

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Recognition of the five new Eagle Scouts from BSA Troop 244 (Pathfinder District).

A. Consent Agenda:

1. Approve the City Council Meeting Minutes:
 - a. Regular Meeting of August 10, 2021.
 - b. Pre-Council Meeting of August 23, 2021.
2. Approve the Accounts Payable Register of August 24, 2021 as presented.
3. Adopt Resolution #1 to set a hearing at Portage City Hall on September 21, 2021, at 7:00 p.m. or as soon thereafter as may be heard, and provide the City Assessor and a representative of each of the taxing units which levies ad valorem taxes in the City of Portage an opportunity to be heard on the question of the expansion of the Stryker Corporation's Industrial Development District No. 90 at 6501 Portage Road.
4. Minutes of Boards & Commissions:
 - a. Environmental Board of June 9, 2021.
5. Materials Transmitted.
6. Calendar of Meetings:
 - Senior Citizen Advisory Board Special Meeting, August 25, 2021 at 3:00 p.m., outside the new Portage Community Senior Center Construction Site.
 - Historic District Commission, September 1, 2021 at 8:15 a.m., City Hall Room #1.
 - Park Board, September 1 at 6:30 p.m., Lexington Green Park.
 - Planning Commission, September 2, 2021 at 7:00 p.m., Council Chambers.
 - *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. Major meetings may be viewed live on Charter channel 995 and AT&T channel 99.*

B. Petitions and Statements of Citizens:

C. Communications:

1. Presentation by Jane Ghosh, President and CEO of Discover Kalamazoo, regarding recent visitor trends in Kalamazoo County and key places in Portage, upcoming events in the community, and Discover Kalamazoo's strategies for increasing visitors and visitor spending.
2. Receive the FY 2020-21 Planning Commission Work Program Final Update and Proposed FY 2021-22 Planning Commission Work Program.

D. Public Hearings:

E. Regular Business Agenda:

- F. Unfinished Business:
 - G. Council Committee Reports:
 - H. New Business:
 - I. Statements of Citizens:
 - J. Statements of City Council and City Manager.
- Adjournment.

CITY COUNCIL MEETING MINUTES FROM AUGUST 10, 2021

Mayor Patricia Randall called the Regular Meeting to order at 07:01 PM. The regular meeting was held in a partial virtual format as permitted by PA 228, in accordance with the December 2020 Kalamazoo County Emergency Declaration. Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. Mayor Pro Tem Pearson, Councilmember Burns and Councilmember Ledbetter participated virtually from Portage, Michigan. Councilmember Knapp participated virtually from Cognashene, Georgian Bay, Canada. Also in attendance were Deputy City Manager Adam Herringa, City Attorney Catherine Kaufman, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on working together towards a more equitable and just community. Following the moment of silence, Portage Eagle Scout Jaden Switzer led the City Council in reciting the Pledge of Allegiance.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Reid, seconded by Urban, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

Approval of Meeting Minutes: Motion by Reid, seconded by Urban, to approve the meeting minutes of the Regular City Council Meeting of July 27, 2021; Special City Council Meeting of July 29, 2021; Special City Council Meeting of July 31, 2021; Special City Council Meeting of August 2, 2021, and, Pre-Council Meeting of August 9, 2021. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Claudette Reid, seconded by Terry Urban, to approve the Accounts Payable Register of August 10, 2021 as presented. Upon a roll call vote, motion carried 7 to 0.

Agreement with Joseph La Margo: Motion by Reid, seconded by Urban, to authorize the Mayor to sign the Agreement with Mr. Joseph La Margo as presented. Upon a roll call vote, motion carried 7 to 0.

Delta Dental Plan of Michigan Insurance: Motion by Reid, seconded by Urban, to approve a one-year contract, with the option of an additional renewal for a period of up to two years, with Delta Dental Plan of Michigan for dental insurance and authorize the City Manager's Office to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Final Condominium Subdivision for Pennridge Trail No. 2: Motion by Reid, seconded by Urban, to approve the Final Condominium Subdivision for Pennridge Trail No. 2, 1800 West Osterhout Avenue subject to completion of sidewalks and street trees by November 2023. Upon a roll call vote, motion carried 7 to 0.

Ice Control Salt Purchase - Cooperative Purchase: Motion by Reid, seconded by Urban, to award contracts to Detroit Salt in the amount of \$87,164 for the early delivery of 1,400 tons of ice control salt at the price of \$62.26 per ton and \$101,970 for 1,500 tons of ice control salt for seasonal backup on an as-needed basis at the price of \$67.98 per ton. Upon a roll call vote, motion carried 7 to 0.

Investment Policy Update: Motion by Reid, seconded by Urban, to accept and approve the investment policy as recommended by the City of Portage Investment Committee. Upon a roll call vote, motion carried 7 to 0.

Board and Commission Interview Session: Motion by Reid, seconded by Urban, to set a Special Meeting on Tuesday, October 5, 2021, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

Local Officers Compensation Commission (LOCC) Report: Motion by Reid, seconded by Urban, to receive the report from the Local Officers Compensation Commission. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted: Motion by Reid, seconded by Urban, to receive the Materials Transmitted of August 4, 2021. Upon a roll call vote, motion carried 7 to 0.

Calendar of Meetings: Motion by Reid, seconded by Urban, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: None.

COMMUNICATIONS:

Kalamazoo Conservation District Award: Kalamazoo Conservation District (KCD) Manager Elizabeth Rochow presented Rod Russell, Director of Public Works, with the Partner of the Year Award for the City of Portage. Ms. Rochow noted the City of Portage has been a wonderful partner with the KCD on several projects and programs, including the Wildlife Habitat Enhancement project at the Gourdneck State Game Area. She stated the Department of Public Works was able to provide expertise in selectively cutting trees and keeping the parking lot cleared of snow. Ms. Rochow also highlighted the City of Portage Parks Department for providing event promotion and program space at Schrier Park for two workshops as part of the Urban and Community Forestry Education Series. Motion by Reid, seconded by Urban, to accept the Kalamazoo Conservation District's Partner of the Year Award. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Acting City Manager Appointment: Mayor Randall introduced the proposed appointment of Deputy City Manager Herringa to the position of Acting City Manager in light of City Manager Joe La Margo's resignation. Councilmember Reid highlighted Mr. Herringa's history with the city and the array of positions through which he had progressed with increasing responsibility. Ms. Reid further noted the various projects Mr. Herringa was involved in, including the launch of the city's Youth Advisory Committee. She expressed confidence in his move to the Acting City Manager position, citing his internal knowledge of the city. Mayor Pro Tem Pearson also noted Mr. Herringa's professional progression and expressed confidence in his appointment.

Motion by Urban, seconded by Reid, to approve the appointment of Adam Herringa to the position of Acting City Manager. Upon a roll call vote, motion carried 7 to 0. Mayor Randall commended the City Council for supporting Mr. Herringa and moving the appointment forward.

COUNCIL COMMITTEE REPORTS:

Councilmember Urban provided an update regarding the Gourdneck Lake Governmental Lake Board. He relayed the Board's recent decision to continue the lake weed abatement program and the public hearing scheduled for August 25, 2021 regarding the program's special assessment.

Councilmember Burns provided an update regarding the Central County Transportation Authority. He stated the board scheduled a public hearing for September to review the fiscal year 2022-23 budget and selected a vendor to complete a comprehensive operations analysis that includes reviewing the efficiency of existing routes. Councilmember Burns stated he would ensure the City of Portage was well represented in the analysis.

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

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Urban thanked Deputy City Manager Herringa for stepping into the Acting City Manager role.

Councilmember Reid highlighted several items from the Consent Agenda, including the Board and Commission Interviews and the updated Investment Committee investment policy. She then congratulated Mr. Herringa on his appointment to the Acting City Manager role. Councilmember Reid closed with an update on the COVID-19 pandemic and a recommendation to resume wearing masks.

Councilmember Knapp welcomed Acting City Manager Herringa to his new role.

Councilmember Burns thanked Acting City Manager Herringa and commended his 17 years of service. He stated the earlier decision to have two Deputy City Managers proved fortunate when the need arose for someone to step into the Acting role. He then asked the City Clerk to give a brief report on the August 3, 2021 Special Election. Clerk Eklov provided the voter turnout and absent voter statistics, noting the Portage Public Schools' millage question had passed.

Councilmember Ledbetter congratulated the City Clerk on her recent Michigan Association of Municipal Clerks Certification. He then congratulated Acting City Manager Herringa on his appointment. Councilmember Ledbetter closed by noting his recent visit to North Carolina and the lack of COVID-19 protocols in the region, hence his virtual meeting participation for the evening's meeting.

Acting City Manager Herringa congratulated the directors of the departments of Public Works and Parks for their collaboration with the Kalamazoo Conservation District. He then noted the Association of Public Treasurers of the United States and Canada Investment Policy Certificate of Excellence Award received by the Investment Committee and congratulated Finance Director Lauren VanderVeen and her staff. Mr. Herringa expressed gratitude to the City Council for their support in appointing him the Acting City Manager. He closed by thanking former City Manager Joe La Margo for originally appointing him to the role of Deputy City Manager and wished him well in his future endeavors.

Mayor Pro Tem Pearson congratulated Mr. Herringa on his appointment to the Acting City Manager role, stating he looks forward to working with him.

Mayor Randall provided clarification regarding the Kalamazoo County Health Department as the entity in charge of the pandemic mask requirements, noting the City of Portage did not issue such mandates. She then thanked the members of the City Council for meeting several times since the prior Regular Meeting. Mayor Randall closed with a reminder to members of City Council to forward potential recruiting firms and any updates to the Community Profile to her attention for the new City Manager search.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:28 PM.

