FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
DECEMBER 7, 2021

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

A. Consent Agenda:

1. Approval of City Council Meeting Minutes:

   a. Regular Meeting of November 16, 2021.

   b. Pre-Council Meeting of December 6, 2021.

2. Approval of the Accounts Payable Register of December 7, 2021 as presented.

3. Adopt the:

   a. 2022 Freedom of Information Act fees,
   b. 2022 Proposed Recreation and Park Facility fees,
   c. 2022 Proposed Senior Center Facility fees,
   d. 2022 Proposed Community Development and Building Permit fees,
   e. 2022 Special Assessment Rates, and
   f. 2022 Cemetery Fee Schedule.

4. Approve a contract extension with Suez Environmental Services, Incorporated, for the provision of utility management and operation services for the period of March 1, 2022, through June 30, 2023, and authorize the Acting City Manager to execute all documents related to the action on behalf of the city.

5. Award:

   a. a construction contract to Lounsbury Excavating, Incorporated, Paw Paw, Michigan, for the Angling Road Storm Drainage Improvement project in an amount not-to-exceed $789,861.35, and
   b. an engineering services contract to Abonmarche Consultants, Incorporated, in the amount of $71,020 to provide construction engineering services for the Angling Road Storm Drainage Improvements project,

   and authorize the Acting City Manager to execute all documents related to the contracts on behalf of the city.

6. Award a construction services contract in the amount of $262,690.25 to Peters Construction Company for the Eliason Nature Reserve North Entrance and authorize the City Manager to execute all documents related to these actions on behalf of the city.

7. Award a contract to Tree Tech, LLC, in the amount of $80,050 for street tree removal and pruning, and authorize the Acting City Manager to execute all documents related to these actions on behalf of the city.

8. Designate the property located at 5185 Meredith Street as blighted property in accordance with the Brownfield Redevelopment Financing Act.

9. Approve a Special License Liquor Permit in the form of a Certified Council Resolution for the Portage Culinary Academy event.
10. Approve a cemetery marker height restriction waiver for Ms. Janeen Bertolina within Portage South Cemetery.
11. Materials Transmitted.
12. Minutes of Boards & Commissions:
    a. Senior Citizens Advisory Board of October 27, 2021.
    b. Historic District Commission of November 3, 2021.
13. Calendar of Meetings:
    - Environmental Board, December 8, 2021 at 7:00 p.m. in City Hall Room #1.
    - Youth Advisory Committee, December 13, 2021 at 6:00 p.m. in City Hall Room #1.
    - Zoning Board of Appeals, December 13, 2021 at 7:00 p.m. in Council Chambers.
    - Kalamazoo County Public Arts Commission, December 14, 2021 at 11:30 a.m. - virtual.
    - Senior Citizen's Advisory Board, December 15, 2021 at 2:30 p.m. at Senior Center.
    - Planning Commission, December 16, 2021 at 7:00 p.m. in 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 or live streaming at portagemi.gov/205.*

B. Petitions and Statements of Citizens:

C. Communications:

D. Public Hearings:

1. Subsequent to the public hearing, consider adopting Ordinance Amendment No. 21-22-A (Veterinary hospitals or clinics in the CPD, Commercial Planned Development District).

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 NOVEMBER 16, 2021

Mayor Patricia Randall called the Regular Meeting to order at 07:01 PM. The regular meeting was held in a partially virtual format as permitted by PA 228, in accordance with the December 2020 Kalamazoo County Emergency Declaration.

At the request of Mayor Randall, the audience observed a moment of silence to recognize with gratitude those who choose public service as a way to honor and serve their community. Following the moment of silence, the City Council recited the Pledge of Allegiance with the assistance of Scouting BSA Troop 244.

OUTGOING CITY COUNCIL:

Roll Call: Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. Also in attendance were Acting City Manager Adam Herringa, City Attorney Catherine Kaufman, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

Proclamations: Councilmember Reid read the Proclamation recognizing Small Business Saturday 2021.

Approval of Minutes: Motion by Reid, seconded by Knapp, to approve the Regular Meeting Minutes of November 3, 2021, and the Pre-Council Meeting Minutes of November 15, 2021. Upon a roll call vote, motion carried 6 to 0, with Councilmember Burns abstaining.

Board of Canvassers Report: Motion by Pearson, seconded by Burns, to receive the November 2, 2021, City General Election Report from the Kalamazoo County Board of Canvassers as information only. Upon a roll call vote, motion carried 7 to 0.

Comments from Council: Each member of the City Council offered statements of thanks, farewell, and commendation to Councilmember Claudette Reid for her integrity and years of public service.

Councilmember Reid read a prepared statement of thanks to the City Council, providing highlights of her tenure on the Council. She encouraged the new City Council to question proposals as part of the role in serving the citizens, noting it was not a critique of city staff and stated timely communication to all of Council is critical in fulfilling city business. Councilmember Reid then asked the new City Council to consider reinstating reading the Consent Agenda aloud during meetings as a service to the public. She closed by stating it was an honor to serve the citizens of Portage.

Mayor Randall then offered the opportunity for those in the audience wishing to comment on outgoing Councilmember Reid.

Margaret O'Brien (1220 Forest Drive) expressed appreciation and thanks to Councilmember Reid.

State Representative Christine Morse also thanked Councilmember Reid for her service and wished her the best.

Richard Kraas (5419 Woodmont) noted he is Councilmember Reid's husband and expressed gratitude.

Terry Clair (1628 Bentley) thanked Councilmember Reid on behalf of Troop 244 for her words of citizenship with the Scouts.

Andrea Stork (1515 Dogwood) noted she is Councilmember Reid's sister and thanked Ms. Reid for her service to the city and focus on transparency.

Adjournment Sine Die of Retiring City Council: Mayor Randall adjourned sine die the retiring City Council at 7:27 p.m.

DRAFT

NEW CITY COUNCIL:

Oaths of Office: City Clerk Erica Eklov administered the Oath of Office to Lisa Brayton, Lori Knapp, Vic Ledbetter, and Terry Urban as Councilmembers and Patricia M. Randall as Mayor.

Signing of the City Council Code of Ethics and Values Policy: The Mayor and Councilmembers signed the Ethics and Values Policy.

Seating of Mayor and Councilmembers: At the invitation of the City Clerk, the Mayor and City Council took their respective seats at the dais. Mayor Randall called the meeting to order at 7:30 p.m. and City Clerk Eklov called the roll with the following members present: Patricia M. Randall, Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, Jim Pearson, and Terry Urban were present. Also in attendance were Acting City Manager Adam Herringa, City Attorney Catherine Kaufman, and Deputy City Manager Mike Carroll.

Election of Mayor Pro-Tempore: City Clerk Eklov reviewed the process for selecting the Mayor Pro Tem and Mayor Randall entertained nominations for the position. Councilmember Ledbetter nominated Councilmember Pearson. There were no further nominations. City Council then completed and signed their respective ballots for Mayor Pro Tem. The City Clerk collected and read aloud the results of the selection. Councilmembers Brayton, Burns, Knapp, Pearson, Urban, and Mayor Randall selected Councilmember Pearson. Councilmember Pearson was selected by a vote of 7 to 0. Mayor Randall congratulated Mayor Pro Tem Pearson on his election to Mayor Pro Tempore and Mayor Pro Tem Pearson stated that he is looking forward to his next two years on City Council.

Adopt the Rules of Order and Procedure: Motion by Knapp, seconded by Burns, to adopt the City Council *Rules of Order and Procedure*. Councilmember Urban made a motion to amend the original motion with the inclusion of revising Section 5 of the City Council *Rules of Order and Procedure* to read the Consent Agenda into the record, noting the recommendation by former Councilmember Reid. As there was no second, the motion amendment failed. Upon a roll call vote, the original motion carried 6 to 1 with Councilmember Urban voting no.

Resolution of Respect for Claudette Reid: Councilmember Urban read the Resolution.

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 Burns removed Item B.8.c. Motion by Ledbetter, seconded by Knapp, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Ledbetter, seconded by Knapp, to approve the Accounts Payable Register of November 16, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Amend the General Appropriations Act (budget): Motion by Ledbetter, seconded by Knapp, to amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2022. Upon a roll call vote, motion carried 7 to 0.

Health and Vision Insurance Contract Renewals: Motion by Ledbetter, seconded by Knapp, to take action to: approve one-year contracts with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; approve a four-year contract with EyeMed for Department Head and Non-Union vision insurance; maintain current employer/employee cost-sharing practices by taking action to exempt the city from the requirements of P.A. 152 for the 2022 medical benefits plan year, and authorize the Acting City Manager to execute all documents related to the contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Disclosure of Landlord-Tenant Relationship: Motion by Ledbetter, seconded by Knapp, to consent to landlord-tenant relationship pertaining to Councilmember Lisa Brayton's tenancy in a building owned by the City Attorney's firm Bauckham Sparks. Upon a roll call vote, motion carried 7 to 0.

Special Meeting for Board and Commission Applicants: Motion by Ledbetter, seconded by Knapp, to set a Special Meeting on Tuesday, January 11, 2022, beginning at 5:45 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted: Motion by Ledbetter, seconded by Knapp, to receive the Materials Transmitted of November 3, 2021. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Ledbetter, seconded by Knapp, to receive the minutes of the Historic District Commission of April 7, 2021; Planning Commission of August 5, 2021; Senior Citizen's Advisory Board of September 15, 2021; Planning Commission of October 7, 2021; and, Zoning Board of Appeals of October 11, 2021. Upon a roll call vote, motion carried 7 to 0.

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

STATEMENTS OF CITIZENS AND GUESTS REGARDING NEW CITY COUNCIL:

David Anderson, City of Kalamazoo Mayor, congratulated the new City Council and expressed anticipation in collaborating with the City of Kalamazoo and Kalamazoo County.

Mary Balkema, Kalamazoo County Housing Director, congratulated new Councilmember Brayton, as well as the returning Mayor and Councilmembers. She noted the County has two city mayors passionate about housing and she looks forward to continued progress.

State Representative Christine Morse congratulated the new Council and offered the support of the State of Michigan.

Margaret O'Brien, former City Councilmember and Michigan State Senate Secretary, congratulated the new City Council.

Judy Paget, Executive Director of the 60th District Service Office for State Representative Julie Rogers, offered congratulations on behalf of Representative Rogers.

STATEMENTS OF CITIZENS REGARDING OTHER MATTERS: None.

REGULAR BUSINESS AGENDA:

Energy Improvement Projects: Councilmember Burns stated he pulled the item from the Consent Agenda due to several questions he was unable to pose earlier. He noted the third project under the Public Safety Department on page 48 of the agenda packet and inquired whether the proposed improvements were part of the city's capital assets or already slated for updating. Councilmember Burns expressed concern about justifying the cost in light of the smaller return on investment.

Acting City Manager Herringa stated that the majority of the proposed improvements were included in the prior year's Capital Improvement Program, except for the Police Station's boiler. He noted that inspection of the boiler determined the system would fail in the next two or three years and the improvement was included with the others to maximize the benefits. Mr. Herringa closed by highlighting that the Police Station's systems were in the poorest condition of all city buildings.

Councilmember Burns thanked Acting City Manager Herringa for the answers to his questions and highlighted the projected greenhouse gas energy savings.

Motion by Burns, seconded by Urban, to authorize the Acting City Manager to proceed with energy efficiency improvements including LED lighting installation at city facilities, climate controls at

City Hall, and heating and air conditioning improvements at the Department of Public Safety at a cost of $1,064,025. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: None.

NEW BUSINESS:

"I Love Portage" Essay Contest - Council Volunteers Acting City Manager Herringa explained the history of the contest and the City Council review procedure. Mayor Randall asked for volunteers from the City Council. Councilmembers Brayton, Knapp, and Urban volunteered.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Urban stated it is an honor to continue serving the citizens of Portage, appreciates the support, and looks forward to another four years on the City Council.

Councilmember Brayton thanked fellow Councilmembers for their support. She then thanked former Councilmember Reid for her service. Ms. Brayton thanked the voters for support and her intent to serve with integrity, citing her background in healthcare.

Councilmember Knapp welcomed Councilmember Brayton. She expressed that it was an honor to continue working on the City Council. Ms. Knapp then wished everyone a safe and happy Thanksgiving in light of the ongoing COVID-19 pandemic.

Councilmember Burns welcomed Councilmember Brayton to the Council. He then honored Portage Central High School football coach Bob Knight who had passed away.

Councilmember Ledbetter admonished recent threats received by Representative Fred Upton in response to his recent vote on a national infrastructure bill. Mr. Ledbetter noted elected officials serve because they care and threats are unacceptable.

Acting City Manager Herringa thanked outgoing Councilmember Reid, noting her history of service. He then thanked Councilmember Brayton for her recent efforts to learn about the city. Mr. Herringa closed by noting upcoming city holiday closures and the national re-accreditation of the Portage Senior Center.

Mayor Pro Tem Pearson thanked outgoing Councilmember Reid for her 16 years of service and thanked Councilmember Brayton for stepping up to run for City Council. He closed by thanking the members of Council for supporting him in the position of Mayor Pro Tem.

Mayor Randall began by highlighting the recent Veteran's Day celebrations and the upcoming Salvation Army Red Kettle campaign. She then acknowledged the recent passing of John Hilliard, founder of the Lending Hands organization. Mayor Randall closed by thanking the citizens for supporting her in the recent election and the value she places on leadership.

ADJOURNMENT. Mayor Randall adjourned the meeting at 08:07 PM.

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Erica L. Eklov, City Clerk

DRAFT

PRE-COUNCIL MEETING
MINUTES FROM DECEMBER 6, 2021

Mayor Patricia Randall called the meeting to order at 08:04 AM. The 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, Mayor Pro Tem Jim Pearson (virtual – Portage, MI) and Councilmember Lisa Brayton were present. Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, and Terry Urban were 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 A.2, Accounts Payable Register, Mayor Pro Tem Pearson inquired about Check No. 319078 regarding Community Image Builders and its relation to the Lake Center Area. Acting City Manager Herringa stated he would research and respond.

With regard to Item A.3, 2022 Fee Schedules, Mayor Randall inquired about the proposed notary fee and whether staff had tracked the number of non-resident notarizations. Clerk Eklov responded that staff had tracked the number of notarizations performed but not residency status. Mayor Randall then inquired about the Park Facility Fees and the rental policy for weddings in the Hayloft Theater Barn. Acting City Manager Herringa stated he would research and respond.

With regard to Item A.5, Angling Road Storm Drainage Project, Mayor Randall noted the 2017 Angling Road major reconstruction project and associated issues with the vendors, resident inconvenience and resulting road quality. She inquired about potential recourse options with the prior vendors, who they were, whether the city had utilized those vendors again and the amount spent on the prior project. Mayor Pro Tem Pearson echoed the Mayor's concerns and asked for the names of the firms from the prior road projects for the engineering and construction. Acting City Manager Herringa stated he would research and respond.

PETITIONS AND STATEMENTS OF CITIZENS: None.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:14 AM.

Erica L. Eklov, City Clerk

DRAFT

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approval of the Accounts Payable Register of December 7, 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 November 7, 2021 through November 27, 2021 and notes $1,064,626.43 in automated clearing house payments, $1,818,475.54 in paper checks, $71,124.19 in auto-pay payments and $225,711.14 in electronic payments for a grand total of $3,179,937.30.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of December 7, 2021

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	16150(A)	ADP, INC.	ADP PAYROLL AND ETIME SERVICES	4,615.07
11/12/2021	16151(A)	AKERS WOOD PRODUCTS	STUMP REMOVAL AND DISPOSAL	200.00
11/12/2021	16152(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,182.40
11/12/2021	16153(A)	AMAZON.COM SALES, INC.	OPERATING SUPPLIES-FIRE, DPW	244.99
11/12/2021	16154(A)	AMERICAN HYDROGEOLOGY CORP.	S WESTNEDGE PARK - PFAS GROUNDWATER EVAL	5,776.25
11/12/2021	16155(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID SUPPLIES	573.80
11/12/2021	16156(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,075.00
11/12/2021	16157(A)	B L HARROUN & SON INC.	DPW ANNUAL SPRINKLER INSPECTION	247.58
11/12/2021	16158(A)	BASIC BENEFITS LLC	ACA 1095-C FILING AND MAILING	993.30
11/12/2021	16159(A)	BATTERIES PLUS	LIGHT BULBS FOR CITY HALL	53.55
11/12/2021	16160(A)	BATTERIES PLUS	MISC BATTERIES	6.43
11/12/2021	16161(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	171,875.83
11/12/2021	16162(A)	BYHOLT INC.	2NS SAND DELIVERY	789.98
11/12/2021	16163(A)	C T S TELECOM, INC.	TELEPHONE SERVICE	2,355.00
11/12/2021	16164(A)	CARLETON EQUIPMENT CO.	REPAIR AND MAINT SUPPLIES	236.32
11/12/2021	16165(A)	CONSOLIDATED ELECTRICAL DIST INC	ELEC REPAIR AND MAINT SUPPLIES	146.64
11/12/2021	16166(A)	CROWN TROPHY	2021 FALL BALL TROPHIES	179.75
11/12/2021	16167(A)	DEER CONTRACTING & LANDSCAPE	REMOVE FALLEN TREE-VALLEYWOOD	2,580.00
11/12/2021	16168(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	435.90
11/12/2021	16169(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP PMT BRANSON ADVENTURE	23,566.00
11/12/2021	16170(A)	ETNA SUPPLY, INC.	REPAIR AND MAINT SUPPLIES	194.05
11/12/2021	16171(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIP REPAIR/MAINT	947.11
11/12/2021	16172(A)	FERRELLGAS, LP	GENERATOR RENTAL AT CITY HALL	59.00
11/12/2021	16173(A)	FOREMOST SALES COMPANY LLC	MILLENNIUM PARK FLOOD CLEANUP	160.00
11/12/2021	16174(A)	FURRY, WILLIAM	FINANCE CONSULTANT SERVICES	1,450.00
11/12/2021	16175(A)	GORDON WATER SYSTEMS	WATER SERVICES	668.00
11/12/2021	16176(A)	GRAINGER INC	HI-VIZ SAFETY JACKETS, TELESCOPING LADDER	655.57
11/12/2021	16177(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL	181.00
11/12/2021	16178(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,284.22
11/12/2021	16179(A)	INDUSCO SUPPLY CO., INC.	CLEANING SUPPLIES, VACUUM	667.04
11/12/2021	16180(A)	IP CONSULTING, INC.	MICROSOFT 365 GOVERNMENT TENANT SET UP	1,750.00
11/12/2021	16181(A)	JB PRINTING	PORTAGER PRODUCTION - OCT 2021	4,098.20
11/12/2021	16182(A)	JONS TO GO PORTABLE RESTROOM	RAMONA PARK - PORTABLE RESTROOMS	330.00

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	16183(A)	KAHN, WILMA	CLASS INSTRUCTION REMINISCENCE WRITING	145.00
11/12/2021	16184(A)	KENDALL ELECTRIC, INC.	LIGHT BULBS/FIXTURES	9.18
11/12/2021	16185(A)	LAWSON PRODUCTS, INC	DPW MAINT & WINTER SUPPLIES	3,069.36
11/12/2021	16186(A)	LRE	DPW LOT EXPANSION, ENGINEERING	1,525.00
11/12/2021	16187(A)	M & M CUSTOM FABRICATING INC.	NAME BADGE	25.76
11/12/2021	16188(A)	MACQUEEN EQUIPMENT LLC	SWEEPER TUBE BROOMS- RENTAL	1,320.00
11/12/2021	16189(A)	MAPLE HILL SPRINKLING, INC.	BOULEVARD SPRINKLER REPAIRS	340.00
11/12/2021	16190(A)	MARANA GROUP	METER SERVICE	273.00
11/12/2021	16191(A)	MATERIALS RESOURCES	LATEX GLOVES AND SUPPLIES	104.35
11/12/2021	16192(A)	MCMILLAN, BRANDON	RIGHT OF BANG TRAINING REIMB	70.00
11/12/2021	16193(A)	MEEKHOF TIRE SALES & SERVICE INC.	FIRE APPARATUS MAINT	891.17
11/12/2021	16194(A)	MULDERS LANDSCAPE SUPPLIES INC	W MILHAM PROJECT-SOIL REPAIRS	1,318.75
11/12/2021	16195(A)	NYE UNIFORMS	BICYCLE, FIRE & OCFF UNIFORMS	2,888.83
11/12/2021	16196(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES- PARKS	200.49
11/12/2021	16197(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	7,758.27
11/12/2021	16198(A)	PEOPLEFACTS, LLC	EMPLOYEE BACKGROUND CHECKS	134.44
11/12/2021	16199(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE	2,785.72
11/12/2021	16200(A)	PHILLIPS, KIMBERLY	REIMBURSE FOR TRAINING EXPENSES	38.35
11/12/2021	16201(A)	POWERDMS, INC.	ANNUAL SUBSCRIPTION RENEWAL	850.00
11/12/2021	16202(A)	PREMIER SAFETY	EMERGENCY OIL BOOMS	386.63
11/12/2021	16203(A)	R W LAPINE INC.	HVAC ON-CALL SVCS - MULTIPLE LOCATIONS	15,887.68
11/12/2021	16204(A)	VOID		0.00
11/12/2021	16205(A)	RIDGE AUTO NAPA	EQUIP/MAINT SUP, FIRE APPARATUS MAINT	476.65
11/12/2021	16206(A)	ROBERT LAMSON, LLC	POST OFFER CONDITION PSYCH EVALS	540.00
11/12/2021	16207(A)	ROE-COMM, INC.	MISC RADIO SERVICES/REPAIRS	537.96
11/12/2021	16208(A)	SIMPLIFILE LLC	DOCUMENT RECORDING	199.25
11/12/2021	16209(A)	SNELL, DEBRA	INSTRUCTOR PAYMENT FITNESS CLASS	216.00
11/12/2021	16210(A)	SUEZ WATER ENVIRONMENTAL SERVICES	WATER METERS - SEPTEMBER 2021	4,467.70
11/12/2021	16211(A)	TERMINAL SUPPLY CO.	BOSS PLOW LED LIGHTS	2,645.00
11/12/2021	16212(A)	THE IRRIGATOR	IRRIGATION REPAIRS	621.38
11/12/2021	16213(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	118.62
11/12/2021	16214(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	245.00
11/12/2021	16215(A)	WARNER OIL COMPANY INC	DEF DRUM	193.50
11/12/2021	16216(A)	WEST MICHIGAN INT'L LLC	EQUIPMENT REPAIR/MAINT	573.72

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	16217(A)	WIGHTMAN	BIENNIAL BRIDGE INSPECTIONS, PROF ENG SVC	6,755.00
11/12/2021	16218(A)	WOLVERINE LAWN SERVICE, INC.	SPRINKLER HEAD REPAIRS	108.16
11/19/2021	16219(A)	EKLOV, ERICA	REIMB MEAL FOR ELECTION STAFF	68.15
11/19/2021	16220(A)	J + H OIL CO.	BULK GASOLINE	17,587.43
11/19/2021	16221(A)	MAPLE HILL SPRINKLING, INC.	SPRINKLER REPAIR/PARTS	858.00
11/19/2021	16222(A)	MCGUIRE, INGRID	REIMB PURCHASE OF CLOROX WIPES	15.87
11/19/2021	16223(A)	MURRAY, MICHAEL R	SNAP REIMBURSEMENT	38.00
11/24/2021	16224(A)	A NEW LEAF	CITY HALL PLANT CARE	93.50
11/24/2021	16225(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES-LAKEVIEW DR	7,689.50
11/24/2021	16226(A)	AIRGAS USA LLC	WELDING SUPPLIES	70.77
11/24/2021	16227(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
11/24/2021	16228(A)	AMAZON.COM SALES, INC.	STORAGE BLDG DEHUMIDIFIER, OFC SUPPLIES-HR	665.49
11/24/2021	16229(A)	AMERICAN SAFETY & FIRST AID	SAFETY AND FIRST AID SUPPLIES	638.30
11/24/2021	16230(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,775.00
11/24/2021	16231(A)	BAUCKHAM, SPARKS, THALL, SEEBER AND	OBTAIN DEEDS FOR 7812 & 7840 PORTAGE RD	12.00
11/24/2021	16232(A)	BEST WAY DISPOSAL, INC.	EMULSION DISPOSAL	1,740.98
11/24/2021	16233(A)	BLUE CARE NETWORK-GREAT LAKES	BCNA HEALTH INSURANCE	150,217.65
11/24/2021	16234(A)	C D W GOVERNMENT, INC.	PANASONIC 360 SW FIELD SVCS INSTALL	1,193.96
11/24/2021	16235(A)	C M P DISTRIBUTORS, INC.	POLICE OPERATING SUPPLIES	1,571.20
11/24/2021	16236(A)	C T S TELECOM, INC.	MONTHLY FIBER SERVICES	1,243.90
11/24/2021	16237(A)	CAPITAL ADVANTAGE LEASING	KONICA MINOLTA COPIER LEASE	693.15
11/24/2021	16238(A)	CHARTER COMMUNICATIONS	CABLE TV	803.62
11/24/2021	16239(A)	CIVICPLUS	WEBSITE DESIGN FEES	160.00
11/24/2021	16240(A)	D & D PRINTING CO.	MILLENNIAL PK ICE RINK SKATE CARDS	256.58
11/24/2021	16241(A)	D. WOOD PLUMBING LLC	INSTALL TOILETS AT DPW	995.50
11/24/2021	16242(A)	DEER CONTRACTING & LANDSCAPE	CITY WIDE CURB REPAIRS	45,575.00
11/24/2021	16243(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	19,938.23
11/24/2021	16244(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS & MAINT	716.66
11/24/2021	16245(A)	EARLE, SHELIA L	FITNESS INSTRUCTION ENHANCED FITNESS CLASSES	430.00
11/24/2021	16246(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP PAYMENT - A BRANSON ADVENTURE	1,485.00
11/24/2021	16247(A)	ENGINEERED PROTECTION SYSTEMS, INC.	EMPLOYEE ID BADGES	1,611.00
11/24/2021	16248(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	FABRICATION SERVICES, MAINT SUPPLIES	3,245.18
11/24/2021	16249(A)	ETNA SUPPLY, INC.	PARKS REPAIR/MAINT SUPPLIES	1,166.12
11/24/2021	16250(A)	EXTREME POWER EQUIPMENT, INC.	BACKPACK BLOWERS REPAIR/MAINT	97.23

Check Date	Check	Vendor Name	Description	Amount
11/24/2021	16251(A)	F D LAKE COMPANY	REPAIR/MAINT SUPPLIES	1,611.75
11/24/2021	16252(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,142.16
11/24/2021	16253(A)	FISHBECK THOMPSON CARR & HUBER, INC	RISK & RESILIENCE ASSESMT,PH1 ESA S WESTNEDGE	4,305.00
11/24/2021	16254(A)	GLOBAL EQUIPMENT CO., INC.	BUILDING REPAIR/MAINTENANCE	155.82
11/24/2021	16255(A)	GORDON WATER SYSTEMS	WATER SERVICES	318.55
11/24/2021	16256(A)	GRAINGER INC	HI-VIZ SAFETY JACKETS, TOUCHLESS FLUSH TOILETS	2,563.59
11/24/2021	16257(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL	240.00
11/24/2021	16258(A)	HURLEY & STEWART, LLC	VALLEYWOOD CONSTRUCTION INSPECTION	3,812.17
11/24/2021	16259(A)	INDUSCO SUPPLY CO., INC.	PAPER AND CLEANING SUPPLIES	693.03
11/24/2021	16260(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPE BED MAINT, MOWING SERVICES	10,575.50
11/24/2021	16261(A)	JB PRINTING	PORTAGER PRODUCTION - NOV 2021	2,999.12
11/24/2021	16262(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS MULTIPLE PARK LOCATIONS	2,280.00
11/24/2021	16263(A)	KENDALL ELECTRIC, INC.	LED BALLAST	44.00
11/24/2021	16264(A)	LAWSON PRODUCTS, INC	FLEET MAINT WINTER SUPPLIES	2,913.93
11/24/2021	16265(A)	LOEBIG, ELIZABETH	REIMBURSEMENT FOR COMM DEV JOB POSTING	199.00
11/24/2021	16266(A)	LRE	ENGINEERING SERVICES-HAMPTON CREEK BOG	2,355.04
11/24/2021	16267(A)	MACQUEEN EQUIPMENT LLC	REPAIR AND MAINT SUPPLIES	1,431.87
11/24/2021	16268(A)	MANEY II, JOHN RAYMOND	CRISIS NEGOTIATION TRAINING PER DIEM	352.00
11/24/2021	16269(A)	MAPLE HILL SPRINKLING, INC.	BLVD IRRIGATION WINTERIZING	1,839.00
11/24/2021	16270(A)	MATERIALS RESOURCES	LATEX GLOVES AND PPE SUPPLIES	626.10
11/24/2021	16271(A)	MCNALLY ELEVATOR CO.	CITY HALL ANNUAL ELEVATOR LOAD SAFETY TEST	690.05
11/24/2021	16272(A)	MEJEUR ELECTRIC LLC	PARKS & TRAILS LIGHTPOLE REPAIR/MAINT	3,461.00
11/24/2021	16273(A)	MICHIGAN OFFICE ENVIRONMENTS	OFFICE FURNITURE AND INSTALLATION	3,723.91
11/24/2021	16274(A)	MICROSYSTEMS, INC.	SCANNING FILES TO PAPERVISION	1,170.90
11/24/2021	16275(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	308.19
11/24/2021	16276(A)	MULDERS LANDSCAPE SUPPLIES INC	TOP DIRT- RAMONA PARK	1,200.00
11/24/2021	16277(A)	NYE UNIFORMS	BICYCLE, FIRE & MISC UNIFORMS	839.22
11/24/2021	16278(A)	OFF THE CUFF CATERING	REFRESHMENTS-NEW CITY COUNCIL RECEPTION	175.00
11/24/2021	16279(A)	ONE WAY PRODUCTS	AUTOMATIC SOAP DISPENSERS	336.88
11/24/2021	16280(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	15,672.30
11/24/2021	16281(A)	PARIS CLEANERS	LAUNDRY CONTRACT/UNIFORM CLEANING	999.54
11/24/2021	16282(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE/FIREWALL UPGRADE	6,235.72
11/24/2021	16283(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR NOVEMBER 2021	1,800.00
11/24/2021	16284(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF DUES FOR NOVEMBER 2021	20.00

Check Date	Check	Vendor Name	Description	Amount
11/24/2021	16285(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR NOVEMBER 2021	616.00
11/24/2021	16286(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	1,434.84
11/24/2021	16287(A)	PREIN & NEWHOF	QUARTERLY PFAS TESTING	860.00
11/24/2021	16288(A)	PREMIER TRUCK SALES & RENTAL, INC.	8 PACKER TRUCK RENTAL FOR LEAF PICKUP	100,800.00
11/24/2021	16289(A)	PRINTING SERVICES INC	PRINTING SVCS/INVITATION & BANNERS	1,044.50
11/24/2021	16290(A)	R W LAPINE INC.	ON-CALL SERVICES HVAC, MULTIPLE LOCATIONS	6,805.99
11/24/2021	16291(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINT SUPPLIES	1,217.66
11/24/2021	16292(A)	ROBERT LAMSON, LLC	POST OFFER CONDITION PSYCH EVALS	500.00
11/24/2021	16293(A)	ROE-COMM, INC.	FIRE RADIO REPAIR	155.00
11/24/2021	16294(A)	S B F ENTERPRISES, INC.	PRINT AND PROCESS WATER & SEWER BILLS	637.19
11/24/2021	16295(A)	SEVERANCE ELECTRIC COMPANY,INC	REMOVAL & INSTALLATION OF NEW TRAFFIC SIGNAL	65,926.50
11/24/2021	16296(A)	SMITH DAWSON & ANDREWS, INC.	FEDERAL ADVOCACY SERVICES OCT 2021	5,000.00
11/24/2021	16297(A)	STEELE, DANA	FIRE ADMIN MEETINGS-TRAINING	197.42
11/24/2021	16298(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY OPERATION SYSTEM	206,092.60
11/24/2021	16299(A)	TRUCK & TRAILER SPECIALTIES	WING GUIDANCE LASERS FOR TANDEM TRUCK	2,674.31
11/24/2021	16300(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW DUES FOR NOVEMBER 2021	562.72
11/24/2021	16301(A)	UNITED PETROLEUM	DIESEL & UNLEADED NOZZLES	451.23
11/24/2021	16302(A)	VANDERWIERE, JEFFREY P.	REIMB FOR SCREEN PROTECTORS FOR IPADS	137.78
11/24/2021	16303(A)	WIGHTMAN	ENGINEERING SERVICES - ROMENCE ROAD	31,181.02
11/24/2021	16304(A)	XEROX CORPORATION	XEROX COPIER FEE	209.46
			Total ACH	**1,064,626.43**

Check Type: Paper

11/12/2021	318909	AGIO IMAGING	COUNCIL CONFERENCE ROOM & CMO ARTWORK	2,944.00
11/12/2021	318910	ALL FOODS TO GO	GOLF LEAGUE LUNCHEON-SR CENTER	130.00
11/12/2021	318911	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	339.00
11/12/2021	318912	ANDREWS, TIM	WAGON RIDES MONSTER MASH	400.00
11/12/2021	318913	ANN MARIE STAMM, LLC	OVERPAYMENT STAX21 PARCEL 92021-065-D	19.83
11/12/2021	318914	ASCENSION MICH OCCUPATIONAL HEALTH	DOT PHYSICALS	627.00
11/12/2021	318915	ATA NATIONAL TITLE GROUP	OVERPAYMENT WATER BILL	28.11
11/12/2021	318916	AVB CONSTRUCTION LLC	COMMUNITY SR CENTER CONSTRUCTION MGMT	825,250.90
11/12/2021	318917	BADGER EVERGREEN NURSERY LLC	HOLIDAY TREES - TREE WALK	615.00
11/12/2021	318918	BAUGHMAN, BRAD	REIMBURSEMENT POLICE EXAM STUDY GUIDE	20.00
11/12/2021	318919	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	144.00

