

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Juneteenth
2. National Scleroderma Month

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Board & Commission Interviews of May 24, 2022
 - b. Regular Meeting of May 24, 2022
2. Approve the Accounts Payable Register of June 14, 2022 as presented.
3. Order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2022, will be transferred to the 2022 city tax roll and assessed against the property for which the services were furnished.
4. Adopt a resolution to sell city property at 7905 Oakland Drive for Five Hundred Dollars (\$500.00) to Kalamazoo Neighborhood Housing Services, place the resolution on file with the Office of the City Clerk for 28 days for public review and comment, and take final action at the regular City Council meeting of July 12, 2022.
5. Adopt a resolution to sell city property at 5916 Oakland Drive for Five Hundred Dollars (\$500.00) to Kalamazoo Neighborhood Housing Services, place the resolution on file with the Office of the City Clerk for 28 days for public review and comment, and take final action at the regular City Council meeting of July 12, 2022.
6. Minutes of Boards & Commissions:
 - a. Planning Commission of April 21 and May 19, 2022
 - b. Environmental Board of May 11, 2022
7. Materials Transmitted.
8. Calendar of Meetings:
 - Senior Citizens Advisory Board, June 15, 2022 at 2:30 p.m. at Charles & Lynn Zhang Portage Community Senior Center.
 - Planning Commission, June 15, 2022 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:
- 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 OF PORTAGE PROCLAMATION

Juneteenth Celebration Day 2022

WHEREAS, Juneteenth is a historic holiday marking the end of slavery in the United States; and

WHEREAS, this year marks the 18th annual State of Michigan Juneteenth Freedom Day Recognition; and

WHEREAS, when Union Army General Gordon Granger landed at the Texas port city of Galveston in 1865 as the Civil War drew to a close, one of his first actions was to read General Order #3, which stated that all enslaved are free and that former masters and enslaved have absolute equality of personal and property rights; and

WHEREAS, following his statement, June 19 (Juneteenth) became the emancipation date of those long-suffering for freedom; and

WHEREAS, since then, as the oldest known celebration commemorating the end of slavery in America, the tradition of celebrating Juneteenth has remained strong well into the 21st century to recognize the triumph of the human spirit over the cruelty of slavery and to honor the strength, endurance, and faith of African American ancestors; and

WHEREAS, it is imperative that Portage citizens continue to work towards a more equitable and just America, as well as join together to acknowledge a time in our history that carried on the nation's ideals of equality and democracy and celebrate the joys of liberty and justice for every American citizen; and

WHEREAS, in June 2005, then-Governor Jennifer Granholm signed legislation officially designating the third Saturday in June as "Juneteenth National Freedom Day" in Michigan; and

WHEREAS, all City of Portage citizens are encouraged to participate in the Juneteenth Freedom Festival and celebrate African American history and culture, while continuing to promote diversity, equality, and a strong sense of community in Portage.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, do hereby proclaim that this city honors and recognizes June 19, 2022 as the annual "Juneteenth Celebration Day."

Signed this 14th day of June, 2022.

Patricia M. Randall, Mayor



CITY OF PORTAGE PROCLAMATION

National Scleroderma Month

- WHEREAS,** Scleroderma is an autoimmune connective tissue and rheumatic disease that causes inflammation in the skin and other areas of the body; the skin can become hard and tight, or, can go much deeper, affecting blood vessels and internal organs, such as the heart, lungs, and kidneys; and
- WHEREAS,** Scleroderma is more common in women than men, appears between the ages of 30 and 50, and can affect all races and ethnic groups, but impacts African Americans more severely; and
- WHEREAS,** "Know Scleroderma" is the National Scleroderma Foundation's theme for June 2022 Scleroderma Awareness Month; and
- WHEREAS,** Scleroderma Awareness Month highlights the impact of the rare, life-threatening disease that can cause physical disability and change lives forever; and
- WHEREAS,** the awareness month is punctuated on June 29 by World Scleroderma Day; and
- WHEREAS,** through public awareness, the City of Portage seeks to focus on the needs of people living with scleroderma and the continuing improvement of services to those people and their families; and
- WHEREAS,** persons living with scleroderma in the City of Portage, their family and friends are encouraged to wear teal for the month of June, to create awareness and to educate the medical community and public in support of Scleroderma awareness and to participate in Scleroderma awareness-related events during the month of June; and
- WHEREAS,** the Scleroderma Foundation Michigan Chapter, through its collaboration with the Scleroderma Foundation and other organizational partners, seeks to raise awareness in our communities through support, education and research toward finding a cure for Scleroderma.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, do hereby proclaim the month of June 2022 to be Scleroderma Awareness Month in the City of Portage.

Signed this 14th day of June, 2022.

Patricia M. Randall, Mayor

MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL

MAY 24, 2022

BOARDS AND COMMISSIONS INTERVIEWS

Mayor Patricia Randall called the Board and Commission Interview Session to order at 5:30 p.m. in Conference Room #1 at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Victor Ledbetter, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: Councilmember Terry Urban.

ALSO PRESENT: Acting City Manager Adam Herringa, and City Clerk Erica Eklov.

YOUTH ADVISORY COMMITTEE: From 5:31 p.m. to 5:42 p.m., City Council interviewed re-appointees and applicants for the Youth Advisory Committee (YAC). Per Mayor Randall's request, City Clerk Eklov and staff liaison to the YAC explained the roles, responsibilities, and benefits of being on the Committee. City Council interviewed Riley Thomas, Lily Herringa, Madeline Herringa, Alexandra Durian, and Fayyaz Razi. At the invitation of the City Council, the applicants shared their thoughts on social media platforms, the Portager newsletter and other methods of communication with local youth, YAC liaisons to other city boards, and outside opportunities resulting from service on the YAC.

CONSTRUCTION BOARD OF APPEALS: From 5:43 p.m. to 5:54 p.m., City Council interviewed Bill Koopsen and Marvin Potts for the Construction Board of Appeals. At the invitation of Mayor Randall, returning member Mr. Koopsen reviewed meeting frequencies and shared some of the recent issues the Construction Board of Appeals has addressed. Councilmembers inquired with Mr. Potts regarding his employment with Consumers Concrete. Mayor Pro Tem Pearson asked Mr. Koopsen regarding the Board's prior review of the Kalamazoo Screw Products building.

HISTORIC DISTRICT COMMISSION INTERVIEWS: At 5:55 p.m., the City Council discussed the two vacancies on the Historic District Commission (HDC); however, as no applicants for the Commission were present for the interview, Council chose to table appointment to the HDC until a later date.

PLANNING COMMISSION: From 5:56 p.m. to 6:17 p.m., City Council interviewed Laura (Combs) Kasper, Cory Bailes, and Becky Sue Baldwin for the Planning Commission. Returning Commissioner Baldwin described the work and responsibilities of the Planning Commission. In response to inquiries, Commissioner Baldwin relayed that training is encouraged and provided by staff, both internally and externally. Mayor Pro Tem Pearson inquired about form-based zoning and Mayor Randall asked about quorums and voting decisions.

ENVIRONMENTAL BOARD: At 6:18 p.m., the City Council discussed the vacancy on the Environmental Board; however, as no applicants for the Board were present for the interview, Council chose to table an appointment until a later date.

PARK BOARD: At 6:19 p.m., the City Council discussed the vacancy on the Park Board; however, as no applicants for the Board were present for the interview, Council chose to table an appointment until a later date.

PUBLIC COMMENT: None.

FINALIZING OF APPOINTMENTS: City Council then deliberated as to which applicants should be appointed to the various boards and commissions. At the recommendation of Acting City Manager Herringa, the Council discussed recessing the meeting, as business had finished early, in the event an

applicant for one of the last boards arrived at the previously scheduled interview time. Motion by Pearson, seconded by Ledbetter, to recess the meeting until 6:45 p.m. Upon voice vote, motion carried 6 to 0.

-- MEETING RECESS from 6:24 p.m. to 6:47 p.m. --

ADJOURNMENT: Mayor Randall returned the meeting from recess at 6:47 p.m. Seeing no other applicants, Mayor Randall adjourned the meeting at 6:48 p.m.

Erica L. Eklov, City Clerk

CITY COUNCIL MEETING MINUTES FROM MAY 24, 2022

Mayor Patricia Randall called the Regular Meeting to order at 07:01 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Victor Ledbetter, Terry Urban, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: None.

ALSO PRESENT: Acting City Manager Adam Herringa, Deputy City Manager Michael Carroll, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to remember the lives lost to gun violence, especially the day's event in Uvalde, Texas, and work to reduce gun violence in the Portage community. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

National Gun Violence: Councilmember Ledbetter read the proclamation regarding National Gun Violence Awareness.

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 Urban removed Item A.5 (IDD #94 Clarification). Motion by Burns, seconded by Knapp, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Approval of Meeting Minutes: Motion by Burns, seconded by Knapp, to approve the City Council Meeting Minutes of the Regular Meeting of April 26, 2022; Special Meeting of May 5, 2022; Budget Review Session #2 of May 10, 2022; and the Regular Meeting of May 10, 2022. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Burns, seconded by Knapp, to approve the Accounts Payable Register of May 24, 2022, as presented. Upon a roll call vote, motion carried 7 to 0.

Property Acquisition -- 9138 Portage Road: Motion by Burns, seconded by Knapp, to approve the purchase of property addressed as 9138 Portage Road in the amount of \$376,000 plus closing costs, amend the Fiscal Year 2021-2022 budget to increase the Capital Improvement Property Acquisitions Fund in the same amount by transfer of General Fund balance in excess of the 24% threshold, and authorize the Acting City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Ramona Park Tennis and Pickleball Court Fencing - Bid Tabulation: Motion by Burns, seconded by Knapp, to approve a contract in the amount of \$99,738 to The Postman and Concrete Designs LLC for tennis and pickleball court fencing installation and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted: Motion by Burns, seconded by Knapp, to receive the Materials Transmitted of May 10, 2022. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Knapp, to receive the minutes of the Brownfield Redevelopment Authority from August 25, 2020, and Zoning Board of Appeals for April 11, 2022. Upon a roll call vote, motion carried 7 to 0.

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

PETITIONS AND STATEMENTS OF CITIZENS: Ashley Serne (5841 Missouri Avenue) expressed concerns about the maintenance of the water retention basin at the intersection of Van Hoesen and Missouri near her home. She stated she is experiencing issues with increased pests as a result. She also noted a recent auto accident in front of her home that left sharp debris on the sidewalk.

COMMUNICATIONS:

Historic District Commission Annual Update: Historic District Commission Chairperson Katie VanLonkhuyzen, owner of the historic home at 6638 Angling Road, provided a verbal update regarding the activities of the Historic District Commission (HDC) from the last year. She also noted several upcoming events that will be hosted or include the HDC. Mayor Randall thanked Ms. VanLonkhuyzen for the work by the HDC, including a recent City Hall historic lobby display. Mayor Pro Tem Pearson inquired regarding the number of historic properties in Portage. Councilmember Burns advised Ms. VanLonkhuyzen regarding the vacancies on the HDC that remained after the evening's earlier interview session and the plan to address them.

PUBLIC HEARINGS:

Zoning Amendment #21/22-B (22-03) to add technology- and laboratory-related office uses to the B-3 General Business District under Special Land Uses: Acting City Manager Herringa summarized the proposed zoning amendment. Councilmember Burns expressed support for the proposal, noting it allowed the city more flexibility with new businesses. Citizen Ashley Serne (5841 Missouri Avenue) inquired whether animal testing would be performed under the proposed use. The applicant stated no such testing would be done. Motion by Burns, seconded by Ledbetter, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Following the close of the public hearing, Councilmember Urban expressed concern with the language in the proposed amendment, questioning the delineation between the anticipated laboratory uses and office uses. Community Development Director Peterson responded that a combination of both uses was anticipated and noted that similar models were in practice in the Western Michigan University Business Park in Kalamazoo. Director Peterson further stated that the business market was now seeking smaller, hybrid business models of the laboratory and technology office spaces, whereas the city had only had either OS-3 or Laboratory zone but not both together. There was additional Council debate regarding the desired zoning use as compared to the language in the proposed amendment.

Motion by Urban, seconded by Burns, to approve Zoning Amendment #21/22-B (22-03) to add technology- and laboratory-related office uses to the B-3 General Business District under Special Land Uses. Upon a roll call vote, motion carried 7 to 0.

Tentative Plan Amendment: Greenspire Planned Development Phase VII (3413 West Centre Avenue): At the request of the Mayor, Acting City Manager Herringa summarized the proposed Tall Trees residential development as part of Phase VII of the Greenspire location on West Centre Avenue and introduced applicant Greg Dobson of AVB via WebEx. Seeing no further questions or comments, motion by Burns, seconded by Knapp, to close the public hearing. Upon a voice vote, motion carried 7 to 0.

Following the close of the public hearing, Councilmember Burns asked Mr. Dobson about the development history and demand for housing units. Mr. Dobson responded and confirmed the current demand for the type of housing Greenspire is planning. Councilmember Urban asked Mr. Dobson whether the development renderings included in the agenda accurately reflected the actual

construction facade planned. Mr. Dobson confirmed that the illustrations were part of Greenspire's construction bid for the project and AVB plans to construct as designed. Mayor Randall asked Mr. Dobson regarding the anticipated construction schedule. Mr. Dobson responded that construction would begin on August 1, 2022, with a phased project starting with the north tower opening in December of 2023, followed by the middle and south towers in the subsequent six months.

Motion by Burns, seconded by Brayton, to approve the Tentative Plan Amendment to modify the previously approved Phase VII of Greenspire Planned Development, 3413 West Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Fiscal Year 2022-2023 Budget Approval and Resolutions Adoption: Acting City Manager Herringa summarized the development of the FY 2022-23 Budget and the highlights for the coming fiscal year. Mayor Randall stated that the reviews for this proposed budget had been the best to date and thanked staff for their work.

Motion by Pearson, seconded by Knapp, to approve the Fiscal Year 2022-2023 Proposed Budget and adopt the General Appropriations Act and Salary and Wage Resolutions. Upon a roll call vote, motion carried 7 to 0.

Appointments to Boards and Commissions: Mayor Randall invited City Clerk Eklov to read the appointments to the various Boards and Commissions. Motion by Burns, seconded by Brayton, to appoint Grace Decker, Alex Durian, Tahira Gjukis, Lillian Herringa, Madeline Herringa, Una Metzger, Anna Rachowicz, Anna Sondag, Hannah Srackangast, Conor Sullivan, Riley Thomas, Emelia VanDerWoude, Natalia Verdin, Aanya Goel, Leeloo Clague, Deshana Betala, Fayyaz Razi, Shane Dong, Katherine Li, and Paarth Sharma to the Youth Advisory Committee with terms ending June 30, 2023; reappoint Barney Martlew and Bill Koopsen, as well as appoint Marvin Potts, to terms ending June 1, 2025, to the Construction Board of Appeals; reappoint Becky Baldwin and Sarah Joshi, as well as appoint Sarah (Combs) Kasper, to terms ending May 31, 2026, to the Planning Commission. Upon a roll call vote, motion carried 6 to 0 with Councilmember Urban abstaining.

City Manager Appointment: Mayor Randall thanked the Council for its efforts in unanimously selecting the next City Manager candidate and expressed a desire for a long tenure with Mr. McGinnis. Motion by Pearson, seconded by Knapp, to approve the Employment Agreement with Patrick McGinnis as presented and authorize the Mayor to execute the agreement. Upon a roll call vote, motion carried 7 to 0.

Speculative Building (IDD) Clarification: Mayor Randall invited Councilmember Urban to discuss the item and its removal from the Consent Agenda. Councilmember Urban relayed his concerns regarding the difference between a nine-year abatement and a twelve-year abatement. He further highlighted that, during his review of the proposed clarifications, he found the City Council Special Assessment Policy prohibited speculative buildings. Councilmember Urban explained his concerns lay more with the Council's recent action on the Industrial Partners tax abatement in contradiction to the policy as opposed to the policy itself and stated that the current abatement proposal should be noted as an exception to the policy with a review of the document to take place at a later date. Acting City Manager Herringa responded to Councilmember Urban's concerns and relayed that Southwest Michigan First had noted that Texas Township was currently the only jurisdiction in Kalamazoo County to prohibit speculative buildings. He agreed that an oversight occurred and that an update of the City Council Tax Abatement Policy was in order. With the assistance of City Attorney Kaufman, Councilmember Urban noted an amendment to the proposed Action Recommended.

Motion by Urban, seconded by Knapp, to receive the clarification regarding recent speculative building resolutions, confirm administrative action to revise the resolutions for an abatement period from nine to twelve years, and ratify the creation of Industrial Development District #94 as an

exception to the City Council industrial development district policy. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp provided an update regarding the Portage Community Center Board of Directors. She noted the success of the recent golf outing fundraiser event, an upcoming AT&T grant award, and the July re-opening of the in-person food bank. Motion by Burns, seconded by Ledbetter, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Brayton spoke regarding the day's active shooter event at the elementary school in Uvalde, Texas. She relayed her pain and prayers as a mother to the affected families, urging an end to gun violence. Councilmember Brayton closed with wishes for Happy Memorial Day.

Councilmember Burns also wished everyone a Happy Memorial Day and relayed that a military veterans service would still be held at the Veterans Memorial Park on Memorial Day despite the absence of the annual parade.

Councilmember Urban expressed sadness and frustration with the shooting event in Texas, with thoughts and prayers for those affected.

Councilmember Ledbetter noted his discussion with cadets regarding firearms as part of his Law Enforcement Training at Kalamazoo Valley Community College and cited both his and his wife's background as police officers. He spoke about talking to young people that guns do not make an adult and how the event in Texas was tied with the proclamation issued earlier in the meeting.

Councilmember Knapp expressed excitement regarding the hiring of Patrick McGinnis and officially welcomed him to the City of Portage team.

Acting City Manager Herringa recognized Finance Director Lauren VanderVeen and the Finance Department staff for their work on the FY 2022-2023 Budget. He then acknowledged the city's recent receipt of the Gold Award from Michigan Green Communities (MGC). Mr. Herringa relayed that MGC is a statewide sustainability program and partnership with the Michigan Economic Development Corporation (MEDC); the Michigan Department of Environment, Great Lakes, and Energy (EGLE); the Michigan Department of Health and Human Services (MDHHS); Michigan Department of Transportation (MDOT); the Michigan Association of Counties (MAC); the Michigan Municipal League (MML); and the Michigan Townships Association (MTA). He highlighted that Portage is one of only 22 communities to receive the gold level designation.

Mayor Pro Tem Pearson echoed the statements of the other Councilmembers regarding the event in Texas and Mr. McGinnis.

Mayor Randall spoke regarding the recent opening of the Charles and Lynn Zhang Community Senior Center and the process it took to reach that point. She then thanked the Zhangs for their collaboration on the building project. Mayor Randall next relayed the expected absence of the annual Memorial Day parade for 2022 but noted the veterans' ceremony remained scheduled for Memorial Day. She closed by congratulating Patrick McGinnis on his appointment with the full support of the City Council following the four-month search for a new City Manager.

