

- 7:00 p.m. Call to Order.
- Invocation.
- Pledge of Allegiance.
- Roll Call.
- Proclamations:
- A. Consent Agenda:
1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of February 7, 2023
 2. Approve the Accounts Payable Register of February 21, 2023 as presented.
 3. Approve a one-year agreement for comprehensive liability, property, and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$547,680 for the period March 1, 2023, to March 1, 2024, and authorize the City Manager to execute all documents related to this action on behalf of the city.
 4. Award a contract in the total maximum amount of \$468,150 to O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo, MI, for Professional Engineering Services for the Lakeview Park Renovation Project; authorize the City Manager to proceed with Phase One of the overall project in the amount of \$120,750; and require the City Manager to receive City Council approval for engineering of successive project phases.
 5. Approve the purchase of 10.65 acres located at 10313 East Shore Drive for the Austin Lake Trail project in the amount of \$84,432 and authorize the City Manager to execute all documents related to this action on behalf of the city.
 6. Approve Contract #22-5575 between the Michigan Department of Transportation and the City of Portage for the reconstruction of Portage Road from East Centre Avenue to Romence Road Parkway and adopt a Resolution authorizing the City Manager to sign all documents related to the contract on behalf of the city.
 7. Adopt Resolution No. 4, for the Austin Lake Aquatic Plant Management Special Assessment District No. 023-A, setting a public hearing on the Assessment Roll for March 7, 2023.
 8. Minutes of Boards & Commissions:
 - a. Environmental Board from September 14, 2022; December 14, 2022; and January 11, 2023.
 - b. Human Services Board from December 1, 2022.
 9. Materials Transmitted of February 7, 2023.
 10. Calendar of Meetings:
 - Historic District Commission: Wednesday, March 1, 2023 at 8:30 a.m. in Conference Room #1.
 - Park Board: Wednesday, March 1, 2023 at 6:30 p.m. at the Parks & Recreation Building.
 - Human Services Board: Thursday, March 2, 2023 at 5:30 p.m. in Conference Room #1.
 - Planning Commission: Thursday, March 2, 2023 at 7:00 p.m. in the Council Chambers.
- B. Petitions and Statements of Citizens:
- C. Communications:
1. Presentation by Jane Ghosh, CEO of Discover Kalamazoo, regarding an update on tourism promotion in Portage.
- D. Public Hearings:

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

CITY COUNCIL MEETING MINUTES FROM FEBRUARY 7, 2023

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

ROLL CALL: Councilmembers Chris Burns, Lori Knapp, Victor Ledbetter, Terry Urban, and Mayor Patricia Randall were present.

ABSENT: Mayor Pro Tem Jim Pearson and Councilmember Lisa Brayton.

ALSO PRESENT: City Manager Pat McGinnis, Deputy City Manager Adam Herringa, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on Black History Month together with justice, equality, and inclusion for all. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Black History Month: Councilmember Ledbetter read the proclamation honoring Black History Month.

National 211 Day: Gryphon Place CEO, Maricela Alcala, read the proclamation for National 211 Day.

CONSENT AGENDA: Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Motion by Knapp, seconded by Ledbetter, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 5 to 0.

Approval of Minutes: Motion by Knapp, seconded by Ledbetter, to approve the City Council Meeting Minutes for the Committee of the Whole Meeting of January 24, 2023, and the Regular Meeting of January 24, 2023. Upon a roll call vote, motion carried 5 to 0.

Accounts Payable Register: Motion by Knapp, seconded by Ledbetter, to approve the Accounts Payable Register of February 7, 2023, as presented. Upon a roll call vote, motion carried 5 to 0.

MDOT Contract #22-5573 (Shaver Road, South City Limits to Vanderbilt Avenue): Motion by Knapp, seconded by Ledbetter, to approve Contract #22-5573 between the Michigan Department of Transportation (MDOT) and the City of Portage for the reconstruction of Shaver Road from the south city limits to Vanderbilt Avenue, and adopt a Resolution authorizing the City Manager to sign all documents related to the MDOT contract on behalf of the city. Upon a roll call vote, motion carried 5 to 0.

Minutes of Boards & Commissions: Motion by Knapp, seconded by Ledbetter, to receive the minutes of the Planning Commission of December 15, 2022. Upon a roll call vote, motion carried 5 to 0.

