

*Public Phone Line: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.)*

7:00 p.m.

Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of March 24, 2020.
 - b. Pre-Council Meeting of April 13, 2020.
2. Approval of the Accounts Payable Register of April 14, 2020 as presented.
3. Adopt the City of Portage Support Emergency Operations Plan and authorize the City Manager to execute all document as written on behalf of the city.
4. Adopt the Resolution Regarding Water/Sewer Utility Bill Late Fees; Reconnection of Water Service and Discontinuance of Shut Off.
5. Approve Mayor Patricia M. Randall's appointment of Councilmember Lori Knapp as the City Council liaison to the Portage Community Center Board of Directors.
6. Establish a public hearing on April 28, 2020, to consider resolutions to adopt the:
 1. recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
 2. recommendation that the water commodity rate remain at \$3.14 per 1,000 gallons of metered water;
 3. recommendation that to the sewer and water base quarterly charges remain as noted in the 2020 Utility Rate Financial Study;
 4. recommendation that the new rates become effective on July 1, 2020;
 5. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2020 Utility Rate Financial Study.
7. Minutes of Boards & Commissions:
 - a. Human Services Board of March 5, 2020.

8. Calendar of Meetings:

- Planning Commission, Thursday, April 16, 2020 at 7:00 p.m. in Council Chambers - Virtual Meeting.
- Budget Review Session #1, Tuesday, April 21, 2020 at 5:00 p.m. in City Hall Room #1 - Virtual Meeting.
- Downtown Development Authority, Thursday, April 23, 2020 at 8:00 a.m. - Virtual Meeting.
- Budget Review Session #2, Tuesday, May 5, 2020 at 5:00 p.m. in City Hall Room #1.
- Zoning Board of Appeals, Monday, May 11, 2020 at 7:00 p.m. in Council Chambers.
- **NOTE:** All above meetings are subject to cancellation or transition to a "virtual meeting" due to the on-going health crisis. Please monitor the City of Portage website at www.portagemi.gov for additional information. The public phone line to comment during public meeting is: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.) Meetings may be viewed live on Charter channel 995 and AT&T channel 99. All meetings can be viewed via live streaming at portagemi.gov/205.

9. Materials Transmitted.

B. Petitions and Statements of Citizens:

C. Communications:

D. Public Hearings:

E. Regular Business Agenda:

1. Presentation of the Proposed Fiscal Year 2020-2021 Budget.

F. Unfinished Business:

1. Adopt the proposed City of Portage Ordinance amending Section 35 of Chapter 38, Historical Preservation by removing 214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue from the district; revise the legal descriptions for 10234 East Shore Drive and 3821 West Milham Avenue, and correct the tax identification number.
2. Adopt the amendment to Division 2, Article 5 "Purchases and Sales" in the City of Portage Code of Ordinances.
3. Adjourn the Final Condominium Subdivision for Pennridge Trail No. 1, 1800 West Osterhout Avenue subject to the following conditions: a) West Osterhout improvements and storm sewer improvements and paving by August, 2020 and b) completion of sidewalks and street trees by November 2021 to April 28, 2020.

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM MARCH 24, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:01 p.m. The meeting was held virtually in accordance with the Governor's Executive Directive 2020-02 in light of COVID-19. The following members were present via the conference phone line: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance on the conference phone line were Deputy City Manager Adam Herringa and City Attorney Randy Brown. In attendance in Council Chambers were City Manager Joe La Margo, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence in light of the current COVID-19 health crisis and pandemic. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall issued a proclamation recognizing April 2020, as Fair Housing Month. In light of the virtual meeting, Mayor Randall asked the City Clerk to read the proclamation. Following the reading, Mayor Randall thanked Councilmember Urban for his previous work towards the Non-Discrimination Ordinance for the city.

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 Ford, seconded by Burns, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Ford, seconded by Burns, to approve the minutes of the Committee of the Whole of February 25, 2020; Regular Meeting of February 25, 2020; Regular Meeting of March 10, 2020, and Pre-Council Meeting of March 23, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MARCH 24, 2020: Motion by Ford, seconded by Burns, to approve the Accounts Payable Register of March 24, 2020. Upon a roll call vote, motion carried 7 to 0.

SOUTH WESTNEDGE AVENUE TRAFFIC SIGNAL SYSTEM UPGRADE PROJECT - BID TABULATION: Motion by Ford, seconded by Burns, to award a construction contract to Severance Electric Co., Inc. in the not-to-exceed amount of \$715,762.21 for the South Westnedge Avenue Traffic Signal System Upgrade Project, and amend a contract with Abonmarche Consultants, Inc. in the amount of \$66,940 for construction engineering services and authorize the City Manager to sign all other documents related to the contracts on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

SPRING MILL & FILL - BID TABULATION: Motion by Ford, seconded by Burns, to award a contract in the amount of \$596,278.26 to Michigan Paving & Materials Co., for spring mill and fill asphalt repairs to major and local street sections and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PINE VIEW WATER TANK WET INTERIOR RECOATING - BID TABULATION: Motion by Ford, seconded by Burns, to award a contract to Seven Brothers, Inc., in the not-to-exceed amount of \$297,800 for the wet interior recoating of the Pine View Water Tank, and authorize the City

Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

INVASIVE SPECIES REMOVAL SERVICES - PROPOSAL TABULATION: Motion by Ford, seconded by Burns, to award a contract in the amount of \$257,205 to Cardno, Inc. for Invasive Species Removal in Bishop's Bog, West Lake Nature Preserve, Eliason Nature Reserve, and Schrier Park, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

AMENDED CONTRACT WITH LANDUSE USA: Motion by Ford, seconded by Burns, to approve an amended contract with LandUse USA in an amount not to exceed \$53,999 to complete a residential market analysis for the City of Portage and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

KALAMAZOO COUNTY TREASURER ADJUSTED TAX LIABILITY - CONTRACT: Motion by Ford, seconded by Burns, to approve a contract allowing the Kalamazoo County Treasurer to collect adjusted PRE tax liabilities when denied after September 14 of the current year on behalf of the City of Portage and authorize the City Manager to sign the agreement with Kalamazoo County. Upon a roll call vote, motion carried 7 to 0.

FINAL PRELIMINARY CONDOMINIUM SUBDIVISION: COPPERLEAF PHASE 5: Motion by Ford, seconded by Burns, to approve the Final Preliminary Condominium Subdivision (detailed engineering plans) for Copperleaf Phase 5, 3800 West Milham Avenue. Upon a roll call vote, motion carried 7 to 0.

AMENDMENT TO THE CODE OF ORDINANCES – SECTION 35 OF CHAPTER 38, HISTORICAL PRESERVATION: Motion by Ford, seconded by Burns, to accept for first reading the proposed City of Portage Ordinance amending Section 35 of Chapter 38, Historical Preservation by removing 214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue from the district; revise the legal descriptions for 10234 East Shore Drive and 3821 West Milham Avenue; correct the tax identification number, and consider final adoption on April 14, 2020. Upon a roll call vote, motion carried 7 to 0.

LIQUOR PERMIT FOR STARRY NIGHT EVENT: Motion by Ford, seconded by Burns, to approve a Liquor Permit for the Starry Night event on May 16, 2020, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

ACT 51 MILEAGE CERTIFICATION: Motion by Ford, seconded by Burns, to adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets. Upon a roll call vote, motion carried 7 to 0.

PURCHASING AUTHORITY OF CITY MANAGER: Motion by Ford, seconded by Burns, to accept the amendment to Division 2, Article 5 "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for April 14, 2020. Upon a roll call vote, motion carried 7 to 0.

RESOLUTION AUTHORIZING EMERGENCY CITY MANAGER AUTHORITY: Motion by Ford, seconded by Burns, to adopt the resolution authorizing the City Manager to temporarily make purchases and approve contracts totaling up to \$4 million in the absence of the City Council during a state of emergency. Upon a roll call vote, motion carried 7 to 0.

SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS: Motion by Ford, seconded by Burns, to set a Special Meeting on Tuesday, May 26, 2020, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Ford, seconded by Burns, to receive the minutes of the Zoning Board of Appeals of January 13, 2020. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Ford, seconded by Burns, to receive the Materials Transmitted of March 10, 2020. Upon a roll call vote, motion carried 7 to 0.

CALENDAR OF MEETINGS: Motion by Ford, seconded by Burns, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

MAY SPECIAL ELECTION: Motion by Ford, seconded by Burns, to encourage Governor Gretchen Whitmer and Secretary of State Jocelyn Benson to either postpone the May Special Election to August or, at a minimum, to conduct the election as mail-in only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS: Mayor Randall introduced the Report from Andrew Alspach, Kalamazoo County Office of Emergency Management. Motion by Pearson, seconded by Knapp, to accept the report from Andrew Alspach, Kalamazoo County Office of Emergency Management. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

AMENDMENT TO THE CODE OF ORDINANCES - PERSONNEL RULES: Mayor Randall asked City Manager La Margo to summarize the proposed amendment. City Manager La Margo stated that this was the second reading of the proposed ordinance amendment and noted that the proposed ordinance amendment will provide the City Administration increased flexibility to make necessary changes within the Administration under the guidance of the Human Resources Department.

Motion by Urban, seconded by Burns, to adopt the proposed City of Portage Ordinance amending Article 3, Officers and Employees, of Chapter 2, Administration, Section 2-87 Personnel Rules. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Mayor Pro Tem Pearson provided an update on the Kalamazoo County Consolidated Dispatch Authority (KCCDA). He relayed that the KCCDA Finance Committee held a virtual meeting earlier that day and recommended to the full KCCDA board to place a millage proposal on the August 2010 election ballot and continue the \$0.24 county fee per telephone for the Consolidated Dispatch service. Mayor Pro Tem Pearson noted that data from the meeting illustrated that during the first year of Consolidated Dispatch in 2019, the countywide

cardiac arrest statistic improved by 20 percent. He also stated that the data also shows Consolidated Dispatch is saving Kalamazoo County taxpayers \$1 million per year.

Councilmember Burns provided an update regarding the operational changes of the Central County Transportation Authority (CCTA) in light of the COVID-19 health crisis. He stated busses continue to operate daily, as does the Metro Connect service, yet both services have reduced hours which vary by route. He noted all of these operational changes are posted to the CCTA website. Councilmember Burns also relayed that further alterations to CCTA procedures were in effect, including only allowing passengers to board from the rear entrance of the bus and social distancing measures were being implemented with seating. He noted that services continue to be offered to those labeled as essential staff and services by the Governor. Councilmember Burns closed by stating that CCTA is adhering to the various state, federal and World Health Organization hygiene guidelines during continued operation.

Motion by Reid, seconded by Burns to approve the Council Committee Reports as provided. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Henry Seaben, 4725 Romence Road, inquired about the continued operation of his tree trimming business in light of the Governor's Executive Orders for all non-essential workers to shelter in place at home. He noted competitors in his industry continue to work in the field despite the order. Deputy City Manager Carroll responded, noting that Mr. Seaben should verify with the state, but that interpretation of the Executive Order does not allow tree trimming services to be considered "essential" and work must cease. Mr. Seaben noted that some vendors have stated they have received letters allowing them to continue working that note they are essential. He also inquired about his company's essential status in the event of severe weather and damaged trees. Deputy City Manager Carroll responded that the City of Portage and other municipalities can issue letters for companies working within their respective municipalities to maintain services essential to the municipality. Mr. Carroll noted that should a severe weather event occur during the period under the Governor's Executive Orders, then the city would be willing to provide a letter for Mr. Seaben's company if needed.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns stated that it was currently a challenging time in light of the COVID-19 health crisis. He encouraged the public to follow the Governor's Executive Orders and stay home, but continue to support local businesses by ordering online.

Councilmember Ford encouraged everyone to stay safe and echoed Councilmember Burns' comments. He relayed that he planned to donate his personal supply of N-95 respirator masks to Bronson Hospital in support of the current response to COVID-19.

Councilmember Urban relayed that he has a hobby of sewing and planned to create a variety of fabric protective face masks for donation to healthcare workers during his time at home. He noted that elastic for affixing the masks is in short supply nationally, but encouraged everyone sewing masks to utilize ties instead.

Councilmember Reid highlighted that the Consent Agenda included the Calendar of Meetings and noted four Board and Commission meetings had recently been canceled. She further noted that the upcoming April 2nd Human Services Board meeting would be held virtually but the April 15 Downtown Development Authority and April 13 Zoning Board of Appeals meeting were still scheduled as planned, which could change. Councilmember Reid relayed that she had also been working to sew homemade protective face masks for donation. She then encouraged citizens to continue to stay at home and take the Governor's orders seriously. She stressed that the shelter in place would be relatively short but will have a big impact on the current health crisis if followed.

Councilmember Knapp noted her agreement with the prior Councilmember comments. She relayed that she has enjoyed and appreciated the ability to get out and shop for groceries. Councilmember Knapp further expressed gratitude and respect for the patience of healthcare workers and their handling of the crisis to date. She encouraged everyone to stay well.

City Manager La Margo relayed that only essential city workers were reporting to the office since March 16 except for laborers attending to park maintenance and snow plowing over the recent weekend. He noted that Portage, in conjunction with Kalamazoo County, City of Kalamazoo and Kalamazoo Township, were reviewing municipal operations and reducing staff further. He stated that Public Safety is alternating scheduling to ensure the health and safety of the workforce and citizens. Mr. La Margo relayed that staff in the Finance Department continued to facilitate payments to vendors and relayed that water shut-offs would be on hold until the end of April to ensure public health. He encouraged the public to monitor the city's website for regular updates, noting that the situation can change quickly. City Manager La Margo stated that the City Administration was exploring options for local small business support pending initiation of federal assistance. He noted that the Communications Department had started two new hashtags on social media during the health crisis, including #PortageCares and #SupportPortageLocal. Mr. La Margo further stated that Portage parks were open but reminded citizens to adhere to the Governor's social distancing guidelines. He relayed that staff would continue to conduct virtual meetings and regularly monitor city voicemails. He noted that the Police building lobby would remain open to the public but asked the public to only visit for emergencies and otherwise call ahead. He closed by thanking staff for their efforts during this unique time.

Mayor Pro Tem Pearson echoed the Council and City Manager comments, suggesting that residents use the internet to search for local takeout to support local restaurants.

Mayor Randall noted there would be three weeks until the next scheduled City Council Meeting, which is expected to be held as normal in light of the Governor's shelter in place order expiring April 13. She stated that the City Manager would continue to keep the Council updated as the health crisis evolved. The Mayor thanked Technology Services staff for making the virtual meeting possible, as well as the staff present in Council Chambers facilitating the meeting. She encouraged citizens to be mindful of their mental health during the shelter at home period and urged everyone to check in with others. She noted that the time at home is allowing neighbors to work on their yards and highlighted that the city Brush Pickup Program would be delayed one week to adhere to the Governor's Orders, yet the Spring Cleanup Program would continue as planned. Mayor Randall stated that the updated collection schedule was posted on the city website. She closed by asking everyone to stay safe during the COVID-19 health crisis.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:44 p.m.

Erica L. Eklov, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF APRIL 13, 2020**

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:05 a.m. Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid and Mayor Pro Tem Jim Pearson also joined via the WebEx meeting platform. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll (via WebEx meeting platform), Deputy City Manager Adam Herringa (via WebEx meeting platform), Communications Manager Mary Beth Block and City Clerk Erica Eklov.

Mayor Randall began by reviewing the agenda and clarified the absence of proclamations for the upcoming meeting. City Clerk Eklov confirmed no proclamations were planned.

With regard to Item A.1(a), Mayor Pro Tem Pearson noted he had submitted a revision for the March 24, 2020, Regular Meeting Minutes to the City Clerk.

With regard to Item A.2, Councilmember Knapp inquired about checks #12944 and #12899 regarding a replacement server for the PloWTrax electronic service, noting it was a relatively new service. After City Manager La Margo stated he would further research, Deputy City Manager Herringa later offered an update from Technology Services Director Devin Mackinder. Director Mackinder responded that the PloWTrax application did not require an update but the server on which the application was housed is an older one that has been malfunctioning and requires replacement. Councilmember Knapp further asked about check #312981 regarding payment for airport advertising and what the advertising entailed. City Manager La Margo confirmed that the Kalamazoo/Battle Creek International Airport featured a large visual ad for the City of Portage. Councilmember Knapp then inquired whether the funding for the advertising originated from the Communications Budget or the City Manager's Office Budget. City Manager La Margo responded the funding currently comes from the City Manager's Office, which would change to the Communications Department with the start of the proposed Fiscal Year 2020-2021 Budget.

With regard to Item A.3, Mayor Pro Tem Pearson inquired about the absence of funding noted for the Support Emergency Operations Plan (SEOP). Deputy City Manager Carroll responded that city funding would not be involved. He further noted that there are no changes to the SEOP with the exception of a notation detailing the manner in which future revisions to the document would be handled. Mayor Pro Tem Pearson then asked about the noted Incident Commander under the SEOP and how that would be structured for events in Portage. Deputy City Manager Carroll responded stating that if the incident were confined to the City of Portage, then the Incident Commander's role would be either the Public Safety Director or the City Manager, depending on the nature of the incident. Councilmember Burns highlighted references in the proposed SEOP regarding the local governing body as a City Commission versus City Council. He further inquired whether the proposed SEOP before City Council was a new or amended document. Deputy City Manager Carroll answered that the SEOP was the

same as previously approved by City Council in 1994 and was an amended document containing revisions allowing for future plan changes. Councilmember Reid asked for clarity regarding the role of the Mayor in the proposed SEOP for declaring emergencies. Deputy City Manager Carroll initially responded that he would review the document. Mr. Carroll subsequently responded that the SEOP states an emergency could be declared by the Mayor or the Mayor Pro Tem in the Mayor's absence. Should both be unavailable, the designation would then fall to the City Council.

With regard to Item A.4, Councilmember Reid inquired as to when the provisions in the proposed resolution would terminate. City Manager La Margo stated that the provisions would be in place for the duration of the Governor's State of Emergency. He further noted the document contained a sunset clause of August 2020 to coincide with the subsequent utility billing cycle.

With regard to Item A.5, Councilmember Burns noted that the communication contained a misspelling for Portage Community Center Director Chris Buckley's last name. City Manager La Margo stated his office would correct the error.

With regard to Item A. 6, Councilmember Reid asked for clarification on the proposed action recommended, whether the City Administration was presenting the 2020 Utility Rate Study and proposed rates in the same action when the matters were usually carried out in two Council meetings. City Manager La Margo responded that the recommended action was only to set the public hearing for the proposed 2020 Utility Rate Study.

With regard to Item A. 8, Councilmember Reid asked how the noted virtual meetings would be displayed for the public. City Manager La Margo stated the meetings would be televised through cable access.

With regard to Item E.1, Councilmember Reid inquired whether the proposed budget would be posted online for the public to view. City Manager La Margo responded that the budget would be posted on the city website once the hard copy budget books were delivered to City Council on Tuesday, and discussed the specifics of the delivery. Mayor Pro Tem Pearson asked whether the City Manager's Office would be providing the segments of the budget slated for discussion before the individual Councilmember review meetings with the City Manager. City Manager La Margo confirmed the expectations for the upcoming informal review meetings. Mayor Pro Tem Pearson then inquired about the budget sections slated for review for the formal City Council Budget Review meetings. City Manager La Margo explained

With regard to Items F.1 and F.2, Mayor Randall inquired who would be presenting the Unfinished Business topics. City Manager La Margo responded as to which city staff was slated to present each topic. For Item F.2, Councilmember Burns noted the communication included mentions from the prior Council meeting of the associated resolution as a pending matter. City Manager La Margo responded that staff would update the language.

With regard to Item G., Mayor Randall inquired of Council if anyone planned to provide a committee report. The Councilmembers present did not have any updates to provide.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:32 a.m.

Erica L. Eklov, City Clerk

DRAFT

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Approval of the Accounts Payable Register of April 14, 2020 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 March 15, 2020 through March 28, 2020 and notes \$774,702.75 in automated clearing house payments, \$547,823.68 in paper checks and \$32,471.84 in auto-pay payments for a grand total of \$1,354,998.27.

The recent check runs have included numerous senior trip refunds due to cancellations. The BS&A accounts payable system cannot combine similar payments in all instances, but checks were combined for mailing where addresses were the same.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of April 14, 2020

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 1 of 12

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
03/16/2020	12881(A)	MAICO INDUSTRIES, INC.	TRAFFIC SIGNAL MAST ARMS & POLES (35)	300,908.63
03/20/2020	12882(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,202.29
03/20/2020	12883(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,725.00
03/20/2020	12884(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE	146,119.02
03/20/2020	12885(A)	CARRIER & GABLE	T/S CAMERA PROCESSOR SHAVER @ MELODY	4,255.00
03/20/2020	12886(A)	CHARTER COMMUNICATIONS	CABLE TV	661.30
03/20/2020	12887(A)	CLEAN EARTH ENVIRONMENTAL SERV	SHOP DRAIN SERVICES	1,738.70
03/20/2020	12888(A)	EKLOV, ERICA	SANITARY GLOVES- ELECTION PRECINC.	392.54
03/20/2020	12889(A)	ENGINEERED PROTECTION SYSTEMS, INC.	VIDEO SERVICE AGREEMENT CITY HALL	15,678.00
03/20/2020	12890(A)	EVERETT, CHIP	FIRE ADMIN TRAINING	548.31
03/20/2020	12891(A)	GORDON WATER SYSTEMS	WATER SERVICE	46.00
03/20/2020	12892(A)	HURLEY & STEWART, LLC	VALLEYWOOD RETENTION BASIN REHAB	3,842.65
03/20/2020	12893(A)	MIH MICHIGAN LLC	DISASTER RECOVERY SERVICE MO CHRG	1,757.70
03/20/2020	12894(A)	MOORE, LARRY	FIRE ADMIN TRAINING	282.95
03/20/2020	12895(A)	MYERS, JAMES	POWERDMS CONFERENCE	179.29
03/20/2020	12896(A)	NYE UNIFORMS	MISC UNIFORMS	1,418.79
03/20/2020	12897(A)	O'BOYLE-COLWELL-BLALOCK & AS.	LAKEVIEW PARK CONCEPT PLAN	1,137.50
03/20/2020	12898(A)	ONSTAFF USA INC	TEMP EMPLOYEE SERVICES	6,956.07
03/20/2020	12899(A)	PCM SALES, INC.	REPLACEMENT SERVER/PLOWTRAX -TS	7,040.75
03/20/2020	12900(A)	PECKELS, CHRISTINE	CLASS INSTRUCTOR PMT YOGA	180.00
03/20/2020	12901(A)	R W LAPINE INC.	CITY HALL WATER COOLER REPLACEMENT	1,915.00
03/20/2020	12902(A)	S B F ENTERPRISES, INC.	PRINTING/PROCESSING QTLY WATER	739.56
03/20/2020	12903(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	4,430.00
03/20/2020	12904(A)	SHALLOW CREEK KENNELS INC	POLICE CANINE	8,000.00
03/20/2020	12905(A)	SHILTS, DAWN	TRIP REFUND TURANDOT OPERA DEVOS	160.00
03/20/2020	12906(A)	SHILTS, DAWN	TRIP REFUND T.SHREW	195.00
03/20/2020	12907(A)	SNELL, DEBRA	PROGRAM INSTRUCTOR PMT	240.00
03/20/2020	12908(A)	STANDARD & POOR'S	ANALYTICAL SVCS FOR CIP BOND SERIES	17,100.00
03/20/2020	12909(A)	STEELE, DANA	FIRE ADMIN TRAINING	1,452.94
03/20/2020	12910(A)	SUEZ WATER ENVIRONMENTAL SERVICES	MCAP RECONCILIATION 3/2018-2/2019	25,350.78
03/20/2020	12911(A)	VANCE OUTDOORS, INC.	10 CASES HORNADY AMMO 308 WIN	2,079.50
03/20/2020	12912(A)	VANDENBRINK, BRIAN	POWERDMS CONFERENCE	95.95

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 2 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	12913(A)	A NEW LEAF	SIX MONTHS PLANT CARE/CITY HALL	93.50
03/20/2020	12914(A)	ABONMARCHE CONSULTANTS, INC	ELIASON RESERVE DEVELOPMENT	540.70
03/20/2020	12915(A)	AIRGAS USA LLC	WELDING SUPPLIES	183.35
03/20/2020	12916(A)	AMERICAN SAFETY & FIRST AID	MPIR FIRST AID SUPPLIES	87.33
03/20/2020	12917(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	690.00
03/20/2020	12918(A)	BATTERIES PLUS	MISC BATTERIES	30.90
03/20/2020	12919(A)	BELL EQUIPMENT COMPANY	PLOW MAINTENANCE	376.86
03/20/2020	12920(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	1,035.60
03/20/2020	12921(A)	C T S TELECOM, INC.	TS DEDICATED FIBER OPTIC CIRCUIT	325.00
03/20/2020	12922(A)	CARRIER & GABLE	MAST ARMS - LOVERS LN & ROMENCE	42,875.00
03/20/2020	12923(A)	CLEANIT CORP	CAR WASHES	176.97
03/20/2020	12924(A)	CONTINENTAL LINEN SERVICES	EVENT LINENS	121.01
03/20/2020	12925(A)	ENGINEERED PROTECTION SYSTEMS, INC.	EMPLOYEE ID CARDS	710.00
03/20/2020	12926(A)	EXTREME POWER EQUIPMENT, INC.	EQUIP/ VEHICLE MAINT	393.22
03/20/2020	12927(A)	FARM N GARDEN	DPW GATE REPAIRS	240.00
03/20/2020	12928(A)	GORDON WATER SYSTEMS	WATER SERVICES	114.25
03/20/2020	12929(A)	GRAINGER INC	WIRELESS MOTION-ACTIVATED CHIME	189.19
03/20/2020	12930(A)	GRIFFIN PEST SOLUTIONS, INC.	ANNUAL PEST CONTROL	400.00
03/20/2020	12931(A)	HURST MECHANICAL, INC.	PATCHBUGGY REPAIRS	459.86
03/20/2020	12932(A)	INDUSCO SUPPLY CO., INC.	MISC PAPER/CLEANING SUPPLIES	478.78
03/20/2020	12933(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOM RENTAL	383.00
03/20/2020	12934(A)	JORGENSEN FORD SALES, INC.	POLICE UTILITY VEHICLES-THREE	126,914.67
03/20/2020	12935(A)	LIFEGUARD STORE	LIFEGUARD CHAIRS	3,000.00
03/20/2020	12936(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	138.50
03/20/2020	12937(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRES AND SERVICES	726.40
03/20/2020	12938(A)	MEJEUR ELECTRIC LLC	FIRE FACILITY MAINT	92.00
03/20/2020	12939(A)	NYE UNIFORMS	MISC UNIFORMS	470.97
03/20/2020	12940(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	396.00
03/20/2020	12941(A)	ONSTAFF USA INC	TEMP EMPLOYEE SERVICES	1,301.16
03/20/2020	12942(A)	PARIS CLEANERS	LAUNDRY CONTRACT	849.89
03/20/2020	12943(A)	PAVER PET SUPPLY	PET SUPPLIES	31.00
03/20/2020	12944(A)	PCM SALES, INC.	REPLACEMENT SERVER FOR PLOWTRAX	1,139.60
03/20/2020	12945(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND CHECKS	60.12

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 3 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	12946(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	6,202.50
03/20/2020	12947(A)	PRINTING SERVICES INC	FOAM BOARD MARKETING MATERIALS	377.08
03/20/2020	12948(A)	QUADRANT II MARKETING, LLC	APRIL MAY NEWSLETTER	2,008.40
03/20/2020	12949(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT.	145.20
03/20/2020	12950(A)	ROBERT LAMSON, LLC	POST COND OFFER PSYCH EVAL	1,395.00
03/20/2020	12951(A)	ROE-COMM, INC.	MISC RADIO SERVICES	248.00
03/20/2020	12952(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	275.25
03/20/2020	12953(A)	WARNER NORCROSS & JUDD LLP	LEGAL FEES & RETAINER FEES	4,281.67
03/20/2020	12954(A)	WOLVERINE LAWN SERVICE, INC.	WEEKEND SNOW PLOWING	216.00
03/20/2020	12955(A)	XEROX CORPORATION	FEB 2020 PMT FOR RECORDS XEROX B8	221.55
03/23/2020	12956(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	6,762.25
03/23/2020	12957(A)	COPSPLUS INC	ACCESSORY/SUPPLIES	130.00
03/23/2020	12958(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL SERVICES	34.00
03/23/2020	12959(A)	OFF THE CUFF CATERING	STRATEGIC PLANNING SESSION #2 LUNCH	135.00
03/23/2020	12960(A)	PERCEPTIVE CONTROLS, INC.	WELL CONFIGURATION	3,620.00
03/23/2020	12961(A)	SHILTS, DAWN	TRIP REFUND TURANDOT	160.00
03/23/2020	12962(A)	SIMPLIFILE LLC	RECORDING OF DOCUMENTS	300.00
03/27/2020	12963(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY FOR MARCH 2020	223.68
03/27/2020	12964(A)	KEHOE, EDWARD J	CLASS INSTRUCTOR PAYMENT	115.00
03/27/2020	12965(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES-MARCH 2020	1,800.00
03/27/2020	12966(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF DUES-MARCH 2020	40.00
03/27/2020	12967(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES-MARCH 2020	658.00
03/27/2020	12968(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES-MARCH 2020	500.12
Total ACH Transactions:				774,702.75