ADJOURNMENT: Mayor Randall adjourned the meeting at 08:12 PM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of June 14, 2022 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 May 15, 2022 through June 4, 2022 and notes \$809,028.72 in automated clearing house payments, \$771,877.33 in paper checks, \$36,690.82 in auto-pay payments and \$1,692,792.44 in electronic payments for a grand total of \$3,310,389.31.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of June 14, 2022

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 1 of 8

Check Type: ACH Transactions

Check Date	Check	Vendor Name	Description	Amount
05/20/2022	17164(A)	CHARTER COMMUNICATIONS	CABLE TV	699.10
05/20/2022	17165(A)	GARLOW, BARBARA	REIMB SUP & REFRESHMENTS-POL HOSTED REID TR	118.79
05/20/2022	17166(A)	STEELE, DANA	FIRE OPERATING SUPPLIES	53.37
05/27/2022	17167(A)	A I S CONSTRUCTION EQUIP. CO.	EQUIPMENT REPAIR/MAINTENANCE	1,075.03
05/27/2022	17168(A)	A NEW LEAF	CITY HALL PLANT CARE	98.50
05/27/2022	17169(A)	AIRGAS USA LLC	WELDING SUPPLIES	222.59
05/27/2022	17170(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,888.15
05/27/2022	17171(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
05/27/2022	17172(A)	AMAZON.COM SALES, INC.	FIRE STATION SUPPLIES-FD, BINDERS-CLERKS	1,130.52
05/27/2022	17173(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	120.38
05/27/2022	17174(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	300.00
05/27/2022	17175(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	2,114.70
05/27/2022	17176(A)	BEEBE, RONALD E.	2022 SUMMER UMPIRE PAYROLL	425.00
05/27/2022	17177(A)	BEST WAY DISPOSAL, INC.	PORTABLE RESTROOMS - FARMERS MKT	370.00
05/27/2022	17178(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	156,492.32
05/27/2022	17179(A)	BYHOLT INC.	GRAVEL DELIVERY	521.98
05/27/2022	17180(A)	C D W GOVERNMENT, INC.	IPADS FOR PARK RANGERS	3,154.60
05/27/2022	17181(A)	CAPITAL ADVANTAGE LEASING	LEASED COMPUTER PAYMENTS, COPIER LEASE	8,801.15
05/27/2022	17182(A)	CARDINAL BUS, INC.	TRIP VENDOR PAYMENT 220511 PIN UP	3,024.00
05/27/2022	17183(A)	CERTASITE LLC	NOVEC SYSTEM SEMI-ANNUAL INSPECTION	463.46
05/27/2022	17184(A)	CHARTER COMMUNICATIONS	INTERNET/VOICE	133.94
05/27/2022	17185(A)	CLARK HILL, PLC	BOND COUNSEL - CIP 2022 BOND ISSUE	16,399.96
05/27/2022	17186(A)	CLEAN EARTH ENVIRONMENTAL SERV	FIRE FACILITY MAINT	833.50
05/27/2022	17187(A)	CLEANIT CORP	CAR WASHES	162.00
05/27/2022	17188(A)	CLEARNETWORK, INC.	UNIFIED SECURITY MONITORING SVCS	1,950.00
05/27/2022	17189(A)	COLLIER, MICHAEL	REIMB SUP & REFRESHMENTS-POL HOSTED REID TR	193.74
05/27/2022	17190(A)	CROWN TROPHY	PLAQUES FOR NEW SR CENTER FACILITY	1,960.00
05/27/2022	17191(A)	D & D PRINTING CO.	WINDOW DECALS - BIKE FRIENDLY BUSINESS	100.00
05/27/2022	17192(A)	DEER CONTRACTING & LANDSCAPE	REPAIR LEANING BLOCK WALL	19,422.00
05/27/2022	17193(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	18,458.03
05/27/2022	17194(A)	EDWARDS, HENRY	2022 SUMMER UMPIRE PAYROLL	150.00
05/27/2022	17195(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SR CTR ACCESS CONTROL/VIDEO SURV/ALARM	10,499.24

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 2 of 8

Check Date	Check	Vendor Name	Description	Amount
05/27/2022	17196(A)	ETNA SUPPLY, INC.	WATER FILTER FOR THE DRINKING FOUNTAIN	3,188.57
05/27/2022	17197(A)	FERRELLGAS, LP	PROPANE TANK RENTAL	120.00
05/27/2022	17198(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,179.58
05/27/2022	17199(A)	FORSHEE, MARK	2022 SUMMER UMPIRE PAYROLL	250.00
05/27/2022	17200(A)	GABRIELLI, CARLIN	LEADERSHIP SKILLS DEVELOPMENT TR-PER DIEM	147.50
05/27/2022	17201(A)	GLOBAL EQUIPMENT CO., INC.	MISC BUILDING SUPPLIES	1,813.84
05/27/2022	17202(A)	GORDON WATER SYSTEMS	WATER SERVICE	138.98
05/27/2022	17203(A)	GRAINGER INC	HOSE REELS	481.54
05/27/2022	17204(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY CONTRIBUTIONS MAY 2022	182.00
05/27/2022	17205(A)	GRIFFIN PEST SOLUTIONS	FIRE FACILITY MAINT	296.00
05/27/2022	17206(A)	HOTRUM, ROBERT	2022 SUMMER UMPIRE PAYROLL	200.00
05/27/2022	17207(A)	HURLEY & STEWART, LLC	VALLEYWOOD CONSTRUCTION INSPECTION	4,106.26
05/27/2022	17208(A)	INDUSCO SUPPLY CO., INC.	CITY HALL RESTROOM SUPPLIES	1,202.40
05/27/2022	17209(A)	INSIGHT PUBLIC SECTOR, INC.	CISCO PHONE SYSTEM HARDWARE	19,258.83
05/27/2022	17210(A)	IP CONSULTING, INC.	ASSISTANCE WITH NETWORK TROUBLESHOOT	1,356.25
05/27/2022	17211(A)	IRISH AYRES ENTERPRISES, LLC	LANDSCAPING SERVICES	8,263.55
05/27/2022	17212(A)	J + H OIL CO.	BULK DIESEL DELIVERY	41,110.36
05/27/2022	17213(A)	KAHN, WILMA	CLASS INSTRUCTION	377.00
05/27/2022	17214(A)	LAWSON PRODUCTS, INC	REPAIR AND MAINTENANCE	427.75
05/27/2022	17215(A)	MACQUEEN EQUIPMENT LLC	TRACKLESS-MAINTENANCE SUPPLIES	883.36
05/27/2022	17216(A)	MAPLE HILL SPRINKLING, INC.	PARKS IRRIGATION START UP/REPAIRS	769.00
05/27/2022	17217(A)	MATERIALS RESOURCES	LATEX GLOVES & PPE SUPPLIES	179.66
05/27/2022	17218(A)	MATTAWAN MUSHROOM CO	SNAP AND DUFBI REIMBURSEMENT	15.00
05/27/2022	17219(A)	MCCULLIN, LARRY W.	2022 SUMMER UMPIRE PAYROLL	50.00
05/27/2022	17220(A)	MCGUIRE, INGRID	REIMB TR EXP-2022 MMTA ADVANCED INSTITUTE	335.36
05/27/2022	17221(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	2,208.05
05/27/2022	17222(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRE SERVICE CALLS	420.60
05/27/2022	17223(A)	MEJEUR ELECTRIC LLC	MISC ELECTRICAL SVCS	656.00
05/27/2022	17224(A)	MFCI, LLC	MUNICIPAL ADVISOR - CIP 2022 BOND ISSUE	13,200.00
05/27/2022	17225(A)	MICHIGAN OFFICE ENVIRONMENTS	SENIOR CENTER INTERIOR FURNISHINGS	159,384.02
05/27/2022	17226(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	309.78
05/27/2022	17227(A)	MULDERS LANDSCAPE SUPPLIES INC	RESTORATIONS - TOP DIRT AND SEED	510.00
05/27/2022	17228(A)	NYE UNIFORMS	FIRE UNIFORMS	427.99

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 3 of 8

Check Date	Check	Vendor Name	Description	Amount
05/27/2022	17229(A)	ONE WAY PRODUCTS	CLEANING SUPPLIES	180.00
05/27/2022	17230(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	6,318.19
05/27/2022	17231(A)	PHILLIPS, KIMBERLY	REIMBURSEMENT FOR EXPENSES	661.15
05/27/2022	17232(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	232.30
05/27/2022	17233(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES MAY 2022	1,830.00
05/27/2022	17234(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FF DUES MAY 2022	20.00
05/27/2022	17235(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES MAY 2022	616.00
05/27/2022	17236(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	849.11
05/27/2022	17237(A)	PREMIER TRUCK SALES & RENTAL, INC.	SPRING PROGRAMS	13,200.00
05/27/2022	17238(A)	PRINTING SERVICES INC	PRINTING SERVICES	1,829.56
05/27/2022	17239(A)	QUADRANT II MARKETING, LLC	GRAND OPENING NEWSLETTER PRODUCTION	2,533.00
05/27/2022	17240(A)	R W LAPINE INC.	FIRE FACILITY MAINT	2,478.00
05/27/2022	17241(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	12,795.34
05/27/2022	17242(A)	RHODES, KEVIN	2022 SUMMER UMPIRE PAYROLL	350.00
05/27/2022	17243(A)	RIDGE AUTO NAPA	FIRE APPARATUS MAINT	554.68
05/27/2022	17244(A)	RIETH-RILEY CONSTRUCTION CO., INC	ASPHALT MIX FOR SCHRIER	1,372.41
05/27/2022	17245(A)	ROAD EQUIPMENT PARTS CENTER	MAINTENANCE SUPPLIES	152.57
05/27/2022	17246(A)	ROBERT LAMSON, LLC	PSYCHOLOGICAL & PRE-EMPLOYMENT TESTING	415.00
05/27/2022	17247(A)	ROTO-ROOTER SEWER & DRAIN SERV	FIRE FACILITY MAINT	221.95
05/27/2022	17248(A)	S B F ENTERPRISES, INC.	PRINTING, PROCESSING QTLY WATER BILLS	466.38
05/27/2022	17249(A)	SARKOZY BAKERY LLC	SNAP REIMBURSEMENT	69.00
05/27/2022	17250(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	5,352.50
05/27/2022	17251(A)	SMITH DAWSON & ANDREWS, INC.	PROF FEES FOR SERVICES RENDERED	5,000.00
05/27/2022	17252(A)	STAPERT, BRETT	REIMB-TRAVEL EXP FOR INVESTIGATION & TR	243.77
05/27/2022	17253(A)	STOUT, MELISSA JOY	FITNESS INSTRUCTION	140.00
05/27/2022	17254(A)	SUEZ WATER ENVIRONMENTAL SERVICES	UTILITY OPERATION SYSTEM	222,101.22
05/27/2022	17255(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES MAY 2022	710.36
05/27/2022	17256(A)	VANDERWIJERE, JEFFREY P.	FIRE TRAINING	715.18
05/27/2022	17257(A)	WARNER OIL COMPANY INC	DEF DRUM	234.75
05/27/2022	17258(A)	WEST MICHIGAN INT'L LLC	REPAIR/MAINTENANCE SUPPLIES	137.84
05/27/2022	17259(A)	WEST SHORE FIRE, INC.	FIRE APPARATUS MAINT	376.26
05/27/2022	17260(A)	WIGHTMAN	ENGINEERING SERVICES	4,943.25
05/27/2022	17261(A)	WINDER POLICE EQUIPMENT, INC.	FIRE OPERATING SUPPLIES	4,080.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 4 of 8

Check Date	Check	Vendor Name	Description	Amount
05/27/2022	17262(A)	XEROX CORPORATION	XEROX COPIER RECORDS	203.85
06/03/2022	17263(A)	CHARTER COMMUNICATIONS	CABLE TV	345.18
06/03/2022	17264(A)	PLAYFORD, LOUIE	NFA LDRSHP IN SUPERVISION TR- REG & PER DIEM	433.64
Total ACH				809,028.72

Check Type: Paper

05/17/2022	320434	MICHIGAN STATE UNIVERSITY	REGISTRATION-EFFECTIVE BOARD MEETINGS	50.00
05/20/2022	320435	AT&T	ELECTRONIC COMMUNICATIONS	1,309.38
05/20/2022	320436	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - COMMUNICATION SERVICES	364.00
05/20/2022	320437	VERIZON WIRELESS	CELL PHONE/WIRELESS CARD SERVICE	3,567.49
05/20/2022	320438	BIG D OF KALAMAZOO LLC	RAMONA PADDLE BOARDS	3,200.00
05/27/2022	320439	ADVANCE II LLC	MAY ELECTION TEMPORARY STAFFING	1,287.72
05/27/2022	320440	ALERT-ALL CORP.	FIRE PUB ED SUPPLIES	6,048.66
05/27/2022	320441	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,136.00
05/27/2022	320442	AMPLE PANTRY INC.	PSC STAFF MEETING	130.00
05/27/2022	320443	ASCENSION MICH OCCUPATIONAL HEALTH	POST OFFER EXAMS	213.00
05/27/2022	320444	AVB CONSTRUCTION LLC	COMMUNITY SR CENTER CONSTRUCTION MGMT	436,720.93
05/27/2022	320445	BAILEY TERRA NOVA FARMS	SNAP REIMBURSEMENT	67.00
05/27/2022	320446	BAREITHER, CHAD	STRATEGY DEPLOYMENT CONSULTING	750.00
05/27/2022	320447	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	720.00
05/27/2022	320448	BENTHIN, CINDY	SCHRIER PARK DEPOSIT REFUND	150.00
05/27/2022	320449	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	577.20
05/27/2022	320450	BRIGGS, PRESTON	SHOE REIMBURSEMENT	107.31
05/27/2022	320451	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	300.00
05/27/2022	320452	BYCE & ASSOCIATES, INC.	COMMUNITY SENIOR CENTER A&E DESIGN	1,140.58
05/27/2022	320453	CALLANDER, MATTHEW	EARNEST MONEY FOR 9138 PORTAGE ROAD	10,000.00
05/27/2022	320454	CARDNO, INC.	INVASIVE SPECIES REMOVAL SERVICES	2,392.34
05/27/2022	320455	CHEESE PEOPLE OF GRAND RAPIDS	SNAP REIMBURSEMENT	65.00
05/27/2022	320456	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCH	150.00
05/27/2022	320457	CINTAS CORP.	UNIFORM RENTAL FOR INSPECTORS	15.00
05/27/2022	320458	CITY OF KALAMAZOO TREASURER	BIO DIESEL FUEL	1,487.08
05/27/2022	320459	CITY OF PORTAGE	NEW WATER SERVICE, METER BOX & METER-DPW	2,826.18
05/27/2022	320460	COCHRAN GLASS AND DOOR, LLC	SKATE PARK RESTROOM DOORS	3,065.92

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 5 of 8

Check Date	Check	Vendor Name	Description	Amount
05/27/2022	320461	CONSUMERS ENERGY	NW BIKEWAY ANNUAL LEASE	1,000.00
05/27/2022	320462	CRAWFORD, KATIE	SCHOOLHOUSE DEPOSIT REFUND	50.00
05/27/2022	320463	DEHAAN HEATING	RAMONA BEACH HOUSE AC INSTALLATION	10,723.00
05/27/2022	320464	DEVON TITLE AGENCY	TITLE SEARCH FEE - WEST END DRIVE	150.00
05/27/2022	320465	DIRECT FITNESS SOLUTIONS, LLC	SENIOR CENTER FITNESS EQUIPMENT	60,155.00
05/27/2022	320466	ELLIS, STEVEN RICHARD	ADVERTISING - PCSC	300.00
05/27/2022	320467	EMERGENCY VEHICLE PRODUCTS	POLICE VEHICLE REPAIR/MAINT	2,572.81
05/27/2022	320468	ENDEAVOR BUSINESS MEDIA/FHE22	REGISTRATION - FIREHOUSE EXPO	850.00
05/27/2022	320469	EVENT PRODUCTION SERVICES OF MI LLC	GREENATHON EVENT RENTALS	1,279.00
05/27/2022	320470	FLETCHER ENTERPRISES	PAINTING AT PARKS, COVER GRAFFITI	6,899.00
05/27/2022	320471	FRENCH, STACY	REIMB EXP-HOMELAND SECURITY CONF	42.00
05/27/2022	320472	GALL'S, LLC	RANGER UNIFORMS	306.00
05/27/2022	320473	GORDON FOOD SERVICE	COFFEE SUPPLIES-SR CENTER	410.03
05/27/2022	320474	GRAPHIC SCIENCES, INC.	MICROFILM READER/PRINTER EMERGENCY SVC	398.00
05/27/2022	320475	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA DUES MAY 2022	3,020.60
05/27/2022	320476	GRIESER, AMY	SWIM LESSONS REFUND	70.00
05/27/2022	320477	HABA, JOE	SHOE REIMBURSEMENT	95.35
05/27/2022	320478	HALT FIRE, INC.	FIRE APPARATUS MAINT	790.26
05/27/2022	320479	HAMBRIGHT, JARED	FIRE GROUND COMPANY OFFICER TR-PER DIEM	327.75
05/27/2022	320480	HEATH, AMY	KALAMAZOO BIKE CLUB CAMP REFUND	60.00
05/27/2022	320481	HIGGS, SUE	TRIP REFUND 221022 NEW ORLEANS	50.00
05/27/2022	320482	HILL, GREG	REIMB EXP-ENGINE COMPANY OPERATIONS TR	339.14
05/27/2022	320483	HOME DEPOT	REPAIR/MAINTENANCE SUPPLIES	1,751.24
05/27/2022	320484	VOID		0.00
05/27/2022	320485	HOYLE, KATHLEEN	REIMB MILEAGE - GOVERNORS TOURISM CONF	230.49
05/27/2022	320486	HOYT, CHRIS	TUITION REIMBURSEMENT	317.25
05/27/2022	320487	HUGHES, ARIELLE	HAYLOFT THEATRE DEPOSIT REFUND	150.00
05/27/2022	320488	JENNINGS, EUNICE	TRIP REFUND 221022 NEW ORLEANS	50.00
05/27/2022	320489	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC TECH SERVICES	10,491.00
05/27/2022	320490	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	44.79
05/27/2022	320491	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES APRIL 2022 MOBILE HOME TAX	452.50
05/27/2022	320492	KALAMAZOO FLAG COMPANY, LLC	VETERANS MEMORIAL & CEMETERY FLAGS	1,291.44
05/27/2022	320493	KALAMAZOO LANDSCAPE SUPPLIES	TOP DIRT AND COMPOST	133.75

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 6 of 8

Check Date	Check	Vendor Name	Description	Amount
05/27/2022	320494	KLH CUSTOM HOMES	BD BOND REFUND	440.00
05/27/2022	320495	KRAMER, JOYCE	TRIP REFUND NEW ORLEANS 221022	50.00
05/27/2022	320496	KSS ENTERPRISES	PAPER PRODUCTS & CLEANING SUPPLIES	1,854.17
05/27/2022	320497	LEATHERMAN, ROB	REIMB EXP-ENGINE COMPANY OPERATIONS TR	106.19
05/27/2022	320498	LORAIN PSCHIGODA	DAMAGED MAILBOX REIMBURSEMENT	44.00
05/27/2022	320499	MALL CITY MECHANICAL	FIRE FACILITY MAINT	350.00
05/27/2022	320500	MAREK, ALISON	GRAIN ELEVATOR DEPOSIT REFUND	150.00
05/27/2022	320501	MATHEWS, RICHARD	SHOE REIMBURSEMENT	105.99
05/27/2022	320502	METRO CONSULTING ASSOCIATES, LLC	EASEMENT ACQUISITION SERVICES	661.11
05/27/2022	320503	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	1,735.96
05/27/2022	320504	MINSHALL, JACOB	SHOE REIMBURSEMENT	200.00
05/27/2022	320505	MPARKS	TRIP VENDOR PAYMENT 221017	8,075.00
05/27/2022	320506	MURPHY, PATRICK	HAYLOFT THEATRE DEPOSIT REFUND	150.00
05/27/2022	320507	NELSON'S APPLIANCE SERVICE	FIRE FACILITY MAINT	150.00
05/27/2022	320508	OAKLAND COMMUNITY COLLEGE	INTERVIEWING CHILD MOLESTERS TRAINING REG	175.00
05/27/2022	320509	OFF THE BLOCKS, LLC	CDBG-REPLACE & RELOCATE HOT WATER HEATER	4,150.00
05/27/2022	320510	OFFICE DEPOT, INC.	OFFICE SUPPLIES	607.04
05/27/2022	320511	VOID		0.00
05/27/2022	320512	PAPPAS, LYNN M	SNAP AND DUFEB REIMBURSEMENT	257.00
05/27/2022	320513	PAW PAW VETERINARY CLINIC, P.C.	K9 HEALTH EXAM	333.26
05/27/2022	320514	PETTY CASH-JANET GATES	REPLENISHMENT CHECK	407.61
05/27/2022	320515	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	297.46
05/27/2022	320516	Q3 TECHNOLOGIES LLC	NETWORK TROUBLESHOOTING - SR CENTER	360.00
05/27/2022	320517	QUICK, ELAINE	HAYLOFT & AMP DEPOSIT REFUNDS	300.00
05/27/2022	320518	RATHCO SAFETY SUPPLY, INC.	PARKS SIGNS AND MATERIALS	407.00
05/27/2022	320519	ROAD COMMISSION OF KALAMAZOO COUNTY	TRAFFIC SIGNAL ENERGY CHARGES	208.13
05/27/2022	320520	RUS, LINDA	BROOKS ARCHERY FOR ADULTS REFUND	20.00
05/27/2022	320521	SACKETT'S FIREPLACE LLC	CDBG-REPLACEMENT WOOD STOVE	3,497.69
05/27/2022	320522	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BUILDING SERVICE	5,400.00
05/27/2022	320523	SANDERS, CHRISTOPHER	SHOE REIMBURSEMENT	200.00
05/27/2022	320524	SCHNYDERS, BRIAN	SHOE REIMBURSEMENT	200.00
05/27/2022	320525	SCHULTZ, GREG	SWP APRIL TOURNAMENTS DEPOSIT REFUND	100.00
05/27/2022	320526	SEELYE FORD, INC.	VEHICLE REPAIR/MAINTENANCE	306.40

