

*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. Honoring Betty Lee Ongley.
2. Remembering Joanne Willson.

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:
 - a. Regular Meeting of December 15, 2020.
 - b. Pre-Council Meeting of January 11, 2021.
2. Approval of the Accounts Payable Register of January 12, 2021 as presented.
3. Approve the Final Preliminary Condominium Subdivision (engineering plans) for Phase 2 of the Pennridge Trail Planned Development, 1800 West Osterhout Avenue.
4. Accept the amendment to Article 1, In General, of Chapter 70, "Taxation" in the City of Portage Code of Ordinances for first reading and set a second reading with potential final adoption for January 26, 2021.
5. Award a contract in the amount of \$68,000 to Brent Harris Sculpture for fabrication and delivery of a series of sculptures as the art centerpiece for the Dr. Martin Luther King Jr. Park, and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Authorize the City Manager to contract with an Auditor to review the performance of the City Tow and Vehicle Fleet Maintenance Vendor and assess its compliance with the tow contract and City procurement procedures, in an amount not to exceed the City Manager's contractual authority.
7. Approve the recommendations regarding the Board of Review as follows:
 1. adopt the resolution setting the schedule for the 2021 March Board of Review;
 2. approve the use of two three-member Board of Review panels for the March Board of Review; and
 3. appoint six members to the 2021 March Board of Review.
8. With regard to 8833 Shaver Road:
 1. deny the property owner's appeal of the 30-day raze order issued on November 10, 2020 by the Construction Board of Appeals involving an unsafe building at this site; and,
 2. authorize the City Administration to solicit bids to raze/remove the building and debris on the site should the owner fail to comply with the order by January 15, 2021.
9. Minutes of Boards & Commissions:
 - a. Zoning Board of Appeals for October 26, 2020.
 - b. Human Services Board of December 10, 2020.
10. Materials Transmitted.

11. Calendar of Meetings:

- Historic District Commission, Wednesday, January 6, 2021 - CANCELLED.
- Planning Commission, Thursday, January 7, 2021 - CANCELLED.
- Zoning Board of Appeals, Monday, January 11, 2021 - CANCELLED
- Human Services Board, Thursday, January 7, 2021 at 6:00 p.m. for presentations - Council Chambers & Virtual.
- Park Board, Wednesday, January 13, 2021 at 6:30 p.m. - DPW.
- Environmental Board, Wednesday, January 13, 2021 at 7:00 p.m. - Virtual Meeting.
- Senior Citizen's Advisory Board, Wednesday, January 20, 2021 at 2:30 p.m. - Virtual Meeting.
- Planning Commission, Thursday, January 21, 2021 at 7:00 p.m. - Virtual Meeting.
- *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 most public meetings is: (844) 854-2222 Access Code 529853# (To voice a question or comment, press *6 to enter the queue.) Major meetings may be viewed live on Charter channel 995 and AT&T channel 99 or live streaming at portagemi.gov/205.*

B. Petitions and Statements of Citizens:

C. Communications:

D. Public Hearings:

1. Adopt:

1. Resolution No. 2-20, creating Industrial Development District No. 93 for the Midwest Fastener Corporation, 9031 Shaver Road;
2. Resolution No. 3-20, approving the industrial facilities exemption certificate application for the Midwest Fastener Corporation, 9031 Shaver Road; and
3. approve the tax abatement agreement and affidavit between the City of Portage and the Midwest Fastener Corporation.

E. Regular Business Agenda:

1. Appoint individuals to the Board of Review and Zoning Board of Appeals.

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

Honoring Betty Lee Ongley's 95 Years

- WHEREAS,** Betty Lee Ongley is an extraordinary community servant, activist, leader, and mentor for the Kalamazoo-Portage area who has spent her 95 years serving and improving the lives of others; and
- WHEREAS,** Betty has served the City of Portage with the highest distinction as Portage Park Board Chair, Local Officers Compensation Committee Chair, Friends of the Portage Senior Center Board, Portage Recycling Committee, Portage 2020 Steering Committees Chair, Portage District Library Campaign Co-chair, Advisory Board Review Committee, Community Survey Committee, Community Action Committee, the Metro Transit American Disabilities Act Local Advisory Committee, Portage City Council many times, Mayor Pro Tem, and the first woman Mayor of the City of Portage; and
- WHEREAS,** Betty Lee Ongley has provided excellent leadership and stability for the city and received 11.5 acres donated in her name in 2018 as the "Betty Lee Ongley Nature Preserve;" and
- WHEREAS,** Betty served Portage Public Schools as an educator and counselor, earning top positions and awards at the statewide level for her work in education and school guidance; and
- WHEREAS,** amongst many notable awards and commendations, Betty was recognized in 1981 by the Michigan House of Representatives and Senate with Concurrent Resolution No. 79, commemorating her outstanding service as Chairperson of the Kalamazoo Alcohol and Drug Abuse Council, followed in 1985 by the YWCA of Kalamazoo's first Lifetime Woman of Achievement Award, then the ATHENA International Award by then-Governor Jennifer Granholm in 2009 and the Rotary Club of Kalamazoo's "Red Rose Citation" in 2016; and
- WHEREAS,** 2020 marked Betty's 70 years of service to the American Red Cross as an active volunteer since 1950, serving on the Board of Directors, as well as national disaster teams for Hurricanes Hugo and Andrew, notably donating her first pint of blood at age 14; and
- WHEREAS,** January 25, 2021, will mark Betty Lee Ongley's 95th birthday, a wonderful golden achievement.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, on behalf of the Portage City Council, express our heartfelt gratitude to Betty Lee Ongley for her long and honorable record of outstanding service, provide this Proclamation for her 95th Birthday as an earnest expression of appreciation and a symbol of gratitude for the splendid quality of public service faithfully rendered to the citizens of the City of Portage by the Honorable Betty Lee Ongley.

Signed this 12th day of January, 2021

Patricia M. Randall, Mayor



CITY OF PORTAGE PROCLAMATION

In Memory of Portage Public School Board of Education member Joanne Willson

- WHEREAS,** Joanne Willson was an active member of the Portage community and advocate for education statewide; and
- WHEREAS,** Joanne served for ten years on the Portage Public Schools Board of Education, supporting both students and staff, guiding the district through leadership transitions, facility improvements, contract negotiations and a pandemic; and
- WHEREAS,** Joanne was an openhearted presence in the community, campaigning for re-election to the PPS Board of Education and was never afraid to be the lone vote on important matters; and
- WHEREAS,** Joanne served on several committees with the Michigan Association of School Boards as well as a number of clubs, boards and organizations, including the Rotary Club of Portage, and as a 30-year volunteer with Little League International; and
- WHEREAS,** Joanne enjoyed 55 years of marriage with her high school sweetheart, James, and had three wonderful children; and
- WHEREAS,** Joanne “with two L’s” was an outstanding leader in the Portage community and always a welcome visitor to Portage City Hall; and
- WHEREAS,** Joanne truly exemplified the Portage Public Schools’ vision statement of “an exceptional, continuously-improving learning culture with high expectations, committed to all!”

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, on behalf of the Portage City Council, express our condolences to the family of Joanne Willson and convey our gratitude for Ms. Willson’s numerous contributions to the Portage educational community, leaving a long-standing legacy as a champion of the Portage Public School District.

Signed this 12th day of January, 2021

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM DECEMBER 15, 2020

Mayor Patricia Randall called the Regular Meeting to order at 7:01 p.m. The regular meeting was held virtually as permitted by PA 228. Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. All members participated virtually from Portage, Michigan. Also in attendance were City Manager Joe La Margo, Assistant City Attorney Rob Thall, Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all denominations and reflect upon anticipation of the COVID-19 vaccine by Pfizer Inc. and pride for the local Pfizer workforce. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: Mayor Pro Tem Pearson read the proclamation honoring the Pfizer Corporation. Councilmember Knapp read the resolution honoring Representative Iden and Councilmember Burns read the resolution honoring Representative Hoadley. Representative Hoadley, via WebEx, thanked the City Council for the recognition.

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 Reid removed Item A.7. Motion by Reid, seconded by Ledbetter, 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 Ledbetter, to approve the minutes of the Regular Meeting of December 1, 2020, and Pre-Council Meeting of December 14, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 15, 2020: Motion by Reid, seconded by Ledbetter, to approve the Accounts Payable Register of December 15, 2020. Upon a roll call vote, motion carried 7 to 0.

2021 FEE SCHEDULES: Motion by Reid, seconded by Ledbetter, to adopt the: 2021 Freedom of Information Act fees, 2021 Recreation and Park Facility fees, 2021 Community Development and Building Permit fees, and 2021 Special Assessment Rates. Upon a roll call vote, motion carried 7 to 0.

COMMUNITY SENIOR CENTER GUARANTEED MAXIMUM PRICE: Motion by Reid, seconded by Ledbetter, to approve the proposed Guaranteed Maximum Price of \$10,806,981 with American Village Builders (AVB) for construction of the Charles and Lynn Zhang Portage Community Senior Center. Upon a roll call vote, motion carried 7 to 0.

VEHICLE PURCHASES - COOPERATIVE PURCHASING: Motion by Reid, seconded by Ledbetter, to authorize the purchase of eight vehicles as noted through the State of Michigan MiDEAL and Sourcewell Purchasing Programs at a total cost of \$278,324 and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

PROPERTY ACQUISITION – 2005 WEST MILHAM AVENUE: Motion by Reid, seconded by Ledbetter, to approve the purchase of property addressed as 2005 West Milham Avenue in the amount of \$162,750 and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

S. WESTNEDGE AVENUE MICROSURFACING PROJECT - BID TABULATION: Motion by Reid, seconded by Ledbetter, to award a contract to perform engineering services for the microsurfacing of South Westnedge Avenue from Mall Drive to Trade Centre Way to Fleis & Vandenbrink of Kalamazoo, Michigan, in the amount not-to-exceed \$96,500 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.

MIDWEST FASTENER CORPORATION PA 198 APPLICATION - 9031 SHAVER ROAD: Motion by Reid, seconded by Ledbetter, to accept the application for an industrial tax abatement from Midwest Fastener for property located at 9031 Shaver Road, and adopt Resolution No. 1-20 establishing a public hearing to: 1) establish Industrial Development District No. 93 and 2) set a hearing for an Industrial Facilities Exemption Certificate at 9031 Shaver Road on January 12, 2021. Upon a roll call vote, motion carried 7 to 0.

MICHIGAN PURE GREEN LLC APPEAL OF MARIHUANA DENIAL: Motion by Reid, seconded by Ledbetter, to grant the request for an appeal of an Adult-Use Retail application from Michigan Pure Green, LLC, for 9017 South Sprinkle Road. Upon a roll call vote, motion carried 7 to 0.

SPECIAL MEETING FOR BOARD AND COMMISSION APPLICANTS: Motion by Reid, seconded by Ledbetter, to set a Special Meeting on Tuesday, January 12, 2021, beginning at 5:30 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

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

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Ledbetter, to receive the minutes of the Environmental Board of November 11, 2020, and Human Services Board of November 12, 2020. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Ledbetter, to receive the Materials Transmitted of December 15, 2020. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Mr. Ron Clifton (3420 East Shore Drive) expressed concern for traffic speeding along East Shore Drive. He cited speed limit differences from the adjacent roads of Cox's Drive and Zylman Avenue, noting a recent traffic accident at the intersection of East Shore Drive and Cox's Drive. Mr. Clifton relayed prior assistance from the Police Division for speed monitoring in the area but stated more action was needed. Following his comments, Mayor Pro Tem Pearson and Councilmember Knapp stated they also had similar concerns with traffic speeding in the area as fellow Austin Lake residents. City Manager La Margo stated he would follow up with Mr. Clifton, as well as the Police Division and Transportation & Utilities Department.

COMMUNICATIONS:

COMMUNICATION FROM THE ENVIRONMENTAL BOARD REGARDING A CLIMATE CHANGE RESOLUTION: Mayor Randall introduced the item and asked the City Administration to provide a summary on the matter. Deputy City Manager Herringa provided background on prior staff meetings with Ms. Deirdre Courtney Nieves on behalf of the Environmental Board. Mr. Herringa noted the City Administration was requesting direction from City Council regarding the Environmental Board's desire for the city to take more visible and aggressive measures to combat climate change, especially the proposed proclamation of a climate emergency.

Mayor Randall then introduced Ms. Nieves, who provided background on the Environmental Board's efforts to address climate action. Ms. Nieves highlighted the city's recently published Annual Report and its explanation of the city's green initiatives to date. She asked for the City Council to recognize climate change, further identify the climate crisis, and bring measures to address this issue to the forefront. Ms. Nieves closed by stating that the current crisis with COVID-19 and climate change were interrelated.

Environmental Board Chair Thomas Shaffer also spoke on behalf of the Environmental Board's efforts to address climate matters and highlighted relations between climate change and ecological issues like recent mosquito-transmitted diseases.

Councilmember Burns thanked the members of the Environmental Board and relayed that citizens consistently express climate and environmental concerns to him. He stated his desire for City Council to work with the City Administration to set goals to combat climate matters. Councilmember Burns relayed City Council's historical trend to avoid such emergency declarations but stated that now may be the time.

Councilmember Reid noted the Environmental Board's proposed emergency resolution also cites action measures that would entail costs the city must take into consideration with the budget. She further highlighted the lack of consensus in the general population for acknowledging climate change and expressed hope the Environmental Board could assist with increasing support in Portage for the issue.

Motion by Reid, seconded by Knapp, to refer the communication from the Environmental Board to the City Administration and request feedback on funding and improvements, as well as language on recommendations to make and ask this be accomplished with an initial report back to City Council by the second Regular Meeting in January 2021. Upon roll call vote, motion carried 7 to 0.

Following the vote, Councilmember Urban cautioned that such a response may take more time to formulate and that it would be an ongoing project requiring fiscally responsibility.

COMMUNICATION FROM PATRICIA THOMPSON REGARDING CITY HEALTH INSURANCE

AGREEMENTS: Motion by Burns, seconded by Reid, to receive the communication from Patricia Thompson regarding city health insurance agreements. Upon roll call vote, motion carried 7 to 0.

PUBLIC HEARINGS:

IDD NO. 90 FOR 6501 PORTAGE ROAD (KENCO) - IFT TRANSFER: Mayor Randall opened the public hearing. Deputy Director of Planning, Development & Neighborhood Services Chris Forth summarized the proposed Industrial Facilities Tax Certificate Transfer, noting the recommended conditions for approval. Mayor Randall requested clarification on the time remaining on the abatement. Deputy Director Forth confirmed four years are remaining. Councilmember Burns inquired on the proposed use for the facility under Stryker's ownership. Deputy Director Forth responded that the current use of the building by Kenco to support logistics operations for Stryker would continue. Matthew VanDyke, representative for the Stryker Corporation, spoke on behalf of the project, thanking City Council and staff for their expedient efforts on the proposed transfer. Councilmember Reid stated she was glad Council was able to complete this review quickly to maintain this business in Portage. Mayor Randall echoed Councilmember Reid's gratitude and requested the City Manager keep Council updated on the status of the property and exemption transfer. Motion by Burns, seconded by Knapp, to close the public hearing. Upon roll call vote, motion carried 7 to 0.

Motion by Burns, seconded by Reid, to approve Resolution No. 1-20 for the transfer of the Industrial Facilities Tax Exemption Certificate from Kenco Logistic Services, LLC to Stryker Corporation for Industrial Development District No. 90 at 6501 Portage Road subject to the above conditions, and authorize the City Manager to sign all documents on behalf of the city. Upon roll call vote, motion carried 7 to 0.

REGULAR BUSINESS:

FIRST WATCH SOLUTIONS INC.: Councilmember Reid explained that she had removed the item from the Consent Agenda due to the costs entailed with purchasing the product as opposed to pursuing the subscription option. She stated that the subscription option for the software appeared to be a better option for updates and requested clarity on the staff recommendation; otherwise, she planned to recommend referring the item back to the City Administration for further review.

Senior Deputy Fire Chief Stacy French responded, stating that the software maintenance agreement includes all enhancements and upgrades as part of the purchase. He further stressed that the software would assist with the Division's national accreditation.

Mayor Pro Tem Pearson asked Senior Deputy Chief French whether the Portage Fire Division had consulted with surrounding agencies to join the purchase of the software. Senior Deputy Chief French confirmed inquiries had been made but other agencies did not respond with interest since they were not accredited and required to keep such records. Mayor Pro Tem Pearson then asked whether staff had contacted the Kalamazoo County Consolidated Dispatch Authority regarding the software purchase. Senior Deputy Chief French responded that staff

had not, because other Kalamazoo area fire chiefs do not have the administrative support or financial backing for this kind of software.

Councilmember Urban asked Senior Deputy Chief French to give a summary regarding the software's functionality. Senior Deputy Chief French stated the First Watch software communicates with other database software platforms utilized by the Fire Division in real-time and gives immediate feedback on deficiencies or issues to better improve performance.

Motion by Reid, seconded by Urban, to authorize the expenditure of \$136,139.24 for data collection, monitoring, and analysis software to First Watch Solutions Inc., and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp provided an update regarding the Portage Community Center Advisory Board. She stated that the Portage Community Center (PCC) had recently mailed its annual giving requests and will receive a two-and-a-half match from a local donor. Councilmember Knapp also highlighted the PCC annual holiday programs, modified to meet COVID-19 restrictions. She closed with an update on the ongoing renovations and landscaping.

Councilmember Burns provided an update regarding the Central County Transportation Authority Board (CCTA). He relayed that the bus system annually participates in bus advertising in order to defray costs by about \$40,000 to \$50,000. Councilmember Burns stated that the CCTA had approved a contract with a new advertising vendor with a more regional focus that would now defray costs up to \$120,000.

Motion by Pearson, seconded by Reid, to accept the Council Committee Reports as presented. Upon roll call vote, motion carried 7 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Burns stated it had been a pleasure to work with Council this year, wishing everyone a safe and happy holiday season. He was grateful for the Pfizer Corporation's work on the vaccine and is looking forward to progressing out of the pandemic.

Councilmember Knapp stated that it had been an interesting year and thanked the Pfizer Corporation and its employees for their efforts to fight COVID-19. She then acknowledged the Parks and Recreation Department for the holiday displays and encouraged everyone to find ways to visit the displays safely. She then wished everyone safe and happy holidays.

Councilmember Ledbetter stated that the holiday season, no matter the type of holiday, could find people suffering mentally, promoted contacting Gryphon Place (211) for assistance, and checking on loved ones. He then expressed excitement for the Pfizer vaccine but cautioned criticism of skeptics and medical distrust, highlighting the historical Tuskegee experiments as an example. Councilmember Ledbetter closed by wishing everyone a happy holiday season.

Councilmember Urban noted it has been a long and tough year and he is celebrating the Pfizer vaccine. He stated he was proud of Portage but that it was still a long road ahead and encouraged everyone to remain vigilant with masks. He then thanked City Manager La Margo, Department Heads, and staff for maintaining city services throughout the pandemic. Councilmember Urban expressed appreciation for City Manager La Margo being new to the job and handling operations well. He closed by wishing everyone a happy holiday season.

Councilmember Reid stated she was proud to be a Portager in light of Pfizer's vaccine news with the positive image and recognition for Portage. She thanked everyone at Pfizer for its efforts. Councilmember Reid then thanked Representatives Hoadley and Iden for their service. She then highlighted the city survey available online and encouraged everyone to participate. Councilmember Reid closed by encouraging people to have a happy holiday season but maintain safety protocols, modifying traditions to accommodate COVID-19.

City Manager La Margo wished everyone a happy holiday season and thanked the Public Information Office, Department of Public Works, and the Technology Services Department for their assistance with the December 1st annual Tree Lighting Ceremony. He then thanked the Council and staff for their support over the last year. Mr. La Margo responded to Councilmember Ledbetter's earlier comment, noting that staff would promote the contact information for Gryphon Place on city outlets. He closed by thanking Pfizer and was proud to have the facility located in Portage, noting city banners had been placed echoing that same message.

Mayor Pro Tem Pearson stated that 2020 had ended on a high note with Pfizer's vaccine development, creating pride in Portage. He closed by noting City Council had been a great working group over the last year and he was looking forward to 2021.

Mayor Randall began by complimenting the publication of the first Annual City Report, relaying where the Report could be reviewed by the public. She relayed her visit with the Trolley and Santa Claus for the prior weekend's Parks Department program that had a great turnout. Mayor Randall then congratulated Detective Randy Dylhoff on his recent retirement and 38-year service to the city. She then acknowledged the passing of Portage Public School Board member Joanne Willson and her contributions to the city's youth. Mayor Randall acknowledged the accomplishment of Pfizer and the support from the citizens. She then noted 2020 had been a great working year, with the positivity of Council and City Manager La Margo as the new City Manager. Mayor Randall closed by wishing everyone a Happy Holidays.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:28 p.m.

Erica L. Eklov, City Clerk

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 11, 2021**

Mayor Patricia Randall called the virtual meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Mayor Pro Tem Jim Pearson also joined virtually. In compliance with Michigan Public Act 228, the Mayor and Councilmembers disclosed their virtual participation from Portage, Michigan, except for Councilmember Reid attending from Pentwater, Michigan. Councilmember Urban was 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.

Mayor Randall began by reviewing the Proclamations, noting a pending addition of a proclamation recognizing Portage Public School Board of Education member Joanne Willson.

With regard to Item A.2, Accounts Payable Register, Councilmember Knapp requested an update regarding the project related to Check No. 14349 for Angling and Meredith Reconstruction. She then inquired about Check Nos. 315462 and 315602 for "Community Image Builders" totaling over \$22,000 and the related contract or project. City Manager La Margo stated he would research and respond.

With regard to Item A.3, Phase 2 of Pennridge Trail, Councilmember Reid noted the City Manager's Report and attached subdivision plan differed with the installation of trees and berm landscaping on the west side along the railroad. She also inquired who would be performing snow removal and maintenance on the emergency access road. City Manager La Margo confirmed the homeowner's association would be maintaining the road. Deputy City Manager Carroll confirmed the City Manager's Report description of the proposed landscaping was correct. Councilmember Reid requested that a corrected plan document be provided.

With regard to Item A.4, Taxation Ordinance Amendment, Councilmember Reid inquired whether the ordinance amendment was related to COVID-19 relief or a permanent revision. City Manager La Margo confirmed the proposed amendment was to be permanent after a review of citizen concerns showed a modification of procedures would not burden staff. He noted the due date remains the same, only the internal handling will change. Mayor Pro Tem Pearson thanked staff for looking into the matter.

With regard to Item A.5, Dr. Martin Luther King Jr. Park Artwork, Councilmember Reid inquired about the funding source. Deputy City Manager Herringa responded that the sculpture was part of a previously approved Capital Improvement Program (CIP) project. Mayor Randall inquired whether the City Administration planned for a public unveiling in 2021. Mr. Herringa confirmed. Councilmember Burns inquired about the discrepancy with the lowest bid. Mayor Randall noted the project design was open to the responding artists and as such, dictated the price.

With regard to Item A.6, Towing Contract Audit, Mayor Pro Tem Pearson requested that City Council be provided the full audit findings following completion, citing concerns with towing pricing after the 2015 car pileup on I-94. Councilmember Reid inquired whether the City Administration had contacted Jamie Graham of Crossroads Towing regarding the audit, noting his former towing concerns. City Manager La Margo responded that the city is recommending the audit as a general measure to ensure procedures are being followed due to varied complaints. Mr. La Margo stated he planned to provide the full audit results and would confer with the Auditor as to whether Mr. Graham would be contacted. Deputy City Manager Carroll stated any citizen concerns received to date had been

included in the audit scope. Mayor Randall highlighted complaints she had received from the early January 2021 ice storm and associated I-94 accident closure. She inquired how long the highway had been closed for that event and possible measures to address the issue. City Manager La Margo stated he would research and respond.

With regard to Item A.7, 2021 March Board of Review, Mayor Randall requested clarification regarding the plan for the Board of Review appointments and interviews. Mayor Pro Tem Pearson inquired about the interview's start time. City Clerk Eklov relayed the sequence of events planned for the Board of Review members and composition.

With regard to Item A.8, 8833 Shaver Road Raze Order, Councilmember Reid requested clarification regarding a potential purchase offer on the property. City Manager La Margo responded that staff has corresponded with the owner about the property since 2017 and there appears to be no plan to remediate the property at this time. Mr. La Margo stated the city would abate the blight and place a lien on the property, which would need to be addressed by any future owner. Deputy City Manager Carroll relayed the information regarding the property ownership to date. Mayor Randall requested staff provide additional history regarding ownership and property sale efforts. City Manager La Margo confirmed he would research and respond.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:44 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 January 12, 2021 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period December 6, 2020 through January 2, 2021 and notes \$1,524,189.63 in automated clearing house payments, \$3,199,187.41 in paper checks, \$101,772.83 in autopay payments and \$8,374,337.95 in electronic payment for a grand total of \$13,199,487.82.

FUNDING: N/A

Attachments: 1. Accounts Payable Register of January 12, 2021

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/06/2020 to 01/02/2021

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
12/11/2020	14237(A)	A I S CONSTRUCTION EQUIP. CO.	NEW ALTERNATOR	183.95
12/11/2020	14238(A)	A NEW LEAF	PLANT CARE @ CITY HALL	93.50
12/11/2020	14239(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	27,802.95
12/11/2020	14240(A)	AIRGAS USA LLC	WELDING SUPPLIES	151.11
12/11/2020	14241(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,744.82
12/11/2020	14242(A)	AMERICAN HYDROGEOLOGY CORP.	S WESTNEDGE PARK - PFAS	1,378.75
12/11/2020	14243(A)	AMERICAN SAFETY & FIRST AID	NITRILE GLOVES FOR RANGERS	72.44
12/11/2020	14244(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,620.00
12/11/2020	14245(A)	APOLLO FIRE EQUIPMENT COMPANY	FIRE OPERATING SUPPLIES	502.11
12/11/2020	14246(A)	BELL EQUIPMENT COMPANY	SWEEPER MAINTENANCE	728.89
12/11/2020	14247(A)	BEST WAY DISPOSAL, INC.	DUMPSTER FOR WASTE	645.00
12/11/2020	14248(A)	BRENNER OIL CO.	BULK GASOLINE DELIVERY	12,672.00
12/11/2020	14249(A)	C D W GOVERNMENT, INC.	SOLID STATE DRIVES FOR LAPTOPS	1,794.15
12/11/2020	14250(A)	C T S TELECOM, INC.	DEDICATED FIBER OPTIC CIRCUIT	3,776.93
12/11/2020	14251(A)	CAPITAL ADVANTAGE LEASING	LEASED COMPUTERS PAYMENTS	8,203.00
12/11/2020	14252(A)	CARLETON EQUIPMENT CO.	EQUIPMENT MAINTENANCE	3,629.18
12/11/2020	14253(A)	CHARTER COMMUNICATIONS	CABLE TV	119.22
12/11/2020	14254(A)	CLEANIT CORP	VEHICLE CARWASHES	378.00
12/11/2020	14255(A)	COMPASS MINERALS AMERICA INC	ICE CONTROL SALT	3,649.52
12/11/2020	14256(A)	DEER CONTRACTING & LANDSCAPE	BLOCK WALL REPAIRS	275.00
12/11/2020	14257(A)	DEPATIE FLUID POWER CO., INC.	FIRE APPARATUS MAINT	121.05
12/11/2020	14258(A)	ENGINEERED PROTECTION SYSTEMS, INC.	CELERY FLATS-ACCESS CONTROL	4,608.80
12/11/2020	14259(A)	EXTREME POWER EQUIPMENT, INC.	VEH REPAIR/MAINTENANCE	349.99
12/11/2020	14260(A)	FARM N GARDEN	ZYLMAN AVE FENCE REPAIR	536.00
12/11/2020	14261(A)	FARR ASSOCIATES AND URBAN DESIGN PC	URBAN PLANNING AND DESIGN SVCS	1,312.50
12/11/2020	14262(A)	FOREMOST SALES COMPANY LLC	PARK FACILITY CLEANING	1,655.00
12/11/2020	14263(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	1,015.00
12/11/2020	14264(A)	GORDON WATER SYSTEMS	WATER SERVICE	54.80
12/11/2020	14265(A)	GRAINGER INC	OPERATING SUPPLIES	71.22
12/11/2020	14266(A)	GREAT LAKES CHLORIDE, INC.	LIQUID DEICER	12,787.74
12/11/2020	14267(A)	GRIFFIN PEST SOLUTIONS, INC.	FIRE FACILITY MAINT	111.00
12/11/2020	14268(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,440.39