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	318920	BLAIN SUPPLY, INC.	EQUIPMENT REPAIRS/OPERATING SUPPLIES	56.93
11/12/2021	318921	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	25,650.57
11/12/2021	318922	BRINN, CHAUNCEY J.	2021 NOVEMBER CULINARY ACADEMY	480.00
11/12/2021	318923	BRONNER DISPLAY & SIGN ADVERTISING	CHRISTMAS LIGHTS	968.78
11/12/2021	318924	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	200.00
11/12/2021	318925	BYCE & ASSOCIATES, INC.	COMMUNITY SENIOR CENTER A&E DESIGN	6,800.00
11/12/2021	318926	C&C PROFESSIONAL CLEANING SERVICE	JANITORIAL SERVICES-POLICE & FIRE	2,592.14
11/12/2021	318927	C. STODDARD & SONS INC.	USED OIL DISPOSAL	250.00
11/12/2021	318928	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	9.99
11/12/2021	318929	CHICAGO TITLE OF MI	OVERPAYMENT FINAL WATER BILL	51.17
11/12/2021	318930	CINTAS CORP.	UNIFORM RENTALS	756.54
11/12/2021	318931	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	416,977.62
11/12/2021	318932	COCHRAN GLASS AND DOOR, LLC	NEW DOOR INSTALLATION	1,057.24
11/12/2021	318933	CORELOGIC TAX SERVICES, LLC	OVERPAYMENT STAX21 PARCEL 06900-081-A	32.27
11/12/2021	318934	CORELOGIC TAX SERVICES, LLC	OVERPAYMENT STAX21 PARCEL 04502-301-O	16.73
11/12/2021	318935	COSTAR REALTY INFORMATION, INC.	COMM REAL ESTATE DATABASE	367.23
11/12/2021	318936	CUSTOM BUILDING SOLUTIONS, LLC	OVERPAYMENT FINAL WATER BILL	13.09
11/12/2021	318937	DAVE'S CONCRETE PRODUCTS, INC.	SIDEWALK IMPROVEMENT SUPPLIES	4,688.50
11/12/2021	318938	DELISLE ASSOCIATES LTD	ASBESTOS AND LEAD SURVEY	2,816.00
11/12/2021	318939	DESIGNPD, LLC	FIELD TRAINING TRACKER SERVICE YEARLY SUB	1,197.00
11/12/2021	318940	DETROIT SALT CO.	ICE CONTROL SALT - EARLY RELEASE	84,806.83
11/12/2021	318941	DEVON TITLE AGENCY	TITLE SEARCH FEE	1,500.00
11/12/2021	318942	DEVON TITLE AGENCY	CDBG DOWN PAYMENT ASSISTANCE	5,000.00
11/12/2021	318943	DOGTEAMPRO	K-9 TEAM TRACKER SERVICE YEARLY SUB	600.00
11/12/2021	318944	DRIESENGA & ASSOCIATES INC	MATERIALS TESTING SVCS FOR COMM SR CENTER	4,825.00
11/12/2021	318945	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	127.50
11/12/2021	318946	EVENT PRODUCTION SERVICES OF MI LLC	MONSTER MASH HOCUS POCUS MOVIE	1,200.00
11/12/2021	318947	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR REPAIRS	497.00
11/12/2021	318948	FLETCHER ENTERPRISES	FIRE FACILITY MAINT-KITCHEN PAINTING	675.00
11/12/2021	318949	FROST CONTROL SYSTEMS, INC.	ROAD WEATHER INFO SENSORS CONTRACT	7,560.00
11/12/2021	318950	GALL'S, LLC	RANGER UNIFORMS	246.50
11/12/2021	318951	GOLLIN, KENNEDY	TRADITIONAL HOLIDAY HORSE & CARRIAGE	650.00
11/12/2021	318952	GORDON FOOD SERVICE	FOOD FOR CAMPOUT	10.77
11/12/2021	318953	GOVOS INC	SEAMLESS DOCS RENEWAL	16,637.50

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	318954	GRAND VALLEY METRO COUNCIL	PASER RATING DATA COLLECTION	8,069.00
11/12/2021	318955	H J DEATON & SON INC.	BALL DIAMOND STONE	2,978.22
11/12/2021	318956	HALEY, DARLINE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/12/2021	318957	HALL BUILDERS LLC	PERGOLA PROJECT, FLOOR RESURFACING	10,500.00
11/12/2021	318958	HALT FIRE, INC.	FIRE APPARATUS MAINT	1,994.66
11/12/2021	318959	HOME DEPOT	REPAIR/MAINTENANCE SUPPLIES	2,208.61
11/12/2021	318960	VOID		0.00
11/12/2021	318961	HONEYWELL ANALYTICS INC.	ANNUAL CALIBRATION FOR POSICHECK	850.00
11/12/2021	318962	HOYT, CHRIS	TUITION REIMBURSEMENT	317.25
11/12/2021	318963	ICE CREATIONS	ICE CARVING TRAD HOLIDAY	605.00
11/12/2021	318964	ID NETWORKS, INC.	FINGERPRINT MACHINE YEARLY MAINT	4,214.00
11/12/2021	318965	IVORY, INEZ	TRIP REFUND 211222 FOUR WINDS CASINO	35.00
11/12/2021	318966	JABCO PROPERTIES LLC	OVERPAYMENT STAX21 PARCEL #01600-093-O	19.18
11/12/2021	318967	JOHNSTON, GREGORY & BARBARA	OVERPAYMENT STAX21 PARCEL # 00033-209-O	18.42
11/12/2021	318968	KALAMAZOO AREA TRANSPORTATION STUDY	KATS MEMBERSHIP DUES	1,500.00
11/12/2021	318969	KALAMAZOO COUNTY HEALTH & COMMUNITY	HOUSEHOLD HAZ WASTE PROGRAM FALL 2021	7,221.22
11/12/2021	318970	KALAMAZOO COUNTY TREASURER	OCTOBER MOBILE HOME TAXES - COLONIAL ACRE	487.50
11/12/2021	318971	KALAMAZOO FIRST ASSEMBLY OF GOD	PRECINCT RENTAL	100.00
11/12/2021	318972	KALAMAZOO LAWN & GARDEN EQUIPMENT	ECHO POLE SAW/PRUNER	455.99
11/12/2021	318973	KALAMAZOO OIL COMPANY	FUEL PURCHASES	234.88
11/12/2021	318974	KCASI	MEMBERSHIP TO KALAMAZOO CO ADVOCATES	30.00
11/12/2021	318975	KIESER & ASSOCIATES, LLC	9112 WESTNEDGE WETLAND DELINEATION MAP	1,285.00
11/12/2021	318976	LANGUAGE LINE, INC	LANGUAGE SERVICES	56.25
11/12/2021	318977	LAYLA'S COOL POPS	REFRESHMENTS-CITY COUNCIL RECEPTION	72.00
11/12/2021	318978	LESTER, HEATHER	HAYLOFT THEATRE DEPOSIT REFUND	150.00
11/12/2021	318979	LORD OF LIFE LUTHERAN CHURCH	PRECINCT RENTAL	100.00
11/12/2021	318980	MAGLOCLEN, INC.	MEMBERSHIP USER FEES	400.00
11/12/2021	318981	MARTIN & ASSOC ENVIRONMENTAL, LLC	ASBESTOS AND LEAD PAINT REMOVAL	3,966.00
11/12/2021	318982	MARTIN, RANDAL	OVERPAYMENT STAX21 PARCEL 00006-190-O	19.92
11/12/2021	318983	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	112.50
11/12/2021	318984	MCKIM, JAMES	OVERPAYMENT STAX21 PARCEL 00018-622-O	87.49
11/12/2021	318985	MEINEKE 2740, LLC	CORROSION INHIBITOR	1,351.36
11/12/2021	318986	MENARDS	BUILDING REPAIR/MAINT	323.28
11/12/2021	318987	MICHIGAN PAVEMENT MARKINGS LLC	CROSSWALKS AND STOP BARS PAINTING	968.10

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	318988	MID-AMERICA APPRAISAL CO.	PROPERTY APPRAISAL	760.00
11/12/2021	318989	MILLER ROAD TRANSFER STATION	MILHAM HOUSE DEMO DEBRIS PROJECT	3,534.30
11/12/2021	318990	MLIVE MEDIA GROUP	LEGAL NOTICES	524.28
11/12/2021	318991	MORRIS, JESSICA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/12/2021	318992	MOTTL, MIKE	RAMONA SOFTBALL DEPOSIT REFUND	100.00
11/12/2021	318993	MULDER'S MOVING AND STORAGE	TRANSPORTATION OF ELECTION EQUIPMENT	2,318.00
11/12/2021	318994	NETBRAIN TECHNOLOGIES, INC.	NETBRAIN SOFTWARE RENEWAL	1,932.64
11/12/2021	318995	O'REILLY AUTO PARTS	EQUIPMENT REPAIR/MAINTENANCE	13.99
11/12/2021	318996	OAKLAND COMMUNITY COLLEGE/CREST	RIGHT OF BANG TRAINING	200.00
11/12/2021	318997	OAKLAND COMMUNITY COLLEGE/CREST	ADVANCE DIGITAL PHOTOGRAPHY TRAINING	1,000.00
11/12/2021	318998	OFFICE DEPOT, INC.	OFFICE SUPPLIES	819.61
11/12/2021	318999	ON DUTY GEAR, LLC	BALLISTIC VESTS AND CARRIERS	1,910.00
11/12/2021	319000	PATHFINDER CHURCH	PRECINCT RENTAL	100.00
11/12/2021	319001	PEDAL BICYCLES	MISC BICYCLE REPAIRS	68.00
11/12/2021	319002	PENNZAR PROMOTIONS	BRIAN PENNY MAGIC SHOW/MONSTER MASH	600.00
11/12/2021	319003	PETERMAN CONCRETE CO.	PROJECT MATERIALS - CONCRETE	1,632.40
11/12/2021	319004	PHOENIX DISTRIBUTORS	COLT CARBINE RIFLES	4,425.00
11/12/2021	319005	PORTAGE CHAPEL HILL UMC	PRECINCT RENTAL	100.00
11/12/2021	319006	PRINCE OF PEACE LUTHERAN CHURCH	PRECINCT RENTAL	100.00
11/12/2021	319007	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERVICES	638.90
11/12/2021	319008	RENEWED EARTH, INC.	LEAF & BRUSH DISPOSAL	9,083.33
11/12/2021	319009	RHINEHART, ALEXIS	HAYLOFT THEATRE DEPOSIT REFUND	150.00
11/12/2021	319010	ROAD COMMISSION OF KALAMAZOO COUNTY	EMULSION FOR DURAPATCHER	1,355.42
11/12/2021	319011	ROOFING TECHNOLOGY ASSOCIATES, LTD.	DPW ROOFING ON-SITE INSPECTION	745.00
11/12/2021	319012	ROOT, KAYLIE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/12/2021	319013	ROWERDINK, INC.	MAINTENANCE SUPPLIES	124.72
11/12/2021	319014	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILDING SERVICE	17,310.00
11/12/2021	319015	SANDERSON DEHAAN IRRIGATION	FIRE FACILITY MAINT	176.00
11/12/2021	319016	SCOTT, ROD	CDBG-INSTALL REPLACEMENT INTERIOR DOORS	1,175.00
11/12/2021	319017	SEARLES, RON	STATE OF MICHIGAN MASTER ELECTRICAL LIC	50.00
11/12/2021	319018	SEELYE FORD, INC.	VEHICLE REPAIR/MAINTENANCE	280.10
11/12/2021	319019	SHERRIFF-GOSLIN CO.	CDBG-REPL ROOFING/STRUCTURAL WORK	19,500.00
11/12/2021	319020	ST. CATHERINE OF SIENA CHURCH	PRECINCT RENTAL	100.00
11/12/2021	319021	STATE INDUSTRIAL PRODUCTS CORP	PARTS WASHING FLUID & FILTER	1,279.58

Check Date	Check	Vendor Name	Description	Amount
11/12/2021	319022	STATE OF MICHIGAN	SOR REG FEE	30.00
11/12/2021	319023	STATE OF MICHIGAN (EGLE)	PUBLIC WATER SUPPLY ANNUAL FEE	10,889.57
11/12/2021	319024	STATE SYSTEMS RADIO, INC	ANNUAL TOWER LEASE CONTRACT/RADIO SVCS	2,112.67
11/12/2021	319025	STEENSMA LAWN & POWER EQUIPMENT	SMALL ENGINE REPAIR/MAINTENANCE	577.30
11/12/2021	319026	STONEGATE MANAGEMENT, INC.	PRECINCT RENTAL	100.00
11/12/2021	319027	SWINEHART, WENDY	WESTFIELD SOFTBALL DEPOSIT REFUND	100.00
11/12/2021	319028	SYNTECH INC.	FUELMASTER ANNUAL MAINTENANCE AGREEMENT	2,650.00
11/12/2021	319029	TARGETSOLUTIONS LEARNING LLC	FIRE SOFTWARE VEHICLES & FIRE STATIONS	3,129.64
11/12/2021	319030	TELOCIN GROUP INC	GENERATOR INSPECTION DPW	1,200.00
11/12/2021	319031	THE BRIDGE	PRECINCT RENTAL	100.00
11/12/2021	319032	TRAFFIC SAFETY WAREHOUSE	LED STOP/SLOW PADDLES	680.00
11/12/2021	319033	TRUGREEN AND ACTION PEST CONTROL	WEED AND FEED APPL-FIRE STATIONS & PARKS	3,267.55
11/12/2021	319034	UNITED PARCEL SERVICE	UPS WEEKLY	53.14
11/12/2021	319035	UPJOHN, LAURA	TRIP REFUND 211130 DANIEL O'DONNELL	264.00
11/12/2021	319036	USPS	REFILL POSTAGE METER	5,000.00
11/12/2021	319037	VALLEY CITY SIGN	MARATHON BANNER/WELCOME BANNER	555.00
11/12/2021	319038	VANDAM & KRUSINGA	TRAILHEAD RESTORATION CLEANING	1,000.00
11/12/2021	319039	VERIZON CONNECT NWF, INC.	FLEET GPS SERVICES	1,381.58
11/12/2021	319040	VERIZON WIRELESS	WIRELESS SERVICE	48.12
11/12/2021	319041	VICKSBURG HARDWARE	BACKPACK BLOWERS REPAIR/MAINT	786.23
11/12/2021	319042	W W WILLIAMS	TRANSMISSION TUNING FOR PLOW TRUCKS	1,299.00
11/12/2021	319043	WADE TRIM ASSOCIATES, INC.	CDBG-CV3 TECH ASST; CONSOLIDATED PLAN UPDATE	3,770.29
11/12/2021	319044	WALMART	OVERPAYMENT MR INV # 19102	25.00
11/12/2021	319045	WALSH, LAURA	LAKEVIEW SOFTBALL DEPOSIT REFUND	100.00
11/12/2021	319046	WEDEL'S INC.	POLICE FLOWER BED ISLAND WEEDING	1,618.00
11/12/2021	319047	WELLS FARGO REAL ESTATE TAX SERVICE	REFUND PAID CODE ENFORCEMENT FEE	60.00
11/12/2021	319048	WELNIAK, BRAD	FIRE TRAINING - ICS REGISTRATION REIMB	250.00
11/12/2021	319049	WEST MICHIGAN POWER CLEANING SYSTEM	FLOOR SWEEPERS-DPW & CITY HALL	1,720.00
11/12/2021	319050	WESTMINSTER PRESBYTERIAN CHURCH	PRECINCT RENTAL	100.00
11/12/2021	319051	WICKMAN, SANDRA	OVERPAYMENT FINAL BILL 9479 THE WOODLAND	43.66
11/12/2021	319052	WILLIAMS & WORKS	ENGINEERING SERVICES-LOVERS LANE	3,543.63
11/12/2021	319053	WRAPS N SIGNS	SCHOOL LOGO WRAPS FOR TRAF SIGNALS	4,868.00
11/12/2021	319054	YOUNG, TIMOTHY	MONSTER MASH CANDY REIMBURSEMENT	310.01
11/16/2021	319055	CHICAGO TITLE OF MICHIGAN, INC.	CDBG DAP 1324 JOHNATHON ST DOWN PMT ASST	5,000.00

Check Date	Check	Vendor Name	Description	Amount
11/16/2021	319056	LAYLA'S COOL POPS	REFRESHMENTS-CITY COUNCIL RECEPTION	113.00
11/19/2021	319057	10TH DISTRICT COURT	OUT OF COUNTY BOND	100.00
11/19/2021	319058	AT&T	ELECTRONIC COMMUNICATION	1,317.88
11/19/2021	319059	NATIONAL FIRE PROTECTION ASSOC	FIRE INSP I RECERTIFICATION	150.00
11/19/2021	319060	PLAYFORD, LOU	REIMB REGISTRATION-INCIDENT COMMAND SYS	250.00
11/19/2021	319061	VAUGHN LEASING INCORPORATED	SHARE THE ROAD SYMBOLS REPAINTING	750.00
11/19/2021	319062	CRITCHLOW ALLIGATOR SANCTUARY	NOVEMBER ALLIGATOR SANCTUARY	400.00
11/24/2021	319063	ADVANCE II LLC	TEMP STAFF - NOV CITY GENERAL ELECTION	4,525.93
11/24/2021	319064	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	81.00
11/24/2021	319065	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER EXAMS	68.00
11/24/2021	319066	BARTER, RANDY	SHOE REIMBURSEMENT	200.00
11/24/2021	319067	BERGLUND, KATHY	6722 FESCUE REFUND OVERPAID WATER BILL	50.57
11/24/2021	319068	BLAIN SUPPLY, INC.	REPAIR/MAINTENANCE SUPPLIES	30.89
11/24/2021	319069	BLOOM SLUGGETT, PC	LITIGATION-S WESTNEDGE AVE STORM SEWER PROJ	1,635.00
11/24/2021	319070	BLUE CROSS/BLUE SHIELD OF MICH	MA PLUS HEALTH INSURANCE	577.20
11/24/2021	319071	BRONNER DISPLAY & SIGN ADVERTISING	HOLIDAY LIGHTS	2,791.45
11/24/2021	319072	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
11/24/2021	319073	CHICAGO TITLE OF MICHIGAN INC	OVERPAYMENT FINAL WATER BILL	38.53
11/24/2021	319074	CHICAGO TITLE OF MICHIGAN, INC.	TITLE SEARCH FOR CDBG ISABELLE ST	150.00
11/24/2021	319075	CINTAS CORP.	UNIFORM SERVICES	966.74
11/24/2021	319076	COCHRAN GLASS AND DOOR, LLC	DOOR FRAME-OAKLAND DRIVE PARK	2,243.44
11/24/2021	319077	COMBS, TIMOTHY	SHOE REIMBURSEMENT	149.99
11/24/2021	319078	COMMUNITY IMAGE BUILDERS	INTERIM PLANNING AND ZONING SVCS-MAY&JUNE	4,508.50
11/24/2021	319079	DETROIT SALT CO.	ICE CONTROL SALT	3,127.94
11/24/2021	319080	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINT	1,562.80
11/24/2021	319081	ENGINEERING SUPPLY & IMAGING	SERVICE/REPAIR FOR HP PRINTER	239.00
11/24/2021	319082	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	12,792.50
11/24/2021	319083	FIREGOLD	FIRE APPARATUS MAINT	1,862.47
11/24/2021	319084	FOSTER, SWIFT, COLLINS & SMITH, PC	REVIEW AUDIT LETTER FROM CITY OF PORTAGE	55.00
11/24/2021	319085	GALL'S, LLC	RANGER UNIFORMS	357.00
11/24/2021	319086	GAMETIME	BORDER REPAIR AT CENTRAL PARK PLAYGROUND	156.82
11/24/2021	319087	GORDON FOOD SERVICE	FIRE ADMIN MEETINGS	23.96
11/24/2021	319088	GRACE, LISA	MRS CLAUSE TRADITIONAL HOLIDAY	150.00
11/24/2021	319089	GREATER KALAMAZOO FOP LODGE 98	FOP UNION DUES FOR NOVEMBER 2021	2,965.68

Check Date	Check	Vendor Name	Description	Amount
11/24/2021	319090	GUARDIAN TRACKING, LLC	ANNUAL FIRE DIVISION SUBSCRIPTION	1,660.00
11/24/2021	319091	HALL BUILDERS LLC	OPERATIONS FLOOR RESURFACING	12,000.00
11/24/2021	319092	HD SUPPLY FACILITIES MAINT LTD	HYDRANT METER	1,439.17
11/24/2021	319093	HOME DEPOT	REPAIR/MAINTENANCE SUPPLIES	1,152.57
11/24/2021	319094	VOID		0.00
11/24/2021	319095	HUDSON, JASON	SHOE REIMBURSEMENT	84.79
11/24/2021	319096	IAAO LOCKBOX	2022 MEMBERSHIP DUES	225.00
11/24/2021	319097	IMAGESTREAM, INC.	CABLECASTING & BROADCASTING CONTRACT	22,657.10
11/24/2021	319098	INFOGUYS, INC.	2022 MIRS ANNUAL SUBSCRIPTION	1,000.00
11/24/2021	319099	JAMES E FULTON & SONS	BD BOND REFUND	430.00
11/24/2021	319100	KALAMAZOO COUNTY TREASURER	OAKBROOK DECEMBER MOBILE HOME TAXES	322.50
11/24/2021	319101	KALAMAZOO ROD AND GUN CLUB	KALAMAZOO ROD & GUN CLUB MEMBERSHIP	200.00
11/24/2021	319102	KANTOLA PRODUCTIONS	EMPLOYEE TRAINING VIDEO LIBRARY	4,880.95
11/24/2021	319103	KNIGHT, MATHEW	SHOE REIMBURSEMENT	200.00
11/24/2021	319104	KONICA MINOLTA BUSINESS SOLUTIONS	NEW FINANCE PRINTER/COPIER/SCANNER/FAX	3,737.86
11/24/2021	319105	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	769.30
11/24/2021	319106	MACALLISTER MACHINERY CO., INC.	BOOM & SALT DOZER RENTAL	2,169.40
11/24/2021	319107	MAIN STREET PORTRAITS INC	11 X 14 FRAMED PORTRAIT	227.00
11/24/2021	319108	MARKUS, MICHAEL	SHOE REIMBURSEMENT	196.09
11/24/2021	319109	MATHEWS, RICHARD	SHOE ALLOWANCE	174.89
11/24/2021	319110	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	48.00
11/24/2021	319111	MCLINTOCK, ELIZABETH	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/24/2021	319112	MEISTER, JOHN	REPLACE PAYROLL CHECK	150.00
11/24/2021	319113	MI ASSOC. OF CHIEFS OF POLICE	MACP MEMBERSHIP 2022	480.00
11/24/2021	319114	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINTENANCE	2,466.28
11/24/2021	319115	MIDWEST CUSTOM EMBROIDERY COMPANY	EMBROIDERY- RANGER COATS	90.00
11/24/2021	319116	MILLER, CANFIELD, PADDOCK & STONE	AUSTIN LAKE TRAIL LEGAL SERVICES	582.57
11/24/2021	319117	MOORLAG, TODD	SHOE REIMBURSEMENT	143.09
11/24/2021	319118	MOTION INDUSTRIES, INC.	DEBRIS BLOWER REPAIR/MAINTENANCE	1,127.51
11/24/2021	319119	MRG HOSPITALITY SERVICES LLC	GINGERBREAD HOUSES-DEC 4 WORKSHOP	600.00
11/24/2021	319120	NEAL TECHNOLOGIES INC	EXHAUST GAS RECIR COOLER & COOLER GASKET KIT	3,119.95
11/24/2021	319121	NESBITT, FRED	SHOE REIMBURSEMENT	200.00
11/24/2021	319122	OFFICE DEPOT, INC.	OFFICE SUPPLIES	986.58
11/24/2021	319123	VOID		0.00

Check Date	Check	Vendor Name	Description	Amount
11/24/2021	319124	PERRY, TINA	MILEAGE REIMBURSEMENT FOR MCDA	208.32
11/24/2021	319125	PLUMMER'S ENVIRONMENTAL SERVICES	STORMWATER TREATMENT STRUCTURE CLEANING	13,360.00
11/24/2021	319126	POLICE EXECUTIVE RESEARCH FORU	POL EXECUTIVE RESEARCH FORUM MEMBERSHIP	200.00
11/24/2021	319127	PORTAGE NORTHERN HIGH SCHOOL	PORTAGE NORTHERN CHOIRS - TRAD HOL	100.00
11/24/2021	319128	PROFESSIONAL SERVICE INDUSTRIES INC	SOIL BORINGS & PERCOLATION TEST	4,900.00
11/24/2021	319129	PURITY CYLINDER GASES, INC	ANNUAL MAINTENANCE	128.50
11/24/2021	319130	QUADMED, INC.	FIRE EMS SUPPLIES	542.35
11/24/2021	319131	RADISSON PLAZA HOTEL KZOO	VETERANS DAY EVENT, BREAKFAST CATERING	2,550.00
11/24/2021	319132	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SERVICES & SUPPLIES	9,665.50
11/24/2021	319133	RENEWED EARTH, INC.	LEAF & BRUSH DISPOSAL	9,083.33
11/24/2021	319134	REV X PRODUCTS, INC.	DIESEL FUEL ADDITIVE	2,970.00
11/24/2021	319135	RMUS LLC	AUTEL ROBOTICS LIVE DECK V1	375.00
11/24/2021	319136	ROAD COMMISSION OF KALAMAZOO COUNTY	TRAFFIC SIGNAL ENERGY & MAINTENANCE	1,807.03
11/24/2021	319137	ROSSIO, STEVEN ADAM	MC FOR TRADITIONAL HOLIDAY	150.00
11/24/2021	319138	SEELYE FORD, INC.	VEHICLE REPAIR/MAINTENANCE	834.56
11/24/2021	319139	SERVPRO OF EAST KALAMAZOO	BIO REMEDIATION IN CITY HALL BATHROOM	450.00
11/24/2021	319140	SHERRIFF-GOSLIN CO.	ROOF REPLACEMENT WOODLAND PUMP HOUSE	9,900.00
11/24/2021	319141	SHUNNESON, MONICA	NOVEMBER PAINTING IN THE PARK REFUND	90.00
11/24/2021	319142	SPARTAN DISTRIBUTORS INC.	VEH REPAIR/MAINTENANCE	459.20
11/24/2021	319143	STATE OF MICHIGAN (DOT)	SHAVER/WESTNEDGE RECONSTRUCTION	7,702.66
11/24/2021	319144	STATE SYSTEMS RADIO, INC	RADIO SERVICES	561.00
11/24/2021	319145	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINT	241.69
11/24/2021	319146	STIVER, JOSEPH	SHOE REIMBURSEMENT	200.00
11/24/2021	319147	SUNBELT RENTALS, INC.	MONSTER MASH GENERATORS AND LIGHT CARTS	815.78
11/24/2021	319148	T-SHIRT PRINTING PLUS, INC.	INSPECTOR SHIRTS	366.00
11/24/2021	319149	TEAM SUPPORT SERVICES, LLC	RECORDS MANAGEMENT	5,921.45
11/24/2021	319150	UNION STREET HYDRAULICS	CYLINDER REBUILD-LEAF PICKUP	472.00
11/24/2021	319151	VANBENNEKOM, MARLA	NOVEMBER PAINTING IN THE PARK REFUND	45.00
11/24/2021	319152	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGUISHER MAINT	2,838.56
11/24/2021	319153	VERIZON WIRELESS	CELLULAR PHONES	5,406.54
11/24/2021	319154	VERSALIFT MIDWEST, LLC	VEH HYDRAULIC REPAIR	679.00
11/24/2021	319155	W MICH CRIMINAL JUSTICE TRAINING CO	FALL DISTRIBUTION FOR TRAINING	1,384.93
11/24/2021	319156	WEDEL'S INC.	MULCH & MAINT OF 12TH ST ROUNDABOUT	3,608.80
11/24/2021	319157	WEST MICHIGAN POWER CLEANING SYSTEM	VEHICLE MAINTENANCE SUPPLIES	79.00

Check Date	Check	Vendor Name	Description	Amount
11/24/2021	319158	WRIGHT, JASON	SHOE REIMBURSEMENT	62.22
11/24/2021	319159	YEO & YEO	2020-2021 AUDIT AND ACFR PREPARATION	16,500.00
			Total Paper Check	**1,818,475.54**

Check Type: Auto-Pay Payments

11/08/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	7,445.10
11/09/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	25,253.88
11/10/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	876.00
11/12/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	726.64
11/15/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	7,993.11
11/17/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	28,509.46
11/18/2021	CONSUMERS AUTOPAY	GAS-ELECTRIC	320.00
		Total Auto-Pay Payments	**71,124.19**

Check Type: Electronic Payments

11/12/2021	MULTIPLE	WEEKLY TAX DISBURSEMENT 11/5/21	86,349.10
11/15/2021	ATTORNEY	LEGAL & ARBITRATION	18,810.00
11/15/2021	MULTIPLE	IAFF, PPCOA, PPOA PENSION PAYMENTS	71,415.92
11/19/2021	MULTIPLE	WEEKLY TAX DISBURSEMENT 11/12/21	11,560.00
11/19/2021	ICMA	PENSION WITHHOLDINGS	37,576.12
		Total Electronic Payments	**225,711.14**

Grand Total	**3,179,937.30**

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: 2022 Fee Schedules

SUPPORTING PERSONNEL: Erica Eklov, City Clerk
Kathleen Hoyle, Director of Parks, Recreation & Senior Citizen Services
Meshia Rose, Director of Assessing
Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Adopt the:

a. 2022 Freedom of Information Act fees,
b. 2022 Proposed Recreation and Park Facility fees,
c. 2022 Proposed Senior Center Facility fees,
d. 2022 Proposed Community Development and Building Permit fees,
e. 2022 Special Assessment Rates, and
f. 2022 Cemetery Fee Schedule.

Service, permit and activity fees have historically been updated and implemented on a calendar year basis following an annual administrative review of fees for various city services and activities, as well as special assessment rates. Proposed fee modifications for the 2022 calendar year are recommended to facilitate continued service provision and to comply with the Council-adopted goal to "maintain the financial health of the city." The recommended fee modifications for 2022 are based on service cost considerations. A comprehensive listing of all recommended fee changes for 2022 is attached and detailed below.

Cemetery Fees and Charges
City cemetery fees are reviewed annually to ensure that the General Fund subsidy for this operation remains at or below $50,000. **No changes to the existing cemetery fees and charges are recommended for 2022. However, the language of the *Resolution Establishing Burial Rights Fees* has been updated to correct an accidental omission prior to 2014 regarding the definition of a resident for qualification of resident rates.**

Charges for Documents (FOIA) Fee Schedule
Under the Freedom of Information Act 442 of 1976 (FOIA), municipalities are allowed to recover costs incurred in providing certain documents for public purchase. Fees for FOIA requests are periodically revised to reflect actual costs for providing materials. The fee schedule has been updated to reflect that Property Record Card/Property Record Data and Sales Study Report are now both available online. A

review of fees has recently been completed. **No changes to the existing FOIA fees are proposed for calendar year 2022; however, a new fee is proposed as shown below:**

- Environmental Assessment Application Fee: A new Environmental Assessment Application Fee is proposed for 2022 and thereafter. Approximately 85 percent of annual Freedom of Information Act (FOIA) requests involve Phase I or Phase II Environmental Assessment information requests. As such, a specific Environmental Assessment Application was developed, which would carry a flat application fee. The City Clerk contacted several of the environmental firms that frequently submit requests for environmental assessment documents from the City of Portage to discuss the proposed application and all responded favorably to a specific application and flat fee. A copy of the draft application is attached. An evaluation of the FOIA document charges over the last several years was performed to discern an average fee cost. A review of staff time spent on research/location of documents was also performed and determined that much of the requested data is easily acquired, with only rare occasions necessitating additional staff time or research. As such, an application fee of $30.00 is recommended for the first year of this new process.

Community Development Fees for Service

The annual review for Community Development fees (Planning Development, Neighborhood Services, and Building and Housing Services) has been completed. While Community Development service fees are not intended to cover all costs, they facilitate development activities that keep Portage competitive in an ever-changing economy, and facilitate permitting and inspection activities to ensure the safety of residents and workers across the city. This approach is consistent with the MEDC Redevelopment Ready Communities certification that the department is currently working toward. In the 2020 and 2021 calendar years, no Community Development fee adjustments were proposed or implemented.

A comprehensive review and analysis of planning, zoning, development and building fees was conducted in 2021. The proposals are based on a review of current comparable fees across adjacent jurisdictions, current professional staff rates and hours, administrative costs, and consideration of the 2021 Consumer Price Index (CPI Midwest Region) at 6.6% and 2021 annual inflation rate for Michigan at approximately 2.8%. The adjacent jurisdictions for the 2021 review include: Texas Township, Oshtemo Township, City of Kalamazoo, Comstock Township, Battle Creek, Kentwood, Grandville, Wyoming, Holland and Meridian Township. The attached memo provides an analysis of the proposed 2022 Community Development fees for consideration, which are summarized below:

- Planning, Development and Zoning Fees: **No proposed changes for 2022.**
- Soil Erosion and Sediment Control Fees: **No proposed changes for 2022.**
- Trade Permit Inspections: Because trade permits require a minimum of one (1) inspection, staff proposes accommodating all Portage customers by including one (1) inspection included within the trade permit application fee of $50. There will be no impact on 57% of the annual trade permit customers - primarily residents - for residential work where only one inspection is required. **For larger projects where three inspections are required (comprising approximately 43% of annual trade permits), each additional inspection beyond the one (1) inspection included in the application fee is proposed to have a corresponding fee of $50.** This is consistent with but slightly lower than the $52.00 average per inspection fee across all neighboring jurisdictions.
- Residential Shed Under 200 Square Feet: Currently all residential sheds in Portage, regardless of size, require the following: a permit application, review fee of $50, and final inspection. The State of Michigan Building Code does not require a permit for sheds that do not exceed 200 square

feet. The 2021 fee review of neighboring communities highlighted that most communities operate in alignment with the Residential Building Code, and do not require a permit application or associated permit fee for residential sheds that do not exceed 200 square feet. **It is therefore recommended that the permit application and associated fee of $50 be eliminated for residential sheds that do not exceed 200 square feet.**

- Data/Communication Electrical Wiring and Outlets: As of 2019, the State of Michigan Electrical Code requires electrical permits and inspections for the installation of data and communication wiring. Required fees related to this requirement vary greatly. The State of Michigan and City of Kalamazoo have a $5 per outlet fee, whereas Grand Rapids, Wyoming and Kentwood have a $10 fee for 20 outlets ($0.50 cents per outlet). This is anticipated to impact all new residential and commercial projects, as required by code. Since code implementation in 2019, and due to the pandemic, the city has not charged fees related to this requirement in order to maintain a business-friendly environment during challenging economic times. Consistent with the lower end of the cost spectrum, **it is recommended that a line item fee of $10 per 20 outlets ($0.50 per outlet) be adopted in conjunction with the State of Michigan code requirements.**

With the exception of the recommended fees noted above, **no other modifications to the current Department of Community Development fee schedule are recommended.**

Notary Fee

The City of Portage currently provides notary services free of charge, both to internal and external customers, because city tax dollars purchase the select staff's notary bonds, seals, stamps and logs. However, the Office of the City Clerk has experienced a large influx of public notary requests in the last 18 months. Many local banks and credit unions have been sending clients to City Hall citing COVID as a reason for avoiding interactions with patrons. In an effort to address this increased demand for staff time, staff researched what other Kalamazoo County municipalities and entities charge for notary services. The Michigan Secretary of State's Office sets the statewide limit for notary services at $10.00 "per notarial act." Several local entities charge between $5.00 and $10.00; however, it was determined that the majority of Kalamazoo area municipalities provide notary services free of charge for residents and charge a fee for non-residents, citing the purchase of notarial supplies with tax dollars as the reasoning. **As such, it is recommended that a non-resident fee of $10.00 for notary services be adopted, with these services provided to Portage residents for no fee.**

Public Safety Department Fees

Fire Division: A review of Fire Division fees, including fees for false fire alarms, campfire permits, firework permits and follow-up business inspection fees, has been accomplished. **No changes to the existing Fire Division fees are recommended for calendar year 2022.**

Police Division:

- Emergency Response Fee: Article 2, Section 78-66 of the Portage Code of Ordinances allows the city to impose emergency response fees upon individuals who have been adjudicated guilty of any state law pertaining to the act of impaired driving. The fees are based on the cost of the response of public safety personnel to these incidents. **No changes to the existing emergency response fees are recommended for calendar year 2022.**
- Arrest Warrant Processing Fee: Michigan Compiled Laws (MCL) 765.12a gives the Department of Public Safety authority to collect a fee from persons arrested pursuant to a warrant issued by a court. The arrest warrant processing fee may be collected to defray the expense of receiving,

depositing and delivering bail or bond money to the court, which Portage police officers accomplish on a daily basis. **No changes to the existing fees associated with Michigan Compiled Laws are recommended for calendar year 2022.**

Recreation and Park Facility Fees

Fee schedules for recreation programs and park facilities are reviewed annually to ensure that programs offered are able to meet public demand in a cost-effective manner and continue to promote the quality of life within the community. A scholarship program, in cooperation with the Portage Community Center, is in place to provide subsidies for qualified residents to ensure program access for most activities. Minimal changes to the existing recreation and park facility fees are recommended for 2022 as indicated below and on the attachment titled Proposed 2022 Recreation and Park Facility Fees.

