

*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:

1. Red Ribbon Week 2020

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Board & Commission Interview Session of October 6, 2020.
 - b. Regular Meeting of October 6, 2020.
 - c. Pre-Council Meeting of October 19, 2020.
2. Approval of the Accounts Payable Register of October 20, 2020 as presented.
3. Approve a two-year contract with Midwest Employers Casualty Company for workers' compensation excess insurance coverage with \$550,000 specific excess retention for an annual fee of \$85,999, plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.
4. Adopt a Resolution that will:
 1. Combine the current City of Portage Records Retention and Disposal Schedule 8 pertaining to Benefit Services and Schedule 9 pertaining to Employee Development;
 2. Rename the combined Schedules 8 and 9 "Human Resources Department" as the Benefit Services and Employee Development Departments have been combined into the Human Resources Department;
 3. Rescind the combined Schedules 8 and 9 Human Resources Department; and
 4. Adopt the State of Michigan General Schedule #26 - Local Government Human Resources retention schedule.
5.
 1. Approve the Substantial Plan Amendment to the FY 2020-21 Annual Action Plan that recommends allocating \$100,000 from the CDBG-CV grant to Housing Resources, Inc., \$27,174 to the Portage Community Center and \$3,300 for administrative costs and;
 2. authorize the City Manager to submit the Substantial Plan Amendment to the FY 2020-21 Annual Action Plan for the Community Development Block Grant Program to the U.S. Department from Housing and Urban Development and sign the required documents related to the funding request on behalf of the city.
6. Adopt the Resolution granting the request from KAL700, LLC (dba Earth Fare), for a New Class C and SDM License including Sunday Sales Permit (AM & PM) at 5070 South Westnedge Avenue.
7. Set a Special Meeting at 6:00 p.m. on Wednesday, November 4, 2020 and meet in Closed Session to discuss a personnel matter.
8. Minutes of Boards & Commissions:
 - a. Planning Commission of September 17, 2020.

- b. Zoning Board of Appeals of September 14, 2020.
 9. Materials Transmitted of October 6, 2020.
 10. Calendar of Meetings:
 - Senior Citizen Advisory Board, October 21, 2020 - CANCELLED.
 - Human Services Board, Thursday, November 5, 2020 at 6:30 p.m. - Conference Room #1.
 - Planning Commission, Thursday, November 5, 2020 at 7:00 p.m. - Council Chambers.
 - Historic District Commission, Wednesday, November 4, 2020 at 8:15 a.m. - Conference Room #1.
 - Park Board, Wednesday, November 4, 2020 at 6:00 p.m. - Stuart Manor.
 - *NOTE: All above meetings are subject to cancellation or inclusion/transition of a "virtual" aspect 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 meetings 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.*
 - B. Petitions and Statements of Citizens:
 - C. Communications:
 1. Quarterly Budget Review Presentation
 2. Communication from Jeanne L. Fielder, 1728 Colchester, regarding 2020 Summer Property Tax Statement Past Due.
 - a. Receive the Communication from Ms. Jeanne L. Fielder and determine whether her request for a waiver of late fees be granted.
 3. Communication from the Mayor recommending that City Council confirm the appointment of Vic Ledbetter to the Discover Kalamazoo Advisory Council.
 - D. Public Hearings:
 1. Approve Rezoning Application #20/21-1, 9300 South Sprinkle Road and change the zoning designation from B-2, community business to R-1B, one family residential.
 - E. Regular Business Agenda:
 - F. Unfinished Business:
 1. Receive the communication from Mr. John Paver, 9651 Portage Road, regarding his proposal for a waiver of late fees associated with delinquent tax payments and take no further action at this time.
 - G. Council Committee Reports:
 - H. New Business:
 1. Meet in closed session under Section 8(h) of the Open Meetings Act, pursuant to section 13(1)(g) of the Freedom of Information Act, to consult with the City Attorney regarding a written legal opinion immediately following conclusion of the business items of tonight's Regular Meeting.
 - I. Statements of Citizens:
 - J. Statements of City Council and City Manager.
- Adjournment.



CITY OF PORTAGE PROCLAMATION

National Red Ribbon Proclamation

- WHEREAS,** tobacco, alcohol and other drug usage among young people is a serious concern; and
- WHEREAS,** it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and
- WHEREAS,** the National Family Partnership, the Red Ribbon Coalition, Mothers Against Drunk Driving, Students Against Drunk Driving and Portage Public Schools are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and
- WHEREAS,** the National Red Ribbon Campaign will be celebrated in communities throughout America during "Red Ribbon Week," October 23-31, 2020; and
- WHEREAS,** businesses, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, the military, sports teams and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign; and
- WHEREAS,** the community of Portage further commits its resources to ensure the success of the Red Ribbon Campaign.

NOW, THEREFORE, BE IT RESOLVED that I, Patricia M. Randall, Mayor of the City of Portage, Michigan, do hereby proclaim the week of October 23-31, 2020, as **RED RIBBON WEEK**, and encourage Portage citizens to participate in drug prevention education activities, showing our commitment to a drug-free community.

BE IT FURTHER RESOLVED that the City Council of the City of Portage encourages all citizens to echo the theme of the 2020 campaign: **Send a Message – Stay Drug Free.**

Signed this 20th day of October, 2020.

Patricia M. Randall, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL
BOARD AND COMMISSION INTERVIEW SESSION
OCTOBER 6, 2020**

Mayor Patricia Randall called the meeting to order at 5:15 p.m. The meeting was held virtually in accordance with the Governor's Executive Order 2020-02 in light of COVID-19. The following members were present in Chambers: Councilmember Vic Ledbetter and Mayor Patricia Randall. The following members were present via the WebEx meeting platform: Councilmembers Chris Burns, Lori Knapp, Claudette Reid (signed on at 5:56 p.m.), Terry Urban, and Mayor Pro Tem Jim Pearson. Also in attendance were City Manager Joe La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, and City Clerk Erica Eklov.

* From 5:15 p.m. to 5:30 p.m., City Council interviewed Andrew Keeler and Loren Kimeldorf for the Environmental Board. Current Board Member Kimeldorf summarized the role of the Environmental Board at the Mayor's request.

* From 5:30 p.m. to 5:45 p.m., City Council interviewed Stephanie Upshaw and Kandarp Patel, both virtually. At the request of Mayor Randall, Current member Upshaw provided an overview of the Human Services Board. Mayor Randall noted that the two expiring terms could be filled by the reappointments, however, as none of the three other applicants for the board were present, the vacancy would not be filled. City Council expressed reluctance to make an appointment without first meeting the candidate(s). Following discussion, Council requested the City Clerk to contact the three applicants about attending the next Regular Council Meeting to complete a short interview and address the remaining vacancy.

* From 5:45 p.m. to 6:00 p.m., City Council interviewed Tara Gish for the Park Board. Council further interviewed Mr. Kandarp Patel for a position on this board. Current members Gish reviewed the activities and meeting schedule of the Park Board.

* From 6:00 p.m. to 6:15 p.m., City Council interviewed Todd Campbell for the Economic Development Corporation/Tax Increment Finance Authority and Brownfield Redevelopment Authority. Mr. Kandarp Patel was interviewed for this board during his prior interview session. City Manager Shaffer and Mr. Vomastek reviewed the roles and responsibilities of this board.

* From 6:15 p.m. to 6:30 p.m., City Council interviewed Lawrence Smith, Arthur Roberts, Barbara Marquis and Joseph Magalski (virtually). At the request of the Mayor, current members Mr. Smith and Mr. Roberts provided an overview of the Senior Citizen Advisory Board.

* From 6:30 p.m. to 6:45 p.m., City Council interviewed Lynn Haddow for the Zoning Board of Appeals. City Council discussed appointing current Zoning Board of Appeals alternate member, Jeff Wettig, to fulfill the vacancy and appoint Ms. Haddow as the new alternate. City Clerk Eklov stated she would confirm with the staff liaison and Mr. Wettig.

* From 6:45 p.m. to 6:55 p.m., City Council interviewed Thomas "Casey" Fawley for the

Planning Commission. At the request of the Mayor, Mayor Pro Tem Pearson provided a summary of the responsibilities of this commission.

* Due to precautions with COVID-19, interviews for the reappointments to the Historic District Commission were not performed.

City Council then deliberated as to which applicants should be appointed to the various boards and commissions. Noting his application highlighted an interest in the Human Services Board, EDC/TIFA and Park Board, it was decided that Mr. Patel would be appointed to the Park Board to fill the remaining vacancy.

ADJOURN: Mayor Randall adjourned the meeting at 6:56 p.m.

Erica Eklov, City Clerk

CITY COUNCIL MEETING MINUTES FROM OCTOBER 6, 2020

Mayor Patricia Randall called the Regular Meeting to order at 7:06 p.m. The meeting was held virtually in accordance with the Governor's Executive Order 2020-02 in light of COVID-19. The following members were present in Chambers: Councilmembers Vic Ledbetter and Mayor Patricia Randall. The following members were present via the WebEx meeting platform: Councilmembers Chris Burns, Lori Knapp, Claudette Reid, Terry Urban, and Mayor Pro Tem Jim Pearson. Also in attendance were City Manager Joe La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence for all that are struggling with the symptoms, repercussions, and deaths due to COVID-19. Following the moment of silence, the City Council recited the Pledge of Allegiance.

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. Councilmember Randall removed Item A.4. Motion by Reid, seconded by Burns, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Burns, to approve the minutes of the Regular Meeting Minutes of September 22, 2020, and Pre-Council Meeting Minutes of October 5, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF OCTOBER 6, 2020: Motion by Reid, seconded by Burns, to approve the Accounts Payable Register of October 6, 2020. Upon a roll call vote, motion carried 7 to 0.

IMAGE-STREAM CABLE ACCESS PROFESSIONAL SERVICES CONTRACT RENEWAL: Motion by Reid, seconded by Burns, to approve the first of two, two-year contract extensions with Image Stream for the continuation of professional cablecast services in the two-year amount of \$180,568 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.

AUSTIN LAKE GOVERNMENTAL LAKE BOARD REPRESENTATIVE: Motion by Reid, seconded by Burns, to appoint Councilmember Ledbetter to replace Mayor Pro Tem Pearson's position on the Austin Lake Governmental Lake Board. Upon a roll call vote, motion carried 7 to 0.

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

PETITIONS AND STATEMENTS OF CITIZENS: John Paver (5867 Forest Harbor) of Paver Pet Supply on Portage Road requested City Council consideration of a grace period for city property taxes of 30 days for both the summer 2020 and winter 2021 tax payments, highlighting a recent late fee charged to his business. Mr. Paver further requested City Council reimburse and/or

waive any late fees charged with the 2020 summer taxes if the payment had been submitted within 30 days of the due date. Mr. Paver cited the ongoing pandemic with COVID-19 and asked that City Council maintain the proposed grace period until the pandemic is declared over. City Manager La Margo responded that the City Administration would like to report on the matter to City Council at the next meeting on October 20 following additional research. He also reminded Mr. Paver that the city is the tax collector for the local entities including the schools. Mayor Randall asked City Manager La Margo to inquire with the Kalamazoo County Treasurer as to what other jurisdictions are doing in this regard.

COMMUNICATIONS:

ANNUAL PARK BOARD UPDATE: Park Board Chair Jonathan Peer, via the WebEx platform, provided Council with an update on the efforts of the Board over the past year. He highlighted the activities modified to adhere to safety guidelines with COVID-19, such as the Summer Movie Series changing to a drive-in movie format.

Mayor Randall thanked Mr. Peer and noted the benefit of providing alternative events and accommodating health precautions as a way to maintain community morale during the pandemic.

Councilmember Reid asked about the upcoming fall and winter events in light of the continued COVID-19 pandemic. Mr. Peer relayed the plans for the Monster Mash Halloween event changing to a drive-through format but noted the Parks Department was still finalizing plans for the Traditional Holiday event. Councilmember Reid then inquired about how the modified events had been received by the public. Mr. Peer responded that the events have been well attended and citizens have been largely flexible to the new accommodations.

Motion by Knapp, seconded by Reid, to accept the annual Park Board Update as presented. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS:

APPOINTMENTS TO BOARDS AND COMMISSIONS: Mayor Randall introduced the item and explained that City Council had interviewed applicants to serve on a variety of boards and commissions earlier in the evening. She then asked City Clerk Erica Eklov to read the recommended appointments. City Clerk Eklov complied and motion by Reid, seconded by Knapp, to reappoint Loren Kimeldorf, Roger Lonoza and Deirdre Nieves with terms ending October 1, 2023, and appoint Andrew Keeler to a term expiring October 1, 2023, to the Environmental Board; to reappoint Stephanie Upshaw and Nadeem Mirza with terms ending October 1, 2023, to the Human Services Board; to reappoint Tara Gish and Elanor Riley with terms ending October 1, 2023, and appoint Kandarp Patel to a term ending on October 1, 2023 to the Park Board; to reappoint Eric Alburtus to a term expiring on December 31, 2026, and appoint Todd Campbell to a term expiring December 31, 2026, to the Economic Development Commission/Tax Increment Finance Authority and Brownfield Redevelopment Authority; to reappoint Lawrence Smith, Arthur Roberts and Mary Lou Petrulio with terms ending October 1, 2023, and also reappoint Joseph Magalski as Alternate with a term ending October 1, 2023, to the Senior Citizen Advisory Board; to appoint Lynn Haddow as Alternate to a term ending February 28, 2023, to the Zoning Board of Appeals; to appoint Thomas Fawley to

an unfulfilled term ending May 31, 2022, to the Planning Commission; and to reappoint Martha Deming Maytnier and Jessie Duniphin with terms ending December 31, 2023, to the Historic District Commission. Upon a roll call vote, motion carried 7 to 0.

SOUTH WESTNEDGE PARK PFAS GROUNDWATER INVESTIGATION: Councilmember Reid stated she removed the item from the Consent Agenda with the intent that the City Administration provide an update regarding PFAS in the city. Transportation & Utilities Director Kendra Gwin provided a verbal update. Director Gwin noted that the subject site at South Westnedge Park was previously a municipal transfer station where the City of Portage conducted groundwater clean-up activities at the property following the site's closure. This was followed by self-implemented groundwater testing in and around the site with the assistance of American Hydrogeology Corporation (AHC). PFAS contamination was initially discovered at the site in the spring of 2019 followed by additional sampling in the fall of 2019 that identified PFAS contamination potentially migrating beyond the boundaries of the site.

Councilmember Burns inquired whether the existing wells to the north were included with the new testing. Director Gwin responded that the current groundwater monitoring system was installed only to investigate chlorinated solvents and is not deep enough for PFAS testing. As such new, deeper wells are proposed.

Motion by Reid, seconded by Burns, to award a contract to American Hydrogeology Corporation in the amount not to exceed \$177,720 for three dimensional delineation of the extent to which PFAS may be impacting the groundwater at South Westnedge Park (9010 South Westnedge Avenue) 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.

UNFINISHED BUSINESS:

PURCHASE OF 225 EAST CENTRE AVENUE: Mayor Randall introduced the item and summarized the City Administration's efforts to date regarding negotiations with the property owner for the new Community Senior Center. Mayor Randall noted she had been able to speak directly with the property owner and reach an agreement between both parties that would avoid the need to pursue eminent domain proceedings.

Councilmember Burns expressed his pleasure with avoiding eminent domain and thanked Mayor Randall for her efforts. Councilmember Ledbetter also complimented Mayor Randall for her efforts and addressing the property owner during the recent groundbreaking ceremony for the new Community Senior Center. Mayor Randall responded, highlighting the property owner's long family history with the house amongst the development of East Centre Avenue over the years. She stated the family would also receive a commemorative bench on the new Community Senior Center property.

Motion by Burns, seconded by Pearson, to authorize the City Administration to execute a contract for the purchase of 225 East Centre Avenue, with a purchase price of \$176,400, broker commission of \$5,292, moving expenses of \$3,000, attorney fees of \$2,500 and a Commercial Transitional Area Adjustment of \$19,100 and title insurance closing costs not to exceed \$5,000 and authorize the City Manager to sign all documents related to this transaction. Upon a roll call vote, motion carried 7 to 0.

ACQUISITION OF 225 EAST CENTRE AVENUE: Mayor Randall introduced the item and noted the passage of the property acquisition with the prior vote negated the requirement to pursue eminent domain. Motion by Burns, seconded by Reid, to not authorize the City Manager to engage the services of Attorney Stanley J. Stek of Miller Canfield to commence eminent domain proceedings on 225 East Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

NEW BUSINESS:

HALLOWEEN OBSERVANCE 2020: Mayor Randall introduced the item and explained that she had requested the following report after receiving contact from several citizens concerned with annual Halloween traditions during the COVID-19 pandemic.

City Manager La Margo stated the City Administration had received a communication from the Kalamazoo County Health & Community Services Department on Fall Holiday Guidance. He further noted the City Administration had also consulted several neighboring jurisdictions, none of which planned to cancel Halloween activities. He stated each entity responded that they would be following the Michigan Department of Health and Human Services guidelines. Mr. La Margo stated the city would be publicizing and encouraging adherence to these guidelines via news releases and social media for families to pursue the best option for themselves.

Motion by Knapp, seconded by Reid, to receive the communication from the City Manager regarding Halloween Observance 2020 as information only. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Burns thanked all the Board and Commission applicants.