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12/11/2020	14269(A)	HURLEY & STEWART, LLC	AIRPORT-NE WATER TRANSMISSION MAIN IMPRV	57,569.27
12/11/2020	14270(A)	HURST MECHANICAL, INC.	HOT WATER HEATER MAINT ANNUAL	605.00
12/11/2020	14271(A)	INDUSCO SUPPLY CO., INC.	MISC CLEANING SUPPLIES	925.71
12/11/2020	14272(A)	INSIGHT PUBLIC SECTOR, INC.	FIRE MDT REPLACEMENT	1,424.88
12/11/2020	14273(A)	INSIGHT PUBLIC SECTOR, INC.	MAAS360 OVERAGES	462.00
12/11/2020	14274(A)	INSIGHT PUBLIC SECTOR, INC.	FOXIT PDF ANNUAL RENEWAL	32.97
12/11/2020	14275(A)	INSIGHT PUBLIC SECTOR, INC.	VEEAM RENEWAL	6,964.16
12/11/2020	14276(A)	IP CONSULTING, INC.	CISCO UNIFIED COMMUNICATIONS UPGRADE	8,250.00
12/11/2020	14277(A)	IRISH AYRES ENTERPRISES, LLC	LEAF PICK UP-CITY HALL	1,300.00
12/11/2020	14278(A)	JONS TO GO PORTABLE RESTROOM	LEAF PICKUP PROGRAM	55.00
12/11/2020	14279(A)	KUSHNER & COMPANY, INC.	KUSHNER & CO. FSA & COBRA ADMIN	487.05
12/11/2020	14280(A)	LAWSON PRODUCTS, INC	FLEET REPAIR/MAINTENANCE	1,153.44
12/11/2020	14281(A)	LOWE'S HOME CENTER	FIRE FACILITY MAINT	72.99
12/11/2020	14282(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION WINTERIZING	169.00
12/11/2020	14283(A)	MARANA GROUP	METER SERVICE	273.00
12/11/2020	14284(A)	MATERIALS RESOURCES	LATEX GLOVES AND SUPPLIES	475.51
12/11/2020	14285(A)	MCNALLY ELEVATOR CO.	ELEVATOR LOAD TEST FOR SAFETY CITY HALL	1,139.00
12/11/2020	14286(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRE CHANGES AND SERVICES	219.00
12/11/2020	14287(A)	MEJEUR ELECTRIC LLC	LIGHT POLES/ ELECTRICAL REPAIRS	5,371.00
12/11/2020	14288(A)	MICHIGAN OFFICE ENVIRONMENTS	NEW FIRE ST 2 OFFICE FURNITURE	30,344.41
12/11/2020	14289(A)	MIH MICHIGAN LLC	DISASTER RECOVERY SERVICE	1,757.70
12/11/2020	14290(A)	MILLS, DANIEL	MACP WINTER CONFERENCE	280.00
12/11/2020	14291(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE PPE GEAR	25,257.15
12/11/2020	14292(A)	NAPIER, PEGGY	GINGERBREAD & TRAD HOLIDAY REIMB	866.29
12/11/2020	14293(A)	NYE UNIFORMS	FIRE ADMIN UNIFORMS	455.71
12/11/2020	14294(A)	ONSTAFF USA INC	TEMP EMPLOYEE - PARKS	4,233.14
12/11/2020	14295(A)	PARIS CLEANERS	LAUNDRY CONTRACT	2,149.62
12/11/2020	14296(A)	PECKELS, CHRISTINE	CLASS INSTRUCTION	240.00
12/11/2020	14297(A)	PRECISION PRINTER SERVICES INC	INK CARTRIDGE - DPW	275.94
12/11/2020	14298(A)	PRINTING SERVICES INC	SINTRA HOLIDAY TREE SIGNAGE	598.10
12/11/2020	14299(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICE	1,752.22
12/11/2020	14300(A)	R W LAPINE INC.	WATER HEATER REPAIR-ELIASON	150.40
12/11/2020	14301(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE DELIVERY	9,106.75

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12/11/2020	14302(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	986.36
12/11/2020	14303(A)	ROTO-ROOTER SEWER & DRAIN SERV	DRAIN CLEANING/CCTV OF DRAIN LINE	424.95
12/11/2020	14304(A)	S B F ENTERPRISES, INC.	PRINTING/PROCESSING QTLY WATER	3,371.20
12/11/2020	14305(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	4,460.00
12/11/2020	14306(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	99.00
12/11/2020	14307(A)	STEELE, DANA	FIRE OPERATING SUPPLIES	86.94
12/11/2020	14308(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER CHEMICALS	11,431.71
12/11/2020	14309(A)	THE IRRIGATOR	FIRE FACILITY MAINT	135.00
12/11/2020	14310(A)	TRUCK & TRAILER SPECIALTIES	DPW FLEET VEHICLE UPFITTING	335,706.84
12/11/2020	14311(A)	UNITED PETROLEUM	TANK 1 PROBE WIRE REPAIR	160.00
12/11/2020	14312(A)	VANDERWIJER, JEFFREY P.	FIRE TRAINING	50.00
12/11/2020	14313(A)	WARNER OIL COMPANY INC	2 DRUMS DEF-LEAF PICK UP	306.25
12/11/2020	14314(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT MAINTENANCE	44.24
12/11/2020	14315(A)	WOLVERINE POWER SYSTEMS	CITY HALL GENERATOR REPLACEMENT/REPAIRS	1,238.47
12/18/2020	14316(A)	AIRGAS USA LLC	WELDING SUPPLIES	66.89
12/18/2020	14317(A)	ALL-TRONICS, INC.	QUARTERLY EQUIPMENT MAINTENANCE	78.00
12/18/2020	14318(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID	35.35
12/18/2020	14319(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	2,060.00
12/18/2020	14320(A)	APOLLO FIRE EQUIPMENT COMPANY	FIRE OPERATING EQUIPMENT	1,867.89
12/18/2020	14321(A)	BELL EQUIPMENT COMPANY	SWEEPER MAINTENANCE	2,038.87
12/18/2020	14322(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	53,037.94
12/18/2020	14323(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA INSURANCE	150,360.24
12/18/2020	14324(A)	BYRUM FISK COMMUNICATIONS LLC	CONSULTANT SERVICES	5,000.00
12/18/2020	14325(A)	C D W GOVERNMENT, INC.	2 PANASONIC BWC PAIRING DOCKS	460.00
12/18/2020	14326(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	50.29
12/18/2020	14327(A)	CARRIER & GABLE	SB S. WESTNEDGE T/S CAMERA	2,485.00
12/18/2020	14328(A)	CHARTER COMMUNICATIONS	CABLE TV	676.99
12/18/2020	14329(A)	CIVICPLUS	WEBSITE DESIGN SERVICES	320.00
12/18/2020	14330(A)	COPSGEAR.COM	NOPTIC THERMAL CAMERA SPOTLIGHT	46.99
12/18/2020	14331(A)	D & D PRINTING CO.	ICE RINK SKATE CARDS	238.07
12/18/2020	14332(A)	DEER CONTRACTING & LANDSCAPE	RETENTION BASIN MAINT-WESTCOVE	3,280.00
12/18/2020	14333(A)	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL INSURANCE	19,285.72
12/18/2020	14334(A)	ENGINEERED PROTECTION SYSTEMS, INC.	FIRE FACILITY MAINT	1,932.00

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12/18/2020	14335(A)	GLOBAL EQUIPMENT CO., INC.	MISC BUILDING SUPPLIES	274.79
12/18/2020	14336(A)	GORDON WATER SYSTEMS	WATER SERVICE	151.50
12/18/2020	14337(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL-SCHRIER PARK	297.00
12/18/2020	14338(A)	HURST MECHANICAL, INC.	REPLACE RELIEF VALVE IN WATER HEATER	184.54
12/18/2020	14339(A)	INDUSCO SUPPLY CO., INC.	CITY HALL COVID SUPPLIES	1,523.24
12/18/2020	14340(A)	IP CONSULTING, INC.	IPC ADDITIONAL EXTENSION ADD	1,370.40
12/18/2020	14341(A)	JACK DOHENY SUPPLIES INC.	VACTOR SUPPLIES	61.91
12/18/2020	14342(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS-PARKS	240.00
12/18/2020	14343(A)	KAHN, WILMA	CLASS INSTRUCTION	203.00
12/18/2020	14344(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS FOR CITY HALL	24.52
12/18/2020	14345(A)	LOEBIG, ELIZABETH	LOEBIG REIMB SHRM MEMBERSHIP	219.00
12/18/2020	14346(A)	M & M CUSTOM FABRICATING INC.	RANGER - NAME BADGES BURNISHED	87.75
12/18/2020	14347(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	145.65
12/18/2020	14348(A)	MEEKHOF TIRE SALES & SERVICE INC.	DUMP TRUCK RETREADS	1,007.16
12/18/2020	14349(A)	MICHIGAN PAVING & MATERIALS CO.	ANGLING & MEREDITH RECONSTRUCTION	5,323.54
12/18/2020	14350(A)	MOORE, LARRY	FIRE SUPPLIES	42.38
12/18/2020	14351(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP DIRT- BASKET BALL COURT	470.00
12/18/2020	14352(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE PPE GEAR	347.25
12/18/2020	14353(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE SCBA MAINT	311.31
12/18/2020	14354(A)	NYE UNIFORMS	FIRE UNIFORMS	431.47
12/18/2020	14355(A)	O'BOYLE-COLWELL-BLALOCK & AS.	ELIASON SOUTH LANDSCAPE PLAN DEVELOPMENT	240.00
12/18/2020	14356(A)	ONE WAY PRODUCTS	TOUCHLESS SOAP DISPENSERS	882.00
12/18/2020	14357(A)	ONSTAFF USA INC	TEMP EMPLOYEES - LEAF PICKUP	7,430.54
12/18/2020	14358(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,785.62
12/18/2020	14359(A)	PETERS CONSTRUCTION CO.	ZYLMAN AVE RECONSTRUCTION	11,288.26
12/18/2020	14360(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	225.00
12/18/2020	14361(A)	PRECISION METALS PLUS	SANDBLASTING SIDE BOARDS	1,200.00
12/18/2020	14362(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	1,198.86
12/18/2020	14363(A)	PRINTING SERVICES INC	UPCOMING EVENTS POSTERS	48.36
12/18/2020	14364(A)	R W LAPINE INC.	HVAC MAINTENANCE SERVICES	4,366.76
12/18/2020	14365(A)	RIDGE AUTO NAPA	MAINTENANCE SUPPLIES	128.50
12/18/2020	14366(A)	ROBERT LAMSON, LLC	POST COND OFFER PSYCH EVALUATIONS	930.00
12/18/2020	14367(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL REPLACEMENT/S.WESTNEDGE	300,821.20

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12/18/2020	14368(A)	SMITH DAWSON & ANDREWS, INC.	PROFESSIONAL FEES SEPT/OCT	10,000.00
12/18/2020	14369(A)	SUEZ WATER ENVIRONMENTAL SERVICES	MCAP RECONCILIATION	4,651.44
12/18/2020	14370(A)	TRUCK & TRAILER SPECIALTIES	PLOW TRUCK SERVICES	890.99
12/18/2020	14371(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	1,499.00
12/18/2020	14372(A)	XEROX CORPORATION	NOV 2020 XEROX PAYMENT	222.22
12/18/2020	14373(A)	DENISTON, AMBER	MAA MICHIGAN ASSESSOR'S ASSOCIATION	92.25
12/31/2020	14374(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES	34,147.87
12/31/2020	14375(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	1,491.75
12/31/2020	14376(A)	BELL EQUIPMENT COMPANY	SWEEPER RENTAL LPU 2020	21,580.00
12/31/2020	14377(A)	BROWNELL'S INCORPORATED	MISC POLICE SUPPLIES	62.93
12/31/2020	14378(A)	C M P DISTRIBUTORS, INC.	MISC POLICE SUPPLIES	295.00
12/31/2020	14379(A)	CHARTER COMMUNICATIONS	CABLE TV	406.93
12/31/2020	14380(A)	DEER CONTRACTING & LANDSCAPE	INSTALL FOUNDATION-SOUTH CEMETERY	240.00
12/31/2020	14381(A)	EXTREME POWER EQUIPMENT, INC.	VEH REPAIR/ MAINTENANCE	89.99
12/31/2020	14382(A)	FARM N GARDEN	RAMONA PARK FENCE REPAIR	1,000.00
12/31/2020	14383(A)	FARO TECHNOLOGIES, INC.	FARO SCANNER RECERTIFICATION	9,317.00
12/31/2020	14384(A)	FIDELITY SECURITY LIFE INSURANCE CO	EYEMED VISION INSURANCE	1,257.24
12/31/2020	14385(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	1,525.00
12/31/2020	14386(A)	GLOBAL EQUIPMENT CO., INC.	GARDEN LN WTP/MILHAM GEN BLD-SWING GATES	945.99
12/31/2020	14387(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS	326.34
12/31/2020	14388(A)	GRIFFIN PEST SOLUTIONS, INC.	PEST CONTROL-BASE BALL DIAMONDS	240.00
12/31/2020	14389(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	9,475.87
12/31/2020	14390(A)	INDUSCO SUPPLY CO., INC.	DPW CLEANING SUPPLIES	456.42
12/31/2020	14391(A)	INSIGHT PUBLIC SECTOR, INC.	ADOBE ACROBAT PRO 2020	2,009.10
12/31/2020	14392(A)	INTEGRAL PARTNERS LLC	HAMPTON PERMIT FEES	4,539.69
12/31/2020	14393(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE INSTALLATION	995.00
12/31/2020	14394(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS FOR MONSTER MASH	240.00
12/31/2020	14395(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS	40.39
12/31/2020	14396(A)	KUIPER BUILDING SERVICES, LLC	SIDING REPAIRS AT SCHOOL HOUSE	3,950.00
12/31/2020	14397(A)	LANDS END	RECORDS & IC UNIFORMS	314.98
12/31/2020	14398(A)	MEJEUR ELECTRIC LLC	ELECTRICITY DISCONNECT	75.00
12/31/2020	14399(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	288.32
12/31/2020	14400(A)	ONSTAFF USA INC	CDL SEASONAL EMPLOYEES	6,758.81

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12/31/2020	14401(A)	PORTAGE FIREFIGHTERS	IAFF DUES FOR DECEMBER 2020	2,610.00
12/31/2020	14402(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL UNION DUES FOR DECEMBER 2020	20.00
12/31/2020	14403(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA DUES FOR DECEMBER 2020	945.00
12/31/2020	14404(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	3,007.09
12/31/2020	14405(A)	PREMIER TRUCK SALES & RENTAL, INC.	PACKER TRUCKS 2020 LPU	64,000.00
12/31/2020	14406(A)	R W LAPINE INC.	CITY HALL NEPTRONIC HUMIDIFIER	395.69
12/31/2020	14407(A)	RIDDERMAN & SONS OIL CO. INC.	GASOLINE DELIVERY	13,903.01
12/31/2020	14408(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	946.96
12/31/2020	14409(A)	ROBERT LAMSON, LLC	POST COND OFFER PSYCH EVALUATIONS	465.00
12/31/2020	14410(A)	ROE-COMM, INC.	EOC RADIO INSTALL & PARTS	3,121.00
12/31/2020	14411(A)	ROSE, MESHIA	STATE TAX COMMISSION CERTIFICATION-M.ROSE	175.00
12/31/2020	14412(A)	ROTO-ROOTER SEWER & DRAIN SERV	DRAIN CLEANING/CCTV OF DRAIN LINE	424.95
12/31/2020	14413(A)	SEVERANCE ELECTRIC COMPANY, INC	DAMAGED TRAFFIC SIG CABINET REPLACEMENT	68,112.41
12/31/2020	14414(A)	SUEZ WATER ENVIRONMENTAL SERVICES	MCAP RECONCILIATION	18,300.31
12/31/2020	14415(A)	THE IRRIGATOR	IRRIGATION REPAIR-LIBERTY PARK	3,000.00
12/31/2020	14416(A)	THREE BROTHERS CONSTRUCTION LLC	CDBG AGAR 7024 AVON ROOF	7,800.00
12/31/2020	14417(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR DECEMBER 2020	698.46
12/31/2020	14418(A)	UNITED PETROLEUM	REPLACEMENT COVERS FOR TANKS	607.43
12/31/2020	14419(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT MAINT	1,254.00
12/31/2020	14420(A)	WEST SHORE FIRE, INC.	FIRE APPARATUS MAINT	1,994.67
Total ACH				1,524,189.63

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12/11/2020	315433	4 SEASONS TREE SERVICES, LLC	TREE REMOVAL - ZYLMAN LIFT STATION	500.00
12/11/2020	315434	ALLEGRA PRINT & IMAGING	MISC PRINTING SERVICES	1,040.00
12/11/2020	315435	ALLIED MECHANICAL SERVICE	ZYLMAN & COX'S REPAIRS	539.00
12/11/2020	315436	APPLIED INDUSTRIAL TECHNOLOGIE	CRACK SEALER REPAIRS	67.93
12/11/2020	315437	ARROWHEAD SCIENTIFIC, INC.	MISC EVIDENCE SUPPLIES	486.70
12/11/2020	315438	ASCENSION MICH OCCUPATIONAL HEALTH	DOT PHYSICALS 1ST QTR	682.00
12/11/2020	315439	ASCENSION MICH OCCUPATIONAL HEALTH	HMP BIOMETRICS	2,052.00
12/11/2020	315440	AUTO TRIM	WINDOW TINTING DB VEHICLE	299.00
12/11/2020	315441	AVIAN SEARCH PARTNERS LLC	FINANCE DEPUTY DIRECTOR RECRUITMENT	18,000.00
12/11/2020	315442	BALKEMA SITEWORK AND DEVELOPME	BD BOND REFUND	1,470.00

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12/11/2020	315443	BAREITHER, CHAD	STRATEGIC PLANNING CONSULTING SERVICES	1,000.00
12/11/2020	315444	BAUCKHAM, SPARKS, THALL, SEEGER	2014 PETITION TO REMOVE UNPAID DPP TAXES	225.00
12/11/2020	315445	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	1,116.00
12/11/2020	315446	BAYBRIDGE GROUP	BD BOND REFUND	400.00
12/11/2020	315447	BERKSHIRE HATHAWAY HOME SERVICES	OVERPAYMENT FINAL WATER BILL	64.92
12/11/2020	315448	BLUE LINE REMODELING LLC	FIRE TRAINING	7,838.42
12/11/2020	315449	BOLES TREE SERVICE, INC.	TREE WORK SERVICES	5,500.00
12/11/2020	315450	BROOKS ARCHERS INC.	ARCHERY CLASS	912.00
12/11/2020	315451	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES-OCT & NOV	12,000.00
12/11/2020	315452	CC CONSULTING LLC	CONSULTING SERVICES/RETAIL MARKETING	1,500.00
12/11/2020	315453	CHICAGO TITLE OF MICHIGAN INC	OP 3771 TARTAN CIRCLE FINAL WATER	35.45
12/11/2020	315454	CINTAS CORP.	UNIFORM RENTAL SERVICES	552.09
12/11/2020	315455	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	215,278.66
12/11/2020	315456	CITY OF PORTAGE	2020 WINTER TAX 8509 PORTAGE RD	472.62
12/11/2020	315457	CITY OF PORTAGE	OP APPLY TO PAST DUE UB ACCT WESN0992201	55.31
12/11/2020	315458	CITY OF PORTAGE	CONS0606101 6061 CONSTITUTION BLVD - IRR	102.08
12/11/2020	315459	CLEARNETWORK, INC.	UNIFIED SECURITY SEPTEMBER	3,900.00
12/11/2020	315460	CLOUD, VIRGINIA	TRIP REFUND 210225 GULF COAST	100.00
12/11/2020	315461	COMMUNITY ACTION AGENCY	REFUND OF OVERPAID FINAL WATER/SEWER	179.02
12/11/2020	315462	COMMUNITY IMAGE BUILDERS	INTERIM PLANNING AND ZONING SERVICES	9,732.00
12/11/2020	315463	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	162.03
12/11/2020	315464	DELISLE ASSOCIATES LTD	ASBESTOS SURVEY	2,478.00
12/11/2020	315465	DEVON TITLE AGENCY	OP WATER SEWER 9922 S WESTNEDGE	45.81
12/11/2020	315466	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	21,658.87
12/11/2020	315467	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	12,699.49
12/11/2020	315468	FOSTER, SWIFT, COLLINS & SMITH, PC	MTT LEGAL SERVICES WAL-MART	7,997.50
12/11/2020	315469	GALL'S, LLC	RANGER UNIFORM PATCHES	209.00
12/11/2020	315470	GREAT LAKES CHEMICAL SERVICES INC	VEHICLE DISINFECTANT	600.00
12/11/2020	315471	HALL BUILDERS LLC	NEW FIRE ST 2 GEN CONTRACTOR SVCS	249,805.52
12/11/2020	315472	HOME DEPOT	FIRE FUEL MIX	2,097.99
12/11/2020	315473	VOID		0.00
12/11/2020	315474	HUBER, MEGAN	TRAD HOLIDAY & LOBBY EXHIBIT REIMB	225.06
12/11/2020	315475	JUSTICE FENCE COMPANY	FENCE INSTALLATION- DRY PRAIRIE CEMETERY	2,656.00

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12/11/2020	315476	JUSTICE FENCE COMPANY	INSTALL FENCE- INDIAN FIELD CEMETERY	2,500.00
12/11/2020	315477	KALAMAZOO COUNTY HAZMAT	FIRE MEMBERSHIP	1,400.00
12/11/2020	315478	KALAMAZOO COUNTY HEALTH & COMMUNITY	HOUSEHOLD HAZARDOUS WASTE PROG	12,000.67
12/11/2020	315479	KALAMAZOO COUNTY TREASURER	DECEMBER 2020 MOBILE HOME TAXES	322.50
12/11/2020	315480	KALAMAZOO OIL COMPANY	SMALL EQUIP FUEL	700.13
12/11/2020	315481	KALAMAZOO ROD AND GUN CLUB	KALAMAZOO ROD & GUN CLUB DUES	200.00
12/11/2020	315482	KENT COUNTY DPW	WASTE DISPOSAL RED MED/DRUG	90.00
12/11/2020	315483	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - COMMUNICATION SERVICES	364.00
12/11/2020	315484	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR	896.00
12/11/2020	315485	LAKELAND ASPHALT CORP.	PAVING MATERIALS	600.00
12/11/2020	315486	LAURENCE, ANNE	OVERPAYMENT FINAL BILL SPAR0707503	255.50
12/11/2020	315487	LEGAL & LIABILITY RISK MGMT INST	SURVIVAL SKILLS FOR NEW SUPERVISORS	125.00
12/11/2020	315488	LEMMER, DAWNNA	REFUND OF FINAL WATER/SEWER BILL	14.17
12/11/2020	315489	LIFE SCAN WELLNESS CENTERS	FIRE PHYSICALS	18,185.00
12/11/2020	315490	LITTLE ANGLES SUIDI DOLLS LLC	8LB ORANGE DOLL/DUFFLE BAG/SHIPPING	78.05
12/11/2020	315491	LYNN CARD COMPANY	FIRE PRINTING	275.00
12/11/2020	315492	MACALLISTER MACHINERY CO., INC.	DOZER FOR SALT	1,443.00
12/11/2020	315493	MARTIN & ASSOC ENVIRONMENTAL, LLC	ASBESTOS REMOVAL	1,200.00
12/11/2020	315494	MATRIX CONSULTING GROUP, LTD	ORGANIZATIONAL ASSESSMENT	10,155.00
12/11/2020	315495	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	142.50
12/11/2020	315496	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP	115.00
12/11/2020	315497	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINT	5,428.44
12/11/2020	315498	VOID		0.00
12/11/2020	315499	MISS DIG SYSTEM, INC.	MISS DIG 811 SERVICE	5,079.86
12/11/2020	315500	MITCHELL, RENEE	SMART CYCLING FEE	185.00
12/11/2020	315501	MLIVE MEDIA GROUP	LEGAL NOTICES	989.18
12/11/2020	315502	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	1,271.59
12/11/2020	315503	NATIONAL RESEARCH CENTER	PROFESSIONAL SERVICE - COMM SURVEY	16,220.00
12/11/2020	315504	NORLIN, LA TONIA M	BD PAYMENT REFUND	251.00
12/11/2020	315505	OAKLAND COMMUNITY COLLEGE/CREST	COMPUTER CRIMES INVESTIGATIONS	175.00
12/11/2020	315506	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,109.17
12/11/2020	315507	VOID		0.00
12/11/2020	315508	PAAM	PACC SUBSCRIPTION	100.00

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12/11/2020	315509	PAW PAW VETERINARY CLINIC, P.C.	CANINE PET CARE	72.60
12/11/2020	315510	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	119.84
12/11/2020	315511	POLICE EXECUTIVE RESEARCH FORUM	YEARLY MEMBERSHIP	200.00
12/11/2020	315512	PRI MANAGEMENT GROUP	MANAGING POLICE RECORDS	250.00
12/11/2020	315513	Q3 TECHNOLOGIES LLC	FIBER OPTIC DMARC EXTENSION -TS	3,079.00
12/11/2020	315514	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	1,392.00
12/11/2020	315515	ROOFING TECHNOLOGY ASSOCIATES, LTD.	DPW ROOFING CONSULTING	4,342.50
12/11/2020	315516	SEELYE FORD, INC.	VEHICLE MAINTENANCE/REPAIR	1,893.97
12/11/2020	315517	SHI INTERNATIONAL CORP.	2 LAPTOPS FOR CABLE ACCESS	1,248.10
12/11/2020	315518	SKILLQUEST INTERNATIONAL LLC	PRE-HIRE DRUG SCREENS	375.00
12/11/2020	315519	STATE OF MICHIGAN	SOR REG FEES	60.00
12/11/2020	315520	STATE OF MICHIGAN (DOT)	SHAVER/WESTNEDGE RECONSTRUCTION	399,208.89
12/11/2020	315521	STATE SYSTEMS RADIO, INC	REPLACEMENT BATTERIES	1,749.67
12/11/2020	315522	STIVER, JOHN KENNETH	TRAD HOLIDAY SANTA APPEARANCE - TROLLEY	300.00
12/11/2020	315523	T & D CONCRETE CONSTRUCTION LLC	LANDSCAPE IMPROVEMENTS	39,986.76
12/11/2020	315524	THIRD COAST TECH, LLC	CONFERENCING INSTALLATION COM DEV	2,818.99
12/11/2020	315525	TIMID RABBIT MAGIC & MAS. SHOP	XMAS COSTUME RENTAL	150.50
12/11/2020	315526	ULINE, INC.	MISC EVIDENCE SUPPLIES	110.52
12/11/2020	315527	UNION STREET HYDRAULICS	TINK CYLINDER REBUILD	1,111.06
12/11/2020	315528	USPS	PORTAGER POSTAGE	8,600.00
12/11/2020	315529	USPS	BULK PERMIT #58 FOR POST OFFICE	1,000.00
12/11/2020	315530	VERIZON WIRELESS	WIRELESS SERVICE	2,659.40
12/11/2020	315531	WILLIAMS, MICHAEL D TRACY M	BD PAYMENT REFUND	50.00
12/11/2020	315532	XAVUS SOLUTIONS	ANNUAL DATABASE FEE	1,450.00
12/15/2020	315533	BLUE CROSS/BLUE SHIELD OF MICH	BCBSM INSURANCE	57,581.82
12/18/2020	315534	4 SEASONS TREE SERVICES, LLC	TREE REMOVAL @ SUSSEX RETENTION BASIN	3,900.00
12/18/2020	315535	ADP, INC.	BI-WEEKLY PAYROLL PROCESSING	2,581.40
12/18/2020	315536	ADVANCE II LLC	NOV 2020 ELECTION TEMP (A. TELGENHOFF)	5,479.60
12/18/2020	315537	AFFORDABLE LIMOUSINE LLC	TROLLEY RENTAL	1,326.66
12/18/2020	315538	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,032.00
12/18/2020	315539	ALTA EQUIPMENT CO.	LOADER REPAIR/MAINTENANCE	1,589.80
12/18/2020	315540	ARROWHEAD SCIENTIFIC, INC.	MISC LAB SUPPLIES	196.44
12/18/2020	315541	ASCENSION MICH OCCUPATIONAL HEALTH	DOT PHYSICALS 1ST QTR	617.00

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12/18/2020	315542	AT&T	ELECTRONIC COMMUNICATIONS	10,464.70
12/18/2020	315543	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	222.00
12/18/2020	315544	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	800.00
12/18/2020	315545	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	4.49
12/18/2020	315546	CITY OF PORTAGE	WATER/SEWER 2798 E CENTRE - IRR	48.47
12/18/2020	315547	CREATIVE CIVIC SOLUTIONS LLC	PORTAGE RD & CROSSROADS MALL CONSULTANT	3,000.00
12/18/2020	315548	DELL MARKETING, LP	VMWARE ANNUAL RENEWAL	15,413.16
12/18/2020	315549	DOLAN CONSULTING GROUP	TRAINING-EVIDENCE BASED 1ST LINE SUPERVISN	995.00
12/18/2020	315550	EDWARDS INDUSTRIAL SALES, INC.	REPAIR & MAINT SUPPLIES	60.22
12/18/2020	315551	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR	625.16
12/18/2020	315552	FLIERS UNDERGROUND SPRINKLING	PUMP MAINTENANCE	1,277.12
12/18/2020	315553	GALL'S, LLC	RANGER UNIFORMS	164.27
12/18/2020	315554	GORDON FOOD SERVICE	MPIR CONCESSIONS	42.89
12/18/2020	315555	GREAT LAKES SYSTEMS, INC.	RELEASE RETAINAGE PAY 4/POLICE ROOFING	5,171.77
12/18/2020	315556	HALL BUILDERS LLC	PAYMENT #10, NET 50% DEDUCTIBLE	66,430.00
12/18/2020	315557	HILL, TODD ROGER	DESIGNING TRAINING PROGRAMS	750.00
12/18/2020	315558	HOLLAND, MICHAEL	2021 MCAO RECERTIFICATION REIMBURSEMENT	175.00
12/18/2020	315559	HOME DEPOT	CITY HALL EXHIBIT & ICE RINK SUPPLIES	467.69
12/18/2020	315560	INT'L ASSOC CHIEFS OF POLICE	IACP MEMBERSHIP 2021	190.00
12/18/2020	315561	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES NOV 2020 MOBILE HOME TAXES	455.00
12/18/2020	315562	KZOO TIRE COMPANY	TIRE TUBES	75.00
12/18/2020	315563	LANGUAGE LINE, INC	LANGUAGE SERVICES	35.00
12/18/2020	315564	MI ASSOC. OF CHIEFS OF POLICE	2G TRAINING MAY 2021	195.00
12/18/2020	315565	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	1,797.86
12/18/2020	315566	MICHIGAN ASSESSORS ASSOCIATION	ROSE, HOLLAND & PERRY 2021 MEMBERSHIPS	362.25
12/18/2020	315567	MICHIGAN FIRE INSPECTOR'S SOCIETY	FIRE MARSHAL TRAINING	350.00
12/18/2020	315568	MICHIGAN MUNICIPAL LEAGUE	MI MUNICIPAL LEAGUE DUES & LEGAL DEFENCE	10,170.48
12/18/2020	315569	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	160.66
12/18/2020	315570	NATIONAL FIRE PROTECTION ASSOC	FIRE MEMBERSHIP/FIRE INSPECTOR RECERT	300.00
12/18/2020	315571	NORTHERN CONSTRUCTION SERVICES CORP	LOCAL STREETS RECONSTRUCTION	5,972.72
12/18/2020	315572	OFFICE DEPOT, INC.	OFFICE AND CITY HALL SUPPLIES	2,378.77
12/18/2020	315573	VOID		0.00
12/18/2020	315574	VOID		0.00