Erica L. Eklov, City Clerk

**PRE-COUNCIL MEETING
MINUTES FROM AUGUST 23, 2021**

Mayor Patricia Randall called the meeting to order at 08:00 AM. The regular meeting was held in a partially virtual format as permitted by PA 228, in accordance with December 2020 Kalamazoo County Emergency Declaration. Mayor Patricia M. Randall (joined from Portage, MI), Mayor Pro Tem Jim Pearson (joined from Portage, MI), and Councilmembers Chris Burns (joined from Madison, WI), Lori Knapp (who joined from Cognashene, Georgian Bay, Canada), Vic Ledbetter (joined from Kalamazoo, MI) and Claudette Reid (joined from Pentwater, MI) were present. Councilmember Terry Urban was absent with excuse. Also in attendance were Acting City Manager Adam Herringa, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

With regard to Item C.2, FY 2020-21 Planning Commission Work Program Final Update and Proposed FY 2021-22 Planning Commission Work Program, Mayor Pro Tem Pearson inquired about the form-based zoning for the Lake Center District. He asked for a status update regarding the progress of implementing such zoning for the Lake Center Area. Mayor Pro Tem Pearson then asked whether staff plans to release an RFP to outsource the development of an overlay district or perform the work in-house. He then inquired as to whether there remained a hold on development in the Lake Center District Area. Acting City Manager Herringa stated he would research and respond.

Mayor Randall inquired if a member of the Planning Commission would be present at the Regular Meeting to discuss the Work Program Update. Acting City Manager Herringa confirmed Planning Commission Chair Dan Corradini would be present. Mayor Randall also asked whether the report was a transmittal from staff or the Planning Commission. Clerk Eklov confirmed it was a Planning Commission document.

Mayor Randall closed with reminders regarding the City Manager Search Community Profile deadline and Tuesday's Regular Meeting logistics.

PETITIONS AND STATEMENTS OF CITIZENS: None.

ADJOURNMENT. Following a summary of the meeting, Mayor Randall adjourned the meeting at 08:08 AM.

Erica Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of August 24, 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, electronic payments and credit card payments. The attached Accounts Payable Register covers the period August 1, 2021 through August 14, 2021 and notes \$456,437.31 in automated clearing house payments, \$1,458,625.64 in paper checks, \$107,092.62 in autopay payments, \$2,364,244.84 in electronic payments and \$20,244.70 in credit card payments (July) for a grand total of \$4,406,645.11.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of August 24, 2021

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/01/2021 to 8/14/2021

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Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
08/06/2021	15546(A)	ABONMARCHE CONSULTANTS, INC	TRAFFIC STUDY REVIEW	2,425.75
08/06/2021	15547(A)	AIRGAS USA LLC	WELDING SUPPLIES	291.09
08/06/2021	15548(A)	ALKHAMIS, ZACHARY ZIAD	SNAP DUFEB REIMBURSEMENT	32.00
08/06/2021	15549(A)	AMAZON.COM SALES, INC.	SUPPLIES FOR PARKS AND REC PROGRAMS	1,204.17
08/06/2021	15550(A)	ANALYTICAL TESTING & CONSULTIN	CDBG WITTERS 4313 CEDARCREST LBP RISK ASSES	550.00
08/06/2021	15551(A)	ANIMAL REMOVAL SERVICE, LLC	PEST CONTROL SERVICES	495.00
08/06/2021	15552(A)	AUMACK, MICHAEL	2021 SUMMER SOFTBALL UMPIRE PAYROLL	200.00
08/06/2021	15553(A)	BEEBE, RONALD E.	2021 SUMMER SOFTBALL UMPIRE PAYROLL	200.00
08/06/2021	15554(A)	BELL EQUIPMENT COMPANY	REPAIR AND MAINTENANCE	2,866.29
08/06/2021	15555(A)	C C I SOUTH, INC.	INSTALL CAT5E WIRE RUNS-COMM DEV	1,200.00
08/06/2021	15556(A)	C D W GOVERNMENT, INC.	CLEANING TAPE FOR AS400 TAPE DRIVES	48.00
08/06/2021	15557(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,371.94
08/06/2021	15558(A)	CARLETON EQUIPMENT CO.	SUPPLIES/ROLLERS & BOLTS, EXCAVATOR	4,844.81
08/06/2021	15559(A)	CHARTER COMMUNICATIONS	CABLE TV	295.11
08/06/2021	15560(A)	CLEAN EARTH ENVIRONMENTAL SERV	SKATE PARK SEWER LINE CLEARING	504.00
08/06/2021	15561(A)	COMPLETE LANDSCAPING SOLUTIONS	CONTRACT MOWING FOR TALL GRASS & WEEDS	270.91
08/06/2021	15562(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR & MAINT SUPPLIES	87.37
08/06/2021	15563(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	760.15
08/06/2021	15564(A)	EDWARDS, HENRY	2021 SUMMER SOFTBALL UMPIRE PAYROLL	282.00
08/06/2021	15565(A)	EGGERDING, GREGORY T.	2021 SUMMER SOFTBALL UMPIRE PAYROLL	100.00
08/06/2021	15566(A)	EKLOV, ERICA	STAFF MEALS FOR ELECTION DAY	90.17
08/06/2021	15567(A)	ELECTION SYSTEMS & SOFTWARE, INC.	ELECTION SUPPLIES	80.57
08/06/2021	15568(A)	ETNA SUPPLY, INC.	REPAIR & MAINT SUPPLIES	1,022.66
08/06/2021	15569(A)	FISHBECK THOMPSON CARR & HUBER, INC	RISK & RESILIENCE ASSESSMENT	1,094.00
08/06/2021	15570(A)	FOREMOST SALES COMPANY LLC	PARKS CLEANING SERVICES	6,290.00
08/06/2021	15571(A)	FORSHEE, MARK	2021 SUMMER SOFTBALL UMPIRE PAYROLL	200.00
08/06/2021	15572(A)	FULL CIRCLE FARM	ELSL SNAP DUFEB WIC REIMBURSEMENT	102.00
08/06/2021	15573(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	775.00
08/06/2021	15574(A)	GLEESING, KEVIN	POLICE SCHOOL OF STAFF & COMMAND WK 7	274.50
08/06/2021	15575(A)	GORNO FORD	NEW FLEET VEHICLES 2020	28,553.00
08/06/2021	15576(A)	GRAINGER INC	LEAF PICKUP OPERATING SUPPLIES	86.20
08/06/2021	15577(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL AT CITY HALL	299.00
08/06/2021	15578(A)	HARTMAN, CHARLES	2021 SUMMER SOFTBALL UMPIRE PAYROLL	48.00

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Check Date	Check	Vendor Name	Description	Amount
08/06/2021	15579(A)	HOFFMAN BROTHERS, INC.	DRAINAGE IMPROVEMENTS-PORTAGE ROAD	19,206.72
08/06/2021	15580(A)	HOTRUM, ROBERT	2021 SUMMER SOFTBALL UMPIRE PAYROLL	125.00
08/06/2021	15581(A)	INDUSCO SUPPLY CO., INC.	DPW CLEANING SUPPLIES	554.57
08/06/2021	15582(A)	J & J LAWN SERVICE, INC.	RETENTION BASIN MOWING	100.00
08/06/2021	15583(A)	JONS TO GO PORTABLE RESTROOM	DEPARTURE/JOURNEY CONCERT PORT-A-JONS	155.00
08/06/2021	15584(A)	KATZ-SCHEINKER, SUSAN	EAT SMART, LIVE STRONG SERIES B	400.00
08/06/2021	15585(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS/FIXTURES FOR CITY HALL	60.45
08/06/2021	15586(A)	KITE, HENRY	IPMBA POLICE MOUNTAIN BIKE TRNG	192.50
08/06/2021	15587(A)	LAKELAND ELECTRICAL MOTOR SERVICES	STONEHENGE LS #20 - PUMP REPLACEMENT	2,795.80
08/06/2021	15588(A)	LENDING HANDS OF MICHIGAN, INC.	FY 20-21 HUMAN SERVICES BOARD	2,000.00
08/06/2021	15589(A)	LOEBIG, ELIZABETH	MILEAGE TO OCFF PHYSICAL AGILITY TEST	59.25
08/06/2021	15590(A)	LOUTHAN, WILLIAM F	2021 SUMMER SOFTBALL UMPIRE PAYROLL	216.00
08/06/2021	15591(A)	LRE	DPW LOT EXPANSION & ENG SVC HAMPTON CREEK	14,113.21
08/06/2021	15592(A)	MAIL MANAGEMENT, INC.	INK CARTRIDGE FOR NEOPOST	282.26
08/06/2021	15593(A)	MAIL MANAGEMENT, INC.	NEOPOST INK CARTRIDGE	282.26
08/06/2021	15594(A)	MARANA GROUP	METER SERVICE	273.00
08/06/2021	15595(A)	MARSHALL & SWIFT	ANNUAL RENEWAL VALUATION SERVICE	641.95
08/06/2021	15596(A)	MATERIALS RESOURCES	FIRE CLEANING SUPPLIES	153.36
08/06/2021	15597(A)	MAYHEW, BRYAN	POLICE SCHOOL OF STAFF & COMMAND WK 6	746.90
08/06/2021	15598(A)	MEJEUR ELECTRIC LLC	PCBP LIGHT POLE REPAIR/INSPECTION	125.00
08/06/2021	15599(A)	MICHIGAN OFFICE ENVIRONMENTS	NEW OFFICE SPACE FURNITURE	4,921.23
08/06/2021	15600(A)	MOORE, LARRY	FDIC FIRE TRAINING	192.00
08/06/2021	15601(A)	MURRAY, MICHAEL R	SNAP REIMBURSEMENT	33.00
08/06/2021	15602(A)	NAPIER, PEGGY	MEAL ORDER FOR GLEN MILLER CONCERT	312.52
08/06/2021	15603(A)	NYE UNIFORMS	MISC UNIFORMS	810.00
08/06/2021	15604(A)	ONE WAY PRODUCTS	DPW JANITORIAL SUPPLIES	213.46
08/06/2021	15605(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVC - FLEET	5,020.95
08/06/2021	15606(A)	PATESEL, TERRY	2021 SUMMER SOFTBALL UMPIRE PAYROLL	150.00
08/06/2021	15607(A)	PECKELS, CHRISTINE	YOGA INSTRUCTION	240.00
08/06/2021	15608(A)	PHILLIPS, KIMBERLY	ZOOM/MAILCHIMP FEES & SUPPLIES REFUND	212.17
08/06/2021	15609(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	8,665.00
08/06/2021	15610(A)	PRECISION PRINTER SERVICES INC	INK CARTRIDGE REPLACEMENTS	98.80
08/06/2021	15611(A)	R W LAPINE INC.	ADDITIONAL LABOR TO ISOLATE PIPES FOR CAB	229.67
08/06/2021	15612(A)	REYNHOUT, BRENT	SINGLE OFFICER ASSAILANT RESPONSE TRNG	192.50