Councilmember Reid noted much had transpired at the national and state level since the last Council meeting, highlighting the presidential and vice-presidential debates, the president testing positive for COVID-19, and the Michigan Supreme Court ruling against the Governor's Executive Orders. She ensured citizens that the County and the city would continue efforts to ensure citizen safety and reminded the public to remain mindful of safety protocols.

Councilmember Knapp highlighted Councilmember Ledbetter's appointment to the Austin Lake Governmental Lake Board to replace Mayor Pro Tem Pearson as part of the Consent Agenda. She thanked Mayor Pro Tem Pearson for his service on the Board. Councilmember Knapp then provided a reminder of the upcoming annual "I Love Portage" student essay contest and the last three Farmers Markets of the season.

Councilmember Urban highlighted the recent COVID-19 emergency orders issued by the Michigan Department of Health and Human Services and asked citizens to remain vigilant with safety measures. He noted he was unable to attend the previous Community Senior Center groundbreaking ceremony but looks forward to touring the new facility once complete. Councilmember Urban closed by reminding others to follow safety measures for Halloween.

City Manager La Margo read a prepared statement regarding the recent arrest of Deputy City Manager Mike Carroll for suspected Operating under the Influence.

Mayor Pro Tem Pearson stated Deputy City Manager Mike Carroll has been a hard worker and wishes him well. Mayor Pro Tem Pearson then thanked Mayor Randall for her leadership with the purchase of 225 East Centre Avenue.

Mayor Randall began with an update on the Community Senior Center project and thanked those members who had been reappointed to the Senior Center Advisory Board. Mayor Randall then relayed the recent Be Bright Bike Light giveaway event sponsored by Bike Friendly Kalamazoo. She also provided an update on the upcoming October 8th City of Portage art prize event and the 2020 winner. Mayor Randall closed by stating the City Manager's response to Deputy City Manager Carroll was fair, transparent, and compassionate.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:03 p.m.

Erica L. Eklov, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF OCTOBER 19, 2020**

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Claudette Reid, and Mayor Pro Tem Jim Pearson also joined via the WebEx meeting platform. Councilmembers Vic Ledbetter and Terry Urban were absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, and City Clerk Erica Eklov.

With regard to Item A.3, Councilmember Burns noted the 15 percent increase in the renewal quote. He questioned how and why the city chose these particular three companies to solicit. Councilmember Burns further inquired why the city did not utilize an insurance broker. City Manager La Margo stated he would research and respond.

With regard to Item D.1, Councilmember Knapp inquired whether the questions raised by Council during the item's first reading in September had been answered. She additionally asked why the city was recommending the rezoning at this time when questions regarding traffic access and wetlands remained unaddressed. Councilmember Knapp inquired whether the Michigan Department of Environment, Great Lakes, and Energy (EGLE) was aware and/or accepting of a wetland in the middle of a development. Councilmember Reid inquired about the applicant's timeline for development. She wondered whether City Council could table or postpone the request without negatively affecting the development project. City Manager La Margo stated he would research and respond.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:12 a.m.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approval of the Accounts Payable Register of October 20, 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 September 27, 2020 through October 10, 2020 and notes \$258,747.68 in automated clearing house payments, \$3,534,023.12 in paper checks, \$65,203.89 in autopay payments, \$9,740,121.43 in electronic payments and \$12,009.45 in credit card payments (September transactions) for a grand total of \$13,610,105.57.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of October 20, 2020

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 1 of 9

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	13865(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	70,068.38
10/02/2020	13866(A)	ALRO STEEL CORPORATION	REPAIR AND MAINTENANCE SUPPLIES	69.00
10/02/2020	13867(A)	AUMACK, MICHAEL	UMPIRE PAYROLL 2020	725.00
10/02/2020	13868(A)	BAKER, MICHAEL	UMPIRE PAYROLL 2020	75.00
10/02/2020	13869(A)	BATTERIES PLUS	MISC BATTERIES	129.97
10/02/2020	13870(A)	BEEBE, RONALD E.	UMPIRE PAYROLL 2020	550.00
10/02/2020	13871(A)	BELL EQUIPMENT COMPANY	SWEEPER MAINTENANCE	321.80
10/02/2020	13872(A)	BEST WAY DISPOSAL, INC.	SWEEPER DEBRIS DISPOSAL	3,229.92
10/02/2020	13873(A)	BYHOLT INC.	2NS SAND DELIVERY	383.77
10/02/2020	13874(A)	C D W GOVERNMENT, INC.	UMBRELLA CLOUD SECURITY	2,926.05
10/02/2020	13875(A)	C T S TELECOM, INC.	DEDICATED FIBER OPTIC CIRCUIT	1,043.90
10/02/2020	13876(A)	CAPSTONE HOME IMPROVEMENT, LLC	CDBG MERRIWEATHER 6137 PEACHTREE ROOFING	6,809.00
10/02/2020	13877(A)	CHARTER COMMUNICATIONS	CABLE TV	392.55
10/02/2020	13878(A)	CLEANIT CORP	VEHICLE CARWASHES	174.00
10/02/2020	13879(A)	CONTINENTAL LINEN SERVICES	SPECIAL EVENT ITEMS	93.43
10/02/2020	13880(A)	CROWN TROPHY	ADULT SOFTBALL - CHAMPIONSHIP TROPHIES	490.00
10/02/2020	13881(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING SERVICES	97.95
10/02/2020	13882(A)	DEER CONTRACTING & LANDSCAPE	BLOCK WALL REPAIRS	395.00
10/02/2020	13883(A)	ENGINEERED PROTECTION SYSTEMS, INC.	REPLACE PANEL BATTERY	134.50
10/02/2020	13884(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	SERVICE TRUCK OUTFITTING	1,398.16
10/02/2020	13885(A)	EVERETT, CHIP	FIRE TRAINING - CPR	86.00
10/02/2020	13886(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIPMENT REPAIRS/MAINT	120.39
10/02/2020	13887(A)	FIDELITY SECURITY LIFE INSURANCE CO	EYEMED VISION INSURANCE	1,368.36
10/02/2020	13888(A)	FIRE SERVICE MANAGEMENT	FIRE PPE CLEANING	675.76
10/02/2020	13889(A)	FORSHEE, MARK	UMPIRE PAYROLL 2020	575.00
10/02/2020	13890(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	3,050.00
10/02/2020	13891(A)	GRAINGER INC	FLEET MAINTENANCE	45.28
10/02/2020	13892(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	294.00
10/02/2020	13893(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,489.45
10/02/2020	13894(A)	HARTMAN, CHARLES	UMPIRE PAYROLL 2020	144.00
10/02/2020	13895(A)	HOJNACKI, DAVID	UMPIRE PAYROLL 2020	368.00
10/02/2020	13896(A)	HURLEY & STEWART, LLC	AIRPORT/NE WATER TRANSMISSION IMPROVE	9,699.35

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 2 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	13897(A)	INDUSCO SUPPLY CO., INC.	CITY HALL COVID SUPPLIES	705.27
10/02/2020	13898(A)	IRISH AYRES ENTERPRISES, LLC	MOWING, TRIMMING, LANDSCAPE MAINT	7,613.25
10/02/2020	13899(A)	JACK DOHENY SUPPLIES INC.	VACTOR SUPPLIES	46.39
10/02/2020	13900(A)	KAHN, WILMA	CLASS INSTRUCTOR PAYMENT	290.00
10/02/2020	13901(A)	KATZ-SCHEINKER, SUSAN	CLASS INSTRUCTOR PAYMENT	400.00
10/02/2020	13902(A)	KPI TACTICAL	2 RAID VEST CARRIERS	356.26
10/02/2020	13903(A)	LAWSON PRODUCTS, INC	FLEET MAINTENANCE	280.35
10/02/2020	13904(A)	LOUTHAN, WILLIAM F	UMPIRE PAYROLL 2020	408.00
10/02/2020	13905(A)	LRE	ENGINEERING SVCS-HAMPTON CREEK BOG	2,032.23
10/02/2020	13906(A)	MAIL MANAGEMENT, INC.	PRINTER CARTRIDGE	296.37
10/02/2020	13907(A)	MATERIALS RESOURCES	LATEX GLOVES AND SUPPLIES	230.20
10/02/2020	13908(A)	MCCULLIN, LARRY W.	UMPIRE PAYROLL 2020	192.00
10/02/2020	13909(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	850.00
10/02/2020	13910(A)	MEJEUR ELECTRIC LLC	5 LED POLE LIGHTS	785.00
10/02/2020	13911(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	288.32
10/02/2020	13912(A)	MILLS, DANIEL	MLEAC CONFERENCE	211.25
10/02/2020	13913(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP DIRT/GRASS SEED	303.75
10/02/2020	13914(A)	MYERS, JAMES	MACP CONFERENCE	60.47
10/02/2020	13915(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES-PARKS	732.80
10/02/2020	13916(A)	ONSTAFF USA INC	TEMP EMPLOYEE - STREETS	2,829.02
10/02/2020	13917(A)	PAVER PET SUPPLY	PET SUPPLIES	119.00
10/02/2020	13918(A)	PECKELS, CHRISTINE	CLASS INSTRUCTOR PAYMENT	300.00
10/02/2020	13919(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	5,145.72
10/02/2020	13920(A)	PETERS CONSTRUCTION CO.	STORM DRAIN REPAIR	14,238.00
10/02/2020	13921(A)	PHILLIPS, KIMBERLY	REIMBURSE FOR PROGRAM SUPPLIES	136.44
10/02/2020	13922(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	1,327.23
10/02/2020	13923(A)	PRINTING SERVICES INC	I LOVE PORTAGE EXHIBIT BOARDS & BANNERS	953.00
10/02/2020	13924(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICES-PARKS	627.00
10/02/2020	13925(A)	RHODES, KEVIN	UMPIRE PAYROLL 2020	725.00
10/02/2020	13926(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	1,373.38
10/02/2020	13927(A)	VOID		0.00
10/02/2020	13928(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	56.80
10/02/2020	13929(A)	ROBERT LAMSON, LLC	POST COND OFFER PSYCH EVALUATIONS	465.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 3 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	13930(A)	ROBINSON, JASON	UMPIRE PAYROLL 2020	94.00
10/02/2020	13931(A)	ROTO-ROOTER SEWER & DRAIN SERV	PUMP REPLACEMENT AT CITY HALL	1,229.31
10/02/2020	13932(A)	RYAN, JOHNATHAN	UMPIRE PAYROLL 2020	70.50
10/02/2020	13933(A)	SEVERANCE ELECTRIC COMPANY,INC	TRAFFIC SIGNAL REPLACEMENT/S WESTNEDGE	35,653.76
10/02/2020	13934(A)	SLAVIN, NATHAN	BASIC POLICE SNIPER SCHOOL	305.00
10/02/2020	13935(A)	STOP STICK LTD	STOP STICK RACK KIT	967.00
10/02/2020	13936(A)	STOUT, MELISSA JOY	CLASS INSTRUCTOR PAYMENT	180.00
10/02/2020	13937(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS-AUGUST 2020	16,561.29
10/02/2020	13938(A)	THE IRRIGATOR	IRRIGATION REPAIRS - 7810 SHAVER RD	4,000.00
10/02/2020	13939(A)	TRUCK & TRAILER SPECIALTIES	MAINTENANCE SUPPLIES	116.17
10/02/2020	13940(A)	UNITED PETROLEUM	REPLACED PROBE IN DIESEL	2,486.50
10/02/2020	13941(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	4,281.67
10/02/2020	13942(A)	WIGHTMAN	CONSTRUCTION & INSPECTION ENGINEERING	1,363.75
10/09/2020	13943(A)	BCHS-HELPNET	HELPNET EAP SERVICES	3,327.24
10/09/2020	13944(A)	ENGINEERED PROTECTION SYSTEMS, INC.	VIDEO SURVEILLANCE-NEW FIRE STATION 2	11,000.00
10/09/2020	13945(A)	FARR ASSOCIATES AND URBAN DESIGN PC	URBAN PLANNING AND DESIGN SERVICES	10,000.00
10/09/2020	13946(A)	KUSHNER & COMPANY, INC.	KUSHNER & CO. FSA & COBRA ADMIN	379.42
10/09/2020	13947(A)	LOWE'S HOME CENTER	TOOL BOXES-NEW FIRE STATION 2	834.10
10/09/2020	13948(A)	MARANA GROUP	METER SERVICE	273.00
10/09/2020	13949(A)	MIH MICHIGAN LLC	DISASTER RECOVERY SERVICE	1,757.70
10/09/2020	13950(A)	ONSTAFF USA INC	TEMP EMPLOYEE - STREETS	2,916.82
10/09/2020	13951(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE DISPOSAL SERVICES	1,149.98
Total ACH:				258,747.68

Check Type: Paper

09/29/2020	314777	USPS	REFILL POSTAGE METER	10,000.00
10/02/2020	314778	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	819.00
10/02/2020	314779	ADP, INC.	MONTHLY ETIME AND IDI	2,727.00
10/02/2020	314780	ADVANCE II LLC	NOVEMBER 2020 ELECTION TEMP HELP	1,767.91
10/02/2020	314781	ALDER, SANDRA	CLASS INSTRUCTOR PAYMENT	1,400.00
10/02/2020	314782	ALKHAMIS, ZACHARY ZIAD	SNAP REIMBURSEMENT	25.00
10/02/2020	314783	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	377.00
10/02/2020	314784	AMERICAN HOIST AIR & LUBE EQUIP INC	HOIST INSPECTIONS	895.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 4 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	314785	AMERICAN SCREEN PRINTING	FIRE ADMIN UNIFORMS	84.00
10/02/2020	314786	AT&T	ELECTRONIC COMMUNICATIONS	522.55
10/02/2020	314787	AXON ENTERPRISES, INC.	TASER 7 CERTIFICATION BUNDLE-16 DEVICES	9,840.00
10/02/2020	314788	BAILEY TERRA NOVA FARMS	SNAP REIMBURSEMENT	81.00
10/02/2020	314789	BEAR CREEK FARM AND MARKET LLC	EAT SMART REIMBURSEMENT	38.00
10/02/2020	314790	BENNETT, THOMAS TIMERMAN TRUST	BD BOND REFUND	150.00
10/02/2020	314791	BINKOWSKI, MAUREEN	HAYLOFT, AMP, STUART MNR DEP/RENTAL REF	1,115.00
10/02/2020	314792	BLAIN SUPPLY, INC.	FLEET MAINTENANCE	9.99
10/02/2020	314793	BLOOM SLUGGETT, PC	LITIGATION - S WESTNEDGE AVE STORM SEWER	2,678.63
10/02/2020	314794	BONAMEGO, LOUIS	EAT SMART REIMBURSEMENT	269.00
10/02/2020	314795	BRADLEY, ALTA	SCHRIER PARK RENTAL REFUND	550.00
10/02/2020	314796	BRIARGATE, LP	REIMB FOR IRRIGATION SYSTEM DAMAGE	795.00
10/02/2020	314797	BRILL, BETTY	REFUND FOR MYSTERY TRIP	50.00
10/02/2020	314798	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	300.00
10/02/2020	314799	CERTIFIED LABORATORIES	PREMALUBE RED GREASE	240.00
10/02/2020	314800	CHEESE PEOPLE OF GRAND RAPIDS	SNAP REIMBURSEMENT	46.00
10/02/2020	314801	CHICAGO TITLE OF MICHIGAN	OP 5548 ROANOKE ST UTILITIES	86.37
10/02/2020	314802	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	15.90
10/02/2020	314803	CLEAR CHANNEL AIRPORTS	AIRPORT ADVERTISING	713.00
10/02/2020	314804	CLEARNETWORK, INC.	UNIFIED SECURITY	1,300.00
10/02/2020	314805	CONSUMERS ENERGY - CEM	STREET LIGHT INSTALLATION	100.00
10/02/2020	314806	CONSUMERS ENERGY - CEM	STREET LIGHT INSTALLATION	100.00
10/02/2020	314807	D C PLUMBING	HOT WATER HEATER ROD REPLACED	189.70
10/02/2020	314808	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	123.28
10/02/2020	314809	DAVE'S CONCRETE PRODUCTS, INC.	SIDEWALK REPAIRS	949.50
10/02/2020	314810	DAVE'S GLASS SERVICE, INC.	FIRE APPARATUS MAINT	75.00
10/02/2020	314811	DELOOF BUILDERS LLC	BD BOND REFUND	1,005.00
10/02/2020	314812	DEVON TITLE AGENCY	TITLE WORK - E. MILHAM RECONSTRUCTION	2,048.00
10/02/2020	314813	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR	4,097.40
10/02/2020	314814	EXERGY MACHINING LLC	TINK CLAW PARTS	1,140.20
10/02/2020	314815	FLEIS & VANDENBRINK ENGINEERING	LEXINGTON-GREEN RENO A & E SERVICE	2,154.00
10/02/2020	314816	FULL CIRCLE FARM	EAT SMART REIMBURSEMENT	25.00
10/02/2020	314817	GORDON FOOD SERVICE	RAMONA CONCESSIONS	6.49