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12/18/2020	315575	OMEGA RAIL MANAGEMENT, INC.	ANNUAL PIPELINE LEASE FOR RUTH STREET	1,007.86
12/18/2020	315576	PAPER CENTRAL	COPY/PRINTER PAPER	892.00
12/18/2020	315577	PLANNING & ZONING CENTER, INC.	SUBSCRIPTION RENEWAL	350.00
12/18/2020	315578	Q3 TECHNOLOGIES LLC	INSTALL & FURNISH HAND HOLE FOR POLICE ST	335.00
12/18/2020	315579	QUADMED, INC.	FIRE EMS SUPPLIES	674.95
12/18/2020	315580	RATHCO SAFETY SUPPLY, INC.	SIGNS AND MATERIALS	541.00
12/18/2020	315581	RENEWED EARTH, INC.	LEAF AND BRUSH REMOVAL	9,083.33
12/18/2020	315582	RICE, AMANDA	SCHOOLHOUSE RENTAL REFUND	75.00
12/18/2020	315583	SEELYE FORD, INC.	VEHICLE MAINTENANCE/REPAIR	495.52
12/18/2020	315584	SHI INTERNATIONAL CORP.	VMWARE CARBON BLACK ADDITIONAL LICENSES	1,890.00
12/18/2020	315585	STATE SYSTEMS RADIO, INC	EQUIPMENT RADIO SERVICES	561.00
12/18/2020	315586	SUPERIOR BUSINESS SOLUTIONS	MISC UNIFORMS	109.53
12/18/2020	315587	TARGETSOLUTIONS LEARNING LLC	FIRE TRAINING SOFTWARE	4,171.80
12/18/2020	315588	THAD REEDER AUTOMOTIVE LLC	VEHICLE REPAIRS	1,132.97
12/18/2020	315589	UNITED PARCEL SERVICE	UPS WEEKLY	20.54
12/18/2020	315590	USPS	REFILL POSTAGE METER	5,000.00
12/18/2020	315591	VARRICCHIO-DREHLE, TAMI	FINAL WATER/SEWER CREDIT BALANCE REFUND	68.19
12/18/2020	315592	VICKSBURG HARDWARE	CHAINSAW SUPPLIES	352.47
12/18/2020	315593	W MICH CRIMINAL JUSTICE TRAINING CO	FALL 2020 DISTRIBUTION FOR TRAINING	1,057.83
12/18/2020	315594	WAYNE, KEVIN DANIEL	CDBG MERIWEATHER 6137 PEACHTREE TREE REM	1,889.75
12/18/2020	315595	WEST MICHIGAN OFFICE INTERIORS	STORAGE CABINET W/WORK SURFACE	691.00
12/18/2020	315596	WILLIAMS ASSOCIATES ARCHITECTS, LTD	NEW FIRE ST 2-CONSTRUCTION PH ARCHITECT SVC	4,172.05
12/18/2020	315597	WOLVERINE BUILDING GROUP	BD BOND REFUND	20,000.00
12/18/2020	315598	WRAPS N SIGNS	VINYL WRAP OF STATE BALLOT BOX	225.00
12/18/2020	315599	YEO & YEO	AUDIT AND CAFR PREPARATION	9,200.00
12/18/2020	315600	MICHIGAN ASSESSORS ASSOCIATION	ROSE, HOLLAND & PERRY MEMBERSHIP	270.00
12/23/2020	315601	BROOKS, DARIO	SCHOOLHOUSE RENTAL DEPOSIT REFUND	50.00
12/23/2020	315602	COMMUNITY IMAGE BUILDERS	INTERIM PLANNING AND ZONING SERVICES	12,993.00
12/23/2020	315603	DEVON TITLE AGENCY	LAND CONTRACT 2005 W MILHAM AVE	38,836.56
12/23/2020	315604	PETERS, STEVE	SWP TOURNAMENT DEPOSIT REFUND	100.00
12/23/2020	315605	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHER FLUID/MAINT	1,042.91
12/23/2020	315606	KAMMINGA & ROODVOETS, INC.	AIRPORT-NE WATER TRANSMISSION IMPROV	651,169.25
12/23/2020	315607	Q3 TECHNOLOGIES LLC	FIBER RING CONSTRUCTION PROJECT	117,209.54

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12/31/2020	315608	10171 SHAVER RD, LLC	2020 DECEMBER BOARD OF REVIEW REFUND DUE	23,003.96
12/31/2020	315609	ADP, INC.	BI-WEEKLY PAYROLL PROCESSING	2,217.96
12/31/2020	315610	AHIP MI PORTAGE PROPERTIES LLC	2020 DECEMBER BOARD OF REVIEW REFUND DUE	173,568.33
12/31/2020	315611	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	282.00
12/31/2020	315612	ALTA EQUIPMENT CO.	SCALE SYSTEM	7,500.00
12/31/2020	315613	ARBOR FINANCIAL CREDIT UNION	2020 DECEMBER BOARD OF REVIEW REFUND DUE	3,970.05
12/31/2020	315614	AT&T	ELECTRONIC COMMUNICATIONS	524.94
12/31/2020	315615	AT&T LONG DISTANCE	LONG DISTANCE SERVICE	26.77
12/31/2020	315616	BILL & JOAN BUPRAS	2020 DECEMBER BOARD OF REVIEW REFUND DUE	513.91
12/31/2020	315617	BLAIN SUPPLY, INC.	OPERATING SUPPLIES	249.98
12/31/2020	315618	BLOOM SLUGGETT, PC	LITIGATION-S WESTNEDGE AVE STORM SEWER	3,415.90
12/31/2020	315619	BRUCE BOYD	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,845.17
12/31/2020	315620	C&C PROFESSIONAL CLEANING SERVICE	JANITORIAL SERVICES	5,540.69
12/31/2020	315621	CFP HOLDING COMPANY, LLC	CITY HALL ANNUAL FIRE EXTINGUISHER INSPECT	261.65
12/31/2020	315622	CHARTER COMMUNICATIONS	2020 DECEMBER BOARD OF REVIEW REFUND DUE	26,909.70
12/31/2020	315623	CHICAGO TITLE OF MICHIGAN INC	2020 DECEMBER BOARD OF REVIEW REFUND DUE	2,828.42
12/31/2020	315624	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	165.34
12/31/2020	315625	CITY OF KALAMAZOO (PUBLIC SAF)	FIRE OPS TRAINING	2,250.00
12/31/2020	315626	CITY OF KALAMAZOO TREASURER	WATER SERVICES	25.10
12/31/2020	315627	CITY OF PORTAGE	UB REFUND FOR ACCT WEST0862104	216.14
12/31/2020	315628	CITY OF PORTAGE	TRANSFR TO 2020 WINTER TAXES-4100 MILHAM	6,483.37
12/31/2020	315629	COMMUNITY ACTION AGENCY	REFUND TO CAA FINALE WTR/SWR BILL	32.89
12/31/2020	315630	CORE TECHNOLOGY CORP.	TALON MULTI BRIDGE/DESK TOP/TALON POINT	7,548.00
12/31/2020	315631	CORELOGIC CENTRALIZED REFUNDS	2020 DECEMBER BOARD OF REVIEW REFUND DUE	20,415.65
12/31/2020	315632	D & K TRUCKING COMPANY INC.	PLOW TRUCKS 2021	311,379.00
12/31/2020	315633	D C PLUMBING	PLUMBING REPAIR OF DRINKING FOUNTAIN	183.00
12/31/2020	315634	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	85.85
12/31/2020	315635	DEVON TITLE AGENCY	TITLE WORK - PORTAGE RD	300.00
12/31/2020	315636	DIVISION 7 BUILDING CONTRACTORS INC	DPW ROOF REPLACEMENT	138,867.42
12/31/2020	315637	DONALD MOUL	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,423.16
12/31/2020	315638	ELECTION SOURCE	DRIVE UP BALLOT DROP BOX	2,578.00
12/31/2020	315639	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	26,546.41
12/31/2020	315640	VOID		0.00

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12/31/2020	315641	FAWLEY OVERHEAD DOOR, INC.	DOOR REPAIRS A9	680.00
12/31/2020	315642	GORDON FOOD SERVICE	FIRE OPERATING SUPPLIES	27.71
12/31/2020	315643	GREAT LAKES CHEMICAL SERVICES INC	PLOW TRUCK SERVICES	1,050.00
12/31/2020	315644	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA DUES FOR DECEMBER 20	4,530.90
12/31/2020	315645	HAINES, NICHOLAS	N. HAINES TUITION REIMB BUS 210	342.00
12/31/2020	315646	HAINES, NICHOLAS	N. HAINES TUITION REIMB BUS 212	342.00
12/31/2020	315647	HALT FIRE, INC.	FIRE APPARATUS MAINT	71.39
12/31/2020	315648	HOLOCENE ENVIRONMENTAL LLC	UST AB OPERATOR SERVICE	175.00
12/31/2020	315649	HOME DEPOT	FLEET MAINTENANCE SUPPLIES	390.61
12/31/2020	315650	HONIGMAN LLP AND	2020 DECEMBER BOARD OF REVIEW REFUND DUE	49,488.91
12/31/2020	315651	IAN HUGHEY	2020 DECEMBER BOARD OF REVIEW REFUND DUE	760.16
12/31/2020	315652	J & J LOCKSMITHS	DOOR HANDLE REPAIRS AT PARKS	509.00
12/31/2020	315653	JUDITH CURTIS	2020 DECEMBER BOARD OF REVIEW REFUND DUE	677.55
12/31/2020	315654	KALAMAZOO COUNTY TREASURER	3RD QTR BILLING-SUBPOENA BY MAIL	397.25
12/31/2020	315655	KALAMAZOO GAZETTE	RENEWAL KZOO GAZETTE SUBSCRIPTION	102.40
12/31/2020	315656	KALAMAZOO LAWN & GARDEN EQUIPMENT	ARIENS BLOWERS-WINTER MAINTENANCE	291.54
12/31/2020	315657	KEVIN & KURT DARROW	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,014.41
12/31/2020	315658	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR	1,530.00
12/31/2020	315659	LERETA, LLC	2020 DECEMBER BOARD OF REVIEW REFUND DUE	9,331.82
12/31/2020	315660	MAX & MARY KENT LIVING TRUST	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,270.55
12/31/2020	315661	MAX & MARY KENT LIVING TRUST	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,199.56
12/31/2020	315662	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR AND MAINTENANCE	1,433.67
12/31/2020	315663	MICHAEL & REBECCA CHESTER	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,004.28
12/31/2020	315664	MICHAEL NORTHROP	2020 DECEMBER BOARD OF REVIEW REFUND DUE	80.91
12/31/2020	315665	MICHIGAN ASSESSORS ASSOCIATION	2021 MAA MEMBERSHIP-WEISSERT	90.00
12/31/2020	315666	NANCY SHAFER	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,866.79
12/31/2020	315667	O'REILLY AUTO PARTS	FIRE APPARATUS MAINT	39.69
12/31/2020	315668	OFFICE DEPOT, INC.	OFFICE SUPPLIES	209.70
12/31/2020	315669	PEDAL BICYCLES	4 TREK POLICE BICYCLES	7,718.80
12/31/2020	315670	PETTY CASH-LARRY MOORE	REPLENISHMENT CHECK	313.67
12/31/2020	315671	QUICKEN LOANS	2020 DECEMBER BOARD OF REVIEW REFUND DUE	4,488.40
12/31/2020	315672	RATHCO SAFETY SUPPLY, INC.	DELINEATORS	1,582.80
12/31/2020	315673	REX & ELISABETH BRYCE	2020 DECEMBER BOARD OF REVIEW REFUND DUE	720.31

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12/31/2020	315674	RHOMAR INDUSTRIES INC.	GRAFFITI REMOVAL SPRAY	486.07
12/31/2020	315675	ROAD COMMISSION OF KALAMAZOO COUNTY	T/S ENERGY & MAINTENANCE	612.01
12/31/2020	315676	ROBERT & STACEY PAVLOVIC	2020 DECEMBER BOARD OF REVIEW REFUND DUE	331.82
12/31/2020	315677	SCHULTZ HOME IMPROVEMENT LLC	CDBG SMITH 8830 WARUF BATH/SHOWER	5,495.01
12/31/2020	315678	SEELYE FORD, INC.	VEHICLE MAINTENANCE/REPAIR	231.99
12/31/2020	315679	SHI INTERNATIONAL CORP.	WEBEX LICENSES	2,467.80
12/31/2020	315680	SOIL & MATERIALS ENGINEERS INC	NEW FIRE ST 2 MATERIALS TESTING	4,544.00
12/31/2020	315681	SPARTAN DISTRIBUTORS INC.	VENTRAC MAINTENANCE	44.14
12/31/2020	315682	STATE OF MICHIGAN (DOT)	EAST CENTRE ROAD PROJECT	18,656.41
12/31/2020	315683	STATE OF MICHIGAN (MGT & BUDGE	2021 MEMBERSHIP FEE FOR MIDEAL	230.00
12/31/2020	315684	STEENSMA LAWN & POWER EQUIPMENT	SNOW BLOWER/REPAIR & MAINT SUPPLIES	466.51
12/31/2020	315685	SUMMIT BUILDING SERVICES, LLC	CDBG MILLER 8738 BALMORAL ROOFING SIDING	5,054.00
12/31/2020	315686	THE HILLMAN GROUP	2020 SUM TAX REFUND 92017-036-H	80.93
12/31/2020	315687	TISHHOUSE ELECTRIC, INC.	CDBG GEBAUER 7710 JULIE DR ELECTRIC	5,400.00
12/31/2020	315688	TITLE RESOURCE AGENCY	2020 DECEMBER BOARD OF REVIEW REFUND DUE	2,661.12
12/31/2020	315689	TODD WENZEL BUICK GMC OF WESTLAND	2021 GMC TERRAIN AWD	24,572.90
12/31/2020	315690	TRUGREEN LIMITED PARTNERSHIP	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,529.61
12/31/2020	315691	VERIZON WIRELESS	WIRELESS CARDS	5,705.57
12/31/2020	315692	WALL, GREG	G. WALL TUITION REIMB AUTO 112	250.00
12/31/2020	315693	WALL, GREG	G. WALL TUITION REIMB FIRE 210	250.00
12/31/2020	315694	WATKINS, ROSS & CO.	DEFINED BENEFIT PLAN ACTUARIAL & GASB STMT	8,560.00
12/31/2020	315695	WELLS FARGO BANK	2020 DECEMBER BOARD OF REVIEW REFUND DUE	5,866.08
12/31/2020	315696	WESTVIEW CAPITAL LLC	2020 DECEMBER BOARD OF REVIEW REFUND DUE	1,346.22
12/31/2020	315697	WILLIAMS & WORKS	ENGINEERING SERVICES-LOVERS LANE	10,092.20
Total Paper Checks				3,199,187.41

Check Types: Auto-pay payments

12/07/2020	CONSUMERS ENERGY	GAS-ELECTRIC	10,174.33
12/09/2020	CONSUMERS ENERGY	GAS-ELECTRIC	1,218.77
12/10/2020	CONSUMERS ENERGY	GAS-ELECTRIC	51,507.33
12/11/2020	CONSUMERS ENERGY	GAS-ELECTRIC	24,184.14
12/14/2020	CONSUMERS ENERGY	GAS-ELECTRIC	870.01
12/15/2020	CONSUMERS ENERGY	GAS-ELECTRIC	954.97

ACCOUNTS PAYABLE REGISTER
Check Dates From: 12/06/2020 to 01/02/2021

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Check Date	Check	Vendor Name	Description	Amount
12/16/2020		CONSUMERS ENERGY	GAS-ELECTRIC	6,186.89
12/17/2020		CONSUMERS ENERGY	GAS-ELECTRIC	455.83
12/18/2020		CONSUMERS ENERGY	GAS-ELECTRIC	5,901.42
12/21/2020		CONSUMERS ENERGY	GAS-ELECTRIC	319.14
Total Auto-pay Payments				101,772.83

Check Type: Electronic Payment

12/04/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 11/27/20	47,111.68
12/04/2020		ICMA	PENSION WITHHOLDINGS	41,509.16
12/07/2020		COMERICA	INVESTMENTS	502,104.17
12/11/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/4/20	705,294.84
12/14/2020		HUNTINGTON NATIONAL BANK	DEBT SERVICE INTEREST	3,846.46
12/15/2020		ATTORNEY	LEGAL & ARBITRATION	18,810.00
12/15/2020		MULTIPLE	NU, IAFF, PPOA, PPCOA PENSION PAYMENTS	74,102.81
12/18/2020		HUNTINGTON NATIONAL BANK	DEBT SERVICE FEES	1,000.00
12/18/2020		ICMA	PENSION WITHHOLDINGS	37,520.67
12/18/2020		SBF	PERSONAL PROPERTY STATEMENTS POSTAGE	442.28
12/18/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/11/20	502,753.83
12/24/2020		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/18/20	1,025,987.32
12/28/2020		FLAGSTAR	MOVE FUNDS TO FLAGSTAR SAVINGS	4,000,000.00
12/29/2020		EAGLE CLAIMS	WORKERS' COMPENSATION	3,140.00
12/30/2020		ICMA	CITY MGR, DH, NON-UNION PENSION PMTS	144,495.51
12/30/2020		RAYMOND JAMES	INVESTMENTS	148,912.33
12/31/2020		HUNTINGTON NATIONAL BANK	DEBT SERVICE PAYMENT	1,115,290.91
12/31/2020		SBF	WATER/SEWER BILL POSTAGE	2,015.98
Total Electronic Payments				8,374,337.95
Grand Total				13,199,487.82

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Final Preliminary Condominium Subdivision (engineering plans) for Phase 2 of the Pennridge Trail Pla

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development and Neighborhood Services

ACTION RECOMMENDED: Approve the Final Preliminary Condominium Subdivision (engineering plans) for Phase 2 of the Pennridge Trail Planned Development, 1800 West Osterhout Avenue.

In June 2020, City Council approved the Preliminary Condominium Subdivision for Phase 2 of the Pennridge Trail Planned Development. Consistent with this approval, Westview Capital, LLC has submitted the Final Preliminary Condominium Subdivision (engineering plans) for Phase 2 of the Pennridge Trail Planned Development at 1800 West Osterhout Avenue.

The Final Preliminary Condominium Subdivision (engineering plan) for Phase 2 of the Pennridge Trail Planned Development, which proposes 23 single family residential lots/units on approximately 8.0 acres, involves the following public improvements:

- Construction of two new public streets (Schrier Lane and Alder Avenue) from Pennridge Trail, along the southern portion of the property.
- Four feet wide concrete sidewalks will be installed along both sides of these new public streets.
- The sanitary sewer system will consist of 8-inch diameter sewer mains and individual laterals to serve each lot in accordance with City of Portage requirements. The proposed system will connect to the existing sanitary sewer main located within Pennridge Trail.
- The water system will consist of 8-inch diameter ductile iron mains and 1 1/4-inch services to each individual lot. The proposed system will connect to the existing water main located within Pennridge Trail.
- Storm water will be collected and conveyed through a series of underground storm pipes with a discharge to a private treatment cell and infiltration basin located in the northeast portion of the overall property. Storm water piping located within the public streets (Phase 1 and 2) will be owned and maintained by the city, while the storm water piping located within the private streets (Pennridge North Condominiums) along with the treatment cell/infiltration basin will be owned and maintained by the condominium association with appropriate easements and indemnification

provided to the city.

- Consistent with the approved PD tentative plan and the Preliminary Condominium approval, a permanent, secondary emergency vehicle access drive will be constructed between the Pennridge Trail property and the adjacent property to the north addressed as 9801 Shaver Road. Westview Capital and the owner of 9801 Shaver Road have already provided the city the necessary easements and maintenance agreements for this permanent emergency vehicle access drive and the documents have been reviewed and approved by the City Attorney. This permanent emergency access drive will be constructed, inspected and approved by the city prior to Final Condominium approval.
- Consistent with the Preliminary Condominium approval, and to provide screening and buffering along West Osterhout Avenue (to the south) and the Penn-Central Railroad tracks (to the west), a 4-5 feet tall undulating berm with an alternating double row of 6-8 feet tall evergreen trees will be installed within the common open space areas along the perimeter of the site. Additionally, the existing mature tree line located within the common open space area adjacent to the Penn-Central Railroad tracks will be preserved with construction of Phase 2.

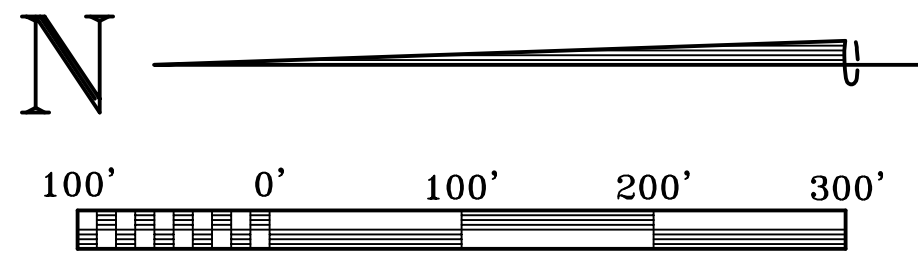
The departments of Community Development, Transportation and Utilities, and the Fire Division of Public Safety have reviewed the construction drawings and have determined that the plans are in conformance with city requirements. Based on the administrative review, it is recommended that final preliminary site condominium approval be granted. This action will allow the developer to proceed with the construction of the infrastructure improvements. When construction is complete, the developer will request final approval from City Council and acceptance of the public improvements (street, water and sanitary sewer mains, and storm water facilities).

FUNDING: Not applicable

Attachments: 1. Final Preliminary Condominium Drawings (engineering plans)

CONSTRUCTION PLANS for PHASE 2 of 'PENNRIDGE TRAIL'

PHASE 1 (UNITS 1 - 22) IS AN EXISTING SINGLE FAMILY CONDOMINIUM WITH PUBLIC STREETS.
PHASE 2 (UNITS 23 - 45) IS A PROPOSED SINGLE FAMILY CONDOMINIUM WITH PUBLIC STREETS.



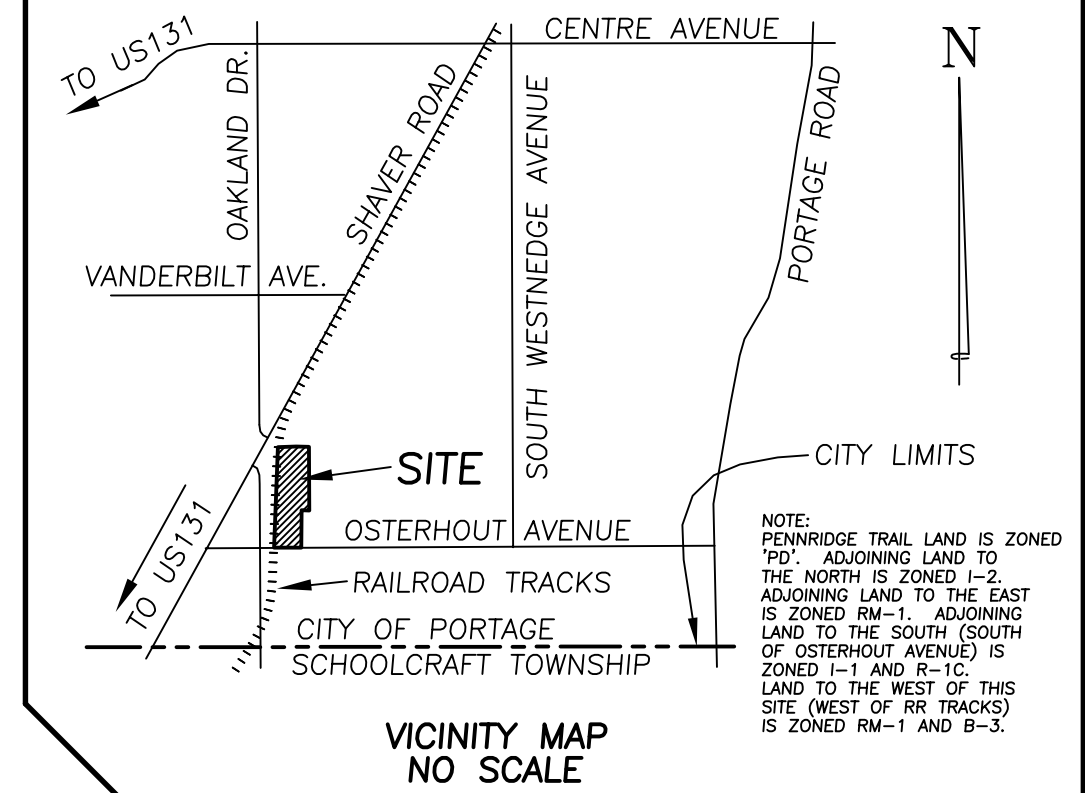
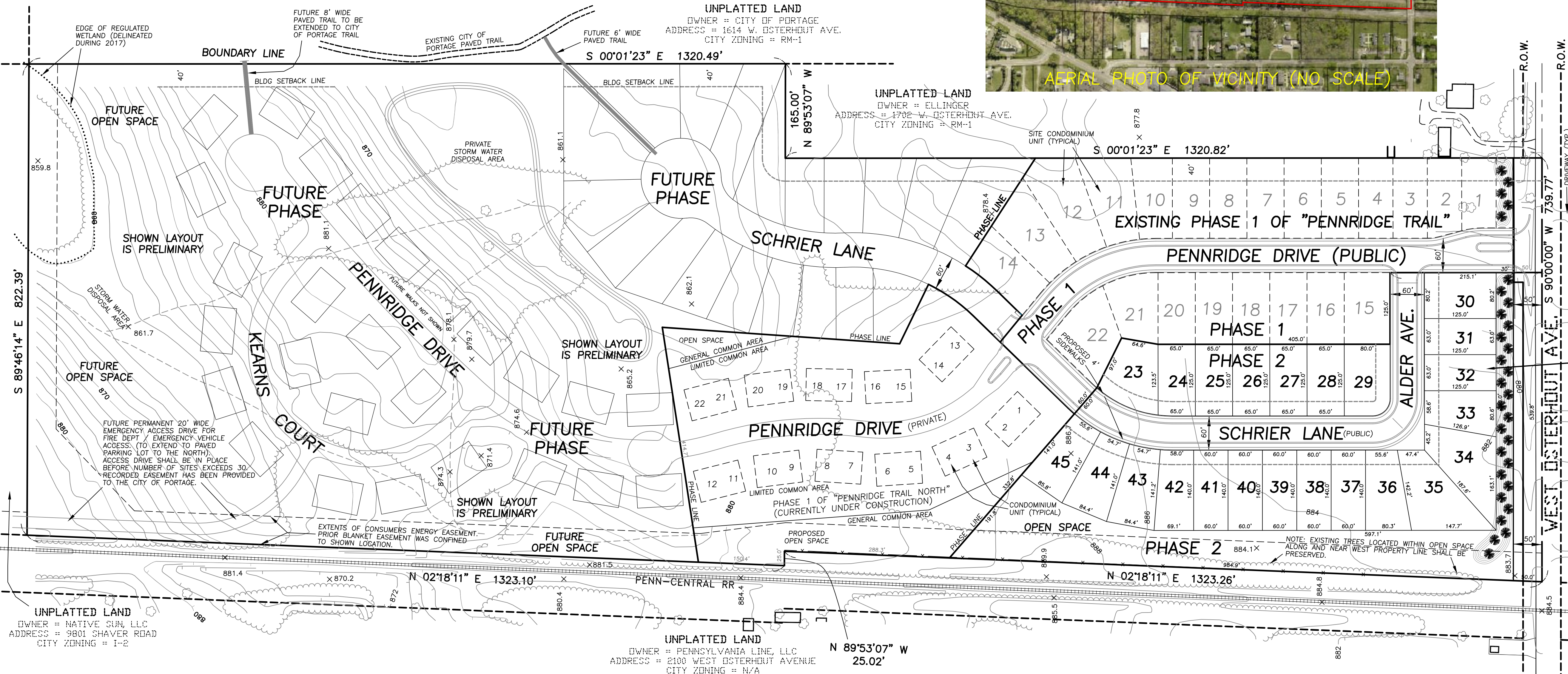
SUBJECT PROPERTY = 46.54 ACRES
ADDRESS = 1800 W. OSTERHOUT AVE.
CURRENT ZONING = PD

* INCLUDES ALL LAND EXCEPT OSTERHOUT AVENUE HALF RIGHT OF WAY (50')

UNPLATTED LAND
OWNER = CITY OF PORTAGE
ADDRESS = 9501 SHAVER ROAD
CITY ZONING = I-2

UNPLATTED LAND
OWNER = CITY OF PORTAGE
ADDRESS = 1614 W. OSTERHOUT AVE.
CITY ZONING = RM-1

UNPLATTED LAND
OWNER = ELLINGER
ADDRESS = 1708 W. OSTERHOUT AVE.
CITY ZONING = RM-1



SETBACKS WITHIN SITE CONDO PORTION OF PROJECT:
- MINIMUM WIDTH @ FRONT SETBACK = 60'
- REQUIRED FRONT SETBACK* = 25' (FROM R.O.W.)
- REQUIRED REAR SETBACK = 25'
- REQUIRED SIDE SETBACK = 5'
- (MINIMUM 15' BETWEEN DWELLINGS)
- MAXIMUM UNIT COVERAGE = 30%
- MINIMUM PERIMETER REAR YARD SETBACK: 40.0'
- MINIMUM UNIT AREA = 8000 SQUARE FEET
* NOTE: FRONT SETBACK IS 15' ON LONG SIDE OF CORNER UNITS.

NOTE: THESE CONSTRUCTION PLANS ARE INTENDED FOR CITY REVIEW RELATIVE TO FINAL TENTATIVE APPROVAL (STEP 2 APPROVAL) AS OUTLINED IN THE CITY OF PORTAGE'S LAND DEVELOPMENT REGULATIONS.

NOTE: ALSO SEE APPROVED PD TENTATIVE PLAN FOR THIS DEVELOPMENT.

PROPOSED PHASE 2 OF "PENNRIDGE TRAIL"
UNITS = 23
AREA = 8.14 ACRES (EXCLUDES OSTERHOUT R/W)
DENSITY = 2.83 UNITS/AC.

