officer or Bond Counsel, on behalf of the School District, is further authorized to request any and all waivers, including without limitation, rating waivers, or exemptions from Treasury necessary to the issuance of the Bonds as recommended by the financial advisor and Bond Counsel. The Authorized Officer is authorized to have prepared and filed a Security Report with Treasury pursuant to the Act.

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

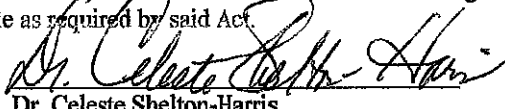
AYES: Members: Kurt Droppers, Terri Novaria, Celeste Shelton-Harris, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, Joanne Willson

NAYS: Members: None

RESOLUTION DECLARED ADOPTED.


Dr. Celeste Shelton-Harris
Secretary

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Education of the Portage Public Schools, County of Kalamazoo, State of Michigan, at a regular meeting held on March 11, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Dr. Celeste Shelton-Harris
Secretary

33111462

RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS

EXHIBIT A

FORM OF CONTINUING DISCLOSURE UNDERTAKING

This Continuing Disclosure Undertaking (the "Undertaking") is executed and delivered by the Portage Public Schools, County of Kalamazoo, State of Michigan (the "School District"), in connection with the issuance of its 2019 School Building and Site Bonds (Unlimited Tax General Obligation) (the "Bonds"). The School District covenants and agrees for the benefit of the Bondholders, as hereinafter defined, as follows:

(a) *Definitions.* The following terms used herein shall have the following meanings:

"Audited Financial Statements" means the annual audited financial statement pertaining to the School District prepared by an individual or firm of independent certified public accountants as required by Act 2, Public Acts of Michigan, 1968, as amended, which presently requires preparation in accordance with generally accepted accounting principles.

"Bondholders" shall mean the registered owner of any Bond or any person (a) with the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bond (including any person holding a Bond through a nominee, depository or other intermediary) or (b) treated as the owner of any Bond for federal income tax purposes.

"EMMA" shall mean the MSRB's Electronic Municipal Market Access District, or such other District, Internet Web site, or repository hereafter prescribed by the MSRB for the submission of electronic filings pursuant to the Rule.

"MSRB" means the Municipal Securities Rulemaking Board.

"Rule" means Rule 15c2-12 promulgated by the SEC pursuant to the Securities Exchange Act of 1934, as amended.

"SEC" means the United States Securities and Exchange Commission.

(b) *Continuing Disclosure.* The School District hereby agrees, in accordance with the provisions of the Rule, to provide or cause to be provided to the MSRB through EMMA, on or before the last day of the 6th month after the end of the fiscal year of the School District, the following annual financial information and operating data, commencing with the fiscal year ending June 30, 2019, in an electronic format as prescribed by the MSRB:

(1) Updates of the numerical financial information and operating data included in the official statement of the School District relating to the Bonds (the "Official Statement") appearing in the Tables in the Official Statement as described below:

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2019 SCHOOL BUILDING AND SITE BONDS

[REVISE HEADINGS TO CONFORM WITH THOSE ACTUALLY
USED]

- a. Enrollment History - Update for Current Year;
- b. Labor Relations;
- c. Retirement Plan;
- d. History of Valuations – State Equalized Valuation and Taxable Valuation – Update for Current Year;
- e. Tax Levies and Collections – Update for Current Year;
- f. State Aid Payments - Update for Current Year;
- g. School District Tax Rates (Per \$1,000 of Valuation) – Update for Current Year;
- h. Largest Taxpayers;
- i. Direct Debt;
- j. Legal Debt Margin; and

(2) The Audited Financial Statements, provided, however, that if the Audited Financial Statements are not available by the date specified above, they shall be provided when available and unaudited financial statements will be filed by such date and the Audited Financial Statements will be filed as soon as available.

Such annual financial information and operating data described above are expected to be provided directly by the School District or by specific reference to documents available to the public through EMMA or filed with the SEC.

If the fiscal year of the School District is changed, the School District shall send a notice of such change to the MSRB through EMMA, prior to the earlier of the ending date of the fiscal year prior to such change or the ending date of the fiscal year as changed.

(c) *Notice of Failure to Disclose.* The School District agrees to provide or cause to be provided, in a timely manner, to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, notice of a failure by the School District to provide the annual financial information with respect to the School District described in subsection (b) above on or prior to the dates set forth in subsection (b) above.