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08/06/2021	15613(A)	RHODES, KEVIN	2021 SUMMER SOFTBALL UMPIRE PAYROLL	375.00
08/06/2021	15614(A)	RIDDERMAN & SONS OIL CO. INC.	BULK GASOLINE DELIVERY	20,746.22
08/06/2021	15615(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINTENANCE SUPPLIES	1,082.90
08/06/2021	15616(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	1,450.75
08/06/2021	15617(A)	ROBERT LAMSON, LLC	POST OFFER CONDITION PSYCH EVALS	465.00
08/06/2021	15618(A)	ROTO-ROOTER SEWER & DRAIN SERV	BACK UP ISSUE FOR SEWER LEAD	427.40
08/06/2021	15619(A)	RYKSE & CO LLC	SNAP REIMBURSEMENT JULY	135.00
08/06/2021	15620(A)	S B F ENTERPRISES, INC.	PRINT AND PROCESS WATER & SEWER BILLS	1,035.42
08/06/2021	15621(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL WORK	9,212.08
08/06/2021	15622(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	66.00
08/06/2021	15623(A)	STEELE, DANA	FIRE UNIFORMS	29.50
08/06/2021	15624(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS - JUNE 2020	6,575.29
08/06/2021	15625(A)	TRUCK & TRAILER SPECIALTIES	PLOW TRUCK OUTFITTING	223,419.06
08/06/2021	15626(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	280.00
08/06/2021	15627(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT REPAIR/MAINTENANCE	346.26
08/06/2021	15628(A)	WEST MICHIGAN STAMP & SEAL, INC	STAMP FOR PUBLIC INFORMATION	65.00
08/06/2021	15629(A)	WIGHTMAN	ELIJAH ROOT FEASIBILITY STUDY	28,417.50
08/06/2021	15630(A)	WOLFE, MATTHEW	NIAIA ANNUAL CONFERENCE	248.50
08/06/2021	15631(A)	WOLVERINE LAWN SERVICE, INC.	SPRINKLER HEAD REPAIRS	375.21
08/06/2021	15632(A)	KITE, HENRY	IPMBA POLICE MOUNTAIN BIKE TRNG	192.50
08/13/2021	15633(A)	ADP, INC.	ADP PAYROLL AND ETIME SERVICES	4,797.66
08/13/2021	15634(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,145.26
08/13/2021	15635(A)	IRISH AYRES ENTERPRISES, LLC	MOWING AND LANDSCAPE BED MAINT	16,740.85
08/13/2021	15636(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	319.94
08/13/2021	15637(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEES SVC - FLEET	4,906.79
08/13/2021	15638(A)	TRUCK & TRAILER SPECIALTIES	BACK-UP CAMERA INSTALL	2,864.00
Total ACH				456,437.31

Check Type: Paper

08/06/2021	317388	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	487.50
08/06/2021	317389	ARBOR FINANCIAL CREDIT UNION	OVERPAYMENT STAX21 PARCEL 08281-088-O	4,721.54
08/06/2021	317390	ARMSTRONG, SABRINA	SCHRIER PARK DEPOSIT REFUND	150.00
08/06/2021	317391	ARTWEAR APPAREL GRAPHICS, INC.	HI-VIZ ADMIN	206.86
08/06/2021	317392	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER EXAMS	987.00

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08/06/2021	317393	AVB CONSTRUCTION LLC	COMMUNITY SR CENTER CONSTRUCTION MGMT	434,798.20
08/06/2021	317394	BAILEY TERRA NOVA FARMS	SNAP REIMBURSEMENT	5.00
08/06/2021	317395	BATTLE ARMS DEVELOPMENT, INC.	AMBIDEXTROUS SAFETY SELECTOR FOR SWAT	70.17
08/06/2021	317396	BAUER, BRIAN	RAMONA SOFTBALL DEPOSIT REFUND	100.00
08/06/2021	317397	BC SOUND LLC	SHANIA TWAIN SOUND & STAGE	44.52
08/06/2021	317398	BEAR CREEK FARM AND MARKET LLC	SNAP AND DUFEB REIMBURSEMENT	32.00
08/06/2021	317399	BOMMERSCHEIM WINDOW & DOOR LLC	FRONT DOOR SERVICE CALL - CITY HALL	185.00
08/06/2021	317400	BULLEY, DANIEL	RAMONA FIELDS DEPOSIT & REFUND	180.00
08/06/2021	317401	C&C PROFESSIONAL CLEANING SERVICE	JANITORIAL SERVICES	2,592.14
08/06/2021	317402	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	14.59
08/06/2021	317403	CARON, JARED	RAMONA SOFTBALL DEPOSIT REFUND	100.00
08/06/2021	317404	CC CONSULTING LLC	CONSULTING SVC/RETAIL MARKETING ANALYSIS	2,500.00
08/06/2021	317405	CHEESE PEOPLE OF GRAND RAPIDS	SNAP REIMBURSEMENT	80.00
08/06/2021	317406	CHICAGO TITLE OF MICHIGAN INC	OVERPAYMENT FINAL WATER BILL	106.88
08/06/2021	317407	CHICAGO TITLE OF MICHIGAN, INC.	CDBG BROWN 5620 MT. VERNON TITLE SEARCH	150.00
08/06/2021	317408	CINTAS CORP.	UNIFORM RENTALS	355.91
08/06/2021	317409	CITY OF FARMINGTON HILLS	ACTIVE ASSAILANT CONF REGISTRATION	175.00
08/06/2021	317410	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	413,589.29
08/06/2021	317411	CITY OF PORTAGE	UTILITY PAYMENT	267.09
08/06/2021	317412	COMMUNITY HEALING CENTERS	FY 20-21 HUMAN SERVICES BOARD	4,500.00
08/06/2021	317413	COOK, DANA	AMPHITHEATRE DEPOSIT REFUND	150.00
08/06/2021	317414	CURRY, JAMES	RAMONA SOFTBALL DEPOSIT REFUND	100.00
08/06/2021	317415	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	123.39
08/06/2021	317416	DANEMAN, BENJE	AMPHITHEATRE DEPOSIT REFUND	150.00
08/06/2021	317417	DANIELS, ANGELA	SCHRIER PARK DEPOSIT REFUND	150.00
08/06/2021	317418	DINGMAN, CHELSEY	RAMONA PAVILION REFUND	110.00
08/06/2021	317419	DRENTH, AMY	WESTFIELD SOFTBALL DEPOSIT REFUND	100.00
08/06/2021	317420	DROPBOX INC	DROPBOX ADVANCED USER LICENSE	3,984.00
08/06/2021	317421	DUNLOP, JOHN W	FISH CAMP INSTRUCTION	210.00
08/06/2021	317422	DUSSEL, NANCY	SNAP REIMBURSEMENT	10.00
08/06/2021	317423	EHRIG, ANNIKA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/06/2021	317424	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINTENANCE	1,510.19
08/06/2021	317425	EMPSON, MINDY JO	SNAP DUFEB REIMBURSEMENT	119.00
08/06/2021	317426	EVENT PRODUCTION SERVICES OF MI LLC	JULY MOVIE RENTAL EQUIPMENT	1,200.00