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 7 of 8

Check Date	Check	Vendor Name	Description	Amount
05/27/2022	320527	SIGN SHOP OF WESTERN MICHIGAN	A-FRAME INSERTS	334.00
05/27/2022	320528	SMART SOURCE, LLC	PROMOTIONAL ITEMS FOR SR CENTER OPENING	1,065.11
05/27/2022	320529	SMITH, DAWN	LAKEVIEW PARK PICNIC FOOD REIMBURSEMENT	241.95
05/27/2022	320530	SPARTAN DISTRIBUTORS INC.	VENTRAC MAINTENANCE	82.32
05/27/2022	320531	SPC SPECIALTY PRODUCTS, LLC	AQUA PATCH	3,114.00
05/27/2022	320532	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	232.00
05/27/2022	320533	STATE OF MICHIGAN (LARA)	INSPECTION OF BOILER-SR CENTER	250.00
05/27/2022	320534	STATE SYSTEMS RADIO, INC	ANNUAL TOWER LEASE CONTRACT	1,746.42
05/27/2022	320535	STEENSMA LAWN & POWER EQUIPMENT	REPAIR/MAINTENANCE SUPPLIES	2,376.36
05/27/2022	320536	STOMMEN, JOAN	BEGINNER PICKLEBALL CLINIC REFUND	30.00
05/27/2022	320537	STS OPERATING INC.	PUMP REPLACEMENT	3,495.91
05/27/2022	320538	SUNSET ENTERPRISES INC.	FRONT DOORS LETTERING	125.00
05/27/2022	320539	T-MOBILE USA INC	GPS LOCATE	480.00
05/27/2022	320540	TEAM SUPPORT SERVICES, LLC	RECORDS PROJECT AND RECORDS STORAGE	10,322.90
05/27/2022	320541	THAD REEDER AUTOMOTIVE LLC	VEHICLE REPAIRS/ALIGNMENT	161.99
05/27/2022	320542	THIRD COAST TECH, LLC	SENIOR CENTER AUDIO/VIDEO SYSTEMS	56,704.79
05/27/2022	320543	TRIFECTA NETWORKS, LLC	CISCO DESK PHONE	145.00
05/27/2022	320544	ULINE, INC.	RAMONA CLEANING SUPPLIES	314.96
05/27/2022	320545	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
05/27/2022	320546	VALLEY CITY SIGN	SR CENTER MONUMENT SIGN, EXTERIOR SIGNAGE	35,728.00
05/27/2022	320547	VANGUARD FIRE & SUPPLY CO., INC.	FIRE EXTINGUISHER INSPECTION	770.00
05/27/2022	320548	VERMEER, JEREMY	FIRE UNIFORMS	10.60
05/27/2022	320549	WALSH, FRANK LAWDEN	2022 CITY MANAGER RECRUITMENT CONTRACT	5,450.00
05/27/2022	320550	WEBER, KATHLEEN	TRIP REFUNDS - 3 TRIPS	335.00
05/27/2022	320551	WELNIAK, BRAD	FIRE GROUND COMPANY OFFICER-PER DIEM	327.75
05/27/2022	320552	WESTCOMB, WADE	SHOE REIMBURSEMENT	200.00
05/27/2022	320553	WILLIAMS & WORKS	ENGINEERING SERVICES-LOVERS LANE	651.25
05/27/2022	320554	WNUK, JAKE	RESCUE COMPANY OPERATIONS-PER DIEM	327.75
05/27/2022	320555	WOOD, TRINA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
05/27/2022	320556	WYDENDORF, KELSEY	SCHRIER BUILDING DEPOSIT REFUND	350.00
05/27/2022	320557	WYMAN, THOMAS	SHOE REIMBURSEMENT	178.45
06/02/2022	320558	PLERUS	POSTAGE - DICENNIAL REDIST VOTER ID CARDS	12,800.00
06/03/2022	320559	AT&T	ELECTRONIC COMMUNICATIONS	288.82

ACCOUNTS PAYABLE REGISTER
Check Dates From: 5/15/22 to 6/04/2022

Page 8 of 8

Check Date	Check	Vendor Name	Description	Amount
06/03/2022	320560	BAREITHER, CHAD	STRATEGY DEPLOYMENT CONSULTING	2,500.00
06/03/2022	320561	DAVIS, CYNTHIA DENISE	DENNIS DAVIS & MOTOR CITY SENESATIONS CONC	915.50
06/03/2022	320562	H & H PROPERTY MAINTENANCE, LLC	SIDEWALK REPAIRS	15,419.30
06/03/2022	320563	MICHIGAN ASSOC OF MUNICIPAL CLERKS	MAMC SUMMER CONFERENCE 2022-REG	250.00
06/03/2022	320564	MICHIGAN STATE UNIVERSITY	VIRTUAL EXTENSION TRAINING COURSE-REG	50.00
Total Paper Checks				771,877.33

Check Type: Auto-Pay Payments

05/16/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	19,173.17
05/17/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	4,784.95
05/18/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	279.36
05/19/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	701.50
05/27/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	294.61
05/31/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	121.30
06/01/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	35.12
06/03/2022	CONSUMERS AUTOPAY	GAS-ELECTRIC	11,300.81
Total Auto-Pay Payments			36,690.82

Check Type: Electronic Payments

05/16/2022	ATTORNEY	LEGAL & ARBITRATION	18,810.00
05/17/2022	FIFTH THIRD	INVESTMENT PURCHASE	462,975.69
05/20/2022	ICMA	PENSION WITHHOLDINGS	41,483.11
05/23/2022	MULTIPLE	LAKE SPECIAL ASSESSMENTS	84.63
05/25/2022	FIFTH THIRD	INVESTMENT PURCHASE	1,000,000.00
05/27/2022	MULTIPLE	DELINQUENT PERSONAL PROP DISB 4/29/22	42,051.85
05/27/2022	SBF	WATER/SEWER BILL POSTAGE	2,137.58
05/31/2022	HUNTINGTON NATIONAL BANK	DEBT SERVICE PAYMENT	79,192.40
06/03/2022	ICMA	PENSION WITHHOLDINGS	46,057.18
Total Electronic Payments			1,692,792.44

Grand Total **3,310,389.31**

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Delinquent Water and Sewer Bills

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Order notice to applicable property owners that all water and/or sewer charges remaining unpaid as of June 30, 2022, will be transferred to the 2022 city tax roll and assessed against the property for which the services were furnished.

In accordance with city ordinances, unpaid water and sewer utility accounts considered uncollectible by the Finance Director are required to be reported to City Council on an annual basis. As of June 9, 2022, there are 130 unpaid utility accounts for a total of \$37,984.06. For comparison purposes, the five-year average number of accounts at this point is 194 with an average amount of \$55,000.

A progressive series of six separate notifications have been issued to the customer/owner in accordance with city procedures, state laws, and Municipal Code Section 82-374 through 82-376, and these notices have not resulted in payment in all cases. An updated listing of delinquent accounts will be produced on Tuesday, June 14, 2022, to account for payments made to these accounts received between Thursday, June 9, 2022, and Tuesday, June 14, 2022.

State law allows the unpaid charges to remain with the associated property. According to Chapter 82, Division 7, Section 82-197, Lien for Unpaid Charges, Portage Code of Ordinances, the unpaid accounts are to be transferred to the city tax roll and assessed against properties to which the services were provided. It is recommended that City Council order notice to all applicable property owners that all unpaid water and/or sewer charges will be transferred to the 2022 city tax roll.

FUNDING: N/A

Attachments:

1. Delinquent Utility Bills as of 6/09/2022 (Internal Only Document)
2. FINAL: Delinquent Utility Bills as of 6/14/2022 (Internal Only Document)

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Resolution for sale of city-owned parcel at 7905 Oakland Drive

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Adopt a resolution to sell city property at 7905 Oakland Drive for Five Hundred Dollars (\$500.00) to Kalamazoo Neighborhood Housing Services, place the resolution on file with the Office of the City Clerk for 28 days for public review and comment, and take final action at the regular City Council meeting of July 12, 2022.

The City Administration has negotiated an agreement with Kalamazoo Neighborhood Housing Services to sell a city-owned parcel at 7905 Oakland Drive Portage, MI 49024 (Parcel No.05940-004-O) for five hundred dollars (\$500.00). The sale will facilitate the construction of a single-family dwelling unit for a family at 80% AMI to be built through the Kalamazoo Attainable Homes Partnership with Kalamazoo County millage funding awarded in April 2022. This project will help achieve the Council's goal of "Attracting residential development that provides a mixture of housing for all income levels" as shown in the Fiscal Year 2022-2023 City of Portage Budget under the Strategic Priorities "Neighborhood" category.

The Kalamazoo County Board of Commissioners approved grant funding totaling \$1,100,000 for a variety of Single Family Scattered Housing projects at the April 5, 2022 meeting. Kalamazoo Neighborhood Housing Services (KNHS) was awarded \$300,000 for two new builds in the City of Portage for two families at 80% AMI. Detailed background information on the applications, project awards, millage history, and implementation process is provided in the attached Board of Commissioners report dated April 5, 2022, prepared by Kalamazoo County Housing Commissioner Mary Balkema.

KNHS is a nonprofit founded in 1981 that provides homeownership programs for individuals and families needing help building and purchasing affordable housing. KNHS offers a variety of specialized loan products and financial education services to anyone in Kalamazoo County. Financial education classes are a requirement for individuals and families who wish to be eligible to purchase one of the KNHS Attainable Homes. KNHS offers the opportunity for low- and moderate-income households to achieve sustainable, affordable homeownership.

The Kalamazoo Attainable Homes Partnership (KAHP) is a collaboration between The Home Builders Association of Western Michigan (HBA), Kalamazoo Neighborhood Housing Services (KNHS), and Local Initiatives Support Corporation (LISC). According to their website, *KAHP seeks to provide high-quality homes built by HBA members that are both attainable in cost and provide the homeowners with low maintenance costs. KAHP homes feature the same quality construction that goes into many custom homes, such as 50-year roofing, energy saving insulation and heating and air conditioning systems, durable flooring materials and so much more – saving families in these homes thousands a year in*

utilities bills and maintenance for generations to come. One of the unique efforts that made KAHP possible was the collaborative design by a number of HBA builders working together to integrate the most efficient design possible.

If approved by Council, the sale of this parcel will facilitate one of the first Attainable Homes in the City of Portage. The project is supported by the \$300,000 of “Year 1” millage grant funding from the Kalamazoo County Board to support the construction of two (2) single-family dwelling units for two (2) families at 80% AMI. Both dwellings to be constructed in Portage will utilize the approved KAHP ranch-style floor plan - a single-story, 2 bedroom home, with a kitchen, living room, garage, driveway, and covered front porch (attached for review). For both of the sites in Portage, this home size and style is very contiguous with the neighborhood, and neighboring house sizes and styles. As the KAHP has worked diligently to keep building costs minimized and the implementation process efficient, no modifications or customization is available for the approved KAHP floor plan and styles. However, significant input from KNHS customers was elicited and incorporated into the standard floor plan designs on the front end, to ensure the layout and design met the expectations and needs of as many people and families as possible.

During the process of establishing this new housing collaboration between KNHS and the City of Portage, staff from both teams reviewed several potential city-owned properties. Two proposed sites were originally submitted for consideration in the application submitted for Kalamazoo County millage funding (7905 Oakland Drive and 130 Amos Drive). Following the county’s award approval and completion of due diligence, KNHS determined only one of the proposed sites in Portage, 7905 Oakland Drive, to be suitable and consistent with the criteria for the KAHP. KNHS and the City Administration worked together, and in consultation with Kalamazoo County Housing Commissioner Balkema, to confirm a second city-owned site, 5196 Oakland Drive, that was deemed suitable for the program. The proposed sale of these two properties – 7905 and 5916 – on Oakland Drive is therefore presented for the Council’s consideration.

In addition to meeting KNHS/KAHP criteria, the City Administration has concluded that the proposed site at 7905 Oakland Drive is a conforming, buildable lot from planning and zoning perspectives, and will importantly provide the new homeowner with a safe neighborhood and meaningful access to a wide-range of nearby amenities including shopping, services, schools, childcare and transportation, many of which are walkable. The City Administration has also concluded the property is not needed for future utility or other city-related uses.

A sale price of \$500.00 is proposed by the City Administration, which is consistent with the standard per parcel sale price agreed to between KNHS and Kalamazoo City, as well as KNHS and the Kalamazoo County Land Bank, for similar projects.

It is recommended that City Council adopt a resolution to sell city property at 7905 Oakland Drive for Five Hundred Dollars (\$500.00) to Kalamazoo Neighborhood Housing Services, place the resolution on file with the Office of the City Clerk for 28 days for public review and comment, and take final action at the regular City Council meeting of July 12, 2022.

FUNDING: It is proposed that as a partner to this initiative, the City of Portage will incur/absorb any potential water or sewer connection fees with FY2022-23 Capital Improvement Program “Workforce Housing Infrastructure Improvements” project. Per the Assessor’s Office, there

is currently nothing owed related to front foot benefit charges for special assessments on water and sewer, which were paid when structures existed on the parcel. The sales agreement will include a provision that following Closing, the city will reimburse the buyer for the cost of excavating any footings and/or foundations existing on the property, exclusive of any other on-site work. At Closing, the seller (City of Portage) will pay all transfer and/or conveyance taxes assessed in connection with the Closing; costs related to seller's professionals and consultants; and one half of the title company's closing fee in connection with this transaction. The \$500.00 from the property sale may be used to cover, in part or in whole, any of the costs outlined above.

- Attachments:**
1. 7905 Oakland Drive - Property Profile and Map
 2. April 5 BOC Agenda SF Creative Rehab final
 3. KAHP Floor Plan
 4. DRAFT Illustrative rendering provided by KNHS for 7905 Oakland Drive
 5. Resolution and Exhibit for Sale of 7905 Oakland Drive
 6. 7905 Oakland Dr - KNHS-City of Portage KAHP Purchase Agreement

7905 Oakland Drive

Existing Property Information

Assessed Value: \$18,600 (2021)

Current Land Use: Vacant

Date of Last Sale: October 1, 2021

Zoning: R-1B Single Family Residential
District

Min. Building Yard Setbacks:

- **Front:** 30 feet
- **Rear:** 40 feet
- **Sides:** 10 feet

Max. Building Lot Coverage: 30%

**Min. Residential Floor Area for
proposed use:**

- **1 Story:** 1,280 square feet if with basement of at least 440 square feet; or 1,360 square feet basement if with basement less than 440 square feet.



Utilities:

City of Portage Water & Sewer available. Water lateral is provided at lot line; exact location of all utilities should be field verified. Private utilities such as electrical, phone, internet, etc. are available and should be field verified/ coordinated with utility company. Trash, recycle, and yard waste pick up are eligible at site.

Access:

Property abuts Oakland Drive, is adjacent to Centre Avenue, and is within close proximity to 131 highway. All site plan elements including future curb cut will be coordinated with City of Portage. Sidewalk and bike lanes exist along the Oakland Drive corridor.

Neighborhood Amenities:

The property is walkable to amenities including:

- | | | |
|-------------|-----------------------|----------------------|
| - shopping, | - and close proximity | - Woodland |
| - banking, | to daycare, | Elementary school |
| - dining, | - bike paths, | - health facilities. |
| - transit, | - Oakland Dr. Park, | |

History: The site was originally developed with a house, which was demolished around 2005. This property was owned by the Kalamazoo County Treasurer from May 2014 until the Council's approval of this property acquisition for the City of Portage in October 2021. It is believed that the foundation was buried on site when the house was demolished. Above-ground building materials have been removed and graded with new grass.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

TO: Honorable Chair Quinn, Vice Chair Morales, Board of Commissioners

FROM: Prepared by: Mary Balkema, Housing Director
Reviewed by: Lyndi Warner, MPA, Interim Deputy County Administrator-External Services

RE: Request of Allocation of Housing Millage dollars for Single Family Scattered Housing, Opportunistic Creative Project and the Rehab of Single- Family Homes.

DATE: April 5, 2022

RECOMMENDATION:

It is recommended that the County Board approve grant funding for the following Single Family Scattered Housing projects in the amount of **\$1,100,000**:

- Northside Association for Community Development in the amount of **\$311,862** for one new build on Ransom Street for a family at 30% AMI.
- Kalamazoo Neighborhood Housing Services in the amount of **\$300,000** for two new builds in the city of Portage located at 130 Amos Drive and 7905 Oakland Drive for two families at 80% AMI.
- Kalamazoo Valley Habitat for Humanity for four homes on the Eastside of Kalamazoo located on Foresman Drive, Gayle, and Charlotte in the amount of **\$170,000**. The money would bridge the GAP between the cost of construction and the affordability for families at 30% AMI.
- Playgrown in the amount of **\$318,138** for the development of five (2-3) bedroom tiny homes on foundations and five tiny homes on wheels at the location of Ampersee/River Street in the city of Kalamazoo. The project will target folks in our community living at or below 30% AMI thru a cooperative living and ownership model that returns profit and equity back to the owners/members. The city of Kalamazoo will support the permanently affixed structures with loan funding.

It is also recommended that the County Board approve grant funding for the following **Opportunistic Creative** projects in the amount of **\$500,000 for the 2022 millage and \$500,000 for the 2023 millage**:

- Full Circle Communities Inc. (FCC) in the amount of **\$400,000** for the preservation of the 96 unit Pinehurst Townhomes Project, located at 6740 Andover Street in Oshtemo Township. After the completion of the renovation, the project will have ten 30% units, fourteen 40% units, fifty-seven 50% units, fifteen 60% units, and a total of 15 Project Based Voucher units at 50% AMI. The project will leverage over \$13 million in a MSHDA permanent mortgage, equity from a tax credit syndication, and other development sources. The project was built in 1997 and the LIHTC

HOUSING DEPARTMENT

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.720.3246 | www.kalcounty.com/housing

compliance ensures the property will be maintained for 20 years and will be *affordable*. This property is an existing LIHTC project that won't be lost to the market with FCC's acquisition and will remain affordable. The property is also going to receive about \$5MM in much-needed capital improvements that will benefit existing and future tenants.

- Layla's Cool Pops in the amount of **\$100,000** for the purchase of a four-unit house located at 913 South Westnedge. The desire is to provide affordable/workforce rents to young adults in need of assistance in navigating life skills and employment, with priority given to those leaving foster care or emancipated and houseless adults trying to find affordable/workforce housing and/or who are taking steps toward self-sufficiency.
- MTZ Northside housing senior project – vouchers in the amount of **\$500,000** to be granted out of the **2023** millage. The grant funding for the building was approved at the March 15th meeting for 2023 millage dollars in the amount of \$740,000. This funding would guarantee only residents earning 30% or lower of the Area Median Income (\$16,260 for individuals) would be eligible to receive this subsidy. The compliance period is 15 years. If tax credits are not granted to this project, this funding commitment will expire on December 31, 2024, for both the multifamily dollars and the voucher dollars.