GENERAL NOTES

- 1) PROPERTY IS CURRENTLY ZONED "PD".
- 2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
- 3) PUBLIC SANITARY SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 6 INCH PVC AND SHALL EXTEND FROM MAIN TO SEWER RISER.
- 4) STORM WATER DISPOSAL SHALL BE THROUGH SOLID WALL STORM SEWER PIPE WITH POSITIVE OUTLET TO THE DISPOSAL AREA.
- 5) CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL. PIPE JOINTS SHALL BE BE WATER TIGHT AND CONNECTIONS AT MANHOLES SHALL BE WITH A RUBBER BOOT. STORM WATER RUN-OFF SHALL DRAIN TO THE PROPOSED BASIN AREA LOCATED NORTH OF PHASE ONE. STORM SEWER WITHIN PUBLIC ROADS SHALL BE PUBLIC. STORM SEWER OUTSIDE OF PUBLIC ROADWAY AREAS SHALL BE PRIVATE (OWNED BY CONDO ASSOCIATION).
- 6) ALL PUBLIC STREETS SHALL BE PUBLIC, PAVED, AND HAVE A MINIMUM WIDTH OF 32 FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT. (36' BETWEEN BACKS OF CURB)
- 7) STREET LIGHTS, STREET SIGNS, HYDRANT SIGNS, AND STREET TREES SHALL BE INSTALLED. SITE IS PRIMARILY OPEN.
- 8) ELEVATION DATUM IS U.S.G.S. DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) PRIVATE DRIVEWAYS HAVE NOT BEEN SHOWN ON THIS PLAN.
- 10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING OR CONSTRUCTION.
- 11) SHOWN BASE MAP ON THIS SHEET BASED ON TOPOGRAPHIC MAP BY OTHERS.
- 12) PHASES 1 & 2 DO NOT CONTAIN ANY DESIGNATED WETLANDS OR FLOODPLAINS.
- 13) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL.
- 14) MINIMUM HOUSING SIZES WITHIN THIS SITE CONDOMINIUM ARE 1400 SQUARE FEET FOR A RANCH HOME AND 1800 SQUARE FEET FOR A TWO-STORY HOME.
- 15) A MAINTENANCE AND INDEMNIFICATION AGREEMENT SHALL BE CREATED FOR THE LANDSCAPED ISLANDS WITHIN THE PUBLIC ROAD RIGHT-OF-WAY AND ALSO FOR THE STORM WATER RETENTION AREA. THIS AGREEMENT SHALL BE INCLUDED IN THE MASTER DEED / CONDOMINIUM DOCUMENTS.
- 16) STREET TREES AND SITE LANDSCAPING SHALL BE PROVIDED. DETAILS PENDING.
- 17) PROPOSED LAYOUT FOR PUBLIC WATER MAIN, PUBLIC SANITARY SEWER, PUBLIC STORM SEWER (WITHIN PUBLIC ROADS), PRIVATE STORM SEWER, AND PRIVATE STORM WATER BASINS IS PENDING AND WILL BE SHOWN ON PENDING CONSTRUCTION PLANS.
- 18) EASEMENTS AND AGREEMENTS FOR STORM SEWER AND STORM WATER BASINS SHALL BE PROVIDED TO THE CITY IN THE FUTURE.
- 19) AT LEAST ONE STREET TREE SHALL BE PLANTED FOR EACH UNIT.

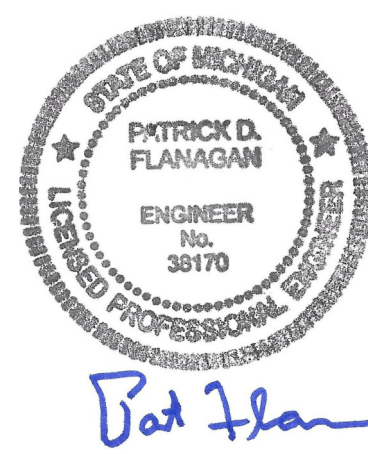
FIRE DEPT. NOTES

- 1) COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.
- 2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE V-B CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
- 3) FIRE APPARATUS ACCESS ROADS LESS THAN 26.0' WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
- 4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
- 5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
- 6) WIDTH OF IMPROVED STREETS SHALL BE A MINIMUM OF 26.0 FEET (BETWEEN BACK OF CURBS).
- 7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (JPEG FORMAT).

NOTE: A SECONDARY EMERGENCY ACCESS DRIVE THAT IS ACCEPTABLE TO THE CITY OF PORTAGE SHALL BE INSTALLED BEFORE THE NUMBER OF COMPLETED UNITS ON SITE EXCEEDS 30.

PARCEL DESCRIPTION (ENTIRE SITE):

A parcel of land situated in the Northeast quarter of Section 32, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:
Commencing at the East quarter corner of Section 32, Town 3 South, Range 11 West; thence S 90°00'00"W 165.00 feet along the South line of the Northeast quarter of said Section to the Place of Beginning; thence continuing S 90°00'00"W 739.77 feet along said South line to the East right-of-way line of the Pennsylvania Railroad (formerly the New York Central Railroad); thence N 02°18'11"E 1323.26 feet along said East line to the North line of the South half of said Northeast quarter of Section 32; thence N 89°53'07"W 25.02 feet along said North line to the East line of said Northeast quarter of Section 32; thence S 89°46'14"E 822.39 feet along said North line to the East line of said Northeast quarter of Section 32; thence S 00°01'23"E 1320.49 feet along said East line to said North line of the South half of said Northeast quarter of Section 32; thence N 89°53'07"W 165.00 feet along said North line of the South half; thence S 00°01'23"E 1320.82 feet parallel with said East line of the Northeast quarter of Section 32 to the Place of Beginning, containing 47.39 acres of land. The south 33.0 feet being subject Highway Easement. Parcel is subject to easements conditions and restrictions of record.



SHEET INDEX:

- 1) COVER SHEET
- 2) PLAN & PROFILE SHEET
- 3) GRADING PLAN / EROSION CONTROL PLAN
- 4) CONSTRUCTION DETAILS & NOTES

SITE DATA:

- ZONING OF PROPERTY = "PD"
- PHASE TWO AREA = 8.14 ACRES
- # OF UNITS IN PHASE TWO = 23
- DENSITY WITHIN PHASE TWO = 2.83 UNITS/ACRE
- DENSITY WITHIN PHASES ONE & TWO = 3.11 UNITS/ACRE ← 45 UNITS / 14.48 ACRES

OWNER/APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

COVER SHEET PHASE 2 of PENNRIDGE TRAIL PART OF THE NE 1/4 OF SEC. 32, T. 3 S., R. 11 W., CITY OF PORTAGE, MICHIGAN		REVISED: 7/14/2020
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		DATE: 5/18/2020 SHEET: 1 JOB No.: 36676-2



LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED SIGNS
- PROPOSED 4.0' WIDE CONCRETE SIDEWALK
- WATER MAIN
- STORM SEWER
- SANITARY SEWER
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT
- PROPOSED DECIDUOUS STREET TREE, MINIMUM 1.5 CALIPER. TREES SHALL COMPLY WITH CITY REQUIREMENTS. (TYP.)

GENERAL NOTES:

- 1) LIGHT POLES AND ANY UTILITY POLE/BOX SHALL BE LOCATED AT LEAST 5.0 FEET OFF BACK OF CURB.
- 2) STREET NAME SIGNS SHALL BE AT LEAST 9" FROM TOP TO BOTTOM OF ACTUAL SIGN (& PLACED ATOP STOP SIGNS).
- 3) ALL PAVEMENT MARKINGS AND ALL TRAFFIC SIGNAGE SHALL COMPLY WITH STANDARDS IN THE M.U.T.C.D. (CURRENT EDITION).
- 4) U-CHANNEL POSTS REQUIRED FOR ALL SIGNS.
- 5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
- 6) PERMIT(S) SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
- 7) E.G.I.E. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.
- 8) NO PARKING THIS SIDE OF STREET" SIGNS SHALL BE INSTALLED ATOP THE FIRE HYDRANT SIGNS AND MIDWAY BETWEEN THE FIRE HYDRANTS ON THE HYDRANT SIDE OF THE STREETS.
- 9) FIVE INCH "STORY" FITTINGS SHALL BE USED ON FIRE HYDRANTS.
- 10) FOR ON-SITE DWELLINGS, BASEMENT FOOTINGS AND FOUNDATIONS SHALL COMPLY WITH BUILDING CODE REQUIREMENTS BASED ON TYPE OF SOIL PRESENT AND STABILITY OF SOIL.
- 11) FOR ON-SITE DWELLINGS, REQUIRED RADON VENTING SYSTEM BELOW BASEMENT FLOOR SHALL, AS A PRECAUTION, BE PLUMBED TO ALSO BE A DRAINAGE SYSTEM DURING PERIODS OF HIGH GROUNDWATER.
- 12) ALL PROPOSED STREET LIGHTS SHALL COMPLY WITH CITY OF PORTAGE STANDARDS AND CONSUMERS ENERGY STANDARDS WITH REGARDS TO LOCATION AND LIGHT SPECIFICATION.
- 13) ON-SITE SPEED LIMIT SHALL BE 25 MILES PER HOUR.
- 14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL BE DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
- 15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
- 16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.
- 17) THE STORM SEWER PIPE MUST BE CLEANED DIRECTLY BEFORE TELEVISION.
- 18) FIRE HYDRANT SIGNS SHALL BE LOCATED 4.0 FEET FROM THE CENTER OF THE FIRE HYDRANT.
- 19) IF A FIRE HYDRANT EXTENSION IS USED TO RAISE A HYDRANT, THE EXTENSION SHALL BE PAINTED THE SAME COLOR OF THE HYDRANT PER CITY OF PORTAGE SPECIFICATIONS.

NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE PER CITY OF PORTAGE SPEC'S. (ASTM C 76). 24" DIAMETER PIPE AND SMALLER MAY BE H.D.P.E. OR R.C.P. EXCEPT ANY STORM PIPE WITH 3.0' OF COVER OR LESS SHALL BE R.C.P. PIPE (ASTM C 76). SEE BELOW REQUIREMENTS FOR R.C.P. PIPE.

COVER OVER PIPE	REQUIRED RCP PIPE
0' - 3.0'	CLASS IV OR V
3.1' - 9.9'	CLASS II
10' - 15.9'	CLASS III
16' - 22.9'	CLASS IV
23' - 33'	CLASS V

NOTE: ANY STORM SEWER PIPE THAT WILL HAVE FINAL COVER OF 16 FEET OR GREATER SHALL BE REINFORCED CONCRETE PIPE (ASTM C-76 CLASS IV OR V).

NOTE: ALL PUBLIC STORM SEWER PIPE SHALL BE TELEVIEWED IN ACCORDANCE WITH SECTION 208.2.6 (TELEVISION) OF THE CITY'S SPECIFICATIONS.

NOTE: STREET CUT PERMIT IS NEEDED PRIOR TO DOING ANY WORK WITHIN EXISTING SHEET 3 PUBLIC STREET.

CAUTION: U/G UTIL'S

NOTE: ALL WATER MAINS & THEIR APPURTENANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF PORTAGE SPECIFICATIONS AND A.W.W.A. STANDARD C600.

NOTE: WATER MAIN FLUSHING SHALL PROVIDE A MINIMUM WATER VELOCITY OF 3.0 FEET PER SECOND IN ACCORDANCE WITH A.W.W.A. STANDARD C651.

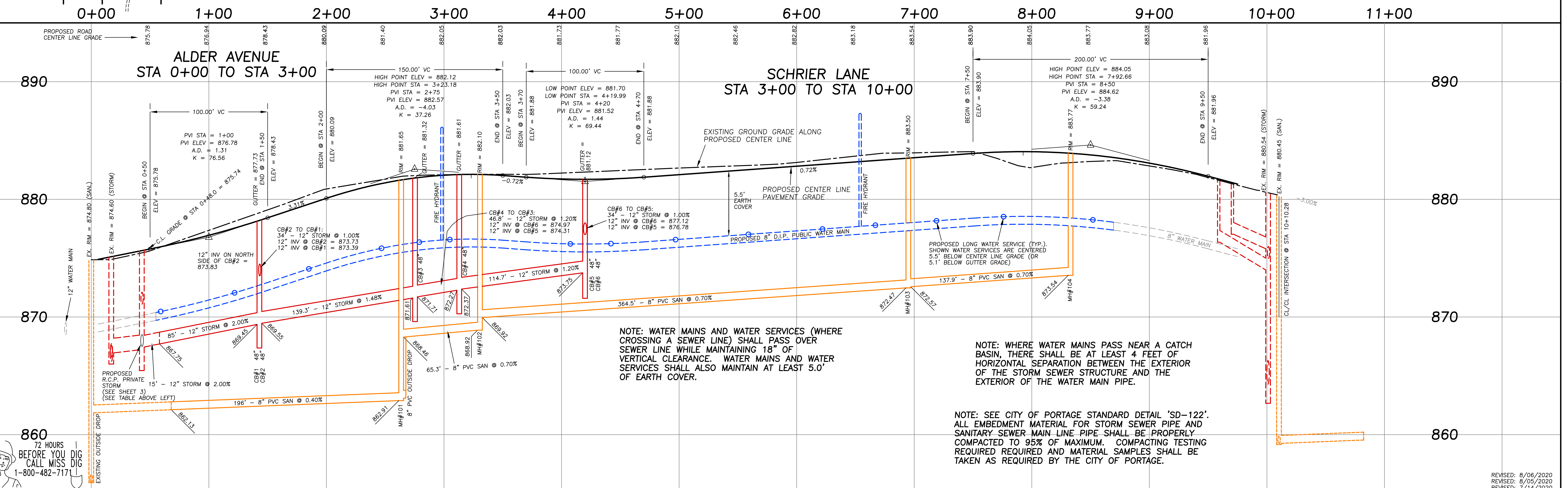
NOTE: IT IS RECOMMENDED THAT HYDRANTS WITH 6" BURY DEPTH BE USED TO REDUCE LIKELIHOOD OF HYDRANT EXTENSIONS BEING REQUIRED.

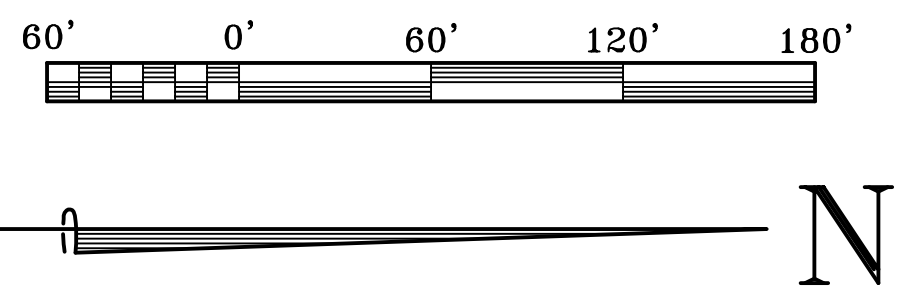
NOTE: ALL STREET TREES SHALL BE INSTALLED AT LEAST 2.0' FROM WATER MAIN.

NOTE: NATURAL GAS, ELECTRIC, TELEPHONE, AND CABLE TV UNDERGROUND LINES SHALL BE CENTERED APPROXIMATELY 35.0' OFF CENTER LINE OF PROPOSED ROAD.

NOTE: VEHICLE DRIVER'S SIGHT DISTANCE REQUIREMENTS SHALL BE MAINTAINED AT ALL INTERSECTIONS.

NOTE: STREET CUT PERMIT IS NEEDED PRIOR TO DOING ANY WORK WITHIN EXISTING PUBLIC STREET.





NOTE: SILT SACKS, OR OTHER MEASURE APPROVED BY THE CITY OF PORTAGE, SHALL BE USED AT EACH CATCH BASIN AND EACH DRAIN LOCATION.

NOTE: PROPOSED SILT FENCE LOCATIONS SUBJECT TO CITY OF PORTAGE REVIEW. ADDITIONAL SILT FENCE MAY BE REQUIRED ON-SITE.

NOTE: SOIL EROSION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE. TWO COPIES OF THESE PLANS, AN APPLICATION FORM, AND FEES SHALL BE SUBMITTED AS REQUIRED. PERMIT SHALL BE OBTAINED PRIOR TO ANY EARTHMOVING OPERATIONS.

NOTE: ON-SITE SOILS ARE SHOWN AS SpB (SPINKS SANDY LOAM) AND OsB (OSHTIMO SANDY LOAM) WITHIN THE USDA'S SOIL SURVEY OF KALAMAZOO COUNTY, MICHIGAN.

NOTE: SILT FENCE AND OTHER TEMPORARY SESC MEASURES MAY BE REMOVED FROM SITE ONLY AFTER SITE HAS BECOME STABILIZED WITH VEGETATION RELATED TO UTILITY & ROADWAY CONSTRUCTION.

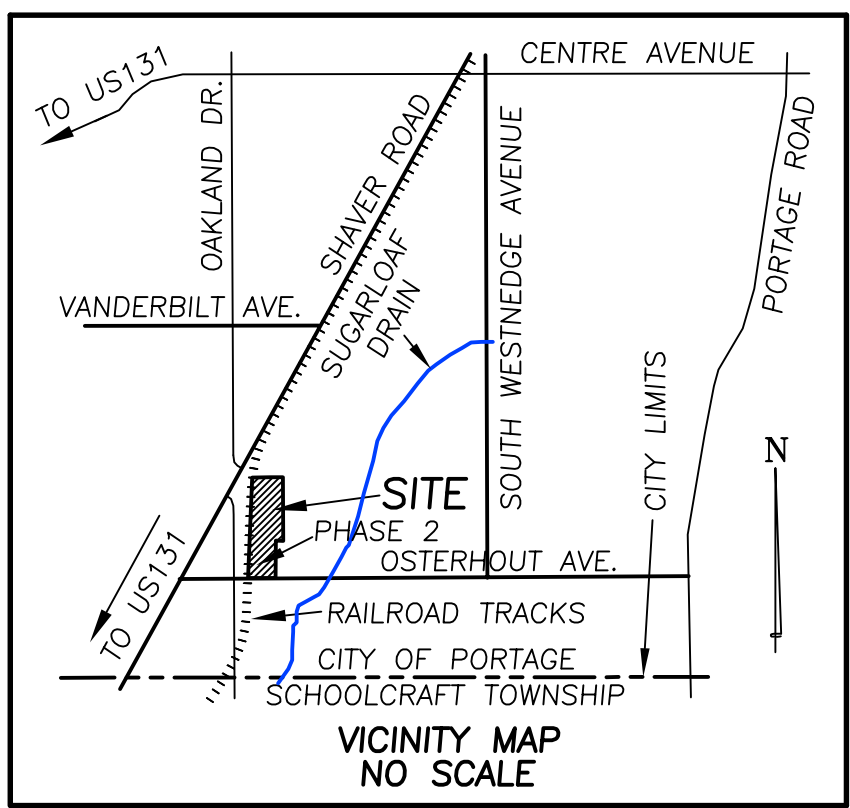
NOTE: EROSION CONTROL BLANKETS SHALL BE PROPERLY INSTALLED ON ANY DISTURBED SLOPE THAT HAS A SLOPE OF 25% OR STEEPER (4:1 OR STEEPER).

NOTE: THE OWNER AND/OR CONDOMINIUM ASSOCIATION SHALL BE RESPONSIBLE FOR CONTINUED MAINTENANCE OF ALL ON-SITE PERMANENT EROSION CONTROL MEASURES. INSPECTIONS SHALL OCCUR AT LEAST ONCE PER YEAR. MAINTENANCE SHALL BE DONE BY COMPANY THAT HAS BEEN AUTHORIZED BY THE OWNER/CONDO ASSOCIATION.

S.E.S.C. INSTALLATION NOTE: ALL PROPOSED EROSION CONTROL MEASURES SHALL BE INSTALLED IN ACCORDANCE WITH DETAILS AND SPECIFICATIONS CONTAINED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S SOIL EROSION AND SEDIMENTATION CONTROL MANUAL (MOST CURRENT EDITION). MANUAL IS AVAILABLE ON-LINE OR AT THIS OFFICE.

GRADING NOTE: DURING HOUSE CONSTRUCTION, FINAL GRADING NEAR HOUSE (& WITHIN LOT) SHALL BE COMPLETED SUCH THAT RUN-OFF WATER WILL NOT BE DIRECTED TOWARDS ANY HOUSE AND WILL NOT BE DIRECTED ONTO ADJOINING PROPERTIES.

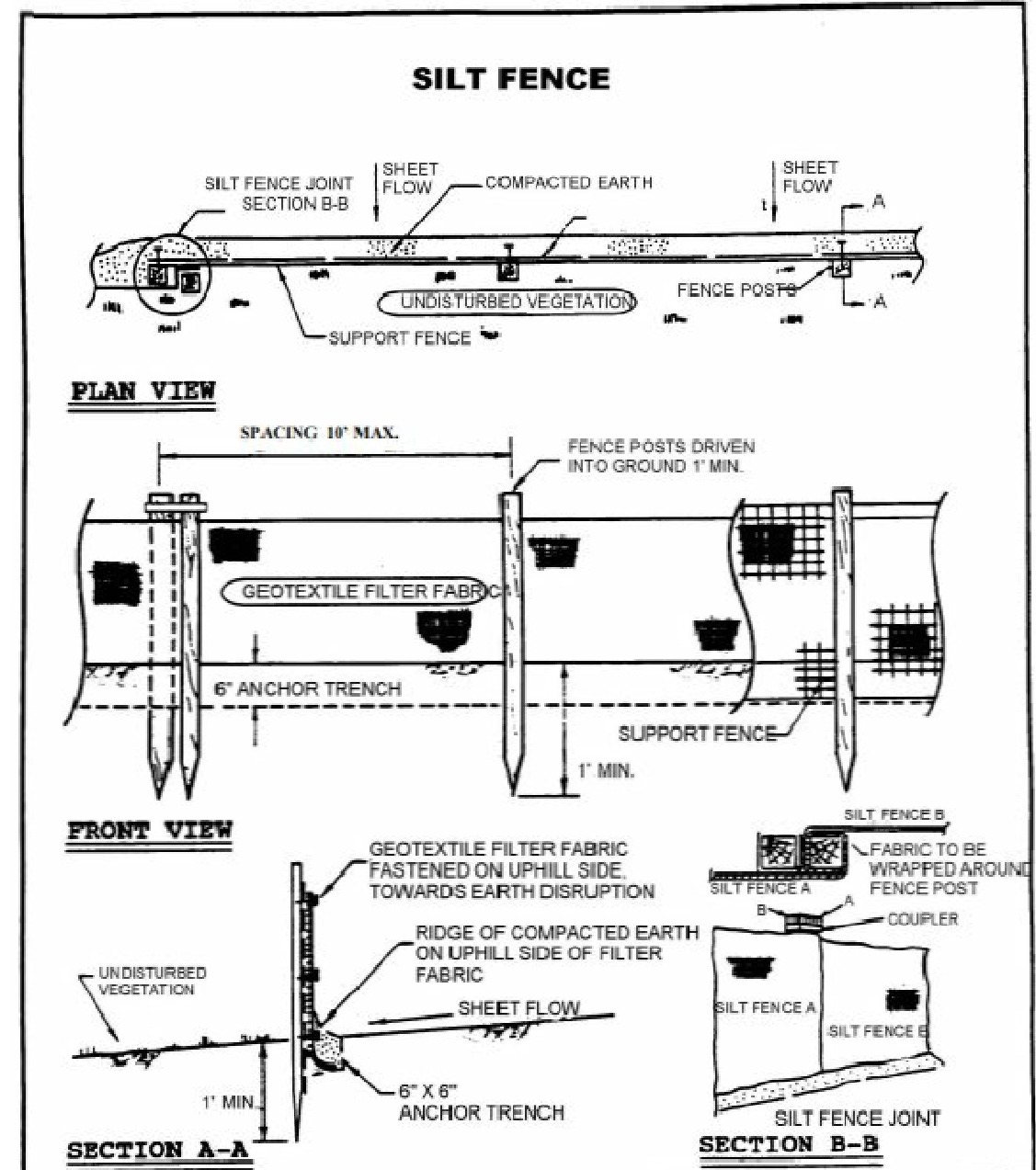
NOTE: SPOILS PILE(S) SHALL BE SEEDED AND ENCIRCLED WITH SILT FENCE IF SPOIL PILE WILL NOT BE DISTURBED FOR A PERIOD OF 30 DAYS OR MORE.



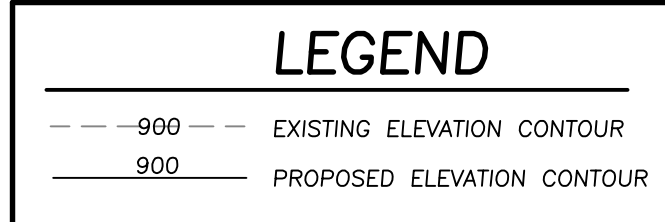
NOTE: PROPOSED SILT FENCE LOCATIONS SUBJECT TO CITY OF PORTAGE REVIEW. ADDITIONAL SILT FENCE MAY BE REQUIRED ON-SITE.

NOTE: SILT SACKS, OR OTHER MEASURE APPROVED BY THE CITY OF PORTAGE, SHALL BE USED AT EACH CATCH BASIN LOCATION.

- MICH. UNIFIED KEYING SYSTEM**
- SEEDING (ALL DISTURBED AREAS)
 - MULCHING (IF REQUIRED OR IF NECESSARY)
 - RIP RAP (IN ALL STORM BASINS)
 - PAVEMENT
 - CONCRETE CURB
 - STORM SEWER
 - DRAINS/CATCH BASINS
 - GEOTEXTILE SILT FENCE
 - M.U.K.S. DESIGNATION
 - TEMPORARY OR PERMANENT



B: Adapted from Oakland County (Michigan) Erosion Control Manual



- SOIL EROSION CONTROL NOTES**
- ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
 - EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - BERMING OR FILTERING OF PROPERTY LINES AT ALL LOCATIONS WHERE EROSION COULD OCCUR.
 - PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 - MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - SWEEPING & CLEANING OF ADJACENT STREETS AS NECESSARY.
 - PROPERTY OWNER SHALL OBTAIN SOIL EROSION & SEDIMENTATION CONTROL PERMIT.
- RESTORATION NOTES**
- ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL, GRASS SEED, AND MULCH, OR OTHER REQUIRED LANDSCAPING.
 - EXISTING STREETS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.
- TEMPORARY SOIL EROSION CONTROL MEASURES**
- EARTH GRADING AROUND ALL NEW SANITARY SEWER AND STORM SEWER MANHOLES/CATCH BASINS SHALL BE SUCH THAT RAIN WATER/EROSION RUN-OFF CANNOT ENTER MANHOLE/CATCH BASIN. MINIMUM ONE FOOT TALL EARTH BERM SHALL ENCIRCLE EACH MANHOLE/CATCH BASIN.
 - ONCE GRATE IS INSTALLED ON STORM SEWER STRUCTURE, FILTER FABRIC SHALL BE PLACED ON GRATE TO PREVENT SOIL EROSION FROM ENTERING STORM SEWER SYSTEM.
 - ALL STREETS SHALL BE KEPT CLEAR OF SOIL AND MUD. CONTRACTOR SHALL SWEEP/CLEAN NEARBY STREETS AS NECESSARY.
 - ANY EVIDENCE OF SOIL EROSION SHALL BE EXAMINED AND ADDRESSED BY CONTRACTOR. INVOLVEMENT BY ENGINEER AND/OR CITY OF PORTAGE MAY BE NECESSARY.
 - SOIL EROSION SHALL NOT BE ALLOWED ONTO ADJOINING PROPERTIES OR ONTO NATURAL AREAS OUTSIDE OF PROPOSED CONSTRUCTION AREA.
 - SILTATION FENCING SHALL BE PLACED AS SHOWN.
- PERMANENT SOIL EROSION CONTROL MEASURES**
- ALL NEW ROADWAYS SHALL BE PAVED.
 - STORM SEWER SYSTEM SHALL CONVEY WATER RUN-OFF TO ON-SITE STORMWATER INFILTRATION BASINS.
 - ALL DISTURBED AREAS SHALL RECEIVE TOPSOIL AND SEEDING PER THE PROJECT CONSTRUCTION PLANS.
- MAINTENANCE REQUIREMENTS (AFTER CONSTRUCTED):**
- ALL PUBLIC STREETS AND ALL PUBLIC STORM SEWER SHALL BE MAINTAINED BY THE CITY OF PORTAGE.
 - ALL PRIVATE STREETS AND ALL PRIVATE STORM SEWER SHALL BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION.
 - ALL YARDS SHALL BE MAINTAINED BY HOMEOWNERS.
 - TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED ONLY AFTER ENTIRE SITE HAS BEEN STABILIZED.

SOIL EROSION METHODS WILL BE MONITORED DURING CONSTRUCTION OF THE INFRASTRUCTURE AND THE RESIDENTIAL UNITS. IF LARGE AMOUNTS OF DIRT AND SEDIMENT ARE TRACKED ONTO THE ROADWAYS DURING CONSTRUCTION, THE STORM WATER TREATMENT SYSTEM MAY NEED TO BE CLEANED PRIOR TO ISSUANCE OF THE FINAL BUILDING PERMIT FOR THIS SITE CONDOMINIUM. AN INSPECTION OF THE INFILTRATION BASIN WILL BE PERFORMED FOLLOWING COMPLETION OF CONSTRUCTION, AND IF THERE IS A BUILD-UP OF SEDIMENT ON THE BOTTOM OF THE BASIN, THE SEDIMENT WILL NEED TO BE REMOVED.

ESTIMATED CONSTRUCTION SCHEDULE:

	07/20	08/20	09/20	10/20	11/20
CLEARING					
EARTHMOVING					
SANITARY SEWER					
STORM SEWER					
WATER MAIN					
CURBING & PAVING					
PRIVATE UTILITIES					
RESTORATION					

NOTE: CONSTRUCTION SCHEDULE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS, WEATHER, AND OTHER FACTORS.

NOTE: ALSO SEE SHEETS 1, 2, AND 4.

APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

EROSION CONTROL PLAN & GRADING PLAN PHASE 2 of PENNRIDGE TRAIL PROPERTY IN NE 1/4 OF SEC. 32, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MI	DATE: 5/18/2020
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555	SHEET: 3
	JOB No.: 36676-2

REVISED: 8/05/2020
REVISED: 7/23/2020
REVISED: 7/14/2020

NOTE: SUGARLOAF DRAIN IS LOCATED APPROXIMATELY 900 FEET SOUTHEAST OF SOUTHEAST BOUNDARY CORNER OF SUBJECT PROPERTY. SEE VICINITY MAP ABOVE.