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08/06/2021	317427	FAIR HOUSING CENTER OF SW MICHIGAN	FY 20-21 HUMAN SERVICES BOARD	2,000.00
08/06/2021	317428	FIRE DEPARTMENT TRAINING NETWORK	FDTN LIVE FIRE CAMP	900.00
08/06/2021	317429	GALL'S, LLC	MISC POLICE EQUIPMENT	85.45
08/06/2021	317430	GORDON FOOD SERVICE	CAMPOUT SUPPLIES/RAMONA CONCESSION	601.77
08/06/2021	317431	H & H PROPERTY MAINTENANCE, LLC	SWP HOCKEY RINK- 2 SIDEWALK POURS	2,700.00
08/06/2021	317432	HANUS, GEORGE D - TRUSTEE	BD PAYMENT REFUND	1,290.00
08/06/2021	317433	HARRIS TRUST, RUSSELL & MARILOU	OVERPAYMENT FINAL WATER BILL	13.52
08/06/2021	317434	HARRISON, MARK ALLEN	SNAP REIMBURSEMENT	27.00
08/06/2021	317435	HBI TITLE SERVICES INC	OVERPAYMENT SUMMER TAX PARCEL # 08340-02	624.32
08/06/2021	317436	HERNDON, AUSTIN	FIRE TRAINING-DRIVER/OPERATOR ACADEMY	90.06
08/06/2021	317437	HIGHT, ALLEN S.	AL HIGHT CONCERT AUGUST 21	4,000.00
08/06/2021	317438	HOLLAND DEPT OF PUBLIC SAFETY	BASIC EVIDENCE COLLECTION	100.00
08/06/2021	317439	HOME DEPOT	REPAIR/MAINTENANCE SUPPLIES	1,144.14
08/06/2021	317440	VOID		0.00
08/06/2021	317441	HOUSING RESOURCES, INC.	FY 20-21 HUMAN SERVICES BOARD	13,500.00
08/06/2021	317442	IMAGETREND, INC.	RECORDS MANAGEMENT ANNUAL FEE	10,644.50
08/06/2021	317443	INT'L ASSOC OF ARSON INVESTIGATORS	2021 IAAI FM MEMBERSHIPS 5	500.00
08/06/2021	317444	INT'L PUBLIC MGT ASSOC FOR HR	IPMA MEMBERSHIPS	417.00
08/06/2021	317445	JOHNSON, RACHEL	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/06/2021	317446	K & L LIMITED, L.L.C.	BD BOND REFUND	700.00
08/06/2021	317447	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC TECH SERVICES	2,917.00
08/06/2021	317448	KALAMAZOO CHILDREN'S CHORUS	AMP & SCHOOLHOUSE DEPOSIT REFUND	200.00
08/06/2021	317449	KALAMAZOO COUNTY TREASURER	OAKBROOK MOBILE HOME TAXES AUGUST 2021	777.50
08/06/2021	317450	KALAMAZOO FIRST ASSEMBLY OF GOD	PRECINCT RENTAL	100.00
08/06/2021	317451	KALAMAZOO FLAG COMPANY, LLC	CITY OF PORTAGE FLAGS	270.00
08/06/2021	317452	KALAMAZOO LOAVES & FISHES, INC.	FY 20-21 HUMAN SERVICES BOARD	2,500.00
08/06/2021	317453	KIESLER POLICE SUPPLY	AMMUNITION	19,705.65
08/06/2021	317454	KRING, ANNA	SCHRIER PARK DEPOSIT REFUND	150.00
08/06/2021	317455	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	750.80
08/06/2021	317456	LEDLOW, NATE	LAKEVIEW SOFTBALL DEPOSIT REFUND	100.00
08/06/2021	317457	LEXISNEXIS RISK DATA MANAGEMENT INC	ACCURINT 21/22	1,800.00
08/06/2021	317458	LIBRA INDUSTRIES, INC. OF MICHIGAN	GAS MONITORS	2,878.50
08/06/2021	317459	LOCEY SWIM POOL CO.	FOUNTAIN SUPPLIES/REPAIRS	83.00
08/06/2021	317460	LOPEZ, SANDRA I	SNAP REIMBURSEMENT	42.00

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08/06/2021	317461	LORD OF LIFE LUTHERAN CHURCH	PRECINCT RENTAL	100.00
08/06/2021	317462	M M R M A	INSURANCE PREMIUM SECOND HALF 2021-2022	252,136.50
08/06/2021	317463	MCKINNEY, WILLIAM DAVID	AUGUST FRIDAY AT THE FLATS MUSICIAN	200.00
08/06/2021	317464	MENARDS	EQUIPMENT REPAIR	15.96
08/06/2021	317465	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP 2021-2022	115.00
08/06/2021	317466	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	3,788.32
08/06/2021	317467	MICHIANA LAND SERVICES	RIGHT-OF-WAY SERVICES: OSTERHOUT	210.00
08/06/2021	317468	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	2,091.00
08/06/2021	317469	MOSES FIRE EQUIPMENT, INC.	FIRE APPARATUS MAINT	80.75
08/06/2021	317470	NAPCH NATIONAL WORKSHOP	NAPCH 16TH ANNUAL NATIONAL WORKSHOP	400.00
08/06/2021	317471	NATIONAL LINK LP	OVERPAYMENT SUMMER TAXES PARCEL #04500	370.11
08/06/2021	317472	NATIONAL TACTICAL OFFICERS ASSOC	SINGLE OFFICER ASSAILANT RESPONSE TRNG	530.00
08/06/2021	317473	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,813.45
08/06/2021	317474	VOID		0.00
08/06/2021	317475	PANT, JOE	SWP SOFTBALL DEPOSIT & FEE REFUND	160.00
08/06/2021	317476	PAPPAS, LYNN M	ELSL SNAP DUFEB REIMBURSEMENT	133.00
08/06/2021	317477	PATHFINDER CHURCH	PRECINCT RENTAL	100.00
08/06/2021	317478	PETTY CASH-BARBARA GARLOW	REPLENISHMENT CHECK	964.66
08/06/2021	317479	PETTY CASH-JOE WILHELME	REPLENISHMENT CHECK	1,167.55
08/06/2021	317480	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	311.36
08/06/2021	317481	PORTAGE CHAPEL HILL UMC	PRECINCT RENTAL	100.00
08/06/2021	317482	PRINCE OF PEACE LUTHERAN CHURCH	PRECINCT RENTAL	100.00
08/06/2021	317483	RAILROAD MANAGEMENT CO. IV, LLC	RAILROAD LEASE AGREEMENT - SHAVER ROAD	1,686.78
08/06/2021	317484	ROBERTS, EMILY	RAMONA PARK PAVILION REFUND	100.00
08/06/2021	317485	ROOSE, CAROL	SCHRIER PARK DEPOSIT REFUND	150.00
08/06/2021	317486	ROSS, CHRIS	AUGUST FRIDAY AT THE FLATS MUSICIAN	200.00
08/06/2021	317487	ROWLEY BROTHERS, INC.	OIL DRY- DPW	605.50
08/06/2021	317488	SCHURING JR CO, JOHN	NOTARY BOND	50.00
08/06/2021	317489	SHI INTERNATIONAL CORP.	CARBON BLACK CLOUD ENDPOINT RENEWAL	14,142.40
08/06/2021	317490	SHIPP, JUSTIN	RAMONA FOOTBALL DEPOSIT REFUND	100.00
08/06/2021	317491	SNYDER, KAMERON	POLICE EXAM STUDY GUIDE REIMB	20.00
08/06/2021	317492	ST. CATHERINE OF SIENA CHURCH	PRECINCT RENTAL	100.00
08/06/2021	317493	STATE SYSTEMS RADIO, INC	MISC RADIO REPAIRS	75.00
08/06/2021	317494	STATES TITLE AGENCY INC	OVERPAYMENT STAX21 PARCEL 00940-008-O	149.92

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08/06/2021	317495	STONEGATE MANAGEMENT, INC.	PRECINCT RENTAL	100.00
08/06/2021	317496	STUUT, ROBERT	OVERPAYMENT FINAL WATER BILL	86.74
08/06/2021	317497	SWANK MOTION PICTURES, INC.	E.T. & TROLLS JULY, AUG MOVIE NGT ROYALTY FEES	450.00
08/06/2021	317498	THE BRIDGE	PRECINCT RENTAL	100.00
08/06/2021	317499	TRUGREEN PROCESSING	TURF MAINTENANCE AT PARKS	646.74
08/06/2021	317500	TURNER, TIFFANY	RAMONA PARKING VOUCHERS REFUND	35.00
08/06/2021	317501	UNION STREET HYDRAULICS	CYLINDER AND PUMP REBUILD	3,876.99
08/06/2021	317502	UNITED DISTRIBUTION GROUP	RAMONA CONCESSIONS	844.02
08/06/2021	317503	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
08/06/2021	317504	VALLEY CITY SIGN	MISC SUPPORT POSTS & SUPPLIES FOR BANNERS	1,876.00
08/06/2021	317505	VAN BUREN COUNTY COURT	OUT OF COUNTY BOND	275.00
08/06/2021	317506	VARIDesk LLC	VARIDesk, DUAL MONITOR ARM	1,516.50
08/06/2021	317507	VECMAR CORPORATION	HARDWARE MAINT RENEWAL-PANINI VISION	75.00
08/06/2021	317508	WASTE MANAGEMENT	SPRING CLEANUP SERVICES	179,879.81
08/06/2021	317509	WEST MICHIGAN REALTORS TITLE CO	OVERPAYMENT - 5633 CABOT DR	205.02
08/06/2021	317510	WESTMINSTER PRESBYTERIAN CHURCH	PRECINCT RENTAL	100.00
08/06/2021	317511	WILD, JED	NFA COMMUNITY RISK REDUCTION TRNG	410.06
08/06/2021	317512	WMU HOMER STRYKER MD SCHOOL OF MED	CRP/AED TRAINING	70.00
08/06/2021	317513	ZERO WASTE USA, INC.	2000 PET WASTE BAGS	2,259.37
08/06/2021	317514	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
08/13/2021	317515	AT&T	ELECTRONIC COMMUNICATION	387.46
08/13/2021	317516	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	26,044.96
08/13/2021	317517	ROAD COMMISSION OF KALAMAZOO COUNTY	DURAPATCH EMULSION	3,842.57
08/13/2021	317518	VERIZON WIRELESS	WIRELESS SERVICE	48.14
08/12/2021	317519	FELDT, ERIC	REPLACE PAYROLL CHECK	989.52
Total Paper Check				1,458,625.64

Check Type: Auto-Pay Payments

07/29/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	367.97
07/30/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	98.97
08/04/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	16,618.96
08/05/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	44,418.99
08/06/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	921.68
08/09/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	8,457.00

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08/10/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	18,199.42
08/11/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	956.20
08/12/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	623.68
08/13/2021		CONSUMERS AUTOPAY	GAS-ELECTRIC	16,429.75
Total Auto-Pay Payments				107,092.62

Check Type: Electronic Payment

08/10/2021		FIFTH THIRD	INVESTMENTS	250,000.00
08/13/2021		ICMA	PENSION WITHHOLDINGS	41,009.74
08/13/2021		PCC	PCC FUNDING	31,325.15
08/13/2021		MULTIPLE	WEEKLY TAX DISBURSEMENT 8/6/21	2,041,909.95
Total Electronic Payments				2,364,244.84