Check Type: Paper

03/20/2020	312818	5TH DISTRICT COURT	OUT OF COUNTY BOND-MCCLENDON	100.00
03/20/2020	312819	ADP, INC.	ADP PAYROLL & ETIME	5,380.78
03/20/2020	312820	ALLEGRA PRINT & IMAGING	FINANCE/PURCH ENVELOPES	187.00
03/20/2020	312821	AMERICAN PUBLIC WORKS ASSOCIATION	2020 BRANCH MEMBERSHIPS	100.00
03/20/2020	312822	AT&T	ELECTRONIC COMMUNICATIONS	3,691.86
03/20/2020	312823	AT&T LONG DISTANCE	LONG DISTANCE SERVICE	70.06
03/20/2020	312824	AVB CONSTRUCTION LLC	CONSTRUCTION MGMT SVCS	13,348.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 4 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	312825	BAILEY, BETTY	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312826	BAIRD, ANNE	TRIP REFUND GO POLIISH TODAY	88.00
03/20/2020	312827	BAREITHER, CHAD	STRATEGIC PLANNING CONSULTING SVC	2,000.00
03/20/2020	312828	BESTEMAN, CARL	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312829	BINGHAM, SHIRLEY	TRIP REFUND CAPE COD ED/TED	50.00
03/20/2020	312830	BINGHAM, SHIRLEY	TRIP REFUND CELTIC WOMAN	85.00
03/20/2020	312831	BIRD, HARRY	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312832	BIRD, MARY KAYE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312833	BLUMKA, BARBARA	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312834	BOELE, SUSAN	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312835	BORTON, MARGARET	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312836	BORTON, MARGARET	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312837	BRAYSHER, ALAN	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312838	BRAYSHER, EILEEN	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312839	BRINKMAN, SALLY	TRIP REFUND TAMING/SHREW	175.00
03/20/2020	312840	BUCKHOUT, DALEEN	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312841	BUCKHOUT, RON	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312842	BURKE, JOYCE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312843	CLOUD, VIRGINIA	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312844	COOK, THOMAS	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312845	COOK, THOMAS	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312846	CUTLER, SUE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312847	DAHLMAN, ARLENE	TRIP REFUND POLISH TODAY	93.00
03/20/2020	312848	DAHMS, ETHEL	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312849	DERHAMMER, MARGARET	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312850	DETROIT SALT CO.	ICE CONTROL SALT	73,960.97
03/20/2020	312851	DEVON TITLE AGENCY	8509 PORTAGE RD PURCHASE	144,585.48
03/20/2020	312852	DIETZ, MARILYN	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312853	DOUBLEDAY, KAREN	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312854	DRISCOLL, LINDA	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312855	EL-KHAL, SOHEIL	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312856	EL-KHAL, SOHEIL	TRIP REFUND GO POLISH TODAY	88.00
03/20/2020	312857	FLATT, NANCY	TRIP REFUND TAMING/SHREW	190.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 5 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	312858	FLEGAL, MARY JO	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312859	FLETCHER ENTERPRISES	PAINTING AT MILLENNIUM	3,840.00
03/20/2020	312860	FLURI, SUSAN	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312861	FLURI, SUSAN	TRIP REFUND POLISH TODAY	83.00
03/20/2020	312862	FOREMOST SALES COMPANY LLC	CLEANING SERVICES	1,355.00
03/20/2020	312863	FRANK, KAREN	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312864	GALE, ELSIE	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312865	GALE, ELSIE	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312866	GHERARDI, PATRICIA	TRIP REFUND CELTIC WOMAN	90.00
03/20/2020	312867	GHERARDI, PATRICIA	TRIP REFUND POLISH TODAY	78.00
03/20/2020	312868	GILCHRIST, PAMELA	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312869	GILCHRIST, PAMELA	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312870	GUTH ILLUSTRATION & DESIGN	PORTAGE FOUNDING FAMI EXHIBIT PANELS	1,650.00
03/20/2020	312871	HAMMOND, CINDY	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312872	HIGGS, SUE	TRIP REFUND POLISH TODAY	83.00
03/20/2020	312873	HILBOLDT, CAROL	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312874	HOLCOMB, STEPHEN	TRIP REFUND POLISH TODAY	83.00
03/20/2020	312875	HOLDER, DALE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312876	HOLDER, MICHELE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312877	HOOVER, GAIL	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312878	HOOVER, GAIL	TRIP REFUND CELTIC WOMAN	95.00
03/20/2020	312879	HOOVER, GAIL	TRIP REFUND POLISH TODAY	83.00
03/20/2020	312880	HORNEV, CAROLYN	TRIP REFUND GO POLISH	88.00
03/20/2020	312881	IMAGESTREAM, INC.	VIDEO RECORDING MLK EVENT	1,885.00
03/20/2020	312882	IRONS, MARTHA	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312883	JORGENSEN FORD SALES, INC.	POLICE UTILITY VEHICLES-THREE	126,914.67 V
03/20/2020	312884	JUNKER, FRANCES	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312885	KALAMAZOO COUNTY TREASURER	OAKBROOK MAR 2020 MOBILE HM TAXES	507.50
03/20/2020	312886	KALSIC, CYNTHIA	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312887	KEAN, MARGARET	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312888	KEAN, MARGARET	TRIP REFUND CELTIC WOMAN	95.00
03/20/2020	312889	KEANE, MARY ANN	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312890	KENTWOOD OFFICE FURNITURE INC.	OFFICE FURNITURE	9,527.05

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 6 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	312891	KLIMEK, ROXANE	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312892	KRUSE, STEVE	PROGRAM REFUND, AGING MASTERY	30.00
03/20/2020	312893	LANGEANCE, MARYLN	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312894	LEE, BARBARA	TRIP REFUND CELTIC WOMAN	95.00
03/20/2020	312895	LEVAN, JUDY	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312896	LEVAN, LARRY	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312897	LINDAHL, ANN	TRIP REFUND NEW ORLEANS	1,999.00
03/20/2020	312898	LINDAHL, ANN	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312899	LUJAN-ROBERTS, BETTY	TRIP REFUND CELTIC WOMAN	95.00
03/20/2020	312900	LUJAN-ROBERTS, BETTY	TRIP REFUND POLISH TODAY	83.00
03/20/2020	312901	MAGURA, LUCILLE	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312902	MAGURA, STEPHEN	TRIP REFUND POLISH TODAY	98.00
03/20/2020	312903	MENDHAM, GLORIA	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312904	METZLER, MARY & THOMAS	TRIP REFUND NEW ORLEANS	3,948.00
03/20/2020	312905	MICHIGAN ELECTION RESOURCES, LLC	MARCH PRIMARY ELEC PERM AV APP MAIL	5,142.47
03/20/2020	312906	MOHNEY, DIANE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312907	MORRIS, SHARON	CLASS REFUND AMP	30.00
03/20/2020	312908	MUNN, SARAH	STUART MANOR RENTAL REF	350.00
03/20/2020	312909	NAPIER, PEGGY	STARRY NIGHT PROG SUP-HAYLOFT	193.98
03/20/2020	312910	NEAL, ELLEN	TRIP REFUND POLISH TODAY	176.00
03/20/2020	312911	NELSON'S HARDWARE	WINTER MAINTENANCE	1,440.00
03/20/2020	312912	NICHOLS, TAMARA	TRIP REFUND TAMING/SHREW	175.00
03/20/2020	312913	NOPPEN, THERESA	TRIP REFUND CAPE COD	50.00
03/20/2020	312914	OCKERMAN, JOAN	TRIP REFUND NEW ORLEANS	1,999.00
03/20/2020	312915	OSWALT, SHARON	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312916	PAGE, STAN	CLASS REFUND AMP	30.00
03/20/2020	312917	PARISH, DORIS	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312918	PERRY, PATRICIA	TRIP REFUND TAMING SHREW	200.00
03/20/2020	312919	PETERS, DONNA	TRIP REFUND GRAND HOTEL	200.00
03/20/2020	312920	PETERS, DONNA	TRIP REFUND POLISH TODAY	83.00
03/20/2020	312921	PETTY CASH-BARBARA GARLOW	INCREASE AMT AVAIL FOR PETTY CASH	1,193.41
03/20/2020	312922	PETTY CASH-COLEEA CANDERS	REPLENISHMENT CHECK	521.96
03/20/2020	312923	PILGRIM, DIANE	TRIP REFUND NEW ORLEANS	1,999.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 7 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	312924	POTTER, LARRY	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312925	POTTER, TANYA	TRIP REFUND TAMIMG/SHREW	185.00
03/20/2020	312926	PRICE, JILL	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312927	PRICE, JILL	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312928	QUICK, ANDY	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312929	QUICK, PAULA	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312930	ROAD COMMISSION OF KALAMAZOO COUNTY	TRAFFIC SIGNAL MAINTENANCE	1,818.56
03/20/2020	312931	ROBERTS, ART	TRIP REFUND CELTIC WOMAN	90.00
03/20/2020	312932	ROBERTS, ART	TRIP REFUND POLISH TODAY	73.00
03/20/2020	312933	ROSIN, BENNO	TRIP REFUND GO POLISH	88.00
03/20/2020	312934	ROSIN, CAROL	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312935	RUSSELL, MELISSA	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312936	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BLDG SVC	7,440.00
03/20/2020	312937	SANDEFUR, DONNA	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312938	SCHOLL, CHARLENE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312939	SCHOLL, LYNN	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312940	SCHOSTAREZ, SHIRLEY	CLASS REFUND AMP	30.00
03/20/2020	312941	SCHULTZ, FRED & DOROTHY	TRIP REFUND NEW ORLEANS	100.00
03/20/2020	312942	SHI INTERNATIONAL CORP.	ADDT'L NETWORK SWITCH/CITY HALL	8,474.20
03/20/2020	312943	SHILTS, REED	TRIP REFUND TAMING/SHREW	195.00
03/20/2020	312944	SHORT, MARY	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312945	SOKOLOWSKI, PAULINE	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312946	SPENNER, VIRGINIA	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312947	STALLARD, BETTY	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312948	STATE OF MICHIGAN (DOT)	W. MILHAM RECONST, OAKLAND DR	17,934.53
03/20/2020	312949	STATE SYSTEMS RADIO, INC	ANNUAL TOWER LEASE CONTRACT	1,551.67
03/20/2020	312950	STEVENSON, KATHY	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312951	SWAFFORD, ANN	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312952	SWT EXCAVATING, INC	8616 S. WESTNEDGE-WATER SVC	26,013.19
03/20/2020	312953	SYMPRO INC.	ANNUAL MAINTENANCE	7,775.74
03/20/2020	312954	TALPA, SHIRLEY	TRIP REFUND CELTIC WOMAN	110.00
03/20/2020	312955	TEMPLE, LOIS	TRIP REFUND POLISH TODAY	88.00
03/20/2020	312956	TIMM, JOYCE	PROGRAM REFUND AMP CLASS	30.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 8 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	312957	TUCEK, PAUL & DIANE	TRIP REFUND NEW ORLEANS	100.00
03/20/2020	312958	UNITED PARCEL SERVICE	UPS WEEKLY	50.68
03/20/2020	312959	USA TODAY	LOBBY SUBSCRIPTION FOR PATRONS	29.00
03/20/2020	312960	VARIPHY INC.	VARIPHY CALL REPORTING RENEWAL	1,700.00
03/20/2020	312961	VERIZON WIRELESS	WIRELESS CARDS	4,890.41
03/20/2020	312962	VOGLER, MARION	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312963	VUK, VALERIE	TRIP REFUND CELTIC WOMAN	100.00
03/20/2020	312964	WATSON, SHIRLEY	TRIP REFUND CELTIC WOMAN	35.00
03/20/2020	312965	WENDLING-OSBORN, JANE	TRIP REFUND CELTIC WOMAN	85.00
03/20/2020	312966	WENDLING-OSBORN, JANE A	TRIP REFUND TAMING/SHREW	175.00
03/20/2020	312967	WILLIAMS, ROBIN	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312968	WILLIAMS, SUSAN	TRIP REFUND TAMING/SHREW	185.00
03/20/2020	312969	ZACK, ELLEN	TRIP REFUND TAMING/SHREW	190.00
03/20/2020	312970	ZAPPIA-MILLER, BARB	TRIP REFUND OVER & UNDER	200.00
03/20/2020	312971	ZUNIGA, MARIA	TRIP REFUND NEW ORLEANS	3,998.00
03/20/2020	312972	AIR COMPONENTS & ENGINEERING, INC.	AIR TOOL REPAIRS	140.75
03/20/2020	312973	ALLEGRA PRINT & IMAGING	BREAKFAST POST CARD/PSC STOCK	1,232.50
03/20/2020	312974	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER PHYSICALS	1,255.00
03/20/2020	312975	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	426.00
03/20/2020	312976	BLUEBEAM, INC.	FIRE SOFTWARE	745.00
03/20/2020	312977	BORGESS HEALTH ALLIANCE	CLANDESTINE LABS	736.00
03/20/2020	312978	BRONSON HEALTHCARE GROUP	6 LEGAL BLOOD DRAWS	600.00
03/20/2020	312979	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	2.98
03/20/2020	312980	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	568.24
03/20/2020	312981	CLEAR CHANNEL AIRPORTS	AIRPORT ADVERTISING	2,139.00
03/20/2020	312982	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	124.85
03/20/2020	312983	DEVON TITLE AGENCY	TITLE & SEARCH FEES	818.00
03/20/2020	312984	GETTY IMAGES (US) INC.	I-STOCK PHOTO CREDITS	520.00
03/20/2020	312985	HOME DEPOT	MISC BUILDING SUPPLIES	1,436.90
03/20/2020	312986	VOID		0.00 V
03/20/2020	312987	KALAMAZOO COUNTY HEALTH & COMMUNITY	KITCHEN FOOD LICENSE RENEWAL	506.00
03/20/2020	312988	KALAMAZOO GAZETTE	KALAMAZOO GAZETTE SUBSCRIPTION	88.00
03/20/2020	312989	KENT COUNTY DPW	WASTE DISPOSAL RED MED/DRUG	90.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 9 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	312990	KZOO TIRE COMPANY	POLICE VEHICLE MAINTENANCE	1,184.86
03/20/2020	312991	MENARDS	BUILDING SUPPLIES	338.99
03/20/2020	312992	MOSES FIRE EQUIPMENT, INC.	FIRE FACILITY MAINT	302.00
03/20/2020	312993	NATIONAL BUSINESS FURNITURE LLC	WHITEBOARD FOR CM'S OFFICE	736.00
03/20/2020	312994	NATIONAL MINORITY UPDATE	ONLINE PUBLIC SAFETY JOB ADS	295.00
03/20/2020	312995	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	365.37
03/20/2020	312996	OFFICE DEPOT, INC.	TRAVEL DEPARTMENT EXPENSES	1,377.20
03/20/2020	312997	PAW PAW VETERINARY CLINIC, P.C.	CANINE PET CARE	338.37
03/20/2020	312998	PUBLIC SAFETY CENTER	MISC PATROL SUPPLIES	269.75
03/20/2020	312999	RATHCO SAFETY SUPPLY, INC.	SIGNS AND SIGN MATERIALS	972.00
03/20/2020	313000	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BLDG SVC	270.00
03/20/2020	313001	SANDERSON DEHAAN IRRIGATION	RED ROBIN IRRIGATION RPR	188.50
03/20/2020	313002	SECURALARM SYSTEMS, INC.	REPAIR INTERVIEW ROOM AUDIO	595.42
03/20/2020	313003	SHERWIN WILLIAMS	PARK MAINTENANCE	149.86
03/20/2020	313004	SHI INTERNATIONAL CORP.	ADOBE INDESIGN SUBSCRIPTION	905.90
03/20/2020	313005	SOIL & MATERIALS ENGINEERS, INC.	NEW FIRE ST 2	1,593.00
03/20/2020	313006	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	126.60
03/20/2020	313007	STUDENT HAULERS	ABATEMENT FOR 1418 ORCHARD DR	400.00
03/20/2020	313008	SUPERIOR BUSINESS SOLUTIONS	UNIFORMS	200.86
03/20/2020	313009	TODD ARBANAS ENTERPRISES INC.	E. CENTRE TREE REMOVAL	835.00
03/20/2020	313010	TUBERGEN SAW SERVICE	BLADE SHARPENING	70.00
03/20/2020	313011	ULINE, INC.	OPERATING SUPPLIES	545.52
03/20/2020	313012	VANGUARD FIRE & SUPPLY CO., INC.	VANGUARD FIRE SUPPLY	315.00
03/20/2020	313013	VERIZON CONNECT NWF, INC.	FLEET GPS SERVICES	921.85
03/20/2020	313014	VICKSBURG HARDWARE	CHAINSAW SUPPLIES	112.27
03/20/2020	313015	WASTE MANAGEMENT	DISPOSAL SERVICES	611.50
03/20/2020	313016	GALE, ELSIE	TRIP REFUND TURANDOT	155.00
03/20/2020	313017	GRANDSTAFF, ANNE	TRIP REFUND TURANDOT	155.00
03/20/2020	313018	HENDERSON, DEANNE	TRIP REFUND TURANDOT	150.00
03/20/2020	313019	HOOVER, GAIL	TRIP REFUND TURANDOT	155.00
03/20/2020	313020	INT'L PUBLIC MGT ASSOC FOR HR	PUBLIC SAFETY CANDIDATE TESTING	234.65
03/20/2020	313021	KLOBUCAR, ANN	TRIP REFUND TURANDOT	165.00
03/20/2020	313022	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER/COMMUNICATION SERVICES	364.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 10 of 12

Check Date	Check	Vendor Name	Description	Amount
03/20/2020	313023	MADURA, ELIZABETH	TRIP REFUND TURANDOT	165.00
03/20/2020	313024	MESSIKOMMER, MYRTA	TRIP REFUND TURANDOT	165.00
03/20/2020	313025	MILLER, ZOE	TRIP REFUND TURANDOT	155.00
03/20/2020	313026	PETERS, DONNA	TRIP REFUND TURANDOT	155.00
03/20/2020	313027	PRIVATE NATL MORTGAGE ACCEPTANCE CO	APPRAISAL FEE/WETHERBEE UTILITY EXT	3,248.70
03/20/2020	313028	TURK, NANCY	TRIP REFUND TURANDOT	155.00
03/20/2020	313029	UNITED PARCEL SERVICE	UPS WEEKLY	23.68
03/20/2020	313030	WHITEMAN, JOHN	PERMANENT EASEMENT/WETHERBEE UTILITY	4,162.00
03/20/2020	313031	ZYGADLO, ELEDA	TRIP REFUND TURANDOT	150.00
03/20/2020	313032	ZYGADLO, SUSAN	TRIP REFUND TURANDOT	160.00
03/27/2020	313033	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION-PPOA DUES/MARCH 2020	3,130.44
03/27/2020	313034	BLOCK, JAMIE	TRIP REFUND WEST MI PIKE	55.00
03/27/2020	313035	BLUMKA, BARBARA	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313036	BORLIK, JOHN & DIANE	TRIP REFUND ESCAPE/MARGARITAVILLE	290.00
03/27/2020	313037	BORLIK, JOHN & DIANE	TRIP REFUND FORT CUSTER	100.00
03/27/2020	313038	BORLIK, JOHN & DIANE	TRIP REFUND KELLOGG MANOR HS	230.00
03/27/2020	313039	BRANT, HAROLD	TRIP REFUND FORT CUSTER	50.00
03/27/2020	313040	BUEL, BEVERLY	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313041	BUEL, LINDA	TRIP REFUND ESCAPE/MARGARITAVILLE	155.00
03/27/2020	313042	COOK, THOMAS	TRIP REFUND FORT CUSTER	50.00
03/27/2020	313043	DICKEY, SHARON	TRIP REFUND FORT CUSTER	100.00
03/27/2020	313044	DOW, ELIZABETH	TRIP REFUND FORT CUSTER	60.00
03/27/2020	313045	FRANK, KAREN	TRIP REFUND FORT CUSTER	50.00
03/27/2020	313046	GALE, ELSIE	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313047	GHERARDI, PATRICIA	TRIP REFUND KELLOGG MANOR HS	105.00
03/27/2020	313048	GRANDSTAFF, ANNE	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313049	GREGG, GLORIA	TRIP REFUND ESCAPE/MARGARITAVILLE	140.00
03/27/2020	313050	HANSON, BILL & KAY	TRIP REFUND FORT CUSTER	90.00
03/27/2020	313051	HIGGS, SUE	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313052	HIGGS, SUE	TRIP REFUND KELLOGG MANOR HS	110.00
03/27/2020	313053	HOLCOMB, STEPHEN	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313054	HOLCOMB, STEPHEN	TRIP REFUND KELLOGG MANOR HS	110.00
03/27/2020	313055	HOLMES, PEGGY	TRIP REFUND ESCAPE/MARGARITAVILLE	155.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/15/2020 to 3/28/2020

Page 11 of 12

Check Date	Check	Vendor Name	Description	Amount
03/27/2020	313056	HOOVER, GAIL	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313057	KANTZ, SANDRA	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313058	KEAN, MARGARET	TRIP REFUND ESCAPE/MARGARITAVILLE	140.00
03/27/2020	313059	KEANE, MARY ANN	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313060	KERSTETTER, VIOLET	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313061	KLIMEK, ROXANE	TRIP REFUND KELLOGG MANOR HS	110.00
03/27/2020	313062	KUZMITOWICZ, EDWARD & JOYCE	TRIP REFUND ESCAPE/MARGARITAVILLE	290.00
03/27/2020	313063	LANGEANCE, MARYLN	TRIP REFUND FORT CUSTER	50.00
03/27/2020	313064	LAWLER, DON & FAY	TRIP REFUND FORT CUSTER	90.00
03/27/2020	313065	LEE, BARBARA	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313066	LEWIS, BONNIE	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313067	MAAS, PAT	TRIP REFUND ESCAPE/MARGARITAVILLE	155.00
03/27/2020	313068	MASTIN, EUNICE	TRIP REFUND FORT CUSTER	60.00
03/27/2020	313069	MCCLURE, DENNIS & CAROLYN	TRIP REFUND FORT CUSTER	100.00
03/27/2020	313070	NICHOLS, TAMARA	TRIP REFUND FORT CUSTER	35.00
03/27/2020	313071	OSWALT, SHARON	TRIP REFUND ESCAPE/MARGARITAVILLE	140.00
03/27/2020	313072	OSWALT, SHARON	TRIP REFUND ONE DAY/FUN DAY	85.00
03/27/2020	313073	PARISH, DORIS	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313074	PETRULIO, MARY LOU	TRIP REFUND ESCAPE/MARGARITAVILLE	290.00
03/27/2020	313075	PROVOST, CONNIE	TRIP REFUND ESCAPE/MARGARITAVILLE	155.00
03/27/2020	313076	RAMBADT, DON & ANITA	TRIP REFUND FORT CUSTER	110.00
03/27/2020	313077	SHORT, MARY	TRIP REFUND ESCAPE/MARGARITAVILLE	145.00
03/27/2020	313078	SHORT, MARY	TRIP REFUND FORT CUSTER	50.00
03/27/2020	313079	SHORT, MARY	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313080	SMITH, LARRY & BABBETTE	TRIP REFUND ESCAPE/MARGARITAVILLE	290.00
03/27/2020	313081	SOKOLOWSKI, PAULINE	TRIP REFUND KELLOGG MANOR HS	110.00
03/27/2020	313082	SPARBEL, DEBORAH	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313083	STEPHENSON, SANDY	TRIP REFUND KELLOGG MANOR HS	115.00
03/27/2020	313084	TUESLEY, DORIS	TRIP REFUND FORT CUSTER	55.00
03/27/2020	313085	URFER, WILLIAM & JANET	TRIP REFUND FORT CUSTER	100.00
03/27/2020	313086	WATKINS, JOAN	TRIP REFUND ESCAPE/MARGARITAVILLE	140.00
03/27/2020	313087	WINTHER, ELIZABETH	TRIP REFUND FORT CUSTER	50.00
Total Paper Checks:				547,823.68

ACCOUNTS PAYABLE REGISTER

Page 12 of 12

Check Dates From: 3/15/2020 to 3/28/2020

Check Date	Check	Vendor Name	Description	Amount
Check Type: Auto-Pay Payment				
3/16/2020		CONSUMERS ENERGY	GAS-ELECTRIC	7,825.07
3/16/2020		RANDALL BROWN & ASSOC	ATTORNEY RETAINER	18,810.00
3/17/2020		CONSUMERS ENERGY	GAS-ELECTRIC	562.49
3/18/2020		CONSUMERS ENERGY	GAS-ELECTRIC	4,921.20
3/19/2020		CONSUMERS ENERGY	GAS-ELECTRIC	353.08
			Total Auto-Pay Payments:	32,471.84
			Grand Total:	1,354,998.27

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: City of Portage Support Emergency Operations Plan

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief
Stacy French, Assistant Fire Chief

ACTION RECOMMENDED: Adopt the City of Portage Support Emergency Operations Plan and authorize the City Manager to execute all document as written on behalf of the city.

On May 2, 1994, the City of Portage entered into an agreement with Kalamazoo County and became part of the Kalamazoo County Emergency Management Program. The program specifies the responsibilities of both parties in the event of an emergency. The Support Emergency Operations Plan (SEOP) describes an all-hazards approach the City of Portage uses in its response to emergencies and disasters. The SEOP assigns duties to the departments responsible for coordinating emergency response activities before, during and after any type of emergency or disaster. The goal of the SEOP is to coordinate response efforts to save lives, reduce injury and preserve the property of the community and its residents where possible. The SEOP addresses issues before and after an event, including assembling, mobilizing and coordinating teams in cooperation with the Kalamazoo County Office of Emergency Management (OEM). The SEOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP) Manuals.

The SEOP was developed by a Local Planning Team (LPT) consisting of key departments covering emergency functions such as Police, Fire, and Public Works. The SEOP must be signed by the Mayor each time it is updated, with the exception of minor updates (e.g. changing system names, grammar, spelling and/or layout changes), updates to the annexes, or updates to Incident Specific Procedures in Appendices). The attached SEOP amplifies information for reimbursable expenses relating to the COVID-19 pandemic.

It is recommended that City Council adopt the Support Emergency Operations Plan to allow for the continuity of operations between the City of Portage and the Kalamazoo County Office of Emergency Management and authorize the City Manager to execute all documents, as written, on behalf of the city.

FUNDING: N/A

Attachments: 1. Support Emergency Operations Plan



CITY OF PORTAGE

SUPPORT EMERGENCY OPERATIONS PLAN

All-hazards planning in support of the Kalamazoo County Emergency Operations Plan/Emergency Action Guidelines, for use in the event of disasters: natural, technological, human-related, or terroristic in origin.

Page intentional left blank

TABLE OF CONTENTS

Promulgation Document	i
Approval and Implementation	ii
Record of Revisions	iii
Record of Distribution	iv

Basic Plan:

Purpose	1
Scope	1
Authorities and References	1
Plan Development and Maintenance	1-2
Situation Overview	2
Planning Assumptions	3
Concept of Operations	3-4
Organization and Assignment of Responsibilities	4-6
Emergency Coordination Center (ECC)	6-7
ECC Activation Levels	7

Annexes:

Overview	8
Annex A, Direction, Control, and Coordination	9-11
Annex B, Public Safety – Police Services	12-13
Annex C, Public Safety - Fire Services	14-15
Annex D, Communications and Warning	16-17
Annex E, Public Works	18-19
Annex F, Mass Care, Emergency Assistance, Housing, and Human Services	20-21
Annex G, Public Information	22-23
Annex H, Damage Assessment	24-25

Appendix:

NIMS Training Guidance	26-27
Communications Interoperability	28-29

Terminology:

Glossary	30-37
Acronyms	38-39

Promulgation Document

Officials of the City of Portage, in conjunction with the County and State Emergency Management agencies, have developed the Support Emergency Operations Plan that will enhance emergency response capability of the City of Portage.

These guidelines will provide city officials with an integrated approach to incident management and an understanding of the five phases of an emergency/disaster: mitigation, preparedness, prevention, response and recovery. This plan and its provisions are effective upon the signature of the Mayor.

Patricia M. Randall - Mayor
City of Portage

Date

Joe La Margo - City Manager
City of Portage

Date

Nicholas Arnold -Director of Public Safety
City of Portage

Date

Julie M. Rogers - Chief Elected Official
County of Kalamazoo

Date

Timothy Snow - Clerk
County of Kalamazoo

Date

Richard C. Fuller III
Sheriff/Emergency Management Coordinator
County of Kalamazoo

Date

Michael A. Corfman
Emergency Management Director
County of Kalamazoo

Date

Approval and Implementation

The Support Emergency Operations Plan (SEOP) describes an all hazards approach the City of Portage uses in its response to emergencies and disasters. The SEOP assigns duties to departments responsible for coordinating emergency response activities before, during, and after any type of emergency or disaster. The SEOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOPs).

The goal of the SEOP is to coordinate response efforts in order to save lives, reduce injury, and preserve the property of the community and its residents where possible. The SEOP addresses issues before and after an event, including assembling, mobilizing and coordinating teams in cooperation with The Kalamazoo County Office of Emergency Management (OEM)

The SEOP will use a graduated response strategy, deploying assets as scope and severity dictate. The City of Portage will plan, prepare and activate resources during events that affect it at the State and local level.

The SEOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as Police, Fire, and Public Works. The LPT works to establish and monitor programs that reduce the potential for disasters and emergencies within the community. Through planning, review, and training, the LPT assists the OEM in developing and maintaining the Kalamazoo County Emergency Operations Plan (EOP). The SEOP must be signed by the Mayor each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling and/or layout changes
2. Updates to the annexes
3. Updates to Incident Specific Procedures in Appendices

These activities may be updated in the plan without the Mayor's signature by the following individuals:

1. City Manager or designee
2. Emergency Management Liaison – Assistant Fire Chief
3. Senior Deputy Fire Chief

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which provides the structure and mechanisms for a national level policy of incident response. NIMS provides an approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of size or complexity.” The SEOP has integrated NIMS concepts, including the Incident Command System (ICS), and its terminology to help incident managers operate in accordance with NIMS while using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use ICS to manage the incident and emergency resources.

This plan supersedes all previous plans.

Record of Revisions

The following is a list of revisions made to the SEOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

The following is a list of the individuals and departments assigned tasks or are otherwise addressed in this plan and have been provided a copy of the SEOP.

Title of Recipient	Name of Recipient	Department	Date	Number of Copies
City Manager's Office				
City Mayor/City Council				
City Attorney				
Director of Transportation & Utilities				
Director of Public Works				
Director of Parks and Rec				
Director of Community Development				
Finance Director				
City Clerk				
Technology Services Director				
City Assessor				
Shift Command Office – Police Div. Fire Div.				
Kalamazoo County Emergency Management Coordinator				
Senior Regional Manager SUEZ				
City Engineer				
Assistant to the City Manager				
Emergency Coordination Center Library				

Basic Plan

Purpose

The City of Portage has elected to incorporate its emergency response activates/plan into the Kalamazoo County Emergency Management Plan (KCEMP). As partners the City of Portage and the OEM share joint responsibilities, the SEOP identify these responsibilities and is to be used in concurrence with EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The City of Portage SEOP is scalable, adaptable and applied using an all hazards approach. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the SEOP when responding to an incident. Departments that are assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The City of Portage conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, City of Portage continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. City of Portage, local Emergency Management resolution,
3. City of Portage, adoption of the Support EOP,
4. Executive Directive No. 2005-09, the state adoption of the NIMS,
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
7. Federal Volunteer Act, 42 USC 14501

B. References used to develop the Support EOP:

1. National Incident Management System (NIMS),
2. National Response Framework (NRF),
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD),
4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this SEOP addresses the needs of the community and is consistent with the EOP, this document was developed in a cooperative effort between the City of Portage, its residents and the OEM. After the plan is adopted by resolution of the City Council and signed by the Mayor, City Manager, and Director of Public Safety, it is forwarded to the OEM. The plan will be implemented, tested, evaluated, and improved, all in accordance with the standards and currentness of the EOP.

This plan has been provided to all city departments, elected officials, the Office of Emergency Management and any agencies tasked with providing response capabilities within the document. It includes this basic plan, which provides an overview of the City's preparedness and response strategies and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. The City of Portage has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

1. The mitigation of potential hazards.
2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
4. Integration with the EOP, Kalamazoo County hazard mitigation plan, MEMP, etc.

- C. Community profile:

The City of Portage is located in the county of Kalamazoo. The community has a population of approximately 48,072 residents.

- D. Hazard and threat analysis:

According to the Kalamazoo County Hazard Mitigation Plan/Hazard Analysis, communities in the county are most vulnerable to: Tornadoes/Straight-line winds, Flooding events and Extreme cold/warm weather events. Additional hazards that have been identified include: Technological events including wide-spread communication and/or power outages as well as Hazardous Materials (HazMat) situations and transportation/rail/pipeline/facility emergencies.