GRADING NOTE: DURING HOUSE CONSTRUCTION, FINAL GRADING NEAR HOUSE (& WITHIN LOT) SHALL BE COMPLETED SUCH THAT RUN-OFF WATER WILL NOT BE DIRECTED TOWARDS ANY HOUSE AND WILL NOT BE DIRECTED ONTO ADJOINING PROPERTIES.

PARCEL DESCRIPTION (ENTIRE SITE):
A parcel of land situated in the Northeast quarter of Section 32, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan being more particularly described as follows:
Commencing at the East quarter corner of Section 32, Town 3 South, Range 11 West; thence S 90°00'00" W 165.00 feet along the South line of the Northeast quarter of said Section to the Place of Beginning; thence continuing S 90°00'00" W 739.77 feet along said South line to the East right-of-way line of the Pennsylvania Railroad (formerly the New York Central Railroad); thence N 02°18'11" E 1323.26 feet along said East line to the North line of the South half of said Northeast quarter of Section 32; thence N 89°53'07" W 25.02 feet along said Pennsylvania Railroad right-of-way and said North line of the South half of said Northeast quarter of Section 32; thence N 02°18'11" E 1323.10 feet along said East right-of-way line of the Pennsylvania Railroad to the North line of said Northeast quarter of Section 32; thence S 89°46'14" E 822.39 feet along said North line to the East line of said Northeast quarter of Section 32; thence S 00°01'23" E 1320.49 feet along said East line to said North line of the South Half of said Northeast quarter of Section 32; thence N 89°53'07" W 165.00 feet along said North line of the South half; thence S 00°01'23" E 1320.82 feet parallel with said East line of the Northeast quarter of Section 32 to the Place of Beginning, containing 47.39 acres of land, the south 33.0 feet being subject Highway Easement. Parcel is subject to easements conditions and restrictions of record.

NOTE: GRADING AND EARTH MOVING IN AREAS OUTSIDE OF PROPOSED ROADWAY AREAS SHALL BE DONE IN STAGES SO THAT AN AREA CAN BE STRIPPED, SHAPED, TOPSOILED, AND SEEDED IN A MINIMAL AMOUNT OF TIME. THE AMOUNT OF DISTURBED GROUND SHALL BE KEPT TO A MINIMUM DURING THE CONSTRUCTION PROJECT. DISTURBED AREAS SHALL BE RESTORED BY THE CONTRACTOR AS SOON AS CONVENIENTLY POSSIBLE.

NOTE: All work must comply with the provisions of Part 91 of the Erosion and Sedimentation Control Act of the Natural Resources and Environmental Protection Act P.A. 451 of 1994, as amended, and as administered by the City of Portage.



- 1) CONTRACTOR SHALL NOTIFY MISS GID AT 1-800-482-7171 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
- 2) LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST ON THIS SITE WHICH ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE AND PROTECT ALL UTILITIES ON SITE, WHETHER SHOWN ON THESE PLANS OR NOT.
- 3) CONTRACTOR SHALL PROVIDE ALL SIGNS, FENCING, LIGHTS, BARRICADES, ETC. NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING CONSTRUCTION.
- 4) REQUESTS FOR CHANGES SHALL BE DIRECTED TO THE ENGINEER A MINIMUM OF 48 HOURS PRIOR TO THEIR ACTUAL NEED.
- 5) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES FOR THE PROTECTION AND/OR RELOCATION OF EXISTING UTILITIES.
- 6) ALL MATERIALS PLACED DURING CONSTRUCTION SHALL BE IN NEW CONDITION, SHALL BE FREE FROM DEFECTS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY AND THEIR INSPECTOR.
- 7) ALL CONSTRUCTION SHALL BE SUBJECT TO CONSTRUCTION INSPECTION BY OWNER, OWNER'S REPRESENTATIVE, AND THE CITY OF PORTAGE.
- 8) ELEVATIONS SHOWN ON THESE PLANS ARE BASED ON USGS DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF PORTAGE CONTRACT CONDITIONS AND SPECIFICATIONS.
- 10) A SOIL EROSION CONTROL PERMIT NEEDS TO BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY GRADING ACTIVITIES.

- 1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
- 2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF PORTAGE STANDARD SPECIFICATIONS AND THE REQUIREMENTS INDICATED ON THE CONSTRUCTION DRAWINGS.
- 3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

- 1) ALL 8" OR 10" WATER MAIN SHALL BE AWWA C151, CLASS 52 DUCTILE IRON PIPE. ALL 12" WATER MAIN SHALL BE AWWA C151, CLASS 53 DUCTILE IRON PIPE. ALL PIPE SHALL HAVE CEMENT LINING TO BE IN ACCORDANCE WITH AWWA C151, 12.10.1.2. ALL PIPE SHALL BE IN ACCORDANCE WITH CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT CITY OF PORTAGE WEBSITE: www.portagegm.gov).
- 2) ALL WATER MAIN CONSTRUCTION SHALL BE SUBJECT TO INSPECTION BY A CITY OF PORTAGE APPROVED INSPECTOR.
- 3) MINIMUM 5'-0" AND MAXIMUM 6'-0" OF COVER OVER NEW WATER MAIN PIPE IS REQUIRED ONCE FINAL SITE GRADING IS COMPLETE.
- 4) WATER SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, HYDRANT VALVE LOCATION AND METER BOX INSTALLATIONS. PLUMBING PERMIT REQUIRED.
- 5) HYDRANT ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-144, AUXILIARY VALVE LOCATION.
- 6) HYDRANT VALVES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL 50-145, STANDARD HYDRANT SIGN.

- 1) ALL SANITARY SEWER PIPE SHALL BE SDR26 PVC AND SHALL COMPLY WITH ASTM D 3033 OR ASTM D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
- 2) ALL SANITARY SEWER CONSTRUCTION, INCLUDING MAINLINES, LATERALS, MANHOLES, AND APPURTENANCES, SHALL CONFORM WITH THE CITY OF PORTAGE REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION.

1) UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED AND INSTALLED BY UTILITY OWNERS.



NOTES:

1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:

- * ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
- * ENTRAINED AIR, 6 TO 8 PERCENT
- * COMPRESSIVE STRENGTH AT 28 DAYS = 6500 P.S.I.
- * SLUMP = 1.5 TO 3 INCHES
- * MODULUS OF RUPTURE AT 28 DAYS = 3500 P.S.I.
- * MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YD

2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.

3) PLANS WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.

4) CONCRETE SHALL BE CURED IN A MANNER PROVIDED BY THE CITY OF BIRMINGHAM.

5) SEE RELATED CITY OF PORTAGE STANDARD DETAIL: SD-113, STANDARD CURB



NOTES:

- 1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
 - * ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
 - * ENTRAINED AIR = 6 TO 8 PERCENT
 - * COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - * SLUMP = 1.5 TO 3 INCHES
 - * MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - * MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
- 2) ONE (1) INCH TRANSVERSE EXPANSION JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF NOT MORE THAN 50 FEET.
- 3) FIVE (5) INCH WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR (4) FEET.
- 4) ALL JOINTS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE CENTERLINE OF THE WALK.
- 5) ALL EDGES AND JOINTS SHALL BE PROPERLY TOOLED.
- 6) THE SURFACE SHALL BE FINISHED WITH A WOOD FLOAT OR BRUSH TO PROVIDE A NON-SLIP SURFACE.
- 7) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF CANTON.
- 8) WALK WITHIN DRIVEWAY AREAS SHALL BE SIX (6) INCHES THICK.
- 9) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-117, RESIDENTIAL DRIVEWAY WITH CURBED LOCAL STREET
 - SD-119, RAMPED SIDEWALK TYPE 1 DETAIL



NOTES:

- 1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION.
- 2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS.
- 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS
(PROPERTY LINE RISER)
- 4) MAIN LINE RISERS REQUIRED WHEN DEPTH OF SEWER MAIN IS 15' OR GREATER.



NOTES:

- 1) STRUCTURE SHALL HAVE A 2 FOOT SUMP UNLESS SLOPE OF OUTLET PIPE EQUALS OR EXCEEDS THREE (3) PERCENT.
- 2) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5.0) FEET.
- 3) STRUCTURES SHALL BE PORTAGE STANDARD AND CONFORM TO ASTM C-478.

USE RELATED CITY OF PRECAST CONCRETE DETAILS:

- SD-102, 24" CATCH BASIN
- SD-103, STANDARD CURB INLET CASTING
- SD-104, STANDARD DROP CURB INLET CASTING



NOTES:

- 1) MANHOLE STRUCTURES SHALL NOT HAVE A SUMP AND SHALL REQUIRE EJW #1040A CASTING WITH CITY OF PORTAGE LOGO PER CITY STANDARDS.
- 2) HEIGHT OF STRUCTURES WILL VARY.
- 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
- 4) SOME STRUCTURES MAY HAVE TO BE ENLARGED TO ACCOMMODATE PIPES AND RESILIENT CONNECTORS. STRUCTURE DIMENSIONS FOR LARGER DIAMETER STRUCTURES SHALL CONFORM TO ASTM C-478.
- 5) MANHOLE STEPS SHALL BE EJW #8501 OR EQUIVALENT.
- 6) INSTALL STEPS AFTER STRUCTURE IS IN PLACE TO INSURE STEPS ARE LOCATED UNDER TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH/BOTTOM OF STRUCTURE.
- 7) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-101, STANDARD 48" DRAINAGE STRUCTURE
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROP CURB INLET CASTING
 - SD-108, STANDARD MANHOLE STEP



1. HEIGHT OF STRUCTURES WILL VARY.
2. STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478 WITH O-RING RUBBER GASKET TYPE JOINTS, ASTM C-443. RUBBER GASKETS SHALL NOT BE REMOVED.
3. INSPECTION OF THE STRUCTURES IS TO BE MADE, IF NECESSARY, TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH.
4. SEE RELATED CITY OF PORTLAND STANDARD DETAILS:
 - SD-106, STANDARD MANHOLE
 - SD-106, SANITARY SEWER STANDARD MANHOLE CASTING
 - SD-107, SANITARY SEWER PRESSURE-TIGHT MANHOLE CASTING
 - SD-108, STANDARD MANHOLE STEP



UTILITY TRENCH DETAIL

NO SCALE

NOTES:

- 1) LARGE ROCKS, BOULDERS, AND STONES OVER ONE (1.0) INCH IN DIAMETER SHALL BE REMOVED TO PROVIDE A CLEARANCE OF SIX (6) INCHES (MIN.) FROM ANY PART OF THE PAVEMENT.
- 2) ALL EMBEDEDMENT AND BACKFILL MATERIALS SHALL BE FREE FROM FROZEN EARTH, ICE, SNOW, TOPSOIL, MUCK, CINDERS, ASHES, REFUSE, ORGANIC MATTER, BOULDERS, ROCKS, OR OTHER MATERIALS WHICH, IN THE OPINION OF THE ENGINEER, ARE UNSUITABLE.
- 3) EMBEDEDMENT MATERIAL SHALL BE GRANULAR MATERIAL WITH MAXIMUM PARTICLE SIZE OF 1.0" COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
- 4) BACKFILL MATERIAL UNDER PAVEMENT AREAS AND AREAS WITHIN TRENCH INFLUENCE OF BACKFILL SHALL BE COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
- 5) BACKFILL MATERIAL FOR PIPE TRENCHES NOT UNDER PAVEMENT AREAS AND AREAS OUTSIDE OF TRENCH INFLUENCE MAY BE NONGRANULAR NATIVE MATERIAL WHICH, IN THE OPINION OF THE ENGINEER, IS ADEQUATE. NATIVE MATERIAL IS ADEQUATE MATERIAL TO PREVENT SETTLEMENT.
- 6) BACKFILL MATERIAL MAY BE PLACED, SPREAD, AND COMPACTED WITH EQUIPMENT OPERATED LONGITUDINALLY ALONG THE PIPE LINE. PUSHING MATERIAL INTO THE TRENCH FROM THE SIDE SHALL NOT BE ALLOWED.
- 7) SEE RELATED CITY OF PORTAGE STANDARD DETAIL:
SD-122, STANDARD TRENCH DETAIL.

ALSO SEE CITY OF PORTAGE STANDARD DETAILS:

- SD-106 SANITARY SEWER STANDARD MANHOLE CASTING
- SD-117 RESIDENTIAL DRIVEWAY APPROACH WITH CURBED STREET
- SD-119A RAMPED SIDEWALK DETAIL
- SD-144 TYPICAL FIRE HYDRANT ASSEMBLY
- SD-145A STANDARD HYDRANT SIGN
- SD-153 TYPICAL SERVICE LINE AND METER BOX INSTALLATIONS
- SD-153A CURB STOP CONNECTION & FINAL SETTING OF CURB BOX
- SD-168 STANDARD TRENCH DETAIL FOR DUCTILE IRON WATER MAIN

CONSTRUCTION DETAILS & NOTES PHASE 2 OF "PENNRIDGE TRAIL" PART OF THE NE 1/4 OF SEC. 32, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICHIGAN		DATE: 5/18/2020
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		SHEET: 4 JOB No.: 36676-2



NOTE: CONTRACTOR SHALL SPECIFY UNDERCUTTING PROVISIONS AND PRICES WITHIN BID.

NOTE: COMPACTED MATERIAL SHALL BE COMPACTED TO 95 PERCENT OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Amendment to Code of Ordinances - Taxation

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Accept the amendment to Article 1, In General, of Chapter 70, "Taxation" in the City of Portage Code of Ordinances for first reading and set a second reading with potential final adoption for January 26, 2021.

At the October 20, 2020 meeting, City Council received a communication from Jeanne L. Fielder, 1728 Colchester, regarding a late tax payment and the ensuing three percent late fee. Mr. John Paver, 9651 Portage Road attended that meeting to discuss a proposal for waiver of late fees associated with delinquent tax payments. City Council approved waiver of Ms. Fielder's late fee, and took no action on Mr. Paver's request. Subsequent discussion between City Administration and City Council led to a proposal to delay actual application of the late fee until seven calendar days after the due date, to allow taxpayers additional time to pay without penalty.

Change to the three percent late fee may be made by the governing body. If approved, the attached amendment to the Taxation ordinance will revise the dates upon which the late fees are assessed from September 15 for summer taxes and February 15 for winter taxes, and instruct the Treasury Office to apply late fees to unpaid tax bills on September 22 and February 22 - one week later than currently established. A redline/strikeout version of the pertinent section of the ordinance is attached for reference.

It is therefore recommended that City Council accept the amendment to Article 1, In General, of Chapter 70, "Taxation" in the City of Portage Code of Ordinances for first reading and set a second reading for January 26, 2021.

FUNDING: N/A

Attachments:

1. Tax Late Fee Ordinance Revision Draft 1.6.21
2. Tax Late Fee Ordinance Attorney Approved

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING ARTICLE 1, IN GENERAL, OF CHAPTER 70, TAXATION**

THE CITY OF PORTAGE ORDAINS:

That Chapter 70 shall be amended as follows:

ARTICLE 1. - IN GENERAL

- Sec. 70-1. - Property tax administration charge and late charge.

All taxes, assessments and charges which are levied or spread by the city on any city tax roll under authority of law which are paid on or before September 14 of the year in which they are so levied or spread shall be collected by the city treasurer, and the taxes collected shall be subject to a one percent property tax administration fee. The treasurer shall add to all taxes, assessments or charges paid on or after September 15 a charge equal to one percent for each calendar month or fraction thereof from October 1 to the date of payment. In addition to the property tax administration fee provided for in this section, the treasurer shall add an additional three percent late charge seven calendar days on or after the tax payment due dates of September 14~~15~~ and February 14 for the periods of the year in which taxes, assessments or charges are levied or spread on such unpaid taxes, assessments or charges.

FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING ARTICLE 1, IN GENERAL, OF CHAPTER 70, TAXATION**

THE CITY OF PORTAGE ORDAINS:

That Chapter 70 shall be amended as follows:

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- **Sec. 70-1. - Property tax administration charge and late charge.**

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FIRST READING:

SECOND READING:

ORDINANCE #:

EFFECTIVE DATE:

APPROVED AS TO FORM

DATE 1/11/2021

Catherine Kienfuer
CITY ATTORNEY

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Dr. Martin Luther King Jr. Park Artwork

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

ACTION RECOMMENDED: Award a contract in the amount of \$68,000 to Brent Harris Sculpture for fabrication and delivery of a series of sculptures as the art centerpiece for the Dr. Martin Luther King Jr. Park, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The site for the Dr. Martin Luther King Jr. Park is located at 1000 Martin Luther King Drive (northeast corner of the intersection of Constitution Boulevard and Martin Luther King Drive). The .52 -acre park will be a gateway into the Portage shopping district which serves the southwestern Michigan community.

Three bids were received on October 30, 2020, to perform the work. A five-person park design committee consisting of Dr. Romeo Phillips (former Councilmember); Donna Odom (Executive Director, Society for History and Racial Equity - SHARE); Sydney Davis (Executive Director, Black Arts & Cultural Center); Dr. Monifa Jumanne (Jumanne & Associates); and John McCann (Viridis Design Group - park design consultant); evaluated the proposals and unanimously selected the design of Brent Harris Sculpture. The decision from the group included lower cost, opportunity for a local artist, design best fits the space in the park, overall theme of the work relating to a message(s) or quote of Dr. Martin Luther King, Jr, durability for permanent outdoor display and creativity.

The sculptural elements will consist of five bronze monoliths with the central piece portraying a bas relief sculpted portrait of Dr. King with an engraved quote. The other monoliths will feature two facing each other with extended arms clasping each other hands with quotes, and two with faces of local children who submitted selected poems on "How will I carry Dr. King's dream forward in my life" in collaboration with the Portage Public Schools. Additional monoliths could be added in the future. The park will be designed as a passive meditation area, which will also include walkways, gardens, benches and an interactive element for children.

Brent Harris Sculpture has successfully completed several other sculpture projects in the area, including

the Erik Zapata memorial on the downtown Kalamazoo Mall, and the “We Dance for Joy” tribute at the arts center in Taylor, Michigan.

Based on the above information, it is recommended that City Council award a contract in the amount of \$68,000 to Brent Harris Sculpture for fabrication and delivery of a series of sculptures as the art centerpiece for the Dr. Martin Luther King Jr. Park, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funding is available in the Capital Improvement Plan 2019-2020 Fiscal Year.

Attachments:

1. MLK Jr Park Artwork Proposal
2. Dr. King Park Artwork - Proposal Tabulation

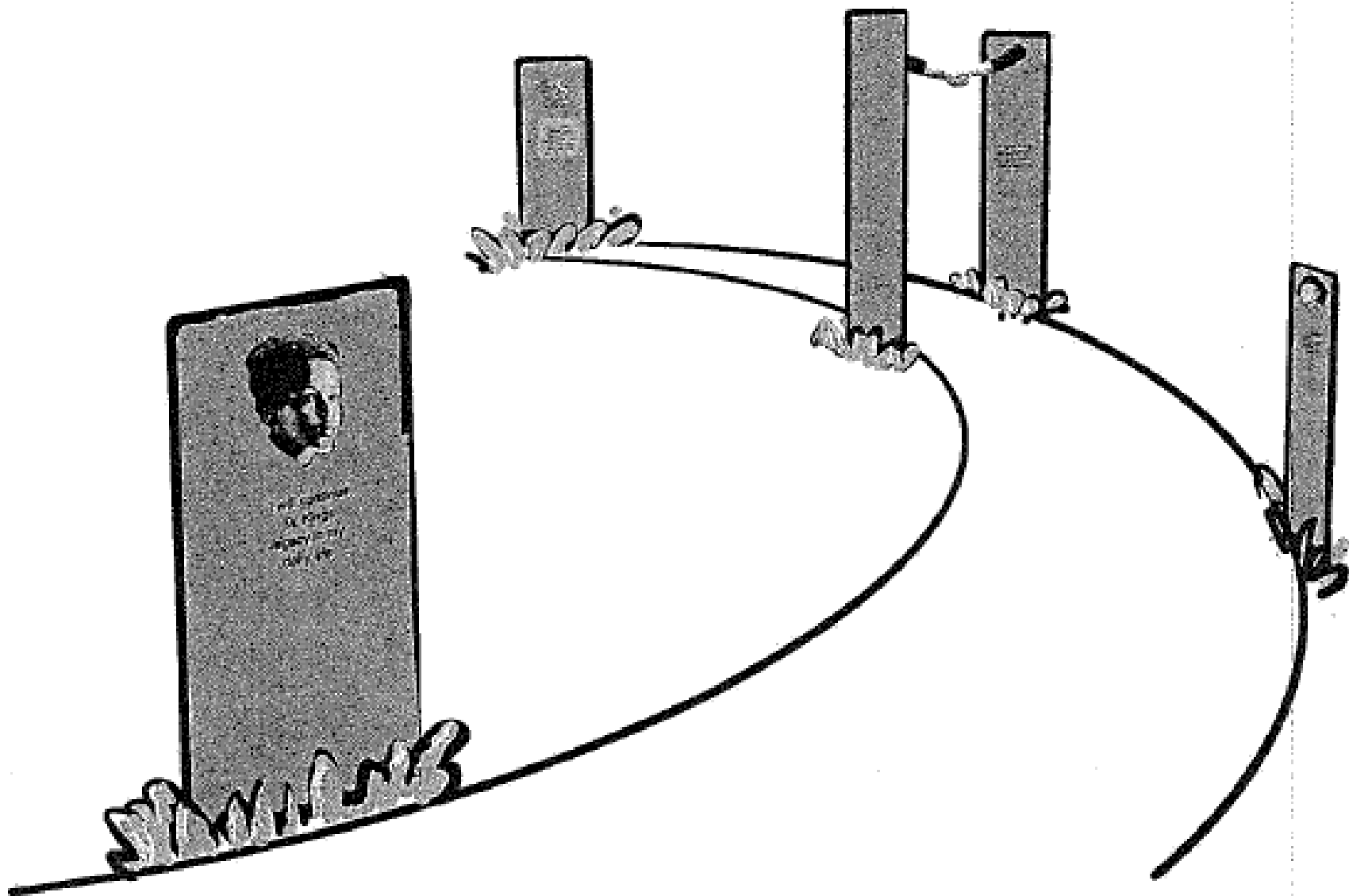
Property Map



MARTIN LUTHER KING JR. PARK

Property Map







**DR. MARTIN LUTHER KING JR. PARK ART INSTALLATION
PROPOSAL TABULATION**

Proposal Amount

The Chainsaw Craftsman	\$4,000.00
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Brent Harris	\$68,000.00
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Humanity Memorial, Inc.	\$75,000.00
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TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Contract and performance Audit of City Tow & Fleet Maintenance Vendor

SUPPORTING PERSONNEL: Michael Carroll, Deputy City Manager

ACTION RECOMMENDED: Authorize the City Manager to contract with an Auditor to review the performance of the City Tow and Vehicle Fleet Maintenance Vendor and assess its compliance with the tow contract and City procurement procedures, in an amount not to exceed the City Manager's contractual authority.

The Office of the City Manager has again received allegations by Graham's Towing of improprieties on the part of McDonald's Towing in its performance of the City Police Tow contract and the City procurement policies with regards to work on City fleet vehicles. A review of the City's records reflect that Graham's concerns regarding McDonald's Towing extend back to at least 2009. Additionally, Mr. Graham has reached out to the City Manager's office and/or City Councilmembers several times within the last year.

In response to Mr. Graham's concerns, the police towing vendor contract was put out to bid last spring/summer, despite it only being a year into the contract. Additionally, the bid specifications were reviewed and amended by the City Manager's Office at that time, in an effort to level the playing field as much as possible, taking into consideration all of the input Mr. Graham gave the City that was reasonable.

The bid was opened and McDonald's Towing was the lowest bidder with a bid of \$45 per tow (accident and non-accident), for a total anticipated contract (based on previous year's numbers) of \$104,385. Graham's Towing bid came in at \$75 non-accident and \$250 accident, with a total of \$233,065. City Council approved a one-year contract with options to extend at the Council meeting of June 23rd, and the contract was executed in early July. Public Safety was tasked with undertaking a regular random spot-check of the tow invoices to make sure compliance was had.

Mr. Graham has continued to raise questions regarding non-compliance with the contract. In November, the City Manager's Office conducted its own audit of the months of August, September and October (the first three full months of performance under the new contract), and found 98.7% compliance. The few instances of non-compliance were also explained by a misunderstanding between

McDonald's and Public Safety, which was clarified by the City Manager's Office. The findings were relayed to Mr. Graham, who has expressed dissatisfaction. Mr. Graham has since filed FOIA requests with regard to the data reviewed in our internal audit. He indicated that he planned on conducting his own investigation.

In addition to towing concerns, Mr. Graham is questioning the City's compliance with its procurement policies with regards to fleet maintenance and fleet vehicle equipment installation services. At first glance, it appears that the City's policies have been followed, and approval has been granted by the City Council for said services within the last two months.

Given that Mr. Graham has expressed concerns spanning several City Administrations along with his most recent concerns, the City Manager's Office has reached the conclusion that it is time to engage the services of an outside firm. The City Manager's Office understands its obligation to investigate any claims of misconduct on the part of anyone with whom the City does business. Consequently, the City Manager's Office finds that the best course of action at this time would be an external audit conducted by a firm that has experience in this area. To this end, we have begun seeking quotes from CPA firms that conduct such audits. A condition precedent to choosing any such firm is that they have done no business with either McDonald's or Graham's Towing. So far, it appears that the hourly rate for such services ranges in the vicinity of \$150-200 per hour. It is nearly impossible to determine how many hours will be required to conduct this audit, but as a comparison, the CMO internal audit took approximately 20 hours. In any event, the external audit would fall completely within the City Manager's contract authority.

Based on the above, it is recommended that the Council authorize the City Manager to contract for an external audit, within his contractual authority. Since the City Council had a very similar question before it in 2009, the minutes of that meeting are attached hereto as a reference.

FUNDING: Funding will be attempted to be located within the City Manager's Office budget, or a budget amendment will be executed.

Attachments: 1. 3.24.09 CC Meeting Minutes - Towing Audit Discussion

The following discussion is from the City Council Meeting Minutes of March 24, 2009:

CITY COUNCIL AUDIT COMMITTEE: Councilmember Reid commented that Mayor Strazdas, in response to a motion passed by City Council, appointed Councilmember Campbell, Mayor Pro Tem Sackley and her to a the Contract Audit Committee, a subcommittee (the committee) of City Council, to establish the criteria for a compliance audit on the service contracts in order to determine whether or not an audit would be done. Councilmember Reid indicated that the committee met on March 13, 2009, and discussed information provided previously through City Council Meetings.

Councilmember Reid indicated that the findings of the subcommittee were:

- The committee is unaware of any complaints by citizens who have been serviced through the towing contract by McDonald's Towing.
- The committee recognizes no material issues of contract compliance by the current towing contract vendor.
- The committee feels that the City and her citizens do not stand to benefit from the expenditure of funds necessary to implement an independent audit of contract compliance.
- The committee recommends not moving forward with an independent audit of the towing or vehicle service contract.
- The citizens who have brought this issue forward have the option of pursuing their concerns through the legal system.
- The committee recognizes and appreciates the service provided by McDonald's Towing per the towing contract. Discussion followed.

Councilmember Vliek objected to these findings indicating that the City Council acted unanimously to do an audit and he understood that they were asked to come back with a profile for the audit and an estimated cost. Mr. Vliek expressed an interest in knowing once and for all that there is no violation and if there are violations that we need to identify them and deal with them. Discussion followed.

Councilmember O'Brien thanked the committee for the report and asked whether the committee looked at the complaint and compared it to the administrative reports with regards to Finding #2, where the committee recognized no material issues of contract compliance by the current towing contract vendor.

In general, Mayor Pro Tem Sackley explained that with the exception of the McDonald's Towing competitors, no customer has come forward to complain about the contract; that City Council does not approve this level of contract because it is not warranted owing to the low amount of dollar value involved; that it is a stop-loss contract that sets rates provided in a connection with a law enforcement haul; that the committee found no public purpose to be served with auditing two of the 230 contracts of the city; and, the committee could find no rationale for the city policy-making body to employ someone from the outside to audit the contract since there have been no complaints from any citizens. He further discussed some of the details of the rationale of the committee.

Mayor Pro Tem Sackley confirmed the contention of Councilmember O'Brien, who indicated that the committee found it difficult to determine the scope of the audit since no customers had complained about the towing contract. Discussion followed.

Mayor Pro Tem Sackley indicated that his review of the City Council Meeting minutes of February 10 and 24, 2009, reflected that it was the intention of City Council to proceed with an audit. However, he recalled specifically being on the record on February 24 stating, "...if a decision is made to proceed with an audit," so there was no presumption that the City Council would proceed with an audit regardless of the committee recommendation or the cost. He also indicated that Mr. Graham recommended that a City Council subcommittee be formed to avoid a conflict of interest and that two (2) separate, different people, attorneys (sic), be assigned to audit each of the contracts and he asked that the administration be scrutinized at the same level as the contractors are scrutinized. Finally, Mayor Pro Tem Sackley indicated that in order to satisfy the requests of Mr. Graham and Mr. Chamness, the scope of the request for proposal would be an expanding circle of unknown boundaries. He indicated that the scope of the request for a proposal for an audit would not be for a financial audit, but for a forensic audit and would not be acceptable to all parties.

Councilmember Vlieg indicated he did not disagree with much of what Mayor Pro Tem Sackley was saying, but expressed his disappointment of not receiving a cost estimate for an audit as there is a dollar amount beyond which he would not find acceptable, but that it is important to conduct the audit.

Councilmember Reid pointed out that if the committee looked at the material issues brought by citizens, there would be no cost, but if the committee looked at the issues brought by the McDonald's competitors, there would be an undetermined and inestimable amount for the cost of an audit, because there was no way to put parameters on the scope of the audit. Discussion followed.

Councilmember Urban referred to the proposal from the Administration to authorize the City Manager to engage the services of an independent auditor to conduct administrative and contractor compliance audits for the McDonald's Towing and Crossroads Expert Auto Services contracts at an expenditure not to exceed \$12,000. He also recalled that the City Council decided there was a need for a committee to examine the scope of the effort, to determine the cost of an audit and come back to City Council for a final determination. He did not recall giving the committee *carte blanche* authorization and expressed a willingness to accept the committee recommendation. Discussion followed.

City Manager Maurice Evans indicated that the City of Portage has excellent contract administration; that the administration is approaching spending \$100,000 on this one issue; and, that the cost of the audit may not be \$100,000, but would be significant.