It is further recommended that the County Board approve grant funding for the following **Rehab** projects in the amount of **\$1,000,000**:

- Better World Builders in the amount of **\$75,000** for the critical repairs of up to four homes located in the city of Galesburg. This is a target area as the average home value is \$118,238.
- Building Blocks of Kalamazoo in the amount of **\$15,000** for supplies, exterior doors, porch materials, and windows in a targeted area on the Ada Street Corridor located in the Northside of the city of Kalamazoo.
- City of Portage in the amount of **\$221,465**. These dollars will be used to leverage up their CDBG allocation for housing rehab.
- LISC Kalamazoo in the amount of **\$688,535** for the Homeownership Preservation Partnership (HOPP) which will geographically target owner-occupied dwellings located in Kalamazoo Township. Kalamazoo LISC will work closely with KNHS, and Community Homeworks. Through this collaboration, Community Homeworks, KNHS, and LISC plan to improve the quality of life of Kalamazoo County residents and seek to be good stewards of these tax dollars by revolving a portion of the funding through a grant/recoverable 0% loan program. This project will exclusively serve families that are low to moderate-income, with a specific focus on families that are between 30-80% of Area Median Income (AMI), many of whom are BIPOC individuals, as well as many that are single-parent households, elderly individuals, and other underserved groups. Over 80% of the individuals served by Community Homeworks are BIPOC households, and around one-fifth of the homes they served last year were occupied by individuals with disabilities.

BACKGROUND:

In November of 2020, the voters approved a special millage for housing programs which included rental subsidies, permanent housing, and related supportive services. The millage approved by the voters was not to exceed .75 mills for a period of 8 years. Due to the headlee rollback, the millage rate levied on the winter tax bill was .7485 mills and will generate approximately \$7,101,332.47. In December 2020, a

housing director was hired and began the work of implementing the millage. On February 23, 2021, the BOC led a community conversation and heard extensive feedback on the need for the millage and how the money should be spent. On March 16, 2021, the BOC had a discussion with Lee Adams from the W.E. Upjohn Institute and subsequently contracted with them to perform a county wide housing study. That work is underway and will be completed May/June 2022.

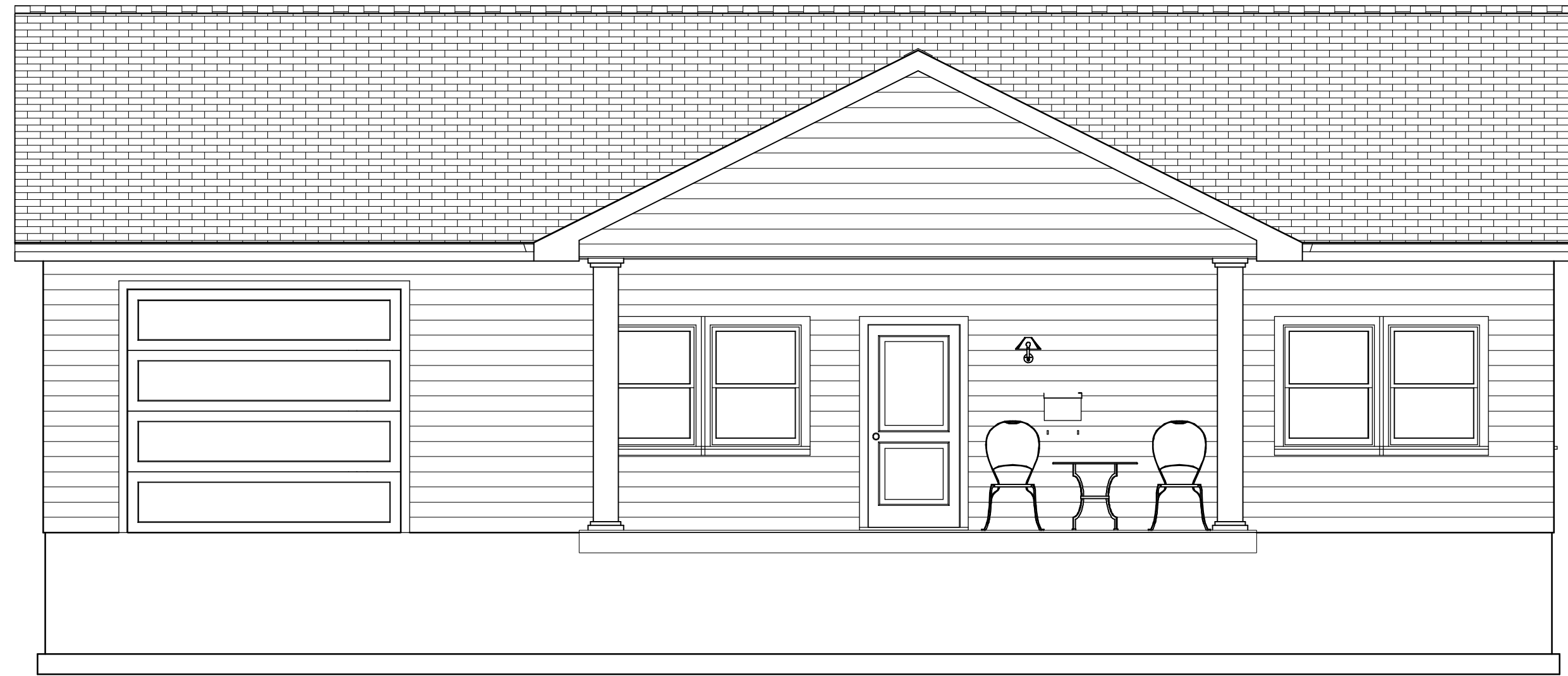
In September 2021, The County purchased the Amplifund portal to help assist the grant management process. The system was programmed first with the housing millage followed by ARPA Funds. The grant system was rolled out to prospective developers and housing partners in December 2021. The portal was open for one month, closing on January 15, 2022. We received 31 applications for 5 opportunities listed in the proposal. The 5 opportunities include, multifamily housing, single family scattered housing, housing rehab, opportunistic creative projects, and supportive services.

COMMISSION STRATEGIC VISION ALIGNMENT:

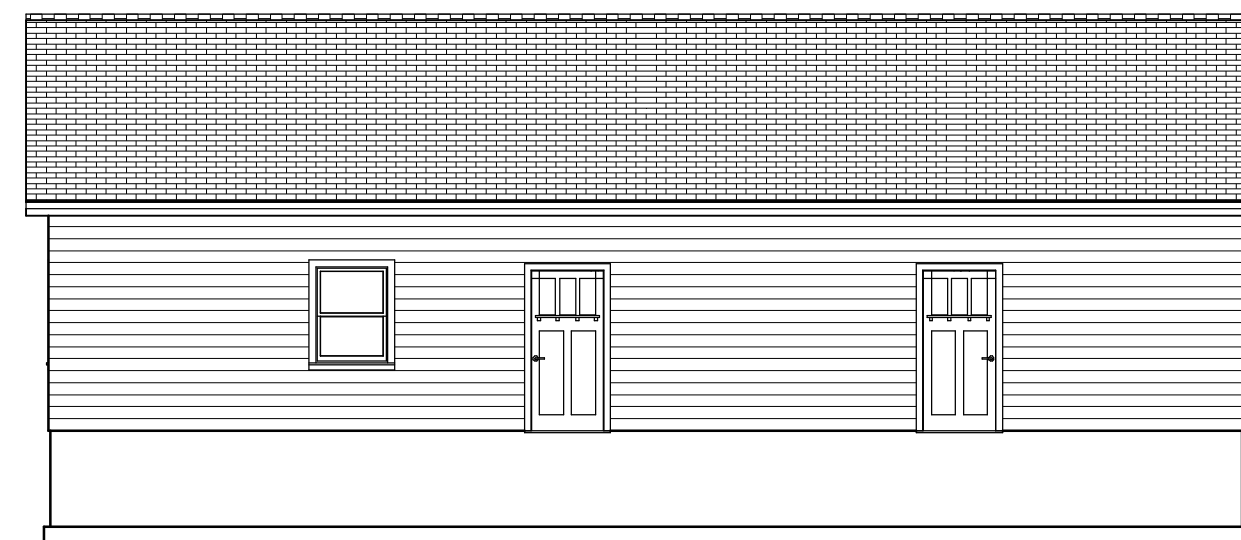
Implement the homelessness/ Affordable Housing innovative initiative. This priority was outlined in the 2022 adopted budget as the #2 priority of the Board. ***To date, the BOC has approved \$125,000 for the Public Housing Commission, \$67,000 for the Homeless Shelter managed by ISK, and \$3,000,000 for multi-family projects from the 2022 Housing millage.***

FISCAL IMPACT:

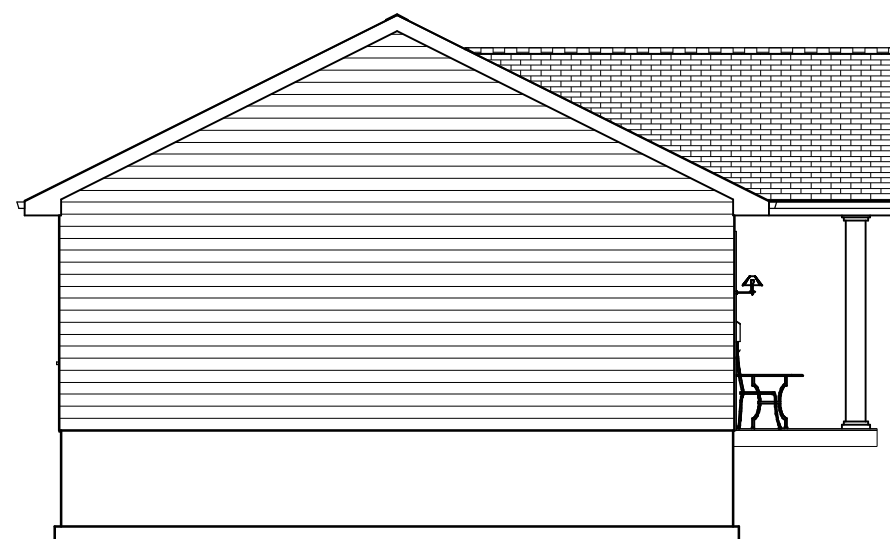
The funding for these projects is available in the County's Housing Fund 225. These funds do not impact the General Operating funds of the County of Kalamazoo.



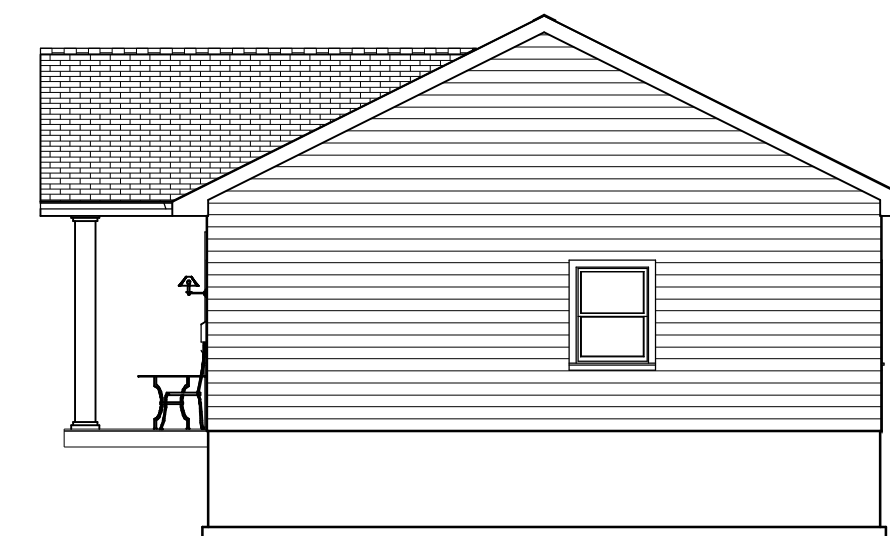
FRONT ELEVATION 1/4" = 1'



REAR ELEVATION 1/8" = 1'



LEFT ELEVATION 1/8" = 1'



RIGHT ELEVATION 1/8" = 1'

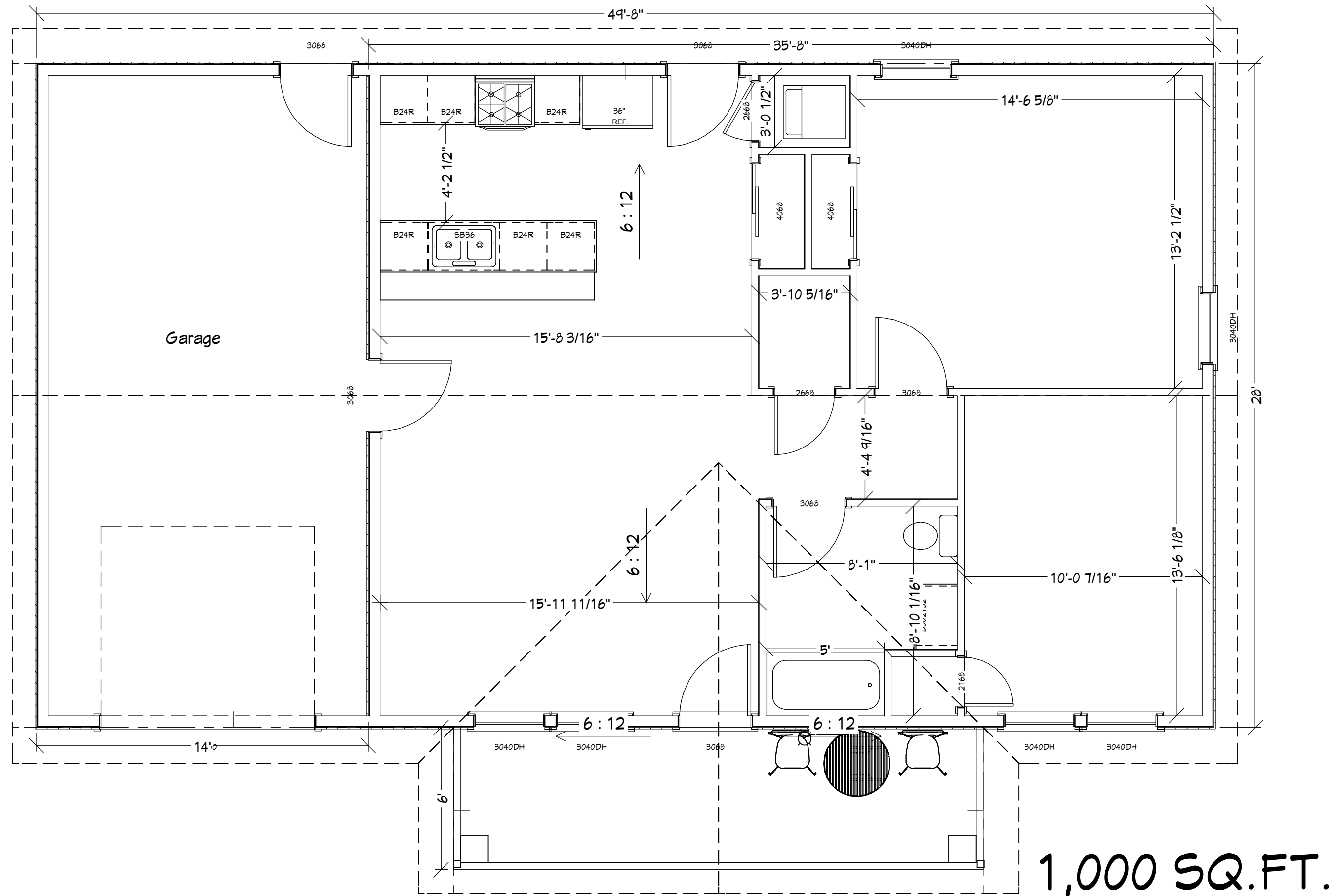
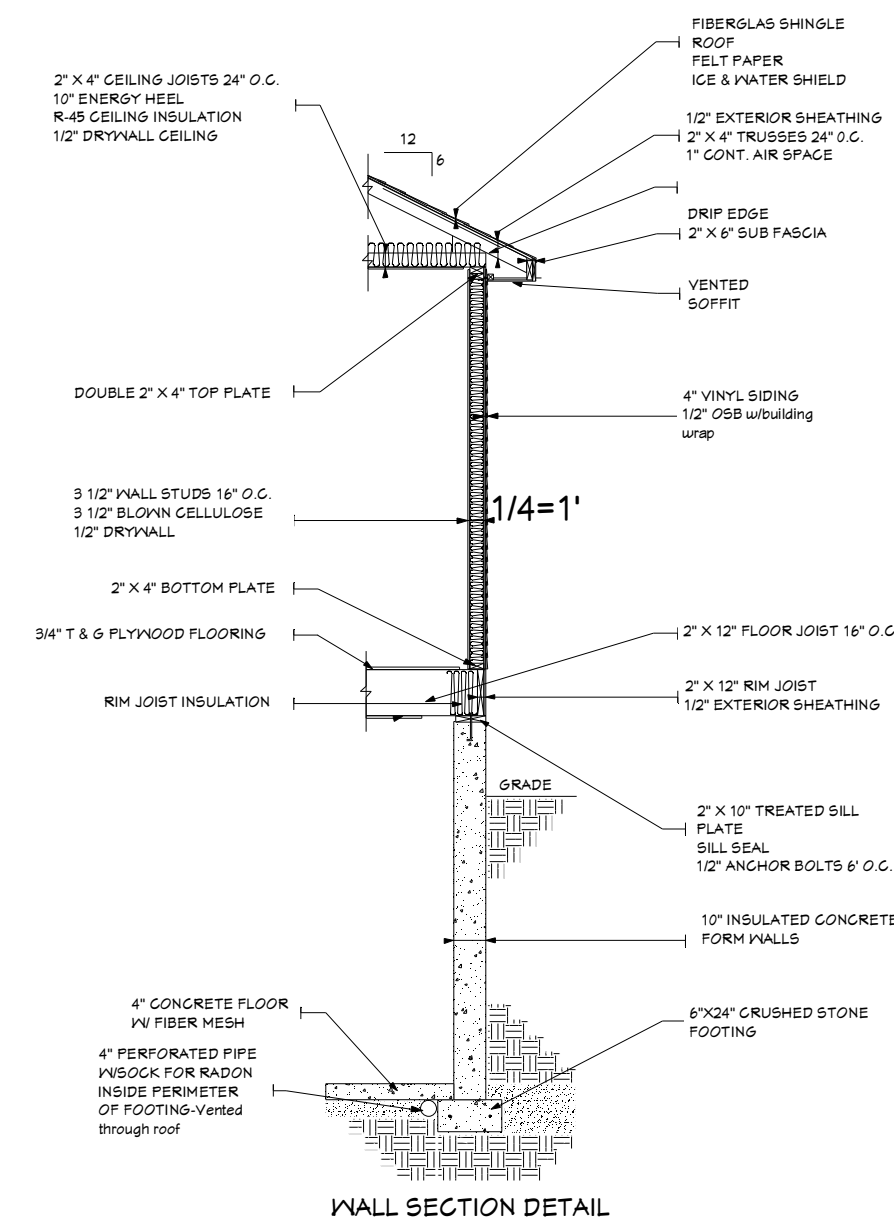
MARTZ HOME BLDG., L.L.C.
7545 S. 10th St.
Kalamazoo, MI. 49009
(269)207-2920
Drawn by: DLM

Page #
1

Scale
1/4" = 1'

Plan: KNHS
Oakland 2
Bedroom





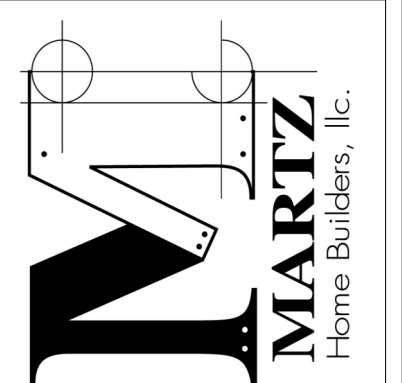
MAIN FLOOR PLAN 1/4"=1'