Materials Transmitted: Motion by Knapp, seconded by Ledbetter, to receive the Materials Transmitted of January 23, 2023. Upon a roll call vote, motion carried 5 to 0.

Calendar of Meetings: Motion by Knapp, seconded by Ledbetter, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 5 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Alan Loveridge (23865 88th Avenue, Marcellus) spoke regarding abortion and pro-life programs, as well as legislative suggestions.

PUBLIC HEARINGS:

Austin Lake Invasive Weed Management - 2023 to 2027 Special Assessment: Mayor Randall introduced the item and opened the public hearing at 7:15 p.m. Transportation and Utilities Director Kendra Gwin summarized the basis of the project and introduced the project consultant, Paul Hausler, from the firm Progressive AE. Mr. Hausler provided a presentation regarding lake ecology, habitat and development history, as well as aquatic plant management.

Councilmember Urban asked Mr. Hausler about the mechanical harvesting method and the rationale for its recommendation. Mr. Hausler responded that his recommendation was based on the morphology of Austin Lake as compared to other area lakes, as well as a faster method to target nuisance plant growth. He further relayed that harvesting would be scheduled for July to early August of this year if the project was approved. Councilmember Urban then asked about the designated location for depositing harvested plant life and planned disposal methods. Mr. Hausler responded that the Michigan DNR parcel was the best option for dumping collected plants, which would be removed in an enclosed dump truck or trailer soon after.

Councilmember Urban subsequently inquired about the state's limits for treating invasive species, as well as a nuisance native species. Mr. Hausler noted that Michigan's restrictions mostly pertained to the remediation of nuisance native species via chemical treatment, leaving mechanical treatment as an ideal option for these species as it is unregulated. Councilmember Urban then asked about the notification process and chemical treatment procedures. Mr. Hausler responded that Progressive AE utilizes cost-effective methods, overseeing the chemical application and removal contractors while performing lake monitoring, surveys, and analyses on an annual basis. Councilmember Urban noted the chemical treatment plan targets 43 of the 1,100 acres of Austin Lake in the first year, and asked about the expected duration of mechanical harvesting in that same year. Mr. Hausler responded that harvesting should last a week to ten days based on the number of contractors employed.

Councilmember Knapp asked for clarification on the operation of the mechanical harvester, including the depth of plant removal and the effect on aquatic life. Mr. Hausler responded that the machine does not extend to the bottom of the lake and most aquatic life avoids the machine during operation. She then asked whether the harvester was a long-term solution or an annual remedy. Mr. Hausler responded that it was a shorter-term solution to slow the natural process of dead plant life accumulating on the lake bottom. Mayor Randall inquired about harvesting during July, requesting that operations avoid the July 4th holiday. She then confirmed locations and plans regarding the docking of the harvesting machine.

Citizen comments were as follows:

1. AJ Spicer (2277 Woody Noll Drive) spoke as the president of the Austin Lake Riparian Board. He stated the Board was requesting remediation due to increasing vegetation in the lake, as well as resulting boat damage. He highlighted a 2019 survey of the lake owners regarding these issues, which showed support for the project. Mr. Spicer then noted a prior contribution discussion including the city and Pfizer, wondering whether those were still in consideration.
2. Miko Dargitz (8935 Austin Court) asked the consultant, Mr. Hausler, for clarification regarding the planned chemical treatment areas. She then expressed concerns regarding prior aeration projects and trends following the work. She encouraged a holistic, long-term approach.
3. Penny Sundman (2505 Stanley Avenue) spoke regarding similar projects on Sunset Lake that appeared to have aggravated the plant situation. Ms. Sundman expressed concerns about encountering the same issue at Austin Lake.
4. Tina Kuchenbuch (2728 East Shore Drive) thanked efforts by the Lake Board and the consultant but had questions regarding the maps of the treatment areas in relation to the proposed assessment estimate.

5. Brian Kerry (1413 Woodlawn Drive) expressed his support for the proposed work. He inquired about a creative assessment model where those that are not riparians, yet benefit from the lake, could also be charged towards the project.
6. Doug Vohden (2149 Woody Noll Drive) asked if there were any education efforts planned for non-residents using the state boat launch as potential carriers of invasive species and remediation efforts.
7. VOICEMAIL: Dylan Knoll (9914 East Shore Drive) stated opposition to the project and does not view the aquatic plants as an issue to address.