Mayor Pro Tem Sackley indicated that the committee discussed the fact that the Administration should not be involved in the request for proposal as the Administration would be the subject of the audit. Also, in fairness, answering requests for proposals themselves cost, so he would be reluctant to have someone come in and do the request for proposal, especially if there is no expectation to proceed with the audit. Discussion followed.

Mayor Strazdas expressed his frustration because he thought the intent of the City Council was to issue a charge to the committee to determine what was to be contained in the request for a proposal.

Mayor Strazdas confided that he was in favor of engaging a third party to review the facts, but did not appreciate the breadth of the review that would be necessary. He thanked the committee for their work, expressed his appreciation for the amount of money that could be spent on an audit, but concurred with Councilmember Vliek that he is frustrated for not getting a third party review, yet recognized that there are no complaints on this issue from the citizens. He then invited James Graham, 2761 Burnock Drive, to speak on the matter.

Mr. Graham expressed his appreciation to City Council for all of the work they have done. He expressed his frustration over not resolving this issue, provided some scenarios and examples to reveal he perceives problems with the towing practices of McDonald's Towing and expressed his interest in having the towing contract administered properly.

James Chamness, Terry's Road Service, 5701 East Cork Street, Kalamazoo, indicated that performing an audit is in the best interest of the citizens and in the best interest of the city. He stressed that there are perceived problems with the towing contract and encouraged City Council to address them. Discussion followed.

City Attorney Randy Brown advised City Council that, whether the motion is to proceed with an audit or not to proceed with an audit, the reasons need to be stated. Discussion followed.

Motion by Reid, seconded by Sackley, to receive the communication from the City Council Audit Committee regarding the compliance audit for the McDonald's Towing and Crossroads Expert Auto Service contracts and to not proceed with the audit based on the findings that the committee is unaware of any complaints by citizens who have been serviced through the towing contract by McDonald's Towing; the committee recognizes no material issues of contract compliance by the current towing contract vendor; the committee feels that the City and her citizens do not stand to benefit from the expenditure of funds necessary to implement an independent audit of contract compliance. Discussion followed. Upon a roll call vote, motion carried 5 to 2. Yeas: Councilmembers Campbell, O'Brien, Reid, and Urban and Mayor Pro Tem Sackley. No: Councilmember Vliek and Mayor Strazdas.

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: 2021 March Board of Review

SUPPORTING PERSONNEL: Meshia Rose, Director of Assessing

ACTION RECOMMENDED: Approve the recommendations regarding the Board of Review as follows:

1. adopt the resolution setting the schedule for the 2021 March Board of Review;
2. approve the use of two three-member Board of Review panels for the March Board of Review; and
3. appoint six members to the 2021 March Board of Review.

The Board of Review meets annually in March for the purpose of hearing current-year property assessment appeals. The attached resolution has been prepared to set the meeting dates for the first and second sessions of the Board of Review in accordance with the City Charter. It is anticipated that the 2021 residential assessment change notices will be mailed to property owners the week of February 8, 2021, allowing property owners sufficient notification of the Board of Review dates and appeal rights.

Under the provisions of the City Charter, the City Council may appoint three, six or nine Board of Review members divided into one, two or three panels. The date and time of Board of Review training is yet to be determined.

Based on the above information and the outcome of the Board and Commission interviews on Tuesday, January 12, 2021, it is recommended that City Council adopt the resolution setting the schedule for the 2021 March Board of Review, approve the use of two three-member Board of Review panels for the 2021 March Board of Review and appoint six members to the 2021 Board of Review.

FUNDING: N/A

Attachments: 1. 2021 BOR Resolution

CITY OF PORTAGE

2021 BOARD OF REVIEW RESOLUTION

Moved by Council Member

Supported by Council Member

WHEREAS, the City Charter of the City of Portage, Section 8.6, requires that the City Council set the date, time of day, and place for the meeting of the first and second sessions of the Board of Review.

NOW, THEREFORE, BE IT RESOLVED that the Board of Review shall convene in its first session on Monday, March 8, 2021, at 9:00 AM for the organizational meeting in Conference Room 1 located at City Hall, Portage, Michigan and shall continue for appointments on Tuesday, March 9, 2021, in Conference Room 1 at the same location, commencing at 12:00 PM to 5:00 PM and from 6:00 PM to 8:00 PM and shall continue in session on Wednesday, March 10, 2021, from 12:00 PM to 5:00 PM and 6:00 PM to 8:00 PM and shall continue in session on Thursday, March 11, 2021, from 9:00 AM to 12:30 PM and 1:00 PM to 4:30 PM, and on such additional days as may be required to hear all persons who have given notice of a desire to be heard.

BE IT FURTHER RESOLVED that all persons desiring to be heard by the Board of Review must give notice by scheduling an appointment to be heard in person or through written appeal, which must be received by the Office of the City Assessor no later than Wednesday, March 10, 2021 at 5:00 PM.

BE IT FURTHER RESOLVED that the Board of Review shall convene in its second session on Tuesday, March 23, 2021, in Conference Room 1 from 9:00 AM until all interested parties have been heard, but not less than 6 hours for the purposes of finalizing and approving the assessment roll.

BE IT FURTHER RESOLVED that members of the Board of Review shall be compensated each at the rate of \$100.00 per day for each day or portion thereof as they may be legally in session pursuant to the discharge of their duties.

BE IT FURTHER RESOLVED that notice of the times and place of the sessions of the Board of Review shall be published in a newspaper of general circulation in the City no less than ten (10) days prior to the first meeting of the Board of Review in three (3) successive issues of the newspaper.

Appointments are available by calling the City Assessor's Office.

ADOPTED: YEAS:

NAYS:

ABSENT:

Erica Eklov, City Clerk

CERTIFICATE

I certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan held on the 12th day of January 2021, the original of which resolution is on file in my office.

APPROVED AS TO FORM

DATE 12/28/2020

Christine Kaufman
CITY ATTORNEY

Erica Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Construction Board of Appeals raze order for an unsafe building located at 8833 Shaver Road

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development and Neighborhood Services
Terry Novak, Deputy Director of Building and Housing Services

ACTION RECOMMENDED: With regard to 8833 Shaver Road:

1. deny the property owner's appeal of the 30-day raze order issued on November 10, 2020 by the Construction Board of Appeals involving an unsafe building at this site; and,
2. authorize the City Administration to solicit bids to raze/remove the building and debris on the site should the owner fail to comply with the order by January 15, 2021.

As background, the vacant building located at 8833 Shaver Road has fallen into severe disrepair. The structure and overall site have a long history of continued decline, lack of maintenance and code enforcement action. The initial unsafe structure proceedings for the building commenced in June 2013 when the Construction Board of Appeals held a Show Cause Hearing. In an effort to assist the property owner, Mr. Evan Eichhorn, the Board did not order the building razed contingent upon progress being made to repair the structure and correct code violations. Following the June 2013 Show Cause Hearing, progress was being made. Mr. Eichhorn passed away in November 2017 and a relative, Mrs. Lisa Calhoun (co-owner), took control of the property. No further repairs of the building have occurred since 2017. Consequently, water/weather intrusion has continued into the building causing further wood rot and decay, separation of the structural block walls and other interior deterioration. Additionally, the utility components for the structure (electrical, plumbing and mechanical systems) are not operational.

During the November 10, 2020 Construction Board of Appeals meeting, the Board unanimously approved a motion requiring the building located at 8833 Shaver Road be razed and removed from the site within 30 days. In accordance with Section 42-1353, if the owner fails to comply with the Construction Board of Appeals order, the matter is referred to City Council with a recommendation that the city be authorized to raze/remove the building and debris on the site. Any and all costs incurred by

the City of Portage for such action shall be due and payable as permitted in the City of Portage Unsafe Structure Ordinance.

On November 12, 2020, a communication was received from the property owner, Mrs. Lisa Calhoun, requesting to appeal the raze order. On November 17, 2020, a second communication was received from Christopher LaLonde, Veritas Law Group representing the estate of Evan Eichhorn, also requesting to appeal the raze order. Staff reached out to Mrs. Calhoun on Thursday, January 7, 2021 and Mrs. Calhoun indicated there are no plans or schedule to repair the building and correct code violations. There is also impending sale of the property.

The property owners have been afforded many opportunities and a significant amount of time to either repair, sell or raze the building. No improvements have been made to the building in more than three years and, as result, it has deteriorated further. The building is also an attractive nuisance that is oftentimes open to casual entry, occupied by individuals requiring removal by Public Safety and a blight on the area. Staff is aware of at least one complaint received from an adjacent business owner concerned about the condition and appearance of the building and site. Consequently, the City Administration is recommending the appeal to rescind the decision of the Construction Board of Appeals be denied. If the building is not razed in 30 days, it is requested that City Council authorize the City Administration to solicit bids to raze/remove the building and debris on the site. If the low bid exceeds the amount the City Manager is authorized to approve (less than \$75,000), the bid will be forwarded to Council for review and approval.

FUNDING: General Fund

- Attachments:**
1. November 10, 2020 DRAFT Construction Board Minutes
 2. September 15, 2020 Construction Board Minutes
 3. Communication for Bruce VanderWeele dated August 7, 2020
 4. Construction Board report and background materials

CITY OF PORTAGE CONSTRUCTION BOARD OF APPEALS

Minutes of Meeting – November 10, 2020

The City of Portage Construction Board of Appeals meeting of September 15, 2020 was called to order at 5:00 PM in City Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

Bill Koopsen; Todd Gasaway; Gary Gilchrist; William Leach; Barney Martlew; Sheldon Smith and George Theodoru.

MEMBERS ABSENT:

None

MEMBERS EXCUSED:

None.

IN ATTENDANCE:

Terry Novak, Deputy Director of Building and Housing Services; Mike Beery, Senior Building Inspector and Assistant Fire Chief Larry Moore.

APPROVAL OF MINUTES:

The minutes of September 15, 2020 were approved.

BOARD ACTION:

8833 Shaver Road – Show Cause Hearing

Chairman Gilchrist reconvened discussion of the Show Cause Hearing for 8833 Shaver Road. Deputy Director Novak summarized the prior meetings held on August 13, 2020 and September 15, 2020. Novak read the motion from the September meeting requiring that a letter of intent, building application and plans for the proposed use of the building be submitted to the Department of Community Development for formal review by October 15, 2020. If the material was not submitted by October 15, 2020, or it was determined that the prospective buyer would not move forward with the project, the matter was to return to the Construction Board of Appeals as a raze order. Novak informed the Board that the requested material and information had not been submitted. Assistant Fire Chief Moore also advised that no information or contact in regard to the proposed use of the building had been received by the Fire Department.

Property owner Lisa Calhoun was in attendance and spoke to the Board and indicated that additional time was needed because she and her realtor had believed the property was being purchased by Steven Payne. Calhoun further advised she believed that the building could be repaired and did not know why it needed to be razed. Senior Building Inspector Beery provided the Board with his past and recent observations of the building and its prolonged deteriorated condition. Several members of the Board spoke referencing that the building initially appeared before the Board in 2013 as a raze or repair order. Novak confirmed that the matter had been to the Board repetitively over the past several years as progress to repair the building would commence and then stall. Beery confirmed that he had previously performed several inspections with the co-owner of the property, Evan Eichhorn as he attempted to repair the roof. Unfortunately, Eichhorn passed away in 2017 and no further repairs to the roof or building were completed. Beery added that the former roof repairs to the building have now failed as evidenced by recent areal photographs. Beery also indicated that portions of the office area ceiling had collapsed due to water damage and that there was evidence of rotted wood. Moore stated the Fire Department considered the building to be a public safety hazard due to its condition, and on a previous occasion, had to have people illegally living in the building removed. Calhoun referenced Bruce Vander Weele's structure review of the building and his August 7, 2020 communication indicating the building and roof were structural sound. Beery provided information on the poor condition of the roof and building due to the lack of maintenance and repair. Novak advised that the building was unfit for occupancy with no functioning electrical, plumbing or mechanical utilities. Calhoun again advised the Board that she thought Payne was going to buy the property and needed more time. Members of the Board spoke to the continuing deterioration and ongoing blighted condition of the property and building over the past several years and the need for corrective action.

A motion was made by Member Smith that within 30 days the building located at 8833 Shaver Road be razed and removed from the site. Should the owner fail to comply with the order, the matter shall be referred to City Council with a recommendation that the city be authorized to raze/remove the building and any junk and debris on the site. Any and all costs incurred for such action shall be due and payable as permitted in the City of Portage Unsafe Structure Ordinance. Member Leach seconded the motion. The motion passed unanimously.

ADJOURNMENT:

The Board meeting adjourned at 5:45 PM.

Respectfully Submitted,

Terry A. Novak,
Deputy Director of Building and Housing Services

CITY OF PORTAGE CONSTRUCTION BOARD OF APPEALS

Minutes of Meeting – September 15, 2020

The City of Portage Construction Board of Appeals meeting of September 15, 2020 was called to order at 5:00 PM in City Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

William Leach; Gary Gilchrist; Sheldon Smith and George Theodoru.
Todd Gasaway; Barney Martlew, and Bill Koopsen attended via teleconference.

MEMBERS ABSENT:

None

MEMBERS EXCUSED:

None.

IN ATTENDANCE:

Terry Novak, Deputy Director of Building and Housing Services and Mike Beery, Senior Building Inspector. Assistant Fire Chief Larry Moore attended via teleconference.

APPROVAL OF MINUTES:

The minutes of August 13, 2020 were approved.

BOARD ACTION:

8833 Shaver Road – Show Cause Hearing

Deputy Director Novak provided a brief overview of the matter and actions taken at the August 13, 2020 Construction Board meeting. Senior Building Inspector Mike Beery advised the Board that the building has remained closed to casual entry.

Steven Payne advised the Board that he was still interested in purchasing the property and that it was his intention to use the building initially for vehicle and/or boat storage. Payne indicated that it was his understanding from working with Bruce VanderWheele, PE, that the building would not require a fire sprinkler system. Payne also indicated that he had spoken with the Kalamazoo County Health Department and that they would allow the building to remain connected to well and septic systems.

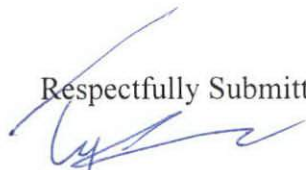
Assistant Fire Chief Moore advised that contrary to VanderWeele's assessment, a fire sprinkler system would be required for the building. Moore added that the building currently did not have any municipal water on-site for firefighting and that was very problematic. Senior Building Inspector Beery stated that changing the occupancy classification to an S (storage) would require that all building components be brought up to current code requirements. Discussion continued as to what uses, if any, would be allowed for the building without providing hydrants and/or a fire sprinkler system for the building. Novak advised that a building application and plans for the proposed use and any modifications to the building would need to be submitted for review and approval.

A motion was made by Member Leach that a letter of intent, building application and plans for the proposed use of the building be submitted to the Department of Community Development for formal review by October 15, 2020. If the material was not submitted by October 15, 2020, or it was determined that the prospective buyer would not move forward with the project, the matter was to return to the Construction Board of Appeals as a raze order. The motion was seconded by Member Smith. The motion passed unanimously.

ADJOURNMENT:

The Board meeting adjourned at 5:50 PM.

Respectfully Submitted,



Terry A. Novak,
Deputy Director of Building and Housing Services



August 7, 2020

City of Portage
Department of Community Development
7900 South Westnedge
Portage, Michigan 49002

Att: Christopher Forth

Re: Structural Inspection and condition review – 8833 Shaver Road
Reference Unsafe Structure

To Whom It May Concern:

As requested, Vander Weele Design Consultants inspected the building at 8833 Shaver Road, Portage, Michigan regarding the Notice of Unsafe Structure.

Over the last 10 years we have inspected the referenced building on several occasions. Today's inspection found the building was in a very similar condition. The roofing system does have considerable leaks and the downspouts dump water on the exterior walls, which is eroding some of the mortar from the masonry joints. We also noted that in several areas there are weeds growing on top of the roof system.

Despite the noted deficiencies, we found the complete structural steel roof system, including roof deck, bar joist, beams, and columns in good condition. There is minor surface rust but not enough to cause any concern. There is no settlement or any other reason to indicate loss of structural capacity. The masonry walls have some minor areas of concern including the noted mortar erosion at some of the downspouts. There are also a few minor areas that need repair including near the door openings at the southeast corner. Generally, and overall, the masonry walls are in reasonable condition and with some maintenance and attention, will provide good service.

Regarding the deficiencies noted in the City of Portage letter dated June 12, 2020 I would make the following comments:

1. The roofing has failed, not the roof structure as I have noted above. The main building does not have any ceiling and there is nothing that can fall. The front office area does have a lay-in ceiling, which has some water infiltration but has not fallen or is in any danger of same. As I have noted above the roof structure is safe and adequate, and there is no concern for its ability to safely support water or snow.
2. There are a few minor areas of masonry deterioration but none that would cause any significant structural failure, and there is no evidence of any foundation settlement or movement.

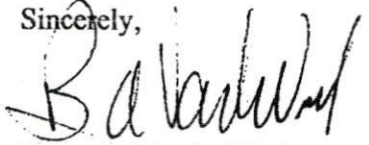
City of Portage
Department of Community Development
7900 South Westnedge
Portage, Michigan 49002
Christopher Forth
Re: Structural Inspection and condition review – 8833 Shaver Road
Reference Unsafe Structure

3. The brush and debris around the building have now been removed allowing clear access to the building.
4. The windows have mostly been covered with plywood.
5. The building is secure, with window and wall opening covered, and no longer open to casual entry.

Overall, I realize the building has not been keep up and needs maintenance. As I noted I have inspected this facility several times in past years and despite of the lack of upkeep, there has been far less deterioration than I would have expected. I believe this building can be easily saved and put back into service. I would hope reasonable consideration be given to allowing a new owner to take over this facility and move forward with upgrades.

If you have any questions regarding this information, please feel free to contact this office

Sincerely,



Bruce A. VanderWeele, P.E.

10300 / 10331 Str Building Insp 8833 Shaver



Vander Weele
DESIGN CONSULTANTS, P.C.
6330 Terrington Road
Kalamazoo, Michigan 49009-9118
(269) 372-7227 • Fax (269) 372-3964

TO: Construction Board of Appeals

FROM: Christopher Forth, Interim Director of Community Development

DATE: October 26, 2020

SUBJECT: Show Cause Hearing – 8833 Shaver Road (Update)

CODE SECTION: Article 13, Section 42-1341 - Unsafe Structures, City of Portage Codified Ordinances

During the September 15, 2020 meeting, the prospective buyer of the property located 8833 Shaver Road, Mr. Steven Payne, indicated it was his intention to utilize the existing building for automobile and/or boat storage. Discussion on the proposed use ensued. Assistant Fire Chief Larry Moore advised that the building does not have on-site municipal water for firefighting purposes as required by the International Fire Code. Additionally, Senior Building Inspector Beery indicated that changing the occupancy classification to an S (storage) would require that all building components comply with current code requirements.

Due to the lack of specific information related to the proposed use and associated building improvements, the Board table this matter and requested the applicant submit to the Department of Community Development a letter of intent, building application, and plans for the proposed use of the building by October 15, 2020. If the information is not submitted by October 15, 2020, or it was determined that the prospective buyer would not move forward with the project, the matter was to return to the Construction Board of Appeals as a raze order. As of this date, the applicant has not submitted required information.

It is recommended that the Construction Board of Appeals issue an order that the building located at 8833 Shaver Road be razed and removed from the site along with any debris/rubbish within 30 days, or be repaired to meet current State of Michigan occupancy requirements. Should the owner fail to comply with the order, this matter will be forwarded to City Council with a recommendation that the city be authorized to raze/remove the building and any junk and debris on the site. Any and all costs incurred for such action shall be due and payable as permitted in the City of Portage Unsafe Structure Ordinance.

Attachments: Show Cause Hearing notification dated October 26, 2020
Agenda material from the August 13, 2020 Construction Board meeting

T:\COMMDEV\2020-2021 Department Files\Address Files\2020 10 26 8833 Shaver Road (Construction Board Recommendation update)CF.docx

CITY OF PORTAGE CONSTRUCTION BOARD OF APPEALS

Minutes of Meeting – August 13, 2020

The City of Portage Construction Board of Appeals meeting of August 13, 2020 was called to order at 5:00 PM in City Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

William Leach; Gary Gilchrist; Sheldon Smith and George Theodoru. Bill Koopsen attended via teleconference.

MEMBERS ABSENT:

None

MEMBERS EXCUSED:

Todd Gasaway; Barney Martlew.

IN ATTENDANCE:

Terry Novak, Deputy Director of Building and Housing Services and Mike Beery, Senior Building Inspector. Assistant Fire Chief Larry Moore attended via teleconference.

APPROVAL OF MINUTES:

The minutes of August 8, 2019 were approved.

BOARD ACTION:

8833 Shaver Road – Show Cause Hearing

Deputy Director Novak informed the Board of the unsafe structure procedures and notifications in regard to the property. Novak provided background information pertaining to the property, including previous unsafe structure proceedings in 2013 due to the condition of the property. Novak advised at that time, the Board had attempted to work with the property owners, Evan Eichhorn and Lisa Calhoun in an effort to have the building repaired, however, Eichhorn died in 2017, and the building has continued to decline. Senior Building Inspector Mike Beery provided an overview of the condition of the building and its deficiencies, including broken windows, rotted wood and cracks in the concrete block walls. Several of the Board members spoke that they were familiar with the past history of the property and its ongoing blighted condition. The Board emphasized that prompt and complete corrective action for the building and site was required.

Steven Payne, spoke to the Board and advised that he was in a sales agreement to purchase the property and planned to restore the building. Payne provided a communication from Bruce Vander Weele, State of Michigan Professional Engineer indicating that although the building needed extensive repair, it was not structurally failing at this point. Novak advised that Vander Weele's communication had not been received by the Department of Community Development prior to the meeting. Payne stated that he had already improved the property by removing some of the overgrown vegetation and rubbish from the site. The discussion turned to the proposed use for the property and the need to provide fire sprinklers for the building. Payne indicated that he did not believe fire sprinklers would be required as municipal water was not readily available to the site. Assistant Fire Chief Moore advised to the contrary and stated that almost any use of the building would require that fire sprinklers be provided. Payne questioned if other buildings in the area were connected to municipal water. Novak affirmed that they did and that the businesses had brought water under the railroad tracks to their sites to meet fire suppression requirements. Payne stated that he needed to research the matter further to see if the purchase and repair of the building would be cost feasible and requested more time from the Board.

Novak advised the Board that Lisa Calhoun was still the owner of the property and that Payne only had a vested interest as a purchaser. Any order for the building from the Board would need to be directed to Calhoun as the current property owner. Calhoun spoke to the Board and wanted to make sure she understood the proceedings.

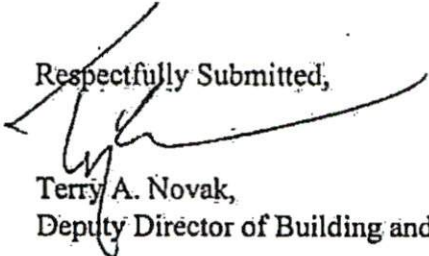
Attorney Christopher LaLonde addressed the Board and advised that he was representing the estate of Evan Eichhorn, which entailed 50 percent of the property ownership. LaLonde stated that as he was only recently brought into the matter, he too would request that any action on the property be postponed.

After further Board discussion, a motion was made by Member Leach that the matter be tabled for 30-days to allow Payne the opportunity to review the cost feasibility of the site. In addition, if Payne intended to purchase and repair the building, he would need to supply supporting documentation from contractors along with a timeframe for the repair. The motion was seconded by Member Smith. The motion passed unanimously.

ADJOURNMENT:

The Board meeting adjourned at 5:45.

Respectfully Submitted,


Terry A. Novak,
Deputy Director of Building and Housing Services

TO: Construction Board of Appeals

FROM: Christopher Eorth, Interim Director of Community Development

DATE: August 4, 2020

SUBJECT: Show Cause Hearing – 8833 Shaver Road

CODE SECTION: Article 13, Section 42-1341 - Unsafe Structures, City of Portage Codified Ordinances.

The vacant building located at 8833 Shaver Road has fallen into severe disrepair. In compliance with the Unsafe Structure Ordinance, a June 12, 2020 Unsafe Structure notice was sent certified mail and posted at the site. The notice instructed that the property owner had 30-days to repair or remove the building or further enforcement action would be pursued. Unfortunately, corrective action for the building has not occurred.

As background, the structure and site have a long history of continued decline and lack of maintenance. Initial unsafe structure proceedings for the building were commenced in May 2013, with a Construction Board of Appeals Show Cause Hearing held in June 2013. At that time, and in an effort to assist property owner Evan Calhoun, the Board did not order the building razed as long as progress on repairing the structure was ongoing. In November 2017 Mr. Calhoun passed away and his sister Lisa Calhoun (co-owner) took full control of the property.

No repairs or further upkeep of the building is believed to have occurred since 2017. Prolonged water/weather intrusion into the building have occurred causing rotted and decaying wood. The ceiling in the front portion of the building has collapsed. Separation of the structural block walls in the rear portion of the building have also occurred thereby causing the structural integrity of the entire building to be questioned. In addition, the utility components for the structure (electrical, plumbing and mechanical systems) do not appear to be operational. The blighted structure serves as an attractive nuisance and detriment to the surrounding area.

It is recommended that the Construction Board order that within 30 days the vacant building located at 8833 Shaver Road be razed and removed from the site along with any debris/rubbish, or be repaired to meet current State of Michigan occupancy requirements, including structural certification from a State of Michigan licensed structural engineer. Should the owner fail to comply with the order, the matter shall be referred to City Council with a recommendation that the city be authorized to raze/remove the buildings and any junk and debris on the site. Any and all costs incurred for such action shall be due and payable as permitted in the City of Portage Unsafe Structure Ordinance.

Attachments: Vicinity map of 8833 Shaver Road
Show Cause Hearing notification dated July 21, 2020
Unsafe structure notifications dated June 12, 2020
Photographs of 8833 Shaver Road



June 12, 2020

Sent Certified Mail and Posted on Site

Lisa Calhoun
6322 N. 35th Street
Richland, MI 49083

Dear Ms. Lisa Calhoun:

RE: Unsafe Structure - Notice to Owner/Occupant – 8833 Shaver Road

The City of Portage property maintenance regulations require that properties be maintained/repared in the interests of public health, safety and welfare. Please be advised that the current condition of the building you own at 8833 Shaver Road is unsafe as defined in Section 42-1341 of the City of Portage Code of Ordinances. The deterioration of the building is continuing resulting in the need for prompt action for life-safety purposes. During a recent inspection of the building on June 12, 2020, the following code deficiencies/violations were noted:

1. The roof for the building has failed in several locations and is allowing water/weather to enter. As a result, portions of the ceiling have fallen and the water intrusion has created a dangerous condition. Portions of the roof support structure show signs of rusting from the water that weaken the roof's ability to support standing water or snow loads.
2. Some of the concrete block walls supporting the roof bar joists for the building are showing signs of separation in the joints that may be due to an unstable foundation.
3. Debris and rubbish are scattered around the building and need to be removed.
4. Several of the windows in the building are damaged or missing.
5. Building is open to casual entry.

As you know, the condition of this building has been deteriorating for several years and can no longer continue. The building either needs to be repaired so it meets minimum Property Maintenance and Building Code requirements or razed. Your effort to initiate corrective action to have the above listed items corrected or the building removed within thirty (30) days from the date of receipt of this notice is requested in an effort to avoid enforcement action, including a Show Cause Hearing before the Construction Board of Appeals to have the building razed.

If you have any questions or wish to schedule a meeting to discuss this matter, please contact the Department of Community Development at 269-329-4477.

Sincerely,



Christopher Forth, AICP
Interim Director

cc: Terry A. Novak, Deputy Director of Building and Housing Services
Larry Moore, Assistant Fire Chief

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July 21, 2020

Sent Certified Mail and Posted on Site

Lisa Calhoun
6322 N. 35th Street
Richland, MI 49083

Dear Ms. Lisa Calhoun:

RE: Notice of Show Cause Hearing – 8833 Shaver Road

The ongoing condition of the vacant building located at 8833 Shaver Road is unsafe/unfit for occupancy as defined in Section 42-1341 of the City of Portage Code of Ordinances. The building has not been repaired or removed from the property as required by the June 12, 2020 Unsafe Structure notice.

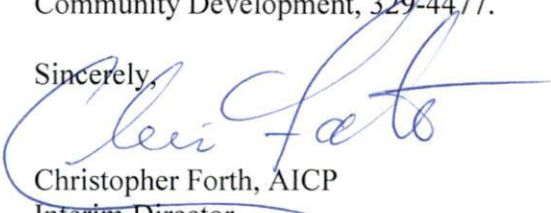
As a result of the continued violations, you are hereby notified that a hearing on the condition of the building at 8833 Shaver Road will be held before the Construction Board of Appeals at 5:00 P.M. on August 13, 2020. The meeting will be held in the Portage City Hall Council Chambers, 7900 South Westnedge Avenue, Portage, Michigan. As the property owner at this hearing, you will have the opportunity to show cause as to why the building should not be razed and removed from the property. You shall also have the right at the hearing to cross-examine witnesses who testify against the owner's and/or occupant's interests and the right to produce witnesses on your own behalf, including the use of pictures, video tapes or other recording devices.

The decision of the Construction Board of Appeals may be appealed to City Council for review within ten (10) days after the decision of the Board and, after review by Council, may be appealed to the Kalamazoo County Circuit Court within twenty (20) days after the decision of the Council.

Also, in light of the current Covid-19 situation, the Kalamazoo County Health and Community Services Department (HCS) has interpreted the Governor's most recent Administrative Order to mean that only ten individuals may gather together for meeting purposes. Please contact Terry Novak in the Department of Community Development at 329-4477 with the number of individuals that will attend the meeting on your behalf to ensure compliance with HCS.

If you have any questions, please contact the Division of Building and Housing Services, Department of Community Development, 329-4477.