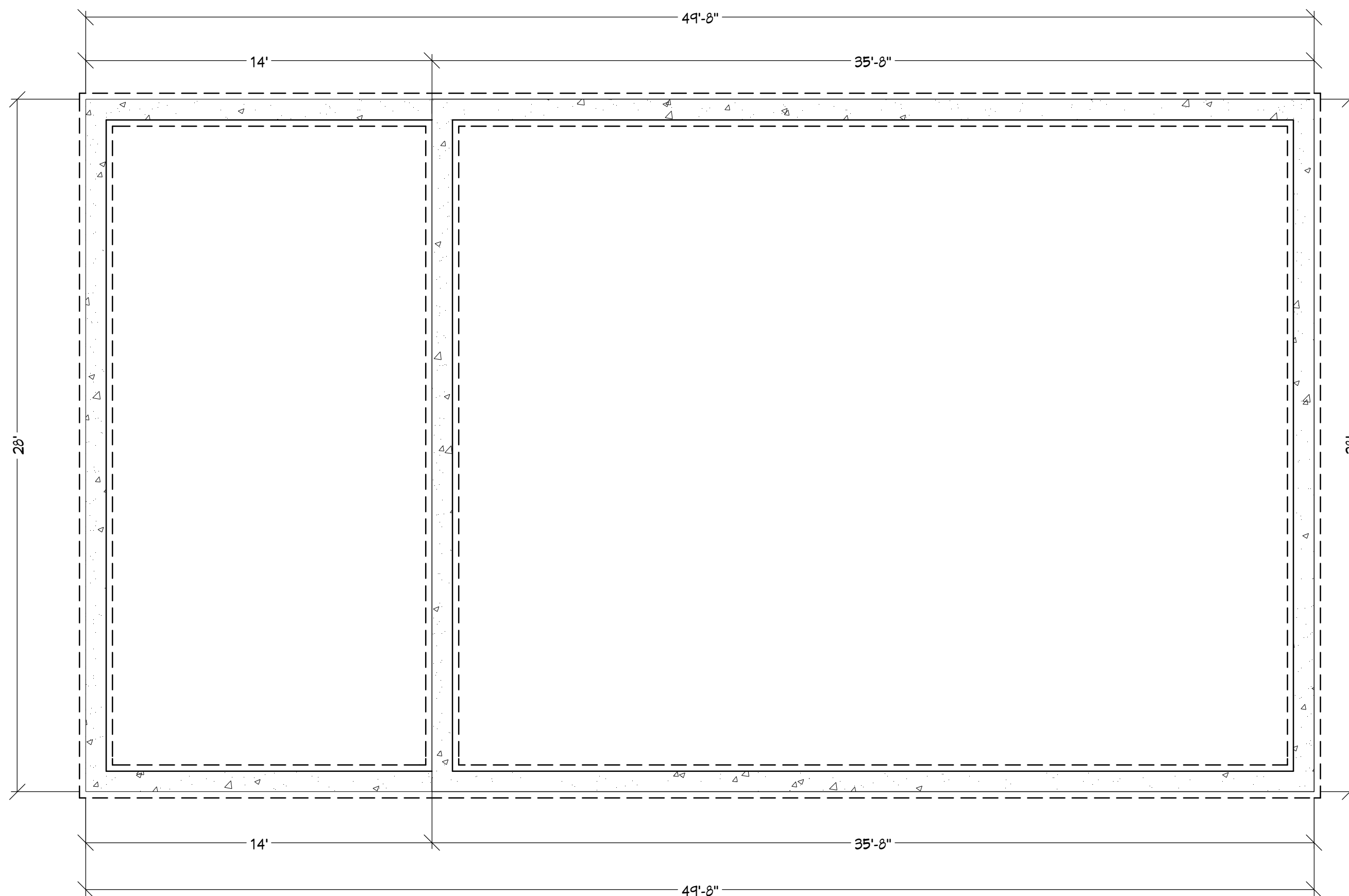
MARTZ HOME BLDGS., L.L.C.
7545 S. 10th St.
Kalamazoo, MI. 49009
(269)207-2920
Drawn by: DLM

Page #
2

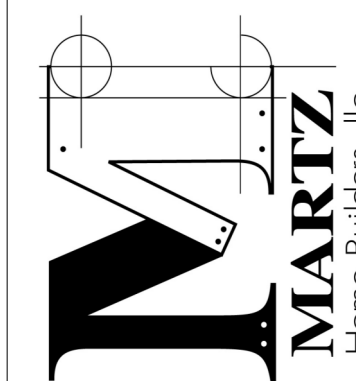
Scale
1/4" = 1'

Plan: KNHS
Oakland 2
Bedroom





FOUNDATION PLAN 1/4"=1'



Plan: KNHS
Oakland 2
Bedroom

Scale
1/4" = 1'

Page #
3

MARTZ HOME BLDG., L.L.C.
7545 S. 10th St.
Kalamazoo, MI. 49009
(269)207-2920
Drawn by: DLM

DRAFT Illustrative rendering provided by KNHS for 7905 Oakland Drive



**ARTICLE SEVENTEEN
EXECUTION AND DELIVERY**

This Agreement shall not be effective unless Purchaser executes the Agreement and final approval is given by the Portage City Council.

IN WITNESS WHEREOF, the parties hereto agree this Agreement shall be effective the day and year first above written.

PURCHASER:

KALAMAZOO NEIGHBORHOOD
HOUSING SERVICES

By: _____

Beth McCann

Its: Acting Executive Director

SELLER:

CITY OF PORTAGE

By: _____

Adam Herringa

Its: Acting City Manager

EFFECTIVE DATE
(City Council)
(Approval)

APPROVED AS TO FORM

DATE

6/10/2022
Catherine Kaufman
CITY ATTORNEY

Prepared by:
Catherine Kaufman
City Attorney
470 W. Centre Ave
Portage, Michigan 49024
Phone: (269) 382-4500

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 1 TO SELL REAL ESTATE**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on

_____, 2022 at 7:00 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

BE IT RESOLVED that the City of Portage sell the following described property to
Kalamazoo Neighborhood Housing Services for the sum of Five Hundred (\$500.00) Dollars:

All that certain parcel of real estate situated in the City of Portage, County of Kalamazoo
and State of Michigan, to-wit:

Parcel No. 05940-004-O

Legal Description: OAKLAND CENTER ACRES LOT 4

More commonly known as 7905 Oakland Drive Portage, Michigan 49024

BE IT FURTHER RESOLVED that notice, in substantially the form attached as Exhibit A,
be published in a newspaper of general circulation within the City, giving notice of the City's intent
to sell the above described premises.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

RESOLUTION DECLARED ADOPTED: _____

Erica Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2022, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2022.

Erica Eklov, City Clerk

Approved 6/10/2022 on

Catherine Krueger

City Attorney

EXHIBIT A

CITY OF PORTAGE, MICHIGAN
NOTICE OF INTENTION TO SELL REAL ESTATE
IN THE CITY OF PORTAGE, MICHIGAN

PLEASE TAKE NOTICE, that on the ____ day of _____, 2022, the City Council of the City of Portage voted to sell property commonly known as 7905 Oakland Drive Portage, Michigan 49024 (Parcel No. 05940-004-O) to KALAMAZOO NEIGHBORHOOD HOUSING SERVICES, for the sum of Five Hundred (\$500.00) Dollars.

PLEASE TAKE FURTHER NOTICE that the Resolution authorizing this action is on file with the City Clerk and open for public inspection. Said document will be on file with the City Clerk for twenty-eight (28) days and may be inspected at the Clerk's office during regular working hours. After said twenty-eight (28) days and twenty (20) days after publication of this Notice of

Intention to Sell Real Estate, the Council may take final action and sell said property.

Dated: _____, 2022

Erica Eklov, City Clerk

PURCHASE AGREEMENT

This Agreement is entered into between KALAMAZOO NEIGHBORHOOD HOUSING SERVICES, whose address is 1219 ~~Park Street~~, Kalamazoo Michigan 49001 ("Purchaser"), and the CITY OF PORTAGE, a Michigan municipal corporation, whose address is 7900 S Westnedge Ave. PORTAGE, MI 49002 ("Seller"), and

Recitals:

- A. The City of Portage owns real estate located at 7905 Oakland Drive Portage, MI 49024 Parcel No. 05940-004-O ("Property"), which parcel is legally described as OAKLAND CENTER ACRES LOT 4 or more commonly known as 7905 Oakland Dr. City of Portage, Kalamazoo County, State of Michigan.
- B. Seller desires to sell to Purchaser and Purchaser desires to acquire from Seller, the real estate, together with all easements, rights, appurtenances and hereditaments thereunto belonging (the "Property");
- C. The property is a vacant, unimproved, conforming buildable lot. Seller desires to see a new home constructed on the Property and has searched for a suitable community partner to achieve this goal.
- D. The Purchaser is a nonprofit with home ownership programs for individuals and family needing help building and purchasing affordable housing. The Purchaser has indicated this lot is suitable for their program and would construct a single-family dwelling on the site.
- E. Seller believes that Purchaser's acquisition and redevelopment of the Property will benefit the neighborhood, and thus serve the vital and best interests of the City and the health, safety and welfare of its residents.
- F. Purchaser and Seller desire to enter into this Redevelopment and Purchase Agreement (the "Agreement") for the mutual benefit of both parties, subject to the following terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. RECITALS. The above recitals are acknowledged as true and correct and are incorporated by reference into this Paragraph.
2. DESCRIPTION OF THE PROPERTY. The Property is vacant and presently unimproved parcel of land located at 7905 Oakland Drive in the City of Portage and County of Kalamazoo, State of Michigan, and is more fully described as follows:

OAKLAND CENTER ACRES LOT 4 or more commonly known as 7905 Oakland Dr. Portage, MI 49024

3. PURCHASE PRICE. Purchaser agrees to purchase the Property from the Seller for the sum of five hundred dollars (\$500.00) (the "Purchase Price"), and other good and valuable consideration as set forth in this Agreement. The City agrees to convey good and marketable title to the Property by covenant deed (subject only to the exceptions that are permitted by this Agreement) to Purchaser simultaneously upon receipt of the Purchase Price, subject to the following terms and conditions of this Agreement

4. TITLE INSURANCE. At the sole option and expense of Purchaser it may obtain a commitment to issue an owner's title insurance policy insuring Purchaser ("Title Commitment"). The Title Commitment must be acceptable to Purchaser in the reasonable exercise of Purchaser's sole discretion. Seller shall provide any surveys, affidavits and certificates required by the title insurance company if Purchaser elects to have the title policy without exceptions or with additional endorsements. Purchaser is responsible for paying the premium for the title policy and any added premium charged for a policy without exceptions and any such additional endorsements.

If Purchaser has obtained a Title Commitment, it shall notify Seller within twenty (20) days after Purchaser's receipt of the Title Commitment whether there are any unacceptable issues ("Defects") regarding title for which Seller is responsible. Seller shall remove each Defect for which it is responsible at its expense on or before the closing date. If Seller fails or refuses to remove any Defect, then Purchaser may: (i) proceed to closing, waiving the Defect at issue; or (ii) terminate this Agreement by a written notice to Seller, in which case the Deposit shall be promptly returned to Purchaser, and neither Seller nor Purchaser shall have any further liability to the other under this Agreement.

Seller agrees not to take any action between the time of execution of this Agreement and the closing that will cause any lien or encumbrance to the Property.

5. INSPECTION. Purchaser and its agents, consultants, and designees ("Purchaser's Agents") may from time to time inspect the Property prior to the closing and may enter the Property to perform the inspections referenced in this Agreement. Promptly upon Seller's acceptance of this Offer, Seller shall provide to Purchaser, or make available for review by Purchaser and/or Purchaser's agents, copies of any prior environment assessments, title commitments or surveys for the Property.

6. SELLER'S REPRESENTATIONS AND WARRANTIES. To the best of its knowledge, the Seller represents and warrants to Purchaser, which representations and warranties shall be true to the closing date, as follows:

A. There are no claims, legal proceedings or investigations by governmental entities relating to the Property, other than any lien against the Property for the costs incurred by Seller in acquiring or improving the Property, which will be waived at closing.

B. The Property is free and clear of all violations of applicable laws, ordinances, orders, codes, rules, regulations, building and use restrictions, and other legal requirements.

C. There are no agreements, contracts, or leases, written or oral, which affect the Property in any manner other than this Agreement;

D. There is no pending or proposed special assessment affecting or which may affect the whole or any part of the Property; and

E. Seller makes no representation as to whether the Portage City Council will approve this Agreement or if any approval or permit will be granted by the City or any other governmental agency. A denial (or approval with conditions) of any required or necessary approval, permit or license shall not constitute a breach of this Agreement by the Seller or give rise to any independent action against Seller by Purchaser.

7. CONTINGENCIES. The obligation of Purchaser to close the purchase of the Property is contingent upon:

- A. Purchaser's reasonable satisfaction with the results of its inspections, environment assessments/reports or other due diligent activities regarding the Property;
- B. All representations and warranties of the Seller set forth in this Agreement being true as of the closing date;
- C. Seller having timely performed its obligations by the date of closing.

If any contingency is not satisfied by the date of closing, including any extension permitted under Paragraph 11, then Purchaser may terminate this Agreement by written notice to Seller.

8. PURCHASER COMMITMENT. As further consideration for this Agreement, Purchaser will obtain a Building Permit and commence with construction of a single-family dwelling in compliance with applicable City zoning requirements on the Property within one year of the closing.

9. ENVIRONMENTAL ASSESSMENT. Within 30 days from the effective date of this Agreement, Purchaser shall, at its own expense and for its own benefit, conduct all appropriate inquiry within the meaning of Part 201 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended, (Act 451). If such inquiry identifies the Property as a facility, Purchaser shall complete and submit a Baseline Environmental Assessment ("BEA") to the Michigan Department of Environmental Quality ("MDEQ") as provided under Act 451 (collectively, Due Diligence Activities). Purchase shall also maintain on file a Due Care Plan.

After completion of the Due Diligence Activities, Purchaser shall have 5 days to give written notice to Seller of its election to terminate the Agreement. If written notice is not timely given to Seller Purchaser is considered to have accepted the Property in its "AS IS" condition. The closing shall then occur within the next 30 days (or within 60 days of the effective date of this Agreement), provided however, that all other contingencies under this Agreement have been met or completed. If the Purchaser notifies the Seller of its intent to terminate this Agreement in accordance with this Paragraph 9, neither party shall have any further rights or obligations under this Agreement.

10. SELLER COMMITMENTS. The Seller agrees to complete the following:

- A. Provide copies of all available environmental reports in its possession for the Property. If there are any facts or conditions contained in the reports which are unacceptable to Purchaser, Purchaser shall have the right to terminate this Agreement by giving written notice to the Seller as provided in Paragraph 9.
- B. No official, board member, officer or employee of the Seller or the Seller is personally liable to Purchaser or its successor in interest upon a breach or default by the Seller for any amount payable to Purchaser or its successor or any obligation under this Agreement.

11. CLOSING. The closing shall occur on a date mutually agreed upon by the parties, but in no event later than 60 days from the effective date of this Agreement. Regardless of the preceding, Purchaser shall have the right to extend the closing date for up to an additional 30 days to complete necessary Due Diligence Activities or to attempt to satisfy contingencies.

12. CLOSING COST and PRO-RATIONS.

- A. At Closing, Seller shall pay the following: (i) all transfer and/or conveyance taxes assessed in connection with the Closing; (ii) all costs related to Seller's professionals and

consultants; and (iii) one half of the Title Company's closing fee in connection with this transaction.

B. At Closing, Purchaser shall pay the following: (i) all recording costs for recordation of the Deed; (ii) all costs and expenses associated with the Purchaser's inspections conducted pursuant to this Agreement and Purchaser's professionals and consultants; (iii) the cost of any endorsements issued with the Title Policy; and (iv) one half of the Title Company's closing fee, the premium for the owner's Title Policy (including removal of standard exceptions) and the Title Company's search and examination fees.

13. POSSESSION. Purchaser shall be entitled to sole and exclusive possession upon payment of the purchase price and receipt of the covenant deed to the Property.

14. TAXES. The Property is currently exempt from the payment of taxes. Beginning with December 31 of the year in which Purchaser acquired the Property, Purchaser shall be responsible for the taxes, if any, levied against the Property and the personal property located within the Property.

15. ENVIRONMENTAL CONCERNS. Purchaser, having the opportunity to conduct Due Diligence Activities regarding the Property, accepts the Property in "AS IS" condition. Seller makes no representations regarding environmental hazards or liabilities on or relating to the Property. Seller is under no obligation to perform any cleanup or other remedial action.

16. SURVEY. Purchaser, at its option and expense, may obtain an ALTA survey of the Property ("Survey"). If there are any facts or conditions related to the Survey that adversely impact the Project, Purchaser shall provide notice to Seller within 10 days after receipt of the survey, identifying in detail any unacceptable facts or conditions that Purchaser requests the Seller to cure. If the Seller is unable or unwilling to cure these facts or conditions within 30 days after receipt of the notice from Purchaser, Purchaser shall have the option to either (i) waive such defects and proceed to closing; or (ii) terminate this Agreement.

18. TIME IS OF THE ESSENCE. The parties agree that in all matters relating to this Agreement, time is of the essence.

19. SELLER APPROVAL. The approval by the SELLER is required before this Agreement is effective and binding. If that approval is not made within 60 days after Purchaser has signed this Agreement, then it is considered as automatically terminated. Seller approval shall require approval of the Portage City Council.

20. MAINTENANCE AND CLOSURE. In the event that Purchaser, or any affiliate or subsidiary, shall terminate business operations on the Property, Purchaser agrees to continue to maintain the property in an attractive manner. Furthermore, Purchaser agrees to comply with applicable law with respect to environmental releases for which it is responsible.

21. NOTICES. Any notice or other communication under this Agreement by one party to the other shall be in writing, signed by an authorized representative and delivered in person or by certified mail, postage prepaid with return receipt requested to the following:

Purchaser:

Kalamazoo Neighborhood Housing Services
1219 Park Street
Kalamazoo, MI 49001

Seller:

City of Portage
ATTN: Director of Community Development City of Portage
7900 S Westnedge Ave
Portage, MI 49002

w/copies to the City Attorney
Catherine Kaufman
Bauckham Sparks
470 W Centre Ave, Suite A
Portage, MI 49024

Each party shall notify the other of any changes in the address for the receipt of notices.

22. REAL ESTATE BROKERS. Neither party has retained the services of a real estate broker regarding this transaction. If a broker makes a claim for remuneration in connection with the Purchase, the party against whom the claim is made is responsible for paying any commission or other compensation for which the broker is entitled to receive.

23. IMPROVEMENTS. If there are any footings and/or foundations existing on the property after closing, Seller will reimburse Purchaser for the cost of excavation of the footings and/or foundations, which cost should be exclusive of any other on site work.

24. MISCELLANEOUS.

A. This Agreement shall bind and benefit the Seller, Purchaser and their respective successors or assigns.

B. This Agreement may not be amended, altered or modified unless done in writing and signed by representatives of the parties who are so authorized.

C. This Agreement may be signed in counterparts, which together shall comprise a single agreement.

D. This Agreement and the exhibits to this Agreement contain all of the representations and statements by the Seller and Purchaser to one another and express the entire understanding between them with respect to the Purchase. All prior and contemporaneous communications concerning the Purchase are merged in and replaced by this Agreement.