Mr. Hausler responded to the various questions posed during public comment. Councilmember Knapp asked the City Attorney to opine on creative funding model options. Attorney Kaufman noted assessment legalities prevented the possibility of such outside funding, but also noted other municipalities had passed ordinances to require boat washes before launching. She stated such a regulation would be difficult for the City of Portage as the boat launch is owned by the State of Michigan. Councilmember Urban then spoke regarding deeded access matters. Councilmember Urban expressed concern about the description of the legal boundaries in the proposed Resolution #3 being incorrect and issues with moving forward. He asked the City Attorney to opine. Attorney Kaufman confirmed that all benefiting properties should be included in the assessment and deferred to the City Administration as to the preparation of the legal boundaries.

8. Todd Lyons (10416 Woodlawn Drive) spoke regarding deeded access along Austin Lake, including his property, potentially similar to Long Lake. He stated his property and several others around the lake have five-foot access points from the road to the lake, allowing outside access.
9. Joe Kuchenbuch (2728 East Shore Drive) stated that the purchase of his property included a similar five-foot walkway. He also expressed concern about the potential residential development across the street with the potential for increased access and lake usage.

Mayor Randall asked about deeded access compared to a public right-of-way. Attorney Kaufman responded that deeded access is limited, and right-of-ways are fully accessible. She further stated that her practice could explore the Austin Lake properties with deeded access to determine whether it will alter the project.

10. Mark Corstange (2708 East Shore Drive) stated he also has deeded access to his property but relayed he was told the access points were for the fire department withdrawals in the absence of fire hydrants.
11. Steve Grieve (1425 Balboa Street, Schoolcraft) noted he was a member of the Gourdneck Lake Governmental Lake Board and spoke in support of the work Progressive AE has performed for Gourdneck Lake, including the remediation of invasive species that he hopes will also occur on Austin Lake.

Motion by Burns, seconded by Knapp, to close the public hearing. Upon a voice vote, motion carried 5 to 0. Councilmember Urban asked the City Attorney to opine on proceeding with the project in light of the legal descriptions question. Attorney Kaufman responded that the City Council should consider confirming the legal descriptions in order to proceed.

City Manager McGinnis spoke regarding public benefits with deeded access points and the proximity of Lakeview Park. He relayed prior experience with lake access issues from Grand Haven and expressed concern about highlighting deeded access, which could increase public usage to the detriment of the property owners. Councilmember Urban agreed with City Manager McGinnis, comparing the existing assessment on Gourdneck Lake. Councilmember Knapp expressed support for

the project while making note of her residence on Austin Lake.

Motion by Urban, seconded by Burns, to adopt Resolution No. 3 for the Austin Lake Invasive Weed Management Program Special Assessment District No. 023-A, directing the City Assessor to prepare the Special Assessment Roll. Upon a roll call vote, motion carried 5 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Knapp provided an update regarding the Kalamazoo County Public Art Commission, as well as the Portage Community Center Board of Directors. Motion by Ledbetter, seconded by Burns, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 5 to 0.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns had no comment.

Councilmember Ledbetter spoke regarding the city's Black History Month event from the prior weekend, noting the scheduled speaker had canceled due to a personal matter yet the city was able to secure a new speaker and avoid canceling the event. He provided highlights from the new speaker, Mr. Derreck Kayongo, and thanked the staff for their efforts with the event.

Councilmember Knapp commended Mr. Kayongo for his Black History Month event presentation and congratulated Councilmember Ledbetter as the emcee of the event.

Councilmember Urban acknowledged his inquiries and information regarding the Austin Lake Special Assessment Project.

City Manager McGinnis began by noting the Black History Month event. He then congratulated the Zhang Portage Community Senior Center on achieving 3,000 total members and a baseball ticket raffle to celebrate that membership milestone. He then had Deputy City Manager Adam Herringa present a recognition project from Woodland Elementary.

Mayor Randall expressed appreciation for the successful Black History Month event, as well as the increased membership of the new Zhang Portage Community Senior Center. She then announced the purchase of two new large vans for the Senior Center using Kalamazoo County Senior Millage funds.