Thirty-six (36) sites that contain reportable quantities of hazardous materials are located in the city. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the EPCRA. Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

- E. Relationship between the City of Portage and the OEM:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. To coordinate emergency management related matters with the OEM, the City of Portage has appointed the Assistant Fire Chief or their designee to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between the city and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in the City of Portage.
- B. Some incidents occur with enough warning that notification can occur ensuring the appropriate level of preparation. Other incidents happen with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, Mutual Aid Agreements (MAAs), Memorandums of Understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not supplant, relief provided by the city.
- D. All departments within the City of Portage that have been tasked in the plan are considered to be available to respond to an emergency incident or disaster. Departments will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When the City of Portage receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is ongoing; the SEOP is consistently being evaluated and improved.
- G. During an emergency or disaster, parts of the plan may need to be modified or augmented, if necessary, based on the situation.

Concept of Operations

- A. Activation of the SEOP and declaration of a local state of emergency:

When a threat is immediate or expected, the Emergency Management Liaison activates the local SEOP and the local ECC to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the Mayor may declare a local state of emergency for the City of Portage if circumstances indicate that an occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the Mayor, the Mayor Pro Tem is authorized to declare a local state of emergency. Should the Mayor and Mayor Pro Tem both be absent, the remaining members of the City Council may declare a local state of emergency by a majority vote. Upon the enactment of a local declaration, PA 390 authorizes the Mayor or their designee to issue directives ensuring the safety of people, property and environment, activation of the SEOP and ECC and should the need arise, institute travel restrictions on local roads. A local state of emergency shall not be continued or renewed for a period in excess of seven (7) days except with the consent of the city's governing body.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
 - 1. The Emergency Management Liaison will identify the threat, assess its likelihood of harm, and ensure that city's emergency response departments, elected officials and County EMC are notified of the situation.
 - 2. City departments assess the nature and scope of the emergency or disaster.
 - 3. If the situation can be handled locally, the following guidelines are used:

- a. The Emergency Management Liaison advises the City Manager and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the ECC. The ECC is located at 7830 Shaver Road, Portage Fire Division Station 12-1.
 - c. If the Mayor declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Director.
 - d. Emergency Response Departments are notified by the Emergency Management Liaison to report to the ECC through telephone, text, or other communication platforms.
 - e. The City Manager directs City departments and partner agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and/or travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local capacity, city resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate the Kalamazoo County Emergency Operations Center (EOC) and EOP (when necessary)
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMSHD District Coordinator
 - e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI-CIMS) online platform, by submitting and maintaining applicable MI-CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the city, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the Mayor.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. All City of Portage departments are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific Emergency Support Functions (ESF's). All departments are responsible for implementing pre-disaster activities to prevent, mitigate and

prepare for the various hazards that the City of Portage is vulnerable to. These activities include awareness training and public education, exercising, preparing SOPs and job guides, stockpiling equipment, regulating land-use, etc.

- The following table lists the established ESF's, assigned departments, primary points of contact, and phone numbers.

Emergency Support Function	Department	Primary Contact	Phone
ESF#5 – Direction, Control, and Coordination	City Manager Office	City Manager	269-329-4400
	Public Safety	Director of Public Safety	269-329-4561
ESF#13 – Police Services	Public Safety	Senior Deputy Police Chief	269-329-4564
ESF#4 and ESF#9 – Fire Services	Public Safety	Senior Deputy Fire Chief	269-329-4481
ESF#2 and ESF#15 – Communications and Warning	Public Safety	Director of Public Safety	269-329-4561
		Communications Manager	269-329-4405
ESF#3 – Public Works	SUEZ Water Technologies	Senior Regional Manager SUEZ	269-324-9231
	Department of Public Works	Director of Public Works	269-329-4442
ESF#2 and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services	Kalamazoo County Emergency Management Director	Kalamazoo County Emergency Management Director	269-383-8743
	American Red Cross (ARC)	ARC EM Coord.	833-583-3111
ESF#15 – Public Information	Office of City Manager	City Manager Information Coordinator	269-329-4405
ESF#5 and ESF#14 – Damage Assessment (DA)	City Assessors Office	City Assessor	269-329-4433

- All City of Portage departments contribute to the safety and welfare of the community. Each department employs and maintains equipment and staff that can be used in emergency response. If resource needs exceed the capabilities of the city, the Mayor may activate MOU's and pre-disaster contracts as necessary or request assistance from the EOC.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the review and maintenance of the SEOP.
 - b. Report to the local ECC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each department's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and any pertinent procedures and documents that impact the provision of emergency services in the city.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes identify the departments, agencies, and organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

EMERGENCY COORDINATION CENTER

The City ECC shall be activated whenever a local state of emergency has been declared or whenever the City Manager or Director of Public Safety deem it necessary. The SEOP has identified nine ESF's and the city departments who are responsible for carrying out the assigned tasks.

Additionally, the following departments may be called upon to provide logistical and planning support to the Incident Commander (IC) within the ECC:

- City Attorney and/or Assistant City Attorneys
- Chief Information Officer and/or Information Technology Staff
- Chief Financial Officer and/or Management Services Staff
- Human Resource Director and/or HR staff

The City of Portage ECC staff, under the direction of the City Manager and/or the Emergency Management Liaison, will oversee the City of Portage response to the emergency or disaster. Those bearing primary responsibility for staffing the ECC are responsible for designating an order of succession (one designated representative and two alternates). They should also make determinations as to the necessary support staff that will be needed to assist them in the performance of their functions as well as plan for the availability and support of outside organizations and resources.

If an emergency incident or disaster extend beyond the City limits or the nature of the incident is such that emergency operation functions would be more effectively applied at the EOC, the Public Safety Director or their designee may opt to assign City ECC staff to a combined City/County EOC.

ECC ACTIVATION LEVELS

The City of Portage utilizes a “local first responder” approach to disaster operations and recovery efforts. Utilizing capacity building in all phases of emergency response, allows emergencies to be resolved at the local lever whenever possible. Thus, the resources of local, state, and federal response agencies are utilized in a sequential order ensuring a rapid and efficient response. The City of Portage follows an ICS approach to incidents that allows for scalability and flexibility in the management of incidents, providing an organizational structure based upon the nature and type of emergency or disaster. The activation of the ECC has three levels of preparedness as outlined below:

Level 1 – Emergency Operations / Full Activation

- When an emergency or disaster has, or is likely to exceed the response capabilities of the City of Portage, where the combined effort of neighboring jurisdictions, county, region, and possibly the state are considered essential for effective response and recovery, the Mayor may declare a “Local State of Emergency” and initiate a Level 1 activation.
- An emergency declaration by the City of Portage is not a request for supplemental county, state, or federal assistance. It acknowledges that all entities have officially recognized the situation, and are taking necessary actions to respond to the emergency. The declaration however, must be issued before assistance can be requested and is necessary for legal justification for such assistance.
- Once a “local state of emergency” has been declared, the Emergency Management Liaison shall activate the ECC and staff it according to the nature and scope of the emergency or disaster.

Level 2 – Partial Activation

- A level 2 incident is outside the scope of normal operations. Typically, the incident has utilized mutual aid resources, or support services that are used to respond to a localized incident within the City of Portage. A level 2 response may or may not be accompanied by a local declaration of Emergency or Disaster.
- The Emergency Management Liaison may activate the ECC to support operations during this escalated response. A Level 2 activation shall result in a partial or tiered response to the ECC. General staff positions will be assigned and staffed as needed. The ECC may operate full-time with this reduced staffing or only during certain operational periods as determined by the Emergency Management Liaison.

Level 3 – Monitoring and Assessment

- During a Level 3 mode, emergency management officials within the Department of Public Safety and Department Public Works shall monitor local incidents and provide assistance if required. Level 3 operations do not require ECC support, however the ECC may be activated if it is determined that the emergency response activities would be improved.

ANNEXES

The annexes attached to the Plan describe an all-hazard approach and include the roles and responsibilities that each department should consider during a disaster or emergency. Each annex contains: the departments responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Public Safety – Police Services

Annex C, Public Safety - Fire Services

Annex D, Communications and Warning

Annex E, Public Works

Annex F, Mass Care, Emergency Assistance, Housing, and Human Services

Annex G, Public Information

Annex H, Damage Assessment

ANNEX A**DIRECTION, CONTROL, AND COORDINATION**

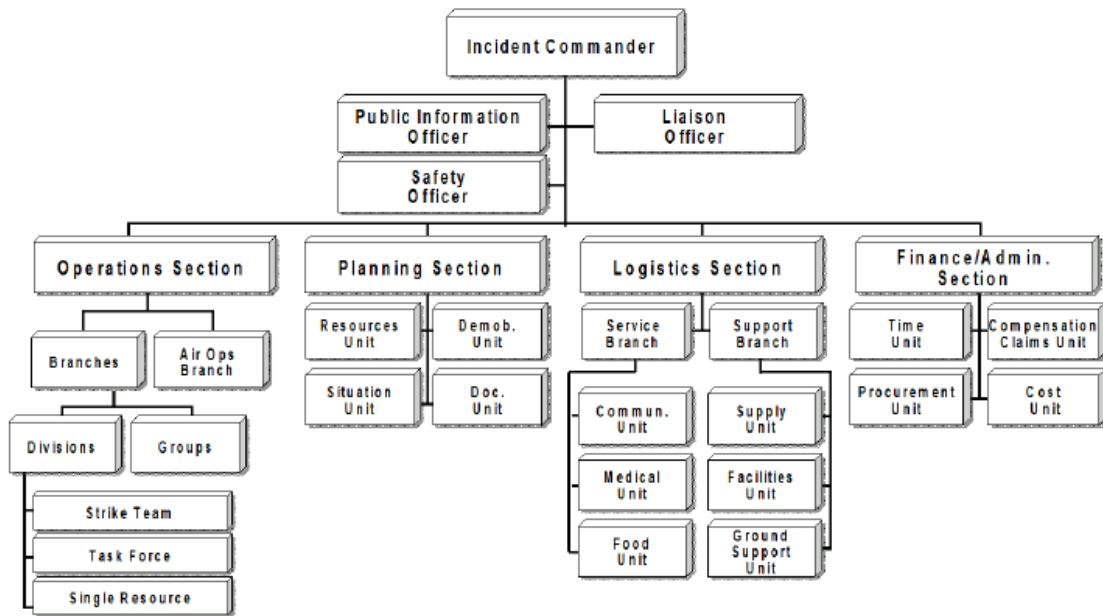
The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local ECC, the facilitation of incident management, response, and recovery efforts, and coordination with the KCEMP.

Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) of the EOP: Annex Q, Operations Section Chief / Chief Executive Official ESF#5

Responsible Department: City Manager's Office & Public Safety

Direction, Control, and Coordination Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the ECC and implement the plan.
	ECC operations
	Activate the ECC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the ECC. (Field operations at the Incident Command Post (ICP) are required to utilize ICS.)
	Maintain administrative materials for the ECC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the SEOP and ECC SOPs are available to ECC staff.
	Coordinate ECC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on city roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies and departments
	Advise the County EMC of the situation and maintain liaison with the KCEMP.
	Establish communications with and provide support to the ICP.
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure

DIRECTION, CONTROL, AND COORDINATION

The following department is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
City Manager's Office Portage Department of Public Safety	City Manager Director of Public Safety

The line of succession for the City Manager for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Deputy City Manager	City of Portage – City Manager's Office
Director of Public Safety	Portage Department of Public Safety
Senior Deputy Fire Chief	Portage Department of Public Safety

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Deputy Chief Public Safety – Administration	Portage Department of Public Safety
Senior Deputy Fire Chief – Fire Division	Portage Department of Public Safety
Senior Deputy Police Chief – Police Division	Portage Department of Public Safety

The City Manager and Emergency Management Liaison are responsible for reporting or delegating an individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CITY MANAGER	DATE
SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B**PUBLIC SAFETY – POLICE SERVICES**

The Public Safety - Police function primary concern is ensuring the safety of all citizens, followed by maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) of the EOP: Annex M, Law Enforcement Branch / Operations Section / ESF-13

Responsible Department: Public Safety - POLICE

Public Safety – Police Services Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the ECC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the Governor or City Manager.
	Enforce evacuation orders and assist in evacuations.
	Ensure jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement Urban Search and Rescue (US&R) capabilities.
	Investigate incident and provide intelligence to local, county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works department move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and placing the appropriate signage.
	Assistance to other departments and agencies
	Assist warning the public when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster or emergency.

PUBLIC SAFETY – POLICE SERVICES

The following departments are responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Portage Department of Public Safety	Director of Public Safety

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Senior Deputy Police Chief – Police Division	Portage Department of Public Safety
Lieutenant Patrol– Police Division	Portage Department of Public Safety
Lieutenant Detectives – Police Division	Portage Department of Public Safety

The Senior Deputy Police Chief is responsible for reporting or delegating another individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF POLICE SERVICES OFFICIAL	DATE

ANNEX C**PUBLIC SAFETY - FIRE SERVICES**

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an emergency or disaster response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) of the EOP: Annex I, Fire Services Branch / Operations Section / ESF-4, 9, 10

Responsible Department: Public Safety - FIRE

Public Safety Fire Services Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the ECC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the KCEMP, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other departments and agencies
	Advise ECC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in Damage Assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

PUBLIC SAFETY - FIRE SERVICES

The following department is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Portage Department of Public Safety	Director of Public Safety

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Senior Deputy Fire Chief – Fire Division	Portage Department of Public Safety
Assistant Chief – Fire Division	Portage Department of Public Safety
Fire Marshal – Fire Division	Portage Department of Public Safety

The Senior Deputy Fire Chief or designee is responsible for reporting or delegating another individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Fire Division Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX D**COMMUNICATIONS AND WARNING**

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning notifications and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the ECC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) of the EOP: Annex D, Communications and Warning Unit / Support Branch / Logistics Section / ESF-2

Responsible Department: Public Safety and Technology Services

Communications and Warning Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the ECC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all departments, organizations, and agencies represented in the local ECC. Available channels for establishing communications include telephone, cell phone, radios, pagers, etc.
	Coordinate communications between the ECC and EOC. Using established channels of communications (telephone, cell phone, radios, pagers, etc.)
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the City Manager or Emergency Management Liaison. Warning methods may include: sirens, door-to-door notification, public wireless notifications, etc.
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations: schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.
	Ensure that the public warning system includes notification for residents with access and functional needs.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the City Manager or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following department is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Public Safety	Director of Public Safety

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Communications Manager	Office of City Manager
City Clerk	Office of City Clerk
Director of Technology Services	Office of Technology Services

The City Manager, Director of Public Safety, or designee is responsible for reporting or delegating another individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX E**PUBLIC WORKS**

Public Works is responsible for: conducting pre and post-incident assessments, ensuring critical services, provide technical assistance, engineering expertise, construction management, emergency repair to both damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

Public Works will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) of the EOP: Utilities Unit / Services Branch / Logistics Section / ESF-3

Responsible Department: Public Works

Public Works Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the ECC and implement the plan
	Response activities
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	Damage Assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide Damage Assessment (DA) information for roads, bridges, buildings, infrastructure, etc. to Assessors Office.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to other departments and agencies
	Assist in identifying access control areas.
	Assist with Urban Search & Rescue (US&R), if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to ECC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the ECC staff.
	In conjunction with County Public Health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS

The following departments are responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Department of Public Works	Director of Public Works

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Deputy Director of Public Works	Department of Public Works
Streets Superintendent	Department of Public Works
Deputy Director Fleet & Facilities	Department of Public Works

The Director of Public Works or designee is responsible for reporting or delegating another individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

ANNEX F**MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

This function is concerned with providing life-sustaining assistance to disaster survivors through; mass care, emergency assistance, housing, and human services. Including those individuals that require Functional Needs Support Services.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the EOP: Annexes K, P, and T, Human Services Unit / Services Branch / Logistics Section / ESF-6

Responsible Department: Kalamazoo County Emergency Manager & American Red Cross

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another representative from the department to staff the ECC and implement the plan.
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the KCEMP, the ARC and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with organizations in the community that work with populations with access and functional needs.
	Protective action
	Coordinate transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care at shelters or provide commodity distribution, short-term care, and respite care for those who are located in non-evacuation zones.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of pets that are brought to shelters by evacuees (only service animals* are allowed in ARC approved shelters).
	Pre-identified shelter locations include: (shelter locations; information on pre-identified shelter locations should be available from the KCEMP or ARC)

*The Department of Justice issued revised ADA regulations which cover Title II (state and local government programs) and Title III (places of public accommodation, such as restaurants or retail merchants), which took effect March 15, 2011. These regulations revise the definition of service animal and add additional provisions. *To determine if an animal is a service animal, a public entity or a private business may ask two questions:* • *Is this animal required because of a disability?* • *What work or task has this animal been trained to perform?*

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
American Red Cross	Disaster Services Coordinator

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Disaster Services Coordinator	American Red Cross
Assistant Disaster Services Coordinator	American Red Cross
Emergency Preparedness Coordinator	Kalamazoo County Health and Community Services

The County Emergency Management Director is responsible for delegating another individual as needed, to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

ANNEX G**PUBLIC INFORMATION**

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the EOP: Annex S, Public Information Officer / Chief Executive Official / ESF-5, 15

Responsible Department: City Manager's Office

Public Information Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the ECC and implement the plan.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the ECC and/or the ICP.
	Prepare and disseminate press releases, reviewed and approved by The Mayor and City Manager.
	Verify any information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by department representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the City Manager and the media.
	Monitor all forms of media, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following department is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
City Manager's Office	City Manager

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
Communications Manager	City Manager's Office
Deputy City Manager	City Manager's Office
City Clerk	Office of the City Clerk

The City Manager or designee is responsible for reporting or delegating another individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H**DAMAGE ASSESSMENT**

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. An accurate DA is a necessary part of the recovery phase and information gathered may be used to justify potential state or federal funding, declarations of a state of emergency, and a disaster proclamation. An accurate DA is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The DA Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the County EOP: Annex E, Damage Assessment Unit / Planning Section / ESF-14

Responsible Department: Director of Community Planning and Development

Damage Assessment Checklist

	Report to the ECC, when activated, for scheduled exercises and disasters, or delegate another from the department to staff the ECC and implement the plan.
	Damage Assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination Damage Assessment information
	Provide an initial DA to ECC staff.
	Provide and verify DA information to the City Manager and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the ECC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the KCEMP for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following department is responsible for this annex:

DEPARTMENT	TITLE OF CONTACT
Office of the City Assessor	City Assessor

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	DEPARTMENT
City Assessor	Office of the City Assessor
Deputy City Assessor	Office of the City Assessor
Director of Community Development	Office of Community Development

The City Assessor is responsible for reporting or delegating another individual from their department to report to the ECC during scheduled exercises or emergencies to coordinate and represent the DA function.

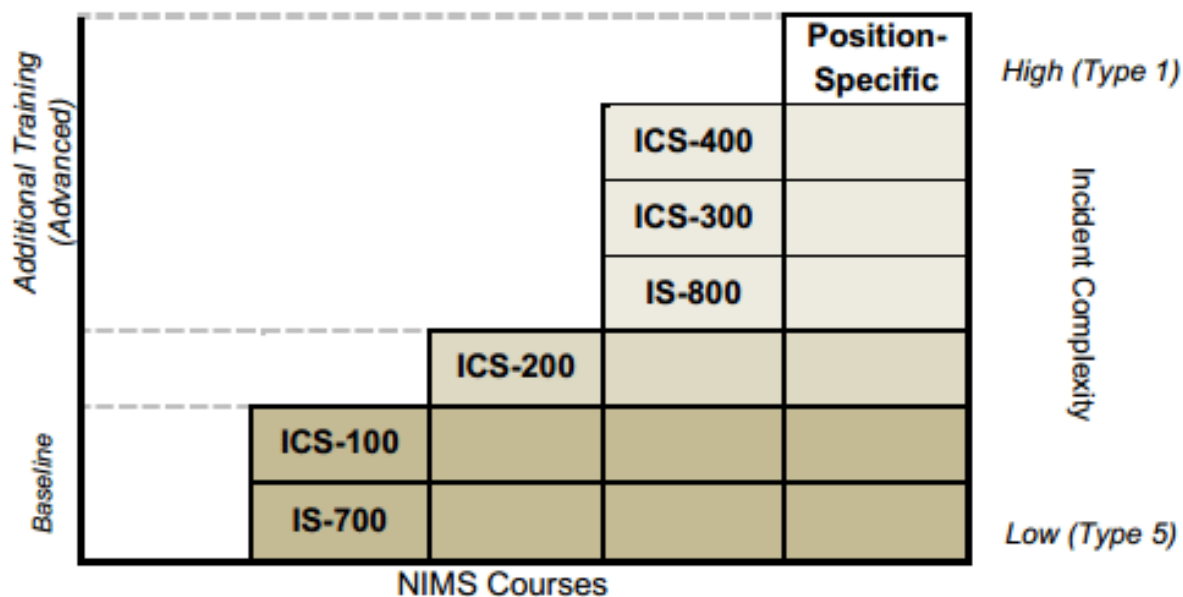
SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING GUIDANCE

NIMS provides a systematic and proactive approach to governmental, nongovernmental, and private sector organizations allowing them to work seamlessly to prevent, respond to, and recover from, disasters and emergencies. Regardless of cause, size, location, or complexity, NIMS goal is to reduce the loss of life, mitigate damage to property, and lessen harm to the environment wherever possible.

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

Everyone involved in emergency management (including emergency operation center personnel in support of the field), regardless of discipline or level of government, should take the NIMS baseline curriculum courses (Independent Study-700 and ICS-100). Incident command occurs in the field; therefore, FEMA recommends that only individuals with a command and general staff role take advanced ICS courses. Fulfilling the training associated with this plan helps organizations, departments, and agencies to develop preparedness capabilities for effective and efficient incident management. As a result, trained staff are potentially deployable to support incident management in other jurisdictions.



As illustrated above, the NIMS Training Program identifies those courses critical to train personnel capable of implementing all functions of emergency management. This program establishes the NIMS core curriculum to ensure it adequately trains emergency and incident response personnel to all concepts and principles of each NIMS component.

Portage Public Safety has committed to being a NIMS compliant organization. In order to be NIMS compliant, all responding departments need to complete certain training. Most personnel will only need to complete the baseline self-guided online courses, but depending on an individual's response role or specialty qualifications, they may be required to take several courses.

Personnel completing IS-100, IS-200, IS-700, and IS-800 online must provide a copy of the course certificate or an EMI transcript to their emergency services coordinator or their designee.

ICS-100 is available online at: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

ICS-200 is available online at: <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

IS-700 is available online at: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

IS-800 is available online at: <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c>

ICS-300 and 400 are delivered in a classroom setting only. These courses are not suitable for online training since they both require a high level of interaction among participants and completion of complex classroom activities in order to meet the training objectives. These classes can be scheduled through your local Office of Emergency Management or Regional Healthcare Coalition.

Implementing the NIMS Training Program is a critical component of the National Training Program, mandated by the Post-Katrina Emergency Management Reform Act of 2006. A well-developed NIMS training program that both guides and promotes NIMS training is vital to its successful implementation.

For more information on NIMS training and resources, go to:

<https://training.fema.gov/emiweb/is/icsresource/index.htm>

However, NIMS training is just one component of a comprehensive emergency management program, which requires a continuous cycle of planning, organizing, equipping, exercising, evaluating, and taking corrective action.

The City of Portage recognizes that the NIMS national training program must be more than a plan to train emergency management personnel only, but part of a holistic foundational approach, which dictates functional capabilities for the cities disaster response.

COMMUNICATIONS INTEROPERABILITY GUIDANCE

The City of Portage recognizes the need for interagency communication, interoperability, and cooperation. Portage Public Safety; Fire and Police Services, OEM and EMS all have well-established interoperability capabilities and mutual aid agreements in place. While these plans and agreements formally extend beyond jurisdictions, they tend to remain intra-disciplinary in practice. Today's public safety realities highlight the need for agencies to work together to establish communications interoperability and mutual aid plans—not only across traditional jurisdictional boundaries—but across disciplines as well.

To strengthen communications among disciplines, the Portage Department of Public Safety as well as its various public service departments, have worked cooperatively to develop an intra-jurisdictional interoperability solution. This solution establishes dedicated radio channels with procedures that are accessible on communication equipment used by public works, public safety, and public/private partners.

The principal objective of the intra-jurisdictional interoperability channels is to provide key decision makers a real-time means of direct voice communications. Not only will this enhance the efficiency of a multi-agency response, it will save lives by quickly disseminating mission critical information to and from emergency first responders.

The purpose of this guidance is to delineate the authority, roles, and procedures for city agency supervisory personnel to use the intra-jurisdictional interoperability channels. This guidance also recognizes a number of interoperable communications alternatives which allows the cities personnel communicate more effectively during critical incidents.

INTEROPERABILITY GUIDANCE.**A. Telephone:**

Telephone circuits may be inoperable. If the telephone system is operable, calls should be routed in accordance with the ECC phone list.

B. Michigan Critical Incident Management System (MI-CIMS - WebEOC) Internet portal:

MI-CIMS will be utilized to coordinate message traffic from the Portage ECC to the EOC. In-house internet connectivity may be inoperable due to phone line damage. Consider the Department's Mobile Data system as it may be operable utilizing commercial or First Net wireless systems.

C. Two-Way Radio:**1. 150 MHz Frequency Band.**

150 MHz radios will be used as communications for field and operational units that employ this band as primary communications. The following frequencies / designators will be used as noted:

- a. **Portage Admin Channel** –Field Command to Area Command, Damage Assessment.
154.2650 MHz, PL 179.9
- b. **State Fire Coordination – STATE Fire**, - Field Staging Coordination. Simplex: 154.2950 MHz, PL 179.9 (Tx only, open squelch Rx)
- c. **Countywide Coordination Repeater COUNTYWIDE** – Wide area coordination and communications to the EOC, not a working tactical channel. Duplex: RX 155.6850 MHz PL 179.9; TX 159.2325 MHz, PL 186.2
- d. **County FIRETAC 10** - Field Fire & Rescue Operations. Simplex 156.2175 MHz, PL 179.9

- e. **State Medical Scene Coordination** ("MEDCOM355") - EMS Operations. Simplex 155.3550 MHz, PL 210.7

2. 800 MHz Frequency Band and Michigan Public Safety Communications System (MPSCS).

800 MHz radios will be used as primary communications for Executive coordination activities.

The following Talkgroups will be used as noted:

- a. **39PFD1** ECC to Incident/Unified/Area Command
- b. **39EM1** ECC to EOC
- c. **39COM** ECC to Field Support Unit Supervisors (KCSO, KCRC, etc.)
- d. **R5SPEV7** As needed for coordination between County & Regional agencies.
- e. **39E911** County Medical Coordination
- f. **MEDCOM5** 5TH District Medical Communications & Control, Air medical requests
- g. **AIRLZ1, AIRLZ2** Landing zone coordination for medical helicopters
- h. **8TAC91D thru 94D** Unit to Unit direct frequencies, local area communications

3. Radio Amateur Citizens Emergency Services (RACES).

The Kalamazoo County RACES organization is the volunteer communications group of the OEM. They are trained and credentialed radio operators, and are utilized when all other forms of communications are inoperable or overloaded. Additionally, they have the ability to effectively transmit messages over unconventional modes of communications. OEM may assign a RACES member to your ECC or your Damage Assessment team(s) to enhance the flow of real-time data back to the EOC.

GLOSSARY OF TERMS

Access and Functional Needs- Individual circumstances requiring assistance, accommodation, or modification for mobility, communication, transportation, safety, health maintenance, etc., due to any temporary or permanent situation that limits an individual's ability to take action in an emergency

Agency—A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Administrator/Executive - The official responsible for administering policy for an agency or jurisdiction.

Agency Representative—A person assigned by a primary, assisting or cooperating federal, state, local or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command—An organization established (1) to oversee the management of multiple incidents that are each being handled by and ICS organization with an Incident Commander or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area command may be established at and EOC facility or at some location other than and ICP.

Assisting Agency- An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Authority Having Jurisdiction (AHJ)- An entity that has the authority and responsibility for developing, implementing, maintaining, and overseeing the qualification process within its organization or jurisdiction. This may be a state or Federal agency, training commission, NGO, private sector company, or a tribal or local agency such as a police, fire, or public works department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team (e.g., an IMT).

Available Resources—Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area. Resource becomes "Assigned" when given a work task.

Awareness—The continual process of collection, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Casualty—Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident—Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command—A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff—In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Cooperating Agency- An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Critical Infrastructures—Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority - A statement that the agency executive delegating authority and assigning responsibility provides to the Incident Commander. The delegation of authority can include priorities, expectations, constraints, and other considerations or guidelines, as needed.

Disaster—See Major Disaster.

Emergency—As defined by the Stafford Act, an emergency is “any occasion or instance for such, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Coordination Center (ECC) - The physical location at which the coordination of information and resources to support incident management activities that normally takes place at the Local or Agency level. An ECC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction or agency. ECCs are activated when the local jurisdiction or agency implements the provisions of their local or agency emergency support plan. All activities from that jurisdiction or agency are then coordinated through their ECC, and additional requests for support are routed to the County EOC.

Emergency Operations Center (EOC)—The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place at the County level. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (eg, fire, law enforcement, and medical services), by jurisdiction (eg, federal, state, regional, county, city, tribal) or by combination thereof.

Emergency Operations Plan (EOP)—The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Support Function (ESF)—A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to state, local, and tribal governments or to federal departments and agencies conduction missions of primary federal responsibility.

FirstNet—First Responder Network Authority of the United States. Created under the Middle Class Tax Relief and Job Creation Act of 2012 (MCTRJCA) as an independent authority within the National Telecommunications and Information Administration (NTIA). The purpose of FirstNet is to establish, operate, and maintain an interoperable public safety broadband network. To fulfill these objectives, Congress allotted \$7 billion and 20 MHz of valuable radio spectrum (“D” Block or LTE Band 14) to build the network.

Hazard—Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation—Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Hazardous Material—A substance or material, including a hazardous substance capable of posing an unreasonable risk to health, safety, and property.

Hazardous Substance—As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. §6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. §7521 et seq); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act 15 U.S.C. §2601 et seq.).

Homeland Security Presidential Directive 5—Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. This management system would cover the prevention, preparation, response, and recovery of terrorist attacks, major disasters, and other emergencies. The implementation of such a system would allow all levels of government throughout the nation to work efficiently and effectively together. The directive gives further detail on which government officials oversee and have authority for various parts of the national incident management system.

Incident—An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP)—An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for the management of the incident during one or more operational periods.

Incident Command Post (ICP)—The filed location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS)—A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC)—The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management- The broad spectrum of activities and organizations providing operations, coordination, and support applied at all levels of government, using both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Assistance Team (IMAT) - A team of ICS-qualified personnel, configured according to ICS that deploy in support of affected jurisdictions and/or on scene personnel.

Incident Management Team (IMT)—The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation—Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident of National Significance—Based on criteria established in HSPD-5, an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, non-governmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Infrastructure—The human-made physical systems, assets, projects and structures, publicly and/or privately owned that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems and roads.

Initial Actions—The actions taken by those responders first to arrive at an incident site.

Initial Response—Resources initially committed to an incident.

Initial Response Resources (IRR)—Disaster support commodities that may be pre-staged, in anticipation of a catastrophic event, at a federal facility close to a disaster area for immediate application through an NRP ESF operation. The initial response resources are provided to victims and all levels of government responders immediately after a disaster occurs. They are designed to augment state and local capabilities. DHS/EPR/FEMA Logistics Division stores and maintains critically needed initial response commodities for victims and responders and pre-positions supplies and equipment when required. The initial response resources include supplies (baby food, baby formula, blankets, cots, diapers, meals ready-to-eat, plastic sheeting, tents, and water) and equipment (emergency generators,

industrial ice-makers, mobile kitchen kits, portable potties with service, portable showers and refrigerated vans).