(d) *Occurrence of Events.* The School District agrees to provide or cause to be provided to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events listed in (b)(5)(i)(C) of the Rule with respect to the Bonds:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to

RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS

-
- perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
 - (7) modifications to rights of holders of the Bonds, if material;
 - (8) bond calls, if material, and tender offers;
 - (9) defeasances;
 - (10) release, substitution, or sale of property securing repayment of the Bonds, if material;
 - (11) rating changes;
 - (12) bankruptcy, insolvency, receivership or similar event of the School District, which is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the School District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the School District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the School District;
 - (13) the consummation of a merger, consolidation, or acquisition involving the School District or the sale of all or substantially all of the assets of the School District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - (14) appointment of a successor or additional trustee or the change of name of a trustee, if material;
 - (15) incurrence of a financial obligation of the School District or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the School District or obligated person, any of which affect security holders, if material; or
 - (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the School District or obligated person, any of which reflect financial difficulties.

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(e) *Materiality Determined Under Federal Securities Laws.* The School District agrees that its determination of whether any event listed in subsection (d) is material shall be made in accordance with federal securities laws.

(f) *Identifying Information.* All documents provided to the MSRB through EMMA shall be accompanied by the identifying information prescribed by the MSRB.

(g) *Termination of Reporting Obligation.* The obligation of the School District to provide annual financial information and notices of material events, as set forth above, shall be terminated if and when the School District no longer remains an "obligated person" with respect to the Bonds within the meaning of the Rule, including upon legal defeasance of all Bonds.

(h) *Benefit of Bondholders.* The School District agrees that its undertaking pursuant to the Rule set forth in this Undertaking is intended to be for the benefit of the Bondholders and shall be enforceable by any Bondholder; provided that, the right to enforce the provisions of this Undertaking shall be limited to a right to obtain specific enforcement of the School District's obligations hereunder and any failure by the School District to comply with the provisions of this Undertaking shall not constitute a default or an event of default with respect to the Bonds.

(i) *Amendments to the Undertaking.* Amendments may be made in the specific types of information provided or the format of the presentation of such information to the extent deemed necessary or appropriate in the judgment of the School District, provided that the School District agrees that any such amendment will be adopted procedurally and substantively in a manner consistent with the Rule, including any interpretations thereof by the SEC, which, to the extent applicable, are incorporated herein by reference. Such interpretations currently include the requirements that (a) the amendment may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the School District or the type of activities conducted thereby, (b) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, and (c) the amendment does not materially impair the interests of Bondholders, as determined by parties unaffiliated with the School District (such as independent legal counsel), but such interpretations may be changed in the future. If the accounting principles to be followed by the School District in the preparing of the Audited Financial Statements are modified, the annual financial information for the year in which the change is made shall present a comparison between the financial statements as prepared on the prior basis and the statements as prepared on the new basis, and otherwise shall comply with the requirements of the Rule, in order to provide information to investors to enable them to evaluate the ability of the School District to meet its obligations. A notice of the change in accounting principles shall be sent to the MSRB through EMMA.

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(j) *Municipal Advisory Council of the State of Michigan.* The School District shall also file by electronic or other means any information or notice required to be filed with the MSRB through EMMA pursuant to this Undertaking in a timely manner with the Municipal Advisory Council of the State of Michigan.

IN WITNESS WHEREOF, the School District has caused this Undertaking to be executed by its authorized officer.

PORTAGE PUBLIC SCHOOLS
County of Kalamazoo
State of Michigan

By _____

Its _____

33111462.1\071466-00037

RESOLUTION AUTHORIZING
2019 SCHOOL BUILDING AND SITE BONDS

City of Portage
Historic District Commission
Wednesday, April 10, 2019

Meeting Called to Order: 8:20 A.M.

Members Present: Forrest, Custer, Duniphin, vanLonkhuyzen, Grunert, Barton, Maytnier

Members Excused: Lopez, Nemeth.

Staff: Kyle Mucha, Zoning & Codes Administrator.

Guest(s): None

Approval of Minutes: Duniphin moved, seconded by Barton, to approve the February 6, 2019 meeting minutes. Motion approved 7-0.