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 5 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	314818	GREENSPIRE II APARTMENTS, LLC	BD BOND REFUND	13,805.00
10/02/2020	314819	HALL BUILDERS LLC	NEW FIRE ST 2	566,427.78
10/02/2020	314820	HOME DEPOT	CEMETERIES MAINT SUPPLIES	631.60
10/02/2020	314821	VOID		0.00
10/02/2020	314822	J & J LOCKSMITHS	12 PADLOCKS	104.88
10/02/2020	314823	J AND B DICK ORCHARDS	EAT SMART REIMBURSEMENT	211.00
10/02/2020	314824	JORDAN'S SWEET CORN	EAT SMART REIMBURSEMENT	45.00
10/02/2020	314825	KALAMAZOO COUNTY BROWNFIELD AUTHORI	2020 SUMMER KCBRA BROWNFIELD DISTB	2,016,754.33
10/02/2020	314826	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES AUGUST MOBILE HOME TAXES	777.50
10/02/2020	314827	KALAMAZOO SYMPHONY ORCHESTRA	BAND SHELL RENTAL REFUND	300.00
10/02/2020	314828	KENTWOOD OFFICE FURNITURE INC.	PUBLIC INFORMATION OFFICE FURNITURE	2,853.29
10/02/2020	314829	KITCH DRUTCHAS WAGNER VALITUTTI & S	INTELLECTUAL PROPERTY LICENSE TECHNOLOGY	684.00
10/02/2020	314830	KREITNER, JAMES	EAT SMART REIMBURSEMENT	53.00
10/02/2020	314831	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR	782.00
10/02/2020	314832	LOCEY SWIM POOL CO.	FOUNTAIN SUPPLIES FOR CITY HALL	37.80
10/02/2020	314833	LOPEZ, SANDRA	SNAP REIMBURSEMENT	44.00
10/02/2020	314834	LOTT, LAUREN	SOFTBALL AND EVENT SUPPLIES REIMB	203.13
10/02/2020	314835	LOVERS LANE MICRO FARM	SNAP REIMBURSEMENT	8.00
10/02/2020	314836	MAGLOCLLEN, INC.	MEMBERSHIP USER FEES	400.00
10/02/2020	314837	MALL CITY MECHANICAL	FIRE FACILITY MAINT	450.00
10/02/2020	314838	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	247.00
10/02/2020	314839	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINT	1,005.92
10/02/2020	314840	MICHIGAN MUNICIPAL LEAGUE	MML AD FOR DIR OF DEVELOPMENT SVCS	128.76
10/02/2020	314841	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	1,223.00
10/02/2020	314842	MINT CITY EXCAVATING	HYDRANT METER DEPOSIT REFUND	100.00
10/02/2020	314843	MONELLIS II INC	REIMB/IRRIGATION SYSTEM DAMAGE	170.00
10/02/2020	314844	MOSES FIRE EQUIPMENT, INC.	FIRE OPERATING SUPPLIES	2,169.03
10/02/2020	314845	MUCHA, ANGELA	GRAIN ELEV, SCHOOL HS DEP/RENTAL REF	450.00
10/02/2020	314846	MULLARD, HAILEY	GRAIN ELEVATOR RENTAL REFUND	275.00
10/02/2020	314847	NAPIER, PEGGY	MONSTER MASH CANDY REFUND	604.76
10/02/2020	314848	NMEDA	PERRY 2020 MCAT COURSE REGISTRATION	150.00
10/02/2020	314849	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES	28.56
10/02/2020	314850	OFFICE DEPOT, INC.	OFFICE SUPPLIES	488.88

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 6 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	314851	VOID		0.00
10/02/2020	314852	ONE ON ONE FITNESS INC	RELOCATE FITNESS EQUIP-NEW FIRE ST 2	600.00
10/02/2020	314853	P K CONTRACTING, INC.	DASH LINE PAINTING	750.00
10/02/2020	314854	PAPPAS, LYNN M	EAT SMART REIMBURSEMENT	133.00
10/02/2020	314855	PATRIOTS POWER WASHING	HYDRANT METER DEPOSIT REFUND	100.00
10/02/2020	314856	PLUMMER'S ENVIRONMENTAL SERVICES	STORM SEWER INSPECTION	2,510.48
10/02/2020	314857	PRAETORIAN DIGITAL	ANNUAL FEE POLICE ONE ONLINE TRAINING	2,395.00
10/02/2020	314858	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	323.89
10/02/2020	314859	QUADMED, INC.	FIRE EMS SUPPLIES	2,661.10
10/02/2020	314860	ROAD COMMISSION OF KALAMAZOO COUNTY	DURAPATCHER MATERIAL	3,055.02
10/02/2020	314861	SARKOZY BAKERY LLC	SNAP REIMBURSEMENT	114.00
10/02/2020	314862	SCHULTZ, GREG	SWP TOURNAMENT DEPOSIT REFUND	100.00
10/02/2020	314863	SCHURING JR CO, JOHN	NOTARY SURETY BOND FEE/FAREEN EFFENDI	50.00
10/02/2020	314864	SHI INTERNATIONAL CORP.	SQL LICENSE FOR VARONIS PROJECT	1,126.30
10/02/2020	314865	SHIELDS, LINDA	SCHRIER DEPOSIT/RENTAL REFUND	300.00
10/02/2020	314866	SOIL & MATERIALS ENGINEERS INC	MATERIALS TESTING/ADDITIONAL SVCS	6,545.00
10/02/2020	314867	SPACES DESIGNER HOMES	BD PAYMENT REFUND	345.00
10/02/2020	314868	SPARTAN DISTRIBUTORS INC.	MOWER MAINTENANCE	2,719.95
10/02/2020	314869	STATE OF MICHIGAN (DOT)	SHAVER/WESTNEDGE/MILHAM/CENTRE RECONST	690,489.02
10/02/2020	314870	STATE SYSTEMS RADIO, INC	RANGER RADIO REPAIR	244.60
10/02/2020	314871	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/ MAINTENANCE SUPPLIES	904.49
10/02/2020	314872	THIRD COAST TECH, LLC	TRAINING ROOM A/V EQUIP	28,690.82
10/02/2020	314873	THOMAS, NICOLE	STUART MANOR DEPOSIT/RENTAL REF	400.00
10/02/2020	314874	THREE RIVERS HEALTH	OP STAX 20 PARCEL # 00018-902-O	16,204.19
10/02/2020	314875	TREYSTAR HOLDINGS, LLC	DISBURSE TAX CAPTURE PER BROWNFIELD AGREEM	28,407.44
10/02/2020	314876	TRUGREEN PROCESSING	HERBICIDE APPLICATIONS	2,686.95
10/02/2020	314877	TYLER TECHNOLOGIES, INC.	FIRE TECHNOLOGY	2,940.00
10/02/2020	314878	ULINE, INC.	SKID RESISTANT SHOE COVERS	234.10
10/02/2020	314879	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
10/02/2020	314880	US DIGITAL DESIGNS, INC.	FIRE STATION ALERTING	29,376.07
10/02/2020	314881	VALLEY CITY SIGN	REPLACE SIGN	1,687.00
10/02/2020	314882	VICKSBURG HARDWARE	LEAF PICKUP SUPPLIES	287.70
10/02/2020	314883	WASHCO, LLC	GRAFFITI REMOVAL	350.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 7 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020	314884	WASTE MANAGEMENT	WATER TREATMENT PLANT SLUDGE PRESS	683.62
10/02/2020	314885	WEBER, MACHELLE	SCHRIER PARK RENTAL REFUND	550.00
10/02/2020	314886	WIGHTMAN	ENGINEERING SERVICES	1,961.25
10/02/2020	314887	WRAPS N SIGNS	TRUCK DECALS	589.50
10/02/2020	314888	WUNDERLIN, WALTER	SCHRIER DEPOSIT/RENTAL REFUND	250.00
10/05/2020	314889	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	925.32
10/09/2020	314890	CORSTANGE, DAVE	REFUND TALL GRASS/WEED ABATEMENT	248.00
10/09/2020	314891	KPI TACTICAL	2 RAID VEST CARRIERS	356.26
10/09/2020	314892	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILDING SERVICE	7,860.00
10/09/2020	314893	SANDERSON DEHAAN IRRIGATION	IRRIGATION REPAIRS-WETHERBEE AVE	1,026.16
10/09/2020	314894	UNDERGROUND SECURITY COMPANY	ANNUAL UNDERGROUND STORAGE OF MICROFILM	2,863.70
10/09/2020	314895	UNITED PARCEL SERVICE	UPS WEEKLY	42.02
10/09/2020	314896	USPS	PORTAGER POSTAGE	8,600.00
10/09/2020	314897	VERIZON CONNECT NWF, INC.	GPS SERVICES	693.37
10/09/2020	314898	VERIZON WIRELESS	WIRELESS SERVICE	3,023.66
10/09/2020	314899	WEBQA INCORPORATED	ANNUAL FOIA PLATFORM SERVICE	17,085.00
Total Paper Checks:				3,534,023.12

Check Type: Auto-pay Payment

10/01/2020	CONSUMERS ENERGY	GAS-ELECTRIC	661.78
10/06/2020	CONSUMERS ENERGY	GAS-ELECTRIC	58,978.01
10/09/2020	CONSUMERS ENERGY	GAS-ELECTRIC	5,564.10
Total Auto-pay Payments:			65,203.89

Check Type: Electronic Payment

09/24/2020	MULTIPLE	RETIREE HEALTH SAVINGS	195,000.00
09/25/2020	PORTAGE PUBLIC SCHOOLS	TAX DISBURSEMENT 9/18/2020	485,533.74
09/25/2020	MULTIPLE	WEEKLY TAX DISBURSEMENT 9/18/2020	7,047,188.55
09/25/2020	ICMA	PENSION WITHHOLDINGS	40,815.87
09/30/2020	HUNTINGTON NATIONAL BANK	DEBT SERVICE	1,075,475.01
09/30/2020	ICMA	CITY MGR, DEPT HEAD, NU PENSION PMTS	138,344.62
09/30/2020	EAGLE CLAIMS	WORKERS' COMPENSATION	26,717.88
10/01/2020	SBF	WATER/SEWER BILL POSTAGE	2,008.86

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 8 of 9

Check Date	Check	Vendor Name	Description	Amount
10/02/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 9/25/20	272,026.19
10/02/2020		COMERICA	INVESTMENTS	249,505.56
10/09/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 10/2/20	165,320.08
10/09/2020		ICMA	PENSION WITHHOLDINGS	42,185.07
Total Electronic Payments:				9,740,121.43

Check Type: Credit Card Transactions

09/02/2020		STRATEGIC GOVERN	LEADERSHIP RESOURCE SUBSCRIPTION	250.00
09/02/2020		IPMA-HR	IPMA-HR MEMBERSHIP FOR HR STAFF	417.00
09/03/2020		ICAA SERVICES INC	SR CENTER STAFF MEMBERSHIP & CONFERENCE	1,351.00
09/04/2020		MICHIGAN MUNICIPAL LEAGUE	VIRTUAL CONFERENCE/MULTIPLE EMPLOYEES	795.00
09/07/2020		PUBLIC AGENCY TRAINING	POLICE TRAINING	425.00
09/07/2020		NATL ASSOC/SCHOOL RES OFFICERS	SCHOOL RESOURCE OFFICER MEMBERSHIP	40.00
09/09/2020		MICHIGAN ASSOC OF CHIEFS	POLICE TRAINING	100.00
09/09/2020		MICHIGAN ASSOC OF CHIEFS	POLICE TRAINING	100.00
09/10/2020		AMZN MKTP US MU0QR5GLO	PHONE SYSTEM SERVER HARD DRIVE	180.20
09/14/2020		EVERGREEN RESORT	SENIOR CENTER TRIP REFUND	(50.00)
09/17/2020		CPS HUMAN RESOURCE SERVICE	HR DIRECTOR TRAINING	150.00
09/17/2020		THE HOME DEPOT #2728	SUPPLIES-MONSTER MASH/TRAD HOLIDAY	278.94
09/17/2020		HOMEDEPOT.COM	SUPPLIES-MONSTER MASH/TRAD HOLIDAY	913.12
09/18/2020		HOMEDEPOT.COM	SUPPLIES-MONSTER MASH/TRAD HOLIDAY	2,029.85
09/18/2020		HOMEDEPOT.COM	PARK EVENTS SUPPLIES	82.20
09/18/2020		FGM GRANDIN ROAD	SUPPLIES FOR MONSTER MASH	3,156.62
09/21/2020		INTERNATION	ICMA MEMBER CONFERENCE	597.00
09/23/2020		WALMART.COM AV	SUPPLIES FOR MONSTER MASH	148.29
09/24/2020		HOMEDEPOT.COM	SUPPLIES FOR TRADITIONAL HOLIDAY	1,352.00
09/24/2020		LEAGUE OF AMERICAN WHEEL	MATERIAL-SMART CYCLING CLASS CERT	120.00
09/25/2020		VRSN DOTGOVREGISTRATION	1 YEAR DOMAIN NAME RENEWALS	800.00
09/28/2020		HOLIDAY INN EXPRESS & SU	POLICE TRAINING	439.04
09/29/2020		SHEETMUSICPLUS.COM	SHEET MUSIC FOR PSC BAND	214.19
09/30/2020		MGFOA MEMBERSHIP DUES	ANNUAL MEMBERSHIP DUES	120.00
09/30/2020		GRAND HOTEL	SENIOR CENTER TRIP REFUND	(2,000.00)
Total Credit Card Payments:				12,009.45

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/27/2020 to 10/10/2020

Page 9 of 9

Check Date	Check	Vendor Name	Description	Amount
			Grand Total:	13,610,105.57

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Midwest Employers Casualty Company

SUPPORTING PERSONNEL: Shannon Hertz, Director of Human Resources

ACTION RECOMMENDED: Approve a two-year contract with Midwest Employers Casualty Company for workers' compensation excess insurance coverage with \$550,000 specific excess retention for an annual fee of \$85,999, plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city.

Since 1993, the city has been self-insured in regard to workers' compensation coverage which is administered through a third party with a provision for excess coverage to address catastrophic events. Excess insurance provides coverage in the event a catastrophic occurrence exceeds \$550,000, the total of all claims exceed \$1,816,557 in a policy period or a liability claim against the city due to a work-related injury or illness exceeds \$550,000.

The current contract for excess insurance coverage with Midwest Employers Casualty Company (MECC) will expire on November 30, 2020. Quotes were solicited from MECC, Safety National Casualty Corporation (SNCC), and Bridge for excess insurance coverage. SNCC required a \$750,000 specific excess retention for law enforcement, while Bridge declined to quote for law enforcement workers. MECC submitted a two-year renewal quote for the current \$550,000 specific excess retention for an annual fee of \$85,999, plus payroll adjustments. The annual fee represents an increase of 15.66% over the current contract. MECC also submitted a two-year quote at an 8.87% increase for coverage at a \$600,000 specific excess retention, with an annual cost of \$80,950, plus payroll adjustments. While an increase of 15.66% is significant, it remains substantially lower than the potential risk assumed by raising the specific excess retention to \$600,000.

It is recommended that City Council approve a two-year contract with Midwest Employers Casualty Company for workers' compensation excess insurance coverage with \$550,000 specific excess retention for an annual fee of \$85,999, plus payroll adjustments and authorize the City Manager to execute all documents related to this contract renewal on behalf of the city. The proposed contract would cover the period of the period of December 1, 2020 through November 30, 2022.

FUNDING: Funds have been included in the 2020-2021 fiscal year budget to cover costs associated with workers' compensation. Funds will also be included for workers' compensation costs in the proposed 2021-2022 budget.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Human Resources Retention Schedule

SUPPORTING PERSONNEL: Shannon Hertz, Director of Human Resources

ACTION RECOMMENDED: Adopt a Resolution that will:

1. Combine the current City of Portage Records Retention and Disposal Schedule 8 pertaining to Benefit Services and Schedule 9 pertaining to Employee Development;
2. Rename the combined Schedules 8 and 9 "Human Resources Department" as the Benefit Services and Employee Development Departments have been combined into the Human Resources Department;
3. Rescind the combined Schedules 8 and 9 Human Resources Department; and
4. Adopt the State of Michigan General Schedule #26 - Local Government Human Resources retention schedule.

Michigan law requires that all public records are listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. The City of Portage Records Retention Schedule 8 pertaining to Benefit Services, and Schedule 9 pertaining to Employment Development, currently in use are antiquated and need to be updated. Michigan Records Management Services prepares Model Retention and Disposal Schedules for use by local governments and has prepared General Schedule 26 specifically for Human Resources. Adopting the State of Michigan General Schedule 26 for Local Government Human Resources would modernize the retention schedule and eliminate the risk of storing sensitive employee information longer than necessary. Also, due to the Benefit Services and Employment Development Departments being combined into one department, it is necessary to rename Schedules 8 and 9 to Human Resources Department. The State of Michigan Records Management Services division has reviewed the new schedule and the City Attorney has written the resolution approving the change as to form.

It is recommended that City Council adopt a Resolution that will combine the current City of Portage Records Retention and Disposal Schedule 8 pertaining to Benefit Services and Schedule 9 pertaining to

Employee Development; rename the combined Schedules 8 and 9 "Human Resources Department" as the Benefit Services and Employee Development Departments have been combined into the Human Resources Department; rescind the combined Schedules 8 and 9 Human Resources Department; and adopt the State of Michigan General Schedule 26 - Local Government Human Resources retention schedule.

FUNDING: N/A

Attachments: 1. Retention Schedule Resolution - Appoved as to Form

**CITY OF PORTAGE, MICHIGAN
RESOLUTION TO COMBINE AND RENAME, AND UPDATE
RETENTION AND DISPOSAL SCHEDULES 8 & 9**

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 the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

WHEREAS, Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs.

WHEREAS, consistent with Michigan law the City of Portage has adopted a general Retention and Disposal Schedule for the public records created during the normal course of business and department specific schedules for its various departments for public records unique to each department, including Retention and Disposal Schedule 8 pertaining to Benefit Services and Schedule 9, pertaining to Employee Development.