Check Type: Credit Card

07/01/2021		BUZZSPROUT.COM PODCAST	PODCAST HOSTING SERVICE SUBSCRIPTION	24.00
07/01/2021		AMTRAK .COM 1800709515870	ASSESSOR CONFERENCE	134.00
07/02/2021		PANERA BREAD #203826 O	ARPA MEETING	112.22
07/02/2021		GRAND HOTEL	POLICE FBINAA CONFERENCE	444.50
07/02/2021		HYATT REGENCY CHICAGO	ASSESSOR CONFERENCE	233.61
07/02/2021		SHANTY CREEK RESORTS	PUBLIC SAFETY DIRECTOR CONFERENCE	441.85
07/02/2021		MICHIGAN ASSOCIATION OF CPA'S	ANNUAL MEMBERSHIP	320.00
07/05/2021		DJI.COM	DRONE SERVICE/REPAIRS	159.00
07/08/2021		MMTA	TREASURER TRAINING	15.00
07/09/2021		SP EQUIPMENTDEFENDER	LAWN EQUIPMENT RACKS	291.00
07/12/2021		TERRACYCLE US LLC	COFFEE POD RECYCLING	164.00
07/12/2021		MSU PAYMENTS	ONLINE TRAINING SERIES	2,795.00
07/13/2021		GOVERNMENT FINANCE OFFICE	VIRTUAL CONFERENCE	535.00
07/13/2021		PY MIFMA	FARMERS MARKER MEMBERSHIP	250.00
07/15/2021		DISPLAYS2GO	OCCUPANCY SIGNS FOR COUNCIL CHAMBERS	44.43
07/15/2021		APT US&C	TREASURY CONFERENCE	499.00
07/16/2021		LEAGUE OF AMERICAN WHEEL	LEAD CYCLING INSTRUCTOR TRAINING	500.00
07/19/2021		GOVERNMENT FINANCE OFFICE	ANNUAL MEMBERSHIP	150.00
07/19/2021		APT US&C	TREASURY CONFERENCE	499.00
07/19/2021		ETRAILER CORPORATION	TRAILER EQUIP/SUPPLIES	459.89

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Check Date	Check	Vendor Name	Description	Amount
07/19/2021		HAMPTON INN SOUTHGATE	POLICE TRAINING	281.79
07/19/2021		PORTAGE COURTYARD	CONCERT IN THE PARK PERFORMER HOTEL STAY	583.80
07/20/2021		PAYPAL 3CMA	PUBLIC INFORMATION CONFERENCE	720.00
07/20/2021		FREDPRYOR CAREERTRACK	DEPARTMENT HEAD TRAINING	3,980.00
07/21/2021		MSU PAYMENTS	VIRTUAL CONFERENCE	55.00
07/21/2021		MICHIGAN ASSESSORS ASSOC	VIRTUAL CONFERENCE	52.00
07/22/2021		HILTON GARDEN INN	POLICE TRAINING	515.28
07/22/2021		FREDPRYOR CAREERTRACK	DEPARTMENT HEAD TRAINING	3,000.00
07/26/2021		WEB SECURE POSITIVESS	SSL CERTIFICATE	49.00
07/26/2021		SMK SURVEYMONKEY.COM	SENIOR CENTER ANNUAL SUBSCRIPTION	288.00
07/26/2021		WEB SECURE POSITIVESS	SSL CERTIFICATE	247.00
07/26/2021		ROYAL PARK HOTEL-OPERA	CITY MANAGER CONFERENCE	522.33
07/27/2021		AMERICAN PUBLIC WORKS	PUBLIC WORKS EXPO/CONFERENCE	929.00
07/28/2021		EVENT FORENSIC TRAINING	POLICE TRAINING	750.00
07/30/2021		STATE OF MI LICENSING	FINANCE DIRECTOR LICENSE RENEWAL	200.00
			Total Credit Card Payments	20,244.70
			Grand Total	4,406,645.11

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: IDD No. 90 for 6501 Portage Road (Kenco) - District Expansion

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development
Meshia Rose, Director of Assessing
Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt Resolution # to set a hearing at Portage City Hall on September 21, 2021, at 7:00 p.m. or as soon thereafter as may be heard, and provide the City Assessor and a representative of each of the taxing units which levies ad valorem taxes in the City of Portage an opportunity to be heard on the question of the expansion of the Stryker Corporation's Industrial Development District No. 90 at 6501 Portage Road.

Attached is a request from the Stryker Corporation to expand Industrial Development District (IDD) No. 90 at 6501 Portage Road and an associated PA 198 tax abatement application for a 9-year real property tax abatement. As indicated in the attached correspondence from Nicole Thiel, Senior Manager, US Tax Planning, Stryker's Medical Division continues to experience growth in West Michigan. The manufacturing facility is located at 3800 East Centre Avenue and the related warehouse/distribution center for the medical equipment produced at the East Centre Avenue facility is located at 6501 Portage Road. As a result of this continued growth, the warehouse/distribution center needs to be expanded. The expansion project includes the construction of a 200,000-square-foot addition increasing the overall size of this facility from 300,000 to 500,000 square feet. The level of additional investment is approximately \$14 million and will retain 189 employees with an average salary of \$44,000.

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. The Council may grant one additional three-year period if the applicant meets one of several criteria. One of the criteria involves an investment in real and/or personal property that exceeds \$10 million. Information provided by the applicant indicates an investment of approximately \$14 million. As a result, Stryker Corporation is eligible for an additional three-year abatement period for a total of nine years.

In September 2014, City Council approved the establishment of Industrial Development District (IDD) #90 at 6501 Portage Road and an associated PA 198 tax abatement application from Kenco Logistics Services, LLC. Scannell Properties originally purchased 6501 Portage Road from the Pfizer Corporation and constructed a 300,330-square-foot facility that was leased to Kenco Logistics Services and exclusively served the Stryker Corporation (Stryker Medical). In December 2020, the property changed ownership from JDK Real Estate, LLC to the Stryker Corporation, terminating the related-party JDK-Kenco lease and leaving Kenco to continue operations from the building and providing services to

Stryker. The associated Industrial Facilities Tax (IFT) Exemption Certificate was also transferred from JDK/Kenco to the Stryker Corporation in December 2020.

The Plant Rehabilitation and Industrial Facilities Tax Abatement is an incentive used to encourage the redevelopment and expansion of aging facilities, assist in the building of new facilities, and to promote the establishment of high tech facilities. The process to receive a tax abatement is initiated with the filing of a request to establish an industrial development district. In accordance with PA 198, upon receipt of an application for an industrial facilities exemption certificate, the clerk of the local governmental unit shall notify the assessor and each affected taxing jurisdiction to allow them, as well as the applicant, the opportunity for a hearing with the legislative body of the local governmental units. The taxing units that levy ad valorem taxes in the City of Portage include Comstock Public Schools, Kalamazoo County, City of Kalamazoo/Metro, Kalamazoo Regional Educational Service Agency, Kalamazoo Valley Community College, Portage Public Schools, Vicksburg Public Schools, Schoolcraft Public Schools, Portage District Library, Kalamazoo Metro Transit, and the State of Michigan. The approval of an abatement must provide a net positive revenue gain to the city. This Stryker/Kenco project would garner \$335,111 in tax revenue. Per PA 198, a proposed abatement project should also be "consistent with the city's comprehensive plans, applicable corridor strategies or other strategic initiatives including hiring and procurement plans." The property is located within the Portage Road Industrial Corridor and is identified for industrial development in the City of Portage Comprehensive Plan.

The City Administration will prepare the analysis for City Council consideration during the proposed public hearing on September 21, 2021. As such, it is recommended that City Council accept the request from the Stryker Corporation to expand Industrial Development District No. 90 and the associated PA 198 tax abatement application for the proposed building expansion and associated site improvements at 6501 Portage Road, and adopt Resolution No. 1 setting a public hearing on the expansion of Industrial Development District No. 90 on September 21, 2021.

FUNDING: Not Applicable.

Attachments:

1. 2021-08-03 Stryker Application w-revised legal
2. Vicinity Map IDD #90
3. Resolution #1

Nicole Thiel

Senior Manager, US Tax Planning

2825 Airview Blvd.
Kalamazoo, MI 49009
P 269 389 7795
C 269 370 8013

www.stryker.com

July 23, 2021

Portage City Council
7900 South Westnedge Ave.
Portage, MI 49002

Dear Portage City Council:

Stryker Corporation was incorporated in Michigan in 1946 and is a global leader in medical technology. Stryker is one of the world's leading medical technology companies and, together with its customers, is driven to make healthcare better. Stryker's products are sold in over 100 countries through company-owned sales subsidiaries and branches as well as third party dealers and distributors. Stryker offers innovative products and services in Orthopedics, Medical and Surgical equipment, and Neurotechnology and Spine that help improve patient and hospital outcomes. Stryker's product lines include implants used in joint replacement and trauma surgeries, surgical equipment and surgical navigation systems, endoscopic and communications systems, patient handling and emergency medical equipment, neurovascular and spinal devices, as well as other medical device products used in a variety of medical specialties.

Stryker Medical Division (Commercial and Global Quality and Operations (GQO)), continues to grow within Western Michigan. Stryker's Medical division manufactures at 3800 Centre Street in Portage Michigan and has a warehouse and distribution center at 6501 Portage Road (Portage Distribution Center) that supports the manufacturing at 3800 Centre Street. Currently, Stryker is planning to expand the Portage Distribution Center from 300,000 SF to 500,000 SF. This expansion will allow the Portage Distribution Center to operate more efficiently, allow all inventory to be stored on-site, and will also allow for future sales growth as well as increased component footprint for new product launches. The expansion represents an approximate \$14,000,000 investment. The investment will allow Stryker to maintain the employee headcount of 189 people at the Portage Distribution Center with an average salary of \$44,000.