Joint Information Center (JIC) - A facility in which personnel coordinate incident related public information activities. The JIC serves as the central point of contact for all news media. Public information officials from all participating agencies co-locate at, or virtually coordinate through, the JIC.

Jurisdiction—Jurisdiction has two definitions depending on the context:

- A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (eg, city, county, tribal, state or federal boundary lines) or functional (eg, law enforcement, public health).
- A political subdivision (e.g., municipality, county, parish, state, Federal) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Liaison Officer—A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies and most Non-Governmental Organizations or NGOs.

Local Government—A county, municipality, city, town, township local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit cooperation under state law), regional or interstate government entity, or agency tribe or authorized tribal organization or other public entity (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2136, et seq. (2002).)

Major Disaster—As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of state, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Michigan Critical Incident Management System (MI-CIMS)—is a statewide, secure system that provides specialized tools for managing crisis information and emergency response, as well as non-emergency events. MI-CIMS provides real-time information to authorized users anywhere internet access is available with permissions based on incidents and positions. The system is capable of managing multiple incidents simultaneously yet separately.

Michigan Public Safety Communications System—Infrastructure that provides statewide radio communication for first responders. Including a secure framework for interoperable communications among local, state, federal, tribal and private partners. It provides rapid response and facilitates cooperation of emergency personnel through statewide coverage and advanced technology

Mitigation—Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, flood plain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can

include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization—The process and procedures used by all organizations – federal, state, local, and tribal – for activating assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Group (MAC Group)- A group, typically consisting of agency administrators or executives from organizations, or their designees, that provides policy guidance to incident personnel, supports resource prioritization and allocation, and enables decision making among elected and appointed officials and senior executives in other organizations, as well as those directly responsible for incident management. Can also be called the Policy Group.

Mutual Aid Agreement—Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment and/or expertise in a specified manner.

National—of a nationwide character, including the federal, state, local and tribal aspects of governance and policy.

National Disaster Medical System (NDMS)—A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patient to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS)—A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems, training, identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Non-governmental Organization (NGO)—A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based groups, relief agencies, organizations that support people with access and functional needs, and animal welfare organizations. The American Red Cross is also considered a NGO.

Preparedness—The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention—Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full

nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disruption illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector—Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program—The program administered by FEMA that provides supplemental federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health—Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information- Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO)—A member of the Command Staff responsible for interfacing with the public and media or with other organizations and agencies with incident-related information requirements.

Public Works—Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Recovery—The development, coordination, and execution of service-and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, non-governmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measure for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources—Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response—Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Situation Assessment—The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision-makers, can provide a basis for incident management decision-making.

Situation Report (SitRep)- Confirmed or verified information regarding the specific details relating to an incident.

Status Report- Reports, such as spot reports, that include vital and/or time-sensitive information. Status reports are typically function-specific, less formal than situation reports, and are not always issued on a specific schedule

Terrorism—Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat—An indication of possible violence, harm, or danger.

Unaffiliated Volunteer—An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergency” volunteer.

Unified Command (UC)—An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Unsolicited Goods—Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Volunteer—Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Weapon of Mass Destruction (WMD)—As defined in Title 18, U.S.C §2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge or more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism, or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Wireless Priority Service (WPS)—WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

LIST OF ACRONYMS

The following are acronyms used in this Guide.

ARC	American Red Cross
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
DHS	Department of Homeland Security
DA	Damage Assessment
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operating Center
EOP	Emergency Operations Plan
EPCA	Emergency Planning Community Right-to-know Act
EMHSD	Emergency Management and Homeland Security Division (MSP)
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HSPD	Homeland Security Presidential Directive
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
KCEMP	Kalamazoo County Emergency Management Plan
KCOEM	Kalamazoo County Office of Emergency Management
LEIN	Law Enforcement Information Network

LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MEMP	Michigan Emergency Management Plan
MI-CIMS	Michigan Critical Incident Management System
MOU	Memorandum of Understanding
MPSCS	Michigan Public Safety Communications System
MSP	Michigan State Police
MUSAR	Michigan Urban Search and Rescue
NAWAS	National Warning System
NIMS	National Incident Management System
NRF	National Response Framework
MDOT	Michigan Department of Transportation
NWS	National Weather Service
OEM	Office of Emergency Management
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
SARA	Superfund Amendments and Reauthorization Act
SEOP	Support Emergency Operations Plan
SOP	Standard Operating Procedure
US&R	Urban Search and Rescue
WMD	Weapons of Mass Destruction

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Water/Sewer Utility Bill Late Fees Resolution

SUPPORTING PERSONNEL: William Furry, Director of Finance

ACTION RECOMMENDED: Adopt the Resolution Regarding Water/Sewer Utility Bill Late Fees; Reconnection of Water Service and Discontinuance of Shut Off.

To ensure City of Portage residents have access to clean water in their homes during the COVID-19 pandemic, Governor Gretchen Whitmer issued Executive Order 2020-28, requiring that a public water supply must restore water service to any occupied residence where water service had been turned off due to non-payment of charges. Following the normal water shut-offs in January and February, all residences that remained shut off were visited by Suez to verify occupancy status, and water service was restored to any legally occupied home.

Due to job uncertainty during the pandemic, it is expected that the number of delinquencies will increase, so late fees were not added to delinquent bills in March, with the intent of continuing the waivers for six months, as banks are doing with loan interest accruals. City ordinance requires a late fee charge on delinquent water and sewer accounts. This resolution allows City Administration to temporarily waive late fees for utility bills thru August 2020 with no penalties applied to each of the three monthly utility billing cycles twice. Cycles billed in June, July, and August would have fees waived until the next billings.

It is recommended that City Council approve the Resolution Regarding Water/Sewer Utility Bill Late Fees; Reconnection of Water Service and Discontinuance of Shut Off.

FUNDING: N/A

Attachments: 1. Water/Sewer Utility Bill Late Fees Resolution - Approved as to Form

**CITY OF PORTAGE, MICHIGAN
RESOLUTION REGARDING WATER/SEWER UTILITY BILL LATE FEES; RECONNECTION
OF WATER SERVICE AND DISCONTINUANCE OF SHUT OFF**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 2020 at 7:00 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT:_____

ABSENT:_____

The following resolution was offered by:

COUNCILMEMBER:_____ and supported by

COUNCILMEMBER:_____

WHEREAS, on March 10, 2020 Michigan Governor Gretchen Whitmer Executive Order 2020-04 declared a state of emergency in response to the COVID-19 (Coronavirus) outbreak;

WHEREAS, the Governor's Executive Order 2020-42 directs residents to stay at home or in at their place of residence (with certain exceptions) and is construed broadly to prohibit in-person work not necessary to sustain or protect life effective April 9, 2020 continuing through April 30, 2020;

WHEREAS, in connection with declaring a state of emergency the Governor has issued a series of other Executive Orders necessary to protect life and property and to bring the emergency situation under control, including mitigation strategies aimed at slowing or arresting the spread of the Coronavirus which includes directions for social distancing, proper hand hygiene and respiratory etiquette;

WHEREAS, to mitigate the spread of Covid-19, protect the public health, and avoid needless deaths, it is crucial that citizens remain in their homes and residences to the greatest extent possible and wash their hands thoroughly and regularly. The provision of clean water to residents is essential to human health and hygiene and to the public safety.

WHEREAS, due to this need to ensure that residents have access to clean water at home during the Covid-19 pandemic the Governor issued Executive Order 2020-28 requiring that a public water supply must restore water service to any occupied residence where water service

has been shut off due to nonpayment of a bill, as long there is no reason to believe that reconnection would create a risk to public health;

WHEREAS, Executive Order 2020-28 also requires a public water supply to file or report with the State Emergency Operations Center regarding access to water in their service areas no later than April 12, 2020 and describes the content of said report;

WHEREAS, due to job uncertainty and the wide spread financial effects created by the pandemic and the City administration having to adapt to requirements for remote/reduced staffing and limitations of in-person contact, the City Council has adopted this Resolution to assist its residents;

WHEREAS, it is recognized that while timely and regular payment of utility bills is crucial to the City's Utility Fund cash flow, given the present state of emergency and the resulting financial burdens on residents, relief is needed regarding the timing of utility bill payment as set for in this Resolution,

WHEREAS, given that Executive Order 2020-28 became effective on March 28, 2020, the City administration has taken action from that time under the Executive Order to reconnect occupied residences and has discontinued shut-off of water for nonpayment of utility bills to all residentially occupied properties.

NOW, THEREFORE, BE IT RESOLVED THAT based on the Governor's Executive Order 2020-28, and in response to the present financial conditions the pandemic has caused to some residents, the City Council hereby takes the following actions:

1. That beginning March 28, 2020 the City will temporarily discontinue water shut-offs during the Covid-19 state of emergency declared by Governor Whitmer for any occupied residence due to nonpayment of a utility bill. Shut-offs for nonpayment will temporarily cease to ensure citizens have the ability to practice recommended personal hygiene measures to prevent the spread of Coronavirus. All actions taken by the City administration pursuant to Executive Order 2020-28 previous to the effective date of this Resolution to comply with said order are confirmed and ratified.
2. That beginning March 28, 2020 all water service shall be restored to any occupied residence where water services have been shut-off due to nonpayment of a utility

bill so long as there is not a reason to believe that reconnection would create a risk to public health. All actions taken by the City administration pursuant to Executive Order 2020-28 previous to the effective date of this Resolution to comply with said order are confirmed and ratified.

3. Pursuant to Executive Order 2020-28, the City administration shall comply with all reporting requirements therein and continue to provide such reports and information as required by the State Emergency Operations Center.
4. For water/sewer bills issued in June, July, and August of 2020, the City administration shall not assess late fees if said bills are paid in full by the next regular payment date.
5. For any water/sewer bills that are not paid as noted above, the City administration will assess normal late fees, but using the new due date as the due date for late fee purposes.
6. With the exception of the water/sewer utility bills referenced in the paragraphs above, all future bills must be paid in a timely fashion to avoid penalties and interest.
7. The temporary waiver of late fees above does not apply to any water/sewer bill that was already past due with late fees currently due.
8. All reconnection fees normally imposed for a connection due to nonpayment of a bill are waived if such reconnection is performed pursuant to Executive Order 2020-28.
9. All ordinances, resolutions and rules to the extent they may be inconsistent with this Resolution are suspended.
10. Although shut-offs are not occurring as stated in this Resolution, the City reminds all customers of the utility that they are responsible for all water service costs that continue to accrue. Customers should continue to make their normal quarterly utility bill payment. Customers can make water payments at the City website at portagemi.gov to make online payments. Customers can also make payments by telephone calling 866-270-5701 or via check or money order mailed to City Hall. For all questions regarding City of Portage services and utility payments please call 269-329-4455.

BE IT FURTHER RESOLVED that all ordinances, resolutions and rules or parts thereof, are, to the extent of any conflict or inconsistency with this Resolution, suspended for the time period so stated herein.

This Resolution becomes effective upon adoption.

ADOPTED: _____, 2020

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

Erica Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2020, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2020.

Erica Eklov, City Clerk

Prepared by:
RANDALL L. BROWN
City Attorney
1662 East Centre Avenue
Portage, Michigan 49002
Phone: (269) 323-8812

Approved as to form

Date: 4/1/20

RLB
City Attorney

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Appointment of City Council Liaison to the Portage Community Center Board of Directors

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Approve Mayor Patricia M. Randall's appointment of Councilmember Lori Knapp as the City Council liaison to the Portage Community Center Board of Directors.

The City of Portage and Portage Community Center have a long history of working together for the betterment of the community. To further enhance this relationship, the Portage Community Center (PCC) Board of Directors and its Executive Director, Chris Buckley, are supportive of a Councilmember being appointed to serve as a City Council liaison to the PCC Board of Directors in an advisory, non-voting capacity. The City Attorney has been consulted and agrees that any potential conflict of interest would be greatly reduced, if not eliminated, by this role on the PCC Board being advisory and non-voting.

Councilmember Lori Knapp is a former PCC Board Member and President, and would be most suitable for this appointment.

It is recommended that City Council approve Mayor Patricia M. Randall's appointment of Councilmember Lori Knapp as the City Council liaison to the Portage Community Center.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: 2020 Utility Rate Financial Study

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Establish a public hearing on April 28, 2020, to consider resolutions to adopt the:

1. recommendation that the sewer commodity rate remain at \$4.60 per 1,000 gallons of metered water;
2. recommendation that the water commodity rate remain at \$3.14 per 1,000 gallons of metered water;
3. recommendation that the sewer and water base quarterly charges remain as noted in the 2020 Utility Rate Financial Study;
4. recommendation that the new rates become effective on July 1, 2020;
5. recommended water and sewer franchise area fees and other service fees and charges as outlined in the 2020 Utility Rate Financial Study.

The City Council Water/Sewer (Utility) Rate Study Committee, comprised of Councilmembers Burns, Ford and Knapp, and citizens Randy Orwig and Ted W. Vliek, Sr., has completed a review of the 2020 Utility Rate Financial Study as prepared by the City Administration. The 2020 Utility Rate Financial Study focused on ensuring the financial health and stability of the utility system. Following a thorough review and analysis of the 2020 Utility Rate Financial Study, the Utility Rate Study Committee voted (5 to 0) to recommend to City Council the water and sewer rates and charges as proposed.

For Fiscal Year 2020-2021, the sewer commodity rate is recommended to remain at \$4.60 per thousand gallons of metered water. The water commodity rate is recommended to remain at \$3.14 per thousand gallons of metered water. Basic quarterly charges for both sewer and water use, which are calculated to provide funding for certain fixed costs for the utility systems, are recommended to remain as noted in the 2020 Utility Rate Financial Study.

Items less significant in dollar amount, but still important to the continuing financial health of the utility systems, were also reviewed by the Utility Rate Study Committee. It is essential that the amount charged for these services recover the costs to provide such services. If charges are inadequate to allow for recovery of costs, rate payers subsidize the service provided. Charges and fees reviewed in the context of the 2020 Utility Rate Financial Study include water connection charges, meter charges, meter box charges, hydrant meter charges and water processing fees. All current charges are recommended as noted in the study. If approved, the proposed rate changes would be adopted and become effective July 1, 2020.

It is recommended that City Council establish a public hearing on April 28, 2020 for consideration of the proposed rates and charges as set forth in the 2020 Utility Rate Financial Study.

FUNDING: N/A

Attachments: 1. 2020 Utility Rate Financial Study



2020 Utility Rate Financial Study

2020 UTILITY RATE FINANCIAL STUDY

TABLE OF CONTENTS

SECTION I – UTILITY RATES	1
INTRODUCTION.....	1
Background.....	1
CURRENT STATUS	2
Utility System Rate Structure	2
Sanitary Sewer System	3
Sanitary Sewer Billing Cap.....	3
Water System	4
Utility Customer Growth	4
FINANCIAL REVIEW	5
Typical Residential Customer.....	5
RATE RECOMMENDATIONS	6
Sanitary Sewer Fund.....	6
Sanitary Sewer Rate- Schoolcraft Township	7
Water Fund.....	7
Private Fire Protection Services.....	8
Water Rate – Pavilion and Schoolcraft Townships	9
SUMMARY OF RECOMMENDATIONS.....	9
 SECTION II – UTILITY FEES AND CHARGES	10
INTRODUCTION.....	10
Background.....	10
CURRENT STATUS AND RECOMMENDATIONS	10
Meter Charges.....	10
Meter Box Charges	11
Hydrant Meter Charges.....	11
Fire Hydrant Flow Test Charge	11
Reinstatement Processing Fee.....	11
Other Charges	12
SUMMARY OF RECOMMENDATIONS.....	13
 Attachments:	
Table 1 – Utility Fund Statement of Revenues and Expenses – Sewer Fund	
Table 2 – Utility Fund Statement of Revenues and Expenses – Water Fund	
Table 3 – Utility Fund Statement of Revenues and Expenses – Sewer and Water Funds	
Table 4 – Net Change to Typical Portage Residential Customer	
Table 5 – Sanitary Sewer 10 Year Proposed Capital Improvement Projects	
Table 6 – Water 10 Year Proposed Capital Improvement Projects	

2020
UTILITY RATE FINANCIAL STUDY

SECTION I - UTILITY RATES

INTRODUCTION

The City Administration has reviewed the utility rate structure for the purpose of considering necessary adjustments to utility rates, while addressing long-term needs of the city utility system. During the development of the 2020 Utility Rate Financial Study, a review of the previous study and the present rate structure was conducted.

As part of the ongoing effort to control costs and maintain the lowest possible utility rates for water and sewer customers, the City Administration reviewed the overall utility operation in light of the privatization of the operation and maintenance functions of the utility initiated in March 1997. Privatization has been extremely effective in cutting overall utility costs while still providing a high level of service to customers. The city's contractor performs all routine operation and maintenance activities for the water utility, including operation of the pumping and overhead storage facilities; meter installation, repair and reading; water service repair and maintenance; water main repair; fire hydrant flushing and repair; MISS DIG staking and other miscellaneous activities. Routine operation and maintenance activities performed for the sewer utility include cleaning and inspection of sanitary sewers; cleaning of storm sewer piping and manholes; daily inspection, maintenance and repair of sanitary sewage pumping facilities; repair and cleaning of sanitary sewer manholes; street sweeping and other miscellaneous activities. On November 1, 2016 the City Council awarded a 5-year contract extension to Suez Environmental Services, Incorporated to end March 2022.

The proposed Fiscal Year 2020-2021 utility rates are in large part based on the recommendations of the comprehensive rate analysis performed by Utility Financial Solutions, LLC (UFS) in 2011. On November 16, 2010, City Council awarded a contract to UFS to review past and current financial reports of the water and wastewater utilities, along with detailed accounting of the utilities finances. The purpose of the UFS analysis was to determine the actual cost to provide water and wastewater services to the utility customers. The cost of service analysis showed that the 2010 rate structure was insufficient to ensure the receipt of revenues necessary to recover the fixed costs of the utility. To address this concern, in Fiscal Year 2011–2012 utility rates began the trend of shifting revenue collection to basic quarterly charges based on meter size, while keeping the commodity rate increases in line with the normal inflationary costs to provide the water and wastewater service. This trend is continued in the 2020 Utility Rate Study.

Background

The Governmental Accounting Standards Board (GASB) requires that Sewer and Water Funds be enterprise funds and be operated in a manner similar to private business, with costs recovered primarily through user charges.

In 1986, the first Water and Sanitary Sewer Rate Committee reviewed the financial status of the Sanitary Sewer and Water Funds. The Water and Sanitary Sewer Rate Committee has met every year since to review the rates and make recommendations to the City Council. Prior to 1986, utility rates were reviewed and adjusted on an as needed basis, which lead to unpredictable rates and charges.

In 2008, the city received a letter from the State of Michigan requiring a financial plan to rectify a water fund deficit. The city has followed the plan submitted to the State of Michigan and the water fund deficit has been eliminated. Water and sanitary sewer rate increases required to eliminate the deficit, meet the conditions in the financial plan submitted to the State of Michigan and reach a positive working capital balance for the utility funds as a whole were substantial. Over the past several years the utility funds have been able to pay cash for capital improvement projects and pay off all callable debt. The funds are now in a suitable position that additional rate increases are not required. Rate adjustments since 2007 are as follows:

<u>Fiscal Year</u>	<u>Combined Water & Sewer % Rate Change (Typical Residential Customer)</u>
2007	14.89
2008	13.68
2009	12.22
2010	15.03
2011	10.85
2012	4.85
2013	2.73
2014	1.40
2015	0.94
2016	0.75
2017	0.62
2018	-3.91
2019	-3.56

Rate adjustments typically result from inflationary pressure, material changes in programs and operations, and other factors which cannot be controlled by the city, such as charges from the City of Kalamazoo for sewage treatment and Consumers Energy for gas and electricity.

CURRENT STATUS

A fundamental principle of utility fund financing is that user rates should be sufficient to fund the entire cost of utility system operations. This principle is accepted by all authoritative sources (Government Finance Officers Association, American Water Works Association, etc.) and is based on the enterprise fund status. Enterprise funds operate as a private business and all businesses must generate sufficient revenues to cover costs in order to be viable.

Utility System Rate Structure

For provision of sanitary sewer and water service, a two-part rate structure is in effect. For sanitary sewer and water customers, the rate consists of a fixed portion, referred to as the "basic quarterly charge" and a unit rate, referred to as the "commodity" rate.

For water and sewer activities of the utility, the basic quarterly charge is designed to cover the fixed costs of providing service. These costs, which are generally stable throughout the year despite the

amount of water produced or sewage transported, include: Personnel salaries and fringes, the Suez operation and maintenance contract, office supplies, mailing expenses, telephone charges, environmental testing, water quality testing, printing and publishing and equipment repair and maintenance. The fixed costs are applied to the meter size using a formula which recognizes the capacity of the meter size and the impact on the water and sanitary sewer systems.

Commodity rates are designed to cover more variable costs, including sewage treatment costs, public utilities, sewer lead repair, equipment rental costs, equipment replacements, retention basin testing and administrative costs. Commodity rates are based on a dollar amount per thousand gallons of water metered for both water and sewer billings, with sewer billings capped for residences as described below. All classes of customers are billed quarterly with a quarterly of the annual basic rate applied in addition to the commodity charge.

Sanitary Sewer System

The City of Portage sanitary sewer system consists of 238 miles of sewer main and 56 sewage lift stations. The sanitary sewer system has a capacity of 10.8 million gallons per day, with an average daily flow of 4.4 million gallons. Future expansion projects are prioritized to address the areas with greatest potential for groundwater contamination. Citizen petitions are also given high priority. Priorities are reviewed annually by the City Administration to ensure consistency with Council goals and environmental concerns. Current and projected resources of the Sanitary Sewer Fund appear adequate to accommodate increased expansion of the sanitary sewer system. The recommended ten-year 2020-2030 Capital Improvement Program (CIP) includes \$10.185 million in sanitary sewer system improvements and expansions. The proposed improvements would be funded through various financing methods. The projects are considered important in order to pursue placement of sanitary sewer throughout the city and to continue with the mandatory sewer hookup program emphasis. In addition to extension of sanitary sewer mains, operational improvements over the next ten years include:

- Installation of sewer leads where not included in original construction.
- Installation of mains in existing developed plats.
- Renovation of sanitary sewer lift stations and force mains

The proposed sanitary sewer rate structure was developed taking into account the capital expenditures necessary to meet these needs through various financing means.

Sanitary Sewer Billing Cap

Sewer bills are calculated based upon water usage with the assumption that water used within a residence is generally discharged to the sanitary sewer system as wastewater. A cap on sewer billing to residential customers limits the sewer bill to 125% of the customer's winter quarter water usage. The 125% cap was established based upon an analysis of residential accounts with separate water meters for irrigation. This analysis was undertaken to determine the quarterly water usage pattern of the "typical residential customer." Results of the analysis indicated that average summer water usage discharged to the sanitary sewer system, for a single-family residence, is approximately 125% of the winter water consumption when external irrigation is excluded. Winter usage is defined as that quarter in which January occurs. The sanitary sewer billing cap ensures that residential customers are

billed for flow to the sanitary sewer and not for outdoor water use.

Water System

The city water system consists of 20 production wells, one 750,000 gallon elevated storage tank, one 1,500,000 gallon elevated storage tank and 255 miles of water main. In 2006, the Environmental Protection Agency lowered the allowable arsenic levels in public drinking water to 10 micrograms per liter. As a result, two wells were abandoned, one well was decommissioned and the Garden Lane Water Treatment Plant was constructed to eliminate high arsenic levels in the water. The water system currently has a capacity of 26.35 million gallons per day. The average day production is 4.26 million gallons. Fishbeck, Thompson, Carr & Huber, Inc. completed a comprehensive Water Reliability Study for the city in 2019 and updated the Wellhead Protection Program in 2015. These studies, together with current management information and system use data, are the basis for planned future system improvements.

The recommended 2020-2030 CIP includes \$16.975 million in water system improvements. Current and future anticipated demands placed on the system necessitate provision of numerous operational improvements over the next ten years, including:

- Installation of transmission mains in currently unserved areas and for needed conveyance of large volumes of water throughout the service area.
- Installation of service lines in developed plats.
- Improvement of the stormwater collection and recharge system.
- Additional treatment facility with iron removal capabilities.
- Renovation of water storage facilities.

The proposed water rate structure was developed taking in consideration of the capital expenditures necessary to meet the above noted needs through various types of financing.

On February 11, 2014, Portage City Council approved reinstatement of a 10% discount on water use charges for eligible senior citizens. Redistribution of the 10% discount to senior citizen customers to the remaining water customers was also taken into account in the development of the water rate structure. The subsidy for the Senior Citizen Discount in Calendar Year 2019 was \$68,004.22.

Utility Customer Growth

The utility customer base has grown to 15,953 sanitary sewer customers and 15,299 water customers as of January 1, 2020. An increase in the number of customers has a general impact of stabilizing system-wide operation costs as cost of service can be spread over a larger number of users. Although the total number of water and sewer customers continues to increase, the rate of increase in utility customers has slowed in recent years. The utility system is a mature system with 96.7 % of developed properties served by municipal sewer and 87.5% served by municipal water. In the future, new customer growth will be most directly related to new development occurring in the city.

FINANCIAL REVIEW

Using current information on the status of the utility systems as background, the 2020 Utility Rate Financial Study was conducted to determine appropriate cost recovery rate levels. These rates provide for operation of the utility systems, funding of utility-related capital improvement needs and repayment of Limited Tax General Obligation (LTGO), city share debt and Utility Revenue bond debt related to infrastructure extensions and replacements.

The Comprehensive Annual Financial Reports for prior fiscal years provide the primary source for review of the past financial condition of the Utility Funds. Additional sources include the Municipal Budget for Fiscal Year 2019-2020, the 2019-2029 CIP, the recommended 2020-2030 CIP and prior utility rate studies. The financial condition of the Utility Funds as of June 30, 2019 is healthier than previous expectations.

As of June 30, 2019, the Sewer Fund had a working capital balance of \$14,369,516, which was 187% of operating expenses, or 171% of operating expenses plus debt service, and the Water Fund had a working capital balance of \$6,671,859, which was 182% of operating expenses, or 121% of operating expenses plus debt service. These balances have been generated through conservative budgeting and forecasting methods as well as substantial rate increases over the last decade.

Typical Residential Customer

The typical residential customer in Portage purchases 19,000 gallons of water and is billed for 15,000 gallons of sewage flow per quarter. The typical residential customer has been defined based upon an analysis of all residential accounts and represents the baseline used for comparison since single-family residences represent about 90% of utility accounts. The table below demonstrates the typical average residential customer quarterly usage of water and billing of sewage flow.

TYPICAL RESIDENTIAL CUSTOMER

	Metered Water (x1000 gallons)	Billed Sewer (x1000 gallons)
Winter usage (quarter including January)	14	14
Spring usage	14	14
Summer usage	33	18
<u>Autumn usage</u>	<u>14</u>	<u>14</u>
Annual Total	75	60

The differential between the metered water and the billed sewer is a result of the 125% sewer cap. The cap impacts the summer sewage billing quarter by limiting it to 125% of the winter metered water.

RATE RECOMMENDATIONS

Tables 1, 2 & 3 summarize Sanitary Sewer Fund and Water Fund statements of estimated revenue and expenses for the fiscal years ending June 30, 2020 through 2025. Projected commodity rates, sales in millions of gallons and an analysis of capital/debt needs and funding are also presented. Factors that impact these projections include the cost of living increase, the number of utility customers, revised arsenic level standards promulgated by the USEPA, reduced flow from sewer customers and the sewage treatment costs by the City of Kalamazoo in the case of the Sewer Fund. Table 4 analyzes the recommendations as applied to the "typical residential customer." The following recommendations are presented regarding 2020 Utility Rates.

Sanitary Sewer Fund

It is recommended that the sewer commodity rate remain at \$4.60 per thousand gallons. The rate will: 1) provide for treatment charges billed by the City of Kalamazoo, 2) continue funding operations, capital improvement needs, repayment of outstanding sewer-related Limited Tax General Obligation (LTGO) bonds and Utility Revenue bonds and 3) provide for future LTGO and revenue bond debt. Privatization of the utility operation has resulted in a significant savings in the sewer fund over the last eighteen years, in spite of a lower billable flow growth compared to previous years.

It is recommended that the current sewer basic quarterly charges remain in effect as shown below:

SANITARY SEWER BASIC QUARTERLY CHARGE CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 26.91	\$ 26.91
3/4"	\$ 40.37	\$ 40.37
1"	\$ 60.55	\$ 60.55
1-1/2"	\$ 107.64	\$ 107.64
2"	\$ 161.46	\$ 161.46
3"	\$ 269.10	\$ 269.10
4"	\$ 538.20	\$ 538.20
6"	\$ 941.85	\$ 941.85
8"	\$ 1,345.50	\$ 1,345.50

The basic quarterly charges are designed to cover the fixed costs related to the operation of the sanitary sewer system. The decrease in the Basic Quarterly Charge conforms to the recommendation in the 2011 Comprehensive Rate Analysis by Utility Finance Solutions, LLC. With the continuation of the sanitary sewer bill cap of 125%, the recommended basic quarterly charges and continuing the commodity rate at \$4.60 per thousand gallons will result in no change for the typical residential sanitary sewer customer.

In previous utility rate studies, emphasis has been placed on stabilizing retained earnings in the Sanitary Sewer Fund at a level of \$1,500,000 as recommended by the city's financial advisor. An adequate cash balance must be maintained for operation of the utility and to make debt service

payments. Basic Quarterly Charges are recommended to ensure sufficient resources are available within the Sanitary Sewer Fund to meet obligations to avoid the need for subsidy by non-utility related funds.

For Fiscal Year 2019-2020 the estimated working capital (i.e. cash) at the end of the year is \$15,401,216. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2020-2021, an acceptable level of working capital balance can be maintained through Fiscal Year 2024-2025.

The recommended rate for Fiscal Year 2020-2021 is the same rate forecast in the 2019 Utility Financial Rate Study. As shown in Table 1 (Utility Fund Statements of Revenues and Expenses – Sanitary Sewer Fund) no rate changes are recommended in subsequent years.

Sanitary Sewer Rate - Schoolcraft Township

The service agreement with Schoolcraft Township establishes the rate charged to customers in Schoolcraft Township. The basic quarterly charge is the same as charged to the City of Portage customers. There is a 5% surcharge on the commodity rate and a \$0.35 charge per thousand gallons for capital costs. It is recommended that the sanitary sewer commodity rate to Schoolcraft Township customers be continued at \$5.18 per thousand gallons.