Dated: _____, 2022

City of Portage

By: _____

Adam Herringa

Its: Acting City Manager, City of Portage

Dated: _____, 2022

Kalamazoo Neighborhood Housing Services

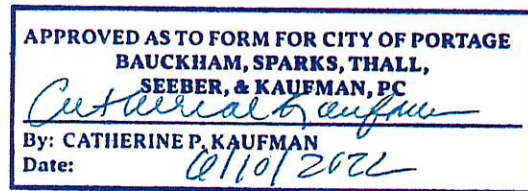
By: _____

Beth McCann

Its: Acting Executive Director

Document Provided by:

Dara Smith
1219 S. Park Street
Kalamazoo, MI 49001
(269) 385-2916



TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Resolution for sale of city-owned parcel at 5916 Oakland Drive

SUPPORTING PERSONNEL: Kelly Peterson, Director of Community Development

ACTION RECOMMENDED: Adopt a resolution to sell city property at 5916 Oakland Drive for Five Hundred Dollars (\$500.00) to Kalamazoo Neighborhood Housing Services, place the resolution on file with the Office of the City Clerk for 28 days for public review and comment, and take final action at the regular City Council meeting of July 12, 2022.

The Administration has negotiated an agreement with Kalamazoo Neighborhood Housing Services to sell a city-owned parcel at 5916 Oakland Drive Portage, MI 49024 (Parcel No.02080-002-O) for five hundred dollars (\$500.00). The sale will facilitate the construction of a single-family dwelling unit for a family at 80% AMI to be built through the Kalamazoo Attainable Homes Partnership with Kalamazoo County millage funding awarded in April 2022. This project will help achieve the Council's goal of "Attracting residential development that provides a mixture of housing for all income levels" as shown in the Fiscal Year 2022-2023 City of Portage Budget under the Strategic Priorities "Neighborhood" category.

The Kalamazoo County Board of Commissioners approved grant funding totaling \$1,100,000 for a variety of Single Family Scattered Housing projects at the April 5, 2022 meeting. Kalamazoo Neighborhood Housing Services (KNHS) was awarded \$300,000 for two new builds in the City of Portage for two families at 80% AMI. Detailed background information on the applications, project awards, millage history, and implementation process is provided in the attached Board of Commissioners report dated April 5, 2022, prepared by Kalamazoo County Housing Commissioner Mary Balkema.

KNHS is a nonprofit founded in 1981 that provides homeownership programs for individuals and families needing help building and purchasing affordable housing. KNHS offers a variety of specialized loan products and financial education services to anyone in Kalamazoo County. Financial education classes are a requirement for individuals and families who wish to be eligible to purchase one of the KNHS Attainable Homes. KNHS offers the opportunity for low- and moderate-income households to achieve sustainable, affordable homeownership.

The Kalamazoo Attainable Homes Partnership (KAHP) is a collaboration between The Home Builders Association of Western Michigan (HBA), Kalamazoo Neighborhood Housing Services (KNHS), and Local Initiatives Support Corporation (LISC). According to their website, *KAHP seeks to provide high-quality homes built by HBA members that are both attainable in cost and provide the homeowners with low maintenance costs. KAHP homes feature the same quality construction that goes into many custom*

homes, such as 50-year roofing, energy saving insulation and heating and air conditioning systems, durable flooring materials and so much more – saving families in these homes thousands a year in utilities bills and maintenance for generations to come. One of the unique efforts that made KAHP possible was the collaborative design by a number of HBA builders working together to integrate the most efficient design possible.

If approved by Council, the sale of this parcel will facilitate one of the first Attainable Homes in the City of Portage. The project is supported by the \$300,000 of “Year 1” millage grant funding from the Kalamazoo County Board to support the construction of two (2) single-family dwelling units for two (2) families at 80% AMI. Both dwellings to be constructed in Portage will utilize the approved KAHP ranch-style floor plan - a single-story, 2 bedroom home, with a kitchen, living room, garage, driveway, and covered front porch (attached for review). For both of the sites in Portage, this home size and style is very contiguous with the neighborhood, and neighboring house sizes and styles. As the KAHP has worked diligently to keep building costs minimized and the implementation process efficient, no modifications or customization is available for the approved KAHP floor plan and styles. However, significant input from KNHS customers was elicited and incorporated into the standard floor plan designs on the front end, to ensure the layout and design met the expectations and needs of as many people and families as possible.

During the process of establishing this new housing collaboration between KNHS and the City of Portage, staff from both teams reviewed several potential city-owned properties. Two proposed sites were originally submitted for consideration in the application submitted for Kalamazoo County millage funding (7905 Oakland Drive and 130 Amos Drive). Following the county’s award approval and completion of due diligence, KNHS determined only one of the proposed sites in Portage, 7905 Oakland Drive, to be suitable and consistent with the criteria for the KAHP. KNHS and the City Administration worked together, and in consultation with Kalamazoo County Housing Commissioner Balkema, to confirm a second city-owned site, 5196 Oakland Drive, that was deemed suitable for the program. The proposed sale of these two properties – 7905 and 5916 – on Oakland Drive is therefore presented for the Council’s consideration.

In addition to meeting KNHS/KAHP criteria, the City Administration has concluded that the proposed site at 5916 Oakland Drive is a conforming, buildable lot from planning and zoning perspectives, and will importantly provide the new homeowner with a safe neighborhood and meaningful access to a wide range of nearby amenities including shopping, services, schools, childcare, and transportation, many of which are walkable. The City Administration has also concluded the property is not needed for a future utility or other city-related uses.

A sale price of \$500.00 is proposed by the Administration, which is consistent with the standard per parcel sale price agreed to between KNHS and Kalamazoo City, as well as KNHS and the Kalamazoo County Land Bank, for similar projects.

It is recommended that City Council adopt a resolution to sell city property at 5916 Oakland Drive for Five Hundred Dollars (\$500.00) to Kalamazoo Neighborhood Housing Services, place the resolution on file with the Office of the City Clerk for 28 days for public review and comment, and take final action at the regular City Council meeting of July 12, 2022.

FUNDING: It is proposed that as a partner to this initiative, the City of Portage will incur/absorb any potential water or sewer connection fees with FY2022-23 Capital Improvement Program “Workforce Housing Infrastructure Improvements” project. Per the Assessor’s Office, there is currently nothing owed related to front foot benefit charges for special assessments on water and sewer, which were paid when structures existed on the parcel. The sales agreement will include a provision that following Closing, the city will reimburse the buyer for the cost of excavating any footings and/or foundations existing on the property, exclusive of any other on-site work. At Closing, the seller (City of Portage) will pay all transfer and/or conveyance taxes assessed in connection with the Closing; costs related to seller’s professionals and consultants; and one half of the title company's closing fee in connection with this transaction. The \$500.00 from the property sale may be used to cover, in part or in whole, any of the costs outlined above.

- Attachments:**
1. 5916 Oakland Drive - Property Profile and Map
 2. April 5 BOC Agenda SF Creative Rehab final
 3. KAHP Floor Plan
 4. Resolution and Exhibit for Sale of 5916 Oakland Drive
 5. 5916 Oakland Dr - KNHS-City of Portage KAHP Purchase Agreement

5916 Oakland Drive

Existing Property Information

Assessed Value: *[none listed]*

Current Land Use: Vacant

Date of Last Sale: October 9, 1998

Zoning: R-1B Single Family Residential

District

Min. Building Yard Setbacks:

- **Front:** 30 feet
- **Rear:** 40 feet
- **Sides:** 10 feet

Max. Building Lot Coverage: 30%

Min. Residential Floor Area for proposed use:

- **1 Story:** 1,280 square feet if with basement of at least 440 square feet; or 1,360 square feet basement if with basement less than 440 square feet.



Utilities:

City of Portage Water & Sewer available. Exact location of all utilities should be field verified. Private utilities such as electrical, phone, internet, etc. are available and should be field verified/coordinated with utility company. Trash, recycle, and yard waste pick up are eligible at site.

Access:

Property abuts Oakland Drive, is adjacent to W. Milham Avenue, and is within close proximity to I-94 highway. All site plan elements including future curb cut will be coordinated with City of Portage. Sidewalk and bike lanes exist along the Oakland Drive corridor.

Neighborhood Amenities:

The property is walkable to amenities including:

- | | | |
|-------------|-----------------------|-------------------|
| - shopping, | - and close proximity | - Portage North |
| - banking, | to daycare, and | Middle School and |
| - dining, | health clinics. | Portage Northern |
| - parks, | - bike path, | High School. |
| - transit, | | |

History: The site was originally developed with a house, which was moved off site around 2000.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

TO: Honorable Chair Quinn, Vice Chair Morales, Board of Commissioners

FROM: Prepared by: Mary Balkema, Housing Director
Reviewed by: Lyndi Warner, MPA, Interim Deputy County Administrator-External Services

RE: Request of Allocation of Housing Millage dollars for Single Family Scattered Housing, Opportunistic Creative Project and the Rehab of Single- Family Homes.

DATE: April 5, 2022

RECOMMENDATION:

It is recommended that the County Board approve grant funding for the following Single Family Scattered Housing projects in the amount of **\$1,100,000**:

- Northside Association for Community Development in the amount of **\$311,862** for one new build on Ransom Street for a family at 30% AMI.
- Kalamazoo Neighborhood Housing Services in the amount of **\$300,000** for two new builds in the city of Portage located at 130 Amos Drive and 7905 Oakland Drive for two families at 80% AMI.
- Kalamazoo Valley Habitat for Humanity for four homes on the Eastside of Kalamazoo located on Foresman Drive, Gayle, and Charlotte in the amount of **\$170,000**. The money would bridge the GAP between the cost of construction and the affordability for families at 30% AMI.
- Playgrown in the amount of **\$318,138** for the development of five (2-3) bedroom tiny homes on foundations and five tiny homes on wheels at the location of Ampersee/River Street in the city of Kalamazoo. The project will target folks in our community living at or below 30% AMI thru a cooperative living and ownership model that returns profit and equity back to the owners/members. The city of Kalamazoo will support the permanently affixed structures with loan funding.

It is also recommended that the County Board approve grant funding for the following **Opportunistic Creative** projects in the amount of **\$500,000 for the 2022 millage and \$500,000 for the 2023 millage**:

- Full Circle Communities Inc. (FCC) in the amount of **\$400,000** for the preservation of the 96 unit Pinehurst Townhomes Project, located at 6740 Andover Street in Oshtemo Township. After the completion of the renovation, the project will have ten 30% units, fourteen 40% units, fifty-seven 50% units, fifteen 60% units, and a total of 15 Project Based Voucher units at 50% AMI. The project will leverage over \$13 million in a MSHDA permanent mortgage, equity from a tax credit syndication, and other development sources. The project was built in 1997 and the LIHTC

HOUSING DEPARTMENT

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.720.3246 | www.kalcounty.com/housing

compliance ensures the property will be maintained for 20 years and will be *affordable*. This property is an existing LIHTC project that won't be lost to the market with FCC's acquisition and will remain affordable. The property is also going to receive about \$5MM in much-needed capital improvements that will benefit existing and future tenants.

- Layla's Cool Pops in the amount of **\$100,000** for the purchase of a four-unit house located at 913 South Westnedge. The desire is to provide affordable/workforce rents to young adults in need of assistance in navigating life skills and employment, with priority given to those leaving foster care or emancipated and houseless adults trying to find affordable/workforce housing and/or who are taking steps toward self-sufficiency.
- MTZ Northside housing senior project – vouchers in the amount of **\$500,000** to be granted out of the **2023** millage. The grant funding for the building was approved at the March 15th meeting for 2023 millage dollars in the amount of \$740,000. This funding would guarantee only residents earning 30% or lower of the Area Median Income (\$16,260 for individuals) would be eligible to receive this subsidy. The compliance period is 15 years. If tax credits are not granted to this project, this funding commitment will expire on December 31, 2024, for both the multifamily dollars and the voucher dollars.

It is further recommended that the County Board approve grant funding for the following **Rehab** projects in the amount of **\$1,000,000**:

- Better World Builders in the amount of **\$75,000** for the critical repairs of up to four homes located in the city of Galesburg. This is a target area as the average home value is \$118,238.
- Building Blocks of Kalamazoo in the amount of **\$15,000** for supplies, exterior doors, porch materials, and windows in a targeted area on the Ada Street Corridor located in the Northside of the city of Kalamazoo.
- City of Portage in the amount of **\$221,465**. These dollars will be used to leverage up their CDBG allocation for housing rehab.
- LISC Kalamazoo in the amount of **\$688,535** for the Homeownership Preservation Partnership (HOPP) which will geographically target owner-occupied dwellings located in Kalamazoo Township. Kalamazoo LISC will work closely with KNHS, and Community Homeworks. Through this collaboration, Community Homeworks, KNHS, and LISC plan to improve the quality of life of Kalamazoo County residents and seek to be good stewards of these tax dollars by revolving a portion of the funding through a grant/recoverable 0% loan program. This project will exclusively serve families that are low to moderate-income, with a specific focus on families that are between 30-80% of Area Median Income (AMI), many of whom are BIPOC individuals, as well as many that are single-parent households, elderly individuals, and other underserved groups. Over 80% of the individuals served by Community Homeworks are BIPOC households, and around one-fifth of the homes they served last year were occupied by individuals with disabilities.

BACKGROUND:

In November of 2020, the voters approved a special millage for housing programs which included rental subsidies, permanent housing, and related supportive services. The millage approved by the voters was not to exceed .75 mills for a period of 8 years. Due to the headlee rollback, the millage rate levied on the winter tax bill was .7485 mills and will generate approximately \$7,101,332.47. In December 2020, a

housing director was hired and began the work of implementing the millage. On February 23, 2021, the BOC led a community conversation and heard extensive feedback on the need for the millage and how the money should be spent. On March 16, 2021, the BOC had a discussion with Lee Adams from the W.E. Upjohn Institute and subsequently contracted with them to perform a county wide housing study. That work is underway and will be completed May/June 2022.

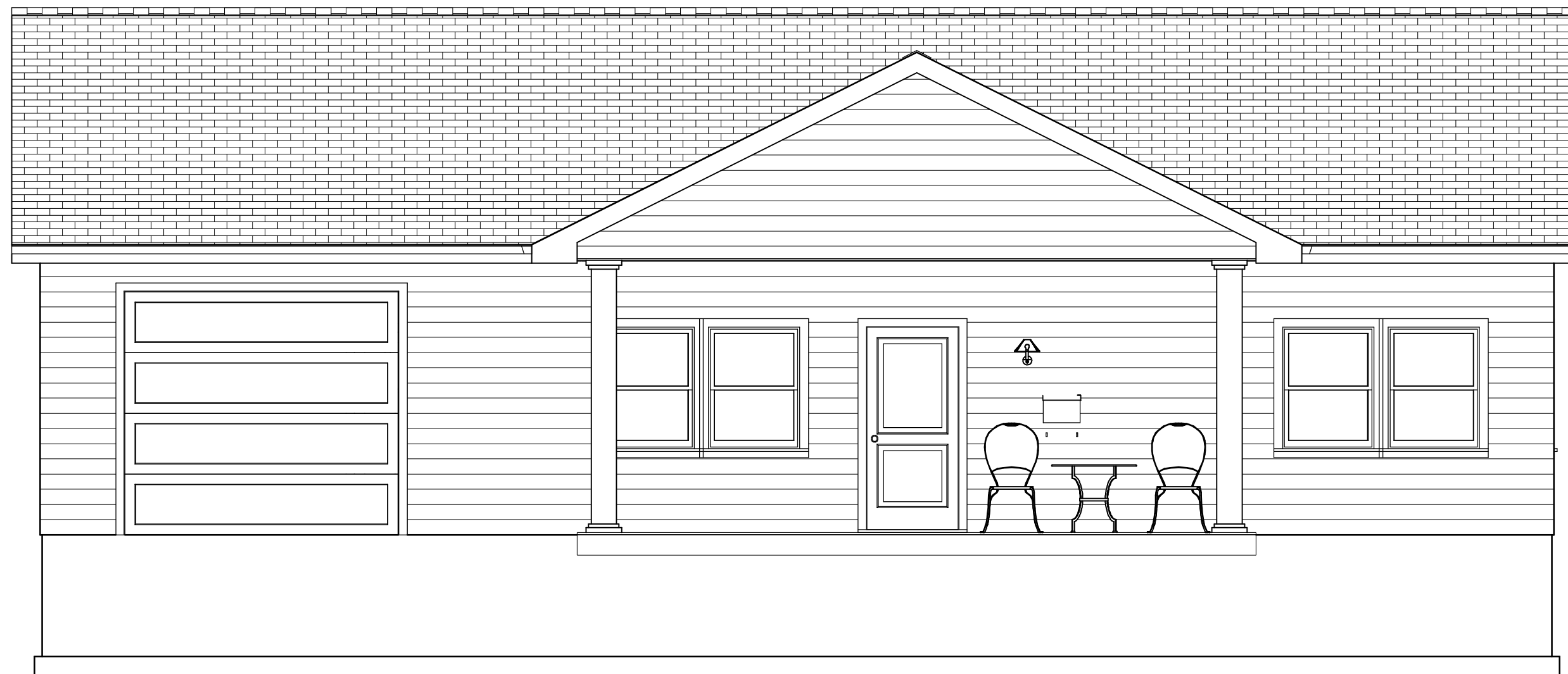
In September 2021, The County purchased the Amplifund portal to help assist the grant management process. The system was programmed first with the housing millage followed by ARPA Funds. The grant system was rolled out to prospective developers and housing partners in December 2021. The portal was open for one month, closing on January 15, 2022. We received 31 applications for 5 opportunities listed in the proposal. The 5 opportunities include, multifamily housing, single family scattered housing, housing rehab, opportunistic creative projects, and supportive services.

COMMISSION STRATEGIC VISION ALIGNMENT:

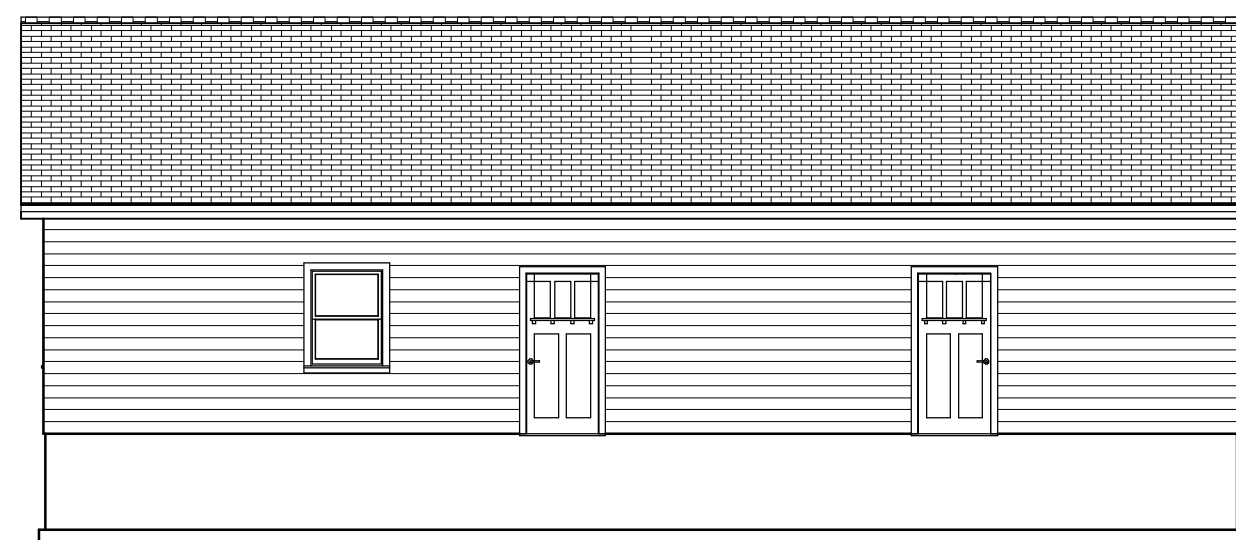
Implement the homelessness/ Affordable Housing innovative initiative. This priority was outlined in the 2022 adopted budget as the #2 priority of the Board. ***To date, the BOC has approved \$125,000 for the Public Housing Commission, \$67,000 for the Homeless Shelter managed by ISK, and \$3,000,000 for multi-family projects from the 2022 Housing millage.***

FISCAL IMPACT:

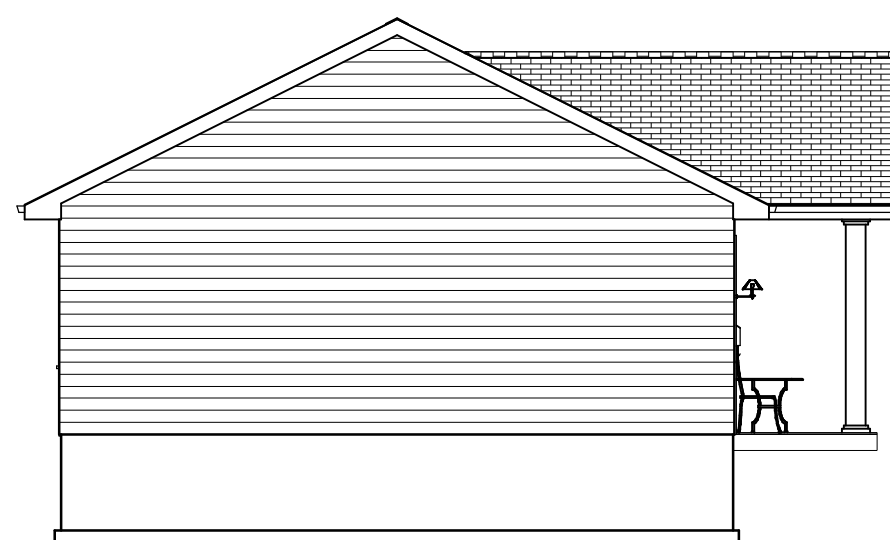
The funding for these projects is available in the County's Housing Fund 225. These funds do not impact the General Operating funds of the County of Kalamazoo.