- Football, Soccer, and Softball Field Practice Rentals: Demand for practice fields has dramatically increased in the past four years; from 2018-2021 (omitting 2020 COVID), Lakeview and Westfield softball fields rented for practices an average of 94 and 97 times per year respectively, versus in 2017 when Westfield was rented 14 times and Lakeview 49 times. Historically, the city has had only one for-profit renter; the remaining are non-profit renters. **It is proposed that the hourly practice rates be increased from $10 to $15 for all rentals and the non-profit and for-profit rates be combined into one rate.** For comparison purposes, West Portage Little League rents fields at a rate of $20 per hour.
- Overlander Bandshell Rental Fees: The current rate of $140 is listed as a "non-profit rate", with no other rates approved for other organizations. To address this gap, it is recommended that the same rate for for-profits and non-profits be applied. No other facility carries a non-profit rate except for the Schrier Park building, which is rented at $25 per hour for "non-profit meetings." **It is proposed that the $140 per 3 hours non-profit rate be eliminated, with the addition of a flat rate of $180 per 3 hours and $300 per day**, which is comparable to the Celery Flats Amphitheater ($180 per 3 hours and $300 per day).
- Extra Softballs: Softball players receive six balls included in their team fee; however, players commonly do not retrieve their balls after a hit outside of the field of play, beyond the fence. Sometimes they cannot retrieve them, and other times it is a personal choice not to retrieve them. **New fees of $25 per half-dozen softballs and $50 per dozen softballs is recommended.**
- Bike Share Rental Station: In the closing weeks of the 2021 summer season, the city initiated a pilot program with a Bike Share Rental Station at Celery Flats. The proposed rental fees were in place during this pilot period and were developed following evaluation of other bike share rentals in Battle Creek, Jackson, Ann Arbor, Metro Detroit, and Southfield. The rates identified are comparable to those offered in Battle Creek and Jackson versus the higher Detroit and Southfield rates. Most have an initial unlock fee for non-members and a free 30-60 minutes for members. Annual memberships ranged from $30-$90 per year with both Jackson and Ann Arbor at $50 per year. The City of Portage offers a discounted annual rate for those that income qualify in collaboration with the Portage Community Center. **The initial fees (listed below) have been well-received by the public and no changes are recommended:**
    - Non-Member/Walk-up: $1 + $1 per 30 minutes ($20 per day maximum)
    - Member: Free 1st hour, then $1 per 30 minutes ($20 per day maximum)
    - Monthly Member Rate: member fee + $15 per month
    - Annual Member (April 1 - October 31): member fee + $50 per year
    - Annual Discounted (April 1 - October 31): member fee + $10 per year (must income qualify)

Right-of-Way and Excavation Permits
Chapter 66 – Streets, Sidewalks and Other Public Places, sets the requirements and procedures for performing excavations and other work in the public rights-of-way of the city. Persons proposing to perform any such work shall first obtain a permit from the Transportation & Utilities Department. The fee, insurance and bonding requirements are to be set by resolution of the City Council. A review of the costs associated with permit processing, plan review and site inspection has been completed. **No changes to the existing fees for right-of-way and excavation permits are recommended for calendar year 2022**.

Senior Center Facility Fees
Fee schedules for programs and facilities are reviewed annually to ensure that programs offered are able to meet public demand in a cost-effective manner and continue to promote the quality of life within the community. A scholarship program, in cooperation with the Friends of the Senior Center, is in place to provide subsidies for qualified residents to ensure program access for most activities. Minimal changes to the existing Senior Center facility fees are recommended for 2022 as indicated below:

- Membership Fees: Senior Center membership fees were last adjusted more than 15 years ago. Due to this length of time and moving into the new building, **it is recommended that base membership rates be raised by $5 for both the resident and non-resident base membership to $30 and $40 per year respectively.** If the new fees are adopted, members would have the opportunity to purchase a membership for 2022 at the current membership rates if purchased by February 28, 2022. The new fees would begin on March 1, 2022. **To accommodate those who wish to use specialized facility amenities, new levels of membership are recommended:**
    - Base Membership offers no-charge access to clubs and groups and a member rate for all fee-based programs, leagues and trips - **$30 Resident / $40 Non-Resident**
    - Fitness Center Membership offers use of the fitness center, towel service, and personal equipment introduction - **Base Membership rate +$25**
    - Pickleball Court Membership offers use of the pickleball courts, plus no drop in pass fee and member rates for leagues - **Base Membership rate +$50**
    - Virtual Membership allows participants who may be unable to leave home to attend online classes and group meetings - **$20 Resident / Non-Resident**

- Membership Card Replacement Fee: Lost membership cards are replaced one time at no charge. Thereafter, a $3 fee is charged, which is **recommended to increase by $2 to $5**
- Drop-in Fee: Non-member guests may visit the center up to three times at no charge. Thereafter, the guest is asked to purchase a membership or pay a drop-in fee of $3, which is **recommended to increase by $2 to $5.**
- Building Rental Fees: No changes are proposed to rental fees for the current Senior Center building, but are recommended to increase in the new building. **A detailed list of proposed rental fees for the new Charles & Lynn Zhang Portage Community Senior Center facility is attached (Attachment: Parks – 2022 Senior Center Facility Fee Recommendations Memo).** A competitive analysis was conducted of similar rental facilities in the area, including R&R Wedding, The Fountains, Niko's Landing, Fetzer Center, Blodgett Wedding Barn, Radisson Hotel, Father Bart Memorial Center and Westwood Reformed Church, which were found to average for 200-300 venue capacity at $800, with a low rate for Westwood Reform Church at $225 and high rate for R&R at $1,100. Most rented for 5 hours with no kitchen use and tables/chairs included.

Special Assessment Rates
On May 21, 1991, the City Council adopted a Special Assessment Policy Resolution that established funding rations for utility and street construction projects. The policy also provided for periodic review and amendment of special assessment rates by resolution of the Council. Through the practice of special assessment, a share of project costs is charged to property owners receiving the primary benefit of the improvement. The practice of special assessment is a critical component of Portage city financing and has been a primary factor in the continued excellent financial health of the city. Review of the special assessment rates has been completed. **No changes to the existing special assessment rates are recommended for calendar year 2022.**

FUNDING: N/A

Attachments:

1. Clerk - 2022 Fee Recommendation Memo
2. Clerk - ESA Application Form
3. Clerk - 2022 Proposed FOIA Fee Schedule
4. Comm Dev - 2022 Fee Recommendations Memo
5. Parks - 2022 Recreation and Park Facility Fee Recommendations Memo
6. Parks - 2022 Senior Center Facility Fee Recommendations Memo
7. Resolution - 2022 Building Permit Fees
8. Resolution - 2022 Cemetery Fees
9. Resolution - 2022 Community Development Fees
10. Resolution - 2022 Electrical Permit Fees
11. Resolution - 2022 Mechanical Permit Fees
12. Resolution - 2022 Plumbing Permit Fees
13. Resolution - 2022 Special Assessment Rate

CITY OF PORTAGE **COMMUNICATION**

TO: Adam Herringa, Acting City Manager **DATE:** November 18, 2021

FROM: Erica L. Eklov, City Clerk

SUBJECT: 2022 Recommended Fees

In preparation for the 2022 Fee Schedule recommendation to City Council, I am providing the following for the Office of the City Clerk.

Freedom of Information Act (FOIA) Fees
No changes are recommended at this time. The proposed document fee schedule is attached.

Environmental Assessment Application Fee
This would be a new fee proposed for 2022 and thereafter. Since approximately 85 percent of annual FOIA requests entail Phase I or Phase II Environmental Assessment information requests, a flat application fee and application document were crafted at your request. I contacted several of the environmental firms that frequently contact the City of Portage to discuss the proposed application with all providing a favorable response. A copy of the draft application is attached. An evaluation of the FOIA document charges over the last several years was performed to discern an average fee cost. A review of staff time spent on research/location of documents was also performed and determined much of the requested data is easily acquired with only rare occasions necessitating additional staff time or research. As such, an application fee of $30.00 is recommended for the first year of this new process.

Notary Fee
The City of Portage currently provides notary service free of charge both internally and externally because City tax dollars purchase the select staff's notary bonds, seals, stamps and logs. However, the Office of the City Clerk has experienced a large influx of public notary requests in the last year and a half. Many local banks and credit unions have started sending their clients to City Hall citing COVID as a reason for avoiding interactions with patrons. In an effort to address this increased demand for staff time, staff researched what other Kalamazoo County municipalities and entities charge for notary services. The Michigan Secretary of State's Office sets the statewide limit for notary services at $10.00 "per notarial act." Several local entities charge between $5.00 and $10.00; however, it was determined that the majority of Kalamazoo area municipalities provide notary services free of charge for residents and charge a fee for non-residents, citing the purchase of notarial supplies with tax dollars as the reasoning. As such, it is recommended that a notary fee schedule be created with residents being free of charge and a non-resident fee of $10.00.

PORTAGE
A Natural Place to Move

Office of the City Clerk

APPLICATION
ENVIRONMENTAL SITE ASSESSMENT INFORMATION

($TBD.00 application fee)

Name:		**Phone:**
Firm/Organization:		**Fax:**
Street:		**Email:**
City:	**State:**	**Zip:**

Property Address:_____ **Parcel #:**_____

INFORMATION OPTIONS (select desired):	
1. Fire:	
• installation and/or removal of above ground or underground storage tank(s)	☐
• known hazardous substance releases	☐
• active/outstanding fire code violations	☐
2. Assessor:	
• current property record card(s)	☐
• historic property record card(s)	☐
3. Utilities:	
• city sewer connection date	☐
• city water connection date	☐
4. Building:	
• active/outstanding building violations	☐
• building permits	☐
• Certificate(s) of Occupancy	☐
5. Planning & Zoning:	
• zoning code violations	☐
• site plans/diagrams	☐
6. Transportation:	
• planned roadwork which may impact subject property	☐
7. Other (please describe):	

Delivery Method: ☐ Pick up ☐ Mail ☐ Dropbox ☐ E-mail ☐ USB/CD provided by City *(additional fees apply)*

Requestor's Signature:	**Date:**

Notice of City Response Time

Please Note: Following fee payment, the City of Portage will make every effort to respond to this request within five (5) business days after receiving it. However, be advised that the response may require a 10-business day extension.

CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES) - PROPOSED

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Finance	Budget (Paper copy)*	$.10/pg + *	SAME	Available Online
		Plus Mailing		
	Budget CD ROM*	$0.38	SAME	Available Online
		Plus Mailing		
	Comprehensive Audit (Paper Copy)	$.10/pg + *	SAME	Available Online
		Plus Mailing		
	Comprehensive Audit CD (upon availability)	$0.38	SAME	Available Online
		Plus Mailing		
	Full Copy of Electronic Property Tax File	$50.00	SAME	Not Available Online
	Tax Payment Receipts (duplicates requested other than time of payment)	No Charge	SAME	Available Online
	Individual Parcel Look-up Online	No Charge	SAME	Available Online
	Special Assessment/Tax History on computer (since 2004)	No Charge	SAME	Available Online
	Special Assessment/Tax History not on computer (prior to 2004)	No Charge	SAME	Not Available Online
	Utility Bill History Information (upon availability)	No Charge	SAME	Not Available Online
Assessor	Property Record Card/Property Record Data	No Charge	SAME	**Available Online**
	Historical Property Record Card	No Charge	SAME	Not Available Online
	Sales Study Report	$.10/pg + *	SAME	**Available Online**
	Annual Database Download for Realtors Assn.	No Charge	SAME	Not Available Online
Purchasing	Bid Specifications (First copy)	No Charge	SAME	Available Online
	Contract Conditions & Specifications	No Charge	SAME	Available Online
	Additional Copy	$.10/pg + *	SAME	
City Clerk	City Charter	$2.40	SAME	Available Online
	Precinct Maps (Color)	$6.00	SAME	GIS Mapping Service Available Online
	Council Minutes and Agendas	No charge	SAME	Prior Year Available Online
	Council Agenda Packets	$.10/pg + *	SAME	Prior Year Available Online
	Advisory Board Minutes	No Charge	SAME	Prior Year Available Online
	Advisory Board Agenda Packets	$.10/pg + *	SAME	Prior Year Available Online
	Qualified Voter Information-Electronic Only	No Charge	SAME	Not Available Online
	City of Portage Flag	$40	SAME	Not Available Online

CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Human Resources	Employee Records - If Available to employee or designee		SAME	Not Available Online
	1st Copy	No Charge	SAME	
	2nd copy	$.10/pg + *	SAME	
	To non-employee	$.10/pg + *	SAME	
Fire	EMS Reports	$.10/pg + *	SAME	Not Available Online
	Environmental Impact Statements	$.10/pg + *	SAME	Not Available Online
	NFIRS Reports	$.10/pg + *	SAME	Not Available Online
	Research	*	SAME	Not Available Online
	Digital Photos to Disc	*	SAME	Not Available Online
Police	POLICE REPORTS:			Not Available Online
	Minor Incident Report	$.10/pg + *	SAME	
	Up to 20 pages	$.10/pg + *	SAME	
	From 21-40 pages	$.10/pg + *	SAME	
	From 41-60 pages	$.10/pg + *	SAME	
	Accident Reports:			Not Available Online
	UD-10 Form	$.10/pg + *	SAME	Not Available Online
	w/supplemental Info up to 20 pages	$.10/pg + *	SAME	
	From 21-40 pages	$.10/pg + *	SAME	
	From 41-60 pages	$.10/pg + *	SAME	
	Over 60 pages	$.10/pg + *	SAME	
	Police Reports Facsimile Charge	No Charge	SAME	Not Applicable
	Photographs			Not Available Online
	Booking Photo	$.38 + *	SAME	Not Available Online
	Booking Room Videos, Lobby Videos,	$.38 + *	SAME	Not Available Online
	Interview Videos, Evidence Videos and	$.38 + *	SAME	
	Mobile Video Digital Recordings	$.38 + *	SAME	
	*Digital Photos to Disc	$.38 + *	SAME	Not Available Online
	Visa Clearance	$11.00	SAME	Not Available Online
	Audio Tapes	$.38 + *	SAME	Not Available Online
	Non-criminal Fingerprints			Not Available Online
	Resident or Portage Business	$8.00/card	SAME	
	Non-resident	$15.00/card	SAME	
	Application to Set Aside Conviction Permit	Through Court	SAME	Not Available Online
	Bond Fee	$10.00	SAME	

CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Community Development	PAPER FORMAT - IN COLOR:			
(Maps, plans, tracings,	8 x 11 ("A" size) without Aerial	$1.00	SAME	Available as part of GIS Mapping Service
plats, etc.)	11 x 17 ("B" size) without Aerial	$2.00	SAME	Available as part of GIS Mapping Service
	18 x 24 ("C" size) without Aerial	$3.00	SAME	Available as part of GIS Mapping Service
	24 x 36 ("D" size) without Aerial	$5.00	SAME	Available as part of GIS Mapping Service
	30 x 30 ("E" size) without Aerial	$10.00	SAME	Available as part of GIS Mapping Service
	8 x 11 ("A" size) with Aerial	$2.00	SAME	Available as part of GIS Mapping Service
	11 x 17 ("B" size) with Aerial	$5.00	SAME	Available as part of GIS Mapping Service
	18 x 24 ("C" size) with Aerial	$10.00	SAME	Available as part of GIS Mapping Service
	24 x 36 ("D" size) with Aerial	$20.00	SAME	Available as part of GIS Mapping Service
	30 x 30 ("E" size) with Aerial	$25.00	SAME	Available as part of GIS Mapping Service
	Building Plan/Site Plan (24x36)	$5.00/sheet	SAME	Not Available Online
	(copyright restrictions may apply)			
	Planning and Zoning Code with Land Development Regulations	$.10/pg + *	SAME	Available Online
	Zoning Map, Future Land Use Map (11x17)	$5.00	SAME	Available as part of GIS Mapping Service
	Zoning Map, Future Land Use Map (24x36)	$10.00	SAME	Available as part of GIS Mapping Service
	Subdivision and Land Division Regulations	$.10/pg + *	SAME	Available Online
	Comprehensive Master Plan	$.10/pg + *	SAME	Available Online
	Comprehensive Master Plan - CD ROM	$.38 + *	SAME	Available Online
	Major Thoroughfare Plan Status update	$.10/pg + *	SAME	Available Online
	Capital Improvement Program (CIP)	$.10/pg + *	SAME	Available Online
	Capital Improvement Program (CIP) - CD ROM	$.38 + *	SAME	Available Online
	Property Notification Address List	$20.00	SAME	Available Online
	CDBG Consolidated Plan	$.10/pg + *	SAME	Available Online
	CDBG Annual Action Plan	$.10/pg + *	SAME	Available Online
	Analysis of Impediments to Fair Housing Study	$.10/pg + *	SAME	Available Online
	DIGITAL FORMAT:			
	Digital Aerial Photo of City	$40/section	SAME	Available as part of GIS Mapping Service
	(one foot pixel resolution)			
	Digital Aerial Photo of Entire City - All Sections	$750.00	SAME	Available as part of GIS Mapping Service
	Digital Topographic Maps	$25/quarter	SAME	Available as part of GIS Mapping Service
		section		
	All 36 Sections	$1,500.00	SAME	Available as part of GIS Mapping Service
	Digital (GIS) Map Layers (streets,	$100/layer	SAME	Available as part of GIS Mapping Service
	hydrology, zoning, etc.)			

CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Community Development	Digital (GIS) Parcel Map Layer	$.10/parcel	SAME	Available as part of GIS Mapping Service
(cont'd)		$25 minimum	SAME	
		$750 maximum	SAME	
	Custom Mapping	*	SAME	Available as part of GIS Mapping Service
	Building/Site Plan e-mailed	*	SAME	Not Available Online
	(copyright restrictions may apply)		SAME	
Information Technology	Compact Disk	$.38 + *	SAME	Not Applicable
	DVD Productions (copy of)	$.38 + *	SAME	Not Applicable
	USB Flash Drive - 16GB	$8 + *	SAME	Not Applicable
	USB Flash Drive - 32GB	$13 + *	SAME	Not Applicable
	USB Flash Drive - 64GB	$20 + *	SAME	Not Applicable
	Research	*	SAME	

* NOTE: Charge per document is $0.10/page, labor costs and up to 50% of the hourly wage for benefit costs of lowest paid individual capable of performing the work, plus mailing costs.
For requests involving in excess of 15 minutes of staff time, the charge will be based on the nearest quarter-hour increment after the first quarter hour rounded down.

CITY OF PORTAGE **COMMUNICATION**

TO: Adam Herringa, Acting City Manager **DATE:** December 1, 2021

FROM: Kelly Peterson, Director of Community Development

SUBJECT: 2022 Community Development Fees for Services

I. INTRODUCTION

The annual review for Community Development service fees (Planning, Development and Neighborhood Services, and Building and Housing Services) has been completed. While Community Development service fees are not intended to cover all costs, they facilitate development activities that keep Portage competitive in an ever-changing economy, and facilitate permitting and inspection activities to ensure the safety of residents and workers across the city. This approach is consistent with the MEDC Redevelopment Ready Communities certification that the department is currently working toward.

Department Fee History

- No Change – In the 2020 and 2021 calendar years, no Community Development fee adjustments were proposed or implemented.

- Fee Increases – The last comprehensive increase in Community Development fees occurred five (5) years ago in 2017. At that time, a three percent (3%) increase to planning and zoning fees was approved by the Council, and the base fee for residential and commercial construction permits was increased by five ($5) dollars from $45 to $50. Prior to the 2017 fee increases, aside from minor adjustments, Planning and Zoning Fees had not been increased in ten (10) years, and Building Fees had not been increased in seven (7) years.

- Fee Reductions - In 2019, a new commercial building (shell-only) permit fee reduction of 20% was approved for consistency with the guidelines established by the International Code Council.

Current Context

In 2020 and 2021, a significant amount of the Department's services shifted to digital in order to improve customer service, internal efficiencies, and ensure safety during the pandemic. Approximately 95% of commercial site plans are currently submitted electronically, whereas the majority of site plans submitted prior to 2020 were paper/hard copy. Currently, 80% of building and trade permits are submitted electronically, whereas electronic building plan and permit application submittals comprised only 30% of all submittals just three years ago. Additionally, in 2021 the City introduced new digital payment methods for customers, so fees can be paid quickly and conveniently online through multiple payment platforms. This digital shift by customers and staff is expected to be permanent.

A comprehensive review and analysis of planning, zoning, development and building fees was conducted in 2021. The proposals are based on a review of current comparable fees across adjacent jurisdictions, current professional staff rates and hours, administrative costs, and consideration to the 2021 Consumer Price Index (CPI Midwest Region) at 6.6% and 2021 annual inflation rate for Michigan at approximately 2.8%. The adjacent jurisdictions for the 2021 review include: Texas Township, Oshtemo Township., City of Kalamazoo, Comstock Township, Battle Creek, Kentwood, Grandville, Wyoming, Holland and Meridian Township. The following memo provides an analysis of the proposed 2022 Community Development Fees for Services for consideration.

Summary of Proposed 2022 Community Development Fees for Services

- No changes to Planning, Development and Zoning related fees
  No changes to Soil Erosion and Sediment Control related fees
- Proposed elimination of permit and $50 fee for residential sheds that do not exceed 200SF
- Proposed trade permit inspection fees (incremental only)
- Proposed fee for data/communication electrical wiring outlets in accordance with revised State of Michigan code and inspection requirements

II. ADMINISTRATIVE COSTS

The actual cost to process development applications (e.g. staff resources, legal notices, direct mailing and copy expenses) has again been reviewed. The below data information relays comparisons betewen administrative costs recorded during the Department's last comprehensive fee increase (2017) and the Department's current administrative costs (2021).

With regard to staff resources, the Finance Department has calculated an administrative cost for the provision of the various community development services based on a review of applicable department personnel (including hourly rate, benefits and building overhead). Based on information provided by the Finance Department, the per hour rate for professional staff increased from $ $63/hour in 2017 to $68/hour in 2021 (11% increase). Regarding attorney and clerical fees, the Office of the City Attorney is under contract with no minimum or maximum amount of work hours. In 2017, the former City Attorney confirmed an average hourly rate of $150/hour, whereas the current City Attorney confirmed an average hourly rate of $200/hour for 2022 (25% increase). Staff resources (clerical, contract, etc.) increased from $27/hour in 2017 to $33/hour in 2021 (22% increase).

Public notices published in the Kalamazoo Gazette reach approximately 51,000 readers. With regard to public notice charges, the newspaper's ad rate is approximately $51 per column inch. Current public notices average between $100-200 each, depending on the text length of the notice. The Department continues to advertise on the non-home delivery dates (Monday, Wednesday, Friday or Saturday) due to the publication rate (per column inch) being less than half the home delivery rate. Public notices also continue to be uploaded to the City of Portage website under "Legal Notices."

III. BUILDING SERVICES

The Department of Community Development is responsible for the administration and enforcement of the Michigan State Construction Codes through plan review, permit issuance, inspections, and the issuance of certificates of occupancy. Construction permit fees are based on analysis and expenditure review in conjunction with permit and processing costs, plan review services, project field inspections, customer consultations, final occupancy review, and issuance as well as record retention purposes.

2022 Fee for Services Proposals:

Trade Permit Inspections

Background

Trade permits (plumbing, mechanical and electrical) for both residential and commercial projects comprise a three-step process:

- Permit application processing, review and issuance
- Required inspection(s)
- Documentation retention

One (1) inspection is typical for a small residential project, where a minimum of three (3) inspections are required by code for larger residential projects. Commercial projects in Portage average four or more (4+) inspections, due to a larger scope of work.

The number of annual trade permits issued by the City of Portage in recent years are outlined below:

	FY18-19	**FY19-20**	**FY20-21**
Electrical Permits	641	525	645
Mechanical Permits	774	942	1,163
Plumbing Permits	389	431	531
TOTAL	**1,804**	**1,898**	**2,339**

From these above data, the average number of trade permits issued is 2,014 per year:

- **57 % of annual trade permits require only 1 inspection (1,148 permits on average)**
    - The majority of these inspections are issued for simple residential work including water heater replacement, furnace replacement, minor electrical, water/sewer connection).

- **43% of annual trade permits require 3 inspections per code (866 permits on average)**
    - The remaining annual permits issued require three inspections per code on average.

The existing trade permit application fee in Portage costs $50.00 and provides for the following services: permit application processing, permit review, issuance, all required inspections, and documentation retention. As such, there is a lack of correlating inspection fees in regard to the size and scope of different projects, and the number of inspections required by code. Recovering the cost of inspections is a standard practice across all neighboring jurisdictions and is as a fiscally sustainable, and incremental approach based on the number of required trade permit inspection(s), which can vary significantly dependent upon the scope of the project.

Currently, Portage is the only area jurisdiction that does not charge an incremental "per inspection" fee for trade permits. The following jurisdictions have trade permit per inspection fees as follows: Texas Township ($45), Oshtemo Township ($50), Kalamazoo ($70), Comstock ($45), Battle Creek ($50), Kentwood ($40), Grandville ($60), Wyoming ($50), Holland ($60), and Meridian Township ($50).

Without inspection fees in place, there is diminished incentive for contractors to complete work thoroughly, to code, and in a timely manner prior to inspections. They are keenly aware that the City of Portage will schedule and conduct an indefinite amount of in-person inspections, at no charge. This can create added administrative and scheduling burdens, as well as inspection delays for other customers. Neighboring jurisdictions require inspection fee payment prior to inspection scheduling, which creates a financial incentive for the contractor to complete the work thoroughly, and to code, prior to the inspection.

Proposal: Because trade permits require a minimum of one (1) inspection, staff proposes accommodating all Portage customers by including one (1) inspection within the current trade permit application fee of $50. There will be no impact to 57% of the annual trade permit customers - primarily residents - for residential work where only one inspection is required.

For larger projects where three inspections are required (comprising approximately 43% of annual trade permits) each additional inspection beyond the one (1) inspection included in the application fee, is proposed to have a corresponding inspection fee of $50. This is consistent with but slightly lower than the $52.00 average per inspection fee across all neighboring jurisdictions.

Impact

- As this proposal impacts 43% of annual trade permit applications where three (3) inspections are required, and one (1) inspection will be included with each permit application, the annual financial impact is estimated to be as follows: 866 (number of annual permits with 3 required inspections) x $100 (additional inspection fee per permit) totaling $86,600 in revenue.
- The revenues recovered from inspection fees will not only recover the cost of inspections, but also support expanding online technologies to improve customer experience, speed to permitting and speed to inspection.
- Community Development staff is currently advancing efforts to implement a new online permitting platform and introduce an online inspection scheduling tool for implementation in early 2022 that will provide 24/7 online services for Portage customers. These online tools will expand permit and inspection services for residents, businesses and contractors by expediting applications and enabling after hours and weekend customer service, versus the current 8am-5pm Monday through Friday availability. These improvements will realize time and cost savings for customers and staff, and continue to expand the City's business-friendly environment by promoting convenience, efficiency, and excellent service.

The tables below provide a comparison of current Portage trade permit application and inspection fees compared with average adjacent jurisdictions, and outlines the proposed City of Portage fees as applied to projects that require only one (1) inspection and projects that would require multiple inspections.

1) Example – Single Inspection

Current Fees

	Trade Permit Application Fee	*Inspection Fee*	*# of Inspections*	*Current Total Fee*
Portage	$50	$ 0	1	$50
Average of Adjacent Jurisdictions	$50	$52	1	$102

Proposed Fee

	Trade Permit Application Fee	*Inspection Fee*	*# of Inspections*	*Proposed Total Fee*
Portage	$50	1 inspection included in application fee	1	$50

2) Example – Multiple Inspections

Current Fees

	Trade Permit Application Fee	*Inspection Fee*	*# of Inspections*	*Current Total Fee*
Portage	$50	$ 0	3	$50
Average of Adjacent Jurisdictions	$50	$52	3	$206

Proposed Fee

	Trade Permit Application Fee	*Inspection Fee*	*# Inspections*	*Proposed Total Fee*
Portage	$50	1 inspection included in application fee	3	$150

<u>Residential Sheds That Do Not Exceed 200 Square Feet</u>
Currently all residential sheds in Portage, regardless of size, require a permit application, review fee of $50, and final inspection. State of Michigan Building Code does not require a permit for sheds that do not exceed 200 square feet. The 2021 review of adjacent communities highlights that most communities operate in alignment with Residential Building Code, and do not require a permit application or associated permit fee for residential sheds that do not exceed 200 square feet.

Impact

- On average, from 2017-2021, the City averaged 58 total residential shed permit applications a year. Approximately 75% of those (44 annually) were for sheds that do not exceed 200 square feet yielding a nominal annual revenue of $2,156.
- It is estimated 2 hours of staff time (application intake, review, on-site final inspection) are required per application.
- It is estimated that 88 staff hours spent on these applications (88 x $68/hr. average staff rate =$5,984) annually which could be repurposed, and the City would realize cost savings by eliminating the permit application for residential sheds that do not exceed 200 square feet.
- Increased benefits for residents, and brings Portage in alignment with neighboring jurisdictions.
- The City will continue to require and review applications, collect the current fee, and conduct inspections for residential sheds over 200 square feet.

Staff will utilize the Portager, city website, and other communication tools to educate residents and inform associated businesses about residential shed siting requirements. Staff will continue to provide guidance and reviews upon customer request, and ensure compliance through regular neighborhood monitoring and code enforcement activities.

Proposal: It is therefore recommended that the permit application and associated fee of $50 be eliminated for residential sheds that do not exceed 200 square feet.

Data/Communication Wiring and Outlets

As of 2019, the State of Michigan Electrical Code requires electrical permits and inspections for the installation of data and communication wiring. Required fees related to this requirement vary greatly. The State of Michigan and City of Kalamazoo have a $5 per outlet fee, whereas Grand Rapids, Wyoming and Kentwood have a $10 fee for 20 outlets ($0.50 cents per outlet).

Impact

- This is anticipated to impact all new residential and commercial projects, as required by Code. Since code implementation in 2019, and due to the pandemic, the City has not charged fees related to this requirement in order to maintain a business-friendly environment during challenging economic times.

Proposal: Consistent with the lower end of the cost spectrum, it is recommended that a line item fee of $10 per 20 outlets ($0.50 cents per outlet) be adopted in conjunction with the State of Michigan code requirements.

IV. PLANNING, DEVELOPMENT AND ZONING SERVICES

Planning, Development and Neighborhood Services staff has completed an analysis of the Planning and Zoning Fee Schedule. The costs incurred to process various applications has been determined by analyzing staff resources, legal reviews, public notices, direct mailing and administrative expenses.

Compared with other communities surveyed during the 2021 review, Portage's Planning, Development and Zoning Fee Schedule generally falls within the low-to-moderate range. In particular, the City is tracking low on fees related to: Special Land Use Permits, Zoning Board of Appeals applications and Site Plan reviews. The Department anticipates proposing fee increases to these services in 2023; however, at this time is prioritizing Building Services fee proposals for the current 2022 update.

Proposal: No changes to the existing planning, development and zoning fees are proposed.

V. SOIL EROSION AND SEDIMENT CONTROL PERMITS (SESC)

Part 91, Soil Erosion and Sediment Control (SESC), of the Natural Resources and Environmental Protection Act, 1994 PA 451 is the State of Michigan law regulating construction activities, including earth changes to ensure that any earth change is accomplished in a manner that will effectively reduce accelerated soil erosion and resulting sedimentation. The City of Portage acts as the local municipal enforcement agency for projects involving earth changes within the city limits. Persons proposing to perform any such work shall first obtain a permit from the Department of Community Development.

Proposal: No changes to the existing soil erosion and sediment control permit fees are proposed.

VI. CONCLUSION / RECOMMENDATION

With the exception of the three recommended fees adjustments noted above in relation to Building Services, no other modifications to the current Department of Community Development fee schedule are proposed at this time. Should you have any questions or comments, I am prepared to further discuss this matter at your convenience.

Attachments: 2022 Community Development Fees Resolution
2022 Building Permit Fees Resolution
2022 Electrical Fees Resolution
2022 Mechanical Fees Resolution
2022 Plumbing Fees Resolution

c: Christopher Forth, Deputy Director of Planning, Development and Neighborhood Services
Terry Novak, Deputy Director of Building and Housing Services

T:\COMMDEV\2021 2022 Department Files\Subject Files\F\Fees 2021\Finals for CMO\Community Development Proposed 2022 Fees Memo to CMO_Final.docx

2022 RECREATION & PARK FACILITY FEE RECOMMENDED REVISIONS

Recreation and Park Facility Fee Schedule

Fee schedules for recreation programs and park facilities are reviewed yearly to ensure that programs offered are able to meet public demand in a cost-effective manner and continue to promote the quality of life within the community. A scholarship program, in cooperation with the Portage Community Center, is in place to provide subsidies for qualified residents to ensure program access for most activities.

Minimal changes to the existing recreation and park facility fees are recommended for 2022 as indicated below and on the attachment titled *Proposed 2022 Recreation and Park Facility Fees*.

- **Football, Soccer, and Softball Field Practice Rentals:** Proposing the increase of hourly practice rates from $10 to $15 for all rentals and combine the non-profit and for profit rates into one rate. West Portage Little League rents their fields at a rate of $20/hour. There is only one renter that is charged the for-profit rate, the rest are non-profit. Demand for practice fields has dramatically increased in the past four years; from 2018-2021 (leaving out 2020 Covid) Lakeview and Westfield softball fields rented for practices an average of 94 and 97 times per year respectively, versus previously in 2017, Westfield was rented 14 times and Lakeview 49 times.
- **Overlander Bandshell Rental Fees**: The current rate of $140 is listed as a "non-profit rate", with no other rates approved for other organizations. To address this gap, we recommend applying the same rate for profits and non-profits. No other facility has a non-profit rate except for Schrier Park building that is rented $25/hr for "non-profit meetings." Propose to eliminate the $140/3hrs non-profit rate and add a flat rate of $180/3hrs and $300/day which is comparable to the Celery Flats Amphitheater ($180/3hrs and $300/day).
- **Fees to charge Softball teams to purchase extra softballs:** Softball players get six balls included in their team fee. Players commonly do not retrieve their balls after a hit out of the field of play, beyond the fence. Sometimes they cannot retrieve them, and other times it is a personal choice to not retrieve them. To keep ball usage consistent between teams we are recommending a fee for additional balls after the six included with their team fee.