WHEREAS, it is necessary to rename and combine Schedules 8 & 9 as the Benefit Services and Employee Development Departments have been combined into the Human Resources Department.

WHEREAS, Michigan Records Management Services prepares Model Retention and Disposal Schedules for use by local governments and has prepared General Schedule #26 specifically for Human Resources.

WHEREAS, City of Portage Retention and Disposal Schedules 8 & 9, (to be combined and renamed "Human Resources Department" by this Resolution) needs updating to be consistent with General Schedule #26 – Local Government Human Resources.

NOW, THEREFORE, BE IT RESOLVED THAT:

A. The City of Portage Retention and Disposal Schedules 8 & 9 as they currently exist be combined and renamed "Human Resources Department".

B. That the existing Retention and Disposal Schedule contained in the combined Schedule 8 & 9, Human Resources Department, be rescinded and that the Retention Schedule contained in the State of Michigan General Schedule #26 – Local Government Human Resources be incorporated and adopted in their place.

All resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

EFFECTIVE DATE: _____, **2020.**

Erica Eklov, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 2020, the original of which is in the official proceedings of the City Council.

Erica Eklov, City Clerk

PREPARED BY:
Randall L. Brown (P34116)
Portage City Attorney
470 W. Centre Ave., Ste. A
Portage, MI 49024
(269) 382-4500

Approved as to Form:

Date: 10/14/20

per [Signature]
City Attorney

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: U.S. Department of Housing and Urban Development CDBG-CV grant allocation

SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED:

1. Approve the Substantial Plan Amendment to the FY 2020-21 Annual Action Plan that recommends allocating \$100,000 from the CDBG-CV grant to Housing Resources, Inc., \$27,174 to the Portage Community Center and \$3,300 for administrative costs and;
2. authorize the City Manager to submit the Substantial Plan Amendment to the FY 2020-21 Annual Action Plan for the Community Development Block Grant Program to the U.S. Department from Housing and Urban Development and sign the required documents related to the funding request on behalf of the city.

In April 2020, the City of Portage received notification from the U.S. Department of Housing and Urban Development (HUD) that the city had been awarded a grant in the amount of \$130,474 to prevent, prepare for and respond to the COVID-19 pandemic. The primary purpose of the funding is to assist Portage residents, with emphasis towards low to moderate income persons, who have been adversely affected by the pandemic.

On June 25, 2020 and July 16, 2020, the Human Services Board met to discuss allocation of the grant funds. The Board evaluated and prioritized each potential agency based on those factors that address the greatest needs of Portage residents during this unprecedented time. Each of the agencies currently receiving funding from the city were discussed individually and those agencies who provide assistance with critical needs, including eviction/foreclosure prevention and emergency utility assistance, were identified. After reviewing each agency and the services provided, the Board concluded that Housing Resources, Inc. and the Portage Community Center were best suited to administer the additional funding to assist individuals directly affected by the COVID-19 pandemic. As a result, the Board recommended Housing Resources, Inc. (HRI) be awarded \$100,000 to assist individuals adversely affected with foreclosure and eviction prevention assistance. Furthermore, the Board recommends that with the

balance of \$30,474 be allocated to Portage Community Center (PCC) to assist individuals with utility assistance.

In accordance with HUD requirements, a Substantial Amendment to the CDBG Program FY 2020-21 Annual Action Plan is required. To assist with preparation of the Substantial Plan Amendment and submission to HUD, a consultant, Wade Trim, was retained. Wade Trim has also been retained to prepare the 2021-2025 Consolidated Plan. The cost to prepare the Substantial Plan Amendment and submit it to HUD is \$3,300, which is an eligible grant activity. As a result, the funding amount allocated to Portage Community Center has been reduced from \$30,474 to \$27,174 to account for the administrative costs.

The Human Services Board conducted a public hearing on the Substantial Amendment on October 8, 2020 followed by a 5-day public comment period. No public comment was received at the public hearing or during the 5-day public comment period. Consequently, the Board has recommended that City Council approve the FY 2020-21 Annual Action Plan Substantial Amendment, to allocate \$100,000 of the CDBG-CV to Housing Resources, Inc., \$27,174 to Portage Community Center and \$3,300 for administrative costs.

It is recommended that City Council approve the Substantial Plan Amendment to the FY 2020-21 Annual Action Plan that recommends allocating \$100,000 from the CDBG-CV grant to Housing Resources, Inc., \$27,174 to the Portage Community Center and \$3,300 for administrative costs and authorize the City Manager to submit the Substantial Plan Amendment to the FY 2020-21 Annual Action Plan for the Community Development Block Grant Program to the U.S. Department of Housing and Urban Development and sign the required documents related to the funding request on behalf of the city.

FUNDING: No impact on the municipal budget

Attachments:

1. Human Services Board transmittal dated October 12, 2020
2. October 8, 2020 Human Services meeting minutes
3. FY 2020-21 Annual Action Plan Substantial Amendment



TO: Honorable Mayor and City Council

FROM: Human Services Board

DATE: October 12, 2020

SUBJECT: U.S. Department of Housing and Urban Development CDBG-CV grant award to Housing Resources, Inc. and the Portage Community Center.

On June 25, 2020 and July 16, 2020, the Human Services Board met to discuss allocation of the \$130,474 CDBG-CV grant received from the U.S. Department of Housing and Urban Development (HUD) to prepare for, respond to and prevent the coronavirus. At the conclusion of the July 16th discussion, the Board recommended \$100,000 be allocated to Housing Resources, Inc. (HRI) to assist individuals adversely affected by the Covid-19 pandemic with foreclosure and eviction prevention assistance with the balance of \$30,474 being allocated to Portage Community Center (PCC) to assist those individuals with utility assistance.

In accordance with HUD requirements, a Substantial Amendment to the CDBG Program FY 2020-21 Annual Action Plan was required. The Human Services Board conducted a public hearing on the Substantial Amendment on October 8, 2020 followed by a 5-day public comment period. No public comment was received during the October 8th meeting and no public comment was received during the 5-day public comment period. As a result, the Board is recommending that City Council approve the FY 2020-21 Annual Action Plan Substantial Amendment and \$100,000 of the CDBG-CV grant be allocated to Housing Resources, Inc. to assist individuals adversely affected by the Covid-19 pandemic with foreclosure and eviction prevention assistance; \$27,174 to Portage Community Center to assist those individuals also impacted by COVID-19 with utility assistance; and \$3,300 for administrative costs. Subsequent to the July 16, 2020 meeting, a consultant, Wade Trim, was retained to prepare the Substantial Plan Amendment and submit the amendment to HUD at a cost of \$3,300.

If Council has any questions regarding this matter, please contact me at your earliest convenience.

Sincerely,

Fi Spalvieri

Fi Spalvieri
Chairperson

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – October 8, 2020

CALL TO ORDER: The City of Portage Human Services Board meeting of October 8, 2020 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the “Remote Attendance Rules for Meetings” and Michigan Governor Whitmer’s Executive Order 2020-42, this meeting was held in person and remotely with board members and staff having the option to participate via video/telephone call-in.

MEMBERS PRESENT: Alice Mwanda (remote), Fi Spalvieri (in person), Effie Kokkinos (in person), Tim Henson (remote), Brooke Kolodzieczyk (remote), Stephanie Upshaw (remote), Nadeem Mirza (remote).

MEMBERS EXCUSED:

MEMBERS ABSENT:

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Kolodzieczyk moved and Mirza supported a motion to approve the July 16, 2020 minutes. Motion passed 7-0.

PUBLIC HEARINGS:

1. FY 20-21 Annual Action Plan Substantial Amendment: McCoy summarized the October 2, 2020 Department of Community Development communication regarding a \$130,474 grant the city received from the Department of Housing and Urban Development (HUD) for a range of activities to prevent, prepare for and respond to the Coronavirus. The primary purpose is to assist Portage residents, with emphasis towards the low/mod income persons, who have been adversely affected by the Covid-19 pandemic. During the July 16th meeting, the Board recommended \$100,000 be allocated to Housing Resources, Inc. (HRI) to assist individuals adversely affected by the Covid-19 pandemic with foreclosure and eviction prevention assistance with the balance being allocated to Portage Community Center (PCC).

Spalvieri opened the public hearing with a motion from Kokkinos supported by Henson. Motion passed 7-0. The Board restated their desire to support their previous recommendation, which includes allocating the funds as outlined in the staff report (\$100,000 allocated to HRI, \$27,174 to PCC and \$3,300 for administration). No public comments were received. Kolodzieczyk moved and Mirza supported a motion to close the public hearing. Motion passed 7-0. Kokkinos moved and Mwanda supported a motion to recommend approval of the CDBG Program FY 2020-2021 Substantial Plan Amendment and to submit the amendment as written to City Council for consideration at the October 20, 2020 City Council meeting. Motion passed 7-0.

NEW BUSINESS:

1. Discussion of Housing Rehabilitation Loan Interest Rates: McCoy summarized the October 2, 2020 Department of Community Development communication regarding a proposal to either reduce or eliminate the housing rehabilitation loan interest charge. Currently, a loan interest rate of

3% or 0% is applied and whether or not interest is charged is based on annual income. A reduction or elimination of the housing loan interest rate will encourage program participation, have a greater positive impact on the quality of the city's housing stock, and respond to current economic conditions (i.e. historically low interest rates in the private sector). The Board discussed the staff recommendation to adjust interest rates on all new Housing Rehabilitation Loans to 0% with a condition that this matter be revisited at the end of a 12-month period to assess the effectiveness and subsequent effect on CDBG program income. Upshaw moved and Mirza supported a motion to adopt the revision to program guidelines accordingly. Motion passed 7-0.

2. Review of HPS Grant Application: Spalvieri asked the Board about forming a sub-committee to explore changes to the Human Public Service Grant application based on the current Covid-19 circumstances and prior funding year feedback from City Council regarding possible re-prioritization of funding. Staff will inquire if there are any specific ideas from Council and forward them to the Committee of Spalvieri, Upshaw and Kolodzieczyk who will bring a draft to the November 5th HSB meeting for Board review.

3. Metro Transit Update: Upshaw summarized the activities of Metro Transit activities, policies and performance as reported at meetings and communications regarding fixed route bus service, Metro Connect and Apple Bus. All worked diligently to maintain a high level of service under extremely difficult circumstances.

4. Red Ribbon Week: McCoy asked if there were any volunteers from the Board to attend and execute the Red Ribbon Week proclamation along with recruiting and coordinating the attendance of a few area students who will assist in the reading of the proclamation. Kolodzieczyk volunteered to attend the meeting and execute the proclamation along with several student participants.

STATEMENTS OF CITIZENS: None Received

ADJOURNMENT: There being no further discussion to come before the Board, a motion was made by Mirza and supported by Kokkinos to adjourn the meeting at 6:30 p.m. Motion was approved 7-0.

Respectfully Submitted,

Tom McCoy
Neighborhood Program Specialist

CITY OF PORTAGE

COMMUNICATION

TO: Human Services Board

DATE: October 2, 2020

FROM: Christopher Porth, Interim Director of Community Development

SUBJECT: CDBG Program FY 2020-21 Annual Action Plan Substantial Amendment

As previously discussed with the Board on June 25, 2020 and July 16, 2020, the Department of Housing and Urban Development (HUD) has awarded \$130,474 in CDBG-CV funding to the City of Portage for a range of activities to prevent, prepare for and respond to the Coronavirus. The primary purpose is to assist Portage residents, with emphasis towards the low/mod income persons, who have been adversely affected by the Covid-19 pandemic. During the July 16th meeting, the Board recommended \$100,000 be allocated to Housing Resources, Inc. (HRI) to assist individuals adversely affected by the Covid-19 pandemic with foreclosure and eviction prevention assistance with the balance of \$30,474 being allocated to Portage Community Center (PCC) to assist those individuals with utility assistance.

In accordance with HUD requirements, a Substantial Amendment to the CDBG Program FY 2020-21 Annual Action Plan is required. Attached is the amendment. The funding amount allocated to Portage Community Center has been reduced from \$30,474 to \$27,174 (\$3,300) for administrative costs. Wade Trim, the consultant retained to prepare the 2021-2025 Consolidated Plan, was also retained to prepare the FY 2020-21 Annual Action Plan Substantial Amendment and submitting it to HUD for final approval.

HRI will be able to assist approximately 41 income qualifying Portage households (up to \$800/month for three months). PCC will be able to assist approximately 150 income qualifying households with utility assistance (\$200/month per household).

HUD regulations require that a public hearing on the Substantial Amendment be held, followed by a 30-day public comment period. However, due to the COVID-19 pandemic, HUD will allow the 30-day public comment period to be reduced to five days subject to review and approval of a waiver. A waiver request was submitted to HUD and it has been subsequently approved. The public comment period will expire on October 14, 2020.

Subject to any comments received during the October 8, 2020 public hearing, the Board is advised to recommend to City Council the FY 2020-21 Annual Action Plan Substantial Amendment be approved and \$100,000 CDBG-CV grant be allocated to Housing Resources, Inc. to assist individuals adversely affected by the Covid-19 pandemic with foreclosure and eviction prevention assistance; \$27,174 allocated to Portage Community Center to assist those individuals also impacted by COVID-19 with utility assistance; and \$3,300 for administrative costs. If any substantive comments are received during the 5-day public comment period that would impact the Board's recommendation, the Substantial Amendment will be returned to the Board for further consideration.

Attachment: CDBG Program FY 2020-21 Annual Action Plan Substantial Amendment

CITY OF PORTAGE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2020-21 ANNUAL ACTION PLAN – SUBSTANTIAL AMENDMENT

Introduction

The FY 2020-21 Annual Action Plan, Strategy for Housing and Community Development Needs, includes activities and programs to fulfill identified needs outlined in the 2016-2020 Consolidated Plan. The five-year Consolidated Plan and the Annual Action Plan element are required in order to apply for and receive Community Development Block Grant (CDBG) entitlement program funds from the U.S. Department of Housing and Urban Development (HUD), which have been awarded to the city since the mid-1970s.

The FY 2020-21 Annual Action Plan was approved by City Council on May 12, 2020, and subsequently submitted to the Detroit HUD Field Office on May 9, 2020 for review and approval. Activities and expenditures of CDBG funds must meet three national objectives: 1) benefit low and/or moderate income persons, 2) aid in the prevention or elimination of blight, and 3) meet urgent community development needs. In order to meet these national objectives, the approved FY 2020-21 Annual Action Plan includes five inter-related activities to be carried out during the program year. The table below lists the program activity, an activity description, and the planned objectives and outcomes.

Goal Name	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Owner Housing	Affordable Housing	City-wide	Affordable Owner Housing	CDBG: \$192,896	- Homeowner Housing Rehabilitation: 12 Household Housing Unit - Direct Financial Assistance to Homebuyers: 3 Households Assisted
Neighborhood Improvement	Non-Housing Community Development	Low-moderate income neighborhoods	Neighborhood Improvement	CDBG: \$64,366	Housing Code Enforcement/For closed Property Care: 350 Household Housing Unit
Public Services	Homeless, Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$44,618	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted

The approved FY 2020-21 Annual Action Plan also allocated \$44,914 towards Grant Planning/Administration, which includes preparation of HUD-required plans and reports, Environmental Review, Fair Housing education and enforcement activities and update of the 2016-2020 Consolidated Plan.

Proposed Amendment to the FY 2020-21 Annual Action Plan

In response to the Coronavirus Pandemic (COVID-19) the United States Department of Housing and Urban Development (HUD) has notified the City of Portage that it will receive an allocation of \$130,474 of Community Development Block Grant Program – Coronavirus Response funds (CDBG-CV) to be used to prevent, prepare for, and respond to COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

As noted above, the City of Portage's federal Annual Action Plan details the funding strategy for the Community Development Block Grant (CDBG) program each year. The Annual Action Plan implements a jurisdiction's multi-year Consolidated Plan and is developed through significant citizen participation, analysis, and planning. The CDBG-CV funds will be incorporated into the City's 2020 Annual Action Plan through a Substantial Amendment.

Funding Requests – Amendment to the FY 2020-21 Annual Action Plan

Below is a summary of the proposed budget. Through a Substantial Amendment process the City proposed including the following activities into the FY 2020-21 Annual Action Plan:

Project Name: Housing Resources, Inc. (\$100,000)

National Objective: Low- and Moderate-Income populations (LMI - Limited Clientele)

CDBG Eligible Activity: Public Service (24 CFR 570.207(b)(4))

Project Description: Enter into an agreement with Housing Resources, Inc, (HRI) which will act as a subrecipient to disburse funds to assist low- and moderate-income households with eviction and foreclosure prevention who have been directly impacted by the COVID-19 pandemic.

Project Name: Portage Community Center (\$27,174)

National Objective: LMI – Limited Clientele

CDBG Eligible Activity: Public Service (24 CFR 570.207(b)(4))

Project Description: Utility and other emergency assistance to provide aid for low- and moderate-income households who have been directly impacted by the COVID-19 pandemic.

Project Name: Planning & Administration (\$3,300)

National Objective: Not Applicable

CDBG Eligible Activity: General Administration

Project Description: Planning and Administration of CDBG-CV funding.