Water Fund

Water Service Charges

It is recommended that the water commodity rate remain at \$3.14 per thousand gallons. The basic quarterly costs are designed to cover fixed costs related to the operation of the water system. It is recommended that the current water basic quarterly charges remain in effect as shown below:

WATER BASIC QUARTERLY CHARGE CITY OF PORTAGE CUSTOMERS

<u>Meter Size</u>	<u>Current Quarterly Charge</u>	<u>Proposed Quarterly Charge</u>
5/8"	\$ 20.59	\$ 20.59
3/4"	\$ 30.89	\$ 30.89
1"	\$ 46.33	\$ 46.33
1-1/2"	\$ 82.36	\$ 82.36
2"	\$ 123.54	\$ 123.54
3"	\$ 205.90	\$ 205.90
4"	\$ 411.80	\$ 411.80
6"	\$ 720.65	\$ 720.65
8"	\$ 1,029.50	\$ 1,029.50

This decrease conforms to the recommendation in the 2011 Comprehensive Utility Rate Study by Utility Financial Solutions, LLC. The proposed rate will result in no change in the monthly expense for the typical residential water customers.

Private Fire Protection Service Charges.

Dedicated fire protection service is defined as a separate water service line that solely provides fire protection to a property. The Basic Quarterly Charge will ensure that the cost of providing a dedicated fire service that only benefits one property is borne by the benefiting customer and not the utility customers at large. In addition to the Basic Quarterly Charge a \$6.40 per 1,000 gallon charge for all water use recorded on the fire service bypass meter is assessed. It is recommended that the Basic Quarterly Charge for fire protection services remain unchanged as shown in the table below.

Private Fire Protection - Basic Quarterly Charge

<u>Fire Protection Service Size</u>	<u>Current Basic Quarterly Charge</u>	<u>Proposed Basic Quarterly Charge</u>
4 – inch	\$15.00	\$15.00
6 – inch	\$35.00	\$35.00
8 – inch	\$60.00	\$60.00
10 – inch	\$95.00	\$95.00
12 – inch	\$135.00	\$135.00
16 – inch	\$240.00	\$240.00

As shown on Table 2 (Utility Fund Statements of Revenues and Expenses - Water Fund), no rate changes are recommended in subsequent years. The water quarterly basic charges and commodity rate can be decreased and continue to fund operations, meet major capital improvement needs, keep up with inflationary increases in water production costs (pumping, disinfection, etc.), repay outstanding water-related Limited Tax General Obligation (LTGO) bonds and Utility Revenue bonds and provide for future LTGO and revenue bond debt. In future years, costly major water projects such as additional water storage and iron removal facilities will be required as demands on the Portage water system increase. In addition, the Water Fund will finance needed storm drainage improvements throughout the city.

Emphasis has been placed on stabilizing retained earnings in the Water Fund at a level of \$2,500,000 as recommended by the city's financial advisor. An adequate cash balance needs to be maintained for operation of the utility and to make debt service payments. There are sufficient resources available within the Water Fund to meet obligation to avoid the need for subsidy by non-utility related funds with the recommended rate over the coming years. For Fiscal Year 2019-2020, the estimated working capital (i.e. cash) at the end of the year is \$6,269,435. Based on the recommended basic quarterly charges and commodity rate for Fiscal Year 2020-2021 an acceptable level of working capital balance can be maintained through Fiscal Year 2024-2025.

It is important that the city continue to plan for a water main extension under the airport and the rehabilitation of the Haverhill water tower. The water main extension will improve system reliability during peak demand in the city's residential and commercial areas and also improve fire flow in the northeastern portion of the city. The installation of new iron removal facilities at the Shuman well site (currently scheduled in Fiscal Year 2024 through 2026 in the recommended 2020-2030 CIP) to relieve pressure on the Kalamazoo/Portage groundwater aquifer and the Milham well field located north of Portage Northern High School. Exploration in southern Portage, Schoolcraft Township and Pavilion Township was not successful in locating any new suitable well sites with low iron content.

Water Rate — Pavilion Township and Schoolcraft Township

It is recommended that the basic quarterly charges for Pavilion Township and Schoolcraft Township residents be the same as charged to City of Portage customers. It is also recommended that the water commodity rate for Pavilion Township and Schoolcraft Township residents remain at \$3.78 per thousand gallons.

SUMMARY OF RECOMMENDATIONS

The effect of the combined recommendations on the typical City of Portage residential customer is projected through Fiscal Year 2024-2025 in Table 3. The Fiscal Year 2020-2021 combined zero percent rate increase for the typical residential customer is the same as projected for Fiscal Year 2020-2021 in the 2019 Utility Rate Financial Study. For the typical residential customer having both municipal water and sewer service, the proposed rates will result in no cost change. With operations, capital improvements and debt service continuing to be funded, the utility systems have been self-supporting since July 1989. Self-supporting status is essential for these important enterprise funds so that the funds do not become a financial drain on either the General Fund or the Capital Improvement Fund.

SECTION II – UTILITY

FEES AND CHARGES

INTRODUCTION

Although the establishment of appropriate commodity rates and basic quarterly charges for water and sewer service is the primary focus of the annual Utility Rate Financial Study, it is also prudent to give attention to matters which may be less significant in dollar amounts but are still important to the financial health of the utility system, i.e. utility fees and charges.

Background

The establishment of adequate fees and charges for services performed in addition to the delivery of water and sewer service is necessary to fairly and equitably recover costs for services provided. When fees and charges are inadequate, the utility rate payer must bear the cost for services provided to others. Examples include costs for service connections, meters, turn-on fees, etc. In each case, if the charges for these services are inadequate to recover costs, the rate payers subsidize the service provided to some extent.

CURRENT STATUS AND RECOMMENDATIONS

Meter Charges

The current meter installation charges are based on the cost of the meter plus the cost of labor and equipment to install the meter. The current meter and installation costs have been reviewed and it was determined that several water meter charges need to be increased to reflect the current cost of installation. It is recommended that water meter charges be adjusted as shown in the table below.

<u>Meter Size</u>	<u>Current Charges</u>	<u>Actual Cost/Recommended Charges</u>
5/8"	\$225	\$225
3/4"	\$280	\$280
1"	\$345	\$345
1-1/2" SR (Irrigation)	\$815	\$1,050
1-1/2" Compound		\$1,580
2" SR (Irrigation)	\$1,010	\$1,350
2" Compound	\$2,225	\$2,225
3" Compound	\$2,925	\$2,925
4" Compound	\$4,530	\$4,530
6" Compound	\$7,840	\$7,840

Meter Box Charge

A meter box charge is based on the cost of materials to install the meter box. Meter boxes are used when a suitable location for meter installation is not available in the building or property being served. The charge has been reviewed and it was found that the cost has not increased. It is recommended that the meter box charge remain unchanged at \$1250.

Hydrant Meter Charges

The use of meters on fire hydrants is a service provided as a convenience to contractors or individuals who need to obtain large quantities of water in a short period of time. It is recommended that the minimum charge for use of a hydrant meter remain at \$150. The minimum charge for supplying and installing a meter on a fire hydrant includes the use of 15,000 gallons of water. It is also recommended that the commodity charge for use over 15,000 gallons of water remain at \$6.40 per 1,000 gallons. Furthermore, that the deposit required to ensure the return of all hydrant meter hoses and other items remain at \$250. This deposit eliminates the potential problem of collecting for the service provided.

Fire Hydrant Flow Test Charge

Fire hydrant flow tests are often requested by insurance companies and developers to determine the quantity of water available for fire protection at a property. The established charge for providing a flow test ensures that the cost is borne by the benefiting customer and not the utility customers at large. It is recommended that the charge for a hydrant flow test remain at \$135.

Reinstatement Processing Fee

A fee is charged for reinstating water service turned off due to delinquency or at the request of the customer. In the case of delinquency, three notices are sent to the customer with a shut-off date established on the third notice. Once a work order has been issued for water shut-off, the processing fee is automatically added to the customer's bill and payment of the delinquent bill plus the processing fee is required prior to reactivation of service. The current fee is \$50 and is recommended to be continued for Fiscal Year 2020-2021. When payment for the balance due has been made, including the \$50 fee, and a waiver has been completed, water service will be restored the same day up to 4PM; if paid after 4PM, service is restored the next business day. No fee is charged for a water turn-off and subsequent restoration of water service when requested by the customer or contractor due to an emergency, or scheduled maintenance activity. For home inspections, when service is requested to be turned on and off the same or next business day, the processing fee and charges for usage of less than 3,000 gallons are waived. For water service turn-on after normal working hours, the current processing fee of \$100 is recommended to be continued for Fiscal Year 2020-2021. The \$100 processing charge reflects the added hourly cost for the service technician associated with the provision of water service turn-on after normal working hours.

Other Charges and Policies

1. **Flat Rate:** Non-metered sewer customers are billed based on a water usage of 15,000 gallons per quarter (flat rate). It is recommended that this policy be continued.
2. **Irrigation Allowance:** Single family residences, residential condominiums and all other individually metered residential units may be given a discount for irrigation as follows:
 - a. Charges for such customers are based on actual water consumption, except that there is no sewage charge for water consumption exceeding 125% of the water consumption for the most recent quarter billing in which the month of January is included;
 - b. Residential customers who do not have a quarter billing in which the month of January is included or who have a zero (0) water usage for the quarter which includes the month of January have the sewer charge for the other three quarters established at the maximum rate volume of 15,000 gallons or actual usage, if less, per quarter until such time as quarter billing information, in which the month of January is included, is available. It is recommended that the irrigation allowance be continued.
3. **Senior Citizen Water Allowance:** City of Portage water customers 65 years of age and older who submit an application and provide proof of age are eligible for a 10% discount on water use charges for their primary residence account.
4. **Non-Sufficient Funds (NSF) Check Fee:** It is recommended to maintain the current fee of \$30 per occurrence to reflect current administrative cost for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
5. **Outstanding Charges Limit:** The amount of past due/outstanding charges necessitating water shut-off is recommended to be maintained at \$60.
6. **Utility Late Fee Waivers:** It is recommended that the utility billing late fee be waived if the customer:
 - a. has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. signs up for automatic payment where the amount due is taken from their bank account on the due date.

SUMMARY OF RECOMMENDATIONS

Summarizing recommendations for Fiscal Year 2020-2021 utility fees and charges, it is advised that:

1. Charges for meters be adjusted to reflect the current cost of installation.
3. Charges for installation of meter box remain the same.
4. The current charge of a \$250 deposit for the installation of a hydrant meter remains the same and the current minimum charge including the use of up to 15,000 gallons of water remains at \$150. Further, the current commodity charge of \$6.40 per thousand gallons for all water used over 15,000 gallons remains the same.
5. The \$50 processing fee associated with turn-on or shut-off of a water service is continued, except the initial turn-on for first-time customers will be at no charge. When the city dispatches a person to turn on water during non-business hours, the processing fee of \$100 will be continued.
6. The flat rate based on a consumption of 15,000 gallons per quarter for non-metered sewer customers continues in effect.
7. The sewer billing cap for residential customers having a zero water meter reading in the quarter that contains January remains at 15,000 gallons.
8. The current charge of \$30 per occurrence will be assessed for any returned/unpaid check or other failed financial instrument which results in uncollected funds.
9. The utility billing late fee will be waived:
 - a. if the customer has paid all of the last 8 or more utility bills on time and the customer requests that the late fee be waived/removed or;
 - b. if the customer signs up for automatic payment.
10. A credit of \$1.00 for each normal quarterly bill will be given to each customer on the utility billing automatic payment plan.
11. An amount past due of more than \$60 remain as the shut-off level amount.

Utility Fund Statement of Revenues and Expenses

SEWER FUND							Table 1
2020/2021 RATES							
	2018-19 Audited	2019-20 Estimated	2020-21 Budgeted	2021-22 Projected	2022-23 Projected	2023-24 Projected	2024-25 Projected
SALES (million gallons)	1,196	1,208	1,208	1,208	1,208	1,208	1,208
RATE (per 1000 gallons)	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
BASE CHARGE (per quarter)	\$30.58	\$26.91	\$26.91	\$26.91	\$26.91	\$26.91	\$26.91
User charges	8,766,331	8,566,133	8,496,000	8,496,000	8,497,000	8,498,000	8,498,000
Tap in fees and other revenue	1,023,545	921,191	470,000	517,000	594,550	683,733	786,292
TOTAL OPERATING REVENUE	9,789,876	9,487,324	8,966,000	9,013,000	9,091,550	9,181,733	9,284,292
Operations and maintenance	2,645,258	2,303,950	2,962,285	3,007,000	3,052,000	3,098,000	3,144,000
Sewer treatment charges	2,862,365	3,250,000	3,500,000	3,553,000	3,606,000	3,660,000	3,715,000
General and administrative	1,256,946	1,844,706	1,305,479	1,325,000	1,345,000	1,365,000	1,385,000
Depreciation	933,792	955,000	978,325	998,650	1,010,388	1,027,075	1,039,525
TOTAL OPERATING EXPENSE	7,698,361	8,353,656	8,746,089	8,883,650	9,013,388	9,150,075	9,283,525
OPERATING GAIN (LOSS)	2,091,515	1,133,668	219,911	129,350	78,163	31,658	767
Interest income	335,125	338,500	250,000	252,500	255,000	257,600	260,200
Interest on outstanding debt	(96,569)	(84,670)	(72,300)	(60,030)	(47,505)	(36,300)	(26,330)
Capital outlay	0	(140,000)	(144,000)	(148,000)	(152,000)	(156,000)	(160,000)
NET NON-OPERATING REVENUE (EXPENSE)	238,556	113,830	33,700	44,470	55,495	65,300	73,870
NET GAIN (LOSS) BEFORE TRANSFERS	2,330,071	1,247,498	253,611	173,820	133,658	96,958	74,637
TRANSFERS IN (OUT)	(65,000)	(65,000)	(65,000)	(65,000)	(65,000)	(70,000)	(70,000)
CHANGE IN NET POSITION	2,265,071	1,182,498	188,611	108,820	68,658	26,958	4,637
CASH FLOW ANALYSIS							
Beginning Cash Balance	11,208,828	13,349,490	14,144,332	12,672,369	12,859,581	12,446,772	11,987,755
Net Cash from Operating Activities	2,806,119	2,088,668	1,198,236	1,128,000	1,088,550	1,058,733	1,040,292
Net Transfers In & Investing Activities	258,683	338,500	250,000	252,500	255,000	257,600	260,200
Proceeds of Bond Issuance	-	-	-	-	-	-	-
CASH AVAILABLE	14,273,630	15,776,658	15,592,568	14,052,869	14,203,131	13,763,104	13,288,248
Capital Improvement Needs	232,559	1,105,000	2,419,000	713,000	1,282,000	1,386,000	730,000
Principal & Interest on Long Term Debt	691,581	527,326	501,199	480,288	474,359	389,349	329,392
CASH OUTFLOW	924,140	1,632,326	2,920,199	1,193,288	1,756,359	1,775,349	1,059,392
ENDING CASH BALANCE	13,349,490	14,144,332	12,672,369	12,859,581	12,446,772	11,987,755	12,228,856
WORKING CAPITAL	14,369,516	15,225,091	13,640,656	13,842,173	13,397,822	12,903,732	13,163,255
Typical residential % change	-4.02%	-3.69%	0.00%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

WATER FUND							Table 2
2020/2021 RATES							
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
SALES (million gallons)	1384	1384	1,384	1,384	1384	1384	1384
RATE (per 1000 gallons)	\$3.14	\$3.14	\$3.14	\$3.14	\$3.14	\$3.14	\$3.14
BASE CHARGE (per quarter)	\$23.40	\$20.59	\$20.59	\$20.59	\$20.59	\$20.59	\$20.59
User charges	6,492,672	7,060,783	6,244,000	6,244,000	6,244,000	6,244,000	6,244,000
Tap in fees and other revenue	151,082	372,315	379,761	387,356	391,230	395,142	399,093
TOTAL OPERATING REVENUE	6,643,754	7,433,097	6,623,761	6,631,356	6,635,230	6,639,142	6,643,093
Operations and maintenance	1,558,105	1,736,562	1,767,000	1,797,900	1,829,400	1,861,400	1,894,000
General and administrative	1,258,510	1,344,897	1,368,400	1,392,300	1,416,700	1,441,500	1,466,700
Depreciation	847,835	866,210	894,785	916,360	928,360	938,710	945,560
TOTAL OPERATING EXPENSE	3,664,450	3,947,669	4,030,185	4,106,560	4,174,460	4,241,610	4,306,260
OPERATING GAIN (LOSS)	2,979,304	3,485,428	2,593,576	2,524,796	2,460,770	2,397,532	2,336,833
Interest income	389,194	225,676	230,200	234,800	230,200	234,800	239,500
Interest on outstanding debt	(459,239)	(410,500)	(355,800)	(297,800)	(239,920)	(184,250)	(135,810)
Capital outlay	0	(41,180)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
NET NON-OPERATING REVENUE (EXPENSE)	(70,045)	(226,004)	(325,600)	(263,000)	(209,720)	(149,450)	(96,310)
NET GAIN (LOSS) BEFORE TRANSFERS	2,909,259	3,259,424	2,267,976	2,261,796	2,251,050	2,248,082	2,240,523
TRANSFERS IN (OUT)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
CHANGE IN NET POSITION	2,854,259	3,204,424	2,212,976	2,206,796	2,196,050	2,193,082	2,185,523
CASH FLOW ANALYSIS							
Beginning Cash Balance	7,535,193	7,698,243	7,134,228	4,772,731	4,904,454	4,487,542	5,212,546
Net Cash from Operating Activities	4,298,977	4,125,634	3,162,761	3,178,156	3,179,410	3,186,792	3,186,083
Net Transfers In & Investing Activities	265,007	121,334	193,170	193,170	169,225	185,188	182,528
Proceeds of Bond Issuance	-	-	-	-	-	-	-
CASH AVAILABLE	12,099,177	11,945,211	10,490,159	8,144,058	8,253,088	7,859,523	8,581,157
Capital Improvement Needs	1,870,899	2,405,000	3,420,000	1,005,000	1,505,000	675,000	805,000
Principal & Interest on Long Term Debt	2,530,035	2,405,983	2,297,428	2,234,604	2,260,546	1,971,977	1,663,329
CASH OUTFLOW	4,400,934	4,810,983	5,717,428	3,239,604	3,765,546	2,646,977	2,468,329
ENDING CASH BALANCE	7,698,243	7,134,228	4,772,731	4,904,454	4,487,542	5,212,546	6,112,828
WORKING CAPITAL	6,671,859	6,162,309	4,122,527	4,236,304	3,876,190	4,502,424	5,280,058
Typical residential % change	-3.70%	-3.42%	0.00%	0.00%	0.00%	0.00%	0.00%

Utility Fund Statement of Revenues and Expenses

SEWER AND WATER FUNDS							Table 3
2020/2021 RATES							
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Audited	Estimated	Budgeted	Projected	Projected	Projected	Projected
User charges	15,259,003	15,626,916	14,740,000	14,740,000	14,741,000	14,742,000	14,742,000
Tap fees	1,174,627	1,293,505	849,761	904,356	985,780	1,078,874	1,185,386
TOTAL OPERATING REVENUE	16,433,630	16,920,421	15,589,761	15,644,356	15,726,780	15,820,874	15,927,386
Operations and maintenance	4,203,363	4,040,512	4,729,285	4,804,900	4,881,400	4,959,400	5,038,000
Sewer treatment charges	2,862,365	3,250,000	3,500,000	3,553,000	3,606,000	3,660,000	3,715,000
General and administrative	2,515,456	3,189,603	2,673,879	2,717,300	2,761,700	2,806,500	2,851,700
Depreciation	1,781,627	1,821,210	1,873,110	1,915,010	1,938,748	1,965,785	1,985,085
TOTAL OPERATING EXPENSE	11,362,811	12,301,325	12,776,274	12,990,210	13,187,848	13,391,685	13,589,785
OPERATING GAIN (LOSS)	5,070,819	4,619,096	2,813,487	2,654,146	2,538,932	2,429,189	2,337,601
Interest income	724,319	564,176	480,200	487,300	485,200	492,400	499,700
Interest on outstanding debt	(555,808)	(495,170)	(428,100)	(357,830)	(287,425)	(220,550)	(162,140)
Capital outlay	0	(181,180)	(344,000)	(348,000)	(352,000)	(356,000)	(360,000)
NET NON-OPERATING REVENUE (EXPENSE)	168,511	(112,174)	(291,900)	(218,530)	(154,225)	(84,150)	(22,440)
NET GAIN (LOSS) BEFORE TRANSFERS	5,239,330	4,506,922	2,521,587	2,435,616	2,384,707	2,345,039	2,315,161
TRANSFERS IN (OUT)	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	(125,000)	(125,000)
CHANGE IN NET POSITION	5,119,330	4,386,922	2,401,587	2,315,616	2,264,707	2,220,039	2,190,161
CASH FLOW ANALYSIS							
Beginning Cash Balance	18,744,021	21,047,733	21,278,560	17,445,100	17,764,034	16,934,314	17,200,301
Net Cash from Operating Activities	7,105,096	6,214,302	4,360,997	4,306,156	4,267,960	4,245,524	4,226,376
Net Transfers In & Investing Activities	523,690	459,834	443,170	445,670	424,225	442,788	442,728
Bond issue Proceeds	-	-	-	-	-	-	0
CASH AVAILABLE	26,372,807	27,721,869	26,082,727	22,196,926	22,456,219	21,622,627	21,869,404
Capital Improvement Needs	2,103,458	3,510,000	5,839,000	1,718,000	2,787,000	2,061,000	1,535,000
Principal & Interest on Long Term Debt	3,221,616	2,933,309	2,798,627	2,714,892	2,734,905	2,361,326	1,992,721
CASH OUTFLOW	5,325,074	6,443,309	8,637,627	4,432,892	5,521,905	4,422,326	3,527,721
ENDING CASH BALANCE	21,047,733	21,278,560	17,445,100	17,764,034	16,934,314	17,200,301	18,341,683
WORKING CAPITAL	21,041,375	21,387,400	17,763,183	18,078,477	17,274,011	17,406,156	18,443,312
Typical residential % change	0.00%	-3.56%	0.00%	0.00%	0.00%	0.00%	0.00%

Table 4

	Fiscal 2019-2020 Current Rates			Fiscal 2020-2021 Proposed rates		
	Sewer Cap = 125%			Sewer Cap = 125%		
	Sewer (000 Gal.)	Water (000 Gal.)	Total	Sewer (000 Gal.)	Water (000 Gal.)	Total
Winter	14	14		14	14	
Spring	14	14		14	14	
Summer	18	33		18	33	
Fall	14	14		14	14	
Total	60	75		60	75	
Rate per 1000 gallons	\$4.60	\$3.14		\$4.60	\$3.14	
Usage charge	\$276.00	\$235.50	\$511.50	\$276.00	\$235.50	\$511.50
Annual basic rate	107.64	82.36	190.00	107.64	82.36	190.00
Total	\$383.64	\$317.86	\$701.50	\$383.64	\$317.86	\$701.50
% change				0.00%	0.00%	0.00%

Increased cost for the Typical Portage Residential Customer

	<u>for sewer</u>	<u>for water</u>	<u>for both</u>
per year	\$0.00	\$0.00	\$0.00
per quarter	\$0.00	\$0.00	\$0.00
per month	\$0.00	\$0.00	\$0.00
per week	\$0.00	\$0.00	\$0.00
per day	\$0.00	\$0.00	\$0.00

CAPITAL IMPROVEMENT PROJECT SUMMARY

SANITARY SEWER

Project Expenditures (\$000)

Project Number/Title	Fiscal Year										Total
	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	
1 Lift Station Renovations	750	750	750	750	750	750	750	750	750	750	7,500
2 South Westnedge Avenue Lift Station Renovation	700										700
3 South Westnedge Avenue Sanitary Sewer Lead Installation	60										60
4 Ramona Park Plat Sanitary Sewer			950								950
5 Weaver Drive Sanitary Sewer, Charles Street to north end			315								315
6 Zylman Avenue Sanitary Sewer, South Sprinkle Road to Deep Point Drive				660							660
TOTALS	1,510	750	2,015	1,410	750	750	750	750	750	750	10,185
Special Assessments	75		40	55							170
Municipal Street Fund			40	55							95
Sewer Fund cash	1435	750	1935	1300	750	750	750	750	750	750	9,920

CAPITAL IMPROVEMENT PROJECT SUMMARY

WATER

Project Expenditures (\$000)

Project Number/Title		Fiscal Year										Total
		20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	
1	Storm Drainage Improvements Program	100	100	100	100	100	100	100	100	100	100	1,000
2	Hampton Creek Bog Drainage Improvements	1,000										1,000
3	Consolidated Drain Rehabilitation	800										800
4	Ridgefield Rd, Cypress St & Daventry Ave Water Main Replace	700										700
5	East Milham Avenue Water Main Replacement	500										500
6	Cypress Street Water Main, Pfitzer Street to West Milham Ave	165										165
7	SCADA System Upgrade	100										100
8	Northwest Water Storage Facility Rehabilitation		1,200									1,200
9	Meredith Street Water Main Replacement		850									850
10	Shaver Road Water Main Replacement			1,000								1,000
11	Ramona Park Plat Water Main			350								350
12	Portage Road Water Main Extension, Helen Avenue to Byrd Drive				350							350
13	Woodland Elementary School Water Main				115							115
14	Water System Reliability Study Update				55					55		110
15	Shuman Wellfield Iron Removal Facility					650	6,000					6,650
16	Schuring Road Water Main Replacement							525				525
17	Lovers Lane Water Main Abandonment								50			50
18	East Shore Drive Water Main Replacement									310		310
19	Northeast Quadrant Well Field Development										1,200	1,200
TOTALS		3,365	2,150	1,450	620	750	6,100	625	150	465	1,300	16,975
Special Assessments				100								100
Capital Improvement Bonds							5,000					5,000
Water Fund Cash		3,365	2,150	1,350	620	750	1,100	625	150	465	1,300	11,875

Minutes of Boards & Commissions

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting March 5, 2020

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Nadeem Mirza, Alice Mwanda, Fi Spalvieri, Effie Kokkinos, Diane Durian

MEMBERS EXCUSED: Tim Henson, Kathryn Hanfland, Stephanie Upshaw, Brooke Kolodzieczyk

MEMBERS ABSENT: None

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Durian moved and Mirza supported a motion to approve the February 20, 2020 minutes with one correction. Motion passed 5-0.

NEW BUSINESS:

1. Discussion of Board and Staff Recommendations for FY 20-21 HPS Grant Applicants: Chair Spalvieri led a discussion of the February 14, 2020 Department of Community Development staff report outlining the funding recommendations determined by the Board and Staff at the February 20, 2020 HSB meeting. Spalvieri noted that the report was consistent with the February 20, 2020 HSB recommended funding amounts. Mirza moved and Kokkinos supported motion to forward the funding recommendations to City Council for consideration. Motion passed 5-0.
2. Resolution for Fair Housing Month: McCoy indicated that representatives from the Fair Housing Center would be invited to present an overview and update to local fair housing activities at the April, 2, 2020 Human Services Board meeting and that representatives would also be present at the March 24, 2020 City Council meeting to participate in the reading of a proposed resolution by Mayor Randall designating April, 2020 as Fair Housing Month. It was moved by Kokkinos and supported by Mwanda that the resolution be forwarded to City Council to be included on the March 24, 2020 agenda. Motion passed 5-0.

STATEMENTS OF CITIZENS: None received

ADJOURNMENT: Mirza moved and Mwanda supported motion to adjourn at 7:00 p.m. Motion passed 5-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Amendment to the Code of Ordinances – Section 35 of Chapter 38, Historical Preservation

SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED: Adopt the proposed City of Portage Ordinance amending Section 35 of Chapter 38, Historical Preservation by removing 214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue from the district; revise the legal descriptions for 10234 East Shore Drive and 3821 West Milham Avenue, and correct the tax identification number.

The proposed amendments to Section 35 of Chapter 38, Historical Preservation, would accomplish the following:

1. Remove three properties from the Historic District; 214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue. The structures at 214 Brown Avenue and 309 East Centre Avenue were razed in 2002 and 2000, respectively, and the structure at 1324 West Milham Avenue has been moved to the Celery Flats Historic area.
2. Revise the legal description for 10234 East Shore Drive by removing duplicate descriptions and combining the property into one description.
3. Revise the legal description for 3821 West Milham Avenue as a result of 17.3 acres being removed from the district to accommodate the StoryPoint Senior Living facility.
4. Complete minor clerical adjustments such as including the full tax identification number per parcel.

The Historic District Study Committee, as set out in Public Act 169 of 1970, reviewed the request and prepared a preliminary report. The Historic District Study Committee held a public hearing on November 6, 2019, at which time there was no opposition to the proposed amendments. The amendments were subsequently submitted to the State Historic Preservation Review Board (SHPRB) and the Planning Commission. The Commission reviewed the request on December 5, 2019 and has recommended approval of the proposed amendments. In a letter received on January 23, 2020 from the SHPRB, the Board had no comments. Subsequently, the SHPRB approved the final report and has recommended approval of the Historic District amendments.

It is recommended that City Council adopt the proposed City of Portage Ordinance amending Section 35 of Chapter 38, Historical Preservation by removing 214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue from the district; revise the legal descriptions for 10234 East Shore Drive and 3821 West Milham Avenue, and correct the tax identification number.

FUNDING: Not applicable

- Attachments:**
1. Historic District Commission meeting minutes dated November 6, 2019
 2. Historic District Commission final report dated November 6, 2019
 3. Planning Commission meeting minutes dated December 5, 2019
 4. Planning Commission transmittal dated March 12, 2020
 5. Department of Community Development report dated November 27, 2019
 6. Ordinance amendment (clean and highlight/strike versions)

City of Portage
Historic District Commission
Wednesday, November 6, 2019

Meeting Called to Order: 8:25 A.M.

Members Present: Duniphin, Lopez, Maytnier, vanLonkhuyzen, Grunert, Custer, Nemeth, Meyle.

Members Absent: Duniphin moved, seconded by Grunert, to excuse Commissioner Barton; motion passed 8-0.

Staff:

Guest(s):

Approval of Minutes: Custer moved, seconded by Nemeth, to approve the October 02, 2019 meeting minutes as submitted; motion approved 8-0.

Announcement: Nick Meyle was welcomed to the Historic District Commission as its newest member.

Old Business:

- a. Public Hearing: Ordinance Amendment; Legal Description Cleanup & Removal of Non-Historic Properties. Chairperson vanLonkhuyzen opened the public hearing. No resident/property owner present at the public hearing. With there being no further comment from the public at large nor from Commission members, Grunert moved, seconded by Nemeth, to approve the Final Report regarding the Historic District Modifications & clerical updates. Motion passed 8-0.

New Business:

Member Comments:

- a. Duniphin indicated Traditional Holiday is set for December 07, 2019, where a few volunteers will be needed to help staff one of the historic buildings.
- b. Duniphin informed the Commission that a letter was sent to the Portage Public Library inviting Steve Rossio – local historian – to attend the Commission meetings as a guest.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District at 8:58 a.m.

Respectfully submitted,

Kyle Mucha

Kyle Mucha
Zoning & Codes Administrator

City of Portage, Michigan Historic District Study Committee

Historic District Modification Clerical review of established districts of Portage, Michigan

Final Report November 6, 2019

Introduction

It has come to the attention of the Portage Historic District Commission that clerical inaccuracies consist in many items listed on Sec. 38-35 – District established; boundaries of the local ordinance. The purpose of the study committee is to finalize removal and/or correction of the clerical inaccuracies listed in the corrected version of Sec. 38-35 provided as Attachment A.