ADJOURNMENT: Mayor Randall adjourned the meeting at 9:01 PM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of February 21, 2023

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments, electronic payments and credit card payments. The attached Accounts Payable Register covers the period January 29, 2023 through February 11, 2023 and notes \$199,240.51 in automated clearing house payments, \$1,160,007.27 in paper checks, \$236,200.39 in auto-pay payments, \$1,944,473.30 in electronic payments and \$16,755.00 in credit card payments (January) for a grand total of \$3,556,676.47.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of February 21, 2023

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 1 of 8

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
02/03/2023	18695(A)	A I S CONSTRUCTION EQUIP. CO.	REPAIR/MAINTENANCE SUPPLIES	310.43
02/03/2023	18696(A)	ABONMARCHE CONSULTANTS, INC	TRAFFIC STUDY REVIEW - RIVER CADDIS	970.00
02/03/2023	18697(A)	AIRGAS USA LLC	WELDING SUPPLIES	578.53
02/03/2023	18698(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,149.35
02/03/2023	18699(A)	ALL-TRONICS, INC.	QUARTERLY SERVICE MONITORING	315.00
02/03/2023	18700(A)	AMAZON.COM SALES, INC.	OFFICE SUPPLIES-DPW; ADAPTER FOR MONITOR-IT	157.63
02/03/2023	18701(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,005.00
02/03/2023	18702(A)	ARMOLD, NICHOLAS	MACP WINTER PROFESSIONAL DEV CONF-PER DIEM	160.00
02/03/2023	18703(A)	B S & A SOFTWARE	BS&A ONLINE SETUP & ON SITE TRAINING	2,655.00
02/03/2023	18704(A)	BROWNELL'S INCORPORATED	MISC POLICE SUPPLIES	420.32
02/03/2023	18705(A)	C D W GOVERNMENT, INC.	LENOVA THINKVISION LED MONITOR	187.39
02/03/2023	18706(A)	CHARTER COMMUNICATIONS	CABLE TV	345.27
02/03/2023	18707(A)	CLEANIT CORP	CAR WASHES	114.00
02/03/2023	18708(A)	COLLIER, MICHAEL	INTERNAL AFFAIRS INVESTIGATIONS-PER DIEM	96.00
02/03/2023	18709(A)	DATA CONSTRUCTS LLC	MONTHLY WEBSITE HOSTING SERVICES	97.95
02/03/2023	18710(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	19,055.58
02/03/2023	18711(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	189.50
02/03/2023	18712(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	698.75
02/03/2023	18713(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT	16,144.00
02/03/2023	18714(A)	EKLOV, ERICA	REIMB-IIMC ONLINE HR COURSE REGISTRATION FEE	60.00
02/03/2023	18715(A)	ENGINEERED PROTECTION SYSTEMS, INC.	GRAIN ELEVATOR ALARM SYS, ALARM MONITORING	1,951.45
02/03/2023	18716(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIP REPAIR/MAINT	2,661.88
02/03/2023	18717(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,095.06
02/03/2023	18718(A)	GRAINGER INC	HI VIZ- SAFETY GEAR	1,113.48
02/03/2023	18719(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY DEDUCTIONS JANUARY 2023	227.78
02/03/2023	18720(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	497.00
02/03/2023	18721(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	10,509.25
02/03/2023	18722(A)	HERTZ, SHANNON	REIMB-HARVARD BUSINESS REVIEW	125.00
02/03/2023	18723(A)	HOFFMAN BROTHERS, INC.	WEST END DR SANITARY SEWER IMPROVEMENTS	28,220.00
02/03/2023	18724(A)	INDUSCO SUPPLY CO., INC.	CLEANING & BATHROOM SUPPLIES	1,179.43
02/03/2023	18725(A)	INSIGHT PUBLIC SECTOR, INC.	DATA CENTER HARDWARE REPLACEMENT	6,555.65
02/03/2023	18726(A)	IRISH AYRES ENTERPRISES, LLC	RAMONA PARK LANDSCAPE PROJECT	1,300.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 2 of 8