Amendment to the Public Participation Plan

The proposed changes to the City's Public Participation Plan are as follows:

Citizen Involvement During Emergency Situation

In the event that the conditions or urgent needs of a national, state, or local emergency limit the City's ability to carry-out the citizen participation process outlined in this Public Participation Plan (such as a natural disaster, infectious disease outbreak such as COVID 19, or other event that is declared an emergency by local, state, or federal officials); the City hereby establishes expedited procedures for citizen involvement. These expedited procedures may apply to all HUD-related plans and reporting documents, including the Consolidated Plan, Annual Action Plan, CAPER, Fair Housing reports, and substantial amendments and are explained below.

1. Any required public notice and comment period may be reduced to five (5) days in duration, or the minimum number of days advised by any HUD waiver of citizen participation requirements. HUD has approved a 5-day public comment period.
2. If in-person public hearings are not allowed for health and safety reasons cited by national, state, or local authorities, public hearing requirements may be met with virtual public hearings if such virtual hearings provide:
 - Reasonable notification and access for citizens,
 - Timely responses from local officials to all citizen questions and issues, and
 - Public access to all questions and responses.

➤ Documents and reports should be made available for public review as defined within the City's current Public Participation Plan. A copy of the Substantial Plan Amendment is available for review at Portage City Hall, Portage Community Center, Portage District Library and on the City of Portage website (<https://www.portagemi.gov/180/Human-Services-Board>). The city will also make the materials available upon request.

HUD may issue further or alternative guidance for citizen participation during a national, state, or local emergency event, in which case such guidance from HUD will supersede and replace the expedited process outlined herein.

Public Process

The City of Portage held two public meetings regarding a proposed use of CDBG-CV funds with the Human Services Board on June 25, 2020 and on July 16, 2020. The purpose of said meetings was to receive input from Board members and citizens about the proposed amendment involving the use of CDBG-CV funds. Both meetings were held using an online virtual platform. Comments received at both public meetings focused on providing housing assistance (rent, mortgage, utility) to households that have been impacted by the COVID-19 pandemic. A copy of the June 25, 2020 and on July 16, 2020 meeting minutes are attached as Appendix A. Please call 269-329-4477 between the hours of 8:00 am and 5:00 pm for instructions on providing additional public comment.

The City of Portage Human Services Board will hold a public hearing on Thursday, October 8, 2020 at 6:00 p.m. in City Council Chambers, Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan to receive comments on the proposed amendment to the FY 2020-21 Annual Action Plan.

The City of Portage will provide a public notice advertising a 5-day public comment (Appendix B) period as part of the Public Participation Plan requirements. In order for timely response to the COVID-19 emergency, HUD has reduced the required public comment period to 5 days.

The City of Portage will accept public comment during the five (5) day public comment period beginning on October 8, 2020 through October 14, 2020. Citizens are asked to provide comment on the Substantial Amendment to the FY 2020-21 Annual Action Plan, the proposed use of CDBG-CV funds, and the proposed amendment to the Public Participation Plan.

A copy of the FY 2020-21 Annual Action Plan CDBG-CV Substantial Amendment Summary and Public Participation Plan will be made available for review and posted on the City's website beginning on October 2, 2020.

The draft document is available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue, Portage, MI 49002
- City of Portage web site (<http://www.portagemi.gov/180/Human-Services-Board>)

Public comments can be e-mailed to the Department of Community Development at forthc@portagemi.gov or can be mailed to the City of Portage Department of Community Development, located at 7900 S Westnedge Avenue, Portage, MI 49002. For more information call 269-329-4477.

It is anticipated the Portage City Council will take action on the proposed Amendments to the 2020 Annual Action Plan and Public Participation Plan at a meeting scheduled for October 20, 2020. As a result of the COVID-19 pandemic, two options are available to participate in the City Council discussion:

1. Attend the meeting in City Council Chambers, Portage City Hall, 7900 South Westnedge Avenue. If you choose to attend the meeting in person, you will be required to wear a mask and adhere to the Centers for Disease Control social distancing guidelines in an effort to limit the spread of the COVID-19 virus. The maximum number of people allowed in the chambers at any one time is 10.
2. Participate remotely by watching the meeting on cable channel 995 for Spectrum and channel 99 for AT&T. If you want to ask a question or make a comment, please call (844) 854-2222 and enter Access Code 529853#. When prompted, press *6 to enter the queue.

For more information on how to access this meeting please contact the Department of Community Development at 269-329-4477.

The City will provide technical assistance to citizens and groups representative of persons of low and moderate income that request such assistance in the review of program activities and program amendments. In addition, the City will make adequate and reasonable provisions to assist non-English speaking residents in interpreting program opportunities and provisions on a case-by-case basis, as well as provide auxiliary aides and services for individuals with disabilities. Requests for special accommodations must contact the City Clerk's Office at 269-329-4511.

Appendix A

CITY OF PORTAGE HUMAN SERVICES BOARD

 DRAFT

Minutes of the Virtual/In Person Meeting – July 16, 2020

CALL TO ORDER: The City of Portage Human Services Board meeting of July 16, 2020 was called to order by Chairperson Spalvieri at 6:00 p.m. Pursuant to Michigan Governor Whitmer's Executive Order, this meeting was held in-person with a maximum capacity of 10 persons in Council Chambers, along with the continued option for Board members, staff and the public to participate remotely via a phone-in option. Two Board members and two staff members were present in Portage City Hall Council Chambers at the start of the meeting.

MEMBERS PRESENT*: Alice Mwanda, Fi Spalvieri, Effie Kokkinos, Tim Henson, Brooke Kolodzieczyk, Stephanie Upshaw

- * Board member Kathryn Hanfland submitted her resignation effective immediately from the Board via email to Chairperson Spalvieri and staff prior to the meeting. Upon receiving this information, Kokkinos moved and Henson supported a motion to accept her resignation. Motion passed 6-0. The Chair requested that staff prepare a thank you letter to be signed by the Board and furnished to Hanfland for her service.

MEMBERS EXCUSED: Nadeem Mirza

MEMBERS ABSENT: Diane Durian

STAFF PRESENT: Chris Forth, Interim Director Community Development, Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Upshaw moved and Kolodzieczyk supported a motion to approve the June 25, 2020 minutes. Motion passed 6-0.

NEW BUSINESS:

1. Discussion of CDBG-CV Funding Recommendation: McCoy opened the discussion with a review of the staff memo to the HSB regarding potential disposition of the \$130,474 awarded to the city as part of the CARES act to assist individuals who have been adversely affected by the COVID -19 pandemic. The Board had previously concluded that the funds would be best utilized by directing a majority toward housing needs and the remainder toward emergency assistance through agency partners. Housing Resources and Portage Community Center were identified as those agencies best equipped to administer the funds. Board members inquired of Portage Community Center Executive Director Chris Buckley, who was in attendance, whether the agency could increase the amount of emergency assistance for utilities and Mr. Buckley stated that PCC would be able to adjust limits and increase assistance based on individual circumstances. Staff conveyed that upon inquiry, HRI Director Michelle Davis confirmed that any and all funds awarded to HRI would be utilized to assist Portage residents with eviction and foreclosure prevention within the established 2-year time period. Spalvieri asked the Board if \$75,000 to HRI with the balance to PCC would be appropriate or if the Board wanted to increase the amount to HRI. A suggestion was made to increase the amount to \$100,000 with the balance of \$30,474 going to PCC. Kolodzieczyk moved and Henson supported a motion to recommend to City Council that \$100,000 of the CDBG-CV funding be awarded to Housing Resources, Inc. for housing assistance with the balance of

 **DRAFT**

\$30,474 awarded to Portage Community Center for emergency utility assistance during the 2-year time period. Motion passed 6-0.

STATEMENTS OF CITIZENS: None Received

ADJOURNMENT: There being no further discussion to come before the Board, a motion was made by Kolodzieczyk and seconded by Mwnada to adjourn the meeting at 6:30 p.m. Motion was approved 6-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Virtual Meeting – June 25, 2020

CALL TO ORDER: The City of Portage Human Services Board meeting of June 25, 2020 was called to order by Chairperson Spalvieri at 6:05 p.m. Pursuant to the "Remote Attendance Rules for Meetings" and Michigan Governor Whitmer's Executive Order 2020-42, this meeting was held remotely with board members, staff, and the general public participating via video/telephone call-in.

MEMBERS PRESENT: Alice Mwanda, Fi Spalvieri, Effie Kokkinos, Tim Henson, Kathryn Hanfland, Brooke Kolodzieczyk, Nadeem Mirza, Stephanie Upshaw

MEMBERS EXCUSED:

MEMBERS ABSENT: Diane Durian

STAFF PRESENT: Chris Forth, Interim Director Community Development, Tom McCoy, Neighborhood Program Specialist

APPROVAL OF MINUTES: Mirza moved and Henson supported a motion to approve the April 30, 2020 minutes. Motion passed 8-0.

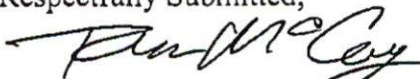
NEW BUSINESS:

1. Discussion of CDBG-CV Funding Recommendation: McCoy opened the discussion with a summary of the staff memo to the HSB regarding potential disposition of the \$130,474 awarded to the city as part of the CARES act to assist individuals who have been adversely affected by the COVID -19 pandemic. The Board concluded that the funds would be best utilized by directing a majority toward housing needs and the remainder toward emergency assistance through area agency partners. Housing Resources and Portage Community Center were identified as those agencies best equipped to administer the funds. Board members inquired of Portage Community Center Executive Director Chris Buckley, who was in attendance, whether the agency could increase the amount of emergency assistance for utilities as well as any other emergency expenses and Mr. Buckley stated that PCC would be able to adjust limits and increase assistance if necessary based on individual circumstances. Mwanda inquired about the existence of other programs that are designed to assist individuals. Kolodzieczyk also questioned staff whether reimbursement or payment of direct medical expenses would be an allowable activity and staff agreed to research and report back at the next meeting. Spalvieri suggested that up to \$70,000 could be allocated to HRI with the balance to PCC as an option. Forth commented that there was a two-year time period in which the funds were expected to be utilized. The Board agreed to continue the discussion at the July 16th meeting.

STATEMENTS OF CITIZENS: None Received

ADJOURNMENT: There being no further discussion to come before the Board, a motion was made by Kolodzieczyk and seconded by Kokkinos to adjourn the meeting at 7:00 p.m. Motion was approved 8-0.

Respectfully Submitted,



Tom McCoy, Neighborhood Program Specialist

Appendix B



NOTICE OF PUBLIC HEARING

The City of Portage Human Services Board will hold a public hearing on Thursday, October 8, 2020 at 6:00 p.m. in City Council Chambers, Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan to receive comments on an amendment to the Community Development Block Grant (CDBG) Program FY 2020-21 Annual Action Plan. The amendment proposes to allocate \$130,474 from the CDBG-CV Grant received from the U.S. Department of Housing and Urban Development. This allocation was authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act) to prevent, prepare for and respond to the COVID-19 pandemic. Of the \$130,474, \$100,000 is proposed to be allocated to Housing Resources, Inc. to aid in eviction/mortgage foreclosure prevention, \$27,174 to the Portage Community Center for utility shut-off prevention and related financial assistance and \$3,300 for administration. The draft document is available for review at the following locations:

- Department of Community Development, City of Portage, 7900 South Westnedge Avenue, Portage, MI 49002
- Portage District Library, 300 Library Lane, Portage, MI 49002
- Portage Community Center, 325 East Centre Avenue Portage, MI 49002
- City of Portage web site (<http://www.portagemi.gov/180/Human-Services-Board>)

All interested persons are encouraged to attend. Comments can be submitted in writing on or before October 8, 2020 to the City of Portage, Department of Community Development, or may be presented in person at the public hearing. Subsequent to the public hearing, an additional 5-day public comment period will be provided beginning October 8, 2020 and ending October 14, 2020. Citizens desiring additional information should contact the City of Portage Department of Community Development, (269) 329-4477 for additional information.

Department of Community Development
Christopher Forth, Interim Director

Dated: September 30, 2020

9740815-01

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Earth Fare - Liquor License

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt the Resolution granting the request from KAL700, LLC (dba Earth Fare), for a New Class C and SDM License including Sunday Sales Permit (AM & PM) at 5070 South Westnedge Avenue.

Robin Warwick of KAL700, LLC (dba Earth Fare), is requesting City Council consideration of the attached Resolution for a New Class C and SDM License including Sunday Sales Permit (AM & PM) for the store location at 5070 South Westnedge Avenue.

In February of 2020 Earth Fare Inc. declared Chapter 11 bankruptcy and abruptly closed all 50 locations across the eastern U.S. The co-founder of Earth Fare, Randy Talley, began looking for investors and found Dennis Hulsing of Hulsing Enterprises. Mr. Hulsing is based in Asheville, North Carolina, along with Earth Fare's headquarters, and is now CEO of Earth Fare. Earth Fare is reopening several locations with a projected 26 opening by the end of this year. The Portage location was chosen by the company as a result of investment in the community and requests from local citizens to re-open. Ms. Warwick has stated they "are thankful to have another opportunity to be in the Portage community and to offer clean, healthy options for all."

Final approval by the Michigan Liquor Control Commission (MLCC) of a New Class C and SDM License including Sunday Sales Permit (AM & PM) is contingent upon approval of the local governing body.

The Community Development, Finance and Public Safety departments recently completed administrative approvals for this request. Therefore, it is recommended that City Council adopt the Resolution granting the request from Earth Fare at 5070 South Westnedge Avenue.

FUNDING: N/A

Attachments: 1. Resolution



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

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

Instructions for Local Legislative Body:

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

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

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

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

to be located at: _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

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

Print Name of Clerk

Signature of Clerk

Date

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

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Closed Session

SUPPORTING PERSONNEL: Adam Herringa, Deputy City Manager

ACTION RECOMMENDED: Set a Special Meeting at 6:00 p.m. on Wednesday, November 4, 2020 and meet in Closed Session to discuss a personnel matter.

A Special Meeting to include a closed session is recommended at 6:00 p.m. on Wednesday, November 4th. This meeting will be held preceding the regularly scheduled Council meeting at 7:00 p.m. on Wednesday, November 4, 2020. The purpose of this closed session is to discuss a personnel matter. City Council will reconvene in public session subsequent to completion of the closed session.

FUNDING: N/A

Attachments: 1. N/A

Minutes of Boards & Commissions

PLANNING COMMISSION

September 17, 2020

The City of Portage Planning Commission meeting of September 17, 2020 was called to order by Chairman Corradini at 7:00 p.m. Pursuant to Michigan Governor Whitmer's Executive Order, this meeting was held in-person with a maximum capacity of 10 persons in Council Chambers, along with the continued option for Commissioners, staff and the public to participate remotely via a phone-in option. Five Commissioners, three citizens and two staff members were present in Portage City Hall Council Chambers at the start of the meeting.

IN ATTENDANCE

Christopher Forth, Interim Director of Community Development; Joseph La Margo, City Manager; Robert Thall, Assistant City Attorney; Sam Bower, Communications & Research Coordinator.

ROLL CALL

Mr. Forth called the roll: Joshi (yes, in person); Fries (yes, in person); Corradini (yes, in person); Pezzoli (yes, in person); Baldwin (yes, in person); Myer (yes, phone in); Youngs (yes, phone in); and Freiman (yes, phone in) Commissioner Schimmel (yes, phone in).

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the September 3, 2020 meeting minutes contained in the agenda. A motion was made by Commissioner Joshi, seconded by Commissioner Baldwin, to approve the minutes as submitted. Upon a roll call vote: Pezzoli (yes); Youngs (yes); Freiman (yes); Myer (yes); Baldwin (yes); Fries (yes); Joshi (yes); Corradini (yes); Schimmel (yes), the motion was approved 9-0.

PUBLIC HEARING

1. Preliminary Report: Ordinance Amendment #19/20-C, Tree Preservation and Replacement Ordinance. Chairman Corradini indicated the City Administration is officially withdrawing the proposed ordinance from further consideration. Chairman Corradini introduced City Manager La Margo. City Manager La Margo acknowledged that the proposed Tree Preservation and Replacement Ordinance has generated concern among many of the residents, Planning Commissioners and others that need to be addressed. These concerns have been heard and, as a result, City Manager La Margo advised the Commission further work on the ordinance has ceased and city staff would begin to research other alternative solutions that may be incentive based. Commissioner Freiman indicated he was disappointed additional discussion on the proposed ordinance would not occur at tonight's meeting but thanked the City Manager and staff for their efforts and would be glad to revisit this issue in the future.

Chairman Corradini reconvened the public hearing. James Thomas, Planning Commissioner for the Village of Marcellus, requested information regarding the city's experience with marijuana facilities. Mr. Forth asked for Mr. Thomas's contact information and would contact him next week to further discuss. Bob Hassing, 1821 West Milham Avenue, stated he supported the withdrawal of the proposed ordinance even though it would not impact him directly. Mr. Hassing believed the ordinance should only regulate developers. Bill Patterson, 5302 Bala Cynwyd, invited the Planning Commissioner members to his Woodlands at Austin Lake to see the challenges involving trees. Peg Giem, 10234 East Shore Drive, thanks the Commissions, staff and former City Attorney Brown for their efforts but was thankful the proposed ordinance was withdrawn and be given further consideration. There being no further public comment, a motion was made by Commissioner Baldwin, seconded by Commissioner Joshi, to close the public hearing. Upon a roll call vote: Pezzoli (yes); Youngs (yes); Freiman (yes); Myer (yes); Baldwin (yes); Fries (yes); Joshi (yes); Corradini (yes); Schimmel (yes), the motion was approved 9-0.