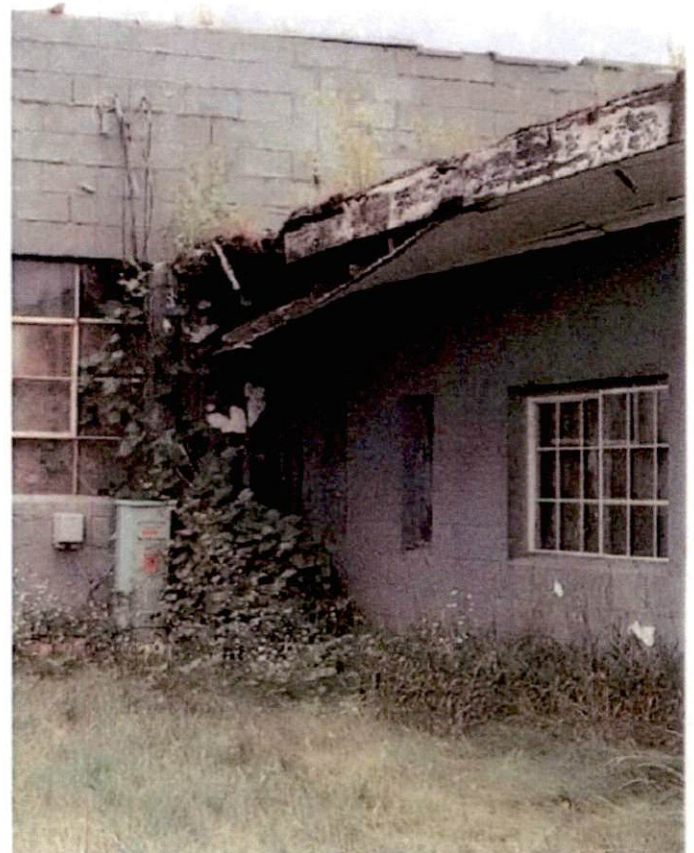
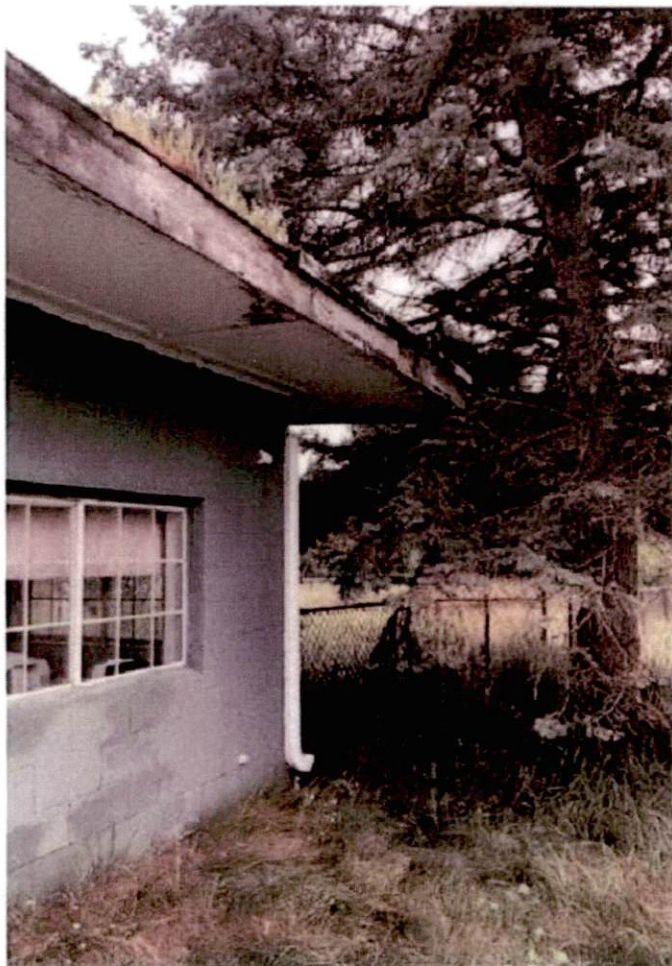
Sincerely,

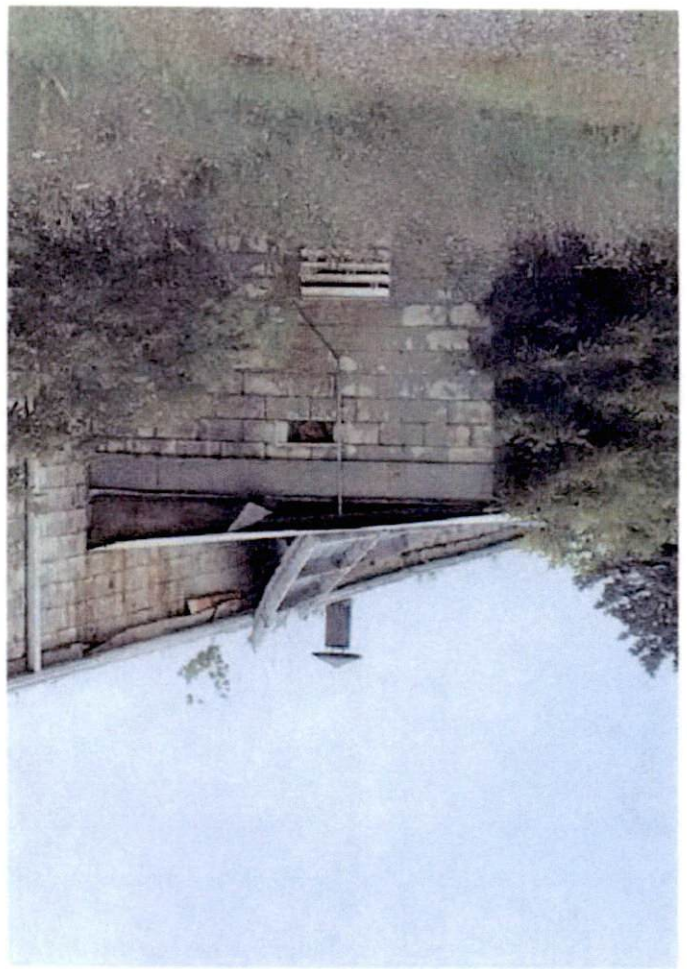


Christopher Forth, AICP
Interim Director

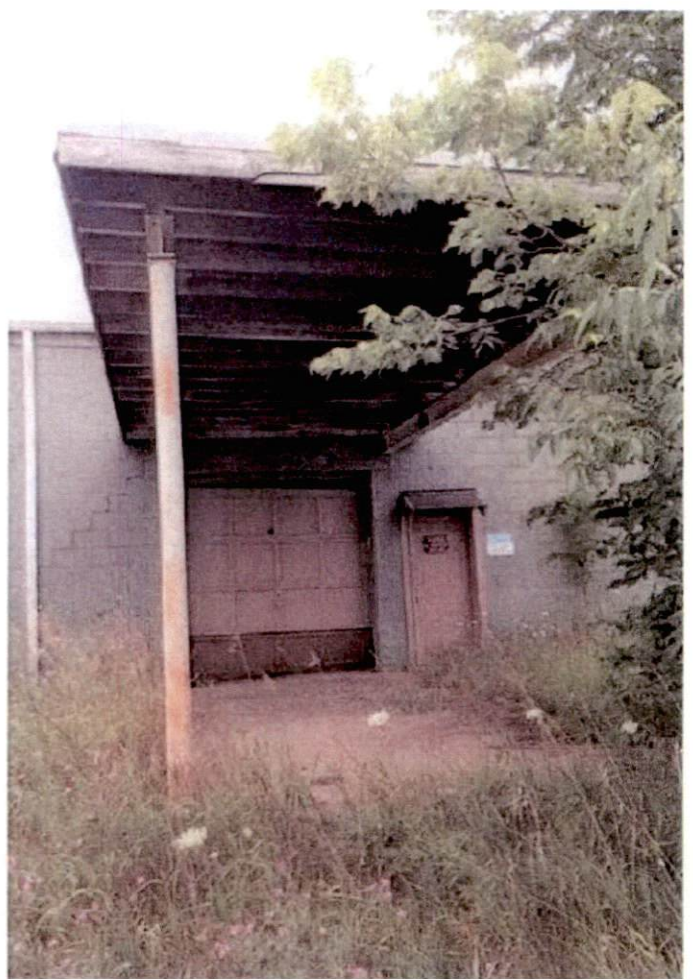
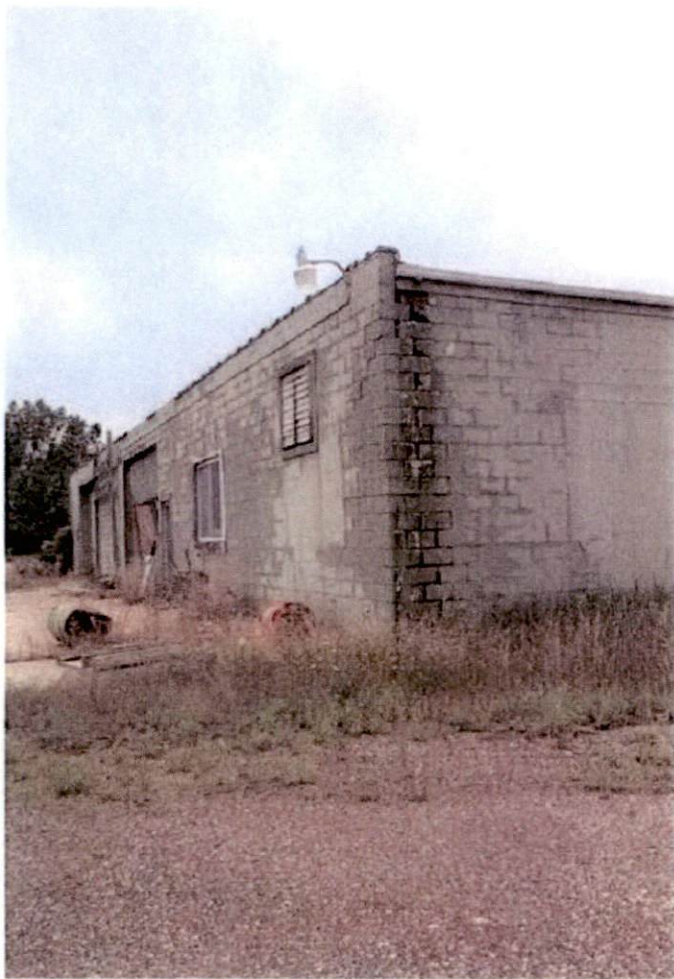
Attachment: Copy of June 12, 2020 Unsafe Structure Notices

cc: Terry A. Novak, Deputy Director of Building and Housing Services









Minutes of Boards & Commissions

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – October 26, 2020

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

MEMBERS PRESENT: Lena Jomaa, Jeff Wettig, Linda Finch, Jay Eichstaedt, Linda Fry, Alexander Philipp, Lynn Haddow

MEMBERS EXCUSED: Dan Thornton

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

APPROVAL OF THE MINUTES: Fry moved and Jomaa seconded a motion to approve the October 12, 2020 minutes as submitted. Upon roll call vote, the motion was approved 7-0.

NEW BUSINESS:

ZBA #20-06; 9533 Oakview Drive: Mais summarized the request for a variance to construct a 96 square-foot shed 18 feet from the (south) front property line where a minimum 30-foot front yard setback is required. The applicant, Michael Rohr, explained he wanted to utilize the existing concrete slab and did not want to pour more concrete so they could retain as much green space as possible and so that he would not have to relocate the irrigation system running throughout the back yard. Mr. Rohr indicated the shed would have the same color and roof as the house and would be partly concealed behind a six-foot fence. Mr. Rohr stated the shed will be used to store a riding mower, snow blower and other lawn equipment. Eichstaedt inquired if the applicant knew what purpose the concrete slab originally served where he wanted to locate the shed. The applicant did not know. Eichstaedt inquired if a permit was needed to pour a concrete slab. Mais replied no. Eichstaedt noted it should be possible without too much difficulty to cap the sprinkler system in the spring if needed to relocate a portion of the irrigation system. Jomaa inquired if there was a gate between the rear yard and the driveway. The applicant responded the gate is near the southwest corner of the garage. Eichstaedt requested clarification concerning the alternate location for the shed shown on the applicant's drawing. Mais replied the second location was included by the applicant as an alternative for a lesser variance if the Board did not wish to grant the requested variance. Eichstaedt inquired if the alternate location needed a variance. Mais responded a two-foot front setback variance would still be needed. Eichstaedt noted a two foot variance was a much smaller variance and would still allow easy access to the shed.

A public hearing was opened. No one spoke for or against the request. The public hearing was closed.

After additional discussion, a motion was made by Eichstaedt, seconded by Fry, to grant a lesser variance to construct a 96 square-foot shed 28 feet from the (south) front property line where a minimum 30 foot front yard setback is required for the following reasons: there are exceptional or extraordinary conditions applying to the property that do not apply generally to other properties in the same zoning district, which include the curved street and irregular shape of the lot; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to store lawn equipment; 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 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: Jomaa-Yes, Wettig-Yes, Finch-Yes, Fry-Yes, Eichstaedt-Yes, Philipp-Yes, Haddow-Yes. Motion passed 7-0.

ZBA #20-07; 9440 East Shore Drive: Mais summarized the request for variances to: a) retain a dwelling located four feet from the (south) side property line where a minimum five-foot side yard is required; and b) to increase the building height of a nonconforming dwelling by 66 inches where a portion of the dwelling is four feet from the (south) side property line where a minimum five-foot side yard setback is required. Joel

Krawczyk explained they discovered the nonconforming setback when they recently had the property surveyed as part of the due diligence for the building permit, and the original builder had evidently altered the location of the dwelling on the lot from where their approved plans indicated. Haddow inquired if the applicant had already investigated the feasibility of raising the dwelling and the foundation requirements with both their contractor and the city. Mr. Krawczyk responded yes.

A public hearing was opened. A letter of support from Laura Tupper, 9516 East Shore Drive was read. No one spoke for or against the request. The public hearing was closed.

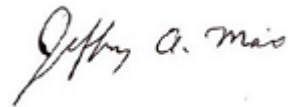
After additional discussion, a motion was made by Wettig, seconded by Jomaa, to grant variances to: a) retain a dwelling located four feet from the (south) side property line where a minimum five-foot side yard is required; and b) to increase the building height of a nonconforming dwelling by 66 inches where a portion of the dwelling is four feet from the (south) side property line where a minimum five-foot side yard setback is required for the following reasons: there are exceptional or extraordinary 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 original location of the dwelling; the variance is necessary for the preservation and enjoyment of a substantial property right, the right to improve and modify one's property; 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 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: Jomaa-Yes, Wettig-Yes, Finch-Yes, Fry-Yes, Eichstaedt-Yes, Philipp-Yes, Haddow-Yes. Motion passed 7-0.

OTHER BUSINESS: None.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: A motion was made by Fry, seconded by Eichstaedt, to adjourn the meeting. Upon roll call vote the motion passed 7-0. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,



Jeff Mais
Zoning & Codes Administrator

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CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – December 10, 2020

CALL TO ORDER: The City of Portage Human Services Board meeting of December 10, 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 and staff participating via video/telephone call-in.

MEMBERS PRESENT: Alice Mwanda, Fi Spalvieri, Effie Kokkinos, Tim Henson, Brooke Kolodzieczyk, Barbara Sagara, Cristy Cate, Nadeem Mirza, Stephanie Upshaw, Fayyaz Razi (Youth Advisory Board Representative).

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist, Chris Forth, Deputy Director of Planning and Development.

APPROVAL OF MINUTES: Mwanda moved and Henson supported a motion to approve the November 12, 2020 minutes. Motion passed 9-0.

OLD BUSINESS: Review of HPS Grant Application: Kolodzieczyk reported that the sub-committee of herself, Upshaw and Spalvieri had submitted to staff for consideration a list of 7 proposed changes or modifications to the existing application. The list includes prioritization of items collectively agreed to be the most significant needs, eliminating question #15 on the application and expanding and clarifying items regarding other funding sources, length of time program has been in existence and questions 7a and b. Staff agreed to forward the communication received to the entire Board for discussion and consideration during the review process of current applications and for discussion and potential formal changes to the application at a future meeting.

PUBLIC HEARING FOR FY 2019-20 CDBG CAPER: Deputy Director Forth presented an overview of the FY 2019-20 CDBG Consolidated Annual Performance Evaluation Report (CAPER) summarizing activities completed utilizing CDBG funding within the previous fiscal year. Upshaw moved and Mirza supported motion to open public hearing. Motion passed 9-0. No comments were received. Kolodzieczyk moved and Cate supported motion to close public hearing. Motion passed 9-0.

NEW BUSINESS: Upshaw stated that no new update on Metro Transit activities was available at this time but that services were continuing consistent with the last update received.

STATEMENTS OF CITIZENS: No statements received.

ADJOURNMENT: There being no further discussion to come before the Board, a motion was made by Kokkinos and supported by Mirza to adjourn the meeting at 6:30p.m. Motion was approved 9-0.

Respectfully Submitted,



Tom McCoy, Neighborhood Program Specialist

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TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Midwest Fastener Corporation, PA 198 Tax Abatement

SUPPORTING PERSONNEL: Chris Forth, Deputy Director of Planning, Development and Neighborhood Services
Kelly Peterson, Director of Development Services

ACTION RECOMMENDED: Adopt:

1. Resolution No. 2-20, creating Industrial Development District No. 93 for the Midwest Fastener Corporation, 9031 Shaver Road;
2. Resolution No. 3-20, approving the industrial facilities exemption certificate application for the Midwest Fastener Corporation, 9031 Shaver Road; and
3. approve the tax abatement agreement and affidavit between the City of Portage and the Midwest Fastener Corporation.

On December 15, 2020, City Council accepted a request from the Midwest Fastener Corporation to create Industrial Development District No. 93 at 9031 Shaver Road and an associated PA 198 tax abatement application for a 9-year real property tax abatement. Midwest Fastener Corporation plans to expand local operations in three phases. The first phase consists of a 5,000 square foot breakroom and a new 133 off-street parking lot and construction is expected to commence in Spring 2021. The second phase involves construction of a 12,400 square foot office addition and construction of this facility improvement is anticipated to begin in the Fall 2021. The third and final phase is 110,000 square foot warehouse expansion on the south side of the existing building. This phase is planned for completion in 2023.

For the purposes of this PA 198 application, the applicant is proposing to combine the first two phases. Midwest Fastener has requested an abatement for real property improvements for the addition/expansion that total \$2,798,260. Midwest Fastener has also advised that an additional \$200,000 in personal property investments will be invested; however, these improvements are considered Eligible Manufacturing Personal Property (EMPP) and are exempt from local taxation. The total level of investment, including real and personal property improvements, is nearly \$3 million. The total level of real property investment is \$2,798,260 and will result in the retention of 120 jobs and the

creation of 30 new jobs within 2 years. The applicant indicates the average annual salary of the newly created jobs will be \$63,000.

Included in the application materials is a map illustrating the location of the immediate development project along with a map outlining the proposed boundary of IDD No. 93.

The adopted City of Portage Industrial Tax Abatement Incentive Policy states the term for an Industrial Facilities Exemption Certificate involving real property is up to six years. Council may grant one additional three-year period if the applicant meets one of several criteria. One of the criteria involves the creation of at least 25 new jobs *all* of which will have an annual salary above 80% of the Kalamazoo County Area Median Income for a one-person household, which is \$42,250. Midwest Fastener has indicated that at least 25 of the 30 new jobs that will be created within two years of project completion will have an average annual salary of at least \$42,250. Consequently, Midwest Fastener is eligible for an additional three-year abatement period for a total of nine years.

Summary of PA 198 Process

The process to receive a tax abatement is initiated with the filing of a request to establish or expand an industrial development district. Following a public hearing and the decision on the district, the second step involves review of the industrial facilities exemption certificate. As required by the State of Michigan, the city may not approve a new industrial facilities exemption certificate unless there is a written agreement between the city and the owner of the industrial facility, which must be formally filed with the Michigan Department of Treasury. Also, the Michigan State Tax Commission requires an affidavit, executed by the local unit of government and the applicant, which states that there are no additional payments or similar charges other than the required application fee. The tax abatement agreement is considered by the Council when the industrial facilities exemption certificate is reviewed and will include provisions related to the jobs created or retained, the facility to be constructed and related issues. The tax abatement procedure concludes when, within 60 days of the date of filing, City Council approves the resolution approving the application for an industrial facilities exemption certificate. The application materials are forwarded to the Tax Commission and the agreement is submitted to the Department of Treasury. If City Council adopts a resolution disapproving the application for the certificate, the applicant may still proceed and file the application with the Tax Commission, which renders final approval or disapproval of the industrial facilities exemption certificate.

Preliminary Environmental Analysis

A preliminary planning and environmental investigation of the proposed industrial activity has been completed. The subject property is approximately 16.3 acres in size, zoned I-2, heavy industry and occupied by an approximate 247,000 square foot building and associated site improvements. The adjacent properties are also zoned either heavy industrial. The property is located within Shaver Road business corridor and is identified for industrial development (primarily on the east side) in the City of Portage Comprehensive Plan. This existing facility is connected to municipal water and sanitary sewer. Storm water drainage is controlled on-site in accordance with the city's Storm Water Design Criteria Manual.

Review of the area for environmental concerns revealed no compliance problems with either the Michigan Department of Environment, Great Lakes and Energy or the City of Kalamazoo. All state and

federal regulations pertaining to any hazardous material handling, storage and disposal will be met.

Project Impact Analysis

Project impact analyses have been prepared for the proposed investment of \$2,798,260 in real property improvements. Personal property investments in the amount of \$200,000 will also be made; however, these improvements are considered Eligible Manufacturing Personal Property (EMPP) and are exempt from local taxation. As previously noted, the project will retain 120 full-time equivalent employees and will add an additional 30 jobs within two years of project completion. The average annual salary for existing and new employees is approximately \$63,000. Assumptions utilized in the analyses are detailed on page one of the reports. Calculations are included on proceeding pages and a summary table and chart organizes the results of these calculations for City Council reference.

The analyses show the economic impact on the city General Fund and the broader community with a 50% real property abatement for the 9-year period. The following summarizes the cumulative outcomes of the investments:

Direct General Fund Abatement Cost	\$18,281
Cumulative Revenue to the City (20 Years)	\$9,147
Primary/Secondary Community Economic Benefits	\$2,217,600

The direct General Fund abatement cost to the city over the 9-year period is estimated to be \$18,281. Cumulative revenue to the city over a 20-year period is estimated to be \$9,147 while the additional broader community benefit is estimated to be \$2.2 million based on the level of real property investment and job creation.

Property Tax Analysis

An analysis of the impact of property taxes has also been prepared. With no abatement and the real property taxed at the full 63.3384 millage rate, the estimated taxes generated for all taxing units would total \$797,551 over a 9-year period. The information below provides the estimated total tax revenue foregone over a 9-year abatement period by local units of government.

City of Portage	\$70,937
Kalamazoo County	\$50,444
Central County Transportation Authority	\$4,703
Kalamazoo County Transportation Authority	\$1,971
KRESA	\$45,893
KVCC	\$17,610
Portage District Library	\$12,557

Portage Public Schools' revenue is subject to the 1994/1995 school aid legislation and is largely provided by the State of Michigan. The total tax abatement valuation percentage approved by the Council with the inclusion of this application would equal 7.54%. This figure reflects the active industrial tax abatements that have been approved by the Council as a percentage of the total city State Equalized Value.

Conclusion

The investments being made by Midwest Fastener Corporation are important to the Portage community. Midwest Fastener Corporation is a locally owned and operated business that began operations in 1967 from a garage located on Portage Road and moved to the Shaver Road location in 1983. Over the years, several facility expansion projects have been completed increasing operations and expanding job opportunities for local residents. In an effort to facilitate this additional expansion project, approval of a 9-year abatement period is recommended. Therefore, it is recommended that City Council adopt Resolution No. 2-20 creating Industrial Development District (IDD) No. 93 at 9031 Shaver Road. Following approval of Resolution No. 2-20 creating the district, it is recommended Resolution No. 3-20 for the Industrial Facilities Exemption Certificate be approved for real property in the estimated amount of \$2,798,200 million within IDD No. 93. In addition to approval of the industrial facilities exemption certificate, approval of the Affidavit with Regard to Fees and the Tax Abatement Agreement for a 9-year real property abatement period is recommended.

FUNDING: N/A

- Attachments:**
1. Midwest Fasteners 2020 Impact Analysis (corrected)
 2. 2020 Midwest Fasteners application
 3. Resolution No. 2-20 Designating District No. 93
 4. Resolution No. 3-20 approving the application of Midwest Fasteners Corporation
 5. Affidavit with regard to fees
 6. Tax Abatement Agreement

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

Assumptions used in the following calculations:

Market value of property to be added :	
Real property.....	\$2,798,260
Personal property.....	\$200,000
Percentage tax abatement requested: (consistent with City Council policy)	
Real property.....	50.00%
Personal property.....	0.00%
Years of abatement requested:	
Real property.....	9
Personal property.....	9
Non-recoverable City share costs of requested:	
Roadway improvements.....	\$0
Drainage improvements.....	\$0
Sanitary sewer improvements.....	\$0
Water delivery improvements.....	\$0
Number of new employees.....	30
Average annual income of each new employee.....	\$42,250
Percentage of new employees assumed to be residents.....	33.00%
Propensity for resident employees to consume locally.....	60.00%
Propensity for non-resident employees to consume locally.....	50.00%
County income multiplier.....	2.00
Percentage of new employees constructing new homes.....	25.00%
Value of new home as a factor of annual income.....	3.89
Number of members per household (2015-2019 5-year estimate)	2.43
Population, 2020 estimation.....	49,216
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	\$25,543,186
Current General Fund millage rate.....	7.5000
Per capita state revenue sharing to General Fund.....	\$90.68
Average annual inflation rate (2015 to 2019).....	1.79%
Annual increase in industrial real property value.....	0.00%
Annual increase in residential real property value.....	1.40%

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

CALCULATION OF ECONOMIC BENEFITS TO THE COMMUNITY:

Equation 1-Calculation of additional payroll generated

Number of new employees	Average annual income	Total new annual payroll
30	\$42,250	\$1,267,500

Equation 2-Calculation of primary economic benefit to the community from payroll income

Percentage of new employees assumed to be residents.....					33.00%
Propensity for resident employees to consume locally.....					60.00%
Propensity for non-resident employees to consume locally.....					50.00%
	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit	
Resident employees.....	10	\$42,250	60.00%	\$253,500	
Non-resident employees.....	20	\$42,250	50.00%	\$422,500	
				\$676,000	\$676,000

Equation 3-Calculation of secondary economic benefit to the community from payroll income

	Total primary benefit	County income multiplier	Propensity to consume locally	Secondary economic benefit	
	\$676,000	2.00	60.00%	\$811,200	\$811,200
----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY					\$1,487,200

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

CALCULATION OF ADDITIONAL GENERAL FUND REVENUE:

Equation 4-Calculation of gross taxes to be generated from new project

Market value of property to be added:					
Real property.....				\$2,798,260	
Personal property.....				\$200,000	
Current General Fund millage rate				7.50	
	First year property SEV	Millage rate	Abated	First year property taxes	
Real	\$1,399,130	7.50	Yes	\$10,493	
Personal	\$91,000	7.50	Yes	\$683	\$11,176

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....					20.00%	
Value of new home as a factor of annual income.....					3.89	
	Number of new homes	Avg market value of each new home	Total SEV of new homes	General Fund millage rate	First year property taxes	
	6	\$164,300	\$492,900	7.50	\$3,697	\$3,697

Equation 6-Calculation of additional state revenue sharing to the General Fund

Number of members per household.....					2.43	
Per capita state revenue sharing to General Fund.....					\$91	
	Number of new resident employees	Number of members per household	Number of new residents	Per capita state revenue sharing	Additional state revenue sharing	
	10	2.43	24	\$91	\$2,176	\$2,176
---ADDITIONAL GENERAL FUND REVENUE.....						\$17,049

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:				
Real property.....			50.00%	
Personal property.....			0.00%	
Years of abatement requested:				
Real property.....			9	
Personal property.....			9	
	First year General Fund property tax	Requested abatement rate	First year tax abatement	
Real	\$10,493	50.00%	\$5,247	
Personal	\$683	0.00%	\$0	\$5,247

Equation 8-Additional service costs

Population, 2020 estimation.....					49,216	
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements					\$25,543,186	
	Costs of services	Number of residents	Cost per resident	Number of new residents	Additional cost for new residents	
	\$25,543,186	49,216	\$519	24	\$12,456	\$12,456

Equation 9-Public facilities cost, non-recoverable City share

	Road imprvmnts	Drainage imprvmnts	Sanitary sewer imprvmnts	Water delivery imprvmnts	Total improvements	
	\$0	\$0	\$0	\$0	\$0	\$0
----TOTAL ADDITIONAL GENERAL FUND COSTS.....						\$17,703

CALCULATION OF RELATIVE COMPARISON FACTOR

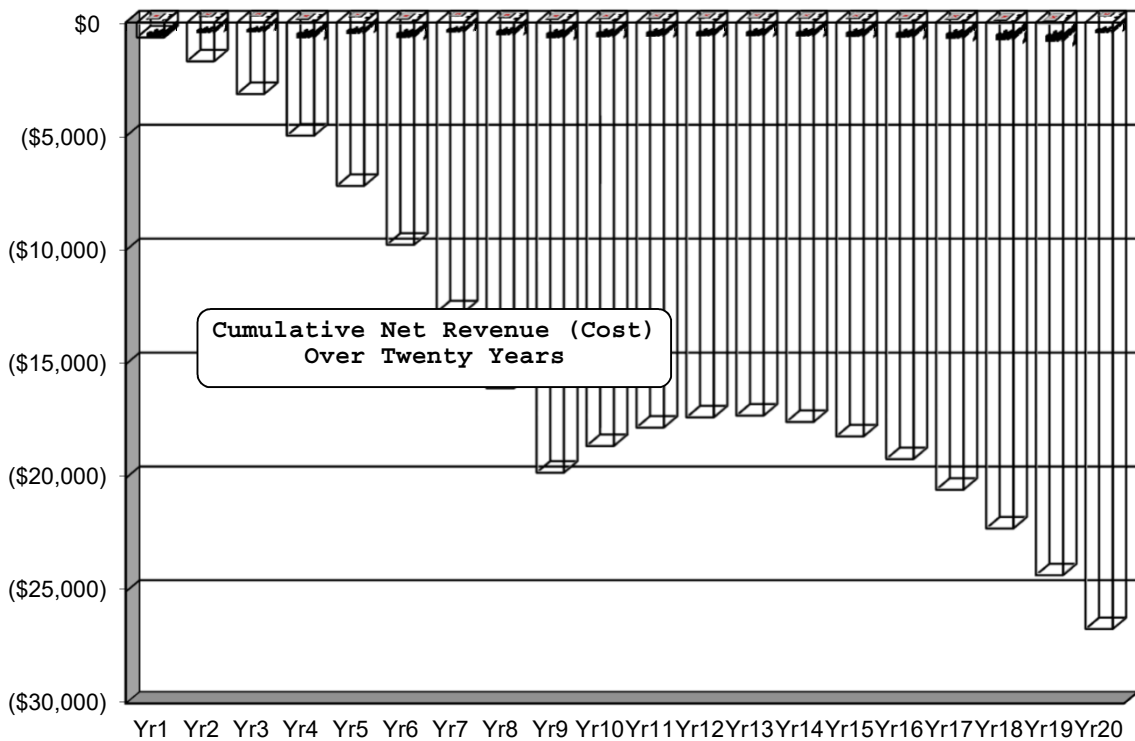
Equation 10-Relative comparison investment factor/initial cost per job created