Stryker requests that the Industrial Development District at 6501 Portage Road be expanded to accommodate this project and the attached Industrial Facilities Exemption application be approved. Stryker appreciates the support and consideration from the City of Portage and looks forward to further growth within the community.

Sincerely,



Nicole Thiel

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Date Received by STC	Application Number

APPLICANT INFORMATION

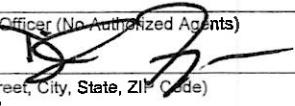
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Stryker Corporation		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 339110													
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 6501 Portage Road, Portage, MI 49002		1d. City/Township/Village (indicate which) City of Portage	1e. County Kalamazoo												
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located Portage	3b. School Code 39140												
4. Amount of years requested for exemption (1-12 Years) 9															
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. 200,000 square foot addition to the existing warehouse located at 6501 Portage Road, Portage, MI.															
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		▶ 14,000,000 Real Property Costs													
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		▶ Personal Property Costs													
6c. Total Project Costs * Round Costs to Nearest Dollar		▶ 14,000,000 Total of Real & Personal Costs													
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC. <table border="0"><thead><tr><th></th><th>Begin Date (M/D/Y)</th><th>End Date (M/D/Y)</th><th></th></tr></thead><tbody><tr><td>Real Property Improvements ▶</td><td>08/09/2021</td><td>05/31/2022</td><td>▶ ☒ Owned ☐ Leased</td></tr><tr><td>Personal Property Improvements ▶</td><td>.....</td><td>.....</td><td>▶ ☐ Owned ☐ Leased</td></tr></tbody></table>					Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements ▶	08/09/2021	05/31/2022	▶ ☒ Owned ☐ Leased	Personal Property Improvements ▶			▶ ☐ Owned ☐ Leased
	Begin Date (M/D/Y)	End Date (M/D/Y)													
Real Property Improvements ▶	08/09/2021	05/31/2022	▶ ☒ Owned ☐ Leased												
Personal Property Improvements ▶			▶ ☐ Owned ☐ Leased												
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No															
9. No. of existing jobs at this facility that will be retained as a result of this project. 189		10. No. of new jobs at this facility expected to create within 2 years of completion. 0													
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation. <table border="0"><tbody><tr><td>a. TV of Real Property (excluding land)</td><td>.....</td></tr><tr><td>b. TV of Personal Property (excluding inventory)</td><td>.....</td></tr><tr><td>c. Total TV</td><td>.....</td></tr></tbody></table>				a. TV of Real Property (excluding land)		b. TV of Personal Property (excluding inventory)		c. Total TV							
a. TV of Real Property (excluding land)															
b. TV of Personal Property (excluding inventory)															
c. Total TV															
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District															
12b. Date district was established by local government unit (contact local unit)		12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No													

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Nicole Thiel	13b. Telephone Number (269) 389-7795	13c. Fax Number	13d. E-mail Address nicole.thiel@stryker.com
14a. Name of Contact Person Nicole Thiel	14b. Telephone Number (269) 389-7795	14c. Fax Number	14d. E-mail Address nicole.thiel@stryker.com
▶ 15a. Name of Company Officer (No Authorized Agents) David Furgason			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 7/20/2021
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 2825 Airview Blvd.		15f. Telephone Number	15g. E-mail Address david.furgason@stryker.co

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Stryker Corporation is in compliance with applicable environmental requirements and is not under any enforcement action by the Michigan DEQ or US EPA.

Signed by:

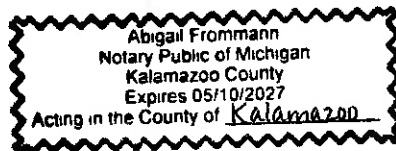


David Furgason

V.P., Tax

Date: 7/20/2021

Notarized by:



Abigail Frommann
07/20/2021

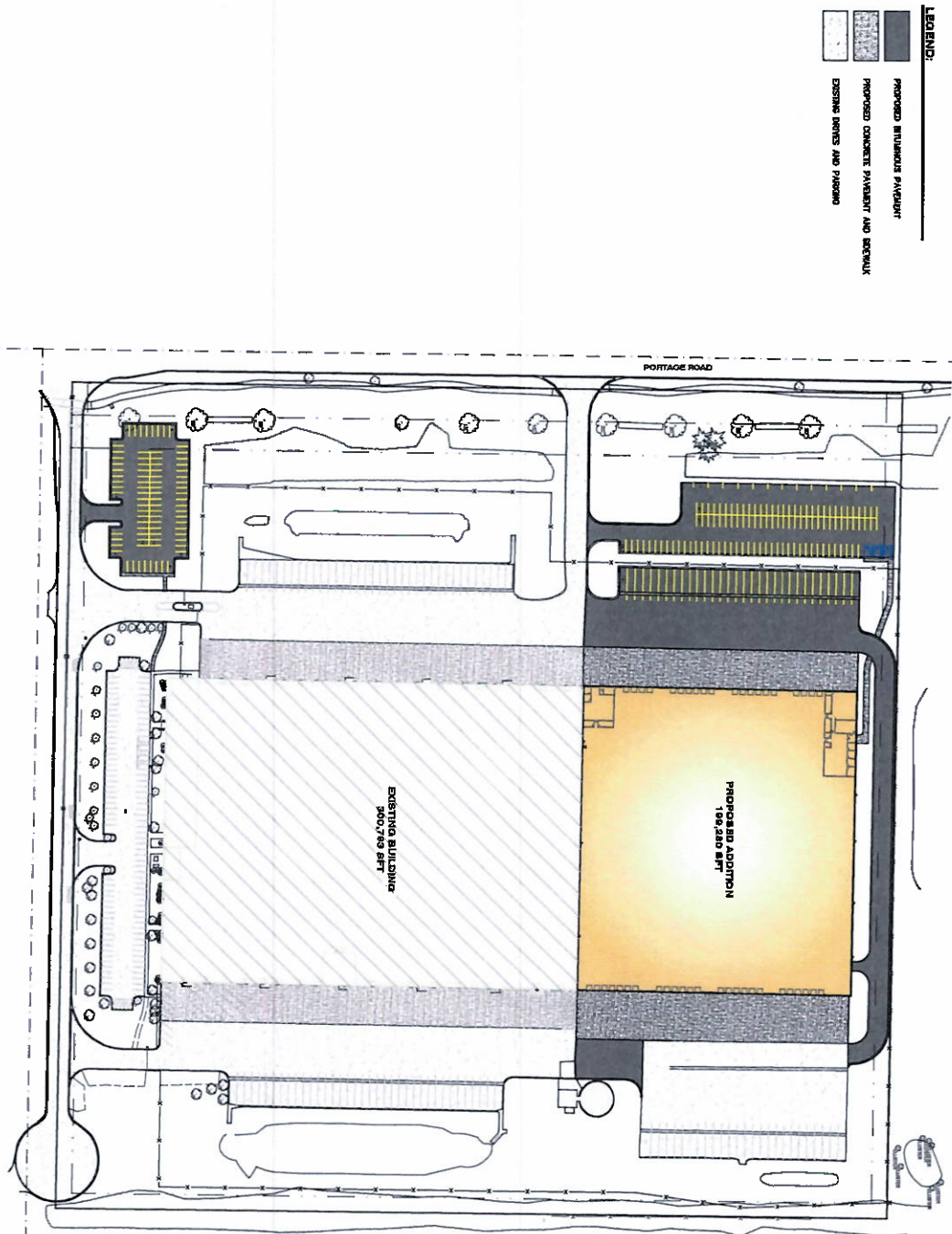
LEGAL DESCRIPTION

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF KALAMAZOO, CITY OF PORTAGE.

THAT PART OF THE NORTHEAST QUARTER OF SECTION 11, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 11; THENCE SOUTH 00 DEGREES 19 MINUTES 09 SECONDS EAST ON THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 11 A DISTANCE OF 1325.47 FEET TO THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID NORTHEAST QUARTER; THENCE NORTH 89 DEGREES 56 MINUTES 40 SECONDS EAST ON SAID NORTH LINE 50.00 FEET TO THE EAST RIGHT OF WAY LINE OF PORTAGE ROAD AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING NORTH 89 DEGREES 56 MINUTES 40 SECONDS EAST ON SAID NORTH LINE 1271.75 FEET TO THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID NORTHEAST QUARTER; THENCE SOUTH 00 DEGREES 24 MINUTES 13 SECONDS EAST ON SAID EAST LINE 1280.47 FEET; THENCE WEST PARALLEL WITH THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 11 A DISTANCE FO 1273.64 FEET TO SAID EAST RIGHT OF WAY LINE; THENCE NORTH 00 DEGREES 19 MINUTES 09 SECONDS WEST ON SAID EAST RIGHT OF WAY LINE 1279.22 FEET TO THE PONT OF BEGINNING. SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE. ASSUMED THE SOUTH LINE OF SAID SECTION 11 TO BEAR EAST.

NON-EXCLUSIVE EASEMENT AS CREATED, LIMITED, AND DEFINED IN DECLARATION OF RESERVED EASEMENTS RECORDED IN INSTRUMENT NO. 2003-024604.

NON-EXCLUSIVE EASEMENT AS CREATED, LIMITED, AND DEFINED IN DECLARATION OF EASEMENTS AND RESTRICTIVE COVENANTS RECORDED IN INSTRUMENT NO. 2015-030464, AND FIRST AMEDEMMENT TO DECLARATION OF EASEMENTS AND RESTRICTIVE COVENANTS RECORDED IN INSTURMENT NO. 2019-031490.