Authority

The Local History Districts Act, being Act 169 of 1970 as amended; the City of Portage City Council resolution dated September 25, 2007 designating the Historic District Commission as the standing Historic District Study Committee, pursuant to MCL 399.214.

The Charge of the Committee

The committee is charged with reviewing the request and acting as set out in Public Act 169 of 1970. Specifically, the HDSC must:

1. Conduct a photographic inventory of resources within the existing historic district.
2. Conduct basic research of the historic district and the historic resources located within the district.
3. Determine the total number of historic and non-historic resources within the historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the United States secretary of the interior for inclusion of resources in the national register of historic places.
4. Prepare a preliminary report that addresses at a minimum all of the following:
 - a. The charge of the committee.
 - b. The composition of the committee membership.
 - c. The historic district studied.
 - d. The boundaries for the historic district in writing and on maps.
 - e. The history of the historic district.
 - f. The significance of the district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
5. Transmit copies of the preliminary report for review and recommendation to the Portage Planning Commission, to the Michigan historical commission and to the state historic preservation review board.
6. Make copies of the preliminary report available to the public.

7. Hold a public hearing not less than 60 days after the transmittal of the preliminary report.
8. Following the public hearing, prepare and submit a final report with its recommendations and the recommendations, if any, of the Portage Planning Commission to the City Council. If the recommendation is to modify the historic district, the final report must include a draft of a proposed ordinance.

The Composition of Committee Membership

Voting Members

The HDSC is comprised of all members of the Portage Historic District Commission: Katie vanLonkhuyzen, Suzanne Nemeth, Fred Grunert, Jessie Dunipin, Martha Deming Maytnier, Mike Barton, Becky Lopez, Jeremy Custer and Nick Meyle.

Non-Voting Participants

City of Portage Staff Liaison: Kyle Mucha

Historic District Location

All historic district with property addresses located within the City of Portage will have some form of correction. The more significant changes are listed below:

214 Brown Avenue – razed in 2002.

309 East Centre – razed in 2000.

10234 East Shore Drive – previously listed as 3 separate property descriptions to be combined into one single description.

1324 W Milham – this historic building was relocated to Celery Flats Historic Area in 1993.

3821 West Milham – parcel was amended in 2015 which removed 17.31 acres from the district, legal description to be amended to reflect new property lines.

Written and Visual Boundaries of District

The description of the current historic district:

A complete revised list of corrections to Section 38-35 is attached as Appendix A. This list includes extending Property Tax ID No. of all Historic Districts to the full legal number. A few more significant corrections include properties that have been razed as well as property line corrections. Full legal descriptions of all affected properties are listed in Appendix A.

The History of the Historic District

All properties addressed by the study committee in Attachment A are considered historic based upon their own past and collected information. The necessary clerical changes will not change the history behind each property but instead provide a better legal description as well as a current listing of established districts going forward. The approval for said razed properties were prior to any current Commissioner's tenure and therefore valid reasoning for their loss cannot be supplied at this time.

The Significance of the District

All properties addressed in this report as part of the study committee are considered historic by our definition and therefore significant.

Recommendation

The City staff has gone through great measure to provide updated legal descriptions to the Historic District Commission Study Committee. Following the receipt of outlined changes in Attachment A, the Study Committee thoroughly reviewed each item and questioned as necessary. A public hearing will be held to allow interested residents/citizens to comment on the proposed changes. Per the Local Historic District Act (Act 169 of 1970) notification regulations, the property owners of 1324 West Milham Avenue & 309 East Centre Avenue have been noticed of the upcoming hearing.

It is therefore recommended that the changes in Attachment A be corrected to Section 38-35 in the ordinance and that action is **APPROVED**.



Legend

- Removed From Historic District
- Historic District

3821 West Milham Avenue Historic District



1 inch = 150 feet
(109)



Legend

- Removed From Historic District
- Historic District

10234 East Shore Drive Historic District



1 inch = 500 feet
(110)



Portage Historic District

— 1324 W Milham



1 inch = 75 feet



Portage Historic District

— 309 E Centre Property Boundary

— 214 Brown Property Boundary



1 inch = 75 feet

PLANNING COMMISSION

December 5, 2019

The City of Portage Planning Commission meeting of December 5, 2019 was called to order by Chairman Corradini at 7:00 p.m. in Council Chambers of Portage City Hall, 7900 South Westnedge Avenue. No citizens were in attendance.

PLEDGE OF ALLEGIANCE

Chairman Corradini led the Commission, staff and citizens in the Pledge of Allegiance.

IN ATTENDANCE

Michael West, Senior City Planner; Randy Brown, City Attorney; Kyle Mucha, Zoning & Codes Administrator.

ROLL CALL

Mr. West called the roll: Meyer (yes); Pezzoli (yes); Baldwin (yes); Schimmel (yes); Corradini (yes); Joshi (yes) and Fries (yes). A motion was then made by Commissioner Joshi, seconded by Commissioner Schimmel, to approve the roll excusing Commissioners Patterson and Harrell-Page. The motion was unanimously approved 7-0.

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the November 7, 2019 meeting minutes contained in the agenda. A motion was made by Commissioner Baldwin, seconded by Commissioner Myer, to approve the minutes as submitted. The motion was unanimously approved 7-0.

SITE/FINAL PLANS

None.

PUBLIC HEARING

None.

NEW BUSINESS

1. Historic District Modifications and Ordinance Amendments. Mr. Mucha summarized the November 27, 2019 Department of Community Development staff report regarding staff initiated amendments to the historic district ordinance. Mr. Mucha indicated the proposed amendments constituted clean-up amendment to address parcel references and legal description inconsistencies within the current ordinances. Mr. Mucha provided a brief history of the five properties involved in the proposed amendments. Mr. Mucha stated that three properties (214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue) are proposed to be removed from the district since the historic structures were either demolished or removed back in 2002, 2000 and 1993, respectively. Mr. Mucha stated the other two properties (3821 West Milham Avenue and 10234 East Shore Drive) had recent historic district modifications approved in 2015, however, the legal descriptions were not properly removed/updated in the ordinance.

After a brief discussion, a motion was made by Commissioner Myer, seconded by Commissioner Baldwin, to recommend that the Historic District Modifications and Ordinance Amendments be approved. The motion was unanimously approved 7-0.

2. Farmland and Open Space Preservation Application: Robert and Charlene DeBoer, 5904 East O Avenue (Pavilion Township). Mr. West summarized the November 27, 2019 Department of Community Development staff report regarding a Farmland and Open Space Preservation Application received from Robert and Charlene DeBoer at 5904 East O Avenue in Pavilion Township. Mr. West stated that Michigan Public Act 116 affords adjacent communities located within three (3) miles of the subject property the opportunity to comment on the application. Mr. West indicated that staff has reviewed and supports the application as a mechanism to encourage farmland and open space preservation within rural areas and to discourage urban sprawl.

A motion was made by Commissioner Myer, seconded by Commissioner Pezzoli, to accept the Farmland and Open Space Preservation application for Robert and Charlene DeBoer, 5904 East O Avenue (Pavilion Township). The motion was unanimously approved 7-0.

3. January 2020 Planning Commission Meeting Schedule Change. Mr. West discussed the current Planning Commission meeting schedule for January 2020 being January 2nd and 16th (1st and 3rd Thursday) and suggested a change to January 9th and 23rd given the New Year holiday and the fact that there are five Thursdays in the month of January.

After a brief discussion, a motion was made by Commissioner Joshi, seconded by Commissioner Baldwin, to change the January 2020 Planning Commission meeting schedule from January 2nd and 16th, to January 9th and 23rd, 2020. The motion was unanimously approved 7-0.

STATEMENT OF CITIZENS/COMMISSIONERS

Commissioner Joshi encouraged area residents and citizens to consider serving as an election worker for the 2020 campaign cycle. Commissioner Joshi indicated they are paid positions and Kalamazoo County is seeking 250 area residents to assist as election workers, due to the anticipated high voter turnout for the 2020 election.

Chairman Corradini thanked city staff for the continued hard work as it relates to leaf pickup, and expressed gratitude that the workers are tackling leaf pickup in all weather conditions.

Chairman Corradini stated it is an honor, regardless of political affiliation, to have national leaders visit the City of Portage.

OLD BUSINESS

None.

7:17 p.m. – The Commission adjourned to City Hall Conference Room No. 1

7:21 p.m. - The Commission reconvened the meeting in City Hall Conference Room No. 1

NEW BUSINESS

1. 2019-2020 Neighborhood & Community Enhancement Program Applications. Mr. West summarized the November 27, 2019 Department of Community Development staff report regarding the Neighborhood & Community Enhancement Program. Mr. West provided a brief summary of the origins of the Neighborhood & Community Enhancement Program, the criteria for project eligibility (physical improvement on public property or on private property with an appropriate easement having a minimum project cost of \$10,000), the project evaluation criteria, and the role of the Planning Commission in reviewing the submitted applications. Mr. West stated a total of \$25,000 has been allocated in the FY 2019-2020 Capital Improvement Program (CIP). Mr. West then provided an overview of the five applications received for FY2019-2020: 1) Portage District Library Outdoor Drinking Water Fountain; 2) Woodlawn Drive Sanitary Sewer Lift Station Enhancements; 3) South Westnedge/Dawnlee Avenue Traffic Light and Signage; 4) Tattersall Road Traffic Calming; and 5) Operating Funds for the Environmental Board.

TO: Honorable Mayor and City Council
FROM: Planning Commission
DATE: March 12, 2020
SUBJECT: Historic District Modifications and Ordinance Amendments

At the December 5, 2019 meeting, the Planning Commission reviewed the September 14, 2019 Department of Community Development report regarding the staff initiated amendments to the historic district ordinance intended to address parcel references and legal description inconsistencies within the current ordinance. Specifically, the proposed amendments would remove three properties from the historic district listing (214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue) and correct legal description inconsistencies involving two additional properties (3821 West Milham Avenue and 10234 East Shore Drive. No citizens spoke during the meeting and no written communications have been received.

After a brief discussion, the Planning Commission voted 7-0 to recommend that the Historic District Modifications and Ordinance Amendments be approved.

Sincerely,

A handwritten signature in blue ink that reads "Dan Corradini". The signature is stylized with a large "D" and a cursive "Corradini".

Dan Corradini
Chairman

TO: Planning Commission
FROM: Christopher Eorth, Acting Director of Community Development
SUBJECT: Historic District Modifications and Ordinance Amendments

DATE: November 27, 2019

Attached is a communication and report from the Portage Historic District Study Committee, involving a request from the City of Portage, Department of Community Development to remove three properties (214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue) from the historic district and that duplicate property listings and minor clerical errors involving two additional properties (3821 West Milham Avenue and 10234 East Shore Drive) be corrected. The report summarizes the request and provides important background information. The report was reviewed by the Historic District Commission and a public hearing was held on November 6, 2019. No public comment was received regarding the proposed historic district modifications and ordinance amendments. Following the public hearing, the Historic District Commission voted unanimously to recommend approval to City Council.

The proposed amendments would remove 214 Brown Avenue, 309 East Centre Avenue and 1324 West Milham Avenue from the historic district due to the historic structures either being razed or relocated. The historic structures at 214 Brown Avenue and 309 East Centre Avenue were demolished in 2002 and 2000, respectively, while the historic structure at 1324 West Milham Avenue (Stewart Manor) was relocated to the Celery Flats Historic Area in 1993. Additionally, legal descriptions contained in Chapter 38 – Historical Preservation for properties at 3821 West Milham Avenue and 10234 East Shore Drive contain inconsistencies that need to be corrected. In 2015, the historic district at 3821 West Milham Avenue was modified to remove 17 acres to facilitate the Story Point Assisted Living Facility; however, the original property legal description was not removed from the ordinance. Also in 2015, the historic district at 10234 East Shore Drive was modified to remove 1.17 acres to facilitate a residential home construction on Austin Lake; however, three separate legal descriptions remain in the ordinance, two of which need to be removed.

In accordance with the Local Historic Districts Act (Public Act 169 of 1970), the report is being forwarded to the Planning Commission for review and comment. The Planning Commission is advised to review this matter and, subject to any additional comments, staff advises the Planning Commission recommend that the Historic District Modifications and Ordinance Amendments be approved. At the conclusion of the Planning Commission review and comment, the information and recommendations will be forwarded to City Council for final action.

Attachment: Draft November 6, 2019 Historic District Commission meeting minutes
Communication and report from Portage Historic District Study Committee
Parcel boundary maps with district overlay
Highlight & Strike version of ordinance
Draft Ordinance with proposed changes

T:\COMMDEV\2019-2020 Department Files\Board Files\Planning Commission\Historic District Modifications\2019 11 27 Historic District Modification - Ordinance Amendment Memo.doc

CLEAN VERSION FOR PUBLICATION

ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SECTION 38-35 OF CHAPTER 38,
HISTORICAL PRESERVATION

THE CITY OF PORTAGE ORDAINS:

That Section 38-35 of Chapter 38, Historical Preservation, is hereby amended as follows:

Sec. 38-35. - District established; boundaries.

A historic district within the city is hereby created, which district shall include the following described lands and the structures situated thereon:

- (a) Property Address: 5029 Angling Road
Tax ID No. 03580-049-O

Legal Description:

HILL N BROOK VILLAGE LOT 49 & 50 EXC NELY 25 FT OF LOT 50 ALSO BEG AT NE COR LOT 44 TH S ON E LI SD LOT 57.60 FT TH SWLY 248.55 FT TO A PT ON W LI LOT 43 146.34 FT N OF SW COR TH N ALG SD W LI 11.43 FT TO NW COR SD LOT TH NELY ALG N LI SD LOT 67.39 FT TH CONT NELY ALG N LI LOT 44 190.19 FT TO PL OF BEG.

- (b) Property Address: 5260 Angling Road
Tax ID No. 00006-015-A

Legal Description:

SECTION 6-3-11 BEG AT A PT 132 FT S OF NE COR S $\frac{1}{2}$ NE $\frac{1}{4}$ SEC 6, TH S 198 FT TH W 233 FT, TH N 198 FT, TH E 233 FT TO P.O.B., EXC E 33 FT FOR HWY.

- (c) Property Address: 5719 Angling Road
Tax ID No. 00761-042-O

Legal Description:

SUPERVISORS PLAT OF BOYLANS ACRES #1 LOT 42 AND LOT 43. ALSO BEG AT SE COR SD LOT 43, TH N ALG E LI LOTS 43 AND 42 TO NE COR SD LOT 42, TH E 19 FT, TH S 75 FT, TH E 30 FT, TH S 10 FT, TH E 100 FT, TH S 85 FT, TH W 149 FT TO P.O.B.

- (d) Property Address: 6638 Angling Road
Tax ID No. 00007-286-O

Legal Description:

SEC 7-3-11 COM NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT FOR PL OF BEG TH N 56 DEG 34 MIN 20 SEC W 233 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH S 61 DEG 09 MIN 50 SEC E 200.64 FT TH S 56 DEG 34 MIN 20 SEC E 33 FT TH S 33 DEG 25 MIN 40 SEC W 227.51 FT TO PL OF

BEG. ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT TH N 56 DEG 34 MIN 20 SEC W 328 FT FOR PL OF BEG TH S 56 DEG 34 MIN 20 SEC E 95 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH N 61 DEG 09 MIN 50 SEC W TO A PT TH SWLY TO P.O.B., ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES, TH N 33 DEG 25 MIN 40 SEC E 789.44 FT TO P.O.B., TH N 56 DEG 34 MIN 20 SEC W 33 FT, TH N 61 DEG 09 MIN 50 SEC W 300.97 FT, TH N 33 DEG 25 MIN 40 SEC E 197.88 FT, TH SELY 129.99 FT, ALG A CURVE TO THE RIGHT WITH A RADIUS OF 227 FT, TH S 56 DEG 34 MIN 20 SEC E 210 FT TO CTR LI ANGLING RD, TH S 33 DEG 25 MIN 40 SEC W ALG SD CTR LI 210 FT TO P.O.B.

- (e) Property Address: 506 Bacon Avenue
Tax ID No. 00034-055-O

Legal Description:

SEC 34-3-11 W 8 R OF N 10 R of NE $\frac{1}{4}$ NW $\frac{1}{4}$ SEC 34.

- (f) Property Address: 704 Bacon Avenue
Tax ID No. 04740-005-C

Legal Description:

LUDINGTON ACRES N 238 FT OF LOT 5.

- (g) Property Address: 515 East Centre Avenue
Tax ID No. 04200-003-O

Legal Description:

LAKEWOOD HOMES LOT 3.

- (h) Property Address: 903 East Centre Avenue
Tax ID No. 00015-465-O

Legal Description:

SEC 15-3-11 BEG AT S $\frac{1}{4}$ POST SEC 15 TH E 6 R TH N 40 R TH W 6 R TH S 40 R TO BEG EXC W 1 R OF S 30 R & W 2 R OF N 10 R FOR HWY.

- (i) Property Address: 1521 East Centre Avenue
Tax ID No. 00015-570-O

Legal Description:

SEC 15-3-11 BEG 21 R W OF SE COR SEC 15 TH W ON SEC LI 7 R TH N 80 R TH E 7 R TH S 80 R TO BEG.

- (j) Property Address: 7328 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W $\frac{1}{4}$ POST SEC 15, TH E 650 FT TO THE E LI OF CONRAIL RR ROW TO P.O.B., TH NLY ALG SD ROW 812.85 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 162.3 FT, THE S 24 DEG 43 MIN W 760 FT, TH W 190 FT TO P.O.B.

- (k) Property Address: 8009 Cox's Drive
Tax ID No. 00024-081-O

Legal Description:

SEC 24-3-11 COM AT NW COR SEC 24, TH S 132 FT TO P.O.B., TH CONT S TO NW COR OF S $\frac{3}{4}$ OF W $\frac{1}{2}$ OF NW $\frac{1}{4}$ SEC 24, TH E 420 FT, TH N TO N LI OF SD SEC, TH W 120 FT TH S 137 FT, TH W 199.39 FT, TH N 5 FT, TH W 100.61 FT TO P.O.B., RES COX DR AND CENTRE AVE FOR ROW.

- (l) Property Address: 2106 Forest Drive
Tax ID No. 00340-086-A

Legal Description:

AMES WEST LAKE PARK A PART OF LOT 86 DESC AS FOL BEG AT SE COR LOT 86 TH NELY ALG SELY LI SD LOT 188.71 FT TO NE COR LOT 86 TH WLY ALG NLY LI SD LOT 220 FT TH SLY 112.26 FT TO A PT IN SLY LI SD LOT 144 FT SWLY OF SE COR LOT 86 TH SELY ALG SLY LI SD LOT 144 FT TO PL OF BEG.

- (m) Property Address: 7706 Innisbrook Drive
Tax ID No. 09402-036-O

Legal Description:

WOODBIDGE HILLS #2 LOT 36.

- (n) Property Address: 2663 Mandigo Avenue
Tax ID No. 00035-145-Z

Legal Description:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SECTION 35 THAT IS 1810.00 FEET NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST OF THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 320.91 FEET; THENCE NORTH 00 DEGREES 21 MINUTES 04 SECONDS EAST 200.88 FEET; THENCE NORTH 38 DEGREES 50 MINUTES 31 SECONDS EAST 202.44 FEET; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST PARALLEL WITH SAID SOUTH LINE 234.48 FEET; THENCE SOUTH 38 DEGREES 50 MINUTES 31 SECONDS WEST 108.48 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 274.73 FEET TO SAID SOUTH LINE; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 101.59 FEET; THENCE NORTH 00 DEGREES 12 MINUTES 25 SECONDS WEST 440.88 FEET TO

A POINT PREVIOUSLY DESCRIBED AS BEING 448 FEET NORTH OF SAID SOUTH SECTION LINE; THENCE NORTH 67 DEGREES 24 MINUTES 50 SECONDS EAST 654.53 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 699.41 FEET TO THE POINT OF BEGINNING.

- (o) Property Address: 6825 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 527 FT N OF S $\frac{1}{4}$ POST SEC 12, TH N 150 FT, TH E 300 FT, TH S 150 FT, TH W 300 FT TO P.O.B.

- (p) Property Address: 2027 East Milham Avenue
Tax ID No. 00002-050-O

Legal Description:

SEC 2-3-11 COM AT A PT 80 R E OF SW COR SEC 2 TH N 358.22 FT TH W 152 FT TH S 358.22 FT TH E 152 FT TO PL OF BEG.

- (q) Property Address: 4415 East Milham Avenue
Tax ID No. 00001-145-O

Legal Description:

SEC 1-3-11 COM S $\frac{1}{4}$ POST SEC 1 TH N 33 FT TH N 89 DEG 37 MIN 40 SEC E 1168.13 FT TO PL OF BEG TH N 138.73 FT TH E 93 FT TH S 138.73 FT TH S 89 DEG 37 MIN 40 SEC W 93 FT TO PL OF BEG.

- (r) Property Address: 1705 West Milham Avenue
Tax ID No. 00008-003-A

Legal Description:

SEC 8 & 9-3-11 BEG AT A POT 82.5 FT W OF NE COR SEC 8 TH E ALG N LI SECTIONS 8 & 9 A DISTANCE OF 165 FT TH S 297 FT TH W 165 FT TH N 297 FT TO PL OF BEG. EXC N 33 FT FOR HWY.

- (s) Property Address: 3221 West Milham Avenue
Tax ID No. 00008-250-O

Legal Description:

SEC 8-3-11 BEG N W COR SEC 8 TH E 283 FT TH S 240 FT TH W TO W LI SD SEC TH N ALG SD W LI 240 FT TO PL OF BEG. RES N & W 33 FT FOR HWY PURP.

- (t) Property Address: 8021 Oak Street
Tax ID No. 07200-113-O

Legal Description:

ROSE DALE SUBDIVISION LOTS 113 & 114 EXC S 5 FT OF LOT 114, ALSO INCLUDING THE W $\frac{1}{2}$ OF THE ABUTTING VACATED ALLEY.

- (u) Property Address: 5134 Oakland Drive
Tax ID No. 00005-010-O

Legal Description:

SEC 5-3-11 COM AT NE COR OF W $\frac{1}{2}$ NE $\frac{1}{4}$ SEC 5 TH S O DEG 32 MIN E 783 FT
FOR PL OF BEG TH S O DEG 32 MIN E 363 FT TH S 89 DEG 28 MIN W 313.5 FT TH
N O DEG 32 MIN W 363 FT TH N 89 DEG 28 MIN E 313.5 FT TO BEG.

- (v) Property Address: 5720 Oakland Drive
Tax ID No. 00005-085-A

Legal Description:

SEC 5-3-11 BEG AT A PT IN E LI W $\frac{1}{2}$ SE $\frac{1}{4}$ SEC 5 1190 FT S OF EW $\frac{1}{4}$ LI SD SEC
TH W 283 FT TH N 200 FT TH W 113 FT TH S 432.64 FT TH E 113 FT TH N 100 FT
TH E 283 FT TH N 132.64 FT TO PL OF BEG. EXC E 33 FT FOR HWY.

- (w) Property Address: 6235 Oakland Drive
Tax ID No. 00008-110-O

Legal Description:

SEC 8-3-11 COM AT NW COR E $\frac{1}{2}$ NE $\frac{1}{4}$ SEC 8 TH S ALG W LI SD E $\frac{1}{2}$ 1320 FT FOR
PL BEG TH S ALG SD W LI 132 FT TH E 200 FT TH N 132 FT TH W 200 FT TO BEG.

- (x) Property Address: 7119 Oakland Drive
Tax ID No. 6060-009-O

Legal Description:

PERRY ACRES LOT #9.

- (y) Property Address: 7336 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W $\frac{1}{4}$ POST SEC 15, THE E 960 FT TO P.O.B., TH N 24 DEG 43
MIN E 720 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 100 FT, TH S
15 DEG 05 MIN W 672.41 FT, TH W 185 FT TO P.O.B.

- (z) Property Address: 703 East Osterhout Avenue
Tax ID No. 00034-120-O

Legal Description:

SEC 34-3-11 COM C $\frac{1}{4}$ POST SEC 34 TH W 551.46 FT FOR PL OF BEG TH N 720.52
FT TH W 194.54 FT TH S 720.52 FT TH E 194.54 FT TO PL OF BEG.

- (aa) Property Address: 922 West Osterhout Avenue
Tax ID No. 00033-120-O

Legal Description:

SEC 33-3-11 E 32 R OF W 66 R OF E ½ NW ¼ SEC 33.

(bb) Property Address: 5830 Portage Road
Tax ID No. 00002-065-O

Legal Description:

SEC 2-3-11 COM AT THE S ¼ POST OF SEC 2 TH N 4 DEG 22 MIN W ALG CTR LI OF PORTAGE ROAD 616.53 FT FOR P O B CONT N 34.12 FT TH N O DEG 24 MIN E 230 FT TH N 89 DEG 36 MIN W 330 FT TH S O DEG 24 MIN W 264 FT TH S 89 DEG 36 MIN E TO PL OF BEG.

(cc) Property Address: 10209 Portage Road
Tax ID No. 00035-025-O

Legal Description:

SEC 35-3-11 BEG AT PT 1000 FT N & 198 FT E OF W ¼ POST SEC 35 TH N 396 FT TH W TO CL PORTAGE RD TH NELY ALG SD CL 214 FT MOL TO S LI WETHERBEE AVE. TH E ALG SD S LI 717.6 FT TH S 331.78 FT TH SWLY 99.09 FT TH SWLY 204.66 FT TH S 89 DEG 57 MIN W 475.94 FT TO PL OF BEG.

(dd) Property Address: 904 Schuring Road
Tax ID No. 00016-405-O

Legal Description:

SECTION 16, TOWN 3 SOUTH, RANGE 11 WEST: BEGINNING AT CENTER ¼ POST SECTION 16, THENCE WEST 90 FT, THENCE NORTH 120 FT, THENCE EAST 90 FT, THENCE SOUTH 120 FT TO PLACE OF BEGINNING.

(ee) Property Address: 6869 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 327 FT N OF S ¼ POST SEC 12, TH N 200 FT, TH E 300 FT, TH S 200 FT, TH W 300 FT TO P.O.B.

(ff) Property Address: 9844 Sprinkle Road
Tax ID No. 00025-190-O

Legal Description:

SEC 25-3-11 BEG AT PT 429 FT N OF SE COR SEC 25 TH N ALG E LI SD SEC 178.57 FT TH W 639.12 FT TH S 11 DEG E 182.17 FT TH E 602.95 FT TO PL OF BEG. RES E 33 FT FOR HWY.

(gg) Property Address: 2112 Vanderbilt Avenue
Tax ID No. 00029-105-O

Legal Description:

SEC 29-3-11 BEG N $\frac{1}{4}$ POST SEC 29 TH S ALG NS $\frac{1}{4}$ TO CTR LI VANDERBILT RD
TH E ALG SD CTR LI 1065 FT FOR PL OF BEG TH CONT E 255 FT TH N 343 FT TH
W 262 FT TH S 34 FT TH E 7 FT TH S 309 FT TO PL OF BEG.

- (hh) Property Address: 7719 South Westnedge Avenue
Tax ID No. 00015-275-O

Legal Description:

SEC 15-3-11 W 150 FT OF N 1000 FT E $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ & ALL THAT PART OF N 1000
FT OF W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ LYING ELY OF NYC RR ROW ALSO BEG AT A PT IN W LI SD
SEC 66 R N OF SW COR SD SEC TH E 660 FT TH N 551 FT TH W 458 FT TO ELY LI
NYC RR ROW TH SWLY ALG SD ROW TO INTERSECTION WITH S WESTNEDGE
AVE TH S ALG W LI SD SEC TO PL OF BEG.

- (ii) Property Address: 8643 South Westnedge Avenue
Tax ID No. 00022-250-O

Legal Description:

SEC 22-3-11 BEG IN W LI SEC 22 AT A PT 931.5 FT S OF W $\frac{1}{4}$ POST SD SEC TH S
ALG W LI SD SEC 149.25 FT TH E PAR TO E & W $\frac{1}{4}$ LI SD SEC 561 FT TH N PAR TO
W LI SD SEC 149.25 FT TH W 561 FT TO PL OF BEG RES W 33 FT FOR HWY
PURPOSES.

- (jj) Property Address: 9426 South Westnedge Avenue
Tax ID No. 00028-022-O

Legal Description:

SEC 28-3-11 COM E $\frac{1}{4}$ POST SEC 28 TH N 160 FT FOR PL OF BEG, TH W 163 FT
TH N 170 FT TH E 163 FT TH S 170 FT TO PL OF BEG. RES E 33 FT FOR HWY.

- (kk) Property Address: 10401 South Westnedge Avenue
Tax ID No. 00034-080-O

Legal Description:

SEC 34-3-11 BEG AT PT 165 FT N OF W $\frac{1}{4}$ POST SEC 34 TH E PAR EW $\frac{1}{4}$ LI 629.63
FT TH N 555.57 FT TH W TO W LI SD SEC TH S ALG W LI SD SEC 555.52 FT TO PL
OF BEG.

- (ll) Property Address: 10234 East Shore Drive
Tax ID No. 36-020-O

Legal Description:

THE W $\frac{1}{2}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 EXC THE SW $\frac{1}{2}$ OF THE SE $\frac{1}{4}$.

THE N $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11.

THAT PORTION OF THE S $\frac{1}{2}$ OF THE NE $\frac{1}{24}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 LYING
ELY OF THE FORMER WLY ROW LI OF THE GR & IN RR CO.

THE S ½ OF THE NE ¼ OF SEC 36-3-11 EXC: PART OF THE NE ¼ OF SEC 36-3-11: COM AT THE S ¼ POST OF SD SEC 36; TH N 00 DEG 00 MIN 00 SEC E ON THE N & S ¼ LI SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 619.52 FT TO POB OF THE LAND HEREIN DESCRIBED; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 105.34 FT TO THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL; TH S 37 DEG 41 MIN 59 SEC E ON SD CTR LI 88.33 FT TO THE N EDGE OF PAVEMENT ON EAST SHORE DRIVE; TH S 56 DEG 15 MIN 14 SEC W 52.19 FT TO THE SE COR OF LOT 1, SUNNY HEIGHTS; TH S 58 DEG 41 MIN 43 SEC W ON THE SLY LI OF SD LOT 1 A DIS OF 12.43 FT TO THE POB. EXC PART OF THE NE ¼ OF SEC 36-3-11: COM AT THE S ¼ POST OF SD SEC 36, TH N 00 DEG 00 MIN 00 SEC E ON THE N & S ¼ LI OF SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 619.52 FT TO THE SELY LI OF LOT 1, SUNNY HEIGHTS; TH N 58 DEG 41 MIN 43 SEC E ON THE SELY LI OF SAID LOT 1 A DIS OF 12.43 FT TO THE SE COR OF SD LOT 1; TH N 56 DEG 15 MIN 14 SEC E 52.19 FT TO A POINT ON THE NLY EDGE OF PAVEMENT OF EAST SHORE DRIVE & POB; TH N 37 DEG 41 MIN 59 SEC W ON THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL 88.33 FT TO SD N & S ¼ LI; TH N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 43.88 FT TO AN INTERMEDIATE TRAVERSE LI; TH N 42 DEG 30 MIN 58 SEC E ON SD INTERMEDIATE TRAVERSE LI 172.13 FT TO A MEANDER COR; TH S 46 DEG 20 MIN 20 SEC E 156.64 FT TO THE NLY EDGE OF PAVEMENT OF SD EAST SHORE DRIVE; TH S 52 DEG 58 MIN 04 SEC W 220.00 FT TO POB. ALSO ALL THAT LAND LYING BETWEEN SD INTERMEDIATE TRAVERSE LI, THE N & S ¼ LI OF SD SEC 36 EXTENDED TO THE WATER'S EDGE OF AUSTIN LAKE, THE WATER'S EDGE OF AUSTIN LAKE & A LI EXTENDING N 46 DEG 20 MIN 20 SEC W FROM SD MEANDER CORNER. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 46° 20' 20" WEST 156.64 FEET TO MEANDER CORNER "A"; THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B"; THENCE SOUTH 54° 26' 09" EAST 176.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 46° 20' 20" WEST FROM SAID MEANDER CORNER "A", AND A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B".