2022 RECREATION & PARK FACILITY FEE RECOMMENDED REVISIONS

ACTIVITY	CURRENT	2022 (Proposed)
Adult Softball Leagues-Summer (12 games)		
Resident team fee	$600	
Non-resident team fee	$700	
Late registration fee	$50	
Over 50 teams	$700	
Doubleheader teams	$1070	
Team conduct violation	$20	
Adult Softball Leagues-Fall (7 games)	$400	
Late registration fee	$0	
City Tournament Refundable Deposit	$50	
Additional Softball Purchase		
½ dozen		$25
Dozen		$50
Ramona Park Vehicle Permits		
Non-resident Daily pass	$10	
Non-resident Annual pass	$45	
Daily Bus pass	$50	
Kayak, Paddleboard, Canoe Rental (per hour)	$12	
Additional Half Hour	$5	
Half Day (4-6 hours)	$36	
Chair Rental (2 hours)	$5	
Beach Games (1 hour)	$5	
The Ice Rink @ Millennium Park		
Skate fee per person	$5	
Skate Rental	$3	
Skate Sharpening	$5	
10 Skate Discount Card	$25	
Group Rental – 1 ½ hours	$110	
Food Truck Permit Fee	$200/Year	
Events	$100 Large $50 Small/New	
Tournaments	$100	
Park Site Spot	$25	
Farmers Market		
Daily Vendor Fee	$20	
Season Fee	$325	
Kid's Market Fee (New)	$5	
Holiday/Artist Market Fee	$20	
FOOTBALL, SOCCER FIELDS & VOLLEYBALL		
Weekend Tournaments		
Field/Day non-profit	$210	
Field/Day profit	$325	
Deposit	$100	
Camps and Clinics		
Field per 4 hrs non-profit	$80	
- Additional hourly fee non-profit	$10	
Field per 4 hrs profit	$130	
- Additional hourly fee profit	$20	
*Volleyball-Lakeview Only M-W after 5:00 p.m.		
Team Practice Reservation Fee		

2022 RECREATION & PARK FACILITY FEE RECOMMENDED REVISIONS

Field rental per hour Profit per hour fee (eliminate)	$10 $20 (eliminate)	$15

SOFTBALL FIELDS		
Slow Pitch Softball Tournaments Field/Day – Non-Profit Field/Day – Profit Field Prep Deposit	 $75 $90 $65 $100	
Fast Pitch Softball Tournaments Field/Day – Non-Profit Field/Day – Profit Field Prep Deposit	 $75 $90 $80 $100	
Practice Field Reservation Per hour	 $10	 $15
SCHRIER PARK RENTAL		
Rental Fee – first 3 hrs. Additional hourly fee Daily maximum fee	$200 $50 $400	
Non-Profit Meetings per hour	$25	
Damage Deposit	$150	
OPEN PAVILION RENTAL		
Rental Fee (Mon – Sun) Central Park Lakeview Park #1 & #2 Ramona Park #1 & #2 Westfield Park Schrier Park	$110	
SOUTH WESTNEDGE SKATEPARK		
Special Event Rental – 4 hrs	$150	
Damage Deposit	$150	
CELERY FLATS RENTAL		
Schoolhouse Classroom daily fee Damage deposit	$50 $50	
Grain Elevator Group Rental – first 3 hrs Additional hourly fee Daily Rental Damage Deposit	 $125 $30 $250 $150	
Hayloft Theatre * Rental (Fri – Sun) – first 5 hrs Rental (Mon – Thu) – first 3 hrs Additional hourly fee Daily maximum Wedding fee Friday Rehearsal option – 2 hrs Outside Performance - evening Rental fee – Chairs Damage Deposit	 $400 $300 $60 $770 $770 $100 $300 $120 $150	

2022 RECREATION & PARK FACILITY FEE
RECOMMENDED REVISIONS

Stuart Manor * Group Rental – first 3 hrs Additional hourly fee Daily Rental Damage deposit	 $140 $30 $260 $150	
Amphitheatre * Rental – first 3 hrs Additional hourly fee Daily Rental Damage Deposit	 $180 $30 $300 $150	
OVERLANDER BANDSHELL		
Non-Profit Group – first 3 hrs (eliminate) Rental – 3 hrs Additional hourly fee Daily Rental Damage deposit	$140 (eliminate) Does not exist $40 Does not exist $150	 $180 $300
**Extra Fees: 15% of gross receipts plus applicable fees for additional staff, special equipment, rehearsals*		
WALK-RUN FUNDRAISING EVENTS		
Base fee	$450	
Early Set-Up	$100	
Additional Staff Charges (per hour) 5K & 10K Only	$50	
Damage/deposit reservation	$150	
BIKE SHARE RENTAL (New)		
Non-Member/Walk Up Member Monthly Member Rate (Member Fee +) Annual Member: April 1-October 31 (Member Fee +) Annual Discounted: April 1-October 31 (Member Fee +) (Must income qualify)		$1 + $1/30 mins ($20/day max.) Free 1st hour $1/30 mins ($20/day max.) +$15/month +$50/year +$10/year

2022 PORTAGE SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

Senior Center Facility Fee Schedule
Fee schedules for programs and facilities are reviewed yearly to ensure that programs offered are able to meet public demand in a cost-effective manner and continue to promote the quality of life within the community. A scholarship program, in cooperation with the Friends of the Senior Center, is in place to provide subsidies for qualified residents to ensure program access for most activities.

Minimal changes to the existing Senior Center facility fees are recommended for 2022 as indicated below:

- **Membership Fee:** The last time the Senior Center membership fees were raised was over 15 years ago. Due to this length of time and moving into the new building, membership rates will be raised by $5 for both the resident and non-resident base membership. Base Membership will offer no charge access to clubs and groups; and a member rate for all fee-based programs, leagues and trips. To accommodate those that wish to use specialized facility amenities there are other levels of membership. These levels include Fitness Center use (Base Membership Rate +$25, plus towel service and personal equipment introduction); and Pickleball Court Use (Base membership +$50, plus no drop-in pass fee and member rates for leagues). There will also be a Virtual Membership level for those attending online classes and group meetings, which will be $20 for either resident, or non-resident for those unable to leave home. There will be a last time buy at the current membership rate to add up to one year to your current or a new membership if paid by February 28, 2022. New fees would begin on March 1, 2022. Membership Card replacement is recommended to increase by $2 due to the costs of materials; however the first replacement is at no charge. Guests are allowed to visit up to three times at no charge, but thereafter will need to purchase a membership or pay the drop-in fee, which is recommended to increase by $2.

- **Rental Fee:** Rental fees will remain at the current rate, but are recommended to increase at the new building. A competitive analysis was conducted of similar rental facilities in the area including R&R Wedding, The Fountains, Niko's Landing, Fetzer Center, Blodgett Wedding Barn, Radisson Hotel, Father Bart Memorial Center and Westwood Reformed Church, which were found to average for 200-300 venue capacity at $800, with a low rate for Westwood Reform Church at $225 and high rate for R&R at $1,100. Most rented for 5 hours with no kitchen use and tables/chairs included.

2022 PORTAGE SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

ACTIVITY	CURRENT	2022 (Proposed)
MEMBERSHIP (Beginning January 1, 2022)		
Virtual (Resident & Non Resident)	0	$20/year
Resident Membership (Base Level)	$25/year	$30/year
Non Resident Membership (Base Level)	$35/year	$40/year
Fitness Center Level Resident (+$25)	0	$55/year
Fitness Center Level Non-Resident (+$25)		$65/year
Pickleball Level Resident - includes Fitness Center (+$50)	0	$80/year
Pickleball Level Non-Resident - includes Fitness Center (+$50)		$90/year
Lifetime	$250 (one-time)	$300 (one-time)
Replacement Membership Card	$3	$5
Non-Member Day Pass	$3	$5
Pickleball Drop In Pass (Non-Member)	0	$7/day
Pickleball Drop In Pass (Base Member)	0	$5/day
RENTAL (Existing Building)		
Multi-Purpose Room (3 Hours-Minimum Rental)	$190	
Each Additional Hour	$45	
Maximum Daily Rental (10 Hours)	$400	
Refundable Security Deposit	$150	
Non-profit Hourly Fee	$24	
Arts & Craft Room (3 Hours – Minimum Rental)	$75	
Each Additional Hour	$20	
Maximum Daily Rental (10 hours)	0	
Refundable Security Deposit	$150	
Non-profit Hourly Fee	$12	
Gallery (3 Hours – Minimum Rental)	$75	
Each Additional Hour	$20	
Maximum Daily Rental (10 hours)	0	
Refundable Security Deposit	$150	
Non-profit Hourly Fee	$12	
Equipment Fee (TV/VCR/PA)	$15	
Weekend Snow Plow Fee	$75	
RENTAL (New Portage Community Senior Center)		
Community Room East (3 Hours – Minimum Rental)	0	$300
Each Additional Hour	0	$60
Maximum Daily Rental (10 hours)	0	$800
Refundable Security Deposit	0	$150
Non-profit Hourly Fee	0	$30
Community Rood West (3 Hours – Minimal Rental)	0	$300
Each Additional Hour	0	$60
Maximum Daily Rental (10 hours)	0	$800
Refundable Security Deposit	0	$150
Non-profit Hourly Fee	0	$30
Conference Room 1 (3 Hours – Minimal Rental)	0	$140

2022 PORTAGE SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

Each Additional Hour	0	$30
Maximum Daily Rental (10 hours)	0	$260
Refundable Security Deposit	0	$50
Non-profit Hourly Fee	0	$15
Conference Room 2 (3 Hours – Minimal Rental)	0	$100
Each Additional Hour	0	$25
Maximum Daily Rental (10 hours)	0	$200
Refundable Security Deposit	0	$50
Non-profit Hourly Fee	0	$15
Meeting Room 1A, 1B, 2A, 2B (3 Hours – Minimal Rental)	0	$200
Each Additional Hour	0	$50
Maximum Daily Rental (10 hours)	0	$400
Refundable Security Deposit	0	$100
Non-profit Hourly Fee	0	$20
Therapy Room (3 Hours – Minimal Rental)	0	$200
Each Additional Hour	0	$25
Maximum Daily Rental (10 hours)	0	$200
Refundable Security Deposit	0	$50
Non-profit Hourly Fee	0	$15
Lower Level Activity Room (3 Hours – Minimal Rental)	0	$275
Each Additional Hour	0	$60
Maximum Daily Rental (10 hours)	0	$800
Refundable Security Deposit	0	$150
Non-profit Hourly Fee	0	$30
Kitchen (3 Hours – Minimum Rental)	0	$300
Each Additional Hour	0	$60
Maximum Daily Rental (10 hours)	0	$800
Refundable Security Deposit	0	$150
Non-profit Hourly Fee	0	$30
Commercial Kitchen Member	0	$15/hour
Warming Kitchen (no charge with rental)	0	0
AFTER HOURS ONLY		
Gallery (3 Hours – Minimum Rental)	0	$300
Each Additional Hour	0	$60
Maximum Daily Rental (10 hours)	0	$800
Refundable Security Deposit	0	$150
Non-profit Hourly Fee	0	$30
Café & Outdoor Area (3 Hours – Minimal Rental)	0	$200
Each Additional Hour	0	$50
Maximum Daily Rental (10 hours)	0	$400
Refundable Security Deposit	0	$100
Non-profit Hourly Fee	0	$20
Courtyard (Flat Fee Option with East, West, or Gallery)	0	$300
Upper Concourse (Flat Fee Option with Gallery of Full Bldg)	0	$200
Lounge (No Charge with East or Gallery Rental)	0	0
Equipment Fee (TV/VCR/PA)	0	$50
Weekend Snow Plow Fee	0	$75
Digital Sign (No Charge with Rental)	0	0
Building Lights (No Charge with Rental)	0	0

CITY OF PORTAGE
RESOLUTION ESTABLISHING FEES FOR BUILDING PERMITS

Minutes of a regular meeting of the City Council for 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: _____.

WHEREAS, under the Building Code for the City of Portage, it is necessary for the Council to establish by resolution fees for permits;

NOW, THEREFORE, BE IT RESOLVED: That the following fees are hereby established for building permits in the City of Portage:

PERMIT FEES:

(Residential)[1]

Total Valuation:	**Fee:**
Up to $2,000	Minimum fee of $50.00
$2,001 to $25,000	Minimum fee of $50.00 or $31.41 for the first $2,000 plus $5.45 for each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$156.76 for the first $25,000 plus $4.02 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$257.26 for the first $50,000 plus $2.80 for each additional $1,000 or fraction thereof, to and including $100,000

$100,001 to $500,000	$397.26 for the first $100,000 plus $2.24 for each additional $1,000 or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$1,293.26 for the first $500,000 plus $1.89 for each additional $1,000 or fraction thereof, to and including $1,000,000
$1,000,000 and up	$2,238.26 for the first $1,000,000 plus $1.47 for each additional $1,000 or fraction thereof

(Commercial)[1]

Up to $2,000	Minimum fee of $65.00 or $26.82 for the first $500 plus $3.49 for each additional $100 or fraction thereof, to and including $2,000
$2,001 to $25,000	$79.17 for the first $2,000 plus $16.02 for each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$447.63 for the first $25,000 plus $11.55 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$736.38 for the first $50,000 plus $8.01 for each additional $1,000 or fraction thereof, to and including $100,000
$100,001 to $500,000	$1,136.88 for the first $100,000 plus $6.41 for each additional $1,000 or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$3,700.88 for the first $500,000 plus $ 5.44 for each additional $1,000 or fraction thereof, to and including $1,000,000
$1,000,001 and up	$6,420.88 for the first $1,000,000 plus 4.18 for each additional $1,000 or fraction thereof

[1]The building permit fee is based upon the Building Valuation Data from the International Code Council.

(Other Construction Related Permits)

Residential Driveway, Curb Cut, and Sidewalk Permits	$25.00
Commercial Driveway, Curb Cut, and Sidewalk Permits	$40.00
Irrigation in right-of-way	$25.00
Swimming Pools	$55.00
Use of outside consultants for plan checking, inspections, etc.	Actual cost
Application to Construction Board of Appeals (Building, Mechanical, Electrical, Plumbing)	$105.00
Inspections for which no fee is specifically indicated (1 hour minimum)	$63.00/hr.
Certificate of Occupancy Fee (for changes in occupancy classification per Building Code when no plan review is required)	$155.00
Building Plan Review (for commercial projects with a valuation over $10,000.00)	$210.00 or .02 per sq. ft., whichever is greater
Reinspection fees assessed (assessed when inspection requested and work not completed - 1 hour minimum).	$63.00/hr
Inspection outside normal business hours	$75.00/hr. (1-hr. minimum)
Investigation fee	Whenever work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. The

investigation fee shall be in addition to the permit fee and shall be based upon the staff investigation time required to ensure code compliance, charged at the hourly inspection rate. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember_____

EFFECTIVE DATE: _____

_____

Erica Eklov City Clerk

CERTIFICATION

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

_____

Erica Eklov, City Clerk

Approved as to form:
Date 12/2/2021
Deborah Kaufman
City Attorney

CITY OF PORTAGE, MICHIGAN
RESOLUTION ESTABLISHING BURIAL RIGHTS FEES

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by

Councilmember _____.

WHEREAS, the City Council pursuant to Section 18-8 of the City of Portage Code of Ordinances establishes the fees for burial rights.

NOW THEREFORE BE IT RESOLVED THAT:

1. The following fees are adopted for burial rights:

(a) For the following persons, each right of burial shall be a cost of Six Hundred Fifty Dollars ($650.00) for lots designated for cremains/ashes, Nine Hundred Fifty Dollars ($950.00) for lots designated for flush/mixed markers, and One Thousand Seventy-Five Dollars ($1,075.00) for lots designated for upright markers/monuments for persons who:
   - i. Reside in the City of Portage or who have died while residing in Portage;
   - ii. Die not residing in the City of Portage but who have resided in the City of a Portage at least 15 years;
   - iii. Die while not residing in Portage but who have a mother, father, husband, wife, brother, or sister who has been buried in Portage and wish to be buried next to a relative.

(b) Youth: For those infants to youth not exceeding eight (8) years of age with a youth-sized vault only, each right of burial shall be at a cost of:
   - i. Four Hundred Dollars ($400.00) for youth of persons listed in Section A above;
   - ii. Six Hundred Fifty Dollars ($650.00) for all other infants.

(c) For all other persons, the right of burial shall be at a cost of Nine Hundred Dollars ($900.00) for lots designated for cremains/ashes; One Thousand Three Hundred Dollars ($1,300.00) for lots designated for flush/mixed markers, and One Thousand Four Hundred and Fifty Dollars ($1,450.00) for lots designated for upright markers/monuments.

(d) Grave Openings and Closings Charges of the following:
   - i. Adults: Nine Hundred and Fifty Dollars ($950.00);
   - ii. Children: Seven Hundred Dollars ($700.00);
   - iii. Ashes/Cremains: Four Hundred and Fifty Dollars ($450.00);
   - iv. Infants: Four Hundred Dollars ($400.00);
   - v. Overtime fee for D (i), (ii), (iii), and (iv) above shall be an additional Three Hundred and Fifty Dollars ($350.00) for Saturdays.

(e) The fee for concrete foundations under markers/monuments shall be fifty-five cents ($.55) per square inch.

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 L. 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 L. Eklov, City Clerk

Prepared by:
Erica Eklov
Portage City Clerk
City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002

Approved as to Form:
Date: 12/3/2021
By: Catherine Kaufman
City Attorney

CITY OF PORTAGE
RESOLUTION FOR COMMUNITY DEVELOPMENT FEES

Minutes of a regular meeting of the City Council for 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: _____.

WHEREAS, under the Community Development Fees for the City of Portage, it is necessary for the Council to establish by resolution rates for permits, planning and zoning services, and administrative fees;

NOW, THEREFORE, BE IT RESOLVED: That the following rates are hereby established for community development fees in the City of Portage:

	SERVICE	**FEE**
1.	Access Management Appeal	$340 per appeal
2.	Accessory Buildings	$280 per application
3.	Accessory Use – Keeping of chickens	$50 per application
4.	Brownfield Redevelopment Plan or Amendment	$1,130 per application
5.	Brownfield Redevelopment Plan (Kalamazoo County Plan)	$520 per application
6.	Building Height Modification	$340 per request involving action only by the Planning Commission $570 per request involving action by the Planning Commission and City Council
7.	Business Special Event	$110 per application

8.	Collection Box Application • Annual Renewal Fee	$100 per application $50 annually
9.	Comprehensive Plan Amendment	$850 per amendment
10.	Development Plan Scanning	$30 for first 20 sheets plus $1/sheet thereafter
11.	Home Occupation Permit - Active	$155 per permit
12.	Industrial Tax Abatement	2 percent of the total property taxes abated or $1,855, whichever is less
13.	Land Division	$155 plus $10 for each "child" parcel over two
14.	Lot Line Adjustment	$100 per application
15.	Mural Permit	$110 per mural application
16.	Noxious Weed abatement	Documented cost of the abatement plus an administrative fee of $200 per zoning lot
17.	Nuisance Abatement	Documented cost of the abatement, plus an administrative fee of $350, plus $63/hour or fraction thereof of staff to complete the abatement
18.	Parking Modification	$350 per application
19.	Parking Plans	$170 base fee and $5 per 500 square feet of parking area
20.	PILOT (Payment in lieu of taxes)	$770 per application
21.	Planned Development Tentative Plan	$570 per tentative plan plus the rezoning fee
22.	Commercial Planned Development Concept Plan	$850 per conceptual plan • $570 per conceptual plan if processed concurrent with rezoning application • $230 per conceptual plan if combined with a specific plan and less than 10 acres
23.	Planning and Zoning re-inspection fee	$63 per hour (1 hour minimum fee)

24.	Public Utility Plan	$260 for one utility $360 for more than one utility $50 per easement document (review/record fee)
25.	Sign Permits	$110 per permanent freestanding sign application $110 per permanent wall sign application $55 per temporary or directional sign application $55 per permanent freestanding or wall sign application for sign panel change to existing sign, where no structural sign modifications are proposed
26.	Single-family Condominium - Preliminary Approval	$455 plus $23 per lot
27.	Single-family Condominium - Final Preliminary Approval	$680 plus $23 per lot
28.	Single-family Condominium - Final Approval	$680 plus $40 per lot
29.	Single-family Plat – Preliminary Approval	$400 plus $20 per lot
30.	Single-family Plat - Final Preliminary Approval	$600 plus $20 per lot
31.	Single-family Plat - Final Approval	$600 plus $35 per lot
32.	Small On-site Wind Energy Systems	$130 per application
33.	Special Land Use Permit	$230 per group child care home application $340 for all others
34.	Special meeting of the Planning Commission or Zoning Board of Appeals	$230 per request
35.	Street Vacation or Land Sale	$850 per application
36.	Zoning Amendment	Map - $1,130 for the first acre; then $80 for each additional acre or fraction thereof Text - $850 per amendment

37.	Zoning Board of Appeals	$140 for all one-family residential uses $340 for all others
38.	Zoning Compliance Review	$50 per general zoning review/day care license $100 per lot line adjustment $155 for state license zoning review/annual renewals
39.	Site Plan Review	Variable base fee plus unit/square footage charges as follows:

Use[1]	Zoning Classification	Fee[2, 3]
Multiple Family	R-1T; RM-1; RM-2	$400 + $11/dwelling unit
Planned Development	PD	$400 + $11/dwelling unit $370 + $6/100 sq. ft. gross floor area (commercial) exclusive of basement space $450 + $6/500 sq. ft. gross floor area (industrial) exclusive of basement space
Mobile Home Community	MHC	$400 + $11/Mobile Home Unit
Commercial	OS-1; OTR; B-1; B-2; B-3; CPD; CCA; CCMU	$370 + $6/100 sq. ft. of gross floor area, exclusive of basement space.
Institutional	R-1A through R-1D; R-1T RM-1; RM-2; PD	$400 + $6/100 sq. ft. of gross floor area, exclusive of basement space.
Industrial	I-1; I-2; OTR;	$455 + $6/500 sq. ft. of gross floor area, exclusive of basement space.
Recreational (golf courses and other open space type recreational uses)	R-1A through R-1D; PD	$424 + $12/acre over 3 acres.

[1] Use is defined as the principal purpose for which land or building is arranged, designed or intended, or for which land or a building is or may be occupied.

[2] Additions to existing structures up to 50% of the existing floor area within previously approved site plans or site plans involving phased developments (after initial phase) are to be charged at a rate one-half that of the applicable site plan review fee. Dwelling unit, square footage and/or acreage charges will remain unchanged.

[3] Re-approval of a site plan shall be charged at one-half the applicable site plan review fee if application is made within 18 months of the previous City Council, Planning Commission or City Administration approval.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

EFFECTIVE DATE: _____

_____

Erica Eklov, City Clerk

CERTIFICATION

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

_____

Erica Eklov, City Clerk

Approved as to form:
Date 12/21/2021
Catherine Kaufman
City Attorney

CITY OF PORTAGE
RESOLUTION ESTABLISHING FEES FOR ELECTRICAL PERMITS

Minutes of a regular meeting of the City Council for 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: _____.

WHEREAS, under the Electrical Code for the City of Portage, it is necessary for the Council to establish by resolution fees for permits;

NOW, THEREFORE, BE IT RESOLVED: That the following fees are hereby established for electrical permits in the City of Portage:

PERMIT FEES:

Base Fee (includes final inspection)	$50.00
Each additional required inspection	$50.00
Temporary Service	$10.00
Services up to 200 Amps	$10.00
Services 201 - 600 Amps	$15.00
Services 601 - 800 Amps	$20.00
Services 801 - 1200 Amps	$25.00
Service over 1201 Amps	$50.00
Service Alterations (including generators)	$10.00
Each Circuit	$ 5.00
Adds to wire-no new circuits	$ 6.00
Buss ducts, Feeders, Etc. per 50 feet - 1 circuit	$ 6.00
Fixtures (per units of 25)	$ 6.00
Data/Communication outlets (per units of 20)	$10.00
Motors - all sizes	$ 6.00
Range Circuit	$ 7.00

Oven Circuit	$ 7.00
Dishwasher Circuit	$ 7.00
Air Conditioner Circuit	$ 7.00
Disposal Circuit	$ 7.00
Clothes Dryer Circuit	$ 7.00
Water Heater Circuit	$ 7.00
Sign Circuit/installation	$10.00
Gasoline dispenser/pump	$ 6.00
Electric Space Heater Circuit	$ 4 00
Light and power transformer	$10.00
Heating - Forced Air & Water	$ 5.00
Smoke detectors/Fire Alarms	
(per residential dwelling/unit)	$ 6.00
Fire Alarm (Commercial):	
up to 10 devices	$50.00
11 to 20 devices	$100.00
over 20 devices (per device)	$ 5.00
Swimming Pools/Hot Tub/Sauna	$15.00
Radio Amplification Systems	$100.00
Special Event, etc.	$45.00

Other Fees:

Inspection outside normal working hours	$75.00/hr or fraction thereof.
Specialized inspections	$63.00/hr or fraction thereof.
Investigation fee	Whenever work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. The investigation fee shall be in addition to the permit fee and shall be based upon the staff investigation time required to ensure code compliance, charged at the hourly inspection rate. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember_____

EFFECTIVE DATE: _____

_____

Erica Eklov, City Clerk

CERTIFICATION

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

_____

Erica Eklov, City Clerk

Approved as to form:
Date 12/2/2021
Catherine Kaufman
City Attorney

CITY OF PORTAGE
RESOLUTION TO ESTABLISH FEES FOR MECHANICAL PERMITS

Minutes of a regular meeting of the City Council for 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: _____.

WHEREAS, under the Mechanical Code for the City of Portage, it is necessary for the Council to establish by resolution fees for permits;

NOW, THEREFORE, BE IT RESOLVED: That the following fees are hereby established for mechanical permits in the City of Portage:

PERMIT FEES:

Base Fee (includes final inspection)	$50.00
Each additional required inspection	$50.00
HEATING EQUIPMENT	
Residential (Alt/Add/Ductwork)	$25.00
Commercial (Alt/Add/Ductwork)	$25.00
Forced Air Furnaces w/WO ductwork & vents:	
up to and including 100,000 BTUs	$50.00 (includes ductwork)
over 100,000 BTUs	$50.00 (includes ductwork)
Forced Air Replacement:	
up to and including 100,000 BTUs	$30.00
over 100,000 BTUs	$30.00
Suspended Units w/WO ductwork	$15.00
Conversion - Res. & Comm.	$30.00
Commercial & Residential Water Heater	$5.00

Air/Water Heat Pump	$20.00
Gas Piping & Testing	$5.00 (per opening)
Residential Hot Water/Steam Boiler, Piping	$30.00
Ventilation/Product ducts	$5.00
Solar (active)	$20.00
Wood Burner	$30.00
Gas, Wood Fireplaces	$30.00

AIR CONDITIONING

Air Conditioning	$30.00

SPECIAL EQUIPMENT

Commercial Exhaust Hoods/Fans	$15.00
Commercial Dryers	$ 7.25
Humidifier - Nonportable	$10.00
Prepackage Heat/Cool Unit (under 10,000 CFM)	$20.00
(10,000 CFM & over)	$60.00
Process Piping	$25.00
Cooling towers w/without piping	$30.00
VAV Boxes	$10.00
Heat recovery units	$10.00
Evaporator coils	$30.00
Fire Suppression/protection	$20.00
Compressors	$30.00
Flow Vent/damper	$5.00
Chiller	$30.00
Tanks above ground	$20.00
Tanks under ground	$25.00

REFRIGERATION

Systems (not sealed)	$30.00
Sealed Systems - No Permit	

Other Fees

Line item fee for a non-listed item	$10.00
Inspection outside normal working hours	$75.00/hr or fraction thereof
Specialized Inspections	$63.00/hr. or fraction thereof
Investigation fee	Whenever work for which a permit is required by this

code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. The investigation fee shall be in addition to the permit fee and shall be based upon the staff investigation time required to ensure code compliance, charged at the hourly inspection rate. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember_____

EFFECTIVE DATE: _____

_____
Erica Eklov, City Clerk

CERTIFICATION

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

_____
Erica Eklov, City Clerk

APPROVED AS TO FORM FOR THE CITY OF PORTAGE
BAUCKHAM, SEELBER, HALL, & KAUFMAN, PC
Catherine Kaufman
By: CATHERINE P. KAUFMAN
Date: 12/2/2021

CITY OF PORTAGE
RESOLUTION ESTABLISHING FEES FOR PLUMBING PERMITS

Minutes of a regular meeting of the City Council for 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: _____.

WHEREAS, under the Plumbing Code for the City of Portage, it is necessary for the Council to establish by resolution fees for permits;

NOW, THEREFORE, BE IT RESOLVED: That the following fees are hereby established for plumbing permits in the City of Portage:

PERMIT FEES:

Base Fee (includes final inspection)	$50.00
Each additional required inspection	$50.00
Water closets	$5.00
Bathtub	$5.00
Shower	$5.00
Lavatory	$5.00
Sink (any type)	$5.00
Laundry tray	$5.00
Dishwasher	$5.00
Garbage disposal	$5.00
Floor drain	$5.00
Drinking fountain	$5.00
Automatic washer	$5.00
Water heater	$5.00
Urinal	$5.00
Stack (soil, waste, vent)	$3.00

Backflow preventer	$20.00
Other fixtures (specify)	$5.00
Dental chair	$5.00
Building drain	$5.00
Septic tank sewer	$5.00
Catch basin/sump	$5.00
Roof sump/inside	$5.00
Conductor pipe	$5.00
Storm sewer	$5.00
Oil separator	$5.00
Water softener	$5.00
Grease trap	$5.00
Sanitary sewer 4"	$5.00
Sanitary sewer 6+ inches	$25.00
Manhole	$5.00
Residential water distribution line	$10.00
Commercial water distribution line	$25.00
Water service 3/4" to 2" line	$5.00
Water service 4" or larger	$10.00

Other Fees:

Inspection outside normal working hours	$75.00/hr or fraction thereof.
Specialized inspections	$63.00/hr or fraction thereof.
Investigation fee	Whenever work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. The investigation fee shall be in addition to the permit fee and shall be based upon the staff investigation time required to ensure code compliance, charged at the hourly inspection rate. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember_____

EFFECTIVE DATE: _____

_____

Erica Eklov, City Clerk

CERTIFICATION

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

_____

Erica Eklov, City Clerk

Approved as to form:
Date 12/21/2021
Catherine Kaufman
City Attorney

CITY OF PORTAGE
SPECIAL ASSESSMENT RATE
RESOLUTION

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the_____day of_____, 2021 at 7:00 p.m., local time.

PRESENT:

_____

ABSENT:

_____

The following resolution was offered by:

Councilmember:_____, and seconded by:

Councilmember: _____

WHEREAS, the Portage Charter gives Council the power to make public improvements within the City; and

WHERAS, MCL 117.4(d) AND Chapter 9 of the Portage City Charter also empower Council to defray the cost of public improvements "which are of such a nature as to benefit especially any property or properties within a district" by special assessment upon such property in proportion to the benefit derived or to be derived; and

WHEREAS, Council is of the opinion that it is fair and equitable to special assess for certain public improvements which specially benefit properties; and

WHEREAS , such special assessment process allows for the continued expansion and preservation of the infrastructure, to the benefit of the residents; and

WHEREAS, Council adopted a "Special Assessment Policy Resolution" as amended at the regular meeting of said Council on the 21st day of May, 1991; and

WHEREAS, said Policies provide for adoption of Special Assessment rates by resolution of Council to maintain a cost sharing balance between abutting property owners and the City at large; and

WHEREAS, increased construction costs make it appropriate to amend the existing special assessment rates to maintain the cost sharing balance between abutting property owners and the City at large.

NOW, THEREFORE BE IT RESOVLED THAT:

1. The City of Portage adopt the special assessment rate as indicated on Attachment "A", attached hereto and incorporated herein, with said rates to become effective for any special assessment district initiated after January 1, 2021 and to remain in effect until modified by subsequent resolution of Council.
2. The City of Portage utilize the special assessment rates as indicated on Attachment "A", with said rates to become effective after January 1, 2021 for connection to any water or sanitary sewer extension district (unassessed water or sanitary sewer main). The fee for connection to an unassessed water main shall consist of the current charge for the water lead (from the water main to the curb shut off), the water meter charge, and the front footage charge based on current special assessment rates. The water lead charge and meter charge must be paid in full at the time of issuance of the water permit but the front footage charge may be spread over twenty years. The fee for an up-sized water lead shall consist of the difference in cost between the 1 % inch service assessed and the selected size current rate at the time of connection.
3. The fee for connection to an unassessed sanitary sewer main shall consist of the current "trunk and branch" fee, a sewer meter charge (if the structure is not

connected to public water), the street lead charge (service line from the sanitary sewer main to the property line), and the front footage charge based on the current special assessment rates for unassessed sewers. The sewer trunk and branch fee, street lead charge, and sewer meter charge (when applicable) must be paid in full at the time of issuance of the sewer use permit but the front footage charge may be spread over twenty years.

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

_____
Adam Herringa, City Clerk

GERTIFICATION

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy a resolution adopted a regular meeting of the City Council of said city, held on the _____ day of 2021, the original of which is on file in my office.

IN WITNESS THEREOF, I have hereto affixed my official signature this _____ day of _____, 2021

_____
Erica Eklov, City Clerk

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, SPARKS, THALL,
SEEBER, & KAUFMAN, PC
Catherine Kaufman
By: CATHERINE P. KAUFMAN
Date: 12/3/2021

Attachment "A"

SPECIAL ASSESSMENT RATES 2022

	Residential		Commercial/Industrial	
	2019	2020	2019	2020
Water	$39.93	$41.93	$52.16	$54.77
Sewer	$45.08	$47.33	$48.90	$51.35
Unassessed Sewer*	$80.26	$84.27	$98.26	$103.17
Petitioned Street Reconstruction with Curb & Gutter (including new storm sewer)	$95.39	$100.16	$105.25	$110.51
Petitioned Street Reconstruction with Curb & Gutter (existing adequate storm sewer)	$69.72	$73.21	$75.15	$78.91
Petitioned Curb and Gutter (including new storm sewer done in conjunction with either street reconstruction or sanitary sewer installation)	$52.34	$54.96	$57.15	$60.01
Petitioned Street Reconstruction	$38.47	$40.39	$44.36	$46.58
Petitioned Storm Sewer (done separate from street reconstruction)	$33.05	$34.70	$36.09	$37.89
Sidewalk	$35.20	$36.96	$40.41	$42.43
Drive Approach	$1,455.00	$1,527.75	$1,455.00	$1,527.75
Sewer Lead	$1,680.95	$1,765.00	$1,680.95	$1,765.00
3/4-in. Water Service	$984.00	$984.00	$984.00	$984.00
1-in. Water Service	$1,160.00	$1,160.00	$1,160.00	$1,160.00
1 1/4-in. Water Service	$1,235.00	$1,231.18	$1,235.00	$1,231.18

* This rate will applies to sewer extension districts initiated prior to 11-7-06.

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Utility Management and Operation Services - Contract Extension

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve a contract extension with Suez Environmental Services, Incorporated, for the provision of utility management and operation services for the period of March 1, 2022, through June 30, 2023, and authorize the Acting City Manager to execute all documents related to the action on behalf of the city.

Suez Environmental Services, Incorporated (formerly EarthTech, then United Water), has held the contract for Utility Management and Operation Services since 1997, with the City Council approving five, five-year contracts with Suez. Over the years, Suez has provided favorable pricing, which results in significant cost savings for Portage utility ratepayers. Suez employees have demonstrated excellent performance in operating and maintaining the city water and sanitary sewer facilities and city staff continually monitor the performance of Suez employees. Suez has continued to provide an excellent level of service to the city over the life of the contract. During the current contract period, 97% of residents who have directly received services from Suez were highly satisfied with the promptness of service and courteousness of Suez employees.

On April 12, 2021, The Veolia Group and Suez Environmental Services, Incorporated announced an agreement allowing the merger of the two companies. The Veolia Group is a global leader in optimized resource management. With nearly 179,000 employees worldwide, Veolia designs and provides water, waste and energy management solutions which contribute to the sustainable development of communities and industries. In 2019, Veolia supplied 98 million people with drinking water and 67 million people with wastewater services.

The City Administration recommends approval of a 16-month contract extension with Suez for the provision of utility management and operation services, which would allow for:

- sufficient time for the Suez/Veolia merger to be completed;
- staff to evaluate Veolia's operational procedures and maintenance processes;
- the installation of a permanent City Manager, who may then determine the direction of the utility management and operation services; and
- maintenance of the current contract fee structure for 16 months.

As the extension includes a partial year, the minimum level of service for the extension has been adjusted to meet seasonal work requirements. Furthermore, the extension coincides the contract with the fiscal

year of the city, improving the ability of staff to budget for the expense.

It is important that the city water and sanitary sewer utilities be operated in the most efficient, productive and responsible manner at the lowest cost to ratepayers. As has been experienced over the two-decade partnership, Suez employees have fulfilled this responsibility, which has resulted in significant financial, service quality and infrastructure benefits to the utility ratepayers of Portage. The City Administration is confident that, by extending this relationship with Suez through June 30, 2023, and maintaining regular monitoring by city staff, the city will continue to enjoy the significant benefits associated with this proven and successful privatization initiative.

It is recommended that City Council approve a contract extension with Suez Environmental Services, Incorporated, for the provision of utility management and operation services for the period of March 1, 2022, through June 30, 2023, and authorize the Acting City Manager to execute all documents related to the action on behalf of the city.