Check Date	Check	Vendor Name	Description	Amount
02/03/2023	18727(A)	JACK DOHENY SUPPLIES INC.	VACTOR REPAIR SUPPLIES	114.46
02/03/2023	18728(A)	KAL COUNTY FIRE CHIEFS ASSOC.	KCFCA MEMBERSHIPS	175.00
02/03/2023	18729(A)	KURZAVA, MATTHEW STEPHEN	FITNESS INSTRUCTION TAI CHI	300.00
02/03/2023	18730(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION REPAIR	208.50
02/03/2023	18731(A)	MATERIALS RESOURCES	LATEX GLOVES AND PPE SUPPLIES	128.16
02/03/2023	18732(A)	MAYHEW, BRYAN	INTERNAL AFFAIRS INVESTIGATIONS-PER DIEM	96.00
02/03/2023	18733(A)	MEEKHOF TIRE SALES & SERVICE INC.	PLOW TRUCK & LOADER TIRES	15,563.53
02/03/2023	18734(A)	MEJEUR ELECTRIC LLC	ENERGY EFFICIENCY UPGRADES, WIRING FOR VEH LIFT	4,388.00
02/03/2023	18735(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	318.14
02/03/2023	18736(A)	NYE UNIFORMS	MISC UNIFORMS	595.90
02/03/2023	18737(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	5,611.45
02/03/2023	18738(A)	PECKELS, CHRISTINE	FITNESS INSTRUCTION	580.00
02/03/2023	18739(A)	PERCEPTIVE CONTROLS, INC.	WATER TOWER ALTITUDE VALVE REPL, SCADA MAINT	19,520.33
02/03/2023	18740(A)	PHELPS, MICHAEL	REIMB-EMS LICENSE RENEWAL FEE	25.00
02/03/2023	18741(A)	PHILLIPS, KIMBERLY	REIMBURSE FOR MONTHLY FEES	115.67
02/03/2023	18742(A)	PLASKO, PATRICIA MARIE	FITNESS INSTRUCTION	180.00
02/03/2023	18743(A)	PLAYFORD, LOUIE	FIRE STAFF & COMMAND SCHOOL-PER DIEM	396.75
02/03/2023	18744(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR JANUARY 2023	2,010.00
02/03/2023	18745(A)	PORTAGE ON-CALL FIREFIGHTERS	ON-CALL FIREFIGHTER UNION DUES-JAN 2023	20.00
02/03/2023	18746(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR JANUARY 2023	672.00
02/03/2023	18747(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	250.99
02/03/2023	18748(A)	PREIN & NEWHOF	ROMENCE RD RECONSTRUCTION - ENGINEERING SVC	9,216.20
02/03/2023	18749(A)	PREIN & NEWHOF	COOLEY DR RECONSTRUCTION - ENGINEERING SVC	10,890.05
02/03/2023	18750(A)	PRINTING SERVICES INC	PRINTING SERVICES	597.25
02/03/2023	18751(A)	R W LAPINE INC.	VAV ACCESS PANELS & INSTALL, HVAC ON-CALL SVCS	7,603.19
02/03/2023	18752(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE REMOVAL SERVICE	283.99
02/03/2023	18753(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINT SUPPLIES	842.73
02/03/2023	18754(A)	RINNA, ANTHONY G.	CDBG-REPL FURNACE, AIR CONT, WATER HEATER	5,862.00
02/03/2023	18755(A)	SAFETY SERVICES, INC.	GAS METER RECALIBRATION - ANNUAL SERVICE	182.19
02/03/2023	18756(A)	SNELL, DEBRA	FITNESS INSTRUCTOR PAYMENT	200.00
02/03/2023	18757(A)	TRUCK & TRAILER SPECIALTIES	REPAIR/MAINTENANCE SUPPLIES	1,497.18
02/03/2023	18758(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	159.94
02/03/2023	18759(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR JANUARY 2023	564.96

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 3 of 8

Check Date	Check	Vendor Name	Description	Amount
02/03/2023	18760(A)	WARNER NORCROSS & JUDD LLP	LEGAL & RETAINER FEES	212.50
02/03/2023	18761(A)	WEST MICHIGAN STAMP & SEAL, INC	PAID DATE STAMP	46.20
02/10/2023	18762(A)	DURIAN, TAMMY	REIMB YOUTH ADVISORY COMM SNOW PARTY-REF	166.57
02/10/2023	18763(A)	KEPLER ASSOCIATES, INC.	BLK HISTORY MONTH SPEAKER LT. RUSSELL HO	8,500.00
Total ACH				199,240.51