New Business:

- a. Property Inspections: staff member Mucha provided a brief overview of the property inspection letter. Mucha informed the Commission that the intent is to work with property owners regarding general property and structure maintenance. vanLonkhuyzen expressed support for the property inspections, as long as the inspections are intended to help the property owners. Commissioner Barton inquired what would occur should a property owner not want staff on site. Mucha replied that staff would only enter the property with permission from the property owner or would view the property from the public roadway.
- b. Goals & Objectives 2019 – 2020: Mucha informed the Commission that the annual Goals and Objectives needed to be updated to coincide with the upcoming fiscal year. Staff provided printed copies of the most recent Goals & Objectives (2016 – 2017) for review. Upon review, it was suggested that the following language be added to the goals and objectives. Changes are in *italics*:
 - 2e: Continue to observe May National Preservation Month *in conjunction with the Portage Historic District May Event.*
 - 5: Discontinue the biannual newsletter called “Picket Fences” to be distributed to homeowners of Portage Historic homes, council members and other supporters.
 - 7: Forward recommended goals for *Fiscal Year 2019 – 2020.*

Community Outreach: Commissioner Duniphin provided an update regarding the Green-A-Thon event and what is expected of volunteers. Commissioner Duniphin informed the Commission of an upcoming exhibit in City Hall regarding the Wetherbee Farm. Commissioner Duniphin requested approval to enter into a rental agreement with Rentalex for the May 2019 Event. The rental agreement would be for an amount not to exceed \$1,181.13. Upon discussion, Commissioner Barton motioned to approve the rental agreement, seconded by Commissioner Grunert for the amount requested. Motion approved 7-0.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District at 9:15 a.m.

Respectfully submitted,



Kyle Mucha
Zoning & Codes Administrator

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: Proposed Fiscal Year 2019-2020 Budget

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Hold a Public Hearing on the proposed Fiscal Year 2019-2020 Budget and the tax rate required to support the proposed Budget.

On April 9, 2019, City Council was presented with the proposed 2019-2020 Fiscal Year budget in accordance with Section 7.2 of the City Charter. City Council held two budget work sessions on April 16 and April 30, 2019. The next step is to conduct a public hearing.

The proposed budget was developed in conformity with the Goals and Objectives adopted by the City Council. Highlights of the proposed budget include:

- Continued emphasis on street maintenance and improvements;
- Reduction of water and sewer rates for the next year;
- Maintenance of the City Council prescribed fund balance for the General Fund at twenty four percent (24%) of General Fund expenditures;
- Preservation of the City of Portage position in the lower twenty five percent (25%) of all Michigan cities with populations between 30,000 and 80,000 in terms of millage level.

The levied millage for Fiscal Year 2019-2020 is reduced by 0.1805 mills to a total of 10.6400 mills, with the bulk of the reduction in the General Fund (0.1800). To maintain a balanced budget, the \$384,856 revenue reduction will be offset by reductions in expenditures and transfers out as follows:

- Reductions and eliminations of departmental operating budgets of \$70,000;
- Elimination of a bubble position and a part time position in Public Safety, \$95,000;
- Reassignment of the Communication Services department to the Cable TV fund, \$57,563;
- Reduction of the transfer out of the General Fund to the Capital Improvement fund, coupled with adjustments of the CIP budget, \$162,293.

The City Charter and state law requires publication of the public hearing notice, and that a public hearing is held prior to adoption of the proposed budget. The Notice of Public Hearing appeared in the April 25, 2019 edition of the Kalamazoo Gazette. Given that the proposed tax rate of 10.6400 mills for the Fiscal Year 2019-2020 budget does not exceed the 2018 base tax rate, a Truth in Taxation Hearing and Resolution for 2019 is not required. The tax levy for 2019 is lower than 2018.

Final adoption of the proposed Fiscal Year 2019-2020 budget will be considered by City Council at its

regular meeting on May 21, 2019.

FUNDING: N/A

Attachments: 1. Total Proposed Millage FY 2019-2020

TOTAL PROPOSED MILLAGE
FISCAL YEAR 2019-2020
Prepared by Finance Department – May 3, 2019

	Fiscal Year 2018-2019	Change	Fiscal Year 2019-2020
General Fund	7.3200	(0.1800)	7.5000
Capital Improvement	2.0000	0.0000	2.0000
Municipal Streets Fund	0.6760	(0.0010)	0.6770
Curbside Recycling	0.3000	(0.0085)	0.3085
Leaf Pickup/Spring Cleanup	0.3440	0.0090	0.3350
Total	10.6400	(0.1805)	10.8205