FUNDING: In accordance with the current contract, the annual fixed cost for the first year of the contract extension shall be limited to 2% increase over the current year based upon the Consumer Price Index and the Employee Cost Index or the not to exceed amount of $2,222,852.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Angling Road Storm Drainage Improvements - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award:

a. a construction contract to Lounsbury Excavating, Incorporated, Paw Paw, Michigan, for the Angling Road Storm Drainage Improvement project in an amount not-to-exceed $789,861.35, and
b. an engineering services contract to Abonmarche Consultants, Incorporated, in the amount of $71,020 to provide construction engineering services for the Angling Road Storm Drainage Improvements project,

and authorize the Acting City Manager to execute all documents related to the contracts on behalf of the city.

The Fiscal Year 2021-2022 Capital Improvement Program budget includes a project for the installation of additional underground storm sewer storage to alleviate storm water flooding on Angling Road from Squire Heath Lane to Romence Road. As part of the road reconstruction in 2017, asphalt curbing was installed to eliminate private property flooding. However, insufficient underground storm water storage was installed and roadway flooding now occurs in low areas during heavy rain events.

On November 18, 2021, four construction bids were received for the Angling Road Drainage Improvements Project with the low bid being submitted by Lounsbury Excavating, Inc., in the amount of $789,861.35. Lounsbury Excavating, Inc., as well as being a Michigan Department of Transportation prequalified contractor, has completed many similar projects in the city for the Portage Public Schools and the Stryker Research and Development facility.

On November 23, 2021, two proposals for professional construction engineering services were received for the Angling Road Drainage Improvements Project. The lowest proposal was submitted by Abonmarche Consultants, Inc., in the amount of $71,020. Abonmarche Consultants, Inc., as well as being a Michigan Department of Transportation prequalified for roadway construction engineering, has completed many similar projects in the city.

It is recommended that City Council award a construction contract to Lounsbury Excavating, Inc., Paw Paw, Michigan, for the Angling Road Storm Drainage Improvement project in an amount not-to-exceed $789,861.35, award an engineering services contract to Abonmarche Consultants, Incorporated, in the

amount of $71,020 to provide construction engineering services for the Angling Road Storm Drainage Improvements project, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are available in the FY 2021-2022 Capital Improvement Program budget.

Attachments:

1. Angling Road Storm Drainage Improvement - Construction Bid Tabulation
2. Angling Road Storm Drainage Improvement - Engineering Services Proposal Tabulation

TABULATION OF PROPOSALS

2021 RFB - Angling Road Drainage Improvements

Bid Opening: November 18, 2021 at 3:00 pm local time.

FIRM	Proposed Total
Lounsbury Excavating, Inc 32673 E Red Arrow Hwy. Paw Paw, MI 49079	$789,861.35
Hoffman Brothers, Inc. 8574 Verona Road Battle Creek, MI 49014	$799,995.00
Balkema Excavating, Inc. 1500 River Street Kalamazoo, MI 49048	$915,395.25
Peters Construction Co 3325 E. Kilgore Road Kalamazoo, MI 49001	$1,012,594.45

TABULATION OF PROPOSALS

2021 RFB - Professional Construction Engineering Services for Angling Road Drainage Improvements

Bid Opening: November 23, 2021 at 3:00 pm local time.

FIRM	Proposed Total
Abonmarche Consultants, Incorporated 700 Mall Drive Ste C Portage, MI 49024	$71,020.00
Wightman & Associates, Incorporated 433 East Ransom Street Kalamazoo, MI 49007	$85,385.00

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Eliason Nature Reserve North Entrance - Tabulation of Proposals

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

ACTION RECOMMENDED: Award a construction services contract in the amount of $262,690.25 to Peters Construction Company for the Eliason Nature Reserve North Entrance and authorize the City Manager to execute all documents related to these actions on behalf of the city.

The Eliason Nature Reserve North Entrance project includes construction of an entrance driveway at Portage Industrial Drive, a parking lot for 26 vehicles, a bike repair station, a bike rack, a seating area with a bench, trash receptacles, and park signage. The project will also involve rerouting the current non-motorized paved trail connection through the proposed new entrance due to an expiring easement in 2023 along the west side of the park. A parking collaboration agreement is also in process with the neighboring business located to the east at 9246 Portage Industrial Drive for overflow parking in the evenings, weekends and events. The proposed entrance would be situated at 9230 Portage Industrial Drive, property purchased by the city in January 2021 for this development, with an easement access from the road.

The project bid was publicly released on BidNet Direct, as well as advertised in the Kalamazoo Gazette on October 7, 2021. Seven bids were received at the public bid opening on October 27, 2021 with the low bid in the amount of $262,690.25 from Peters Construction Company. The city has a good working relationship with the company, and Peters Construction was also recommended by Wightman, the contracted engineering firm for this project. If approved by Council, construction will begin in January 2022 with completion in spring 2022 2022.

It is recommended that City Council award a construction services contract in the amount of $262,690.25 to Peters Construction Company for the Eliason Nature Reserve North Entrance and authorize the City Manager to execute all documents related to these actions on behalf of the city.

FUNDING: CIP FY 2020-2021

Attachments:
1. Wightman Letter of Recommendation
2. Tabulation of Proposals_2021 RFP - Eliason North Parking Lot

November 18, 2021

City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Attention: Kahtleen Hoyle, Director of Parks, Recreation & Senior Citizen Services

RE: ELIASON NORTH TRAILHEAD ENTRANCE

Dear Ms. Hoyle:

On October 27, 2021, bids were opened for the Eliason North Trailhead Entrance project and seven bids were received for this project. The low bid was submitted by Peters Construction Company, Inc. of Kalamazoo, Michigan in the amount of $262,690.50. Peters' bid was complete with everything needed to complete this project. Peters has successfully completed several previous projects for the City of Portage and with Wightman in the past.

Because of the reasons stated above, it is recommended that the City of Portage award a contract in the amount of $262,690.50 to Peters Construction Company, Inc. for the Eliason North Trailhead project.

If you have any questions, please feel free to contact me.

Very truly yours,

WIGHTMAN & ASSOCIATES, INC.

BEN BAKER

Ben Baker, PLA., Project Manager
bbaker@gowightman.com

cc: Ms. Victoria Barboza – City of Portage

ALLEGAN
1670 LINCOLN RD. (M-40)
ALLEGAN, MI 49010
269.673.8465

BENTON HARBOR
2303 PIPESTONE RD.
BENTON HARBOR, MI 49022
269.927.0100

KALAMAZOO
433 E. RANSOM ST.
KALAMAZOO, MI 49007
269.327.3532

ROYAL OAK
306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067
248.791.1371

GOWIGHTMAN.COM

TABULATION OF PROPOSALS

2021 RFB - Eliason North Parking Lot

Closed October 27, 2021 at 3pm

#	FIRM	TOTAL CONTRACT VALUE
1	Peters Construction Co	$ 262,690.25
2	Hoffman Brothers, Inc.	$ 296,641.65
3	James E Fulton & Sons	$ 328,985.00
4	Cripps Fontaine Excavating, Inc.	$ 353,438.00
5	Lounsbury Excavating, Inc.	$ 370,334.25
6	TJM Services	$ 415,094.13
7	Balkema Construction	$ 469,175.03

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Tree Removal and Pruning - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell, Director of Public Works

ACTION RECOMMENDED: Award a contract to Tree Tech, LLC, in the amount of $80,050 for street tree removal and pruning, and authorize the Acting City Manager to execute all documents related to these actions on behalf of the city.

Portage residents frequently call the city to request an inspection of a city street tree in the city right-of-way abutting their property. The Department of Public Works (DPW) performs these tree inspections as well as other self-initiated street tree inspections along major and local streets. Many of the inspections result in the need to prune or remove the trees. Where possible, the tree work is performed by DPW technicians. However, when the needed tree work is outside of the reach of the city's aerial lift truck or involves limbs within overhead electrical lines, a tree contractor is hired to perform the work. Recent inspections have produced 31 trees in need of removal and 11 trees that need pruning, all of which are outside of the city's ability to do the work.

The work was posted for bid on BidNet, which was made available to 84 contractors. Additionally, the Purchasing Manager personally forwarded the specifications to 5 vendors known to perform this type of work in the area, and placed a notice of the bid packet in the Kalamazoo Gazette. On November 24, 2021, the city received two bids to remove 31 trees and prune eleven trees located within the city right-of-way around the city. The low bid, in the amount of $80,050 was submitted by Tree Tech, LLC, of Hamilton, Michigan. While Tree Tech, LLC, has not performed contractual tree removal services for the city, three county road commissions have provided excellent reviews of the firm's work and services. It is recommended that City Council award a contract to Tree Tech, LLC, in the amount of $80,050 to perform tree removal and pruning and that the Acting City Manager be authorized to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted for this work in the FY 2021-2022 Roadside Tree Maintenance budget.

Attachments: 1. Tree Removal and Pruning Bid Tabulation

TABULATION OF PROPOSALS

2021 RFB - Tree Work Services

Bid Opening: November 24, 2021 at 3:00 pm local

FIRM	Tree Removal	Pruning	Total
Chop	$ 96,595.00	$ 13,770.00	$ 110,365.00
Tree Tech	$ 76,700.00	$ 3,350.00	$ 80,050.00

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Designation of 5185 Meredith Street as blighted property

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Designate the property located at 5185 Meredith Street as blighted property in accordance with the Brownfield Redevelopment Financing Act.

Envirologic Technologies, on behalf of Kotobuki Seating, has requested a determination that 5185 Meredith Street be classified as a blighted property in accordance with the Brownfield Redevelopment Financing Act (PA 381 of 1996). This site is currently occupied by an abandoned self-serve carwash. As outlined in the attached letter from Mr. David Stegink of Envirologic Technologies, Kotobuki Seating has purchased five parcels of land at the northeast corner of South Sprinkle Road and Meredith Street (refer to the attached vicinity map) and plans to invest approximately $46 million in building and site improvements. Classifying 5185 Meredith Street as a blighted property would qualify this location as a "facility" consistent with the Brownfield Redevelopment Financing Act, which would allow the increase in tax increment revenue resulting from the new investment to be captured to finance eligible activities.

Kotobuki Seating International (KSI) was founded in 1914 and is a market leader in the manufacturing of public seating for concert halls, stadiums, movie theatres as well as many other public gathering venues. KSI is the parent company to Interkal Spectator Seating located at 5981 East Cork Street in the City of Kalamazoo. KSI is also the parent company to KOTiNY in New York; Audience Systems in the UK; Quinette Gallay in Paris, France; and K+ Espana in Barcelona, Spain. KSI also has other companies in their group localities, such as Japan, Singapore, Taiwan, South Korea, Malaysia and Vietnam, and the company continues to grow. Additional information about KSI and Interkal can be found at www.kotobuki-international.com and www.interkal.com.

The development plans for the South Sprinkle Road/Meredith Street location includes a campus for KSI corporate offices, a large high-end showroom for global products, training space for architects and venue owners and light manufacturing and warehousing. Phase 1 of the project involves demolition of the abandoned carwash and related site improvements. Demolition of the carwash is necessary for Phase 2 to proceed, which involves construction of a 110,000-square-foot manufacturing building. Phase 3 is a longer term project and includes the future acquisition of the property located at 5113 Meredith Street, which is currently occupied by Pitt Ohio Express. Once acquired, KSI plans to build an additional 117,000 square feet to accommodate additional manufacturing operations. Included in the letter from Envirologic Technologies are concept plans that illustrate the various phases of development.

In order to qualify as an eligible brownfield site pursuant to the Brownfield Redevelopment Financing Act, a property must either be a facility where a hazardous substance has been detected, a historic

resource, functionally obsolete, blighted, a transit-oriented property, a transit-oriented development, or a targeted redevelopment area. Of the seven categories, the property located at 5185 Meredith Street could potentially qualify as a "facility" or "blighted" site. With regard to the facility, environmental assessments of the five parcels of land have been completed and no environmental contamination was detected. In order for the abandoned carwash to be classified as blighted, the Brownfield Redevelopment Financing Act requires the local governing body to determine if the property meets any one of the following criteria:

1. Has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance;
2. Is an attractive nuisance to children because of physical condition, use, or occupancy;
3. Is a fire hazard, or is otherwise dangerous to the safety of persons or property;
4. Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use;
5. Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state;
6. Is property owned, by or under the control of, a land bank fast track authority under the Land Bank Fast Track Act, 2003 PA 258; or
7. Has substantial subsurface demolition debris buried on site so that the property is unfit for its intended use.

The property has been reviewed by the City Administration, including the Building Inspector and Fire Marshal, and the Administration believes this site meets the first four criteria listed above. Based on the amount of debris that is continually dumped on this property, vandalism, graffiti, the state of disrepair of the building and documented crime acts by the Police Department, this site is a public nuisance, attractive nuisance and fire hazard. Attached are several photographs that document the condition of the building and property. Finally, the utilities that once served this carwash have been shutoff or disconnected.

This project is also consistent with the adopted City of Portage Brownfield Redevelopment Policy (attached). Section 2, General Review Criteria, which is used to evaluate each project, includes, among others, demolition and removal of a blighted building and site condition as being eligible for brownfield redevelopment financial incentives.

In order for this project to move forward as planned, the existing carwash building and related site improvements must be removed and an existing water main must be relocated to accommodate the new KSI building. The existing water main is shown on the attached vicinity map. If City Council determines this property is blighted and, therefore, eligible as a brownfield redevelopment site, KSI will move forward with preparation of a Brownfield Redevelopment plan to use tax increment revenue to reimburse KSI for eligible activities including environmental, demolition, public infrastructure improvements and brownfield plan development.

Based on the foregoing, it is recommended that City Council approve the attached resolution that designates 5185 Meredith Street as a blighted property making it eligible for brownfield redevelopment financial incentives in accordance with the State of Michigan Brownfield Redevelopment Financing Act and the City of Portage Brownfield Redevelopment Policy. This project is located in a designated low/moderate income region of Portage and will result in the creation of additional job opportunities for Portage residents and help to revitalize this area of the city.

FUNDING: Not applicable

Attachments:

1. KSI Letter of Application1
2. Photos of 5185 Meredith Street
3. 2019 Brownfield Redevelopment Policy
4. CA Approved Resolution2

October 18, 2021

Ms. Kelly Peterson, Director of Development Services
Mr. Chris Forth, Deputy Director of Planning and Development
City of Portage
7900 S Westnedge
Portage, MI 49002

Re: Application for Brownfield Plan, Kotobuki Seating Inc. Project, Portage, Michigan

Dear Ms. Peterson and Mr. Forth:

On behalf of Kotobuki Seating Inc. (KSI), Envirologic has prepared this Letter of Application requesting support from the City of Portage Brownfield Redevelopment Authority for this project.

PROJECT DESCRIPTION

KSI intends to build a new manufacturing campus on five parcels of land. An existing 35,360-square-foot warehouse/storage building exists at the corner of Meredith Street and Sprinkle Road. This building will be retained. Phase 1 of the KSI campus is to demolish a former car wash that is immediately north of the existing building. This location is a very blighted area and is also a well-documented high crime area; through this project, KSI hopes to reverse the image of the area and reduce the drain on Portage resources. The removal of this blighted structure will help prepare the land for Phase 2 of the KSI campus, which is to build a 110,000-square-foot manufacturing building that will span all five parcels purchased by KSI. Phase 3 will potentially take place in four years with the 5113 Meredith property, which KSI is working diligently to purchase. Plans for Phase 3 would be to demolish the existing building and build an additional 117,000-square-foot manufacturing building to expand the KSI campus even further. Frontage on both Sprinkle and Meredith will be improved with walking paths, drives, and landscaping.

Capital investment in Phase 2 is expected to be $25 million. A modern, attractive manufacturing building will be constructed on site, and the existing 35,360-square-foot warehouse will be retained and updated. The capital investment for Phase 3 is estimated to be $21 million.

Copies of preliminary site plans are attached for your review.

SUMMARY OF SITE CONDITIONS

The parcel containing the former car wash facility is a non-functional building. It has no power, water, or other functional systems. It is in a state of severe disrepair, has been extensively vandalized, and is home to illicit activities. Environmental Assessments have been completed on the five parcels. The results of the assessments did not identify environmental contamination.

In order to develop the properties, it is necessary to relocate a water main that bisects the project site. Without relocating the water main, the site cannot be developed in the manner conceived for this site. The relocation of the public infrastructure is a prime obstacle to development of the project area in that it inhibits consolidation of the land for larger redevelopment. For future plans to be realized, the relocation of the water main needs to be strategically placed to maximize the development potential of the entire project site and surrounding area and allow the developer to address the blighted/functionally obsolete conditions of the property.

ELIGIBILITY

The property is eligible property because the parcel at 5185 Meredith Street contains a blighted car wash building. This property meets the definition of blighted as described in the Brownfield Redevelopment Financing Act (1996 PA 381 – "the Act"). As evidenced by vandalism, graffiti, and physical damage done to the property, the condition of the property has become an attractive nuisance to children and others because of its physical condition. Evidence of drug use, prostitution, and other illegal activity renders the property dangerous to the safety of persons or property. Utilities, plumbing, and heating systems have been destroyed by vandalism so that the property is unfit for its intended use. The remaining parcels for the project are each contiguous and adjacent to the blighted parcel and thus are eligible property.

For KSI to move forward with the project, it is a necessary cost to remove the blighted structure and relocate an existing water main that traverses the project site. The cost of site and building demolition and the cost of relocating the public utility are eligible costs under the Act. KSI is seeking assistance through adoption of a Brownfield Plan to use tax increment revenues to reimburse KSI for the cost of environmental activities, demolition, public infrastructure improvements, and Brownfield Plan development to support the project. These are necessary activities and costs to allow the project to move forward and to remedy the blighted conditions of the property. We are requesting that the City of Portage designate the property at 5185 Meredith a "blighted property" as defined by the Act. This will allow KSI to develop a Brownfield Plan for the City's consideration.

COMPLIANCE WITH BROWNFIELD REDEVELOPMENT INCENTIVE POLICY

This project is consistent with the City's policy in many respects, specifically:

- The project places vacant, underutilized, and blighted properties back into productive use.
- The project fosters reinvestment in the city and discourages urban sprawl by developing property within the city limits and making use of existing public infrastructure.

- The project will facilitate the removal of blighted structures and site conditions.
- The project is in an area zoned for industrial use and is consistent with the City of Portage's Comprehensive Plan.
- The project will not impair the operation or financial soundness of any taxing unit.
- The project serves multiple public purposes in that it removes blighted conditions, removes a haven for illicit activities that are detrimental to the neighborhood, expands the tax base for the community, creates new jobs, and has the potential to lead to further improvements and investment in the area.
- The project provides expanded employment opportunities for citizens of the City of Portage.
- The project is consistent with the past and future requirements for City services.
- The applicant has met any obligations with the City of Portage and has no pending or current litigation against the City.

We look forward to working with the City of Portage to overcome these obstacles to the redevelopment of these properties. We believe the project is an exciting development in an area that has not seen much new development in decades. Thank you for your consideration.

Sincerely,

ENVIROLOGIC TECHNOLOGIES, INC.

David A. Stegink
Vice President – Manager of Redevelopment Services

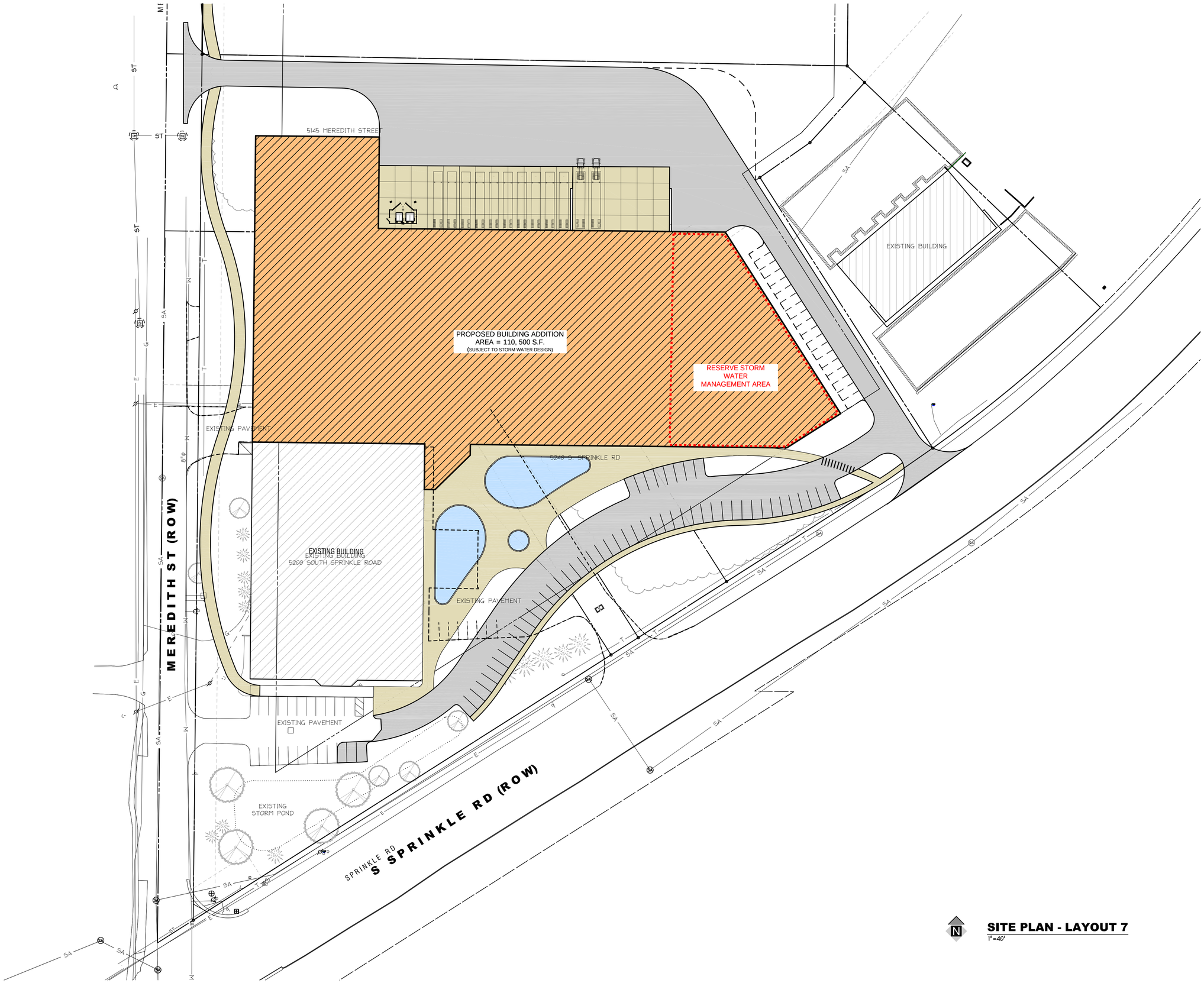
©envirologic

PHASE I A/E PRESENTATION
FOR PROPOSED IMPROVEMENTS TO
5220 SOUTH SPRINKLE ROAD, PORTAGE, MICHIGAN

2021.08.04

KOTOBUKI SEATING

BYCE & ASSOCIATES, INC.
ENGINEERS | ARCHITECTS



SITE DATA:

ZONING DISTRICT: I-1 LIGHT INDUSTRIAL

DIMENSIONAL STANDARDS:

FRONT YARD SETBACK:	75 FT
REAR YARD SETBACK:	N/A
SIDE YARD SETBACK:	12 FT MIN.OR
	½ MAX. BUILD. HT.
MAX. BUILDING HEIGHT:	40 FT

LEGEND:

- PROPERTY LINE
- PROPERTY LINE OTHERS
- BUILDING SETBACK
- RIGHT OF WAY (R.O.W.)
- EXISTING POWER POLE
- EXISTING CURB INLET
- EXISTING MANHOLE
- EXISTING YARD LIGHT
- EXISTING HYDRANT
- EXISTING SIGN
- EXISTING TREE LINE

SITE PLAN - LAYOUT 7

1"=40'

BYCE & ASSOCIATES, INC.
ENGINEERS | ARCHITECTS
487 PORTAGE STREET
KALAMAZOO, MI 49007
CORPORATE@BYCE.COM
WWW.BYCE.COM
TEL: 269-381-6170
FAX: 269-381-6176

KOTOBUKI Seating International

Phase 1 Demolition Package for:

Kotobuki Seating International

5220 South Sprinkle Road · Portage, Michigan

PRELIMINARY
NOT FOR CONSTRUCTION

7-23-2021 OWNER REVIEW

SITE PLAN - LAYOUT 7

21100176

C200

H:\21100176 Kotobuki Seating International Warehouse Addition\Drawings\C200 - Site Plan Layout 7.dwg last saved 7-06-2021
Plotted Thu, 7-23-2021 at 10:57am by danielle.rhodes

SITE OPTION 7
MASTER PLAN CONCEPT
1"=60'

LEGEND:

- PROPERTY LINE
- PROPERTY LINE OTHERS
- BUILDING SETBACK
- RIGHT OF WAY (R.O.W.)
- EXISTING POWER POLE
- EXISTING CURB INLET
- EXISTING MANHOLE
- EXISTING YARD LIGHT
- EXISTING HYDRANT
- EXISTING SIGN
- EXISTING TREE LINE

PRELIMINARY
NOT FOR CONSTRUCTION

BYCE & ASSOCIATES, INC.
ENGINEERS | ARCHITECTS
487 PORTAGE STREET
KALAMAZOO, MI 49007
CORPORATE@BYCE.COM
WWW.BYCE.COM
TEL: 269-381-6170
FAX: 269-381-6176

KOTOBUKI Seating International

Warehouse Addition for:
Kotobuki Seating International
5220 South Sprinkle Road · Portage, Michigan

MASTER PLAN CONCEPT- SITE OPTION 7

21100176
C120.7

H:\21100176 Kotobuki Seating International Warehouse Addition\Drawings\C120.7 - Overall Demolition Plan.dwg last saved 7-13-2021
Plotted Tue, 7-13-2021 at 4:16pm by danielle.rhodes

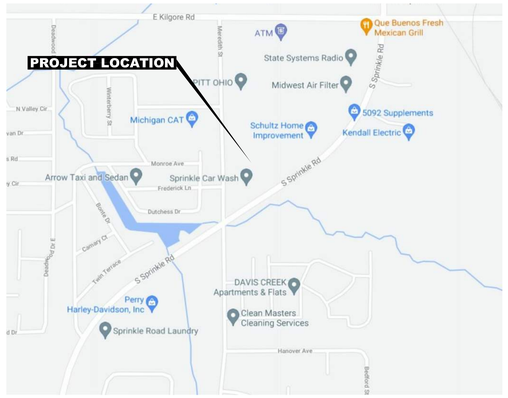
Phase 1 Demolition Package for:

Kotobuki Seating International

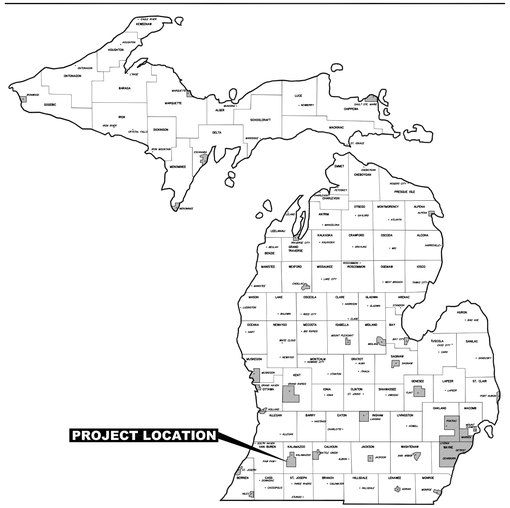
5220 South Sprinkle Road · Portage, Michigan

BYCE & ASSOCIATES, INC.
ENGINEERS | ARCHITECTS
487 PORTAGE STREET
KALAMAZOO, MI 49007
CORPORATE@BYCE.COM
WWW.BYCE.COM
TEL: 269-381-6170
FAX: 269-381-6176

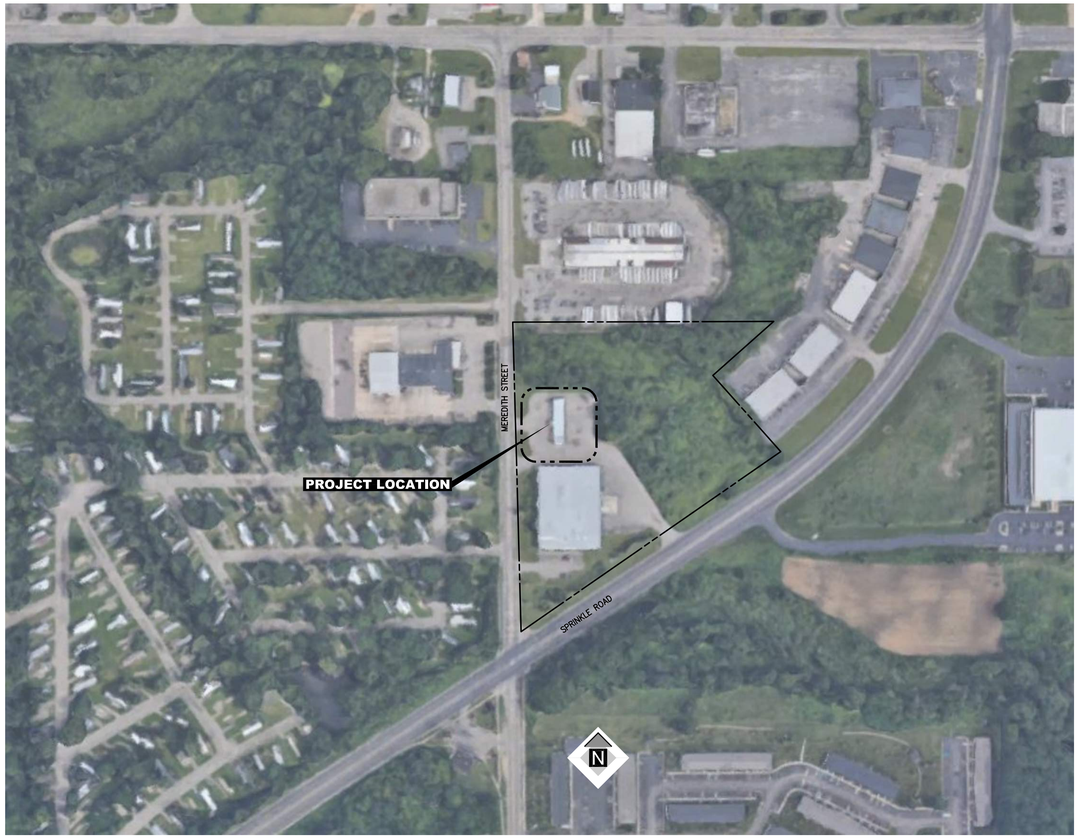
LOCATION MAP



MICHIGAN LOCATION MAP



AERIAL



PROJECT INFORMATION

OWNER:
Kotobuki Seating International, Inc.
5981 East Cork Street
Kalamazoo, MI 49048

SITE ADDRESS:
5185 Meredith Street
Portage, MI 49002

GROSS BUILDING AREA:
Carwash Demolition Area = 3,466 SF

BUILDING CODE:

BUILDING OCCUPANCY:

CONSTRUCTION TYPE:

BUILDING HEIGHT:

NUMBER OF STORIES:

PROJECT SCOPE

PROJECT SCOPE INCLUDES PHASE 1 DEMOLITION ACTIVITY ONLY AT THIS TIME

BASE BID SCOPE FOR PHASE 1 DEMOLITION IS AS FOLLOWS:

- REMOVE EXISTING CARWASH BUILDING AT 5185 MEREDITH ST
- REMOVE, AND PROPERLY DISPOSE OF, ALL ABOVE GRADE BUILDING COMPONENTS
- REMOVE BUILDING FOOTINGS AND FOUNDATIONS SPANNING TO 5 FT OUTSIDE BUILDING PERIMETER
- REMOVE EXISTING CONCRETE PIERS WITH LIGHT POLES AND MISC. EQUIPMENT, SAWCUT AT GRADE - TYPICAL OF (4)
- BACKFILL VOIDS FROM BUILDING AND FOUNDATION REMOVAL WITH MDOT 21AA - APPLY AND COMPACT IN 9" LIFTS

ALTERNATE #1 SCOPE FOR PHASE 1 DEMOLITION IS AS FOLLOWS:

- SAWCUT & REMOVE EXISTING ASPHALT PAVEMENT AS SHOWN ON PLANS
- REMOVE UTILITY SERVICE LINES & PIPING WITHIN THE DESIGNATED WORK AREA SHOWN.
- REMOVE SANITARY SEWER TO PROPERTY LINE, CAP AND PROVIDE CLEAN OUT RISER TO GRADE AT PROPERTY LINE.
- REMOVE WATER SERVICE TO 8" WATER MAIN AND CAP PER LOCAL REQUIREMENTS.
- REMOVE UNDERGROUND SAND SEPARATOR AND ANY OTHER BURIED TANKS AND DISPOSE OF AT APPROPRIATE ENVIRONMENTAL DISPOSAL FACILITY AS REQUIRED BY STATE REGULATIONS.
- REMOVE ALL STORM SEWER TO CITY STORM MAIN AND PLUG LINES IN ACCORDANCE WITH CITY OF PORTAGE STANDARDS.