Check Type: Paper

02/03/2023	322965	ADT COMMERCIAL	BD PAYMENT REFUND	150.00
02/03/2023	322966	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	442.00
02/03/2023	322967	AR ENGINEERING LLC	ENGINEERING SERVICES	9,873.10
02/03/2023	322968	ASCENSION BORGESS HOSPITAL	POST OFFICER EXAM & DOT PHYSICAL	239.00
02/03/2023	322969	AT&T	ELECTRONIC COMMUNICATIONS	297.76
02/03/2023	322970	AVI SYSTEMS, INC.	LEIGHTRONIX RENEWAL	4,871.00
02/03/2023	322971	BELL, DAVID L	PICKLEBALL POSTS	1,257.00
02/03/2023	322972	BILLEDEAUX, BRUCE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
02/03/2023	322973	BRONSON WELLNESS CENTER	SAFE KIDS WORLDWIDE CPST CERT FEE	95.00
02/03/2023	322974	BRONSON WELLNESS CENTER	CAR SEAT TECH CLASS	380.00
02/03/2023	322975	BROOKS, RENA	TRIP REFUND FLORIDA	4,279.00
02/03/2023	322976	CALIBER HOLDINGS LLC	POL VEHICLE REPAIRS	1,192.80
02/03/2023	322977	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	52.56
02/03/2023	322978	CAPITOL STRATEGIES, LLC	CONSULTING FOR DECEMBER 2022	6,000.00
02/03/2023	322979	CCIM INSTITUTE	CCIM INSTITUTE ANNUAL MEMBERSHIP	695.00
02/03/2023	322980	CINTAS CORPORATION NO. 2	UNIFORM RENTAL	4.89
02/03/2023	322981	CITY OF FARMINGTON HILLS	ACTIVE ASSAILANT CONFERENCE-REGISTRATIONS	350.00
02/03/2023	322982	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	511,003.75
02/03/2023	322983	CITY OF PORTAGE	TRANSFERRED WATER/SEWER BILL CR TO TAX BILL	419.25
02/03/2023	322984	CITY OF PORTAGE	TRANSFERRED WATER/SEWER BILL CR TO TAX BILL	1,551.58
02/03/2023	322985	CLIMAX PLUMBING, LLC	KAL CO. - DRAIN LINE REPLACEMENT	3,250.00
02/03/2023	322986	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	76.77
02/03/2023	322987	DHALIWAL, AMARJIT	RENTAL DAMAGE DEPOSIT REFUND	150.00
02/03/2023	322988	DIXON ENGINEERING, INC	PROFESSIONAL SERVICES	1,000.00
02/03/2023	322989	DYNAMIC BICYCLES, INC.	BIKE SHARE BIKES	1,390.00
02/03/2023	322990	ELITE PIPELINE SERVICES, INC	REPAIR COLLAPSED PIPE IN MANHOLE	23,337.50