LEGEND:

- PROPOSED RETAIL/WAREHOUSE PAVEMENT
- PROPOSED CONCRET PAVEMENT AND DRIVEWAY
- EXISTING DRIVE AND PARKING

hurley & stewart
 2800 S. 11th Street
 Kalamazoo, Michigan 49009
 268.5352.4960 fax 268.5352.4961
www.hurleyandstewart.com



SHEET TITLE
 OVERALL SITE LAYOUT PLAN

OWNER
 STRYKER

PROJECT TITLE
 STRYKER PDC EXPANSION

DESIGNED FOR
 DATE

PORTAGE, MI

SHEET NUMBER
C 100
 21-133.00

DATE
 MAY 20, 2021

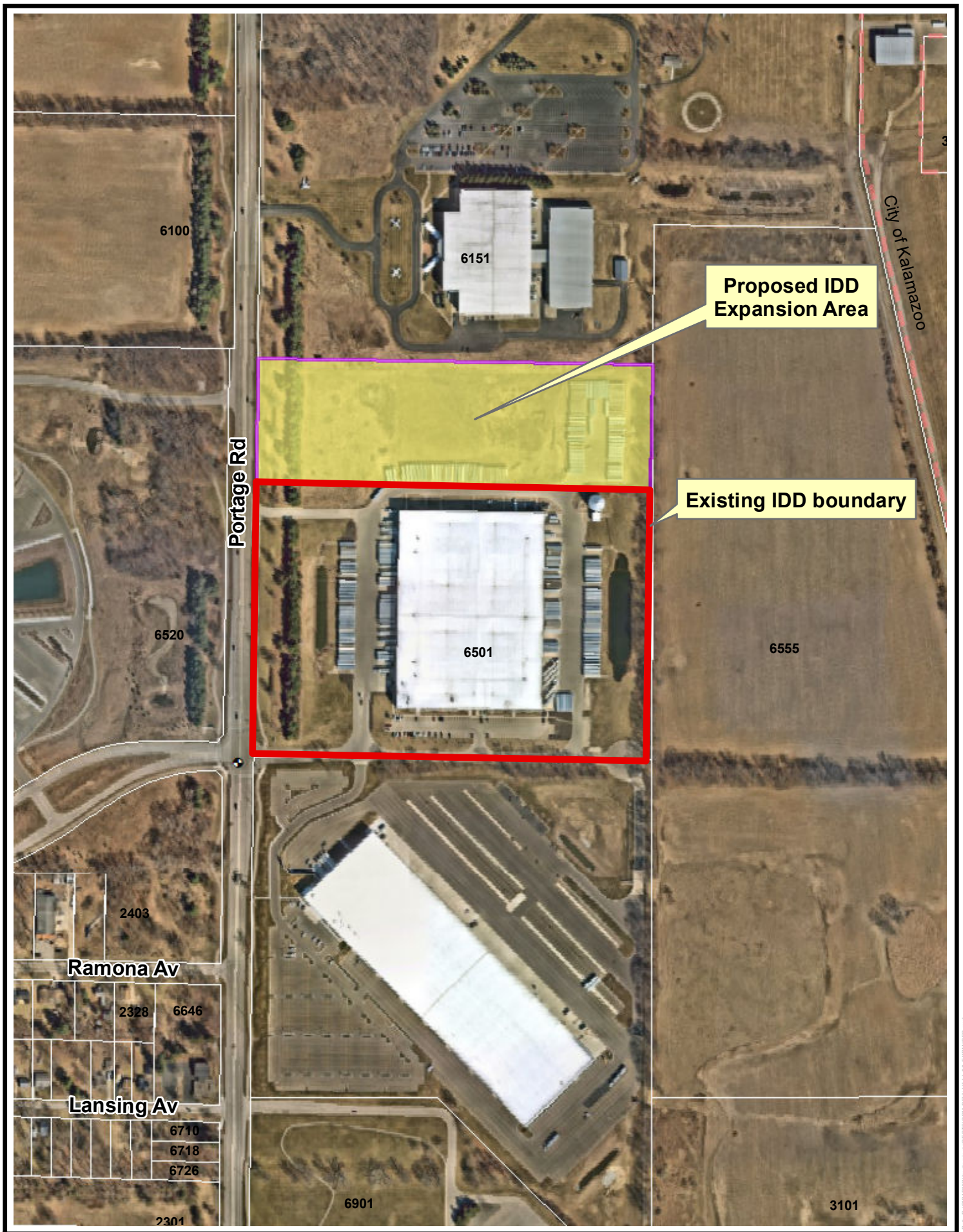


TowerPinkster
 Architecture · Engineering · Interiors

4 East Fulton Street, Suite 200
 Grand Rapids, Michigan 49503
 616.456.1664 phone 616.456.1626 fax

242 East Kalamazoo Avenue, Suite 100
 Kalamazoo, Michigan 49001
 268.343.1133 phone 268.343.1133 fax

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Proposed IDD #90 Expansion Area

Date: 8/17/2021

1 inch = 400 feet
Nearmap 2021 Imagery

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. _____**

**ESTABLISHING A PUBLIC HEARING FOR THE EXPANSION
OF INDUSTRIAL DEVELOPMENT DISTRICT NO. 90
STRYKER CORPORATION**

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by Councilmember _____.

BE IT RESOLVED:

That a public hearing be held on the ____ day of _____, 2021, at 7:00 p.m. or as soon thereafter as may be heard at the City Hall, in the City of Portage, Michigan on the request of STRYKER CORPORATION for the expansion of Industrial Development District 90 under Michigan Act No. 198 of P.A. 1974; and

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

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

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 P. Kaufman (P65412)
Portage City Attorney
470 W. Centre Ave, Suite A
Portage, MI 49024

Approved as to Form:

Date: 08/20/2021

-

By: Catherine Kaufman
City Attorney

EXHIBIT A

**CITY OF PORTAGE
NOTICE OF HEARING ON THE EXPANSION OF
INDUSTRIAL DEVELOPMENT DISTRICT NO. 90
UNDER ACT 198 OF P.A. 1974**

PLEASE TAKE NOTICE that on the _____ day of _____, 2021, at 7:00 p.m. or as soon thereafter as may be heard, a public hearing will be held at the City Hall in the City of Portage, Michigan on the request of STRYKER CORPORATION for the expansion of Industrial Development District 90 under Michigan Act 198 of P.A. 1974 for a partial tax exemption for ad valorem property taxes.

PLEASE TAKE FURTHER NOTICE that said district is commonly described as property located at 6501 Portage Road, Portage, Michigan, and more particularly described as follows:

SEE ATTACHED MAP AS EXHIBIT.

Any resident or taxpayer of the City or other interested person shall have the right to appear and be heard at said hearing.

Dated: _____, 2021

Erica Eklov, City Clerk

Minutes of Boards & Commissions

Environmental Board Meeting Minutes

6.9.21 Meeting

Join by phone

1-415-655-0002 US Toll

Enter Meeting Number: 180 926 1275

Join from an internet connection

www.webex.com

Click "Join A Meeting"

Enter the Meeting Number: 180 926 1275

Fill in the required user information

Enter Event Password: Portage21

Click "Join Now"

Call to Order:

--Meeting called to order at 7:00pm.

--Due to COVID 19, all members participated remotely.

--Members Present: Thomas Shaffer, Deirdre Courtney, Chelsea Huber, Lauren McMullan, Jerry Krohn, Loren Kimeldorf, Grace Freed (Youth Advisory), Assistant City Engineer Jamie Harmon (ex officio)

-Excused: Joe Chamberlin, Roger Lonoza

--Prior meeting minutes approved.

Welcome/Guests:

-No guests

Board Update:

-Andy Keeler submitted resignation, open positions will not be filled again until October.

Report and Conclusion on Garlic Mustard Pulls:

--3 board members and 3 volunteers at June 6 pull

--Regarding the May 30 pull: there was a person at the June 6 pull who indicated that despite no one showing up from the Environmental Board, they still conducted a pull.

--Thomas to reach out to each person who did show up.

--Discussion about the waiver and what was sufficient. Jamie to talk to Parks Department to get clarity about what waiver should be used (full-page or short blurb on the attendance sheet).

--Jerry believes people involved in the pulls aren't staying the full time or going deep enough into the woods.

-Cannot force volunteers to stay the whole time.

--Discussed coordinating with the Parks Board

Web Page and Community Outreach Mechanisms Discussed:

- Lauren sent the mock-up around for feedback and pulled it up on the Webex screen.
 - Outline and information looks good.
 - Discussion about whether we put individual pictures or a group picture of the board.
 - There will be limited ability to edit through city workers. Members will not be able to edit it themselves.
 - Members reviewed Lauren's design and made changes and suggestions.

Fundraising Miscellaneous & Account Establishment Update:

- Table the topic until next meeting.

Mosquito Discussion Update:

- Table the topic until next meeting.
 - Jamie to contact Joe about the gift cards.

Motion to adjourn; approved:

- Meeting ended at 8:33 p.m.

/s/ Portage Environmental Board

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: FY 2020-21 Planning Commission Work Program Final Update and Proposed FY 2021-22 Planning Commission Work Program

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Receive the FY 2020-21 Planning Commission Work Program Final Update and Proposed FY 2021-22 Planning Commission Work Program.

In accordance with the Michigan Planning Enabling Act (PA 33), the Planning Commission is required to submit a written report to the legislative body concerning planning activities. Attached is the final update of FY 2020-21 Planning Commission Work Program accepted by the Planning Commission during their July 22, 2021 meeting. Also included for Council information is a copy of the proposed FY 2021-22 Planning Commission Work Program. It is recommended that the City Council receive the FY 2020-21 Planning Commission Work Program Final Update and Proposed FY 2021-22 Planning Commission Work Program as information only.