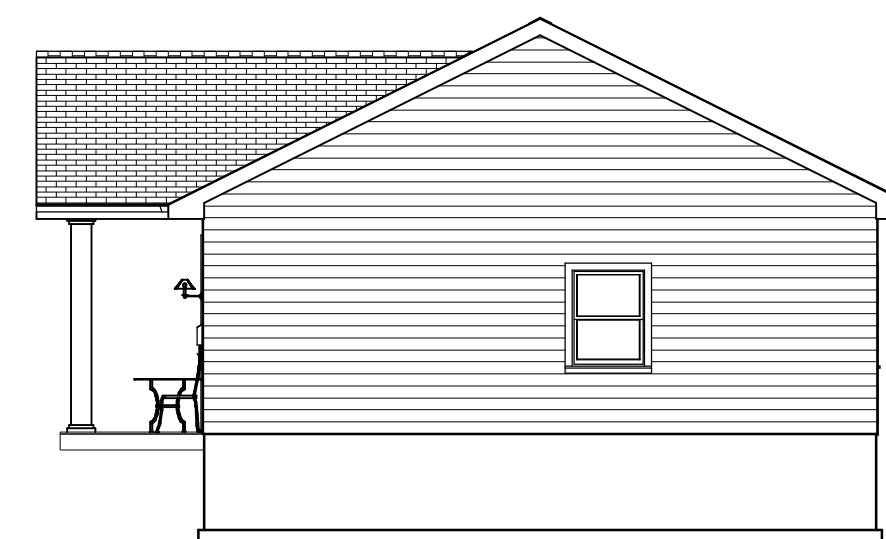
FRONT ELEVATION 1/4" = 1'



REAR ELEVATION 1/8" = 1'



LEFT ELEVATION 1/8" = 1'



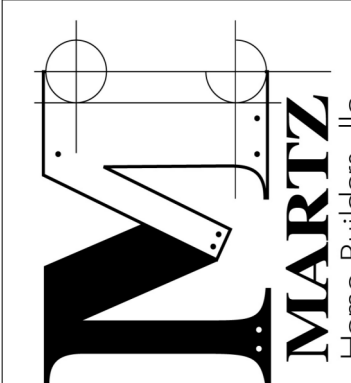
RIGHT ELEVATION 1/8" = 1'

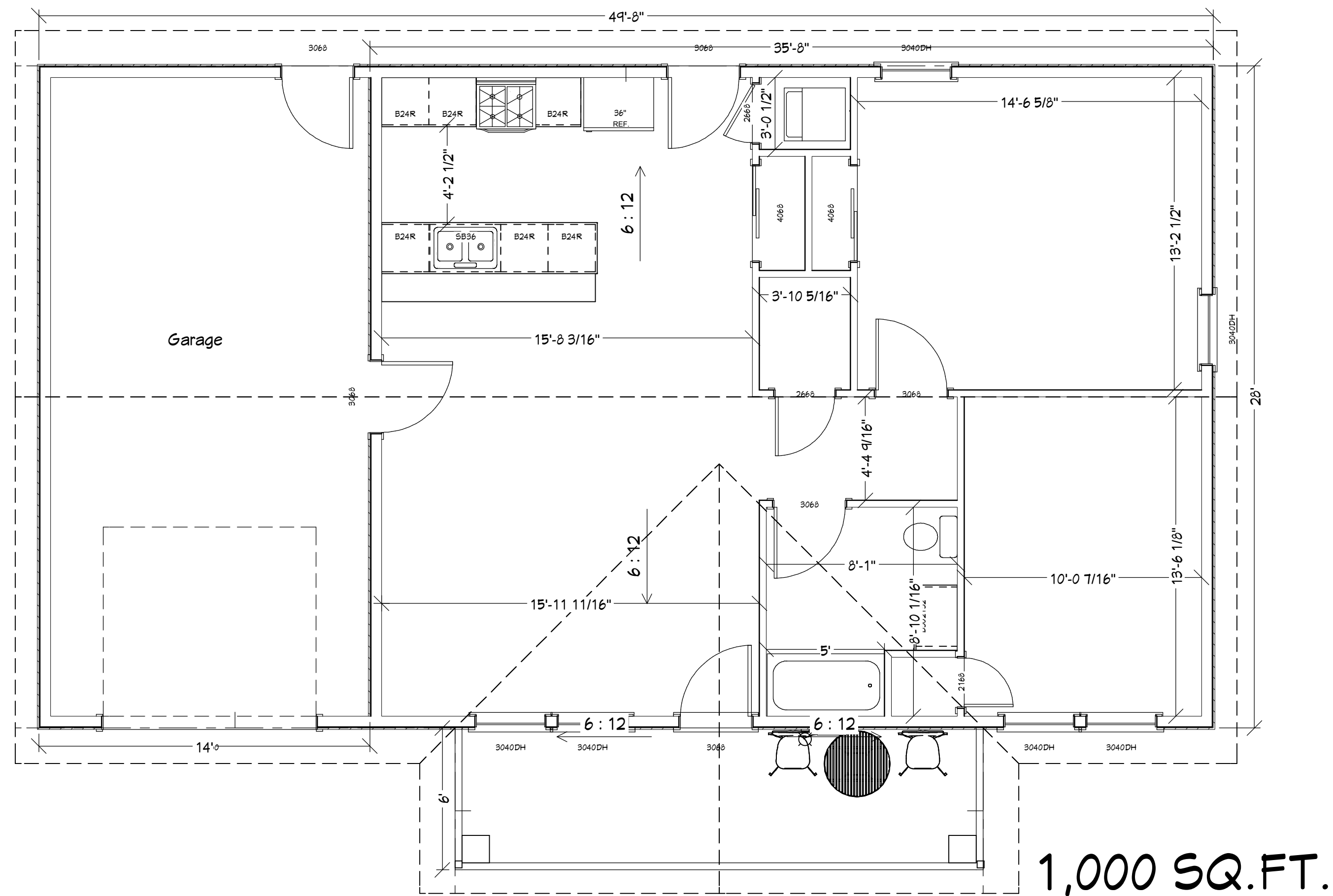
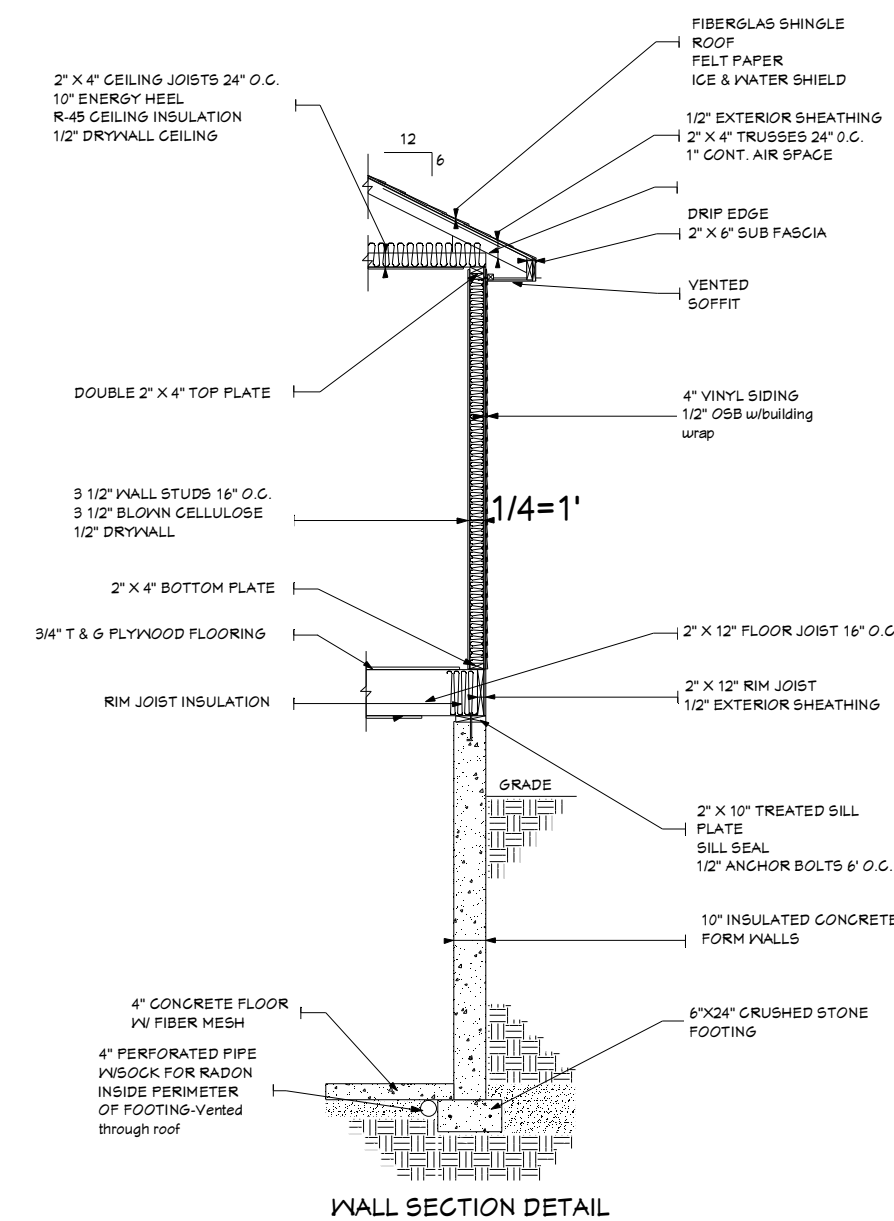
MARTZ HOME BLDG., L.L.C.
7545 S. 10th St.
Kalamazoo, MI. 49009
(269)207-2920
Drawn by: DLM

Page #
1

Scale
1/4" = 1'

Plan: KNHS
Oakland 2
Bedroom





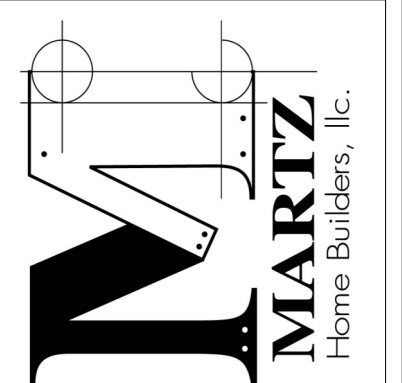
MAIN FLOOR PLAN 1/4"=1'

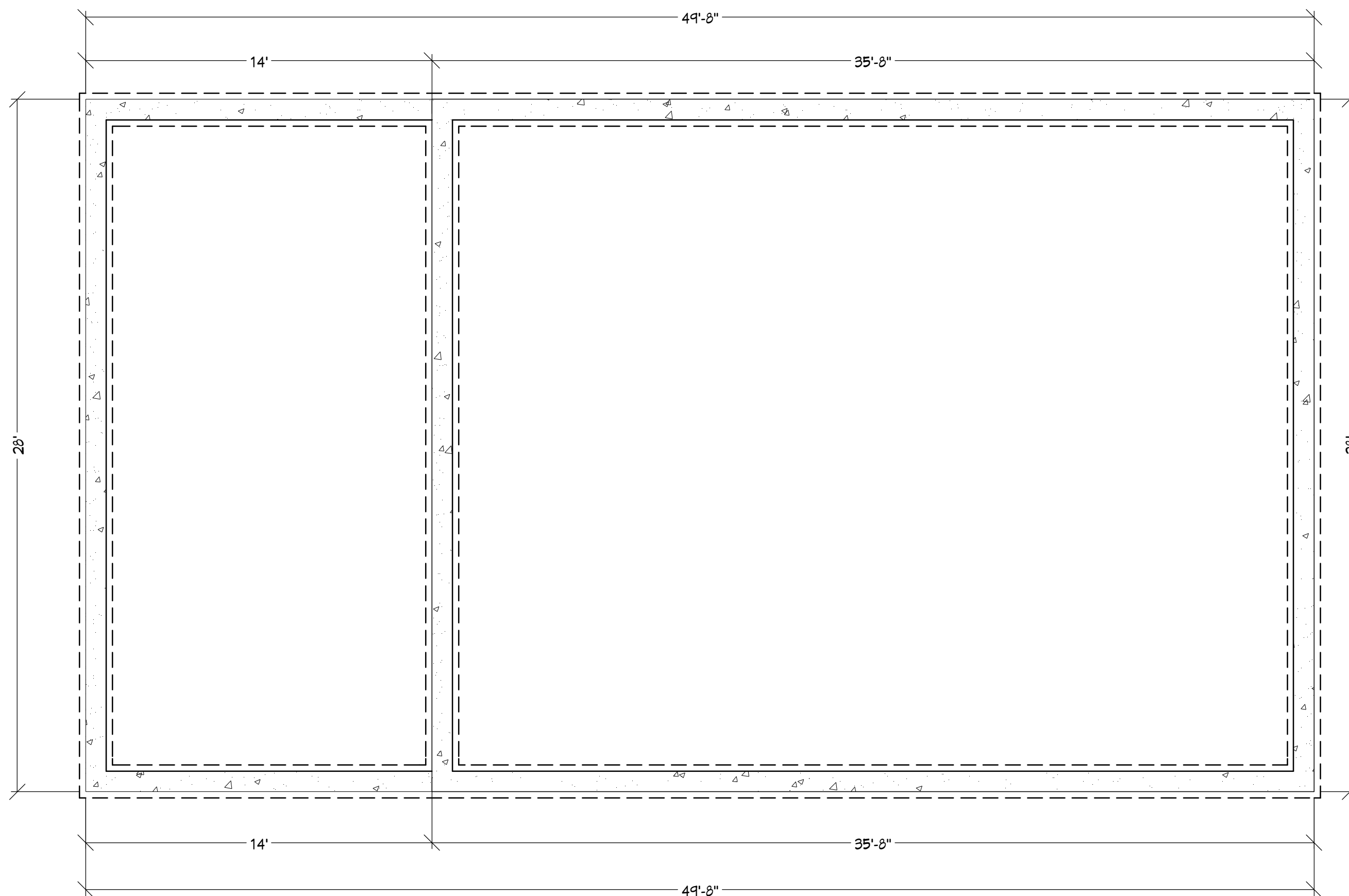
MARTZ HOME BLDG., L.L.C.
7545 S. 10th St.
Kalamazoo, MI. 49009
(269)207-2920
Drawn by: DLM

Page #
2

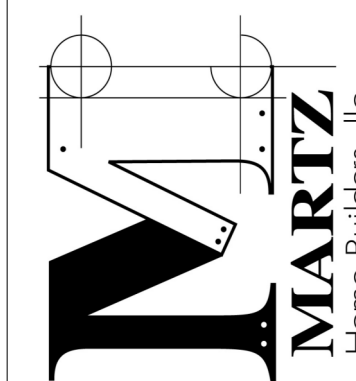
Scale
1/4" = 1'

Plan: KNHS
Oakland 2
Bedroom





FOUNDATION PLAN 1/4"=1'



Plan: KNHS
Oakland 2
Bedroom

Scale
1/4" = 1'

Page #
3

MARTZ HOME BLDG., L.L.C.
7545 S. 10th St.
Kalamazoo, MI. 49009
(269)207-2920
Drawn by: DLM

ARTICLE SEVENTEEN
EXECUTION AND DELIVERY

This Agreement shall not be effective unless Purchaser executes the Agreement and final approval is given by the Portage City Council.

IN WITNESS WHEREOF, the parties hereto agree this Agreement shall be effective the day and year first above written.

PURCHASER:

**KALAMAZOO NEIGHBORHOOD
HOUSING SERVICES**

By: _____

Beth McCann

Its: Acting Executive Director

SELLER:

CITY OF PORTAGE

By: _____

Adam Herringa

Its: Acting City Manager

EFFECTIVE DATE
(City Council)
(Approval)

APPROVED AS TO FORM

DATE

6/10/2022

Catherine Kaufman
CITY ATTORNEY

Prepared by:

Catherine Kaufman

City Attorney

470 W. Centre Ave

Portage, Michigan 49024

Phone: (269) 382-4500

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 1 TO SELL REAL ESTATE**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, 2022 at 7:00 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

BE IT RESOLVED that the City of Portage sell the following described property to Kalamazoo Neighborhood Housing Services for the sum of Five Hundred (\$500.00) Dollars:

All that certain parcel of real estate situated in the City of Portage, County of Kalamazoo and State of Michigan, to-wit:

Parcel No. 02080-002-O

Legal Description: DEVISSER PLAT, LOT 2

More commonly known as 5916 Oakland Drive, Portage, Michigan 49024

BE IT FURTHER RESOLVED that notice, in substantially the form attached as Exhibit A, be published in a newspaper of general circulation within the City, giving notice of the City's intent to sell the above described premises.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

RESOLUTION DECLARED ADOPTED: _____

Erica Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the ____ day of _____, 2022, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2022.

Erica Eklov, City Clerk

Approved 6/10/2022 on _____
Christopher Carpenter
City Attorney

EXHIBIT A

CITY OF PORTAGE, MICHIGAN
NOTICE OF INTENTION TO SELL REAL ESTATE
IN THE CITY OF PORTAGE, MICHIGAN

PLEASE TAKE NOTICE, that on the ____ day of _____, 2022, the City Council of the City of Portage voted to sell property commonly known as 5916 Oakland Drive, Portage, Michigan 49024 (Parcel No. 02080-002-O) to KALAMAZOO NEIGHBORHOOD HOUSING SERVICES, for the sum of Five Hundred (\$500.00) Dollars.

PLEASE TAKE FURTHER NOTICE that the Resolution authorizing this action is on file with the City Clerk and open for public inspection. Said document will be on file with the City Clerk for twenty-eight (28) days and may be inspected at the Clerk's office during regular working hours. After said twenty-eight (28) days and twenty (20) days after publication of this Notice of

Intention to Sell Real Estate, the Council may take final action and sell said property.