DRAWING LIST

G001 Project Cover
Survey 1 (by others)

CIVIL
C000 Overall Existing Conditions Plan
C100 Demolition Plan
C110 Enlarged Demolition Plan

ARCHITECTURAL
Existing Car Wash Floor Plans

KOTOBUKI Seating International

Phase 1 Demolition Package for:
Kotobuki Seating International
5220 South Sprinkle Road · Portage, Michigan

PRELIMINARY
NOT FOR CONSTRUCTION

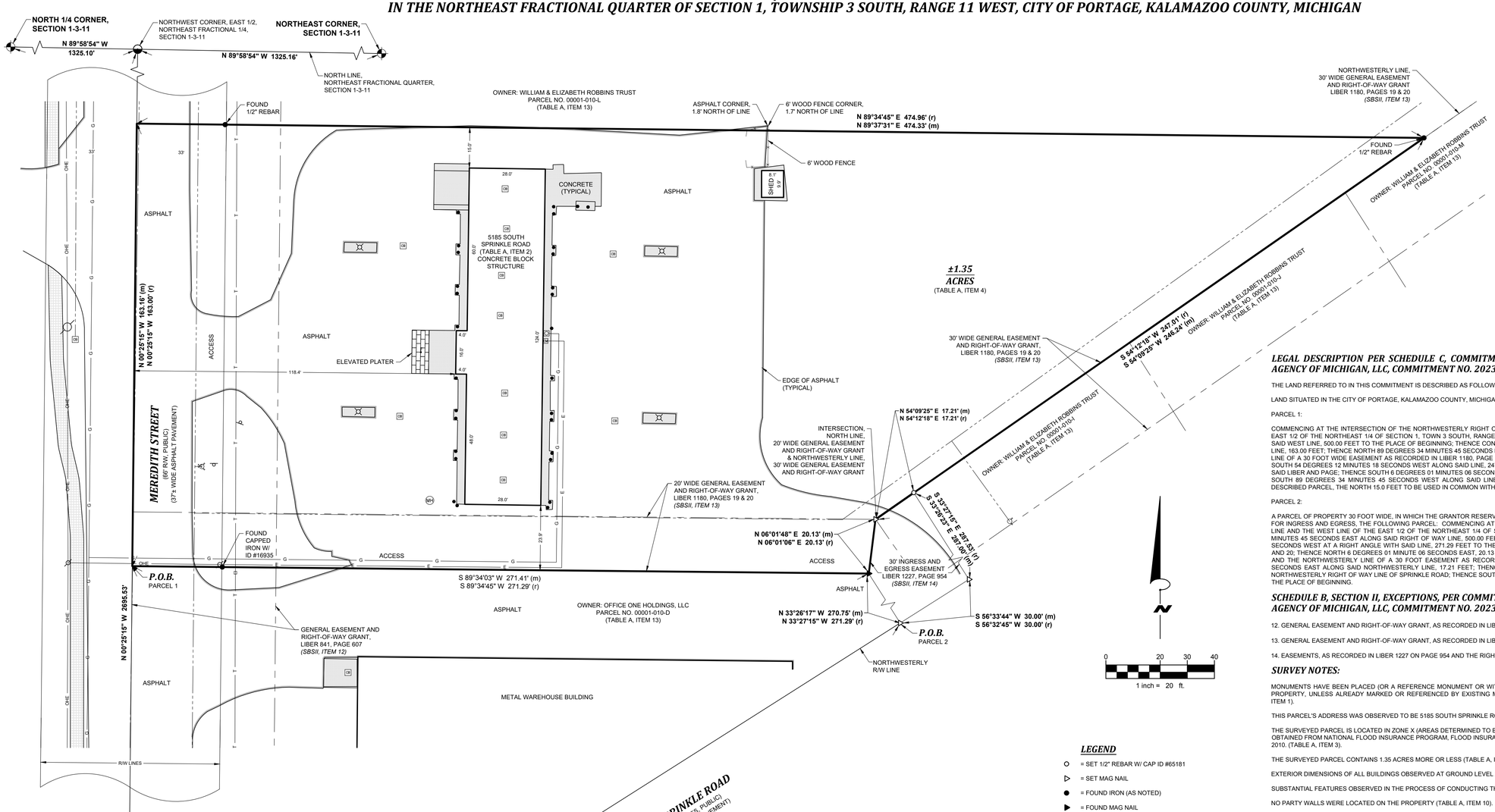
2021.07.30 90% REVIEW
COVER SHEET

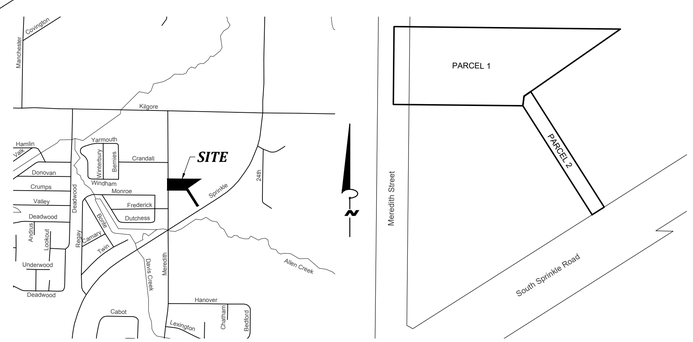
21100176
G001

H:\21100176 Kotobuki Seating International Warehouse Addition\Drawings\176-G001.dwg last saved 7-23-2021
Plotted Fri, 7-30-2021 at 2:55pm by danielle.rhodes

"ALTA/NSPS LAND TITLE SURVEY"

IN THE NORTHEAST FRACTIONAL QUARTER OF SECTION 1, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN





VICINITY MAP
(NOT TO SCALE)

INDEX MAP
(1" = 150')

LEGEND

- = SET 1/2" REBAR W/ CAP ID #65181
- = SET MAG NAIL
- = FOUND IRON (AS NOTED)
- = FOUND MAG NAIL
- = UTILITY POLE
- = LIGHT POLE
- = ELECTRIC METER
- = TELEPHONE PEDESTAL
- = GAS METER
- = WATER VALVE
- = FIRE HYDRANT
- = CATCH BASIN
- = MANHOLE
- = SIGN
- = FLAG POLE
- = POST
- (m) = MEASURED
- (r) = RECORDED
- SBSII = SCHEDULE B, SECTION II
- R/W = RIGHT OF WAY
- P.O.B. = POINT OF BEGINNING
- OHE = OVERHEAD UTILITY LINES
- E = APPROXIMATE BURIED ELECTRIC LOCATION
- = APPROXIMATE SANITARY SEWER LOCATION
- = APPROXIMATE STORM SEWER LOCATION
- = APPROXIMATE WATER LOCATION
- G = APPROXIMATE BURIED GAS LOCATION
- T = APPROXIMATE BURIED TELEPHONE LOCATION

SECTION CORNER WITNESSES:

NORTH QUARTER CORNER, SECTION 1-3-11
FOUND 1/2" REBAR IN MONUMENT BOX
PER L.C.R.C. LIBER 3, PAGE 568

1/2" REBAR W/ RED REF. PT. CAP	S19°E	31.42'
1/2" REBAR W/ RED REF. PT. CAP	S70°W	98.24'
MAG NAIL	N48°W	70.44'
NAIL/TAG	N04°W	35.40'
FOUND REMON SLEEVE IN MONUMENT BOX	WEST	3.40'

NORTHWEST CORNER, EAST HALF, NORTHEAST QUARTER, SECTION 1-3-11
FOUND 1/2" REBAR IN MONUMENT BOX
PER L.C.R.C. LIBER 3, PAGE 565

1/2" REBAR W/ RED REF. PT. CAP	S55°W	94.88'
1/2" REBAR W/ RED REF. PT. CAP	N11°E	29.10'
PK/TAG IN POWER POLE	N35°W	36.75'
TOP CENTER OF HYDRANT	S70°E	66.19'

NORTHEAST CORNER, SECTION 1-3-11
FOUND HARRISON MONUMENT IN MONUMENT BOX
PER L.C.R.C. LIBER 2, PAGE 223

"+" ON MANHOLE	N43°53'E	62.29'
POWER POLE	S48°E	57.15'
STREET LIGHT	S52°W	74.14'
CORNER OLD ENTRANCE	N36°W	149.75'

EAST QUARTER CORNER, SECTION 1-3-11
FOUND HARRISON MONUMENT
PER L.C.R.C. LIBER 2, PAGE 717

SOUTHEAST CORNER WOOD SHED		N16°W	3.82'
PK NAIL	22" ELM	S76°E	14.17'
PK NAIL	28" CHERRY	S24°E	28.21'
PK NAIL	14" MAPLE	SOUTH	12.71'

CENTER OF SECTION 1-3-11
FOUND REBAR W/ CAP ID #41103 / 49275 / 39079

NAIL/TAG IN 18" DEAD TREE	S45°E	13.52'
NAIL/TAG IN 30" OAK	S05°W	38.09'
PK NAIL IN 10" MAPLE	N45°W	22.48'
PK NAIL IN 28" MAPLE	NORTH	22.25'

LEGAL DESCRIPTION PER SCHEDULE C, COMMITMENT FOR TITLE INSURANCE PREPARED BY SUN TITLE AGENCY OF MICHIGAN, LLC, COMMITMENT NO. 202399, COMMITMENT DATE FEBRUARY 15, 2021:

THE LAND REFERRED TO IN THIS COMMITMENT IS DESCRIBED AS FOLLOWS:

LAND SITUATED IN THE CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN:

PARCEL 1:

COMMENCING AT THE INTERSECTION OF THE NORTHWESTERLY RIGHT OF WAY (100 FEET WIDE) LINE OF SPRINKLE ROAD AND THE WEST LINE OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 1, TOWN 3 SOUTH, RANGE 11 WEST; THENCE NORTH 0 DEGREES 25 MINUTES 15 SECONDS WEST ALONG SAID WEST LINE, 500.00 FEET TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 0 DEGREES 25 MINUTES 15 SECONDS WEST ALONG SAID WEST LINE, 163.00 FEET; THENCE NORTH 89 DEGREES 34 MINUTES 45 SECONDS EAST AT A RIGHT ANGLE WITH SAID LINE, 474.96 FEET TO THE NORTHWESTERLY LINE OF A 30 FOOT WIDE EASEMENT AS RECORDED IN LIBER 1180, PAGE 19 AND 20 AT THE KALAMAZOO COUNTY REGISTER OF DEEDS OFFICE; THENCE SOUTH 54 DEGREES 12 MINUTES 18 SECONDS WEST ALONG SAID LINE, 247.01 FEET TO THE NORTH LINE OF A 20 FOOT WIDE EASEMENT AS RECORDED IN SAID LIBER AND PAGE; THENCE SOUTH 6 DEGREES 01 MINUTES 06 SECONDS WEST, 20.13 FEET TO THE SOUTH LINE OF SAID 20 FOOT EASEMENT; THENCE SOUTH 89 DEGREES 34 MINUTES 45 SECONDS WEST ALONG SAID LINE 271.29 FEET TO THE PLACE OF BEGINNING; RESERVING FROM THE ABOVE DESCRIBED PARCEL, THE NORTH 15.0 FEET TO BE USED IN COMMON WITH OTHERS AS A RIGHT OF WAY FOR INGRESS AND EGRESS.

PARCEL 2:

A PARCEL OF PROPERTY 30 FOOT WIDE, IN WHICH THE GRANTOR RESERVES FOR THE BENEFIT OF THE ADJACENT PARCELS, AN ASSESSABLE EASEMENT FOR INGRESS AND EGRESS, THE FOLLOWING PARCEL: COMMENCING AT THE INTERSECTION OF THE NORTHWESTERLY RIGHT OF WAY (100 FEET WIDE) LINE AND THE WEST LINE OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 1, TOWN 3 SOUTH, RANGE 11 WEST; THENCE NORTH 56 DEGREES 32 MINUTES 45 SECONDS EAST ALONG SAID RIGHT OF WAY LINE, 500.00 FEET TO THE PLACE OF BEGINNING; THENCE NORTH 33 DEGREES 27 MINUTES 15 SECONDS WEST AT A RIGHT ANGLE WITH SAID LINE, 271.29 FEET TO THE SOUTH LINE OF A 20 FOOT EASEMENT AS RECORDED IN LIBER 1180, PAGE 19 AND 20; THENCE NORTH 6 DEGREES 01 MINUTE 06 SECONDS EAST, 20.13 FEET TO THE INTERSECTION OF THE NORTH LINE OF SAID 20 FOOT EASEMENT AND THE NORTHWESTERLY LINE OF A 30 FOOT EASEMENT AS RECORDED IN SAID LIBER AND PAGE; THENCE NORTH 54 DEGREES 12 MINUTES 18 SECONDS EAST ALONG SAID NORTHWESTERLY LINE, 17.21 FEET; THENCE SOUTH 33 DEGREES 27 MINUTES 15 SECONDS EAST, 287.53 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF SPRINKLE ROAD; THENCE SOUTH 56 DEGREES 32 MINUTES 45 SECONDS WEST ALONG SAID LINE, 30.00 FEET TO THE PLACE OF BEGINNING.

SCHEDULE B, SECTION II, EXCEPTIONS, PER COMMITMENT FOR TITLE INSURANCE PREPARED BY SUN TITLE AGENCY OF MICHIGAN, LLC, COMMITMENT NO. 202399, COMMITMENT DATE FEBRUARY 15, 2021:

12. GENERAL EASEMENT AND RIGHT-OF-WAY GRANT, AS RECORDED IN LIBER 841 ON PAGE 607, AS SHOWN HEREON.

13. GENERAL EASEMENT AND RIGHT-OF-WAY GRANT, AS RECORDED IN LIBER 1180 ON PAGE 19, AS SHOWN HEREON.

14. EASEMENTS, AS RECORDED IN LIBER 1227 ON PAGE 954 AND THE RIGHTS OF OTHERS IN AND TO THE USE OF SAID EASEMENTS, AS SHOWN HEREON.

SURVEY NOTES:

MONUMENTS HAVE BEEN PLACED (OR A REFERENCE MONUMENT OR WITNESS TO THE CORNER) AT ALL MAJOR CORNERS OF THE BOUNDARY OF THE PROPERTY, UNLESS ALREADY MARKED OR REFERENCED BY EXISTING MONUMENTS OR WITNESSES IN CLOSE PROXIMITY TO THE CORNER (TABLE A, ITEM 1).

THIS PARCEL'S ADDRESS WAS OBSERVED TO BE 5185 SOUTH SPRINKLE ROAD (TABLE A, ITEM 2).

THE SURVEYED PARCEL IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER INFORMATION OBTAINED FROM NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP, MAP NUMBER 26077C0310D, EFFECTIVE DATE FEBRUARY 17, 2010. (TABLE A, ITEM 3).

THE SURVEYED PARCEL CONTAINS 1.35 ACRES MORE OR LESS (TABLE A, ITEM 4).

EXTERIOR DIMENSIONS OF ALL BUILDINGS OBSERVED AT GROUND LEVEL ARE SHOWN HEREON (TABLE A, ITEM 7(a)).

SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF CONDUCTING THIS SURVEY ARE SHOWN HEREON (TABLE A, ITEM 8).

NO PARTY WALLS WERE LOCATED ON THE PROPERTY (TABLE A, ITEM 10).

LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY, AND RELIABLY DEPICTED. AS SUCH, ON THIS SURVEY, THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED SOLEY FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS PROVIDED BY THE CLIENT. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED. THE UNDERGROUND UTILITIES SHOWN ARE BASED ON THE SURVEYOR'S OPINION AND ARE TRUE TO THE SURVEYOR'S INFORMATION, KNOWLEDGE, AND BELIEF. THE SURVEYOR FURTHER DOES NOT CERTIFY THAT THE UNDERGROUND UTILITIES ARE IN THE EXACT LOCATION INDICATED ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION MAY BE NECESSARY. WHEN PROVIDED, THE SURVEYOR IS RELYING ON THE ACCURACY, COMPLETENESS, AND TECHNICAL SUFFICIENCY OF THE INFORMATION FURNISHED BY OR ON BEHALF OF THE CLIENT (TABLE A, ITEM 11(a)).

NAMES OF ADJOINING OWNERS OF PLATTED AND UNPLATTED LANDS ARE SHOWN HEREON (TABLE A, ITEM 13).

DISTANCE TO THE NEAREST INTERSECTING STREET (SOUTH SPRINKLE ROAD/MEREDITH STREET) IS ±499.22' (TABLE A, ITEM 14).

NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS WERE OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK (TABLE A, ITEM 16).

AT THE TIME OF THE SURVEY THERE WAS NO OBSERVABLE EVIDENCE OF CHANGES IN STREET RIGHT OF WAY LINES OR OBSERVED EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS (TABLE A, ITEM 17).

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

SUBJECT TO THE RIGHTS OF THE PUBLIC AND OF ANY GOVERNMENTAL UNIT IN ANY PART THEREOF TAKEN, USED OR DEEDED FOR STREET, ROAD OR HIGHWAY PURPOSES.

ASSUMED THE WEST LINE OF THE EAST HALF OF THE NORTHEAST FRACTIONAL QUARTER OF SECTION 1-3-11 TO BEAR NORTH 00° 25' 15" WEST.

THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING IN MICHIGAN.

CERTIFICATION:

TO: KOTOBUKI SEATING INTERNATIONAL, A DELAWARE CORPORATION; BALDWIN CAR WASH LLC, A MICHIGAN LIMITED LIABILITY COMPANY; W.L.G., INC., A MICHIGAN CORPORATION; SUN TITLE AGENCY OF MICHIGAN, LLC; AND OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 7(a), 8, 10, 11(a), 13, 14, 16, 17, AND 19 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON MARCH 29, 2021.

JOEL J. EAST, PS - 4001065181
jeast@gowightman.com

04/02/2021
DATE

STATE OF MICHIGAN
Joel Jeffrey East
License No. 4001065181
LICENSED PROFESSIONAL SURVEYOR

WIGHTMAN
BENTON HARBOR
269.927.0100

KOTOBUKI Seating International
PORTAGE, MI 49002

KOTOBUKI-SEATING INERNATIONAL
7755 CHIPPEWA STREET
PORTAGE, MI 49024

REVISIONS

T:\Kotobuki\214080 Kotobuki Seating International - ALTA - 7155 Meridith\DWG, EDS & CNC\Survey\ACAD\ACAD FILES_ALTA.dwg 1 OF 1 4/2/2021 3:35:14 PM
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DATE: APRIL 2, 2021
SCALE: 1" = 20'
DRAWN BY: ACE
CHECKED BY: ADS

ALTA/NSPS LAND TITLE SURVEY

JOB No. 214080
1 OF 1

OVERALL EXISTING CONDITIONS PLAN
1"=60'

LEGEND:

- PROPERTY LINE
- PROPERTY LINE OTHERS
- BUILDING SETBACK
- RIGHT OF WAY (R.O.W.)
- EXISTING POWER POLE
- EXISTING CATCH BASIN
- EXISTING YARD LIGHT
- EXISTING HYDRANT
- EXISTING SIGN
- EXISTING MANHOLE
- EXISTING DECIDUOUS
- EXISTING EVERGREEN
- EXISTING TREE LINE

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TEL: 269·381·6170
FAX: 269·381·6176

KOTOBUKI Seating International

Phase 1 Demolition Package for:
Kotobuki Seating International
5220 South Sprinkle Road · Portage, Michigan

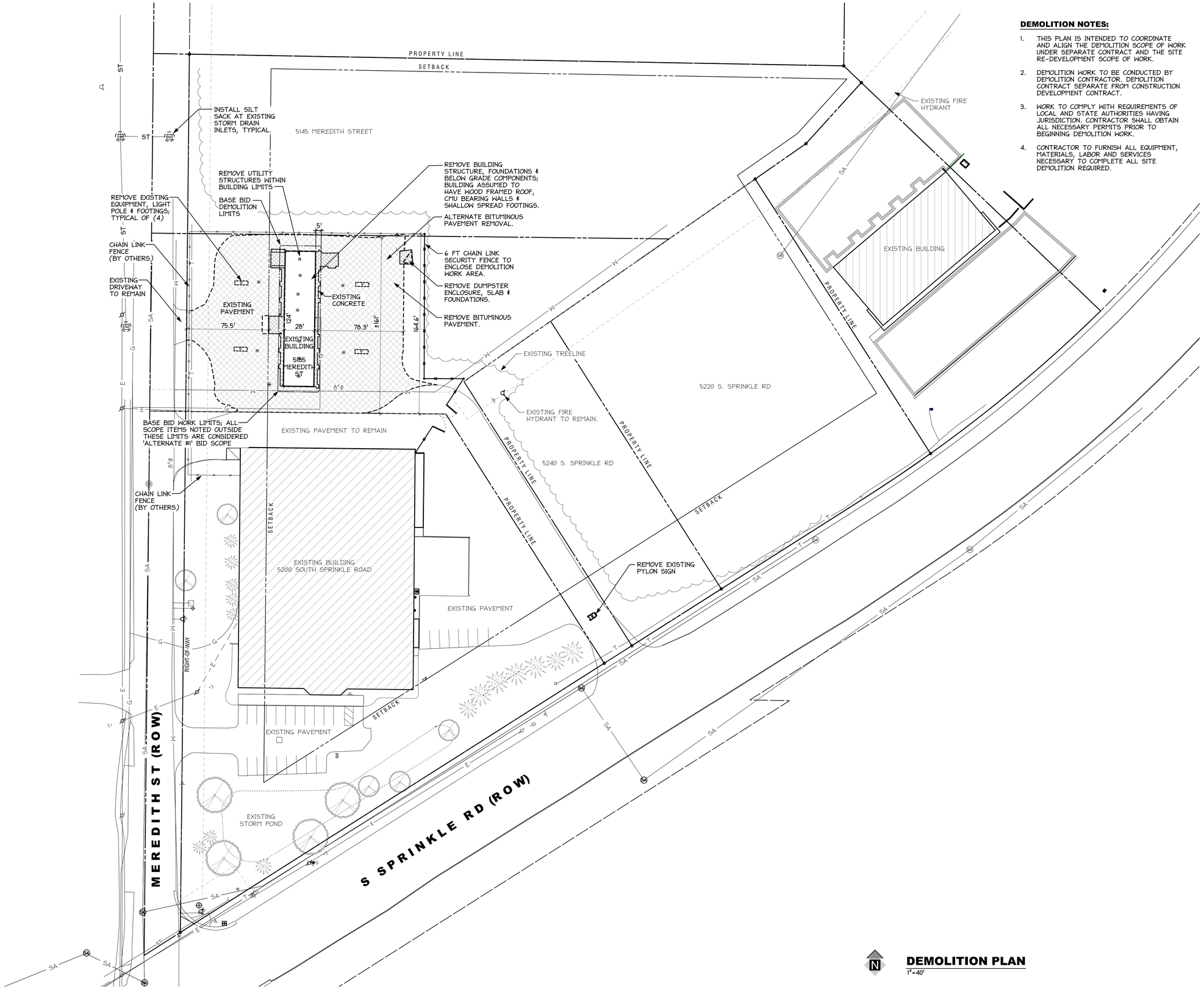
PRELIMINARY
NOT FOR CONSTRUCTION

2021.07.30 90% REVIEW

OVERALL EXISTING CONDITIONS PLAN

21100176
C000

H:\21100176 Kotobuki Seating International Warehouse Addition\Drawings\C000 - Overall Existing Conditions Plan.dwg last saved 7-29-2021
Plotted Fri, 7-30-2021 at 2:52pm by danielle.rhodes



DEMOLITION PLAN

1" = 40'

DEMOLITION NOTES:

1. THIS PLAN IS INTENDED TO COORDINATE AND ALIGN THE DEMOLITION SCOPE OF WORK UNDER SEPARATE CONTRACT AND THE SITE RE-DEVELOPMENT SCOPE OF WORK.
2. DEMOLITION WORK TO BE CONDUCTED BY DEMOLITION CONTRACTOR. DEMOLITION CONTRACT SEPARATE FROM CONSTRUCTION DEVELOPMENT CONTRACT.
3. WORK TO COMPLY WITH REQUIREMENTS OF LOCAL AND STATE AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO BEGINNING DEMOLITION WORK.
4. CONTRACTOR TO FURNISH ALL EQUIPMENT, MATERIALS, LABOR AND SERVICES NECESSARY TO COMPLETE ALL SITE DEMOLITION REQUIRED.
5. VERIFY EXISTING SITE CONDITIONS AND FIELD VERIFY ALL DIMENSIONS.
6. DEMOLITION CONTRACTOR TO PROVIDE NECESSARY SOIL EROSION CONTROL MEASURES AS SPECIFIED ON ENGINEERING PLANS AND OBTAIN SESC PERMIT. SILT FENCING AND PERMIT TO BE TRANSFERRED TO CONSTRUCTION CONTRACTOR UPON COMPLETION OF DEMOLITION CONTRACT.
7. NO SITE WORK SHALL BEGIN UNTIL THE SILT FENCE AND TEMPORARY CONSTRUCTION ACCESS ROAD ARE INSTALLED. ALL WORK SHALL COMPLY WITH THE PROVISIONS OF THE SOIL EROSION AND SEDIMENTATION CONTROL ACT.
8. DEMOLITION AND REMOVAL OF SITE ITEMS IDENTIFIED ON PLANS TO INCLUDE ALL ABOVE AND BELOW GRADE PORTIONS.
9. AVOID UNNECESSARY REMOVAL OF VEGETATED TOPSOIL OR EARTH COVER.
10. PLACE STRIPPED TOPSOIL AT DESIGNATED TOPSOIL STOCKPILE LOCATIONS SHOWN ON PLAN. MOUND SOIL NO HIGHER THAN 6 FEET.
11. UPON COMPLETION OF DEMOLITION WORK, STOCKPILES TO BE PROTECTED WITH IMPERVIOUS COVER TO PREVENT SOIL EROSION AND CONTAMINATION BY WEEDS.
12. GRADING SHOWN IS APPROXIMATE. LEAVE 5' HORIZONTAL TO 1' VERTICAL MAXIMUM SLOPES.
13. NOTATIONS ARE MADE IN VARIOUS PLACES ON THE DRAWINGS TO CALL ATTENTION TO DEMOLITION WHICH IS REQUIRED; HOWEVER, THESE DRAWINGS ARE NOT INTENDED TO SHOW EACH AND EVERY ITEM TO BE REMOVED. THE CONTRACTOR AND THE SUBCONTRACTORS FOR THE VARIOUS TRADES SHALL REMOVE THE MATERIALS RELATED TO THEIR RESPECTIVE TRADES AS REQUIRED TO PERMIT THE CONSTRUCTION OF THE NEW WORK AS SHOWN.
14. CAPPED LOCATIONS ON UTILITY LINES TO BE FLAGGED APPROPRIATELY FOR EASE OF USE BY FUTURE CONTRACTOR.
15. PROTECT ALL EXISTING WORK WHICH IS TO REMAIN AND RESTORE IN AN APPROVED MANNER ANY SUCH WORK WHICH BECOMES DAMAGED.
16. RUBBISH AND DEBRIS RESULTING FROM THE WORK SHALL BE REMOVED IMMEDIATELY FROM THE SITE BY THE CONTRACTOR.
17. ALL TEMPORARY SOIL EROSION PROTECTION SHALL REMAIN IN PLACE UNTIL CONSTRUCTION IS COMPLETE.
18. PROTECT STREET FROM DIRT AND DEBRIS BUILD UP. CLEAN DAILY AS REQUIRED.
19. MAKE PROVISIONS TO REDUCE NOISE AND DUST DURING DEMOLITION OPERATIONS.
20. CHAIN LINK SECURITY FENCE, AS REQUIRED TO FULLY ENCLOSE DEMOLITION WORK AREA SHALL BE INCLUDED IN WORK SCOPE AND RESPONSIBILITY OF CONTRACTOR.
21. IF ALTERNATE WORK SCOPE IS SELECTED, TO REMOVE ALL SITE COMPONENTS INCLUDING PAVEMENT AND UTILITIES, SITE SHALL BE FINISHED WITH 4" TOPSOIL, SEED & MULCH.

LEGEND:

- PROPERTY LINE
- PROPERTY LINE OTHERS
- BUILDING SETBACK
- RIGHT OF WAY (R.O.W.)
- EXISTING POWER POLE
- EXISTING CATCH BASIN
- EXISTING YARD LIGHT
- EXISTING HYDRANT
- EXISTING SIGN
- EXISTING MANHOLE
- EXISTING DECIDUOUS
- EXISTING EVERGREEN
- EXISTING TREE LINE
- EXISTING ITEMS TO REMOVE
- BURIED UTILITIES TO BE REMOVED
- UTILITIES TO BE REMOVED
- FENCE TO BE REMOVED
- EXISTING FENCE
- DEMO CONCRETE
- DEMO BITUMINOUS

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2021.07.30 90% REVIEW

DEMOLITION PLAN

21100176

C100

H:\21100176 Kotobuki Seating International Warehouse Addition\Drawings\C100 - Demolition Plan.dwg last saved 7-29-2021
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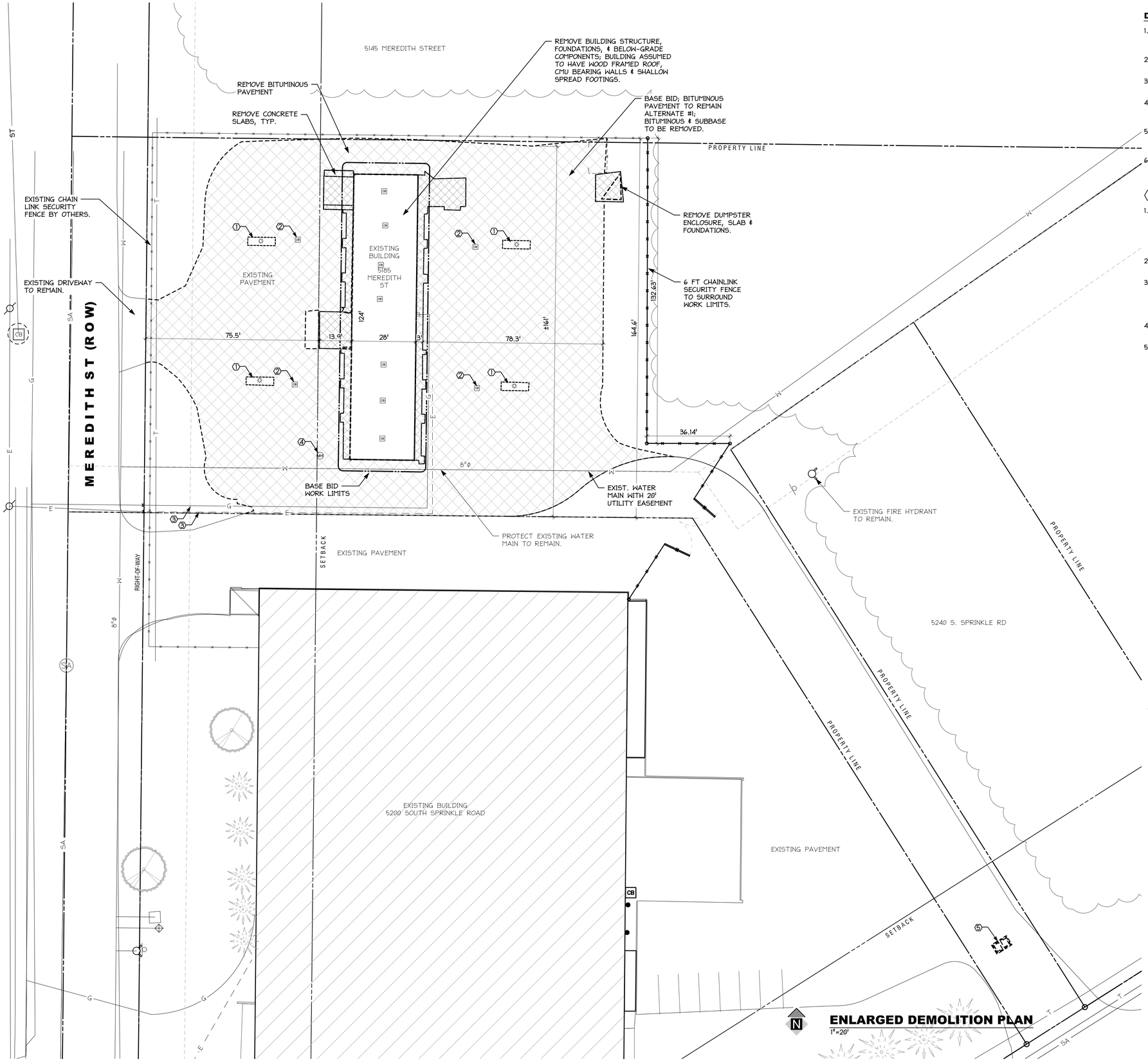

ENLARGED DEMOLITION PLAN

1"=20'

DEMOLITION NOTES:

1. UTILITIES & CONSTRUCTION TO COMPLY WITH REQUIREMENTS OF LOCAL AND STATE AUTHORITIES HAVING JURISDICTION.
2. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS.
3. VERIFY EXISTING SITE CONDITIONS AND FIELD VERIFY DIMENSIONS.
4. FURNISH ALL EQUIPMENT, MATERIALS, LABOR AND SERVICES NECESSARY TO COMPLETE ALL SITE DEMOLITION REQUIRED.
5. BASE BID SCOPE TO INCLUDE BUILDING REMOVAL ONLY AS DEFINED ON COVER SHEET AND D100 DEMOLITION PLAN.
6. ALTERNATE #1 DEMOLITION SCOPE TO INCLUDE REMOVAL OF ALL ABOVE AND BELOW GRADE SITE COMPONENTS AS NOTED ON PLANS.

KEYED DEMOLITION NOTES:

1. REMOVE EXISTING CONCRETE PIER, LIGHT POLE AND MISC. EQUIPMENT ON PEDESTAL. BASE BID TO INCLUDE SAWCUTTING AT GRADE AND REMOVING. ALTERNATE #1 TO INCLUDE REMOVAL OF ALL BELOW GRADE COMPONENTS AND FOOTINGS.
2. EXISTING STORM CATCH BASIN. REMOVE AS PART OF ALTERNATE #1.
3. EXISTING UNDERGROUND GAS & ELECTRIC UTILITY SERVICE LINES. ALTERNATE #1; REMOVE AND CAP AT PROPERTY LINE OR DE-SERVICE IN ACCORDANCE WITH UTILITY SUPPLIER REQUIREMENTS.
4. EXISTING SANITARY MANHOLE STRUCTURE; REMOVE AS PART OF ALTERNATE #1.
5. EXISTING PYLON SIGN; REMOVE AS PART OF ALTERNATE #1 BID SCOPE. REMOVAL TO INCLUDE ALL ABOVE AND BELOW GRADE COMPONENTS.

LEGEND:

- PROPERTY LINE
- PROPERTY LINE OTHERS
- BUILDING SETBACK
- RIGHT OF WAY (R.O.W.)
- EXISTING POWER POLE
- EXISTING CATCH BASIN
- EXISTING LIGHT POLE
- EXISTING HYDRANT
- EXISTING SIGN
- EXISTING MANHOLE
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- EXISTING ITEMS TO REMOVE
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- UTILITIES TO BE REMOVED
- FENCE TO BE REMOVED
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- DEMO CONCRETE
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ENLARGED DEMOLITION PLAN

21100176

C110

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KOTOBUKI Seating International

Phase I A/E Presentation

Kotobuki Seating International

Proposed Improvements 5220 South Sprinkle Road, Portage, Michigan

BYCE & ASSOCIATES, INC.
ENGINEERS I ARCHITECTS

	Units	Cost / Unit	Extension	Sub-Totals	Phase Total	Notes
Phase I - Demolition @ 5185 Meredith Road						
Base Bid - Building Demolition	3,475.00 sf	$ 7.00	$ 24,325.00			Building and subgrade construction 10' outside building footprint
Alternate Bid #001 - Site Demolition	58,800.00 sf	$ 0.60	$ 35,280.00			Create a new "green" site with all subgrade utilities capped at property line
Alternate Bid #002 - Pylon Sign Demolition	1.00 ea	$ 5,000.00	$ 5,000.00			Allowance
Watermain Relocation	900.00 lf	$ 85.00	$ 76,500.00			Includes allowance for potential new hydrants and other development required by CoP
Watermain Demolition	500.00 lf	$ 25.00	$ 12,500.00			Remove existing water main, backfill, and compact.
				$ 153,605.00		
Contingency		10%		$ 15,360.50		
Permits, Fees, & Legal		5%		$ 8,448.28		
Hazardous Materials Survey				$ 3,500.00		
Bid Documents - Demolition				$ 10,500.00		
Bid Documents - Water Main		15%		$ 13,350.00		
Engineering Inspection - Water Main	80.00	$ 150.00		$ 12,000.00		
				Total Phase Budget	**$ 216,763.78**	
Phase II - 5200 Sprinkle Road						
Renovation of Existing Office Space	9,000.00 sf	$ 105.00	$ 945,000.00			
Renovation of Existing Industrial Space	35,200.00 sf	$ 75.00	$ 2,640,000.00			
New Construction	110,400.00 sf	$ 130.00	$ 14,352,000.00			Final buildable area cannot be finalized without design of strom water management
Site Development	365,200.00 sf	$ 6.00	$ 2,191,200.00			system.
				$ 20,128,200.00		
Contingency		10%		$ 2,012,820.00		
Stormwater Contingency		15%		$ 328,680.00		
Permits, Fees, & Legal		2%		$ 442,820.40		
A/E Services - Office Renovation		5%		$ 51,975.00		
A/E Services - Industrial Renovation		5%		$ 145,200.00		
A/E Services - New Building		5%		$ 789,360.00		
Civil Engineering Services		12%		$ 289,238.40		
				Total Phase Budget	**$ 24,188,293.80**	
Alternate Water Main Location	900.00 lf	$ 85.00	$ 76,500.00			Alternate is to relocate water main to the north property line of 5113 Meredith Street
				$ 76,500.00		
Contingency		10%		$ 7,650.00		
Permits, Fees, & Legal		5%		$ 4,207.50		
Bid Documents - Water Main		15%		$ 11,475.00		
Engineering Inspection - Water Main	40.00	$ 150.00		$ 6,000.00		
					$ 105,832.50	
Phase III - 5113 Meredith Street						
Building Demolition	25,629.00 sf	$ 7.00	$ 179,403.00			
Site Demolition	242,167.00 sf	$ 0.60	$ 145,300.20			
New Construction	117,200.00	$ 130.00	$ 15,236,000.00			
Site Development	242,167.00	$ 6.00	$ 1,453,002.00			
				$ 17,013,705.20		
Contingency		10%		$ 1,701,370.52		
Stormwater Contingency		15%		$ 217,950.30		
Permits, Fees, & Legal		2%		$ 374,301.51		
A/E Services - New Building		5%		$ 837,980.00		
Civil Engineering Services		12%		$ 191,796.26		
				Total Phase Budget	**$ 20,337,103.80**	

Abandoned Carwash, 5185 Meredith Street

Business Permanently
CLOSED
PRIVATE PROPERTY
NO TRESPASSING

CITY OF PORTAGE BROWNFIELD REDEVELOPMENT INCENTIVE POLICY

The City of Portage encourages the growth and development of the local industry and business tax base, the creation of additional job opportunities for community residents and desires to continue to provide incentives for industry and business expansion. The City Council also recognizes the essential responsibility to the community to maintain the array of public services necessary to ensure the high quality of life that exists in Portage. To facilitate tax base expansion and to fulfill these responsibilities, the City Council hereby establishes this City of Portage Brownfield Redevelopment Incentive Policy.