FUNDING: N/A

Attachments: 1. Planning Commission FY20-21 Annual Report & FY21-22 Work Program - Information Only



TO: Honorable Mayor and City Council

FROM: Planning Commission

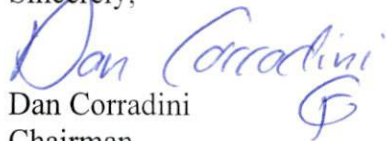
DATE: August 12, 2021

SUBJECT: Planning Commission Annual Report (FY 2020-2021) – Information Only

In accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008, the attached report from the Community Development Department dated July 16, 2021 summarizes planning/zoning activities completed by the Planning Commission during FY 2020-2021. The attached report summarizes these activities and progress made by the Commission on work items relating to their adopted FY 2020-2021 Work Program. On July 22, 2021 the Planning Commission accepted the final update of the FY2020-21 work program.

If you have any questions regarding this matter, please contact either myself or the Community Development Department.

Sincerely,


Dan Corradini
Chairman

cc: Department of Community Development report dated July 16, 2021

T:\COMMDEV\2021 2022 Department Files\Memos\City Council\2021 08 12 MCC Planning Commission Annual Report (FY 2020-2021)-PC memo.docx

TO: Planning Commission**DATE:** July 16, 2021**FROM:** Kelly Peterson, Director of Community Development **SUBJECT:** FY 2020-21 Planning Commission Work Program and Proposed FY 2021-22 Work Program.**I. INTRODUCTION:**

The Planning Commission customarily adopts an annual Work Program that includes the duties and responsibilities of the Commission per statute and local ordinance. The FY 2020-21 Work Program was adopted by the Planning Commission in August 2020. In spite of the difficulties created by the coronavirus pandemic, the Commission made progress on many work-related items during the past fiscal year, which are summarized below. In addition to routine reviews of site plans, special land use permits, planned developments, plats and other development proposals, the following work was conducted:

II. FY 2020-21 WORK PROGRAM:

- 1) *Upon completion of the Portage Road/Lake Centre District planning exercise, consider preparation of ordinances and economic development tools to implement identified goals and objectives.*

Finalization and adoption of the Lake Center District Corridor and Place-making Study was postponed due to the coronavirus pandemic. The plan was accepted by City Council in July 2021 and efforts to develop ordinances and implementation of economic development tools, including the involvement of the Planning Commission, will follow in FY2021-22.

- 2) *Conduct five-year review/update of the 2014 Comprehensive Plan.*

Capital Improvement Program funding for an update of the Comprehensive Plan was approved in FY2020-21. Due to logistical issues associated with the coronavirus pandemic and staff capacity, commencement of the update process was postponed. The update process will commence later this fiscal year.

- 3) *Continue to assist the City Administration and City Council to achieve Redevelopment Ready Communities (RRC) certification, a program sponsored by the Michigan Economic Development Corporation (MEDC). Once studies are completed by the consultant, the Commission will review remaining documents needed for certification including an updated economic development strategy; and an overarching marketing strategy to promote redevelopment ready sites and economic development in general.*

Redevelopment Ready Communities (RRC) certification is nearly complete. However, the MEDC has advised that adoption of a new Comprehensive Plan needs to occur before final certification is granted. Following adoption of the Comprehensive Plan, an executive summary/presentation will be made to the Planning Commission regarding the certification process and the Commission's future engagement with being a Certified Redevelopment Ready Community.

- 4) *Continue to guide development to appropriately planned area of the community and consider the protection of environmentally sensitive areas including regulated wetlands, groundwater and surface water, with the intent to achieve a well-organized, balanced, sustainable, and efficient use of land at densities that:*

- *Meets the current and future needs of city residents*
- *Protects key natural and historic resources*
- *Complements the existing and planned capacity of streets and infrastructure*

The Planning Commission continues to guide development consistent with the Comprehensive Plan Update/Future Land Use Map and remains cognizant of the impacts development may have on environmentally sensitive land areas. Additionally, the Planning Commission also continues to ensure new development projects are designed consistent with applicable ordinances through review of site plans, special land use permits, planned developments, plats and other development proposals.

5) *During project plan review, consider the following:*

- *Implementation of Complete Streets Policy elements.*
- *Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.*
- *Adjacent residential neighborhood protection measures.*
- *Protection of environmentally sensitive areas including regulated wetlands, ground water and surface water through the use of green development practices or other appropriate measures.*

During the past fiscal year, the Planning Commission has reviewed/approved the following private development projects where one or more of the land use considerations listed above were incorporated:

- Tentative Plan Amendment for Woodbridge Hills Planned Development, 4100 West Centre Avenue;
- Special Land Use Permit for AT&T Wireless Communication Tower, 7813 South 12th Street;
- Site Plan for AT&T Wireless Communication Tower, 7813 South 12th Street;
- Special Land Use Permit for Kingdom Sports Kidfit Child Care Center, 8151 Merchant Place;
- Special Land Use Permit for Lake Burger, 6814 South Westnedge Avenue;
- Preliminary Plat for The Oaks (Phase 2) at 4800 Bishop Avenue;
- Accessory Building (Smoots) at 2934 Woodhams Avenue;
- Site Plan for Pfizer Corporation, Modular Aseptic Processing (MAP) expansion, 7000 & 7171 Portage Road;
- Final Plan for Redwood Living, 7801 Garden Lane and 1203 East Centre Avenue;
- Special Land Use Permit for Steinspark Biergarten, 2603 East Milham Avenue;
- Site Plan for Steinspark Biergarten, 2603 East Milham Avenue;

6) *Consider and act appropriately upon site-specific rezoning's in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.*

Four rezoning applications were received during the past fiscal year, three of which were considered and acted upon by the Planning Commission:

- Rezoning Application #19/20-4, 7801 Garden Lane and 1203 East Centre Avenue
- Rezoning Application #20/21-1, 9300 South Sprinkle Road
- Rezoning Application #20/21-2, 4627 South Long Lake Drive

The Planning Commission recommended approval of these applications and City Council subsequently approved all three zoning changes.

- 7) *Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus.*

From June through September 2020, the Planning Commission reviewed and discussed proposed amendments to adopt a Tree Preservation and Replacement Ordinance (Ordinance Amendment #19/20-C) that would establish standards for the protection, preservation and conservation of existing natural wooded areas. Based on comments received, the proposed ordinance amendment was subsequently withdrawn.

- 8) *When appropriate, engage the Youth Advisory Committee in the planning process.*

Due to the impacts associated with the Coronavirus pandemic, the Youth Advisory Committee was not engaged during FY2020-21.

- 9) *Review and recommend the FY2021-2031 Capital Improvement Program.*

At the February 18, 2021 meeting, the Planning Commission reviewed the proposed FY 2021-2031 Capital Improvement Program (CIP) document. Following this review/discussion, the Commission subsequently voted unanimously to recommend to City Council approval of the FY 2021-2031 CIP.

- 10) *Continue to engage in continuing education through various Planning Commission training options including continued review of professional planning publications and information available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.*

The MAP and Planning and Zoning News newsletters continue to be provided to the Commission. On-line training and educational materials are also accessible to the Commission through the MAP and APA websites. Onsite training sessions were provided in November 2020 and January 2021 regarding: the roles and responsibilities of the Planning Commission; municipal utilities and the Capital Improvement Program. In addition, two Planning Commissioners registered for the MAP Build Your Own workshop series.

III. FY 2021-22 WORK PROGRAM (PROPOSED):

The proposed FY 2021-22 Planning Commission Work Program has been prepared and is attached for review and consideration. If City Council requests the Commission consider/review additional topics/issues, the Commission can amend the Work Program at a later date.

The Commission is advised to review and discuss the attached materials during the July 22, 2021 meeting and, if no further changes, adopt the attached FY 2021-22 Planning Commission Work Program.

Attachments: FY 2021-22 Planning Commission Work Program (PROPOSED)

Planning Commission FY2021-22 Proposed Work Program				
Project	Description	Status	Next Steps	Comments
Master Plan Update	Update of the 2014 Plan, which is a policy document that guides future growth and development in the city.	- Request of qualifications received 3 firms selected to receive RFP - RFP drafted	Distribute RFP	
Lake Center District Corridor form-based zoning overlay District	Develop and recommend to City Council a form-based zoning ordinance as one tool to implement the Plan recommendations	Commencement of project pending		
FY2022-32 Capital Improvement Program	Review and recommend to City Council the Annual CIP	Commencement of project pending		
Redevelopment Ready Communities (RRC) certification.	Continue to assist the City Administration and City Council to achieve Redevelopment Ready Communities (RRC) certification, a program sponsored by the Michigan Economic Development Corporation.	The process to achieve certification is nearly complete.	Remaining steps include, but limited to the following: - Complete the Economic Development Strategy - Update Council on Planning Commission activities - Complete internal review processes.	
Planning Commission continuing education	Each Planning Commission member needs to self-engage in available training/educational opportunities available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.	Ongoing	- Planning Commission members should register for on-line courses or conferences or in-person conferences when offered by MAP or other related organizations. - Staff and the City Attorney can also provide in-person training sessions	
Student representation on the Planning Commission	Consider inviting a Portage Northern or Portage Central upperclassman to participate as a non-voting member	Pending		
Engage the Youth Advisory Committee in the Planning Process	When appropriate, such as the update of the Master Plan, engage the YAC for assistance/input	Pending		
Review/update the 2010 Planning Commission Rules of Procedure	Rules of Procedure are the regulations of the Commission that outlines how it conducts business	Commencement of project pending		
<i>Others...but don't over promise and under deliver</i>				

T:\COMMDEV\2020-2021 Department Files\Board Files\Planning Commission\Work Program\FY2021-22 Planning Commission Work Program.docx