Commissioner Joshi stated it was unusual to have the City Manager and Deputy City Manager at the Planning Commission meetings. Mr. Forth indicated they are part of the City Administration and can attend Board/Commission meetings. Commissioner Pezzoli didn't appreciate the email that was sent to the Planning Commission members from city staff being posted to social media; Commissioner Baldwin stated she didn't appreciate a telephone call from the Deputy City Manager that she believed was trying to influence her. Commissioner Youngs also stated he received a call from the Deputy City Manager explaining the changes to the proposed ordinance that he believed made the ordinance better. Commissioner Youngs also indicated he believed the Chairman should have been contacted first. Commissioner Pezzoli concurred with Commissioner Joshi and Commissioner Myers concurred with Commissioner Pezzoli. Commissioner Frieman also stated he received a call from the Deputy City Manager and indicated it was very helpful receiving an explanation. Commissioner Frieman said he posted the city staff email to social media as a way to be transparent. Commissioner Fries agreed with the other Commissioner comments. Commissioner Fries believed the timeline for review was too short and didn't allow an appropriate amount of time for public input. He said he had been contacted by many citizens who didn't support the ordinance and it was an overreach by government. Chairman Corradini concurred with almost everything the other Commissioners had to offer. He thanked staff and the citizens for their efforts but didn't necessarily agree that developers are clear-cutting land. He agreed with the withdrawal and then pursue other options. Chairman Corradini indicated he didn't receive a call on Friday and would have appreciated receiving the agenda material sooner to allow more time to review.

SITE/FINAL PLANS

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

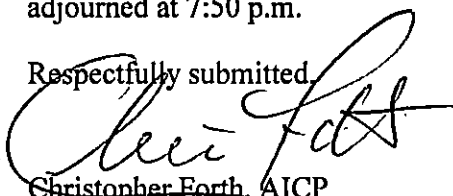
STATEMENT OF CITIZENS/COMMISSIONERS

Chairman Corradini asked the Commissioners if anyone needed to be excused from the October 1st or October 15th meetings. No Commissioners asked to be excused.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Christopher Forth, AICP

Interim Director of Community Development

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – September 14, 2020

The City of Portage Zoning Board of Appeals virtual meeting was called to order by acting Chair Finch at 7:00 p.m. Two people in the audience were in attendance in person.

MEMBERS PRESENT: Lena Jomaa, Jeff Wettig, Linda Finch, Alexander Philipp, Jay Eichstaedt, Linda Fry, Dan Thornton. (audio difficulties prevented Thornton and Jomaa from participating)

MEMBERS EXCUSED:

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator, Catherine Kaufman, City Attorney.

APPROVAL OF THE MINUTES: Wettig moved and Fry seconded a motion to approve the August 10, 2020 minutes as submitted. Upon roll call vote, the motion was approved 5-0.

NEW BUSINESS:

ZBA #20-03; 10124 Harris Drive: Mais summarized the request for a variance to construct a 440 square-foot detached garage 8.5 feet from the (east) front property line where a minimum 27-foot front yard setback is required. The applicant, Brian Somers, explained the variance was necessary because the current nonconforming detached garage experiences water problems whenever it rains, is in disrepair, and replacing the garage with a new one with a slightly higher foundation in the same location and size is consistent with other properties on the street. Mr. Somers showed the Board photographs of several other properties in the vicinity that had detached garages near the street. Eichstaedt noted a discrepancy where the applicant's drawing shows a 440 square-foot garage, but the applicant indicates they are replacing the existing 400 square foot detached garage with another of the same dimensions. Mais stated staff measured the existing structure and confirmed it is 20 feet four inches wide. The applicant's builder, Scott Deloof, stated the drawing they submitted was in error as it showed a 22-foot by 22-foot foundation when in fact they intend to build on the existing foundation and do not intend to alter the footprint. Finch inquired how much they would be raising the foundation to deal with the flooding issues. Mr. Deloof responded six to eight inches. Eichstaedt inquired if the applicant was also requesting variances for either the proposed garage's size or height. Mais responded no.

A public hearing was opened. A petition of support was read into the record signed by the owners of 10208 Harris Dr., 10114 Harris Dr., 10110 Harris Dr., 10142 Harris Dr., 10148 Harris Dr., 10120 Harris, Dr. and 10130 East Shore Dr. There being no additional comments, the public hearing was closed.

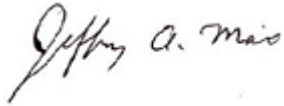
A motion was made by Eichstaedt, seconded by Fry to grant a variance to construct a detached garage with one of the same dimensions as the existing garage 8.5 feet from the (east) front property line where a minimum 27-foot front yard setback is required for the following reasons: there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district which include the narrow lakefront lot and surrounding development pattern; the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by others in the same zoning district in the vicinity, the ability to have a garage free of flooding problems; the immediate practical difficulty causing the need for the variance request was not created by the applicant; the variance will not be detrimental to adjacent property and the surrounding neighborhood; and the variance will not materially impair the intent and purpose of the Zoning Ordinance. In addition, the application and supporting materials, staff report, and all comments, discussions and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record of this hearing and the findings of the Board, and that action of the Board be final and effective immediately. Upon roll call vote: Wettig-Yes, Philipp, Finch-Yes, Fry-yes, Eichstaedt-Yes. Motion passed 5-0.

OTHER BUSINESS: None.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: A motion was made by Fry, seconded by Philipp, to adjourn the meeting. Upon roll call vote the motion passed 5-0. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeff Mais".

Jeff Mais
Zoning & Codes Administrator

T:\COMMDEV\2020-2021 Department Files\Board Files\ZBA\Minutes\2020 09 14 ZBA Minutes.docx

MATERIALS TRANSMITTED

Tuesday, October 6, 2020

1. The attached communication was received today from Mr. John Paver, 9651 Portage Road. Mr. Paver is requesting that City Council waive late fees for a period of 30 days for both the Summer 2020 and Winter 2021 tax periods.

Attachments: Communication from Mr. John Paver and Pre-Council Questions and Responses from September 21, 2020.



Joseph S. La Margo, City Manager

cc Adam Herringa, Deputy City Manager
Michael Carroll, Deputy City Manager

Adam Herringa

From: Erica Eklov
Sent: Tuesday, October 6, 2020 12:24 PM
To: Adam Herringa
Subject: FW: 10_6_2020 Meeting

Erica Eklov
City Clerk
City of Portage | Office of the City Clerk
7900 South Westnedge Avenue | Portage, MI 49002
office (269) 329-4513 | fax (269) 324-8070
www.portagemi.gov

From: JJ 3 <jpaver3@gmail.com>
Sent: Tuesday, October 6, 2020 12:20 PM
To: City Clerk <CityClerk@portagemi.gov>
Subject: re: 10_6_2020 Meeting

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER
Do not click on links or open attachments unless this is from a sender you know and trust.

Hi

I am writing to request a topic be on the agenda for today's meeting 10_6_2020.

My topic involves the Summer/Winter Tax payments and corresponding late fees.

I initially spoke with Adam regarding this topic.

To preface this, I am well versed in the late fee policy and the associated laminated paper that is adhered to the clerk office window.

I am requesting the City Council approve a grace period for Tax Property Taxes from Portage residents and property owners of 30 days for both Summer 2020 and Winter 2021 Tax payments. Any late fees that were charged and/or paid by residents from the Summer Tax bill this year, 2020 I am requesting, be reimbursed and/or waived completely as well, if they made it within 30 days of the due date. In addition, I would like to request this grace period remain in effect until the Pandemic has been declared either by the state or the federal government to no longer be a Pandemic.

Considering we are still in a pandemic as determined by the CDC and the State of Michigan, I think it is only appropriate that we as a community work to help the people in the community to the best of our ability.

There was a bill **HB 5761 (Property Tax Relief)** this year in the Michigan legislature that had bi-partisan support from everyone in the House and Senate, only 4 people voted against this bill.

This bill would have deferred payments to 2021 to give people in the state of Michigan some financial relief to take care of themselves and their families. This was unfortunately vetoed by the Governor but that doesn't mean we shouldn't try to take any steps we can to help the people of Portage out.

The HB 5761 (Property Tax Relief)

[http://www.legislature.mi.gov/\(S\(0e3itwnh4tagkm1qekvpv1fe\)\)/mileg.aspx?page=getObject&objectName=2020-HB-5761](http://www.legislature.mi.gov/(S(0e3itwnh4tagkm1qekvpv1fe))/mileg.aspx?page=getObject&objectName=2020-HB-5761)

I will be free to provide more clarity and context during today's meeting on 10_6_2020 at 7pm EDT.

Thank you,
John Paver

For 2020, we are assessing the property at \$88,200, which equates to a true cash value of \$176,400. The 2020 taxable value, however is only \$57,788. The current owners have owned the property for quite a number of years and their taxable value has been capped since 1994 when Proposal A came into effect. Proposal A established that, as long as a property does not have a change in ownership and barring any changes to the property, the taxable value can only increase by 5% or the inflation rate multiplier set by the State of Michigan State Tax Commission, whichever is less. The 2020 property taxes are estimated to total \$3,586.44 based on that taxable value. (It is an estimate because we do not know what the 2020 winter millages will be and are basing the value on the 2019 summer millages. The 2020 taxable value established by the Assessor will not change for 2020, even if the property were to sell.)

As you know, we are still working on the 2021 values, and we do not know what the 2021 millages will be. However, if we were to assume that the true cash value of the property was \$137,000 for 2021, that would result in an assessed value of \$68,500. The taxable value would remain capped unless the property sells. However, it is my understanding that the City is looking to purchase this property so I will estimate based on the taxable value uncapping and becoming equal to the assessed value, giving us a taxable value of \$68,500 as well. (Please note that most City owned properties are exempt from property taxes, but I am basing this estimate on the belief that this property will not be exempt.) Based on that taxable value, I am estimating the 2021 taxes to total \$4,251.25. This estimate is based on 2020 summer millages, 2019 winter millages, and the belief that the property will not qualify for a Principal Residence Exemption.

Therefore, the estimated difference in property taxes based on the change in value would be **\$664.81 (\$3,586.44 - \$4,251.25)**. The reason the difference is small is because the taxes are based on the taxable value of the property, not the assessed value. Please note that the estimate is an **increase** in taxes from 2020-2021 not a decrease. I realized I did not convey that well in my email. This is because the current taxable value is \$57,788, and the new taxable value based on the \$137,000 true cash value is \$68,500, which is higher. This is mostly due to Proposal A because the taxable value will uncap to the assessed value, rather than going up by the inflation rate multiplier like it would if the property were to not sell.

- b. **Is there a homestead exemption on the property? If not, how much more are they paying than if there were?**

Principal Residence Exemption (formerly the Homestead Exemption): The subject property at 225 E Centre Ave has not had this exemption since at least 1996 per the comments in BS&A. Therefore, the property taxes resulting from the sale of this property would not be negatively impacted by a lack of Principal Residence Exemption.

Late Tax Payment - Mr. Paver

- a. **What day were taxes due and what day were his paid?**

Taxes were due September 14, 2020. The original amount due of \$12,055.88 were paid on 9/15/20 at 11:29:14 am at our counter (attached).

b. What is his late fee?

The penalty after the due date is 3% and 1% interest per month is added on the first day of each month that follows. For Mr. Paver (under the name of Simple Rock Investments, LLC), parcel #00026-085-B, the 3% is \$358.10.

c. What is his track record as far as paying taxes? Is he always on time, sometimes delinquent, etc.?

Tax History shows prior late payments. Mr. Paver, under Simple Rock Investments, LLC has owned since 6/20/2018. Since he has owned the parcel, the 2018 summer tax payment was paid late on October 4, 2018 and the 2018 winter tax payment was delinquent and paid at the County Treasurer's office on 5/28/19. Parcel tax history is attached.

d. How many other customers paid late?

Treasury had 47 summer tax paying customers at the counter on 9/15/20. Per City Ordinance, these tax payers also had the 3% penalty assessed.

e. How are people notified of the due date?

Tax bills were mailed out July 10th which was communicated in the July Portager. There were reminders on the City's website, Facebook, and included in the August & September Portager newsletters. The reverse of the tax bill also includes information on when payments are due.

Montora Thomas

Administrative Assistant

Office of the City Manager

7900 South Westnedge Avenue | Portage, MI 49002

office (269) 329-4404 | fax (269) 324-9244

thomasm@portagemi.gov | www.portagemi.gov

Erica Eklov

From: Montora Thomas
Sent: Tuesday, October 6, 2020 4:39 PM
To: Chris Burns; Claudette Reid; Claudette Reid; Jim Pearson; Lori Knapp; Patricia Randall; Terry Urban; Terry Urban-personal; Victor Ledbetter
Cc: Joseph La Margo; Adam Herringa; Michael Carroll; Erica Eklov
Subject: 10 06 2020 Materials Transmitted
Attachments: 06 10 2020 Materials Transmitted.pdf

Good afternoon, Mayor and City Council. Attached please find a Materials Transmitted in response to a Communication received by the Office of the City Clerk today. The Communication is from Mr. John Paver regarding late fees for tax payments. He is asking for City Council to waive fees for a period of 30 days for both Summer 2020 and Winter 2021 tax periods for all delinquent taxpayers.

In addition to the attached, the Finance Department provides the following background information:

To this point, 355 parcels have been paid late since the September 14, 2020 deadline. Included in those payments were \$35,676 in 3% penalties (applied on Sept 15) and \$1,097 in 1% interest (applied on Oct 1). Penalties are City of Portage revenue, but interest is spread amongst the various jurisdictions (PPS, County, KRESA, KVCC, etc.) Although that number is low now, the total amount out there uncollected is near \$30K. Should the late fee be waived, it is unlikely that the interest can be as it is due to the other taxing jurisdictions.

Thank you,

Montora Thomas
Administrative Assistant
Office of the City Manager
7900 South Westnedge Avenue | Portage, MI 49002
office (269) 329-4404 | fax (269) 324-9244
thomasm@portagemi.gov | www.portagemi.gov

FAX SHEET

Date: 10/12/2020
Number of pages: Two (2)

To: City of Portage
City Clerk / Erica
Fax number: 269 324 8070
From: Jeannine Fielder
Fax Number: 269 743 8151
Cell

Regarding:

2020 Summer Inf.

Erica - as per our phone conversation of today,
please notify me if this cannot be
presented to the City Council meeting
on 10/20/2020

Thank you



Dear Mayor and the Members of the Portage City Council:

I received a notice of 2020 Summer Past Due Property Tax statement for my address on 1728 Colchester Ave.

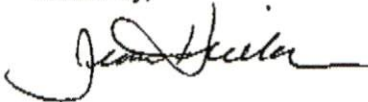
My records show that I issued a check (#3423) for the amount of \$1923.44 on September 4, 2020. I am 99% positive that I hand delivered that check with the lower portion of the statement in the envelope that accompanied the tax statement to drop box at City Hall. I most likely delivered it on Saturday, September 5.

I admit that I am negligent in not realizing that the check had not cleared my bank account but my statements are not issued until about the 7th of each month and I have just received my statement for the month of September 2020.

Please consider rescinding the penalty fee (\$57.13) and the interest (\$19.04) that I have been charged. I have lived in Portage for over 30 years and if you review my records, I have never been delinquent in any of my payments of services to the City.

Thank you for your consideration of this matter.

Sincerely,



Jeanne L. Fielder

1728 Colchester
Portage, MI 49024

269 743 8151

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Request for Waiver of Penalty and Interest on Late 2020 Summer Property Tax Bill

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Receive the Communication from Ms. Jeanne L. Fielder and determine whether her request for a waiver of penalty and interest fees be granted.

Ms. Jeanne Fielder, 1728 Colchester Avenue, is requesting a waiver of the late fees associated with her delinquent tax payment. Ms. Fielder asserts that she placed her payment in the City Hall drop box and that the Treasury Office never processed her payment. The Treasury Office has no record of having received the payment, and Ms. Fielder's check has not cleared her bank account. As of October 15, 2020, Ms. Fielder's summer property tax remains unpaid.

Per the General Property Tax Act, MCLA 211.44(4), "The governing body of a local property tax collecting unit may waive all or part of the property tax administration fee or the late penalty charge, or both." Ms. Fielder is not requesting a waiver due to economic hardship, but rather that she thought her payment was placed in the drop box.

City Administration believes a high bar should be set for granting a waiver of late fees, with the applicant demonstrating extenuating circumstances in support of the request. In this instance, there is a question as to whether or not a payment was actually placed in the drop box. Treasury procedures are sound, and ensure that all payments received through the drop box are inspected and properly processed.

Historically these requests have not risen to a level necessitating a late fee waiver, and a waiver is not considered appropriate in this instance.

FUNDING: Waiver of the late fees would cost \$76.17.

Attachments: None

TO: Portage City Council
FROM: Patricia M. Randall, Mayor
SUBJECT: Discover Kalamazoo Advisory Council Appointment

ACTION RECOMMENDED: Communication from the Mayor recommending that City Council confirm the appointment of Vic Ledbetter to the Discover Kalamazoo Advisory Council.

Discover Kalamazoo works "to provide the resources, platforms and opportunities for individual local businesses to market their services and products to a variety of travel audiences, including leisure tourists, convention planners and meeting/trade show attendees." The Discover Kalamazoo Advisory Council strives to support Discover Kalamazoo in their efforts.