CONTAINING 0.52 OF AN ACRE MORE OR LESS. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 54° 26' 09" WEST 176.46 FEET TO MEANDER CORNER "B"; THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C"; THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 63.12 FEET; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B", AND A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C". CONTAINING 0.65 OF AN ACRE MORE OR LESS. SUBJECT TO A 15.00 FOOT WIDE BUILDING RESTRICTION LYING ADJACENT TO AND PARALLEL WITH THE NORTHEASTERLY LINE OF THE ABOVE DESCRIBED PARCEL.

(mm) Property Address: 3821 West Milham Avenue
Tax ID No. 00007-025-A

Legal Description:

THAT PART OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 7, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

COMMENCING AT THE NORTH 1/4 POST OF SECTION 7, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE SOUTH 89° - 42' - 49" EAST ALONG THE NORTH LINE OF SAID SECTION, 868.34 FEET FOR THE PLACE OF BEGINNING OF THE LAND HEREINAFTER DESCRIBED; THENCE CONTINUING SOUTH 89° - 42' - 49" EAST ALONG SAID NORTH LINE, 77.75 FEET TO THE WEST LINE OF THE HOMESTEAD OF PORTAGE NORTH, AS RECORDED IN LIBER 42 OF PLATS ON PAGE 16, KALAMAZOO COUNTY RECORDS, THENCE SOUTH 00° - 02' - 20" EAST THEREON, 745.00 FEET; THENCE SOUTH 89° - 57' - 40" WEST, PERPENDICULAR TO SAID WEST LINE, 233.00 FEET; THENCE NORTH 00° - 02' -

20" WEST PARALLEL WITH SAID WEST LINE, 518.35 FEET; THENCE NORTH 18° - 54' - 25" EAST, 77.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 95.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF WEST MILHAM AVENUE; THENCE SOUTH 89° - 42' - 49" EAST THEREON, 130.32 FEET; THENCE NORTH 0° - 05' - 48" WEST PARALLEL WITH THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION, 60.00 FEET TO THE PLACE OF BEGINNING. CONTAINED 3.70 ACRES.

FIRST READING:
SECOND READING:
EFFECTIVE DATE:

Patricia M. Randall

CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

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

Adam Herringa, City Clerk

Z:\JODY\PORTAGE\ORDINANCES\ZONING\Historic District 38-35 Cleanup CLEAN.docx

HIGHLIGHT & STRIKE VERSION

ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING SECTION 38-35 OF CHAPTER 38,
HISTORICAL PRESERVATION,

THE CITY OF PORTAGE ORDAINS:

That Section 38-35 of Chapter 38, Historical Preservation, is hereby amended as follows:
Sec. 38-35. - District established; boundaries.

A historic district within the city is hereby created, which district shall include the following described lands and the structures situated thereon:

(a) Property Address: 5029 Angling Road
Tax ID No. 03580-049-O

Legal Description:

HILL N BROOK VILLAGE LOT 49 & 50 EXC NELY 25 FT OF LOT 50 ALSO BEG AT NE COR LOT 44 TH S ON E LI SD LOT 57.60 FT TH SWLY 248.55 FT TO A PT ON W LI LOT 43 146.34 FT N OF SW COR TH N ALG SD W LI 11.43 FT TO NW COR SD LOT TH NELY ALG N LI SD LOT 67.39 FT TH CONT NELY ALG N LI LOT 44 190.19 FT TO PL OF BEG.

(b) Property Address: 5260 Angling Road
Tax ID No. 00006-015-A

Legal Description:

SECTION 6-3-11 BEG AT A PT 132 FT S OF NE COR S $\frac{1}{2}$ NE $\frac{1}{4}$ SEC 6, TH S 198 FT TH W 233 FT, TH N 198 FT, TH E 233 FT TO P.O.B., EXC E 33 FT FOR HWY.

(c) Property Address: 5719 Angling Road
Tax ID No. 00761-042-O

Legal Description:

SUPERVISORS PLAT OF BOYLANS ACRES #1 LOT 42 AND LOT 43. ALSO BEG AT SE COR SD LOT 43, TH N ALG E LI LOTS 43 AND 42 TO NE COR SD LOT 42, TH E 19 FT, TH S 75 FT, TH E 30 FT, TH S 10 FT, TH E 100 FT, TH S 85 FT, TH W 149 FT TO P.O.B.

(d) Property Address: 6638 Angling Road
Tax ID No. 00007-286-O

Legal Description:

SEC 7-3-11 COM NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT FOR PL OF BEG TH N 56 DEG 34 MIN 20 SEC W 233 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH S 61 DEG 09 MIN 50 SEC E 200.64 FT TH S 56 DEG 34 MIN 20 SEC E 33 FT TH S 33 DEG 25 MIN 40 SEC W 227.51 FT TO PL OF BEG. ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT TH N 56 DEG ;b2; 34 MIN 20 SEC W 328 FT FOR PL OF BEG TH S 56 DEG 34 MIN 20 SEC E 95 FT TH N 33 DEG 25 MIN 40 SEC E

211.45 FT TH N 61 DEG 09 MIN 50 SEC W TO A PT TH SWLY TO P.O.B., ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES, TH N 33 DEG 25 MIN 40 SEC E 789.44 FT TO P.O.B., TH N 56 DEG 34 MIN 20 SEC W 33 FT, TH N 61 DEG 09 MIN 50 SEC W 300.97 FT, TH N 33 DEG 25 MIN 40 SEC E 197.88 FT, TH SELY 129.99 FT, ALG A CURVE TO THE RIGHT WITH A RADIUS OF 227 FT, TH S 56 DEG 34 MIN 20 SEC E 210 FT TO CTR LI ANGLING RD, TH S 33 DEG 25 MIN 40 SEC W ALG SD CTR LI 210 FT TO P.O.B.

(e) Property Address: 506 Bacon Avenue
Tax ID No. 00034-055-O

Legal Description:

SEC 34-3-11 W 8 R OF N 10 R of NE ¼ NW ¼ SEC 34.

(f) Property Address: 704 Bacon Avenue
Tax ID No. 04740-005-C

Legal Description:

LUDINGTON ACRES N 238 FT OF LOT 5.

Property _____ Address: _____ 214 _____ Brown _____ Avenue
Tax ID No. 1480-002-O

Legal Description:

~~CLARENCE PLAT LOT 2 & 3. com~~

Property _____ Address: _____ 309 _____ East _____ Centre _____ Avenue
Tax ID No. 00015-345-O

Legal Description:

~~K15-33 SEC 15-3-11 BEG AT A PT 591.32 FT E OF SW COR SEC 15 TH N 165 FT, TH E 72.82 FT, TH N 594 FT, TH E 150 FT, TH S 759 FT, TH W 220.67 FT TO P.O.B. RES S 43 FT FOR HWY PURPOSES. EXC N 333 FT.~~

(g) Property Address: 515 East Centre Avenue
Tax ID No. 04200-003-O

Legal Description:

LAKEWOOD HOMES LOT 3.

(h) Property Address: 903 East Centre Avenue
Tax ID No. 00015-465-O

Legal Description:

SEC 15-3-11 BEG AT S ¼ POST SEC 15 TH E 6 R TH N 40 R TH W 6 R TH S 40 R TO BEG EXC W 1 R OF S 30 R & W 2 R OF N 10 R FOR HWY.

(i) Property Address: 1521 East Centre Avenue
Tax ID No. 00015-570-O

Legal Description:

SEC 15-3-11 BEG 21 R W OF SE COR SEC 15 TH W ON SEC LI 7 R TH N 80 R TH E 7 R TH S 80 R TO BEG.

(j) Property Address: 7328 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W $\frac{1}{4}$ POST SEC 15, TH E 650 FT TO THE E LI OF CONRAIL RR ROW TO P.O.B., TH NLY ALG SD ROW 812.85 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 162.3 FT, THE S 24 DEG 43 MIN W 760 FT, TH W 190 FT TO P.O.B.

(k) Property Address: 8009 Cox's Drive
Tax ID No. 00024-081-O

Legal Description:

SEC 24-3-11 COM AT NW COR SEC 24, TH S 132 FT TO P.O.B., TH CONT S TO NW COR OF S $\frac{3}{4}$ OF W $\frac{1}{2}$ OF NW $\frac{1}{4}$ SEC 24, TH E 420 FT, TH N TO N LI OF SD SEC, TH W 120 FT TH S 137 FT, TH W 199.39 FT, TH N 5 FT, TH W 100.61 FT TO P.O.B., RES COX DR AND CENTRE AVE FOR ROW.

Property _____ Address: _____ 10234 _____ East _____ Shore _____ Drive
Tax ID No. ~~36-020-O~~

Legal Description:

~~SEC 36-3-11 S $\frac{1}{2}$ NE $\frac{1}{4}$ AND N $\frac{1}{2}$ SE $\frac{1}{4}$ SEC 36 EXC PENN RR ROW.~~

(l) Property Address: 2106 Forest Drive
Tax ID No. 00340-086-A

Legal Description:

AMES WEST LAKE PARK A PART OF LOT 86 DESC AS FOL BEG AT SE COR LOT 86 TH NELY ALG SELY LI SD LOT 188.71 FT TO NE COR LOT 86 TH WLY ALG NLY LI SD LOT 220 FT TH SLY 112.26 FT TO A PT IN SLY LI SD LOT 144 FT SWLY OF SE COR LOT 86 TH SELY ALG SLY LI SD LOT 144 FT TO PL OF BEG.

(m) Property Address: 7706 Innisbrook Drive
Tax ID No. 09402-036-O

Legal Description:

WOODBIDGE HILLS #2 LOT 36.

(n) Property Address: 2663 Mandigo Avenue
Tax ID No. 00035-145-Z

Legal Description:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SECTION 35 THAT IS 1810.00 FEET NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST OF THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 320.91 FEET; THENCE NORTH 00 DEGREES 21 MINUTES 04 SECONDS EAST 200.88 FEET; THENCE NORTH 38 DEGREES 50 MINUTES 31 SECONDS EAST 202.44 FEET; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST PARALLEL WITH SAID SOUTH LINE 234.48 FEET; THENCE SOUTH 38 DEGREES 50 MINUTES 31 SECONDS WEST 108.48 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 274.73 FEET TO SAID SOUTH LINE; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 101.59 FEET; THENCE NORTH 00 DEGREES 12 MINUTES 25 SECONDS WEST 440.88 FEET TO A POINT PREVIOUSLY DESCRIBED AS BEING 448 FEET NORTH OF SAID SOUTH SECTION LINE; THENCE NORTH 67 DEGREES 24 MINUTES 50 SECONDS EAST 654.53 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 699.41 FEET TO THE POINT OF BEGINNING.

(o) Property Address: 6825 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 527 FT N OF S $\frac{1}{4}$ POST SEC 12, TH N 150 FT, TH E 300 FT, TH S 150 FT, TH W 300 FT TO P.O.B.

(p) Property Address: 2027 East Milham Avenue
Tax ID No. 00002-050-O

Legal Description:

SEC 2-3-11 COM AT A PT 80 R E OF SW COR SEC 2 TH N 358.22 FT TH W 152 FT TH S 358.22 FT TH E 152 FT TO PL OF BEG.

(q) Property Address: 4415 East Milham Avenue
Tax ID No. 00001-145-O

Legal Description:

SEC 1-3-11 COM S $\frac{1}{4}$ POST SEC 1 TH N 33 FT TH N 89 DEG 37 MIN 40 SEC E 1168.13 FT TO PL OF BEG TH N 138.73 FT TH E 93 FT TH S 138.73 FT TH S 89 DEG 37 MIN 40 SEC W 93 FT TO PL OF BEG.

Property Address: 1324 West Milham Avenue
Tax ID No. 3700-084-O

Legal Description:

~~SECTION 4, TOWN 3 SOUTH, RANGE 11 WEST: BEGINNING AT THE NORTHWEST CORNER OF LOT 87 PLAT OF HOMEACRES, THENCE EAST 100~~

~~FT, THENCE SOUTH 100 FT. THENCE WEST 100 FT, THENCE NORTH 100 FT TO
PLACE OF BEGINNING. RESERVING DRIVEWAY TO MILHAM RD.~~

(r) Property Address: 1705 West Milham Avenue
Tax ID No. 00008-003-OA

Legal Description:

SEC 8 & 9-3-11 BEG AT A POT 82.5 FT W OF NE COR SEC 8 TH E ALG N LI
SECTIONS 8 & 9 A DISTANCE OF 165 FT TH S 297 FT TH W 165 FT TH N 297 FT
TO PL OF BEG. EXC N 33 FT FOR HWY.

(s) Property Address: 3221 West Milham Avenue
Tax ID No. 00008-250-O

Legal Description:

SEC 8-3-11 BEG N W COR SEC 8 TH E 283 FT TH S 240 FT TH W TO W LI SD SEC
TH N ALG SD W LI 240 FT TO PL OF BEG. RES N & W 33 FT FOR HWY PURP.

Property Address: 3821 West Milham Avenue
Tax ID No. 00007-025-A

~~THAT PART OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 7, TOWN-
SHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY,
MICHIGAN, DESCRIBED AS:~~

~~BEGINNING AT A POINT ON THE NORTH LINE OF SAID SECTION 7 THAT IS 868.34
FEET SOUTH 89° 42' 49" EAST OF THE NORTH QUARTER CORNER OF SAID
SECTION 7; THENCE SOUTH 89° 42' 49" EAST ON SAID NORTH LINE 77.75 FEET TO
THE WEST LINE OF "THE HOMESTEAD OF PORTAGE NORTH," ACCORDING TO THE
PLAT THEREOF AS RECORDED IN LIBER 42 OF PLATS, PAGE 16, KALAMAZOO
COUNTY RECORDS; THENCE SOUTH 00° 02' 20" EAST ON SAID WEST LINE 745.00
FEET; THENCE SOUTH 89° 57' 40" WEST PERPENDICULAR TO SAID WEST LINE
285.00 FEET; THENCE SOUTH 00° 02' 20" EAST PARALLEL WITH SAID WEST LINE
261.87 FEET; THENCE SOUTH 47° 07' 46" EAST 42.56 FEET TO THE NORTHERLY
RIGHT OF WAY LINE OF MCGILLICUDDY LANE; THENCE SOUTHWESTERLY 127.20
FEET ON SAID NORTHERLY RIGHT OF WAY LINE AND ON A 230.00 FOOT RADIUS
CURVE TO THE LEFT WHOSE CHORD BEARS SOUTH 27° 01' 34" WEST 125.59 FEET;
THENCE SOUTH 11° 10' 57" WEST ON SAID RIGHT OF WAY LINE 10.65 FEET TO THE
NORTH LINE OF THE SOUTH 165.00 FEET OF THE NORTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SAID SECTION 7; THENCE NORTH 89° 46' 18" WEST ON
SAID NORTH LINE 631.86 FEET TO THE NORTH AND SOUTH QUARTER LINE OF
SAID SECTION 7; THENCE NORTH 00° 05' 48" WEST ON SAID QUARTER LINE 745.80
FEET TO THE EASTERLY RIGHT OF WAY LINE OF HIGHWAY U.S. 131; THENCE
NORTH 09° 52' 01" EAST ON SAID EASTERLY RIGHT OF WAY LINE 359.76 FEET TO
THE SOUTH RIGHT OF WAY LINE OF WEST MILHAM AVENUE; THENCE SOUTH
89° 42' 49" EAST ON SAID SOUTH RIGHT OF WAY LINE 806.09 FEET; THENCE NORTH
00° 05' 48" WEST PARALLEL WITH SAID QUARTER LINE 60.00 FEET TO THE POINT
OF BEGINNING. CONTAINING 21.02 ACRES MORE OR LESS.~~

(t) Property Address: 8021 Oak Street
Tax ID No. 07200-113-O

Legal Description:

ROSE DALE SUBDIVISION LOTS 113 & 114 EXC S 5 FT OF LOT 114, ALSO INCLUDING THE W ½ OF THE ABUTTING VACATED ALLEY.

(u) Property Address: 5134 Oakland Drive
Tax ID No. 00005-010-O

Legal Description:

SEC 5-3-11 COM AT NE COR OF W ½ NE ¼ SEC 5 TH S O DEG 32 MIN E 783 FT FOR PL OF BEG TH S O DEG 32 MIN E 363 FT TH S 89 DEG 28 MIN W 313.5 FT TH N O DEG 32 MIN W 363 FT TH N 89 DEG 28 MIN E 313.5 FT TO BEG.

(v) Property Address: 5720 Oakland Drive
Tax ID No. 00005-085-0A

Legal Description:

SEC 5-3-11 BEG AT A PT IN E LI W ½ SE ¼ SEC 5 1190 FT S OF EW ¼ LI SD SEC TH W 283 FT TH N 200 FT TH W 113 FT TH S 432.64 FT TH E 113 FT TH N 100 FT TH E 283 FT TH N 132.64 FT TO PL OF BEG. EXC E 33 FT FOR HWY.

(w) Property Address: 6235 Oakland Drive
Tax ID No. 00008-110-O

Legal Description:

SEC 8-3-11 COM AT NW COR E ½ NE ¼ SEC 8 TH S ALG W LI SD E ½ 1320 FT FOR PL BEG TH S ALG SD W LI 132 FT TH E 200 FT TH N 132 FT TH W 200 FT TO BEG.

(x) Property Address: 7119 Oakland Drive
Tax ID No. 6060-009-O

Legal Description:

PERRY ACRES LOT #9.

(y) Property Address: 7336 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W ¼ POST SEC 15, THE E 960 FT TO P.O.B., TH N 24 DEG 43 MIN E 720 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 100 FT, TH S 15 DEG 05 MIN W 672.41 FT, TH W 185 FT TO P.O.B.

(z) Property Address: 703 East Osterhout Avenue
Tax ID No. 00034-120-O

Legal Description:

SEC 34-3-11 COM C ¼ POST SEC 34 TH W 551.46 FT FOR PL OF BEG TH N 720.52 FT TH W 194.54 FT TH S 720.52 FT TH E 194.54 FT TO PL OF BEG.

(aa) Property Address: 922 West Osterhout Avenue
Tax ID No. 00033-120-O

Legal Description:

SEC 33-3-11 E 32 R OF W 66 R OF E ½ NW ¼ SEC 33.

(bb) Property Address: 5830 Portage Road
Tax ID No. 00002-065-O

Legal Description:

SEC 2-3-11 COM AT THE S ¼ POST OF SEC 2 TH N 4 DEG 22 MIN W ALG CTR LI OF PORTAGE ROAD 616.53 FT FOR P O B CONT N 34.12 FT TH N O DEG 24 MIN E 230 FT TH N 89 DEG 36 MIN W 330 FT TH S O DEG 24 MIN W 264 FT TH S 89 DEG 36 MIN E TO PL OF BEG.

(cc) Property Address: 10209 Portage Road
Tax ID No. 00035-025-O

Legal Description:

SEC 35-3-11 BEG AT PT 1000 FT N & 198 FT E OF W ¼ POST SEC 35 TH N 396 FT TH W TO CL PORTAGE RD TH NELY ALG SD CL 214 FT MOL TO S LI WETHERBEE AVE. TH E ALG SD S LI 717.6 FT TH S 331.78 FT TH SWLY 99.09 FT TH SWLY 204.66 FT TH S 89 DEG 57 MIN W 475.94 FT TO PL OF BEG.

(dd) Property Address: 904 Schuring Road
Tax ID No. 00016-405-O

Legal Description:

SECTION 16, TOWN 3 SOUTH, RANGE 11 WEST: BEGINNING AT CENTER ¼ POST SECTION 16, THENCE WEST 90 FT, THENCE NORTH 120 FT, THENCE EAST 90 FT, THENCE SOUTH 120 FT TO PLACE OF BEGINNING.

(ee) Property Address: 6869 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 327 FT N OF S ¼ POST SEC 12, TH N 200 FT, TH E 300 FT, TH S 200 FT, TH W 300 FT TO P.O.B.

(ff) Property Address: 9844 Sprinkle Road
Tax ID No. 00025-190-O

Legal Description:

SEC 25-3-11 BEG AT PT 429 FT N OF SE COR SEC 25 TH N ALG E LI SD SEC 178.57 FT TH W 639.12 FT TH S 11 DEG E 182.17 FT TH E 602.95 FT TO PL OF BEG. RES E 33 FT FOR HWY.

(gg) Property Address: 2112 Vanderbilt Avenue
Tax ID No. 00029-105-O

Legal Description:

SEC 29-3-11 BEG N $\frac{1}{4}$ POST SEC 29 TH S ALG NS $\frac{1}{4}$ TO CTR LI VANDERBILT RD
TH E ALG SD CTR LI 1065 FT FOR PL OF BEG TH CONT E 255 FT TH N 343 FT TH
W 262 FT TH S 34 FT TH E 7 FT TH S 309 FT TO PL OF BEG.

(hh) Property Address: 7719 South Westnedge Avenue
Tax ID No. 00015-275-O

Legal Description:

SEC 15-3-11 W 150 FT OF N 1000 FT E $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ & ALL THAT PART OF N 1000
FT OF W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ LYING ELY OF NYC RR ROW ALSO BEG AT A PT IN W LI
SD SEC 66 R N OF SW COR SD SEC TH E 660 FT TH N 551 FT TH W 458 FT TO
ELY LI NYC RR ROW TH SWLY ALG SD ROW TO INTERSECTION WITH S
WESTNEDGE AVE TH S ALG W LI SD SEC TO PL OF BEG.

(ii) Property Address: 8643 South Westnedge Avenue
Tax ID No. 00022-250-O

Legal Description:

SEC 22-3-11 BEG IN W LI SEC 22 AT A PT 931.5 FT S OF W $\frac{1}{4}$ POST SD SEC TH S
ALG W LI SD SEC 149.25 FT TH E PAR TO E & W $\frac{1}{4}$ LI SD SEC 561 FT TH N PAR
TO W LI SD SEC 149.25 FT TH W 561 FT TO PL OF BEG RES W 33 FT FOR HWY
PURPOSES.

(jj) Property Address: 9426 South Westnedge Avenue
Tax ID No. 00028-022-O

Legal Description:

SEC 28-3-11 COM E $\frac{1}{4}$ POST SEC 28 TH N 160 FT FOR PL OF BEG, TH W 163 FT
TH N 170 FT TH E 163 FT TH S 170 FT TO PL OF BEG. RES E 33 FT FOR HWY.

(kk) Property Address: 10401 South Westnedge Avenue
Tax ID No. 00034-080-O

Legal Description:

SEC 34-3-11 BEG AT PT 165 FT N OF W $\frac{1}{4}$ POST SEC 34 TH E PAR EW $\frac{1}{4}$ LI
629.63 FT TH N 555.57 FT TH W TO W LI SD SEC TH S ALG W LI SD SEC 555.52
FT TO PL OF BEG.

(ll) Property Address: 10234 East Shore Drive
Tax ID No. 36-020-O

THE W $\frac{1}{2}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 EXC THE SW $\frac{1}{2}$ OF THE SE $\frac{1}{4}$ THEREOF.
THE N $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11.

THAT PORTION OF THE S ½ OF THE NE 1/24 OF THE SE ¼ OF SEC 36-3-11 LYING ELY OF THE FORMER WLY ROW LI OF THE GR & IN RR CO.

THE S ½ OF THE NE ¼ OF SEC 36-3-11 EXC: PART OF THE NE ¼ OF SEC 36-3-11: COM AT THE S ¼ POST OF SD SEC 36; TH N 00 DEG 00 MIN 00 SEC E ON THE N & S ¼ LI SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 619.52 FT TO POB OF THE LAND HEREIN DESCRIBED; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 105.34 FT TO THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL; TH S 37 DEG 41 MIN 59 SEC E ON SD CTR LI 88.33 FT TO THE N EDGE OF PAVEMENT ON EAST SHORE DRIVE; TH S 56 DEG 15 MIN 14 SEC W 52.19 FT TO THE SE COR OF LOT 1, SUNNY HEIGHTS; TH S 58 DEG 41 MIN 43 SEC W ON THE SLY LI OF SD LOT 1 A DIS OF 12.43 FT TO THE POB. EXC PART OF THE NE ¼ OF SEC 36-3-11: COM AT THE S ¼ POST OF SD SEC 36, TH N 00 DEG 00 MIN 00 SEC E ON THE N & S ¼ LI OF SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 619.52 FT TO THE SELY LI OF LOT 1, SUNNY HEIGHTS; TH N 58 DEG 41 MIN 43 SEC E ON THE SELY LI OF SAID LOT 1 A DIS OF 12.43 FT TO THE SE COR OF SD LOT 1; TH N 56 DEG 15 MIN 14 SEC E 52.19 FT TO A POINT ON THE NLY EDGE OF PAVEMENT OF EAST SHORE DRIVE & POB; TH N 37 DEG 41 MIN 59 SEC W ON THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL 88.33 FT TO SD N & S ¼ LI; TH N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 43.88 FT TO AN INTERMEDIATE TRAVERSE LI; TH N 42 DEG 30 MIN 58 SEC E ON SD INTERMEDIATE TRAVERSE LI 172.13 FT TO A MEANDER COR; TH S 46 DEG 20 MIN 20 SEC E 156.64 FT TO THE NLY EDGE OF PAVEMENT OF SD EAST SHORE DRIVE; TH S 52 DEG 58 MIN 04 SEC W 220.00 FT TO POB. ALSO ALL THAT LAND LYING BETWEEN SD INTERMEDIATE TRAVERSE LI, THE N & S ¼ LI OF SD SEC 36 EXTENDED TO THE WATER'S EDGE OF AUSTIN LAKE, THE WATER'S EDGE OF AUSTIN LAKE & A LI EXTENDING N 46 DEG 20 MIN 20 SEC W FROM SD MEANDER CORNER. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 46° 20' 20" WEST 156.64 FEET TO MEANDER CORNER "A"; THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B"; THENCE SOUTH 54° 26' 09" EAST 176.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 46° 20' 20" WEST FROM SAID MEANDER CORNER "A", AND A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B".

CONTAINING 0.52 OF AN ACRE MORE OR LESS. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE

SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 54° 26' 09" WEST 176.46 FEET TO MEANDER CORNER "B"; THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C"; THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 63.12 FEET; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B", AND A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C". CONTAINING 0.65 OF AN ACRE MORE OR LESS. SUBJECT TO A 15.00 FOOT WIDE BUILDING RESTRICTION LYING ADJACENT TO AND PARALLEL WITH THE NORTHEASTERLY LINE OF THE ABOVE DESCRIBED PARCEL.

(mm) Property Address: 3821 West Milham Avenue

_____ Tax ID No. 00007-025-A

THAT PART OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 7, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

COMMENCING AT THE NORTH 1/4 POST OF SECTION 7, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE SOUTH 89° - 42' - 49" EAST ALONG THE NORTH LINE OF SAID SECTION, 868.34 FEET FOR THE PLACE OF BEGINNING OF THE LAND HEREINAFTER DESCRIBED; THENCE CONTINUING SOUTH 89° - 42' - 49" EAST ALONG SAID NORTH LINE, 77.75 FEET TO THE WEST LINE OF THE HOMESTEAD OF PORTAGE NORTH, AS RECORDED IN LIBER 42 OF PLATS ON PAGE 16, KALAMAZOO COUNTY RECORDS, THENCE SOUTH 00° - 02' - 20" EAST THEREON, 745.00 FEET; THENCE SOUTH 89° - 57' - 40" WEST, PERPENDICULAR TO SAID WEST LINE, 233.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 518.35 FEET; THENCE NORTH 18° - 54' - 25" EAST, 77.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 95.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF WEST MILHAM AVENUE; THENCE SOUTH 89° - 42' - 49" EAST THEREON, 130.32 FEET; THENCE NORTH 0° - 05' - 48" WEST PARALLEL WITH THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION, 60.00 FEET TO THE PLACE OF BEGINNING. CONTAINED 3.70 ACRES.

_____ Property Address: 10234 East Shore Drive

_____ Tax ID No. 00036-020-B

LEGAL DESCRIPTION - REMAINDER PARCEL:

~~PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 223.84 FEET; THENCE NORTHEASTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 47° 37' 34" EAST 63.12 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 58° 53' 12" WEST 232.80 FEET TO MEANDER CORNER "C"; THENCE NORTH 18° 59' 52" EAST ON A MEANDER LINE 258.41 FEET TO THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36; THENCE SOUTH 89° 57' 20" EAST ON SAID NORTH LINE 349.98 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 30° 55' 35" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 231.03 FEET; THENCE SOUTH 31° 39' 46" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 93.38 FEET; THENCE SOUTHWESTERLY 109.83 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 37° 42' 52" WEST 109.61 FEET TO THE POINT OF BEGINNING.~~

~~ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C", AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36.~~

~~CONTAINING 2.28 ACRES MORE OR LESS.~~

~~SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.~~

~~ASSUMED THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 TO BEAR NORTH 00° 00' 00" EAST.~~

~~(Code 1983, § 282.03; Ord. No. 093-02, 1-5-1993; Ord. No. 093-05, 5-11-1993; Amend. of 12-25-2007; Ord. No. 12-02, 2-28-2012; Ord. No. 15-04, 5-27-2015; Ord. No. 16-01, 1-26-2016; Ord. No. 18-08, 11-20-2018)~~

~~State Law reference—Designation of historic districts, MCL 399.203, MSA 5.3407(3).~~

FIRST READING:
SECOND READING:
EFFECTIVE DATE:

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Purchasing Authority of City Manager

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Adopt the amendment to Division 2, Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances.

Currently, Division 2, Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances authorizes the City Manager to execute contracts up to \$40,000, without bringing the matter to City Council. After a recent review of the Purchasing and Sales ordinance, a proposed change to the ordinance has been developed which increases the purchasing authority of the City Manager to \$75,000.

Allowing the City Manager to approve purchases up to \$75,000 will reduce the number of contracts and purchases brought to the City Council and will streamline the purchasing process. As a comparison, the City of Kalamazoo authorizes its City Manager to make purchases up to \$100,000 without approval of the City Council. For reference, since 2017 in the City of Portage, 19 contracts have been issued between \$20,000 and \$40,000; 17 contracts have been issued between \$40,00 and \$75,000 and 36 have been issued in excess of \$75,000.

While the emergency resolution approved by City Council at the March 17, 2020, Regular Meeting addressed the need to run government if all City Council meetings were canceled, that resolution does not address the issue of avoiding bringing lower cost items to the Council.

It is recommended that City Council adopt the amendment to Division 2, Article 5 “Purchases and Sales” in the City of Portage Code of Ordinances.