Dated: _____, 2022

Erica Eklov, City Clerk

PURCHASE AGREEMENT

This Agreement is entered into between KALAMAZOO NEIGHBORHOOD HOUSING SERVICES, whose address is 1219 Park Street, Kalamazoo Michigan 49001 ("Purchaser"), and the CITY OF PORTAGE, a Michigan municipal corporation, whose address is 7900 S Westnedge Ave. PORTAGE, MI 49002 ("Seller"), and

Recitals:

- A. The City of Portage owns real estate located at 5916 Oakland Drive Portage, MI 49024 Parcel No 02080-002-O ("Property"), which parcel is legally described as DEVISSER PLAT, LOT 2, .46 AC – FUTURE STREET EXPANSION or more commonly known as 5916 Oakland Dr. City of Portage, Kalamazoo County, State of Michigan.
- B. Seller desires to sell to Purchaser and Purchaser desires to acquire from Seller, the real estate, together with all easements, rights, appurtenances and hereditaments thereunto belonging (the "Property");
- C. The property is a vacant, unimproved, conforming buildable lot. Seller desires to see a new home constructed on the Property and has searched for a suitable community partner to achieve this goal.
- D. The Purchaser is a nonprofit with home ownership programs for individuals and family needing help building and purchasing affordable housing. The Purchaser has indicated this lot is suitable for their program and would construct a single-family dwelling on the site.
- E. Seller believes that Purchaser's acquisition and redevelopment of the Property will benefit the neighborhood, and thus serve the vital and best interests of the City and the health, safety and welfare of its residents.
- F. Purchaser and Seller desire to enter into this Redevelopment and Purchase Agreement (the "Agreement") for the mutual benefit of both parties, subject to the following terms and conditions.

NOW, THEREFORE, the parties agree as follows:

- 1. RECITALS. The above recitals are acknowledged as true and correct and are incorporated by reference into this Paragraph.
- 2. DESCRIPTION OF THE PROPERTY. The Property is vacant and presently unimproved parcel of land located at 5916 Oakland Drive in the City of Portage and County of Kalamazoo, State of Michigan, and is more fully described as follows:

DEVISSER PLAT, LOT 2, .46 AC- FUTURE STREET EXPANSION or more commonly known as 5916 Oakland Dr. Portage, MI 49024

- 3. PURCHASE PRICE. Purchaser agrees to purchase the Property from the Seller for the sum of five hundred dollars (\$500.00) (the "Purchase Price"), and other good and valuable consideration as set forth in this Agreement. The City agrees to convey good and marketable title to the Property by covenant deed (subject only to the exceptions that are permitted by this Agreement) to Purchaser simultaneously upon receipt of the Purchase Price, subject to the following terms and conditions of this Agreement

4. TITLE INSURANCE. At the sole option and expense of Purchaser it may obtain a commitment to issue an owner's title insurance policy insuring Purchaser ("Title Commitment"). The Title Commitment must be acceptable to Purchaser in the reasonable exercise of Purchaser's sole discretion. Seller shall provide any surveys, affidavits and certificates required by the title insurance company if Purchaser elects to have the title policy without exceptions or with additional endorsements. Purchaser is responsible for paying the premium for the title policy and any added premium charged for a policy without exceptions and any such additional endorsements.

If Purchaser has obtained a Title Commitment, it shall notify Seller within twenty (20) days after Purchaser's receipt of the Title Commitment whether there are any unacceptable issues ("Defects") regarding title for which Seller is responsible. Seller shall remove each Defect for which it is responsible at its expense on or before the closing date. If Seller fails or refuses to remove any Defect, then Purchaser may: (i) proceed to closing, waiving the Defect at issue; or (ii) terminate this Agreement by a written notice to Seller, in which case the Deposit shall be promptly returned to Purchaser, and neither Seller nor Purchaser shall have any further liability to the other under this Agreement.

Seller agrees not to take any action between the time of execution of this Agreement and the closing that will cause any lien or encumbrance to the Property.

5. INSPECTION. Purchaser and its agents, consultants, and designees ("Purchaser's Agents") may from time to time inspect the Property prior to the closing and may enter the Property to perform the inspections referenced in this Agreement. Promptly upon Seller's acceptance of this Offer, Seller shall provide to Purchaser, or make available for review by Purchaser and/or Purchaser's agents, copies of any prior environment assessments, title commitments or surveys for the Property.

6. SELLER'S REPRESENTATIONS AND WARRANTIES. To the best of its knowledge, the Seller represents and warrants to Purchaser, which representations and warranties shall be true to the closing date, as follows:

A. There are no claims, legal proceedings or investigations by governmental entities relating to the Property, other than any lien against the Property for the costs incurred by Seller in acquiring or improving the Property, which will be waived at closing.

B. The Property is free and clear of all violations of applicable laws, ordinances, orders, codes, rules, regulations, building and use restrictions, and other legal requirements.

C. There are no agreements, contracts, or leases, written or oral, which affect the Property in any manner other than this Agreement;

D. There is no pending or proposed special assessment affecting or which may affect the whole or any part of the Property; and

E. Seller makes no representation as to whether the Portage City Council will approve this Agreement or if any approval or permit will be granted by the City or any other governmental agency. A denial (or approval with conditions) of any required or necessary approval, permit or license shall not constitute a breach of this Agreement by the Seller or give rise to any independent action against Seller by Purchaser.

7. CONTINGENCIES. The obligation of Purchaser to close the purchase of the Property is contingent upon:

- A. Purchaser's reasonable satisfaction with the results of its inspections, environment assessments/reports or other due diligent activities regarding the Property;
- B. All representations and warranties of the Seller set forth in this Agreement being true as of the closing date;
- C. Seller having timely performed its obligations by the date of closing.

If any contingency is not satisfied by the date of closing, including any extension permitted under Paragraph 11, then Purchaser may terminate this Agreement by written notice to Seller.

8. PURCHASER COMMITMENT. As further consideration for this Agreement, Purchaser will obtain a Building Permit and commence with construction of a single-family dwelling in compliance with applicable City zoning requirements on the Property within one year of the closing.

9. ENVIRONMENTAL ASSESSMENT. Within 30 days from the effective date of this Agreement, Purchaser shall, at its own expense and for its own benefit, conduct all appropriate inquiry within the meaning of Part 201 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended, (Act 451). If such inquiry identifies the Property as a facility, Purchaser shall complete and submit a Baseline Environmental Assessment ("BEA") to the Michigan Department of Environmental Quality ("MDEQ") as provided under Act 451 (collectively, Due Diligence Activities). Purchase shall also maintain on file a Due Care Plan.

After completion of the Due Diligence Activities, Purchaser shall have 5 days to give written notice to Seller of its election to terminate the Agreement. If written notice is not timely given to Seller Purchaser is considered to have accepted the Property in its "AS IS" condition. The closing shall then occur within the next 30 days (or within 60 days of the effective date of this Agreement), provided however, that all other contingencies under this Agreement have been met or completed. If the Purchaser notifies the Seller of its intent to terminate this Agreement in accordance with this Paragraph 9, neither party shall have any further rights or obligations under this Agreement.

10. SELLER COMMITMENTS. The Seller agrees to complete the following:

- A. Provide copies of all available environmental reports in its possession for the Property. If there are any facts or conditions contained in the reports which are unacceptable to Purchaser, Purchaser shall have the right to terminate this Agreement by giving written notice to the Seller as provided in Paragraph 9.
- B. No official, board member, officer or employee of the Seller or the Seller is personally liable to Purchaser or its successor in interest upon a breach or default by the Seller for any amount payable to Purchaser or its successor or any obligation under this Agreement.

11. CLOSING. The closing shall occur on a date mutually agreed upon by the parties, but in no event later than 60 days from the effective date of this Agreement. Regardless of the preceding, Purchaser shall have the right to extend the closing date for up to an additional 30 days to complete necessary Due Diligence Activities or to attempt to satisfy contingencies.

12. CLOSING COST and PRO-RATIONS.

- A. At Closing, Seller shall pay the following: (i) all transfer and/or conveyance taxes assessed in connection with the Closing; (ii) all costs related to Seller's professionals and

consultants; and (iii) one half of the Title Company's closing fee in connection with this transaction.

B. At Closing, Purchaser shall pay the following: (i) all recording costs for recordation of the Deed; (ii) all costs and expenses associated with the Purchaser's inspections conducted pursuant to this Agreement and Purchaser's professionals and consultants; (iii) the cost of any endorsements issued with the Title Policy; and (iv) one half of the Title Company's closing fee, the premium for the owner's Title Policy (including removal of standard exceptions) and the Title Company's search and examination fees.

13. POSSESSION. Purchaser shall be entitled to sole and exclusive possession upon payment of the purchase price and receipt of the covenant deed to the Property.

14. TAXES. The Property is currently exempt from the payment of taxes. Beginning with December 31 of the year in which Purchaser acquired the Property, Purchaser shall be responsible for the taxes, if any, levied against the Property and the personal property located within the Property.

15. ENVIRONMENTAL CONCERNS. Purchaser, having the opportunity to conduct Due Diligence Activities regarding the Property, accepts the Property in "AS IS" condition. Seller makes no representations regarding environmental hazards or liabilities on or relating to the Property. Seller is under no obligation to perform any cleanup or other remedial action.

16. SURVEY. Purchaser, at its option and expense, may obtain an ALTA survey of the Property ("Survey"). If there are any facts or conditions related to the Survey that adversely impact the Project, Purchaser shall provide notice to Seller within 10 days after receipt of the survey, identifying in detail any unacceptable facts or conditions that Purchaser requests the Seller to cure. If the Seller is unable or unwilling to cure these facts or conditions within 30 days after receipt of the notice from Purchaser, Purchaser shall have the option to either (i) waive such defects and proceed to closing; or (ii) terminate this Agreement.

18. TIME IS OF THE ESSENCE. The parties agree that in all matters relating to this Agreement, time is of the essence.

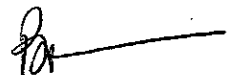
19. SELLER APPROVAL. The approval by the SELLER is required before this Agreement is effective and binding. If that approval is not made within 60 days after Purchaser has signed this Agreement, then it is considered as automatically terminated. Seller approval shall require approval of the Portage City Council.

20. MAINTENANCE AND CLOSURE. In the event that Purchaser, or any affiliate or subsidiary, shall terminate business operations on the Property, Purchaser agrees to continue to maintain the property in an attractive manner. Furthermore, Purchaser agrees to comply with applicable law with respect to environmental releases for which it is responsible.

21. NOTICES. Any notice or other communication under this Agreement by one party to the other shall be in writing, signed by an authorized representative and delivered in person or by certified mail, postage prepaid with return receipt requested to the following:

Purchaser:

Kalamazoo Neighborhood Housing Services
1219 Park Street S. Park St.
Kalamazoo, MI 49001



Seller:

City of Portage
ATTN: Director of Community Development City of Portage
7900 S Westnedge Ave
Portage, MI 49002

w/copies to the City Attorney
Catherine Kaufman
Bauckham Sparks
470 W Centre Ave, Suite A
Portage, MI 49024

Each party shall notify the other of any changes in the address for the receipt of notices.

22. REAL ESTATE BROKERS. Neither party has retained the services of a real estate broker regarding this transaction. If a broker makes a claim for remuneration in connection with the Purchase, the party against whom the claim is made is responsible for paying any commission or other compensation for which the broker is entitled to receive.

23. IMPROVEMENTS. If there are any footings and/or foundations existing on the property after closing, Seller will reimburse Purchaser for the cost of excavation of the footings and/or foundations, which cost should be exclusive of any other on site work.

24. MISCELLANEOUS.

A. This Agreement shall bind and benefit the Seller, Purchaser and their respective successors or assigns.

B. This Agreement may not be amended, altered or modified unless done in writing and signed by representatives of the parties who are so authorized.

C. This Agreement may be signed in counterparts, which together shall comprise a single agreement.

D. This Agreement and the exhibits to this Agreement contain all of the representations and statements by the Seller and Purchaser to one another and express the entire understanding between them with respect to the Purchase. All prior and contemporaneous communications concerning the Purchase are merged in and replaced by this Agreement.

Dated: _____, 2022

City of Portage

By: _____

Adam Herringa

Its: Acting City Manager, City of Portage

Dated: June 13, 2022

Kalamazoo Neighborhood Housing Services

By: Beth McCann
Beth McCann
Its: Acting Executive Director

Document Provided by:
Dara Smith
1219 S. Park Street
Kalamazoo, MI 49001
(269) 385-2916

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, SPARKS, THALL,
SEEBER, & KAUFMAN, PC
Catherine D. Kaufman
By: CATHERINE D. KAUFMAN
Date: 6/10/2022

Minutes of Boards & Commissions

CITY OF PORTAGE PLANNING COMMISSION

Thursday, April 21, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of April 21, 2022 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Eric Feldt, City Planner

Catherine Kaufman, City Attorney

ROLL CALL

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

Vice Chair Joshi motioned to excuse Commissioner Adams. Commissioner Baldwin supported the motion. Motion passed unanimously.

APPROVAL OF MINUTES:

A motion was made by Commissioner Youngs, supported by Commissioner Freiman to approve the April 7, 2022 meeting minutes. The motion was approved unanimously.

Public Hearings:

Approve additional accessory building space of 1,584 square feet at 1711 W. Osterhout Avenue. Mr. Feldt stated that the applicant is asking for additional accessory building space, noting the characteristics of the property, in particular the slender portion which connects a driveway to West Osterhout Avenue. It was indicated that the current and proposed accessory buildings sizes exceeds the allowed accessory building area by 1,584 square feet, and that staff recommended approving the request. Commissioner Fries asked if any homeowners are within the 300' public notification area for the public hearing. Mr. Feldt confirmed the distance is measured from the property line and that the required letters were sent to households within the 300' notification area.

Applicant, Chad Vlieg 1711 W. Osterhout Avenue, stepped forward. He noted that most adjacent property owners cannot see his property. Chair Corradini opened the public hearing. There being no public comment, Commissioner Baldwin motioned to close the public hearing. Commissioner Youngs supported the motion. Motion passed unanimously. Commissioner Fries motioned to approve additional accessory building space of 1,584 square feet at 1711 W. Osterhout Avenue. Commissioner Pezzoli supported the motion. The motion passed unanimously.

OLD BUSINESS

None.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS

Vice Chair Joshi noted a Sgt. Proxmire Memorial Golf Outing on August 29th. Commissioner Fries asked about ordinance changes considering the size of parcels. Mr. Feldt stated there has been no formal ordinance update and recommended a future subcommittee address this. Attorney Kaufman stated she

works in other municipalities that have a sliding scale for different sized parcels and offered technical assistance in regard to the accessory building size regulations of the City of Portage. Chair Corradini stated the Master Plan workshop will be postponed until May 19th and the regular Commission meeting on May 5th will likely be canceled. He also pointed out that the Administration's response regarding the Commission's request for a traffic study on Osterhoust Ave. was included in the agenda as materials transmitted.

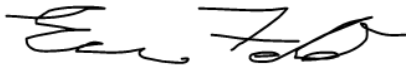
STATEMENT OF STAFF

None.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 7:21 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt". The signature is fluid and cursive, with the first name "Eric" and last name "Feldt" clearly distinguishable.

Eric Feldt, AICP, CFM
City Planner/Project Manager

T:\COMMDEV\2021 2022 Department Files\Board Files\Planning Commission\Minutes\PCMin04212022.docx

CITY OF PORTAGE PLANNING COMMISSION

Thursday, May 19, 2022

7:00 PM Portage

City Hall Council Chambers

The City of Portage Planning Commission meeting of May 19, 2022 was called to order by Chairman Corradini at 7:00 p.m.

IN ATTENDANCE

Eric Feldt, City Planner

Seth Koches, Assistant City Attorney

ROLL CALL

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

Commissioner Baldwin motioned to excuse Commissioner Freiman. Commissioner Fries supported the motion. Motion passed unanimously.

APPROVAL OF MINUTES:

A motion was made by Vice Chair Joshi, supported by Commissioner Baldwin to approve the April 21, 2022 meeting minutes. The motion was approved unanimously.

Public Hearings:

A Tentative Plan and Rezoning Application (#21/22-2), from R-1B to Planned Development for Woodway Condominiums at 7425 Oakland Drive. Mr. Feldt stated that the applicant is asking for rezoning and tentative plan for 15 single-family housing units. He described the neighboring properties, zoning, and specifications of the housing units. Staff received one letter of support and two letters of opposition on May 19 which were transmitted to the Commission. The letters of opposition expressed perceived concerns about impacts to traffic and safety, impacts to property values, setback distances, and viewsheds. Staff recommended approval for the tentative plan and rezoning. Vice Chair Joshi asked about location of property lines and if lefthand turns onto Oakland Drive would be an issue. Mr. Feldt stated concerns about left turns did not arise during internal staff review of the project, and that the driveway location was adjusted following the internal review process. Chair Corradini inquired if a traffic study was conducted. Mr. Feldt stated that Department of Transportation staff assessed the project and did not determine a traffic impact study was warranted.

The applicant's architect, Ashley Fegley, of 173 Cherokee Road, Pontiac Michigan, stepped forward. She stated that she did not have any additional comments and was open to answering questions about the project. Vice Chair Joshi asked about increasing setbacks for the plan. The applicant's architect stated the proposed plan has a greater setback than what would be required in the current R1-B zoning.

Chair Corradini opened the public hearing.

Public testimony was received. Angelique McGuire, of 7470 Oakland Drive, stated that she perceived this project may cause traffic issues for properties across the street. She requested a traffic impact study. She expressed that other neighbors were in opposition to the project. Chair Corradini stated that there will be opportunities in the future for public comment. Rebekah Ellwitz, 7418 Oakland Drive, stated concerns about traffic and accidents on Oakland Drive, and requested additional traffic analysis.

There being no further public comment, Vice Chair Joshi motioned to adjourn the public hearing to the June 2nd meeting. Commissioner Pezzoli supported the motion. Motion passed unanimously.

Mr. Feldt inquired if additional materials were requested by the Commission for the continuation of the public hearing at the June 2nd meeting. Vice Chair Joshi requested that City Traffic Engineer, Mr. Muhammad Arif, be invited and that additional information related to traffic and safety concerns be provided. Commissioner Adams asked how this development compares to the Whispering Rock development and other Planned Development townhouse developments along Oakland Drive. Mr. Feldt said he would gather information on the traffic and developments information requested by Commissioners.

NEW BUSINESS

Chair Corradini thanked Commissioner Spencer O'Dell for his time and work on the Planning Commission. He stated that interviews for open board positions will take place next Tuesday, May 24.

OLD BUSINESS

None.

STATEMENT OF CITIZENS

None.

STATEMENT OF COMMISSIONERS

None.

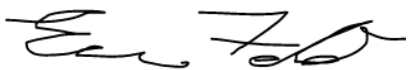
STATEMENT OF STAFF

None.

ADJOURNMENT:

There being no further business to come before the Commission, Chairman Corradini adjourned the meeting at 7:40 p.m.

Respectfully submitted,



Eric Feldt, AICP, CFM
City Planner/Project Manager

Environmental Advisory Board Meeting- May 11, 2022

7:05 PM- Meeting called to order

Members Present- Thomas Schaffer, Jerry Kroehn, Deirdre Courtney, Justin Gish, David Lancaster, Jamie Harmon (liaison)

Welcome and Introduction of Guests: Rick Freiman

Appointment of secretary

- Justin Gish appointed secretary

Public Comment

- Rick Freiman spoke to the board about the distinction between decarbonization and energy efficiency. Decarbonization is the move away from fossil fuel use, whereas energy efficiency does not exclude the use of fossil fuels. Mr. Freiman would like to see the city move towards decarbonization. Mr. Freiman gave the board a handout with a link to an ebook about decarbonization, and encouraged the board to speak to Mr. Russell with the city about moving in this direction.

Approval of Minutes

- April meeting minutes approved unanimously

Invasive Garlic Mustard Pulls

- Two pulls remain. On the 15th and 21st of May. David cannot attend the shift he signed up for on the 21st, and Thomas suggested that he find a replacement.

Green-a-thon Recap

- Jerry questioned why the event was held so early in the year. The event was cold and there is a belief that holding it later in the year might increase attendance. It was pointed out that the event is scheduled by the high school students and is scheduled to be held near Earth Day. It was noted that that many vendors left an hour before the event was scheduled to end.

Update on Urban Bird Treaty

- The parks department is working on the paperwork for submittal. It was noted that they might want a letter of support from the environmental board, but no formal request has been made.

8:15 Meeting adjourned