A vacancy on the Discover Kalamazoo Advisory Council exists for 2021 and Councilmember Ledbetter has expressed a willingness to serve. As such, it is recommended that Councilmember Ledbetter be appointed to the Discover Kalamazoo Advisory Council for the year 2021.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Rezoning Application #20/21-1, 9300 South Sprinkle Road

SUPPORTING PERSONNEL: Chris Forth, Acting Director of Community Development

ACTION RECOMMENDED: Approve Rezoning Application #20/21-1, 9300 South Sprinkle Road and change the zoning designation from B-2, community business to R-1B, one family residential.

A rezoning application has been received from Kasandra Barrow, requesting that 9300 South Sprinkle Road be rezoned from B-2, community business to R-1B, one family residential. The applicant proposes to rezone the southern approximate seven acres of the property to facilitate future one family residential construction.

The Planning Commission convened a public hearing during the September 3, 2020 meeting to consider the request. One citizen spoke at the public hearing seeking clarity on natural feature elements. Since the proposed zoning classification and use are consistent with the Comprehensive Plan designation, surrounding land use/zoning pattern and no citizens were present to oppose the zoning change, the Planning Commission voted to waive the second public hearing date. The Commission subsequently voted 9-0 to recommend to City Council that Rezoning Application #20/21-1 be approved and that 9300 South Sprinkle Road be rezoned from B-2, community business, to R-1B, one family residential.

In a report dated September 8, 2020, the Department of Community Development noted the rezoning request is consistent with the Comprehensive Plan and surrounding land use/zoning pattern. Consequently, staff is supportive of the proposed R-1B rezoning district.

Attached find the Planning Commission transmittal, Department of Community Development report and related materials for review.

FUNDING: Not applicable

Attachments:

1. Planning Commission transmittal dated September 8, 2020
2. Planning Commission meeting minutes date September 3, 2020
3. Community Development staff report dated September 8, 2020



TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: September 8, 2020

SUBJECT: Rezoning Application #20/21-1, 9300 South Sprinkle Road

The Planning Commission convened a public hearing during the September 3, 2020 meeting to consider the rezoning application submitted by the applicant, Kasandra Barrow, requesting that the south approximate seven acres of 9300 South Sprinkle Road be rezoned from B-2, community business to R-1B, one family residential. The north approximate three acres is currently zoned R-1B, one family residential. The applicant has indicated plans to create four single-family residential building sites.

The Planning Commission convened a public hearing on September 3, 2020. Ms. Barrow was present to support the rezoning request and explain her plans for the property. One resident spoke at the public hearing regarding concerns with the high water table and potential impact on the wetland area located on the subject property.

Since the proposed zoning classification and use are 1) consistent with the Comprehensive Plan designation for the property, 2) consistent with the surrounding land use/zoning pattern and 3) no citizens were present to oppose the zoning change, the Planning Commission voted to waive the second public hearing date. Subsequently, a motion was made by Commissioner Baldwin, seconded by Commissioner Joshi, to recommend to City Council that Rezoning Application #20/21-1 be approved and southern approximate seven acres of 9300 South Sprinkle Road be rezoned from B-2, community business to R-1B, one family residential. The motion was unanimously approved 9-0.

Sincerely,


Dan Corradini
Chairman

PLANNING COMMISSION

September 3, 2020

 **DRAFT**

The City of Portage Planning Commission meeting of September 3, 2020 was called to order by Chairman Corradini at 7:00 p.m. Pursuant to Michigan Governor Whitmer's Executive Order, this meeting was held in-person with a maximum capacity of 10 persons in Council Chambers, along with the continued option for Commissioners, staff and the public to participate remotely via a phone-in option. Three Commissioners, three citizens and two staff members were present in Portage City Hall Council Chambers at the start of the meeting.

IN ATTENDANCE

Christopher Forth, Interim Director of Community Development; Kyle Mucha, Zoning & Codes Administrator; Sam Bower, Communications & Research Coordinator.

ROLL CALL

Mr. Mucha called the roll: Joshi (yes, in person); Fries (yes, phone in); Corradini (yes, in person); Pezzoli (yes, phone in); Baldwin (yes, in person); Myer (yes, phone in); Youngs (yes, phone in); and Freiman (yes, phone in) Commissioner Schimmel (yes, phone in).

APPROVAL OF MINUTES

Chairman Corradini referred the Commission to the August 20, 2020 meeting minutes contained in the agenda. A motion was made by Commissioner Baldwin, seconded by Commissioner Joshi, to approve the minutes as submitted. Upon a roll call vote: Pezzoli (yes); Youngs (yes); Freiman (yes); Myer (yes); Baldwin (yes); Fries (yes); Joshi (yes); Corradini (yes); Schimmel (yes), the motion was approved 9-0.

PUBLIC HEARING

1. Preliminary Report: Rezoning Application #20/21-1, 9300 South Sprinkle Road. Mr. Mucha summarized the staff report dated August 26, 2020 regarding a request from Kasandra & John Barrow to rezone property located at 9300 South Sprinkle Road from B-2, Community Business, to R-1B, one family residential. Mr. Mucha stated the applicants are proposing to rezone the southern approximate seven acres in order to facilitate future residential home construction. Mr. Mucha summarized the preliminary analysis of the rezoning request including consistency with the Comprehensive Plan/Future Land Use Map and the suitability and impacts of the proposed R-1B district.

Mrs. Barrow (applicant) was present to speak on behalf of the rezoning request. Mrs. Barrow indicated the parcel (9300 South Sprinkle Road) is not well suited for commercial development due to no public utilities available on site and the difficulties of installing an access drive along South Sprinkle Road.

The public hearing was opened by Chairman Corradini. Karla Hurt, 4669 Branch Avenue, addressed the Commission in regards to the existing water table and a potential wetland area located on 9300 South Sprinkle Road. Mrs. Barrow responded that a wetland delineation had been completed. No development activities can occur within this area.

Since the proposed zoning classification and use are 1) consistent with the Comprehensive Plan designation for the property, 2) consistent with the surrounding land use/zoning pattern and 3) no citizens were present to oppose the zoning change, a motion was made by Commissioner Youngs, seconded by Commissioner Baldwin, to close the public hearing. The motion was unanimously approved 9-0. A motion was made by Commissioner Baldwin, seconded by Commissioner Joshi, waive the second meeting and recommend to City Council that Rezoning Application #20/21-1 be approved and 9300 South Sprinkle Road be rezoned from B-2, Community Business, to R-1B one family residential. The motion was unanimously approved 9-0.

SITE/FINAL PLANS

None.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

STATEMENT OF CITIZENS/COMMISSIONERS

Commissioner Joshi encouraged citizens of Kalamazoo County to consider volunteering/working as an election officer for the November 2020 general election.

Chairman Corradini thanked Portage Public Schools teachers and administrators for their dedication to ensuring a safe learning environment for students as the school year begins.

ADJOURNMENT:

There being no further business to come before the Commission, the regularly scheduled meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Christopher Forth, AICP
Interim Director of Community Development

TO: Planning Commission

DATE: August 26, 2020

FROM: Christopher Forth, Interim Director of Community Development

SUBJECT: Preliminary Report: Rezoning Application #20/21-1, 9300 South Sprinkle Road.

I. INTRODUCTION:

An application has been received from Kasandra Barrow and John Brent Barrow, requesting that the south approximate seven acres of 9300 South Sprinkle Road be rezoned from B-2, community business to R-1B, single family residential. The existing 10.3 acre parcel has split zoning with approximately three acres zoned R-1B and approximately seven acres zoned B-2. The applicants have requested the entire property be zoned R-1B to facilitate future parcel splits and single family residential home construction.

Applicant	Property Address	Parcel Number	Zoning	
			Existing	Proposed
Kasandra Barrow and John Brent Barrow	9300 South Sprinkle Road (south approximate seven acres)	00025-010-A	B-2	R-1B
One parcel – 10.3 acres				

II. EXISTING CONDITIONS:

Land Use/Zoning	<u>Rezoning Site:</u> 9300 South Sprinkle Road is currently vacant, wooded undeveloped land and is zoned R-1B, one family residential (north approximate three acres) and B-2, community business (south approximate seven acres). <u>North/East:</u> (Across S. Sprinkle Road) Vacant and occupied residential parcels zoned R-1B, single family residential. <u>South:</u> Single family residences zoned R-1B, one family residential and Mullins Auto Service zoned B-3, general business. <u>West:</u> Single family residences zoned R-1B, one family residential and Woodlands at Austin Lake attached residential condominiums zoned PD, planned development.
Zoning/Development History	No rezoning of adjacent properties has occurred in the past 10 years.
Historic District/Structures	The subject site is not located within a historic district and does not contain any historic structures.
Public Streets	South Sprinkle Road is designated a 2-lane major arterial roadway under the jurisdiction of the Kalamazoo County Road Commission with an average vehicle count of 9,067 (2019) with a daily capacity of 17,200 vehicles (level of service "D").
Public Utilities	Municipal water and sanitary sewer are not readily available along this portion of South Sprinkle Road. Nearest public water and sanitary sewer is located to the north/west within Woodlands at Austin Lake PD and to the east along South 24 th Street.
Environmental	The City of Portage Natural Resources Map identifies a potential wetland area within the middle portion of the 9300 South Sprinkle Road parcel.

III. PRELIMINARY ANALYSIS:

The following analysis has been prepared based on general land use considerations, the Comprehensive Plan, traffic conditions and surrounding development patterns.

Comprehensive Plan/Future Land Use Map Consistency. The Future Land Use Map component of the Comprehensive Plan identifies the rezoning parcel, as well as properties located to the north, east, south and west, as appropriate for Single Family Detached – Medium Density Residential (SFD-MDR) land use. The SFD-MDR classification is intended to provide for a greater diversity in single-family housing development within the city with development densities up to 6 units per acre. The SFD-MDR classification generally corresponds to the R-1A and PD zoning districts.

While these designations are intended to serve as a general guide for future development and rezoning considerations, specific zoning district boundaries need to be determined on a case-by-case basis considering overall consistency with the Comprehensive Plan/Future Land Use Map, surrounding land use/zoning pattern, development/redevelopment potential, impacts on adjacent properties and other factors.

Development Guidelines. The Development Guidelines are intended to be used by the Commission and staff when reviewing private development proposals, infrastructure improvement programs (i.e. public expenditures on streets, sewers and water mains that influence the location, intensity and timing of development) and public programs that affect the physical environment. An evaluation of the Development Guidelines will be provided with the final report and staff recommendation.

Suitability of Existing B-2 Zone/Impacts of Proposed R-1B Zone. The subject property has been zoned B-2, community business since 1967 and has never been developed with commercial uses. There is, however, a B-3, general business zoned parcel to the south (Mullins Auto Repair) and additional commercial zoning (B-1, local business and B-3, general business) located further to the north at the corner of South Sprinkle Road/Long Lake Drive and Long Lake Drive/South Long Lake Drive. Commercial development is problematic since there is no public water and sanitary sewer at the site. Although private, on-site septic systems and water wells could be provided, if approved by the Kalamazoo County Health Department, municipal water would be required for fire protection purposes. The proposed R-1B zoning district would facilitate new single family detached residential development (subject to County approval of a well and septic system permits) consistent with the Comprehensive Plan and surrounding zoning/land use pattern.

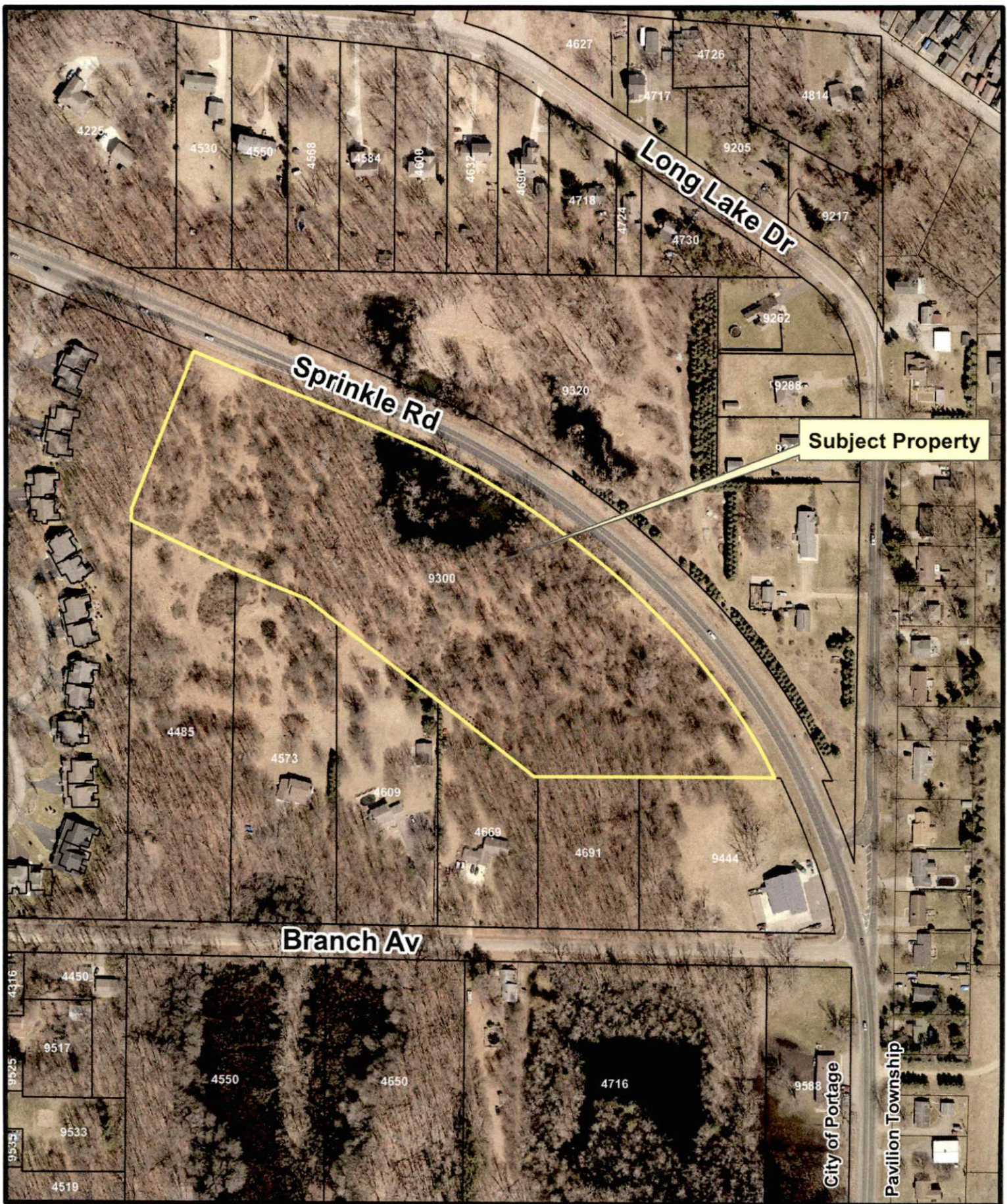
Traffic Considerations. Rezoning the subject property from B-2 to R-1B would result in a decrease in traffic generation since a commercial development would generate significantly more traffic than residential land division parcels, or even a residential subdivision. The Trip Generation Manual published by the Institute of Traffic Engineers (ITE) estimates that the average single family residential dwelling will generate approximately 8-10 vehicle trips per day ("trip" defined as one vehicle movement either in or out of the development). This is significantly less traffic generation than would occur with a commercial development project. Specific access related issues including driveway location, shared/cross access will be reviewed at the site plan stage of development.

IV. RECOMMENDATION:

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the rezoning at a subsequent meeting, the Commission is advised to receive public comment during the September 3, 2020 meeting and adjourn the public hearing to the September 17, 2020 meeting.