The City of Portage is *A Natural Place to Move.* To continue to be a community in which growth and development can prosper, the following attributes important to all industries and businesses will be maintained:

- **Low Tax Rate**. The maintenance of the lowest feasible tax rate compared to other full-service cities is essential to economic development and will facilitate expansion and job creation: A very competitive City of Portage tax rate will be continued.
- **Utility Service Rates**. The maintenance of competitive utility rates is also important to provide opportunities for continued growth and development: Cost effective rates and the efficient delivery of utility services by the City of Portage will be continued.
- **Capital Improvements**. Investments in existing public street, water and sewer infrastructure and the expansion of these public systems are necessary and will encourage additional private sector investment: The annual 10-year Capital Improvement Program budget will continue to reflect essential public improvements within the community.
- **Quality of Life Investments**. To provide opportunities for industry and business expansion and to ensure high quality of life standards, public safety, business and neighborhood services, cultural and recreational programming and related community attributes must be maintained: Quality of life investments will be continued by the City of Portage to foster a safe, *Living, Working and Learning* community.

In addition to these important locally-determined economic development and growth factors, the City Council will offer eligible industries and businesses the opportunity to apply for brownfield incentives under Michigan Statute. The City Council is desirous of fostering brownfield redevelopment to strengthen the tax base and to encourage job creation. The City Council also recognizes its fiduciary responsibility to the community to provide public services and uphold the quality of life. Periodic review of the brownfield policy is necessary to ensure consistency with the community needs and objectives.

Inquiries concerning this policy can be directed to the Department of Community Development (269.329.4477), or the Office of the City Clerk (269.329.4511) in Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan 49002.

Brownfield Redevelopment Incentive Policy

The following sections reference the framework for processing and considering brownfield redevelopment incentive applications as provided under the Brownfield Redevelopment Financing Act (PA381 of 1996, as amended). This policy, these procedures and related provisions will

assist the private investors in the ongoing effort to enhance the productive capacity of environmentally distressed, functionally obsolete or blighted buildings and properties and contribute to the health and vibrancy of the City of Portage. The following sections address --

1. The Intent of the City of Portage Brownfield Redevelopment Program
2. The General Review Criteria for Brownfield Applications
3. Brownfield Redevelopment Financial Incentives in the City of Portage
4. Brownfield Redevelopment Application Review Process
5. Amendment of the City of Portage Brownfield Plan Process
6. State of Michigan Review Process
7. Annual Report Requirements for the City and the Applicant
8. Coordination with the Kalamazoo County Brownfield Redevelopment Authority

1. The Intent of the City of Portage Brownfield Redevelopment Program

Per the resolution adopted by the City Council in July 2001, the City of Portage Brownfield Redevelopment Program was established to facilitate reuse of environmentally distressed, functionally obsolete, and/or blighted buildings and property in the community. This economic development program is intended to place vacant and/or underutilized/blighted properties back into productive use, fostering reinvestment in the city and, also, discouraging sprawl development. Consistent with the intent of PA381 of 1996, as amended, City Council established the Portage Brownfield Redevelopment Authority in August 2001 and appointed the Board of Directors of the Portage Economic Development Corporation/Tax Increment Finance Authority (EDC/TIFA) to serve as the Portage Brownfield Redevelopment Authority.

The objective of the Act is to assist in effectively addressing brownfield properties and consider the level of assistance necessary to encourage redevelopment. It is acknowledged that the greater development costs associated with a brownfield, when compared to the development costs of a property that is not environmentally contaminated, functionally obsolete, or blighted is a significant consideration in successful redevelopment and use. The State of Michigan has enacted programs to assist in brownfield redevelopment, and has authorized local units of government to capture incremental increases in local and school property tax revenues to finance eligible activities on a brownfield property including environmental response activities, demolition, public infrastructure improvements, site preparation and lead and asbestos abatement.

2. The General Review Criteria for Brownfield Applications

The City Council will evaluate brownfield redevelopment applications based on the following criteria. The criteria shall be equally applied during the review of applications from eligible property owners:

- The brownfield redevelopment will facilitate the environmental clean-up to accepted State of Michigan standards and the productive reuse of one or more distressed properties, or
- The brownfield redevelopment will facilitate the demolition and removal of a functionally obsolete building (or selective interior building demolition) and site condition, or a blighted building and site condition.
- The brownfield redevelopment involves property that is zoned for office, business or industrial use and/or is planned for office, business or industrial use in the Portage Comprehensive Plan.
- The financial incentives to be provided for the project will not result in the impairment of the operation or the financial soundness of any affected taxing unit.
- A public purpose would be served; i.e., expanded tax base as well as the multiplier effects of additional employment, income and capital investment in the community.
- The project will provide for an expansion of the employment base in the community.

- The proposed facilities will be compatible with the present and future requirements for city services such as roads, utilities and public safety.
- The applicant meets current financial obligations to the city, is in compliance with all applicable state and city codes and ordinances and has no pending or current litigation against the city (including appeals to the Michigan Tax Tribunal).

The preceding criteria are not intended to be exhaustive. The City Council reserves the right to consider such additional criteria that are intended under this policy and that are consistent with promoting the general health, safety, and welfare of the City of Portage.

3. Brownfield Redevelopment Financial Incentives in the City of Portage

The Portage City Council wishes to encourage the environmental clean-up and/or redevelopment of eligible brownfield sites by leveling the playing field between "brownfield" and "greenfield" sites. The Portage City Council will offer the following incentives to stimulate reinvestment in eligible brownfield sites.

A. Tax Increment Financing Incentive. Tax increment financing (TIF) allows the use of tax revenues that result from an increase in taxable value caused by the construction of new facilities or the rehabilitation of existing facilities. Tax revenues can then be used to fund/reimburse the cost of eligible brownfield redevelopment activities.

1. The Portage City Council will support tax increment financing if such financing is necessary for the economic feasibility of an office, commercial or industrial project on a brownfield site. Tax increment financing may be approved to reimburse the applicant only for those costs attributed to approved activities directly related to the brownfield property such as public infrastructure, storm water retention, environmental response, demolition, including reasonable interest expenses as allowed by the Act, and for related fees and costs associated with the tax increment plan, financing, scheduling, reporting and related activities. City Administration costs for review and approval of the brownfield application and plan that involve tax increment financing will be incorporated into the tax increment finance plan as allowed by the Act. The city will not borrow money or issue negotiable revenue bonds or notes to finance eligible activities.

2. In order for a project to be considered for tax increment financing, the following minimum threshold criteria must be met:

   a. The property must be zoned and/or designated for office or business use and located in a "Commercial Revitalization Area", the Downtown Development Authority, the Lake Centre subarea, or the City Centre subarea as identified in the Comprehensive Plan and meet the guidelines of the state brownfield program; OR
   b. The property must be zoned and/or designated for industrial use and located within the general industrial area identified in the Comprehensive Plan and meet the manufacturing guidelines of the state brownfield program; AND
   c. The local tax capture is limited to a maximum of 15 years or when 100% reimbursement of eligible expenses is achieved, whichever time period is shorter. Eligible expenses for projects that involve a functionally obsolete building or blighted building/property shall be limited to activities that demolish and/or remove the obsolete or blighted factors of the building/property; AND
   d. The applicant is not responsible for any existing on-site environmental contamination and/or blighted building or site conditions.

3. The City Council may increase the financial assistance and level of city participation, by granting a TIF capture period that exceeds 15 years but is not longer than 30 years, consistent with the requirements of Act 381 and objectives stated in this policy. One of the following criteria should be considered for such projects:

   a. The project is transformative and involves significant economic development benefits to the community; OR
   b. The minimum taxable value of the project upon completion will be at least $10 million; OR
   c. The project will result in the creation of: 100 or more new jobs with a *median annual salary* above 80% of the Kalamazoo County Area Median Income for a single-person household; OR 50 new jobs, *all* of which have an annual salary above 80% of the Kalamazoo County Area Median Income for a single-person household; OR
   d. Others benefits as may be determined by the City Council.

4. Brownfield Redevelopment Application Review Process

The application review process includes the following information/steps:

A. Applications shall be submitted to the Department of Community Development and include:

   1. Letter of application, together with the adopted fee.
   2. Project summary of the overall project investment and proposed job creation/retention, a preliminary site plan or site sketch, graphics or other illustrations that detail the project.
   3. Summary of environmental conditions and eligible activities that necessitate consideration of a brownfield plan amendment.
   4. Preliminary estimate of the captured taxable value and tax increment revenues from all eligible properties.
   5. Preliminary estimate of the impact of tax increment financing on the revenues of all taxing units subject to tax capture.

   The application will be promptly processed when all required information has been submitted.

B. Review of a brownfield redevelopment application will be coordinated by the Department of Community Development, with assistance from the Office of City Assessor. The Community Development Department will prepare a report that will include appropriate analyses and give consideration to the application, Michigan Statue, the General Review Criteria specified in this policy and any other pertinent considerations. If the City Manager approves the brownfield redevelopment application, the applicant will prepare an amendment to the City of Portage Brownfield Plan, which will be considered as required by Act 381 and relevant statutory requirements.

5. Amendment to the City of Portage Brownfield Plan Process

Within six months of the City Manager approval of the brownfield application, the applicant may proceed and prepare an amendment to the City of Portage Brownfield Redevelopment Plan for consideration by the city to include an additional eligible property per the following:

A. Preparation of the Brownfield Redevelopment Plan. The applicant, or designated agent, is responsible for preparing the Brownfield Redevelopment Plan consistent with the Act. The Brownfield Redevelopment Plan shall be properly completed and submitted to the Department of Community Development.

B. City Administrative Review. The Brownfield Redevelopment Plan will be reviewed by the Department of Community Development, with assistance from the Office of City Assessor. A report will be prepared and include appropriate analyses, giving consideration to the approved brownfield application, Michigan Statute, this policy and any other pertinent considerations. The review and report, together with a draft development agreement, will be provided to the Brownfield Redevelopment Authority and to City Council for consideration at the public hearing on the plan.

C. Brownfield Redevelopment Authority Review. The Authority will review the Brownfield Redevelopment Plan and related documents and develop a recommendation that will be forwarded to City Council. After review by the Authority, the plan will be forwarded to the City Council.

D. Public Hearing on the Brownfield Redevelopment Plan. City Council will hold a public hearing on the plan consistent with Act 381 including written notice to taxing units subject to tax capture.

E. Resolution adopted by City Council. After consideration of the proposal and Brownfield Redevelopment Plan, development agreement and related documents, City Council will adopt a resolution certifying the plan.

6. State of Michigan Review Process

If captured school taxes will be used to reimburse the cost of environmental response activities, or any non-environmental activities, approval of the Brownfield Redevelopment Plan and a Work Plan by the MDEQ and/or the MEDC is necessary. A Work Plan details the proposed project, specific activities to be undertaken, and the costs and time frame for completion. The MDEQ and MEDC will review the Brownfield Redevelopment Plan and Work Plan to ensure consistency with statutory, procedure and process requirements, and notify the City of Portage Brownfield Redevelopment Authority that the plan has been approved, approved with conditions, denied or if additional information is needed. The applicable state agency(ies) will approve the Tax Increment Finance Incentives, including the required Work Plans. The city and the authority will only use tax increment revenues in a manner consistent with the approval(s) granted by the applicable state agency(ies). If the plan is approved or approved with conditions by the State of Michigan, the City Council and other local units will be advised, as applicable.

7. Local Brownfield Revolving Fund

PA 381 of 1996 authorizes the creation of a Local Brownfield Revolving Fund (LBRF) that can be used for eligible activities such as: site investigation (e.g. environmental studies such as Baseline Environmental Assessments and Due Care Plans); preparation of a Brownfield Redevelopment Plan; environmental cleanup; demolition; site clearing, amongst others. The benefit of a LBRF is that it can provide funding for future brownfield redevelopment projects that require additional assistance with up front due diligence and planning costs required to prepare a Brownfield Redevelopment Plan, and/or with the cost of eligible redevelopment activities where a project may not otherwise be economically feasible.

Funding for a LBRF typically consists of funds from tax increment revenue in excess of the amount required to reimburse the developer, the local Brownfield Redevelopment Authority for administrative expenses, and the State Brownfield Redevelopment Authority. However, funding for a LBRF may also be derived from appropriations and/or grants from public and private sources. In the case of the Portage Brownfield Redevelopment Authority, the LBRF will initially be funded from tax increment revenue derived from approved Brownfield Redevelopment Plans. The LBRF will capture excess tax increment revenue for a period not to exceed five years (which must fall within the maximum 30-year capture period).

8. Annual Report Requirements for the City of Portage and the Applicant

In accordance with Act 381 requirements, an annual financial report will be submitted to the City Council and the State Tax Commission on the status of the activities.

9. Coordination with Kalamazoo County Brownfield Redevelopment Authority

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) was created in 2002, which also provides incentives for brownfield redevelopment. While most KCBRA projects have occurred within Kalamazoo County townships, the City of Portage may permit a KCBRA project within the city. The KCBRA has established a Local Site Remediation Revolving Fund (LSRRF) that provides funding to assist applicants with up front expenses including environmental studies and preparation of a Brownfield Redevelopment Plan. In the event an applicant seeks approval through the KCBRA, the following criteria and process shall be utilized for the review and approval process:

- KCBRA staff reviews the initial application and consults with the City of Portage Department of Community Development regarding the project.
- KCBRA Brownfield Plans proposed within the City of Portage must be consistent with the criteria and TIF capture provisions outlined in the City of Portage Brownfield Redevelopment Incentive Policy. An additional TIF capture period will be permitted for a period of not more than five years to fund the LSRRF. Dependent on the amount of TIF capture and scope of the project, this time period may be shortened to less than five years.
- After the KCBRA reviews and approves Brownfield Plan, the plan shall be submitted to the City of Portage Department of Community Development. After review by the City Administration, the City of Portage Brownfield Redevelopment Authority will review the Brownfield Plan and make a recommendation to City Council.
- The City Council will then review the Brownfield Plan and if approved, adopt a Resolution Approving a Brownfield Plan.
- If approved by the Kalamazoo County Board of Commissioners and the State of Michigan (if applicable), the KCBRA shall provide an executed copy of the development agreement for the project and annually provide a report regarding Brownfield Plan projects within the City of Portage.

DATE OF ADOPTION BY CITY COUNCIL: June 11, 2019

CITY OF PORTAGE, MICHIGAN

RESOLUTION TO IDENTIFY ELIGIBLE PROPERTY PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

At a regular meeting of the City Council of Portage, Michigan, held in the Council Chambers within the City Hall, 7900 S. Westnedge, Portage, Michigan, on the 3rd day of November, 2021 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by:

Councilmember_____, and supported by Councilmember_____

WHEREAS, Kotobuki Seating International Inc. is the owner of property located at 5185 Meredith Street in the City of Portage; and

WHEREAS, Kotobuki Seating International Inc. has requested that the City of Portage consider development of a Brownfield Plan to support redevelopment of this and adjoining properties, also owned by Kotobuki Seating International Inc.; and

WHEREAS, City of Portage and Kotobuki Seating International Inc. have inspected the property and found evidence of vandalism, illicit activities and other conditions that make the property a public nuisance and an attractive nuisance to children, is dangerous to the safety of persons and property, and has had utilities damaged or rendered ineffective such that the property is unfit for its intended use; and

WHEREAS, these conditions are consistent with the definition of "blighted" as defined in the Michigan Brownfield Redevelopment Financing Act, being Public Act 381 of 1996 (the Act); and

WHEREAS, Kotobuki Seating International Inc. desires that the property be designated as blighted so that the property can be deemed an "eligible property" as defined by the Act; and

WHEREAS, the designation of the property as "blighted" will support a Brownfield Plan and redevelopment of the property which will eliminate the blighted condition, support economic growth in the City, create new jobs, and improve property consistent with the City of Portage's Comprehensive Plan, is consistent with the past and future requirements for City services, and is otherwise consistent with the City of Portage Brownfield Redevelopment Authority's Brownfield Redevelopment Policy;

NOW, THEREFORE BE IT RESOLVED THAT:

1. **Blighted**. Pursuant to the authority vested in the City Council of Portage, by the Act, the property is hereby considered blighted.
2. **Repeals**. All resolutions of parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Adopted: AYES:

NAYS:

ABSENT:

I, the undersigned, the fully qualified and acting Clerk of the City of Portage, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of Portage at a regular meeting held on the 3rd day of November, 2021, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this ____ day of November, 2021.

APPROVED AS TO FORM
DATE 10/29/2021
DEP./CITY ATTORNEY

Erica Eklov
City Clerk

Patricia M. Randall
Mayor

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Portage Culinary Academy - Special License Liquor Permit

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

ACTION RECOMMENDED: Approve a Special License Liquor Permit in the form of a Certified Council Resolution for the Portage Culinary Academy event.

Portage Parks & Recreation is set to host *Mixology for the New Year*, a Portage Culinary Academy class on Wednesday, January 5 at Stuart Manor. Council approval, in the form of a Certified Resolution, for a Special Liquor License is recommended to facilitate this event. LFG Bar has been contracted to instruct the program and staff members will distribute beer and wine to participants to learn how to make specialty cocktails.

As with previous events of this nature, Parks & Recreation, along with the Public Safety – Police Division, have worked cooperatively to develop controls in order to ensure safe and successful events where alcohol is served. Participants must be 21 years of age to attend. LFG Bar staff members, with help from Parks & Recreation staff, who are 21 years or older, will serve alcohol. Parks & Recreation staff will assist in monitoring the location, limiting access to only those who have registered for the event. The city's liability insurance would cover the city, staff, and volunteers who assist with the event.

It is recommended that City Council approve a Special Liquor License Permit in the form of a Certified Council Resolution for the Portage Culinary Academy event.

FUNDING: The Parks & Recreation General Fund will finance the $50 Special Liquor License Permit application fee.

Attachments: 1. Special License Application and Certified Resolution

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: City of Portage		
Applicant address: 7900 S. Westnedge Ave.		
City: Portage	Zip Code: 49002	
Contact name: Lauren Lott	Phone: 269-329-4435	Email: lottl@portagemi.gov
Alternate contact name: Annie Pryor	Phone: 269-329-4421	Email: pryora@portagemi.gov

Leave Blank - MLCC Use Only

1. Has the applicant organization previously received a Special License? ◉ Yes ◯ No

   If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)

2. Has the applicant organization been established for one (1) year or longer? ◉ Yes ◯ No

   Date the applicant organization was established (month/day/year): _____

3. Is the applicant organization a municipality? ◉ Yes ◯ No

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 7340 Garden Lane	
City, township, or village where event will be held: Portage	County: Kalamazoo

1. **Will you submit your completed application at least ten (10) business days before your event?** ◉ Yes ◯ No
   It is strongly recommended that you submit the application as soon as you know the date of your event(s).

2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ◉ Yes ◯ No

3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ◉ Yes ◯ No

4. Is the event location within 500 feet of a church or school? ◯ Yes ◉ No
   If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)

5. Is the event location outdoors or partially outdoors? ◯ Yes ◉ No

   If Yes, list the exact dimensions of the outdoor area:
   Submit a clear diagram of the outdoor service area with your application form.

   [ ] feet X [ ] feet = [ ] square feet
   Width Length

   Describe type and height of the barrier that will be used to enclose the outdoor area:

6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:

   This event is for participants who register on-line only; no walk-ins. Employees will check ID's when taking attendance to make sure on-line registration is accurate.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ○ Yes ◉ No

If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ○ Yes ◉ No

If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ○ Yes ◉ No

If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? ○ Yes ◉ No

11. Is the event location in a Social District? ○ Yes ◉ No

If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to MCL 436.1551(3). Submit the written confirmation with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	1/5/21 Date 6:00 PM 8:00 PM Start Time End Time	Describe event being held: Portage Culinary Academy - Cooking Class Special License will be used for: ☒ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction Is this date a Sunday? ○ Yes ◉ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No
2	Date Start Time End Time	Describe event being held: Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction Is this date a Sunday? ○ Yes ○ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No
3	Date Start Time End Time	Describe event being held: Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction Is this date a Sunday? ○ Yes ○ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No
4	Date Start Time End Time	Describe event being held: Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction Is this date a Sunday? ○ Yes ○ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No
5	Date Start Time End Time	Describe event being held: Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction Is this date a Sunday? ○ Yes ○ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No
6	Date Start Time End Time	Describe event being held: Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction Is this date a Sunday? ○ Yes ○ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ○ Yes ○ No

12. Special license date information Continued from Page 2.

7	Date	Describe event being held:
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

8	Date	Describe event being held:
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

9	Date	Describe event being held:
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

10	Date	Describe event being held:
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

11	Date	Describe event being held:
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

12	Date	Describe event being held:
		Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction
	Start Time End Time	Is this date a Sunday? ◯ Yes ◯ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ◯ Yes ◯ No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a $50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional $7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional $160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a $25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional $3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional $160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan.**

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: *(per Special License requested)*	$50.00	**If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**	*Leave Blank - MLCC Use Only*
x Number of Special Licenses:	1		
= Special License Fees: *MLCC Fee Code: 4008*	$50.00		
+ Sunday Sales Permit (P.M.) Fees: *MLCC Fee Code: 4032*			
+ Sunday Sales Permit (A.M.) Fee: *MLCC Fee Code: 4033*			
= TOTAL FEES DUE:	**$50.00**	Make checks payable to: **State of Michigan**	

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Print Name and Phone Number of President	Signature of President	Date

Print Name of Notary	Signature of Notary	Date

Notary Public, State of Michigan, County of Kalamazoo	Acting in the County of Kalamazoo
My commission expires	

Print Name and Phone Number of Secretary	Signature of Secretary	Date

Print Name of Notary	Signature of Notary	Date

Notary Public, State of Michigan, County of	Acting in the County of
My commission expires	

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Portage Public Safety	
Name & title of reviewing officer: Nick Armold - Director	
Phone number of officer: 269-329-4561	Email of officer: armoldn@portagemi.gov
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit?	○ Yes ◉ No
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit?	○ Yes ◉ No
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	Nicholas J. Armold — Signature of Reviewing Officer; 11·14·21 — Date

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	Signature of Clergy Member or Superintendent — Date

Please note: the Commission has the sole and only right to approve or deny this request for a Special License.

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	Signature of Authorized Signer for Licensee — Date

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ (Date) at _____ (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____ (Name of Organization)

for a Special License to serve alcohol on _____ (Event Date or Dates)

to be located at _____ (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ (Recommended or Not Recommended) for issuance.

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____ (Date).

_____	_____	_____
Print Name & Title of Authorized Officer	Signature of Authorized Officer	Date

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Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC Use Only)

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer _____ Signature of Authorized Officer _____ Date _____

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

* * FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 * *
* * DO NOT EMAIL OR MAIL THIS FORM * *

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☐ License Renewal Fee(s):	_____	*4004*
☐ Manufacturer License(s):	_____	*4038*
☐ Wholesaler License(s):	_____	*4085*
☐ New Retailer License(s):	_____	*4012*
☐ Transfer Retailer License(s):	_____	*4034*
☐ Conditional License	_____	*4012*
☐ New Add Bar ☐ Transfer Add Bar:	_____	*4012/4034*
☐ Sunday Sales Permit (AM):	_____	*4033*
☐ Sunday Sales Permit (PM):	_____	*4032*
☐ Catering Permit:	_____	*4031*

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For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

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TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Cemetery Marker Height Waiver Request

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Approve a cemetery marker height restriction waiver for Ms. Janeen Bertolina within Portage South Cemetery.

The Office of the City Clerk was contacted in November 2021 by Mrs. Janeen Bertolina of Portage regarding the height of a cemetery marker. Ms. Bertolina is seeking a taller grave marker than the dimensions permitted by the City Ordinance. The gravesite and marker are for her deceased son, Jefferson Bertolina. Mrs. Bertolina subsequently provided a written request for consideration, which is attached.

Per Section 18-23 (Standards for markers and memorials) of the Code of Ordinances, any monument or marker in a City of Portage-owned cemetery may not exceed 38 inches in height. Mrs. Bertolina is seeking to order a grave marker that is 42 to 46 inches tall, which would be approximately eight inches beyond the height limitation. The gravesite is located in Block 6 of the Portage South Cemetery (Lot 20, Grave A), which is a designated upright marker section. A review of Block 6 by the Department of Public Works confirms that the Bertolina lot is in the last row of the cemetery and would not block another headstone due to exceeding the height limitation.

Section 18-23 of the Code of Ordinances also specifies that the City Council shall have the final determination of the design of monuments or markers in the city cemeteries. As such, it is recommended that City Council approve the requested cemetery marker height restriction waiver from Mrs. Janeen Bertolina for her son's grave in the South Cemetery.

FUNDING: Not Applicable

Attachments:
1. Jefferson Bertolina Grave Location Map
2. Bertolina Request

JEFFERSON BERTOLINA – GRAVE LOCATION

South Cemetery – Block 6 – Lot 20 – Grave A

From: Janeen Bertolina
To: City Clerk
Cc: Janeen Bertolina
Subject: City council agenda item
Date: Wednesday, December 1, 2021 7:53:58 PM

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

Hello,
I'd like to give more information regarding our agenda item for the city council meeting on December 7th.

Our youngest child passed away spring, and is buried in the South Cemetery. Understandably we are crushed. His grave is located near the far southeast corner of the cemetery, next to the fence. His name was Jefferson Bertolina, and he was our special needs baby. We cared for him 24/7, and he was our world.

We finally found a beautiful monument we'd like to purchase for him, but it's taller than the cemetery's height standard of 38". We respectfully request permission to have its height be between 42"-46" total.

We're not asking for more height than what already exist not far from Jefferson's grave. There are several modern monuments that are between 39-46 inches tall. (Not referring to the historic ones by the road).

Please thoughtfully consider our heartfelt request. Attached is a photoshopped draft of the headstone. The backside of the stone will be engraved telling about his life.

Thank you,
Janeen and Jim Bertolina

Jefferson Bertolina
Aug 10, 1998 - Mar 30, 2021
Precious gift from heaven - too
well loved to ever be forgotten
Some only dream of angels. We held this one in our arms.

Minutes of Boards & Commissions

Portage Senior Citizens (PSC) Advisory Board

Minutes: October 27, 2021

Call to order:

Chairperson Doug Gilchrist called the meeting to order at 2:34 PM.

In Attendance:

Doug Gilchrist (Chairperson)
Joe Magalski (Secretary)
Trudy Riker
Art Roberts
John Lobo
Linda Zoeller
Jean Balazs - new member
Linda Clampi - new member
Ashlyn Haigh - Youth Advisory Committee - new member

Absent:

Larry Smith (Vice Chairperson) - Excused
Bill Wieringa - Excused
Sharon White - Excused
Genevieve Kim (Youth Advisory Committee) - Excused

Senior Center Staff Present:

Kim Phillips

Guests: None

The minutes for the Sept 15, 2021 meeting were approved with no corrections with Art moving and Trudy seconding.

Kim introduced new Senior Advisory Board members Jean Balazs, Linda Clampi, and Ashlyn Haigh.

Travel Program, Trudy:

- Day trips have been going well and have been well attended. Masks are required to be worn on the bus

Legislative Update, Art:

- Art reported that state Senator Sean McCann and state representative Christine Morse helped obtain the $1.5 million grant from the state for the new Senior Center.

Friends of PSC Board Update, Trudy:

- The September donor appreciation get-together went well.
- They are beginning to discuss hosting some type of grand opening event for the new building.
- They are looking into a special VIP donor award.
- They are actively recruiting new members.
- They plan to hire a part time person to handle some of the administrated activities that are currently being handled by the PSC staff.
- The Bloomerang software will replace PayPal for donations.

Youth Advisory Board:

- No report

Managers Report, Kim:

- The Monthly Operations Reports for September was provided.
- The Flu Shot and Covid booster shot clinic was well attended and another is planned for November.
- Total membership is holding steady. They always encourage life time memberships (cost is $250).
- The cost of membership is being looked at (currently at $25/year). It has been a number of years since it was last increased. Kim noted the Friends of the PSC do offer financial assistance for those needing it.
- The PSC has received funds from the Kalamazoo Senior millage for the Healthy Living program. We are waiting for the funds for Senior Center Operations.
- Kim provided a tour of the new building to state representatives Christine Morse and Matt Hall.

Old Business, Kim:

- Update on current status of Senior Center
    - We are still limiting special events due to limited parking.
    - In person fitness classes have started back up and are well attended.
    - There will be a breakfast for veterans on Nov 11 at the Air Zoo. The veterans normally have a monthly luncheon at the PSC with 40 to 50 people attending.
- Accreditation Update
    - The Accreditation review took place virtually last week. The review chairperson told Kim we are being recommended for approval! Kim noted that there are 120 senior centers in the US that have received the accreditation.
- PSC Construction Update
    - Construction is going well on the new building.
    - The latest estimate for completion is mid to late March, 2022. The slight delay is due to some inclement weather and also difficulty getting some building materials.
    - The goal is to have the outside of the building closed in and also the parking lot completed before the winter weather comes.

New Business:

- Finance Report
    - Kim passed out two financial reports; one for the end of the 2020-2021 fiscal year (June 30, 2021) and one for the end of the first quarter of 2021-2022 (Sept 30, 2021).
    - Due to covid, revenue is way down but expenses are also. As a result, the city of Portage has not had to increase the amount of money they subsidize the PSC.
- Election of New Officers
    - After a brief discussion, Art made a motion to re-elect the same three officers for another year; Trudy seconded it, and all approved. Thanks to Doug Gilchrist (Chairperson), Larry Smith (Vice Chairperson), and Joe Magalski (Secretary) for continuing to serve as officers.

- **Activity Reminders**
    - Kim noted there will not be a holiday bizarre this year.

Citizen comments: None

Advisory Board Comments:

- Kim - commended her staff for the great work they do.
- Trudy - thanked the officers for serving.
- Art - welcomed the 3 new members and thanks Larry for the pictures he took during the new building tour in August.
- Jean - commended the board for their organization and efficiency. She plans to encourage her friends to get involved in the PSC.
- Ashlyn - thanked the PSC for inviting her to attend our meetings. She noted that the Youth Advisory Board is meeting on a regular basis.
- Doug - thanked the new members for joining us. He also thanked Trudy and Art for their monthly reports.

The meeting ended at 3:33 PM.

Next meeting: Wednesday, November 17 at 2:30 PM.

City of Portage
Historic District Commission
Wednesday, November 3, 2021
City Hall Conference Room 1

Meeting Called to Order: 8:25 a.m. Vice Chair Suzanne M. Nemeth called the meeting to order. Chair Katie VanLonkhuyzen came to the meeting a couple of minutes later.

Members Present: Jessie Duniphin, Rebecca Lopez, Katie VanLonkhuyzen, Nick Meyle, Suzanne M. Nemeth, Martha Deming Maytnier, Laura Glass, and Jeremy P. Custer

Members Absent (unexcused): Anthony Amarasinghe.

Staff: Biqi Zhao, Senior City Planner and Daniel Harrington, City Planner-GIS

Approval of Minutes: Jessie Duniphin made the motion, seconded by Rebecca Lopez, to approve the April 7, 2021 meeting minutes as submitted; motion approved 8-0.

Discussion:

- Each commissioner and staff introduced themselves and exchanged their interest and expertise in various aspects of Historic Preservation.
- Draft Historic District Commission 2021-2022 Goals and Objectives
  Staff Biqi Zhao briefed the commission that "2 e." is added to the previous year's goals and objectives to expand HD commission's function beyond historic preservation via incorporating HD commission's insights to art and culture for the upcoming Master Plan. Staff handed out Capital Improvement Program survey result of cultural arts or historical based activities to inform the commission the residents' need. Extensive discussions were made for strategies to achieve these goals and objectives. Past practices and future approaches were addressed as well. Jessie Duniphin made the motion to adopt Historic District Commission 2021-2022 Goals and Objectives with adding "7. Provide education to HD property owners". Steps for achieving this goal such as general education, specific educational materials for each property were discussed. Suzanne M. Nemeth seconded the motion, motion approved 8-0.
- Digital tour guide with GIS interactive story map based on "Where the Trails Crossed"
  Staff Biqi Zhao presented to the commission the GIS interactive map and asked if each property owner's consent is needed to publish the map link with current photos, which were pulled from assessor's database. Jeremy P. Custer said that the assessor's database is public accessible, so there is no conflict to publish the current photos. The commission agreed no consent is needed from the property owners. Martha Deming Maytnier asked how recent these photos were. Staff Biqi Zhao answered that these photos were from various years. Staff will send the GIS link of the story map to the commission for detailed review and comments.

Other Items:

- Nick Meyle presented the History Hunt Geo Bike Tour that he has been working with the City's Parks and Recreational Department and showed the sample cards to ask for the commission's opinion. The commission suggested adding Senior Center site. The HD commission offered general consensus to support the project.
- Staff Biqi Zhao acknowledged the commission that the City will no longer send out hard copies of agenda and the digital agenda will be sent via email. The commission still preferred hard copies and staff will relay the commission's preference to the City.
- The commission requested the City for consideration of budget support. Staff Biqi Zhao will check back with the City and update to the Commission.

- Jessie Duniphin mentioned that the realtor's package was a useful tool for informing new property owners. Staff Biqi Zhao will try to locate the package.
- December 1st meeting will be held for further discussion of GIS Story Map and the assignment of HD properties to each commissioner.

Old Business:

New Business:

Adjournment: There being no further comments or business, Rebecca Lopez made the motion to adjourn the meeting at 9:40 a.m. Suzanne Nemeth seconded the motion.

Respectfully submitted,

Biqi Zhao

Biqi Zhao AICP, Ph.D
Senior City Planner

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Ordinance Amendment No 21-22: Veterinary Hospitals/Clinics

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Subsequent to the public hearing, consider adopting Ordinance Amendment No. 21-22-A (Veterinary hospitals or clinics in the CPD, Commercial Planned Development District).

A Zoning Amendment to add 'Veterinary Animal Hospital/Clinic' to the Commercial Planned Development district has been submitted by Shannon Orr and Timothy Timmons, on behalf of Quality Acquisitions LLC (property owner) and VCA (future tenant) to facilitate a future veterinary animal hospital at 5348 South Westnedge Avenue. The property was previously occupied by Gander Outdoors, which closed in 2019.

The future veterinary animal hospital would occupy an existing, vacant building that resides in a Commercial Planned Development district. The business offers 24-hour, 7-day a week, 365-day a year emergency and specialty care services for dogs and cats. The existing parking lot and site circulation areas are expected to be utilized for the business' patrons and customer parking demands and overall access.

In the attached October 21, 2021 report, the Department of Community Development provides an overview of the Zoning Amendment and recommends approval of the Zoning Amendment to add 'Veterinary Animal Hospital/Clinic' to the Commercial Planned Development district.

During the October 21, 2021 meeting, the Planning Commission reviewed the Zoning Amendment. Joshua Weiner attended on behalf of Quality Acquisitions LLC in support of the development project. After careful consideration, the Planning Commission voted unanimously 8-0 (1 Commissioner absent) to recommend to City Council approval of the Zoning Amendment to add 'Veterinary Animal Hospital/Clinic' to the Commercial Planned Development district.

It is recommended that City Council adopt Ordinance Amendment # 21-22-A, Veterinary hospitals or clinics in the CPD, Commercial Planned Development District.