Additional revenues	Additional (costs)	Net additional (cost)/revenue	Number of jobs created	(Cost)/revenue per job created
\$17,049	(\$17,703)	(\$654)	30	(\$22)

Long term comparison of increased revenues to increased costs
reflecting the effects of inflation on property values and General Fund expenditures
and the decreasing value of personal property due to depreciation

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

Year	Revenue	Infrastructure costs	General Fund real property tax abatement	General Fund personal prop. tax abatement	General Fund service costs	Expenditures	Net annual (cost)/revenue	Cumulative (cost)/revenue
Yr1	\$17,049	\$0	\$5,247	\$0	\$12,456	(\$17,703)	(\$654)	(\$654)
Yr2	\$16,878	\$0	\$5,247	\$0	\$12,679	(\$17,926)	(\$1,048)	(\$1,701)
Yr3	\$16,714	\$0	\$5,247	\$0	\$12,905	(\$18,152)	(\$1,438)	(\$3,139)
Yr4	\$16,558	\$0	\$5,247	\$0	\$13,136	(\$18,383)	(\$1,825)	(\$4,963)
Yr5	\$16,410	\$0	\$5,247	\$0	\$13,370	(\$18,617)	(\$2,207)	(\$7,170)
Yr6	\$16,270	\$0	\$5,247	\$0	\$13,609	(\$18,856)	(\$2,586)	(\$9,755)
Yr7	\$16,137	\$0	\$5,247	\$0	\$13,852	(\$19,099)	(\$2,962)	(\$12,717)
Yr8	\$16,011	\$0	\$5,247	\$0	\$14,100	(\$19,347)	(\$3,336)	(\$16,052)
Yr9	\$15,892	\$0	\$5,247	\$0	\$14,351	(\$19,598)	(\$3,706)	(\$19,758)
Yr10	\$15,781	\$0	\$0	\$0	\$14,608	(\$14,608)	\$1,173	(\$18,585)
Yr11	\$15,676	\$0	\$0	\$0	\$14,869	(\$14,869)	\$807	(\$17,778)
Yr12	\$15,578	\$0	\$0	\$0	\$15,134	(\$15,134)	\$444	(\$17,334)
Yr13	\$15,486	\$0	\$0	\$0	\$15,405	(\$15,405)	\$81	(\$17,253)
Yr14	\$15,402	\$0	\$0	\$0	\$15,680	(\$15,680)	(\$278)	(\$17,531)
Yr15	\$15,323	\$0	\$0	\$0	\$15,960	(\$15,960)	(\$637)	(\$18,168)
Yr16	\$15,252	\$0	\$0	\$0	\$16,245	(\$16,245)	(\$993)	(\$19,161)
Yr17	\$15,188	\$0	\$0	\$0	\$16,535	(\$16,535)	(\$1,347)	(\$20,508)
Yr18	\$15,130	\$0	\$0	\$0	\$16,831	(\$16,831)	(\$1,701)	(\$22,209)
Yr19	\$15,076	\$0	\$0	\$0	\$17,131	(\$17,131)	(\$2,055)	(\$24,264)
Yr20	\$15,031	\$0	\$0	\$0	\$17,437	(\$17,437)	(\$2,406)	(\$26,670)



PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

Assumptions used in the following calculations:

Market value of property to be added :	
Real property.....	\$2,798,260
Personal property.....	\$200,000
Percentage tax abatement requested: (consistent with City Council policy)	
Real property.....	50.00%
Personal property.....	0.00%
Years of abatement requested:	
Real property.....	9
Personal property.....	9
Non-recoverable City share costs of requested:	
Roadway improvements.....	\$0
Drainage improvements.....	\$0
Sanitary sewer improvements.....	\$0
Water delivery improvements.....	\$0
Number of new employees.....	30
Average annual income of each new employee.....	\$63,000
Percentage of new employees assumed to be residents.....	33.00%
Propensity for resident employees to consume locally.....	60.00%
Propensity for non-resident employees to consume locally.....	50.00%
County income multiplier.....	2.00
Percentage of new employees constructing new homes.....	25.00%
Value of new home as a factor of annual income.....	2.61
Number of members per household (2010-2014 5-year estimate)	2.40
Population, 2020 estimation.....	49,216
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements	\$25,543,186
Current General Fund millage rate.....	7.5000
Per capita state revenue sharing to General Fund.....	\$90.68
Average annual inflation rate (2015 to 2019).....	1.79%
Annual increase in industrial real property value.....	0.00%
Annual increase in residential real property value.....	1.40%

CALCULATION OF ECONOMIC BENEFITS TO THE COMMUNITY:

Equation 1-Calculation of additional payroll generated

Number of new employees	Average annual income	Total new annual payroll
30	\$63,000	\$1,890,000

Equation 2-Calculation of primary economic benefit to the community from payroll income

Percentage of new employees assumed to be residents.....					33.00%
Propensity for resident employees to consume locally.....					60.00%
Propensity for non-resident employees to consume locally.....					50.00%
	Distribution of labor force	Average annual income	Propensity to consume locally	Primary economic benefit	
Resident employees.....	10	\$63,000	60.00%	\$378,000	
Non-resident employees.....	20	\$63,000	50.00%	\$630,000	
				\$1,008,000	\$1,008,000

Equation 3-Calculation of secondary economic benefit to the community from payroll income

	Total primary benefit	County income multiplier	Propensity to consume locally	Secondary economic benefit	
	\$1,008,000	2.00	60.00%	\$1,209,600	\$1,209,600
----ADDITIONAL ECONOMIC BENEFITS TO THE COMMUNITY.....					\$2,217,600

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

CALCULATION OF ADDITIONAL GENERAL FUND REVENUE:

Equation 4-Calculation of gross taxes to be generated from new project

Market value of property to be added:					
Real property.....				\$2,798,260	
Personal property.....				\$200,000	
Current General Fund millage rate				7.50	
	First year property SEV	Millage rate	Abated	First year property taxes	
Real	\$1,399,130	7.50	Yes	\$10,493	
Personal	\$91,000	7.50	Yes	\$683	\$11,176

Equation 5-Calculation of additional property tax from new residents

Percentage of new employees constructing new homes.....					25.00%
Value of new home as a factor of annual income.....					2.61
	Number of new homes	Avg market value of each new home	Total SEV of new homes	General Fund millage rate	First year property taxes
	8	\$164,300	\$657,200	7.50	\$4,929
					\$4,929

Equation 6-Calculation of additional state revenue sharing to the General Fund

Number of members per household.....					2.43
Per capita state revenue sharing to General Fund.....					\$91
	Number of new resident employees	Number of members per household	Number of new residents	Per capita state revenue sharing	Additional state revenue sharing
	10	2.43	24	\$91	\$2,176
					\$2,176
----ADDITIONAL GENERAL FUND REVENUE.....					\$18,281

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

Equation 7-Annual tax abatement costs

Percentage tax abatement requested:				
Real property.....			50.00%	
Personal property.....			0.00%	
Years of abatement requested:				
Real property.....			9	
Personal property.....			9	
	First year General Fund property tax	Requested abatement rate	First year tax abatement	
Real	\$10,493	50.00%	\$5,247	
Personal	\$683	0.00%	\$0	\$5,247

Equation 8-Additional service costs

Population, 2020 estimation.....				49,216	
General Fund expenditures net of certain offsetting revenues: i.e., user charges and fees, grants, reimbursements				\$25,543,186	
Costs of services	Number of residents	Cost per resident	Number of new residents	Additional cost for new residents	
\$25,543,186	49,216	\$519	24	\$12,456	\$12,456

Equation 9-Public facilities cost, non-recoverable City share

Road imprvmnts	Drainage imprvmnts	Sanitary sewer imprvmnts	Water delivery imprvmnts	Total improvements	
\$0	\$0	\$0	\$0	\$0	\$0
----TOTAL ADDITIONAL GENERAL FUND COSTS.....					\$17,703

CALCULATION OF RELATIVE COMPARISON FACTOR

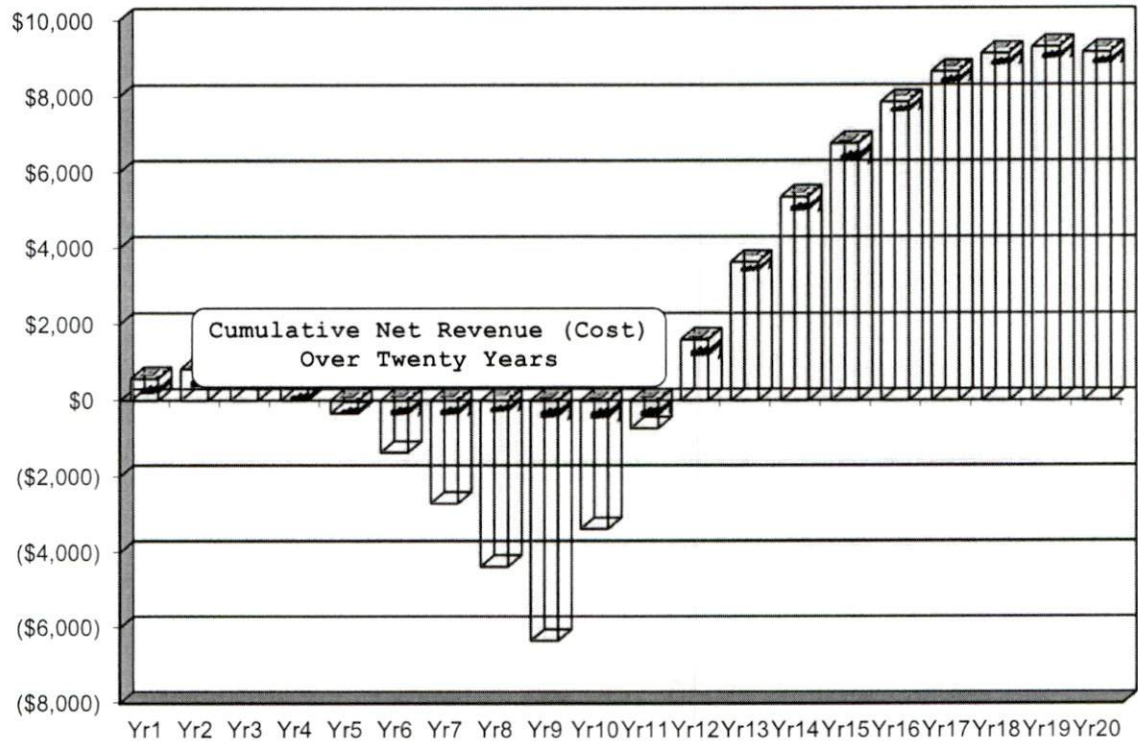
Equation 10-Relative comparison investment factor/initial cost per job created

Additional revenues	Additional (costs)	Net additional (cost)/revenue	Number of jobs created	(Cost)/revenue per job created
\$18,281	(\$17,703)	\$578	30	\$19

Long term comparison of increased revenues to increased costs
reflecting the effects of inflation on property values and General Fund expenditures
and the decreasing value of personal property due to depreciation

PROJECT IMPACT ANALYSIS - Midwest Fasteners 2020

Year	Revenue	Infrastructure costs	General Fund real property tax abatement	General Fund personal prop. tax abatement	General Fund service costs	Expenditures	Net annual (cost)/revenue	Cumulative (cost)/revenue
Yr1	\$18,281	\$0	\$5,247	\$0	\$12,456	(\$17,703)	\$579	\$579
Yr2	\$18,179	\$0	\$5,247	\$0	\$12,679	(\$17,926)	\$254	\$832
Yr3	\$18,083	\$0	\$5,247	\$0	\$12,905	(\$18,152)	(\$69)	\$764
Yr4	\$17,992	\$0	\$5,247	\$0	\$13,136	(\$18,383)	(\$391)	\$373
Yr5	\$17,908	\$0	\$5,247	\$0	\$13,370	(\$18,617)	(\$709)	(\$336)
Yr6	\$17,829	\$0	\$5,247	\$0	\$13,609	(\$18,856)	(\$1,027)	(\$1,362)
Yr7	\$17,755	\$0	\$5,247	\$0	\$13,852	(\$19,099)	(\$1,344)	(\$2,706)
Yr8	\$17,687	\$0	\$5,247	\$0	\$14,100	(\$19,347)	(\$1,660)	(\$4,365)
Yr9	\$17,625	\$0	\$5,247	\$0	\$14,351	(\$19,598)	(\$1,973)	(\$6,338)
Yr10	\$17,568	\$0	\$0	\$0	\$14,608	(\$14,608)	\$2,960	(\$3,378)
Yr11	\$17,517	\$0	\$0	\$0	\$14,869	(\$14,869)	\$2,648	(\$730)
Yr12	\$17,471	\$0	\$0	\$0	\$15,134	(\$15,134)	\$2,337	\$1,608
Yr13	\$17,431	\$0	\$0	\$0	\$15,405	(\$15,405)	\$2,026	\$3,634
Yr14	\$17,396	\$0	\$0	\$0	\$15,680	(\$15,680)	\$1,716	\$5,350
Yr15	\$17,366	\$0	\$0	\$0	\$15,960	(\$15,960)	\$1,406	\$6,756
Yr16	\$17,342	\$0	\$0	\$0	\$16,245	(\$16,245)	\$1,097	\$7,853
Yr17	\$17,323	\$0	\$0	\$0	\$16,535	(\$16,535)	\$788	\$8,641
Yr18	\$17,309	\$0	\$0	\$0	\$16,831	(\$16,831)	\$478	\$9,119
Yr19	\$17,300	\$0	\$0	\$0	\$17,131	(\$17,131)	\$169	\$9,288
Yr20	\$17,296	\$0	\$0	\$0	\$17,437	(\$17,437)	(\$141)	\$9,147



**CITY OF PORTAGE
RESOLUTION NO. 2-20
DESIGNATING PORTAGE INDUSTRIAL DEVELOPMENT DISTRICT NO. 93
MIDWEST FASTENER CORPORATION**

Minutes of a VIRTUAL meeting of the City Council for the City of Portage, Michigan held on _____, 2021, at 7:00 p.m. local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____, and supported by:

COUNCILMEMBER: _____.

WHEREAS, the City Council has met in public hearing as heretofore resolved and noticed for the purpose of determining whether a certain described area located at 9031 Shaver Road, Portage, Michigan, may be established as an Industrial Development District, pursuant to 1974 PA 198, MCLA 207.551, et seq.; and

WHEREAS, such location meets all of the prerequisites of the cited Act;

NOW THEREFORE, BE IT RESOLVED that the following described property be designated Industrial Development District No.93:

Please see attached Exhibit "A"

ADOPTED: AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

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

RESOLUTION DECLARED ADOPTED:

Erica Eklov, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 2021, the original of which is in the official proceedings of the City Council.

Erica Eklov, City Clerk

PREPARED BY:
Catherine Kaufman
Portage City Attorney
470 West Centre Avenue
Portage, Michigan 49024
(269) 382-4500

Approved as to Form:

Date: 1-7-2021

By: 
City Attorney

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 3-20**

**APPROVING THE APPLICATION OF
MIDWEST FASTENER CORPORATION
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
FOR THE FACILITY IN PORTAGE INDUSTRIAL DEVELOPMENT
DISTRICT NO. 93**

Minutes of a Virtual meeting of the City Council of the City of Portage, Michigan held on the
day of _____, 2021 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by

Councilmember _____.

WHEREAS, pursuant to 1974 PA 198, MCLA Sec. 207.551 et seq., after a duly noticed public hearing held on the ____ day of _____, 2021, this Council by resolution, established Portage Industrial Development District No. 93 as requested by MIDWEST FASTENER CORPORATION, sole owners of the property therein described; and;

WHEREAS, by resolution adopted _____, 2021, the City Council accepted the application of MIDWEST FASTENER CORPORATION for an Industrial Facilities Exemption Certificate for a new facility and site improvements to be installed in the Portage Industrial Development District No. 93, and directed the City Clerk to notify the City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the property located within said Industrial Development District No. 93, that the application for the Facilities Exemption Certificate would be considered at a meeting of the City Council on

, 2021, and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Portage after granting this certificate will exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property exempted.

WHEREAS, during a regular meeting of the City Council held _____, 2021, the applicant, the Assessor and representative of the affected taxing units were afforded an opportunity to be heard:

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That this City Council finds:

- (a) That the construction of the facility had not begun earlier than six (6) months before _____, the date of acceptance of the application for the Industrial Facilities Exemption Certificate;
- (b) That the application relates to a project which when completed will constitute a new facility within the meaning of 1974 PA 198 and will be situated in Portage Industrial Development District No. 93 (MIDWEST FASTENER CORPORATION) established in Portage on _____, 2021 by resolution of the City Council;
- (c) That completion of facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to create employment, retain employment, or prevent a loss of employment in the City of Portage.
- (d) That the application applies to a new facility and site improvements;
- (e) That the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Portage, after granting this certificate, will be _____ percent of an amount equal to the sum of SEV of the City plus the SEV of personal and real property thus exempted; however, the City Council specifically finds that the granting of the exemption applied for will not have the effect of substantially impeding the operation of the City of Portage, or impairing the financial soundness of any taxing unit that levies an ad valorem property tax in the City of Portage.

That the application of MIDWEST FASTENER CORPORATION for an Industrial Facilities Exemption Certificate with regard to the construction of a new facility and site improvements located in Portage Industrial Development District No. 93 (MIDWEST FASTENER CORPORATION) be and is hereby approved for a period of ____ years for the new facility (building) and site improvements with an ending date

of _____, and is conditioned upon execution of an agreement between MIDWEST FASTENER CORPORATION and the City.

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

ADOPTED: AYES: COUNCILMEMBER _____

NAYS: COUNCILMEMBER _____

ABSENT: COUNCILMEMBER _____

Erica Eklov, City Clerk

Certificate

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Portage, Michigan, Kalamazoo County, held on the _____ day of _____, 2021, the original of which is in the official proceedings of the City Council.

Erica Eklov, City Clerk

PREPARED BY:
Catherine Kaufman
Portage City Attorney
470 West Centre Avenue
Portage, Michigan 49024

Approved as to Form:

Date:

By: 1/8/2021
Catherine Kaufman
City Attorney

**AFFIDAVIT WITH REGARD TO FEES
OF 198 APPLICATION FOR
MIDWEST FASTENER CORPORATION**

STATE OF MICHIGAN)
)ss.
COUNTY OF KALAMAZOO)

NOW COME Affiants, Erica Eklov and Luke DeVries, and state as follows:

1. Erica Eklov is the City Clerk and an official for the City of Portage.
2. Luke DeVries is the Treasurer of the applicant, Midwest Fastener Corporation, who is an applicant for an industrial facilities exemption certificate.

3. Affiants are aware of the following provision, being Section 5(3) of Act No. 198 of the Public Acts of 1974:

The local government unit may charge the applicant an application fee to process an application for an industrial facilities exemption certificate. The application fee shall not exceed the actual cost incurred by the local government or unit in processing the application or 2% of the total property taxes stated under this Act for the term that the industrial facilities exemption certificate is in effect, whichever is less. A local government unit shall not charge an applicant any other fee under this Act.

4. Affiants state that no payment of any kind in excess of the fee allowed by the above provision of Act 198 as amended has been made or promised in exchange for favorable consideration of an exemption certificate application.

5. Affiants realize that any fee, payment in lieu of taxes, donations, or any other such payments as a condition precedent to approving industrial facilities exemption certificates would be contrary to the legislative intent of Act 198.

6. Each affiant has the authority to make this affidavit on behalf of the entity he or she represents.

CITY OF PORTAGE, a Michigan Municipal
Corporation

Date: _____, 2019

By: _____
ERICA EKLOV
Its: City Clerk

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public

County, Michigan
My commission expires: _____
Acting in Kalamazoo County, Michigan

MIDWEST FASTENER CORPORATION
A Michigan Corporation

Date: _____, 2019

By: _____
Luke DeVries
Its: Treasurer

Subscribed and sworn to before me this _____ day of _____, 2021.

Notary Public
Kalamazoo County, Michigan
My commission expires: _____
Acting in Kalamazoo County, Michigan

APPROVED AS TO FORM:

DATE 11/7/2021

Catherine Kaufman
CITY ATTORNEY

Prepared by:
Catherine Kaufman
470 West Centre Avenue
Portage, MI 49024

T:\COMMDEV\2020-2021 Department Files\PA 198 Tax\Midwest Fasteners, 9031 Shaver\Affidavit re Fees.docx

TAX ABATEMENT AGREEMENT

This Agreement is made between THE CITY OF PORTAGE, a Michigan Municipal Corporation, of 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter referred to as "CITY", and MIDWEST FASTENER CORPORATION, a Michigan Corporation, of 9031 Shaver Road, Portage, Michigan 49024, hereinafter referred to as "APPLICANT."

THE PARTIES AGREE AS FOLLOWS:

1. The CITY has established an Industrial Development District #93 in which the APPLICANT proposing to construct a new facility in the City of Portage, County of Kalamazoo, State of Michigan and which is described as follows:

See attached.

2. The APPLICANT has filed an application (which is incorporated herein by reference) with the CITY requesting an industrial facilities exemption certificate ("certificate") for real property and building improvements ("facility") located at 9031 Shaver Road, Portage, Michigan, within Industrial Development District #93.

3. The APPLICANT has represented that the application relates to a new or replacement facility within the meaning of Public Act 198 of 1974, MCLA 207.551, et seq.

4. The term of the certificate granted by the CITY shall be nine (9) years after completion of the facility (building). This agreement shall remain in force as to each certificate granted for the term of said certificate.

5. The APPLICANT has represented to the CITY that granting of the certificate will enable the facility to be completed, which will have the reasonable likelihood to create employment, retain employment, and prevent a loss of employment within the CITY.

6. The APPLICANT agrees to create 30 new jobs within two years of phase 1 and phase 2 completion, of which 25 will have an annual salary above 80% of the Kalamazoo County Area Median Income for a one-person household, and will retain at least 120 existing full-time equivalent employees. Failure to create the new jobs and maintain the positions shall be considered a material breach of this Agreement unless APPLICANT can show by clear and convincing evidence that the breach was caused by unfavorable economic business conditions, loss of business, or some other reason beyond the control of APPLICANT.

7. The APPLICANT agrees to maintain the facility for the entire period of the Certificate within the CITY and not to move or relocate the facility, business, or any material portion of either outside the CITY without replacing the relocated portion with real property improvements of equal or greater value, without first obtaining the permission of the CITY. If APPLICANT relocates the facility, business, or any material portion of either without this replacement and without the CITY's consent outside of the CITY during the period in which the industrial facilities exemption certificate is in effect, the APPLICANT is liable to the

CITY for an amount equal to the difference between the industrial facilities tax to be paid by the owner or lessee of that relocated facility for the tax years remaining under the industrial facilities exemption certificate that is in effect and the general ad valorem property tax that the Applicant would have paid if the Applicant did not have an industrial facilities exemption certificate in effect for those years. The CITY will not impose this liability without first giving the APPLICANT an opportunity to meet with CITY representatives. The payment provided in this section shall be distributed in the same manner as the industrial facilities tax is distributed.

8. The APPLICANT agrees that during the term of the certificate, all CITY taxes shall be timely paid. Further, APPLICANT agrees that by accepting the benefits of the tax abatement, it waives appeal of personal and/or real property tax assessments concerning property which is the subject of the certificate. Appeal of the personal and/or real property taxes which is the subject of the certificate during the term of the certificate shall result in revocation of the certificate and/or termination of the district and APPLICANT shall repay to the CITY and all taxing authorities the amount of taxes that were abated by reason of the certificate. This waiver does not apply to the first annual assessment after completion of construction.

9. The APPLICANT further agrees that during the term of the certificate, the APPLICANT shall be in full compliance with all applicable CITY codes.

10. The APPLICANT further agrees that during the term of the certificate, the APPLICANT shall not discriminate against any person on the basis of race, creed, color, sex, religious orientation, or other criteria not reasonably related to the job.

11. The APPLICANT further agrees to submit an annual project performance report to the CITY, addressed to City Council, provided under oath, setting forth the progress in attaining and maintaining the requirements of this Agreement and the provisions of the certificate application. Such reports shall be furnished in duplicate on or before July 1 of each year and shall contain if applicable, at minimum, the following:

- (a) The number of new jobs promised in the certificate and the actual number of new jobs created.
- (b) The number of employees at the time of the application and the current number of employees.
- (c) If projection for creation or retention of jobs was not reached, give explanation.
- (d) The estimated project cost given in the application and the actual project cost.
- (e) If actual project costs differ substantially from projected cost, give explanation.

12. The APPLICANT agrees that if employment has not been retained or reached as represented, the construction and/or expansion project has not been completed or expenditures made as described in the Application, or if APPLICANT fails to fulfill any other provision of this Agreement as well as the provisions of Act 198 of 1974, the CITY shall have the right (after giving APPLICANT an opportunity to meet with CITY representatives) to reduce the term or revoke the certificate and APPLICANT shall repay to the CITY and all taxing authorities the amount of taxes that were abated by reason of the certificate plus all accrued interest, penalties and administrative fees applicable to said tax exemptions in the amount as would be collected if the same were considered delinquent. Any payments due under this paragraph may be collected by either court proceedings or by adding to the next taxes due against the APPLICANT'S property on the next tax roll of the CITY. This section does not apply to the extent that the APPLICANT demonstrates to the CITY by clear and convincing evidence that the failure was caused by unfavorable economic business conditions, loss of business, or some other reason beyond the control of APPLICANT.

13. After the certificate is issued, the CITY agrees to maintain the same in full force and effect during the term of the certificate, subject to any regulations and requirements of state law, and subject to any breach of the provisions of this agreement by APPLICANT.

14. The parties agree that the CITY, in approving the tax abatement, has relied on the actions, representations and promises (including the Application) of the APPLICANT. Default of any of the provisions of this Agreement may be enforced in law or equity. The parties agree that exclusive jurisdiction to resolve any disputes on this contract shall be Kalamazoo County, Michigan.

15. If the various sections and provisions of this Agreement shall be deemed to be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Agreement as a whole or any section or provision hereof other than the section or provision so declared to be unconstitutional or invalid.

16. The benefits herein shall accrue to and the obligations hereof shall bind the successors, assignees, and transferees of the APPLICANT.

17. The APPLICANT further agrees that should ownership of the business and/or facility for which the Public Act 198 exemption certificate is issued be changed in the future, thereby requiring a hearing in front of the City of Portage Council under state law, that the transferee or new owner shall abide by all the terms and conditions of this Agreement, and that APPLICANT will communicate all terms and conditions of this Agreement to the transferee or new owner and assist the CITY in obtaining the signature of the authorized agent of the transferee or new owner on this Agreement or an identically worded Agreement.

By signatures of representatives of both the APPLICANT and the CITY below, it is understood that both the APPLICANT's investment in the project and the CITY's investment through the granting of a certificate is to encourage economic growth. It is also acknowledged that certain economic conditions can, at times, prohibit the maintenance of the APPLICANT's targeted status. It is understood that if such conditions exist at the time of the designated APPLICANT reports, the governing body of the CITY will carefully evaluate the APPLICANT's situation, and will inform the APPLICANT if any action is considered in order to give the APPLICANT an opportunity for correction.

Dated: _____, 2021

STRYKER CORPORATION

By: _____
Luke DeVries

Its

WITNESSED:

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

On this ____ day of _____, 2021 before me personally came the above named Luke DeVries, _____ of Midwest Fastener Corporation, who acknowledges that he has read the foregoing Tax Abatement Agreement by him subscribed and knows the contents thereof, and that he has

the authority of said corporation to execute this Agreement, and acknowledges that he executed the same as his free act and deed.

_____, Notary Public
Kalamazoo County, Michigan
My Commission Expires: _____
Acting in Kalamazoo County, Michigan

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

CITY OF PORTAGE, a Michigan Municipal Corporation

By: _____
Patricia M. Randall
Its: Mayor

By: _____
Erica Eklov
Its: Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

On this _____ day of _____, 2021 before me personally came the above named Patricia M. Randall and Erica Eklov, to me personally known, who being duly sworn, did and each for themselves say that they are respectively the Mayor and Clerk of the municipal corporation named in and who executed the within instrument and that said instrument was signed on behalf of said corporation by authority of its City Council; and said Patricia M. Randall and Erica Eklov acknowledge said instrument to be the free act and deed of said municipal corporation.

_____, Notary Public
Kalamazoo County, Michigan
My Commission Expires: _____

Prepared by:
Catherine Kaufman
Portage City Attorney
470 West Centre Avenue
Portage, Michigan 49024

Approved as to Form:
Date: _____
By: _____
City Attorney

TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Appointments to Boards and Commissions

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Appoint individuals to the Board of Review and Zoning Board of Appeals.

This evening (January 12) the Portage City Council interviewed applicants for the Board of Review and Zoning Board of Appeals. Based on the results of the interview session it is recommended that City Council make appointments to fill vacancies on the identified Boards and Commissions as follows:

To reappoint Pat Buckley, Carol Eddy, Justin Gish, Keith Hearit, Leonard Lamberson and Lyndsay Vainner as members of the **Board of Review** with terms ending January 31, 2022, and designation to the panels to be determined by the Director of Assessing.

To reappoint Linda Finch to a term ending February 28, 2024, to the **Zoning Board of Appeals**.

FUNDING: N/A

Attachments: None