Attachments: Zoning/Vicinity Map
Future Land Use Map
Aerial Photo Map
Rezoning Application and Supporting Materials

T:\COMMDEV\2020-2021 Department Files\Board Files\Planning Commission\PC Reports\Rezoning\2020 08 28 Rezoning Application 20-21-1, 9300 S Sprinkle (preliminary).doc



 Subject Property

Aerial Photography 9300 South Sprinkle Road



1 inch = 250 feet
(71)

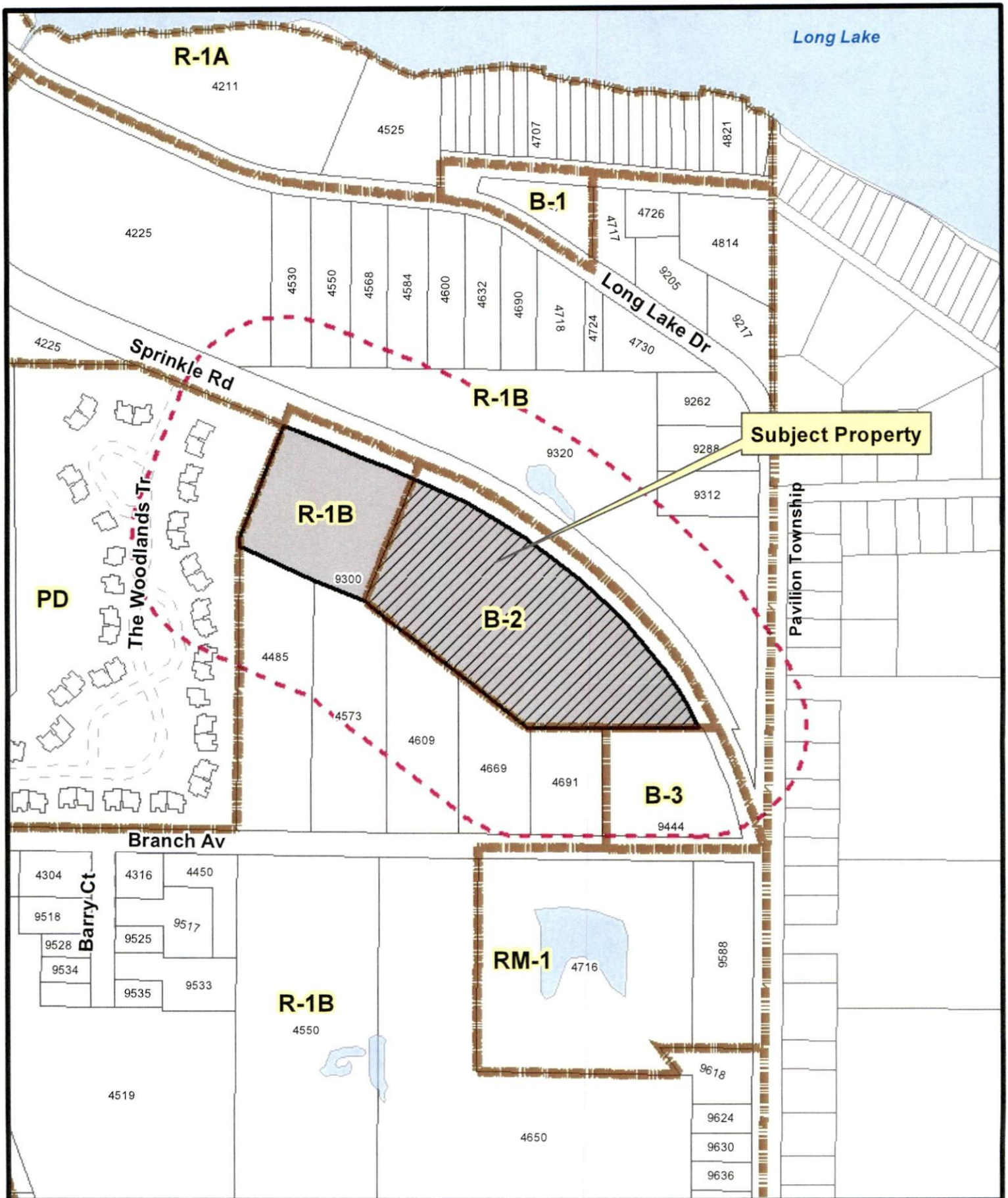


 Zoning Boundary
 Subject Property

Aerial Photography **9300 South Sprinkle Road**



1 inch = 250 feet



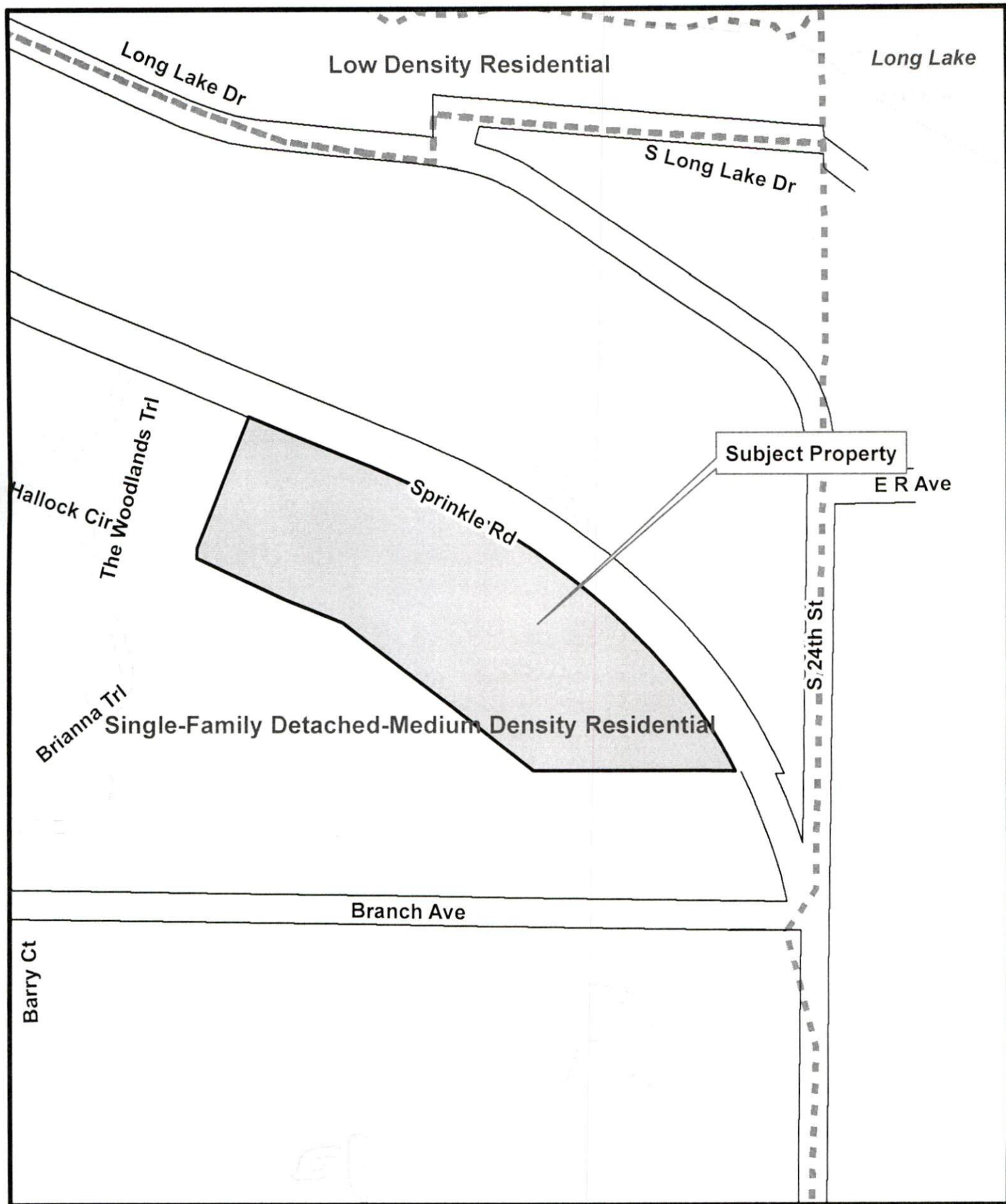
- Zoning Boundary
- B-2 portion for rezoning consideration
- Subject Property
- 300' Notification Boundary

Rezoning: #20/21-01

9300 South Sprinkle Road



1 inch = 350 feet



 Subject Property
 Future Land Use

Future Land Use Map 9300 South Sprinkle Road



1 inch = 300 feet

Michael West

From: Planning and Zoning Applications
Sent: Wednesday, July 29, 2020 2:13 PM
To: Michael West
Cc: Karl Klemm; Christopher Forth
Subject: FW: Online Form Submission #6714 for Zoning Amendment Application

Thank you.

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Wednesday, July 29, 2020 11:52 AM
To: Planning and Zoning Applications <PlanningZoningApplications@portagemi.gov>
Subject: Online Form Submission #6714 for Zoning Amendment Application

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

Do not click on links or open attachments unless this is from a sender you know and trust.

Zoning Amendment Application

Applicant Information

First Name	Kasandra
Last Name	Barrow
Address	6825 S 3rd St
City	Kalamazoo
State	MI
Zip Code	49009
Email Address	barrow.km@gmail.com
Phone Number	8698326317
Fax Number	Field not completed.

Property Owner Information

Required if property owner is different than the applicant

First Name	J Brent
Last Name	Barrow
Address	6825 S 3rd St

City	Kalamazoo
State	MI
Zip Code	49009
Phone Number	5745961935
Fax Number	<i>Field not completed.</i>
Email Address	<u>jbrentbarrow@hotmail.com</u>

Zoning Map Amendment

Property Address	9300 S Sprinkle Rd
Parcel ID No.	<i>Field not completed.</i>
Plat Name (if applicable)	<i>Field not completed.</i>
Current Zoning	B2
Proposed Zoning	R1B
Comprehensive Plan Designation	<i>Field not completed.</i>
Site Area (acreage)	7 acres
Current Land Use	vacant
Proposed Land Use	residential lots

Zoning Code Text Amendment

Zoning Code section proposed to be modified and/or Proposed language to be considered.

Proposed Amendment	The 10 acre lot is currently 7 acres commercial, and 3 acres residential. I believe the best use of the property is residential and would like to split the property into 4 residential lots approximately 2.5 acres each.
--------------------	--

Applicant/Property Owner Certification

Included is a statement indicating why, in my opinion, the change requested is necessary and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposed zoning amendment on the community or property of other persons in the vicinity of the amendment or affected by the amendment is also included.

upload file attachment if needed	<u>9300 S Sprinkle Rd Property Owner Certification.docx</u>
----------------------------------	---

Electronic Signature
Agreement

I agree.

Electronic Signature

Kasandra Barrow

Date

07/28/2020

Email not displaying correctly? [View it in your browser.](#)

**FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE**

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PORTAGE AND ALL OTHER INTERESTED PERSONS.

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Article 4 (Zoning) of Chapter 42 of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on _____, 2020, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on _____, 2020, at 7:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed amendment to Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Street Address

Parcel ID Numbers

9300 South Sprinkle Road (south seven acres)

00025-010-A

Legal description attached as Exhibit A.

From B-2, community business to R-1B, one family residential, or any other classification permitted by law.

PLEASE TAKE FURTHER NOTICE that if the owners of at least twenty percent (20%) of the area of land included in the proposed zoning change, or if the owners of at least twenty percent (20%) of the area of land included within an area extending outward one hundred feet (100') from any point on the boundary of the land included in the proposed change, excluding public right-of-way or other publicly owned land, file a written protest petition against the proposed amendment presented to the City Council before final legislative action on the amendment, a two-thirds vote of the City Council will be required to pass the amendment.

Dated: _____

Erica Eklov, City Clerk

(App #20/21-1)

Beginning at a point two hundred thirty-six and seventy one hundredths (236.71) feet south of the east quarter (E 1/4) corner of Section 25, T3S, R11W, Portage Township; thence northerly and westerly along a twelve hundred seventy-three and fifty-seven hundredths (1273.57) foot radius curve to the west, a distance of five hundred eighty-seven and ninety-four hundredths (587.94) feet to a point three hundred thirty (330.0) feet north and one hundred thirty three and twenty-eight hundredths (133.28) feet west of the said east quarter (E 1/4) corner for the place of beginning of the land hereinafter described; thence continuing along the said twelve hundred seventy-three and fifty seven hundredths (1273.57) feet radius curve, a distance of four hundred seven and fourteen hundredths (407.14) feet; thence north forty four (44) degrees, forty six (46) minutes west, a distance of two and forty eight hundredths (2.48) feet; thence left along a seventeen hundred fifty four and nineteen hundredths (1754.19) foot radius curve to the west, a distance of seven hundred twenty two and sixty hundredths (722.60) feet; thence south twenty one (21) degrees thirty eight (38) minutes west, four hundred (400.0) feet; then southeasterly to a point three hundred thirty (330.0) feet north and six hundred sixty (660.0) feet west of the east quarter (E 1/4) post of said section; thence east parallel to the east and west quarter (E&W 1/4) line of said section, five hundred twenty six and seventy two hundredths (526.72) feet to the place of beginning. Except therefrom the northeasterly fifty (50.0) feet for highway purposes.

From R-1E to B-2.

EXHIBIT

A

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Communication from Mr. John Paver, 9651 Portage Road

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Receive the communications from Mr. John Paver, 9651 Portage Road, regarding his proposal for a waiver of late fees associated with delinquent tax payments and take no further action at this time.

At the October 6, 2020, Regular Meeting Mr. John Paver, 9651 Portage Road, submitted a communication to City Council in which he requests that City Council waive late fees for delinquent tax payments for a period of 30 days for both the Summer 2020 and Winter 2021 tax periods. The City Administration is opposed to the request.

For reference, Chapter 70, Section 70-1 of the City of Portage Code of Ordinances "Property Tax Administration Charge and Late Charge" stipulates how late fees and penalties are to be assessed and when tax payments are due. Additionally, State Law MCLA 211.44(4) provides that a "governing body of a local property tax collecting unit may waive all or part of the property tax, administration fee or the late penalty charge, or both." City Administration does not have the authority to waive these fees.

City staff make every effort to inform residents of the due date for property taxes. Tax bills were mailed out July 10, 2020, which was communicated in the July Portager. This provided a full two months advance notice to taxpayers before the September 14, 2020 due date. Reminders are placed on the city's website, Facebook, and included in the August & September Portager newsletters. The reverse side of the tax bill also includes information on when payments are due and how payments can be made. The last time an appeal of a fee for delinquent taxes was made to the City Council was in October 2011. At that time, the City Council referred the matter to the City Administration and the request was denied.

With regard to Mr. Paver's request for a thirty-day grace period for all Portage taxpayers, there are over 16,000 parcels in the City of Portage. As of early October, 355 parcels have paid late and \$35,676 in late fees have been collected. For reference, the Finance Department includes in the annual budget revenue projections of approximately \$95,000. Instituting such a grace period as proposed would necessitate significant staff time and expense in issuing refunds, leave a substantial hole in the budget

and would be a disservice to the thousands of Portage taxpayers who paid their bills on time.

With regard to the 3% late charge, the Office of the Treasurer conducted a survey of other Kalamazoo County communities and found the fee to be routine and customary. For example, the City of Kalamazoo, Kalamazoo Township and Texas Township all utilize a 3% late charge while Oshtemo charges a 1% late charge for summer and 3% for winter taxes. As City Council is aware, townships and cities provide different levels of service and taxing structures. A 1% penalty is more common among townships that do not collect larger summer tax bills. Many of these townships then charge a 3% penalty on unpaid winter taxes.

It should be noted that a late fee is designed to be substantial enough to deter late payments but not so punitive that it is overly burdensome. Having last had an appeal to City Council occur nine years ago is evidence in support of keeping the late charge unchanged.

It is recognized that City Council has the authority to waive an individual's late fees upon request. However, it is recommended that the current structure remain unchanged and that each delinquent taxpayer who demonstrates extenuating circumstances for a late fee to be waived be afforded the opportunity to be heard on an individual basis.

FUNDING: N/A

Attachments: 1. Paver Communication of 10.6.20

Adam Herringa

From: Erica Eklov
Sent: Tuesday, October 6, 2020 12:24 PM
To: Adam Herringa
Subject: FW: 10_6_2020 Meeting

Erica Eklov
City Clerk
City of Portage | Office of the City Clerk
7900 South Westnedge Avenue | Portage, MI 49002
office (269) 329-4513 | fax (269) 324-8070
www.portagemi.gov

From: JJ 3 <jpaver3@gmail.com>
Sent: Tuesday, October 6, 2020 12:20 PM
To: City Clerk <CityClerk@portagemi.gov>
Subject: re: 10_6_2020 Meeting

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

Do not click on links or open attachments unless this is from a sender you know and trust.

Hi

I am writing to request a topic be on the agenda for today's meeting 10_6_2020.

My topic involves the Summer/Winter Tax payments and corresponding late fees.

I initially spoke with Adam regarding this topic.

To preface this, I am well versed in the late fee policy and the associated laminated paper that is adhered to the clerk office window.

I am requesting the City Council approve a grace period for Tax Property Taxes from Portage residents and property owners of 30 days for both Summer 2020 and Winter 2021 Tax payments. Any late fees that were charged and/or paid by residents from the Summer Tax bill this year, 2020 I am requesting, be reimbursed and/or waived completely as well, if they made it within 30 days of the due date. In addition, I would like to request this grace period remain in effect until the Pandemic has been declared either by the state or the federal government to no longer be a Pandemic.

Considering we are still in a pandemic as determined by the CDC and the State of Michigan, I think it is only appropriate that we as a community work to help the people in the community to the best of our ability.

There was a bill **HB 5761 (Property Tax Relief)** this year in the Michigan legislature that had bi-partisan support from everyone in the House and Senate, only 4 people voted against this bill.

This bill would have deferred payments to 2021 to give people in the state of Michigan some financial relief to take care of themselves and their families. This was unfortunately vetoed by the Governor but that doesn't mean we shouldn't try to take any steps we can to help the people of Portage out.

The HB 5761 (Property Tax Relief)

[http://www.legislature.mi.gov/\(S\(0e3itwnh4tagkm1qekvpv1fe\)\)/mileg.aspx?page=getObject&objectName=2020-HB-5761](http://www.legislature.mi.gov/(S(0e3itwnh4tagkm1qekvpv1fe))/mileg.aspx?page=getObject&objectName=2020-HB-5761)

I will be free to provide more clarity and context during today's meeting on 10_6_2020 at 7pm EDT.

Thank you,
John Paver

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Closed Session

SUPPORTING PERSONNEL: Catherine Kaufman, City Attorney

ACTION RECOMMENDED: Meet in closed session under Section 8(h) of the Open Meetings Act, pursuant to section 13(1)(g) of the Freedom of Information Act, to consult with the City Attorney regarding a written legal opinion immediately following conclusion of the business items of tonight's Regular Meeting.

It is requested that City Council go into a closed session immediately following conclusion of the business items of tonight's regular meeting. The purpose of the meeting is to consult with the City Attorney regarding a written legal opinion and is permitted under Section 8(h) of the Open Meetings Act and pursuant to section 13(1)(g) of the Freedom of Information Act. City Council will reconvene in public session subsequent to completion of the closed session.

FUNDING: N/A

Attachments: None