FUNDING: Not Applicable

Attachments:
1. Planning Commission Minutes dated October 21, 2021
2. Community Development Staff Report dated October 21, 2021
3. Applicant Narrative; Building Floor Plan

4. Planning Commission Chair Transmittal dated October 22, 2021
5. Ordinance Amendment 21-22-A, Vet hospitals-clinics
6. 2021 11 05 Vet Ord First Reading

CITY OF PORTAGE PLANNING COMMISSION

Thursday, October 21, 2021

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of October 7, 2021 was called to order by Chairman Corradini at 7:02 p.m.

IN ATTENDANCE

Eric Feldt, City Planner; Daniel Harrington, City Planner; and Catherine Kaufman, City Attorney.

ROLL CALL

Mr. Feldt called the role: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (yes); Baldwin (yes); Adams (yes); O'Dell (yes); Youngs (yes); and Freiman (excused).

APPROVAL OF MINUTES:

A motion was made by Vice Chair Joshi, supported by Commissioner Baldwin to approve the October 7, 2021 meeting minutes with amendments clarifying the conditions of Special Land Use Permit RNR Tire Express 6929 S. Westnedge Avenue. The motion was approved unanimously.

PUBLIC HEARINGS:

1. Zoning Amendment 5348 S Westnedge Ave Veterinary Hospital. Mr. Feldt explained a zoning amendment application has been submitted to permit Veterinary hospitals in the Commercial Planned Development (CPD) zoning district to facilitate the renovation of an existing building at 5348 S. Westnedge Avenue for a new veterinary hospital. This is the former Gander sports store. The zoning code does not permit animal hospitals in the underlying Commercial Planned Development (CPD) zoning district. If the Zoning Amendment is supported by this Board and subsequently approved by the City Council, the applicant would then file a Special Land Use Permit for this Board's consideration to allow the new veterinary animal hospital. As stated in the applicant's narrative, this hospital would offer a 24-hour/7-day a week/365-day emergency and specialty care services for dogs and cats. Staff expects the existing parking lot and site circulation areas will be utilized for staff and customer needs. Further, he mentioned existing veterinaries in the City of Portage. Also, Mr. Feldt stated existing land uses and businesses in the CPD areas within the city. Mr. Feldt explained how the zoning amendment is consistent with applicable City plans, such as the Comprehensive Plan and Zoning Code.

Mr. Feldt concluded his presentation by indicating two choices of procedure of the zoning amendment for the Planning Commission: 1) consistent with the Planning Commission policy, accept public comment at the initial meeting and continue the ordinance amendment consideration at a subsequent meeting where the Commission is advised to receive public comment during the October 21, 2021 meeting and adjourn the public hearing to the November 4, 2021 meeting; or 2) if no public comment is received and the Commission is supportive of the proposed amendment, staff advises the Planning Commission to waive the second public hearing and recommend to City Council that Ordinance Amendment No. 21-22-A: Veterinary Hospitals or clinics in the CPD, Commercial Planned Development District, be approved.

DRAFT

Vice Chair Joshi asked about restrictions such as no commercial boarding or kenneling and no cremations or crematories. Mr. Feldt stated that these conditions will affect all future animal hospitals in the Commercial Planned Development district; it is not specific to the subject case. Vice Chair Joshi asked if the applicant wanted to expand into these businesses in the future would they need a Special Land Use Permit. Mr. Feldt confirmed this to be true.

Josh Weiner (applicant) at 700 Mall Drive. He stated that the CPD was designed for flexibility. He stated that he reviewed the background of the tenants, Veterinary Centers of America (VCA). Mr. Weiner reported that he likes VCA and what it does for his portfolio. He asked for the board to waive the second meeting for a public hearing.

Commissioner Pezzoli asked if the building will be done in phases. Mr. Weiner stated that it will be done in its entirety. O'Dell asked the applicant how they feel about the restrictions. Mr. Weiner stated he is okay with restrictions. Commissioner Baldwin asked if they are euthanizing a dog or cat, and what will they do if they cannot cremate on site? Mr. Weiner stated he does not know the answer. Commissioner Youngs stated he has taken animals to another veterinary business that does cremations. Chairman Corradini stated he thinks the business is a good idea and that the building has been vacant a long time.
Chairman Corradini moved to close the public hearing and Vice Chair Joshi supported. Motion was approved unanimously.

MOTION MADE BY VICE CHAIR JOSHI AND SECONDED BY COMMISSIONER BALDWIN to waive the second hearing and to recommend to City Council that the Zoning Amendment to add Animal Veterinary Hospital/ Clinic to the Commercial Planned Development (CPD) district be approved. Motion passes unanimously.

NEW BUSINESS:

Catherine Kaufman leads a training on zoning, comprehensive planning, and various planning/ zoning laws for the Planning Commission.

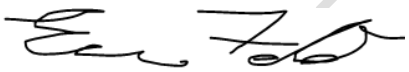
STATEMENT OF CITIZENS/COMMISSIONERS

None

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 8:30 p.m.

Respectfully submitted,



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DRAFT

TO: Planning Commission **DATE:** October 21, 2021

FROM: Kelly Peterson, Director of Community Development

SUBJECT: Zoning Amendment for VCA Veterinary Animal Hospital, 5348 S. Westnedge Ave.

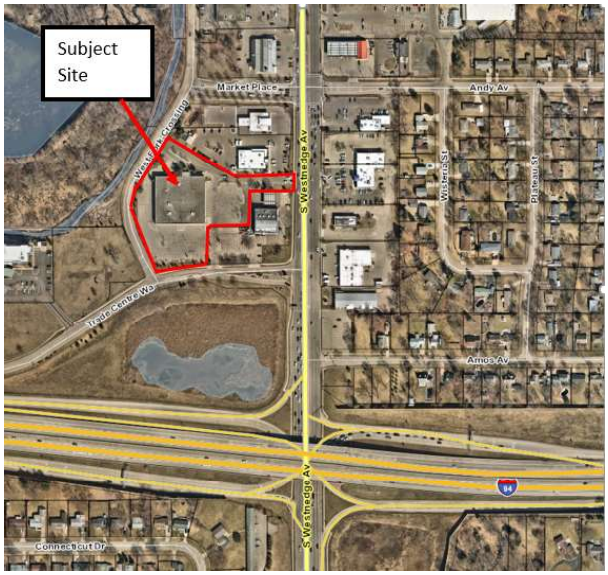
I. INTRODUCTION:

A zoning amendment application has been submitted by Shannon Orr and Timothy Timmons, on behalf of Quality Acquisitions LLC (property owner) and VCA (future business owner), to facilitate the renovation of an existing building into a new veterinary hospital/clinic at 5348 S. Westnedge Avenue. The current zoning code does not permit animal hospitals in the underlying Commercial Planned Development (CPD) zoning district. Approving a zoning amendment would permit such land use within the CPD, and possibly allow VCA to occupy the existing building with a new veterinary hospital/clinic offering 24/7/365 emergency and specialty care services for dogs and cats. The existing parking lot and site circulation areas are expected to be utilized for staff and customer parking demands and overall access.

II. BACKGROUND INFORMATION:

The project was presented during the September 16th and October 7th, 2021 Planning Commission meetings but did not consist of a complete application and, therefore, staff did not provide an analysis nor a recommendation during those meetings. Staff has now received a full application consisting of a project narrative and floor plan for consideration.

The subject building is currently vacant and was previously occupied by Gander Outdoors (closed in 2019). The subject property is 3.19 acres in size, contains a 31,000 square foot vacant building, offers approx. 170 parking spaces, and has access along S. Westnedge Avenue and abutting interior streets. See image below. The property is zoned Commercial Planned Development (CPD).



III. ANALYSIS:

The staff notes that the proposed veterinary hospital is not allowed in the underlying Commercial Planned Development (CPD) district. It is, however, allowed in the B-3 General Business zoning district with an approved Special Land Use Permit and meeting specific criteria, and also allowed in the I-1 Light Industrial district as a Permitted Use. Since the CPD district consists of a mix of commercial uses, is located along intense commercial corridors, and is intended to provide a unique commercial district to promote a mix of commercial uses, staff recommended the applicant seek a zoning amendment request to determine if and how the proposal may be appropriate in the CPD district.

Consistency with City Plans
A Zoning Amendment request is processed pursuant to Sec 42-651 of the zoning code and requires Planning Commission and City Council public hearings and action. Although the zoning code does not provide specific criteria for this type of request, staff finds that the zoning amendment request should be analyzed for consistency with the City's Comprehensive Plan, zoning code, and the intent of the Commercial Planned Development (CPD) district. Discussion of these is provided below.

2014 Comprehensive Plan
In general, the purpose of the Comprehensive Plan is to identify and analyze the city's physical elements to create goals to guide future growth and development of the city; preserve and enhance the quality of residents, businesses, and property owners; ensure appropriate levels of density and intensities; ensure adequate provisions of public utilities and services; establish strategies for key areas of the city; and other land use matters. The Plan provides goals and guidelines to address specific issues. The following goal is applicable to the subject request: 'Goal LU2: Encourage sensible, sustainable, diverse, high-quality office, commercial and industrial development in designated areas to maintain Portage's employment opportunities supportable by the community's existing and reasonably anticipated future

infrastructure'. The Comprehensive Plan also establishes a Future Land Use Map that classifies land into various categories that helps guide rezones, zoning amendments, and certain land uses. The subject request could be associated with the 'General Business' category, which has a purpose of 'To provide for the full range of retail uses, for hotel and other highway services, for recreation facilities and for personal service establishments, and may include general offices'. An animal hospital would generally be consistent with the Comprehensive Plan. Some restrictions may be applied to this type of commercial use to ensure neighborhood harmony.

Zoning Code; Commercial Planned Development (CPD)
The intent of the zoning code is to generally implement the Comprehensive Plan and regulate land use development in a way that promotes public health, safety, and general welfare. Per Sec 42-410, the following is the intent of the CPD:

A. The city, planning for continued growth and realizing that the demand for commercial land development is desirable, intends in the CPD commercial planned development district to encourage flexibility in commercial land development to meet these changes and new opportunities.

B. The district is intended to encourage office, retail and service use in one or more buildings in a planned manner that are compatible with and mutually supportive of each other.

C. It is intended that the district provide an attractive, comfortable and convenient environment for patrons of the development and that the development be designed and constructed in such a way as to be compatible with the environment and with neighboring uses, especially residential areas.

D. It is further intended that this district be located in areas within the community which are designated in the comprehensive plan for intensive or general commercial use.

Based on the intent of the CPD, veterinary hospitals/ clinics would generally be appropriate within the CPD. Certain conditions or restrictions may be warranted, however, to ensure overall land use (business and residential) compatibility.

Zoning Code; 'Animal Hospital/ Clinic'
The City of Portage zoning code lists 'Small Animal Hospitals/ Clinic' and 'Veterinary Hospital/ Clinic' as permitted land uses, which are allowed in different zoning districts and each have associated restrictions to ensure land use compatibility among adjacent uses. Further, the code defines 'Veterinary Hospitals/ Clinics' as 'a place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to hospital use' (Sec 42-112). The subject proposal falls under this definition. Staff notes that the code does not define a 'small' veterinary hospital/ clinic but it does differentiate it by only allowing it in the B-1 Local Business district, which primarily permits low-intense commercial uses. Staff finds the subject proposal would not be considered a small operation due to the large size of the subject building (approx. 31,000 sq ft) and high-intensity business operations. Therefore, the subject proposal falls under the regular Veterinary Hospital/ Clinics land use category. This use is allowed in the B-3 General Business district with an approved Special Land Use Permit with the restrictions shown below, and allowed as a permitted use in the I-1 Industrial District with no restrictions. For discussion purposes, staff also provided the Small Veterinary Hospital/ Clinics associated restrictions below.

<u>Veterinary Hospitals/ Clinics; B-3 District Restrictions (Sec 42-262(C)(3)</u>

a. The site shall be located so that all abutting or adjacent property is in a B-1, B-2, B-3, I-1, or I-2 district.
b. All activities shall be conducted in a totally enclosed main building.
Special Land Use Permit Required.

Small Veterinary Hospitals/ Clinics; B-1 District Restrictions (Sec 42-260(C)(3)
a. Buildings housing this use shall be freestanding and not connected to any other building containing any other use.
b. The part of the lot shall not abut a residential district or use lot line.
c. No boarding of animals shall be permitted.
d. No services shall be provided to large animals, such as horses, cows, and other similar size animals.
e. No cremations or crematory facilities shall be operated on the premises.
Special Land Use Permit Required.

Existing Veterinaries; Portage
Staff identified four veterinaries/ animal hospitals within the City of Portage. See list below. Most are located in the B-3 General Business districts, and all are smaller than the subject proposal. Some have been in operation for 20 years or longer. Most offer general veterinary services such as health check-ups, common surgeries, medications, specialty foods, etc. Some also provide a small outdoor fenced area.

1) Shaver Road Animal Hospital; Address: 9987 Shave Rd
2) Lakeview Animal Hospital; Address: 8818 Portage Rd
3) VCA Portage Animal Hospital; Address: 8037 Portage Rd
4) Milwood Animal Clinic; Address: 5942 Lovers Ln

Existing Commercial Planned Development (CPD) Sites
There are five mapped CPD zoning districts throughout the city. See attached 'Commercial Planned District Map'. Below indicates existing businesses within each mapped district as corresponding to the attached map.

Area 1) Consists of businesses such as Walmart Supercenter, Arby's, Walmart gas station, Tractor Supply, Migala Carpet One Floor & Home, Golf Performance Academy, Lawn Doctor of Kalamazoo-Portage, Refresh Thrift Store, Foreign Car Services, and Hannapel Home Center cabinet maker.
Area 2) Consists of Walgreens, Huntington Bank, and First Impressions Salon & Spa.
Area 3) Consists of Sams Club.
Area 4) Consists of Walgreens.
Area 5) Consists of the subject site, several large office buildings, Hilton and Marriott hotels, Black Rock Bar & Grill, Buddy's Pizz, Arbor Credit Union, Willow Creek Shopping Center, Lowe's Home Improvement, Earth Fare grocery, Home Goods, Southern Michigan Bank & Trust, and Los Amigos Mexican restraurant.

Proposed Zoning Amendment
As mentioned earlier, staff finds that Veterinaries/ Animal Hospitals would be appropriate in the Commercial Planning Development (CPD) district. Since some existing CPD district boundaries abut or are near residential districts, staff recommends applying some conditions to ensure neighborhood compatibility. Further, staff finds that some existing conditions of Veterinaries/ Animal Hospitals and those of the small-size use should also be applied to the subject zoning amendment request for the CPD. Since a Special Land Use Permit is required for both Veterinaries/ Animal Hospitals in the

current zoning code, staff recommends a Special Land Use Permit required for subject request. Therefore, staff recommends the following conditions for Veterinaries/ Animal Hospitals in the CPD:

a. Buildings housing this use shall be freestanding and not connected to any other building containing any other use.
b. No commercial boarding or kenneling of animals shall be permitted.
c. An outdoor area associated with the care of patrons' animals is permitted, subject to the following:
i. the outdoor area shall not be located in any front yard adjacent to a public street, unless otherwise approved by the director;
ii. the outdoor area shall not be located adjacent to a residential district; and,
iii. the outdoor area must be screened from view with a minimum six-foot tall oblique fence or wall. The fence must be constructed of the same or similar material as the building.
d. No cremations or crematory facilities shall be operated on the premises.

IV. RECOMMENDATION:

Consistent with the Planning Commission policy of accepting public comment at the initial meeting and continuing the ordinance amendment consideration at a subsequent meeting, the Commission is advised to receive public comment during the October 21, 2021 meeting and adjourn the public hearing to the November 4, 2021 meeting. If no public comment is received and the Commission is supportive of the proposed amendment, staff advises the Planning Commission to waive the second public hearing and recommend to City Council that Ordinance Amendment No. 21-22-A: Veterinary Hospitals or clinics in the CPD, Commercial Planned Development District, be approved.

Attachments:
1. Zoning Amendment Application, 5348 S. Westnedge Avenue
2. 1109 VSEC Kalamazoo 5348 Westnedge Hospital Narrative-sample plan 09-28-2021
3. CPD Map

PORTAGE
A Natural Place to Move

Department of Community Development

APPLICATION FOR ZONING AMENDMENT

Application number_____

Date September 8, 2021

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings.

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 2, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at 5348 S. Westnedge between Trade Center Way Street and S. Westnedge Street on the West side of the street, and is known as Lot Number(s) _____ of _____ Plat (Subdivision). It has a frontage of 328 feet and a depth of 350 +/- feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

_____

_____

_____

2. a. Do you own the property to be rezoned? Yes X No _____

b. Name of the owner of the property to be rezoned: Quality Acquisitions LLC

Address 700 Mall Drive, Portage, MI 49024

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment: To allow Veterinary Hospital use.

4. CURRENT ZONING: Not Re-zoning parcel PROPOSED ZONING: _____

ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):

2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.
Section 42-412 of CPD District, permitted uses.

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.
To allow Veterinary Hospital use in CPD zoning.

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.

eSigned via SeamlessDocs.com
Shannon S Orr
Key: c34acfd12cccde1656b12c9917c492f2

eSigned via SeamlessDocs.com
Timothy Timmons
Key: 7a07c398bcf6405d6d7119241455a0ac

(Signature of Applicant) (Signature of Applicant)

700 Mall Drive, Portage, MI

(Address) (Address)

269-323-2441

(Phone) (Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.

Eric Hittelman
Senior Director, Real Estate
Phone: (310) 571-6500
Direct: (310) 442-4495
FAX: (310) 442-4496
e-mail: eric.hittelman@vca.com

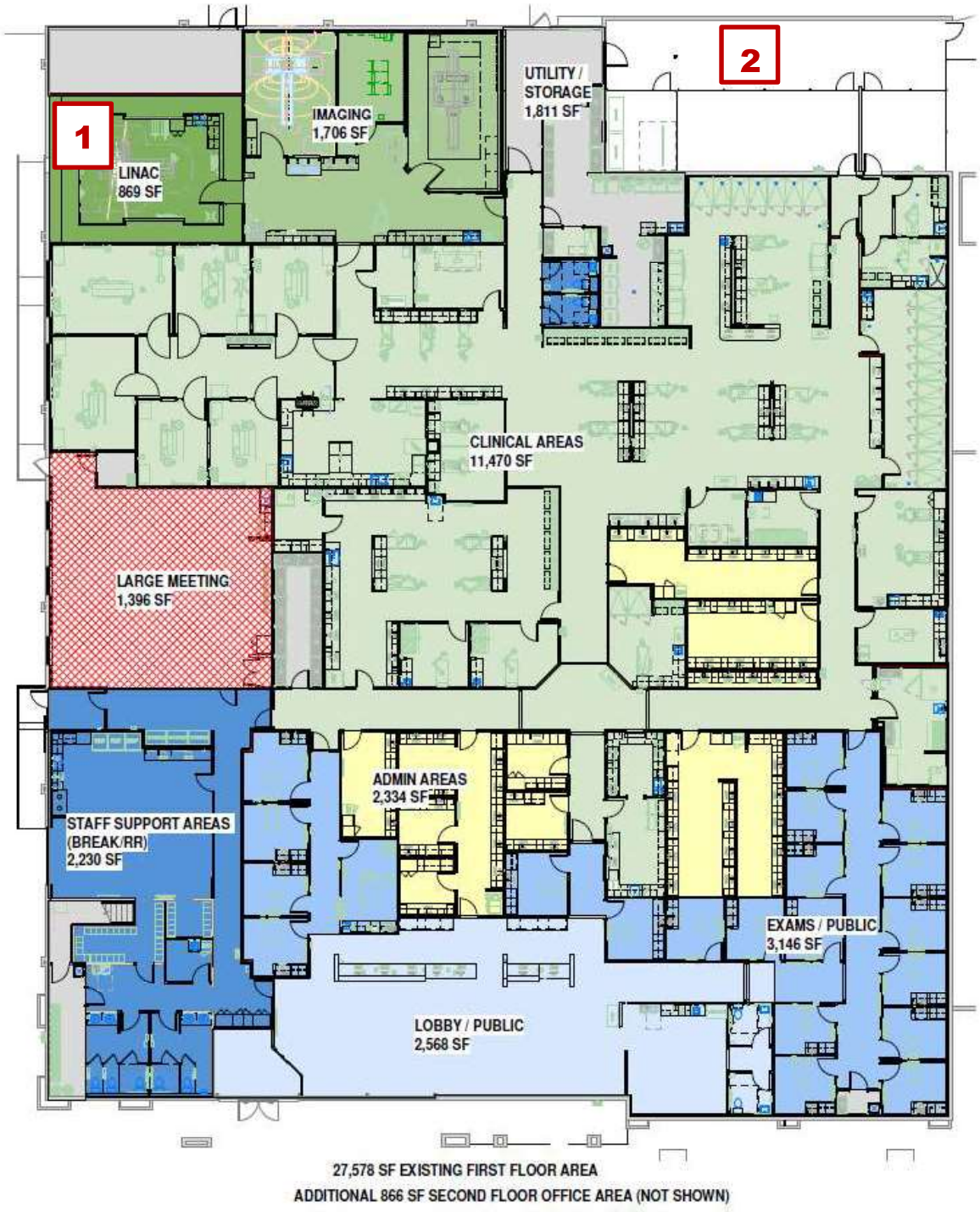
AU1109: VCA VSEC Kalamazoo

Prospective Lease: 5348 Westnedge Ave., Portage, MI

Company Description: VCA. is a nationwide chain of animal hospitals across all 46 states and 5 Canadian provinces The hospital portfolio exceeds 800 individual animal hospitals. VCA has over 1,000 neighborhood hospitals and over 6,000 Veterinarians. To stay on top of the latest advances, every VCA Veterinarian completes 30 hours of continuing education a year--more than twice the industry standard. VCA is committed to continuously improving the standard of care for our hospitals and veterinary medicine as a whole through the compassionate, high-quality primary care that we provide at our nationwide family of over 1,000 hospitals

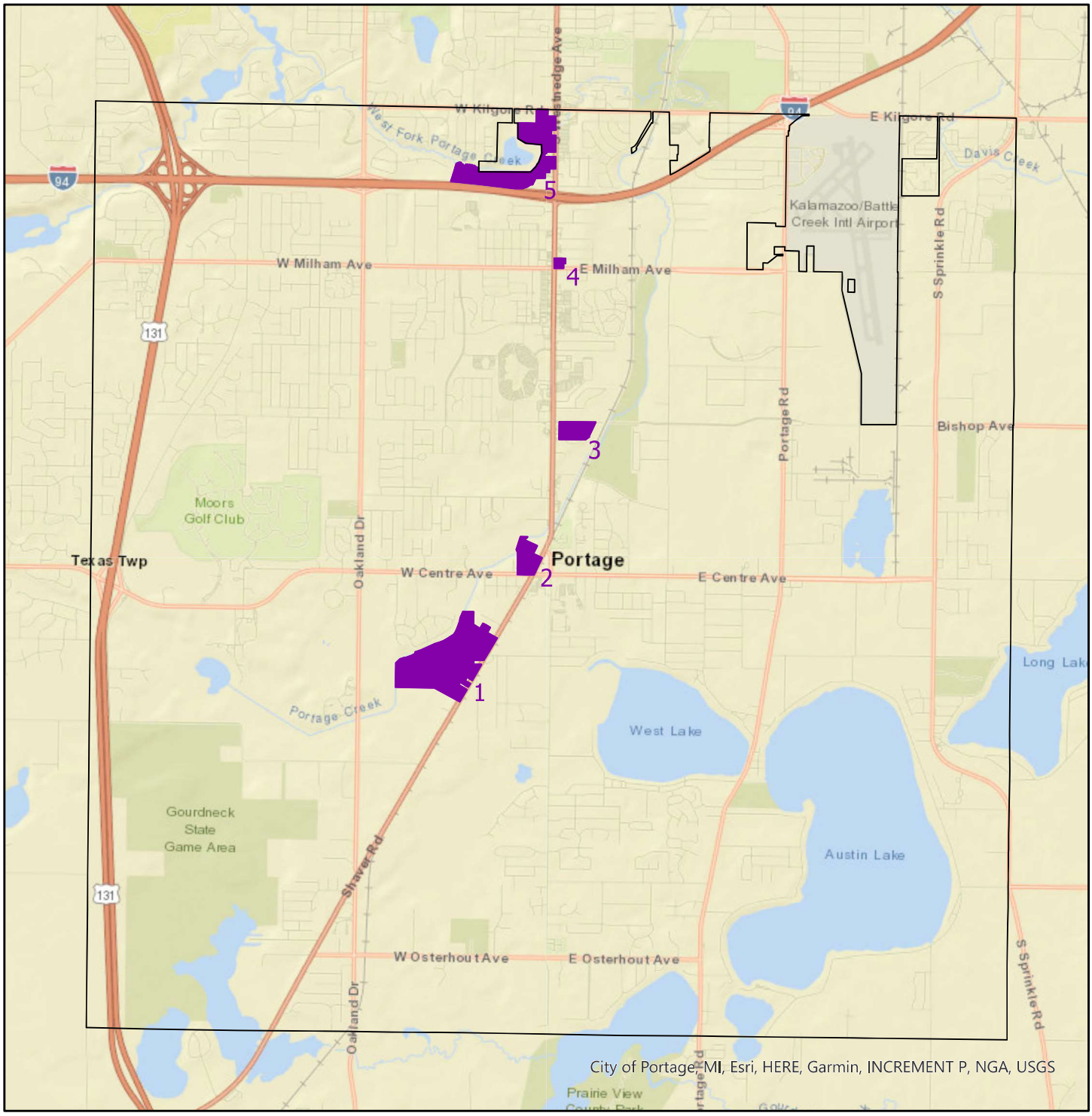
Hospital Description: VCA Kalamazoo is an emergency and specialty practice that provides emergency / urgent care to dogs and cats. Additionally, the hospital offers specialized veterinary services which are beyond capabilities of traditional general practices. We currently have 75 full-time employees, including 9 full time veterinarians, with plans to add additional veterinarians and support staff. Emergency services will be provided 24/7/365. During our peak hours we will have approximately 15-25 employees onsite. All animal care/recovery will occur within the building. We expect an approximate 30 ill and critical patients to be hospitalized overnight with staff on site caring for these patients. There will be no boarding facility similar to what might be associated with other general practice veterinary facilities. Animals outside of the building will be limited to those being brought in/out of the facility from the parking lot by their owners and those inside a small fenced-in area designated for walking patients. No animals will be outside unleashed and/or unsupervised. As a result, we expect any noise from barking dogs to be rare to non-existent.

Sample floorplan including functional area breakdown:



1. Linear Accelerator (LINAC) will not be part of initial construction but could be added in the future.
2. This area represents the fenced in Pet Yard, used for some therapy and relief for ambulatory patients.

Commercial Planned District Map



City Boundary

CPD

0 0.5 1 2 Miles

N

Eric Hittelman
Senior Director, Real Estate
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Direct: (310) 442-4495
FAX: (310) 442-4496
e-mail: eric.hittelman@vca.com

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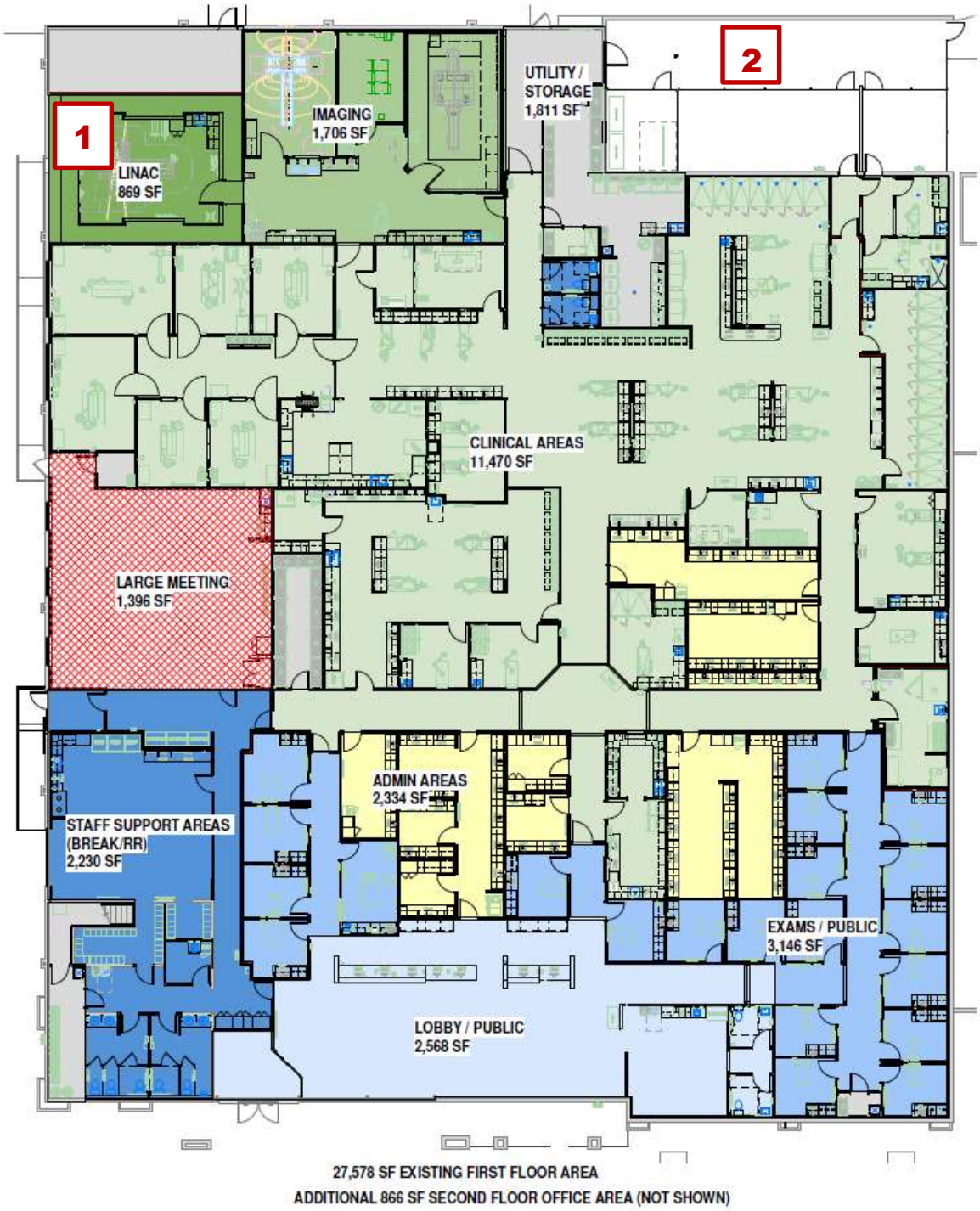

1. Linear Accelerator (LINAC) will not be part of initial construction but could be added in the future.
2. This area represents the fenced in Pet Yard, used for some therapy and relief for ambulatory patients.

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: October 22, 2021

SUBJECT: Zoning Amendment to add Veterinary Animal Hospital/ Clinic to the Commercial Planned Development district; Ordinance amendment No. 21-22-A.

During the October 21, 2021 meeting, the Planning Commission reviewed and discussed the zoning amendment to add Veterinary Animal Hospital/ Clinic to the Commercial Planned Development district to facilitate a future veterinary animal hospital at 5348 S. Westnedge Avenue. Joshua Weiner with Meyer C. Weiner Co. (Applicant's Representative) provided testimony to support the application. No additional citizens provided testimony during this meeting to comment on the proposed development.

The Planning Commission voted unanimously 8-0 (1 commissioner absent) to recommend to City Council that the Zoning Amendment to add Veterinary Animal Hospital/ Clinic to the Commercial Planned Development district be approved.

Sincerely,

Dan Corradini
Chairman, Planning Commission

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PORTAGE, MICHIGAN BY ADDING SECTION 42-412.1 OF ARTICLE 4, DIVISION 4, SUBDIVISION 13 OF CHAPTER 42, LAND DEVELOPMENT REGULATIONS

THE CITY OF PORTAGE ORDAINS:

That Chapter 42 LAND DEVELOPMENT REGULATIONS shall be amended to add Section 42-412.1 to Article 4 - ZONING, DIVISION 4 - ZONING DISTRICTS AND DISTRICT REGULATIONS, Subdivision 13 - CPD Commercial Planned Development District, as follows:

"Section 42-412.1. Special Land Uses:

The following uses may be allowed in the CPD, Commercial Planned Development District, subject to the conditions imposed in this section for each use, and subject further, to the review and approval of the planning commission in accordance with the provisions of Division 5, Subdivision 1 of this article:

A. Veterinary hospitals or clinics
   a. Buildings housing this use shall be freestanding and not connected to any other building containing any other use.
   b. No commercial boarding or kenneling of animals shall be permitted.
   c. An outdoor area associated with the care of patrons' animals is permitted, subject to the following:
      i. the outdoor area shall not be located in any front yard adjacent to a public street, unless otherwise approved by the director;
      ii. the outdoor area shall not be located adjacent to a residential district; and,
      iii. the outdoor area must be screened from view with a minimum six-foot tall oblique fence or wall. The fence must be constructed of the same or similar material as the building.
   d. No cremations or crematory facilities shall be operated on the premises.

B. Reserved."

Dated: _____

_____
Patricia M. Randall, Mayor

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

CERTIFICATION

I, Erica Eklov, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing ordinance was adopted by the City of Portage on the _____ day of _____, 2021.

_____
Erica Eklov, City Clerk

Approved as to Form (City Attorney)

T:\COMMDEV\2021 2022 Department Files\Board Files\Planning Commission\PC Reports\Text Amendments\VCA Animal Hospital\Ordinance Amendment 21-22-A, Vet hospitals-clinics.docx

APPROVED AS TO FORM
DATE 10/28/21
DEP. CITY ATTORNEY

FIRST READING
CITY OF PORTAGE, MICHIGAN
NOTICE

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

NOTICE IS HEREBY GIVEN, that an Ordinance to amend Chapter 42, Land Division Regulations, of the Codified Ordinances of Portage, Michigan, was introduced for first reading at a regular meeting of the City Council held on November 3, 2021, and that the Council will hold a public hearing on the proposed amendment at the Portage City Hall in said City on December 7, 2021, at 7:00 p.m. or as soon thereafter as may be heard.

NOTICE IS FURTHER GIVEN that the proposed amendment to Chapter 42, adding Section 42-412.1 to Article 4, Division 13, Zoning Districts and District Regulations, of the Codified Ordinances of Portage, Michigan reads as follows:

THE CITY OF PORTAGE ORDAINS:

That Chapter 42, Article 4, shall be amended as follows:

Subdivision 13. CPD Commercial Planned Development District.

Section 42-412.1. Special Land Uses:

The following uses may be allowed in the CPD, Commercial Planned Development District, subject to the conditions imposed in this section for each use, and subject further, to the review and approval of the planning commission in accordance with the provisions of division 5, subdivision 1 of this article:

A. Veterinary hospitals or clinics
    a. Buildings housing this use shall be freestanding and not connected to any other building containing any other use.
    b. No commercial boarding or kenneling of animals shall be permitted.
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        i. the outdoor area shall not be located in any front yard adjacent to a public street, unless otherwise approved by the director;
        ii. the outdoor area shall not be located adjacent to a residential district; and,
        iii. the outdoor area must be screened from view with a minimum six-foot tall oblique fence or wall. The fence must be constructed of the same or similar material as the building.
    d. No cremations or crematory facilities shall be operated on the premises.

PLEASE TAKE FURTHER NOTICE that copies of said proposed amendment may be examined at the City Hall on any business day except public and legal holidays from and after publication of this Notice until the day of hearing from 8:00 a.m. and 5:00 p.m. All interested persons are welcome to attend the public hearing and comment on the proposed ordinance amendment. Written comments may also be submitted to the Office of the City Clerk prior to 12:00 noon the day of the public hearing.

Dated: November 5, 2021 Erica L. Eklov, City Clerk