FUNDING: N/A

Attachments:

1. Purchasing and Sales Ordinance - Clean Version
2. Purchasing and Sales Ordinance - Highlight and Strike Version

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING ARTICLE 5, DIVISION 2,
PURCHASES AND SALES OF CHAPTER 2, ADMINISTRATION**

THE CITY OF PORTAGE ORDAINS:

That Chapter 2, Article 5 shall be amended as follows:

Sec. 2-171 Purchasing procedures; bids generally.

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

accounted for to, and approved by, the director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

Sec. 2-172 No Change.

Sec. 2-173. Change orders to contracts.

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

Sec. 2-174 through 2-177 No Change.

Dated: _____

Patricia M. Randall, Mayor

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

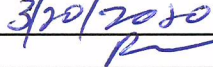
CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2020.

Erica Eklov, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
1662 East Centre Avenue
Portage, MI 49002
(269) 323-8812

Approved as to Form:

Date: 3/20/2020


City Attorney

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING ARTICLE 5, DIVISION 2,
PURCHASES AND SALES OF CHAPTER 2, ADMINISTRATION**

THE CITY OF PORTAGE ORDAINS:

That Chapter 2, Article 5 shall be amended as follows:

Sec. 2-171 Purchasing procedures; bids generally.

- (a) Purchases of \$4,000.00 or less. Purchases of \$4,000.00 or less may be made without the necessity of securing bids therefor or the approval of the city council. The contracts of purchase may be signed by the city manager.
- (b) Purchases of \$20,000.00 or less but over \$4,000.00. No purchases shall be made in an amount of \$20,000.00 or less but over \$4,000.00 unless an opportunity is afforded for competitive bids thereon. In cases where competitive bidding is required under this subsection, it need not be by written bids nor must the approval of the council be had. The contracts of purchase may be signed by the city manager.
- (c) Purchases of \$4075,000.00 or less but over \$20,000.00. Except as otherwise provided in this division, when the amount involved exceeds \$20,000.00 but is \$4075,000.00 or less, competitive bidding shall be required and received. In cases where competitive bidding is required under this subsection, it shall be by written bids. The contracts of purchase may be signed by the city manager without the approval of the city council.
- (d) Purchases over \$4075,000.00. Except as otherwise provided in this division, when the amount involved exceeds \$4075,000.00, sealed bids shall be requested and received. All sealed bids shall be opened by the city clerk or a member of the department of purchasing in public in a room designated for that purpose in a public building. The council may reject any or all bids. In each case of a purchase based upon bids, as provided in this section, the award of such purchase shall be based upon the lowest and best bid of a responsible bidder, as determined by the council. If the council rejects all bids, the council shall order a second submission of bids to be made or may, by a vote of five or more of its members, waive the requirement of a second submission of bids. If the council rejects all bids submitted at the second submission of bids or waives the second submission of bids, the council may direct the director of purchasing to negotiate for the purchase of the materials, supplies or services concerned in the open market to the best advantage of the city. In no event shall the cost of any such purchase of materials so purchased in the open market exceed the amount therefor set forth in the lowest and best bid submitted at the last submission of competitive bids therefor. The contracts of purchase shall be signed by the mayor and city clerk, or the council may direct the city manager to execute all contracts and documents necessary to implement the approved purchase.
- (e) Petty cash purchases. With the approval of the council, the city manager may allow for purchases from petty cash by officers and departments of the city designated by the council. A purchase from petty cash shall not exceed \$200.00 and shall be

accounted for to, and approved by, the director of purchasing before the officer or department making such purchase may make any further purchase from the petty cash account allowed to such officer or department.

Sec. 2-172 No Change.

Sec. 2-173. Change orders to contracts.

The city manager may authorize change orders ~~in any contract~~ or extensions to any contract approved by the council in an amount not to exceed \$4075,000.00 without the necessity of securing bids or further approval of the council.

Sec. 2-174 through 2-177 No Change.

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2020.

Erica Eklov, City Clerk

PREPARED BY:

Randall L. Brown (P34116)

Portage City Attorney

1662 East Centre Avenue

Portage, MI 49002

(269) 323-8812

Approved as to Form:

Date: _____

City Attorney

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager

SUBJECT: Final Condominium Subdivision for Pennridge Trail No. 1



SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED: Adjourn the Final Condominium Subdivision for Pennridge Trail No. 1, 1800 West Osterhout Avenue subject to the following conditions: a) West Osterhout improvements and storm sewer improvements and paving by August, 2020 and b) completion of sidewalks and street trees by November 2021 to April 28, 2020.

On June 25, 2019, City Council granted Final Preliminary Condominium approval (engineering plans) for the Pennridge Trail #1 subdivision allowing the developer, Westfield Capital, LLC, to proceed with construction. The developer has completed all required public improvements with the exception of final street paving, construction of the West Osterhout Avenue improvements (e.g., widening and left-turn lane), connection of the public storm water system to the private storm water basin, and installation of concrete sidewalks and street trees. Completion of these public improvements by the developer with the exception of sidewalk and street trees is anticipated by August 2020. Receiving final condominium approval before completion of all public improvements will allow the developer to record the Master Deed and Homeowner Association Bylaws, and begin selling condominium sites and building houses.

Storm water related piping and structures within the public streets will be owned and maintained by the city, while the treatment cell and infiltration basin situated along the northeast portion of the property will be owned and maintained by the condominium association. Appropriate easements and an indemnification agreement have been provided to the city.

In conformance with Section 42-921 of the Land Development Regulations, and to ensure completion of all incomplete public improvements, the developer has deposited a surety bond with the city in the amount of 125% of the total construction costs. The amount of the surety bond has been reviewed by the City Administration and determined to be acceptable. Should the developer not complete the remaining public improvements, the developer can request the City Council to grant an extension of time or the surety will be used to complete the construction.

Based on Council action at the March 24th meeting to adjourn the matter until April 14, 2020, and the need for further review by the City Administration, it is recommended that City Council adjourn the Final Condominium Subdivision approval for Pennridge Trail #1, 1800 West Osterhout Avenue, with the following conditions: a) West Osterhout improvements and storm sewer improvements and paving by August 2020 and b) completion of sidewalks and street trees by November 2021 to the April 28, 2020 regular meeting.

FUNDING: Not applicable

Attachments: 1. Final Condominium Drawings

ATTENTION COUNTY REGISTER OF DEEDS:
THE CONDOMINIUM SUBDIVISION PLAN NUMBER MUST BE ASSIGNED
IN CONSECUTIVE SEQUENCE. WHEN A NUMBER HAS BEEN ASSIGNED
TO THIS PROJECT, IT MUST BE PROPERLY SHOWN IN THE TITLE ON
THIS SHEET AND IN THE SURVEYOR'S CERTIFICATE ON SHEET 2.

KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN No. _____

EXHIBIT "B" TO THE MASTER DEED OF

Pennridge Trail

CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN

SHEET INDEX

- 1. COVER SHEET
- 2. SURVEY PLAN
- 3. SITE PLAN
- 4. UTILITY / EASEMENT PLAN
- 4A UTILITY / EASEMENT PLAN

DEVELOPER:

WESTVIEW CAPITAL, LLC
A MICHIGAN LIMITED LIABILITY COMPANY
2186 EAST CENTRE STREET
PORTAGE, MICHIGAN 49002

SURVEYOR:

INGERSOLL, WATSON & McMACHEN, INC.
RANDY B. LIGMAN
PROFESSIONAL SURVEYOR No. 28413
1209 EAST MILHAM ROAD, SUITE B
PORTAGE, MICHIGAN 49002

DESCRIPTION:

A parcel of land situated in the Northeast quarter of Section 32, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:

Commencing at the East quarter corner of Section 32, Town 3 South, Range 11 West; thence S 90°00'00" W 165.00 feet along the South line of the Northeast quarter of said Section to the Place of Beginning; thence continuing S 90°00'00" W 200.00 feet along said South; thence N 00°01'23" W 265.11 feet parallel with the East line of said Northeast quarter; thence S 89°58'37" W 125.00 feet perpendicular with said East line of the Northeast quarter; thence N 00°01'23" W 405.00 feet parallel with said East line of the Northeast quarter; thence N 09°44'22" E 64.62 feet; thence N 63°32'50" W 97.00 feet; thence N 49°20'56" W 60.00 feet; thence Northeasterly 14.87 feet along the arc of a non-tangent curve to the right having a radius of 260.00 feet, a central angle of 03°16'37" and a chord of N 42°33'52" E 14.87 feet; thence N 44°12'10" E 165.49 feet; thence S 50°31'09" E 60.20 feet; thence N 44°12'10" E 60.81 feet; thence Northeasterly 70.60 feet along the arc of a curve to the left having a radius of 360.00 feet, a central angle of 11°14'08" and a chord of N 38°35'06" E 70.48 feet; thence S 57°01'58" E 224.19 feet to the West line of the East 165 feet of said Northeast quarter; thence S 00°01'23" E 884.04 feet along said West line of the East 165 feet of the Northeast quarter to the Place of Beginning, containing 6.57 acres of land. The South 50.0 feet being subject Highway Easement.

PRELIMINARY

RECEIVED

JAN 06 2020

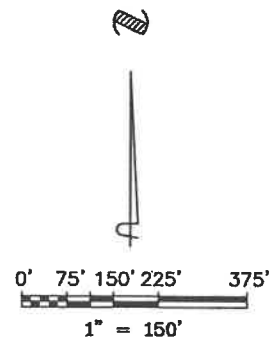
COMMUNITY DEVELOPMENT



COVER SHEET

Ingersoll, Watson & McMachen, Inc.
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1209 East Milham Road, Suite B • Portage, Michigan 49002 • Phone 800-344-6185

DATE
1/01/2020
JOB No.
36676
SHEET No.
1



• INDICATES CONCRETE MONUMENT

NORTH ¼ CORNER
SECTION 32, T3S, R11W
BOOK 2, PAGE 1227

NORTH LINE, NE ¼,
SEC. 32, T3S., R.11W.

N 89°46'14" W 1828.81'

EXISTING RAILROAD TRACKS

UNPLATTED
N 89°46'14" W 822.39'

WETLAND

NORTHEAST CORNER
SECTION 32, T3S, R11W
BOOK 2, PAGE 778

NOTE:
DELINEATION OF WETLAND AREA PER ALLAN HASCALL
PH.D ENVIRONMENTAL SCIENCE AND PLANNING AND
FIELD SURVEYED BY THIS OFFICE

- NOTE:
- 1) THE DIMENSIONS SHOWN ARE IN DECIMAL FEET.
 - 2) THE BEARINGS SHOWN HEREON WERE ESTABLISHED
BASED ON "LEWIE'S PLAT" SUBDIVISION RECORDED
IN LIBER 21 OF PLATS ON PAGE 04 KALAMAZOO
COUNTY RECORDS.
 - 3) THE ELEVATIONS SHOWN ARE BASED ON USGS
DATUM.
 - 4) EASEMENTS ARE SHOWN ON SHEETS 3 AND 4.

FUTURE EXPANSION AREA
40.81 Acres

NORTH LINE, SOUTH HALF,
NE ¼, SEC. 32, T3S, R11W
N 89°53'07" W

Arc = 14.87', Rad. = 260.00'
Δ = 03°16'37"
Chd. = N 42°33'52" E 14.87'

N 49°20'56" W 60.00'
N 63°32'50" W 97.00'
N 09°44'22" E 64.62'

N 44°12'10" E 165.49'
S 50°31'09" E 60.20'
N 44°12'10" E 60.81'

Arc = 70.60', Rad. = 360.00'
Δ = 11°14'08"
Chd. = N 38°35'06" E 70.48'

BENCH MARK
ELEV. = 881.56
"O" IN OPEN ON TOP OF
DOME ON FIRE HYDRANT

S 57°01'58" E 224.19'

UNPLATTED
S 00°01'23" E 884.04'
WEST LINE, EAST 165', NE ¼,
SEC. 32, T3S., R.11W.

EAST LINE, NE ¼, SEC. 32, T3S., R.11W.
N 00°01'23" W
1320.49'

EAST ¼ CORNER
SECTION 32, T3S, R11W
BOOK 2, PAGE 779

WEST OSTERHOUT AVE.
(PUBLIC R.O.W.)

WEST OSTERHOUT AVE.
(PUBLIC R.O.W.)

PLACE OF
BEGINNING

CENTER ¼ CORNER
SECTION 32, T3S, R11W.
FOUND IRON ROD IN BOX

SOUTH LINE, NE ¼,
SEC. 32, T3S., R.11W.

S 90°00'00" W 1748.00'
WEST OSTERHOUT AVE.
(PUBLIC R.O.W.)

N 00°01'23" W
265.11'

S 90°00'00" W
200.00'

S 90°00'00" W
165.00'



VICINITY SKETCH
NO SCALE

SURVEYOR'S CERTIFICATE:
I, RANDY B. LIGMAN, PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN
HEREBY CERTIFY:

THAT THE SUBDIVISION PLAN KNOWN AS KALAMAZOO COUNTY CONDOMINIUM
SUBDIVISION PLAN No. _____, AS SHOWN ON THE ACCOMPANYING DRAWINGS,
REPRESENTS A SURVEY ON THE GROUND MADE UNDER MY DIRECTION, THAT
ALL OBSERVABLE ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN
DESCRIBED ARE SHOWN.

THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED
IN THE GROUND OR WILL BE PLACED BY 1/01/2021 AS REQUIRED BY
RULES PROMULGATED UNDER SECTION 142 OF ACT No.59 OF THE PUBLIC
ACTS OF 1978.

THAT THE ACCURACY OF THIS SURVEY IS WITHIN THE LIMITS REQUIRED BY
THE RULES PROMULGATED UNDER SECTION 142 OF ACT No.59 OF THE
PUBLIC ACTS OF 1978.

THAT THE BEARINGS AS SHOWN, ARE NOTED ON THE SURVEY PLAN AS
REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT No.59
OF THE PUBLIC ACTS OF 1978.

DATE OF SURVEY

RANDY B. LIGMAN
PROFESSIONAL SURVEYOR No. 28413
INGERSOLL, WATSON & McMACHEN, INC.
1209 EAST MILHAM ROAD - SUITE B
PORTAGE, MI. 49002

PRELIMINARY

Pennridge Trail

City of Portage, Michigan

SURVEY PLAN

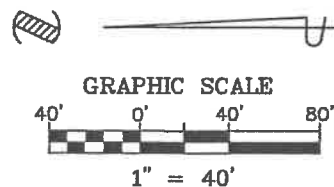
Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
1209 East Milham Road • Suite B • Portage, Michigan 49002 • Area 200-944-0105

DATE
1/01/2020
JOB NO.
36676
SHEET NO.
2

PROPOSED 1/01/2020





SCHEDULE OF COORDINATES

No.	North	East
1	5000.00	4835.00
2	5000.00	4635.00
3	5265.11	4634.89
4	5265.06	4509.89
5	5670.06	4509.73
6	5733.75	4520.66
7	5778.96	4433.82
8	5816.04	4388.30
9	5826.00	4398.35
10	5945.63	4513.73
11	5907.35	4560.20
12	5950.94	4602.59
13	6006.04	4646.55
14	5884.04	4834.65

GENERAL COMMON AREA

LEGEND

- ② COORDINATE LOCATION
- C1 CURVE NUMBER
- L1 LINE NUMBER
- MONUMENT IN PLACE
- SF. SQUARE FEET
- ESMT. EASEMENT
- (R) INDICATES LINE IS RADIAL

Arc = 70.60', Rad. = 360.00'
 $\Delta = 11^\circ 14' 08''$
 Chd. = N 38°35'06" E 70.48'

Arc = 14.87', Rad. = 260.00'
 $\Delta = 03^\circ 16' 37''$
 Chd. = N 42°33'52" E 14.87'

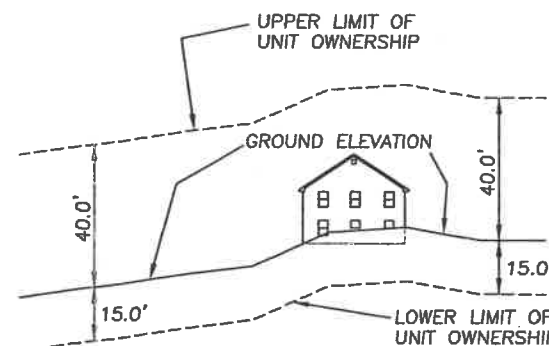
TEMPORARY PRIVATE TURNAROUND EASEMENT TO THE CITY OF PORTAGE RECORDING PENDING

CURVE TABLE				
CURVE	LENGTH	RADIUS	DELTA ANGLE	CHORD
C1	37.27'	142.35'	15°00'00"	N 07°31'23" W 37.16'
C2	21.73'	83.00'	15°00'00"	N 07°31'23" W 21.67'
C3	176.27'	200.00'	50°29'47"	N 25°16'16" W 170.62'
C4	229.15'	260.00'	50°29'47"	N 25°16'16" W 221.80'
C5	11.15'	200.00'	3°11'40"	S 42°36'20" W 11.15'

LINE TABLE	
LINE	BEARING - DISTANCE
L1	N 00°01'23" W 53.16'
L2	N 15°01'23" W 39.88'
L3	N 50°31'09" W 51.82'
L4	N 50°31'09" W 56.58'

NOTE: EACH UNIT SHALL HAVE ITS OWN UNIQUE PROFILE WITH LIMITS OF OWNERSHIP 15.0' BELOW AND 40.0' ABOVE GROUND ELEVATION

UNIT CROSS SECTION
NO SCALE

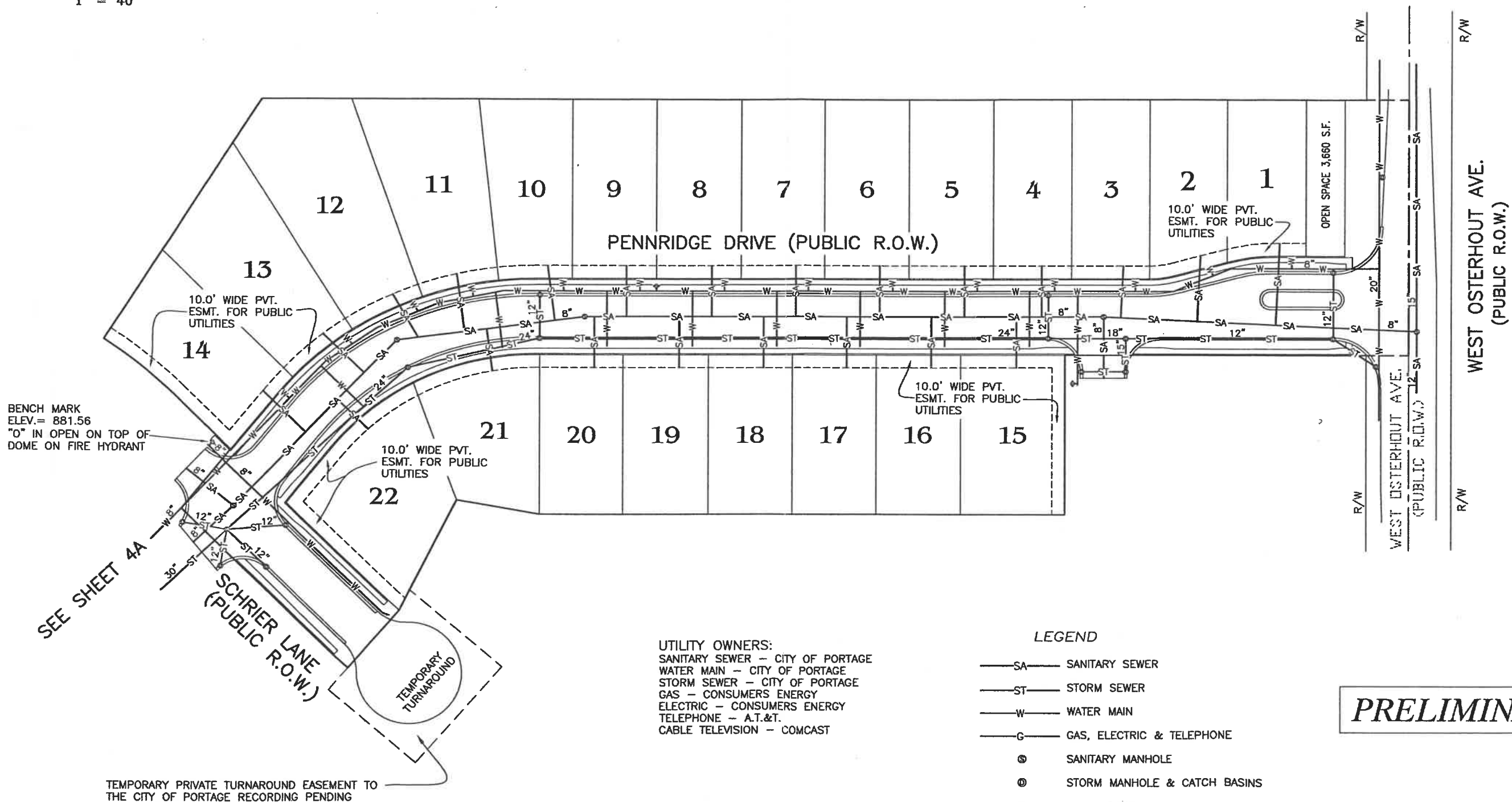
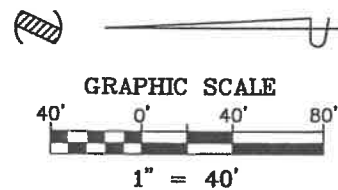


PROPOSED 1/01/2020



Pennridge Trail
 City of Portage, Michigan

SITE PLAN		DATE
Ingersoll, Watson & McMachen, Inc.		1/01/2020
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		36676
1809 East Midway Road • Suite B • Portage, Michigan 49002 • Area 269-544-6165		3



UTILITY OWNERS:
 SANITARY SEWER - CITY OF PORTAGE
 WATER MAIN - CITY OF PORTAGE
 STORM SEWER - CITY OF PORTAGE
 GAS - CONSUMERS ENERGY
 ELECTRIC - CONSUMERS ENERGY
 TELEPHONE - A.T.&T.
 CABLE TELEVISION - COMCAST

LEGEND

- SA— SANITARY SEWER
- ST— STORM SEWER
- W— WATER MAIN
- G— GAS, ELECTRIC & TELEPHONE
- ⊙ SANITARY MANHOLE
- ⊕ STORM MANHOLE & CATCH BASINS
- ⊙ FIRE HYDRANT

PRELIMINARY

NOTE:
 ALL UTILITIES MUST BE BUILT

THE UTILITIES SHOWN HEREON ARE BASED ON THE
 PROJECT CONSTRUCTION PLANS PREPARED BY
 INGERSOLL, WATSON & McMACHEN, INC.

INFORMATION PERTAINING TO GAS, ELECTRIC AND
 CABLE HAS NOT BEEN PROVIDED TO THE SURVEYOR.

Pennridge Trail
 City of Portage, Michigan

PROPOSED 1/01/2020



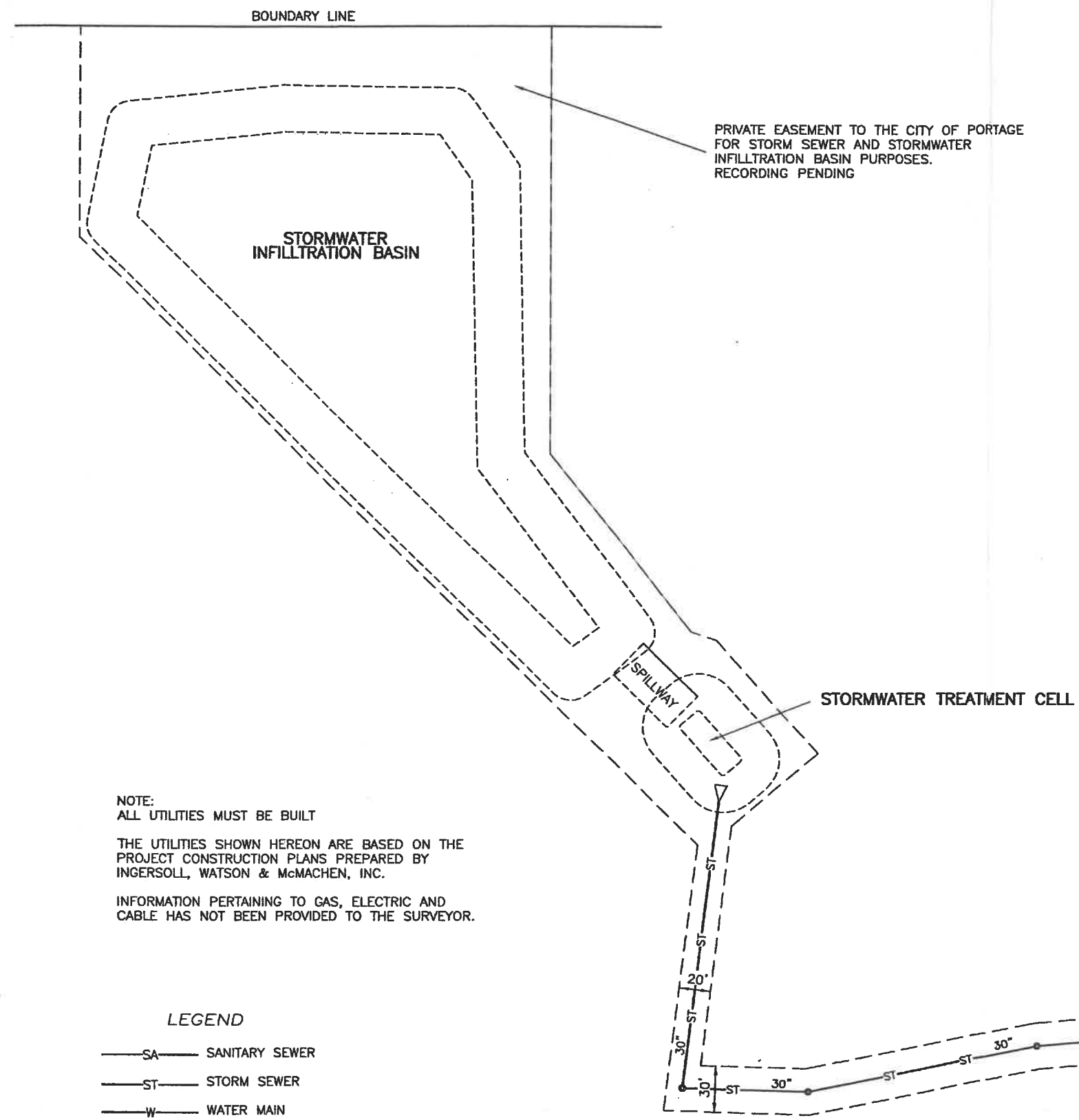
Ingersoll, Watson & McMachen, Inc.
 CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
 1500 East Milham Road • Suite B • Portage, Michigan 49802 • Area 509-544-0165

UTILITY PLAN

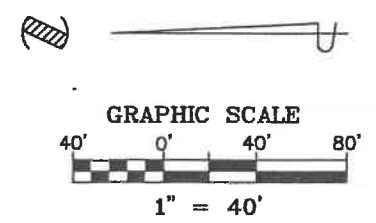
DATE
 1/01/2020

JOB No.
 36676

SHEET No.
 4



UTILITY OWNERS:
 SANITARY SEWER - CITY OF PORTAGE
 WATER MAIN - CITY OF PORTAGE
 STORM SEWER - CITY OF PORTAGE
 GAS - CONSUMERS ENERGY
 ELECTRIC - CONSUMERS ENERGY
 TELEPHONE - A.T.&T.
 CABLE TELEVISION - COMCAST

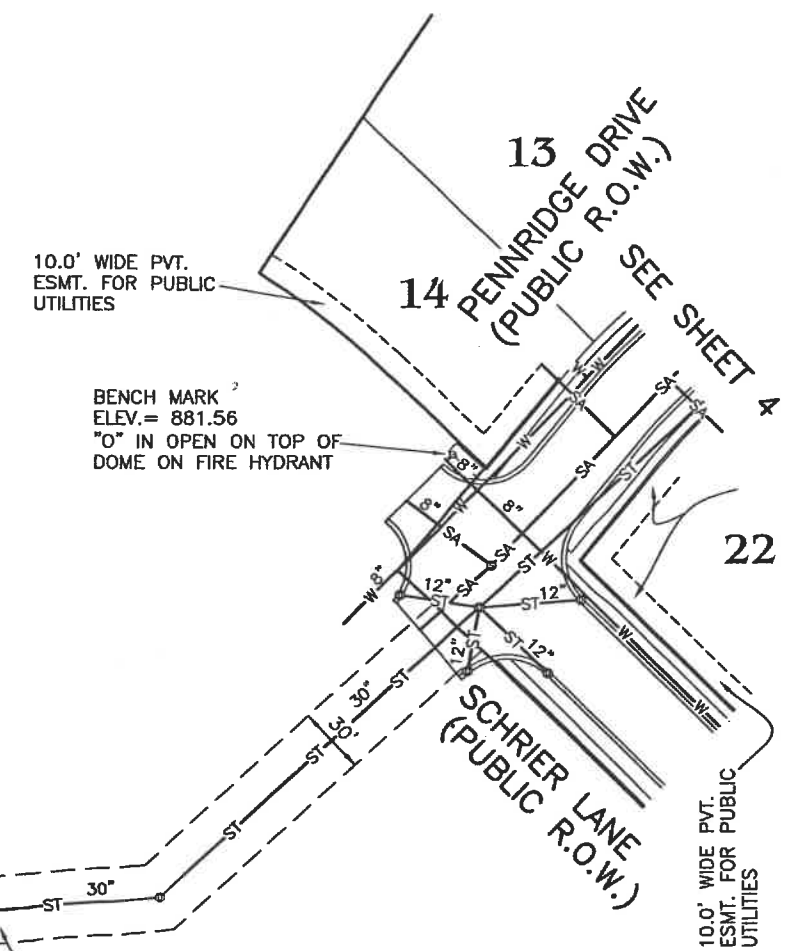


NOTE:
 ALL UTILITIES MUST BE BUILT

THE UTILITIES SHOWN HEREON ARE BASED ON THE PROJECT CONSTRUCTION PLANS PREPARED BY INGERSOLL, WATSON & McMACHEN, INC.

INFORMATION PERTAINING TO GAS, ELECTRIC AND CABLE HAS NOT BEEN PROVIDED TO THE SURVEYOR.

- LEGEND**
- SA— SANITARY SEWER
 - ST— STORM SEWER
 - W— WATER MAIN
 - G— GAS, ELECTRIC & TELEPHONE
 - ⊙ SANITARY MANHOLE
 - ⊙ STORM MANHOLE & CATCH BASINS
 - ⊙ FIRE HYDRANT



PRIVATE EASEMENT TO THE CITY OF PORTAGE FOR STORM SEWER AND STORMWATER INFILTRATION BASIN PURPOSES. RECORDING PENDING

PRELIMINARY

Pennridge Trail
 City of Portage, Michigan

PROPOSED 1/01/2020



UTILITY PLAN		DATE 1/01/2020
Ingersoll, Watson & McMachen, Inc.		JOB No. 36676
CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		SHEET No. 4A
1200 East Milham Road • Suite B • Portage, Michigan 49803 • Area 269-344-0105		