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 4 of 8

Check Date	Check	Vendor Name	Description	Amount
02/03/2023	322991	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT/POL VEH MAINT	3,805.94
02/03/2023	322992	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	5,610.78
02/03/2023	322993	EVANS, MARLIN	2022 CITY TOURNAMENT DEPOSIT REFUND	50.00
02/03/2023	322994	FABRICATED FLEX & HOSE	RUBBER HOISING	125.40
02/03/2023	322995	FADER EQUIPMENT, INC.	REPAIR/MAINTENANCE SUPPLIES	3,177.40
02/03/2023	322996	FAWLEY OVERHEAD DOOR, INC.	REMOVE & REPLACE GARAGE DOOR	1,722.00
02/03/2023	322997	FELDT, ERIC	MSFA 2023 CONFERENCE-PER DIEM	206.50
02/03/2023	322998	FIRE DEPARTMENT TRAINING NETWORK	FIRE GROUND SURVIVAL/RAPID INTERV-REGS	2,400.00
02/03/2023	322999	FISHER SCIENTIFIC CO LLC	MISC LAB SUPPLIES	58.90
02/03/2023	323000	FISHER SCIENTIFIC CO. LLC	MISC LAB SUPPLIES	359.40
02/03/2023	323001	FREIGHTLINER OF GRAND RAPIDS, INC.	REPAIR AND MAINTENANCE	18.53
02/03/2023	323002	GLASS ART KALAMAZOO	FUSED GLASS NIGHTLIGHT CLASS, DEPOSIT	125.00
02/03/2023	323003	GRANDSTAFF, ANNE	TRIP REFUND GULF COAST	950.00
02/03/2023	323004	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES FOR JAN 2023	3,240.28
02/03/2023	323005	GUTH ILLUSTRATION & DESIGN	UPDATE LITTLE KNOWN FACTS EXHIBIT PANELS	550.00
02/03/2023	323006	H&P TECHNOLOGIES	LIFT STATION MAINTENANCE-REPL PUMPS	12,181.16
02/03/2023	323007	HAFFENDEN, JOAN	TRIP REFUND 230930 LAKE PLACID	50.00
02/03/2023	323008	HAMLETT ENGINEERING SALES COMPANY	WIRELESS TRANSDUCER FOR HAMPTON BOG	8,135.00
02/03/2023	323009	HOME DEPOT	MISC REPAIR/MAINT SUPPLIES	1,782.74
02/03/2023	323010	VOID		0.00
02/03/2023	323011	INTL ASSN FOR PROPERTY AND EVIDENCE	IAPE PROPERTY/EVIDENCE MGMT REFRESHER-REG	320.00
02/03/2023	323012	IRISH ROOFING & EXTERIORS	KAL CO. - REPLACE ROOFING & GUTTERS	10,250.00
02/03/2023	323013	JULIEN, WAYNE F.	CITY LOGO EMBROIDERY	60.00
02/03/2023	323014	KALAMAZOO COUNTY HEALTH & COMMUNITY	HAZARDOUS WASTE DISPOSAL	49.01
02/03/2023	323015	KALAMAZOO COUNTY HEALTH & COMMUNITY	HHW PROGRAM MONTHLY FEES	1,488.93
02/03/2023	323016	KALAMAZOO LANDSCAPE SUPPLIES	DOG PARK LANDSCAPING SUPPLIES	342.50
02/03/2023	323017	KENT COMMUNICATIONS INC.	POSTAGE FOR MAILING ASSESSMENT NOTICES	8,781.50
02/03/2023	323018	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER MAINTENANCE AGREEMENT	364.00
02/03/2023	323019	KSS ENTERPRISES	CLEANING EQUIPMENT-FLOOR SCRUBBER	5,302.40
02/03/2023	323020	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINT	19.50
02/03/2023	323021	LERMA, INC ATT: BRENDA MILLER-GOKEY	LERMA ANNUAL AGENCY MEMBERSHIP DUES	60.00
02/03/2023	323022	LOCALITY MEDIA, INC.	FIRST DUE RMS SOFTWARE TRAINING ONSITE	3,600.00
02/03/2023	323023	LOUNSBURY EXCAVATING, INC.	DPW N PARKING LOT EXPANSION	39,766.10

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 5 of 8

Check Date	Check	Vendor Name	Description	Amount
02/03/2023	323024	MACRITCHIE, JOHN	DAMAGED MAILBOX REIMBURSEMENT	44.00
02/03/2023	323025	MCDA	SPRING CONFERENCE REGISTRATION	139.00
02/03/2023	323026	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	97.50
02/03/2023	323027	MENARDS	BUILDING SUPPLIES MAINTENANCE	164.97
02/03/2023	323028	MERRIGAN, ELIZABETH	OVERPAID FINAL BILL REFUND	24.13
02/03/2023	323029	METZGER'S, INC.	CDBG-FURNACE & AIR COND REPL	7,715.00
02/03/2023	323030	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINT	965.17
02/03/2023	323031	MICH STORMWATER FLOODPLAIN ASSOC	MI STORMWATER FLOODPLAIN ASSOC CONF-REG	225.00
02/03/2023	323032	MICHELLE COY ENTERPRISES	RENTAL DAMAGE DEPOSIT REFUND	150.00
02/03/2023	323033	MICHIGAN FIRE INSPECTORS SOCIETY	MFIS WINTER CONFERENCE-REG	2,010.00
02/03/2023	323034	MICHIGAN TOWNSHIPS ASSOCIATION	BOARD OF REVIEW TRAINING	232.00
02/03/2023	323035	MICHIGAN URBAN SEARCH AND RESCUE	ROPE RESCUE TECHNICIAN-REGISTRATIONS	4,560.00
02/03/2023	323036	MICHIGAN URBAN SEARCH AND RESCUE	CONFINED SPACE TECHNICIAN-REGISTRATIONS	4,050.00
02/03/2023	323037	MISS DIG SYSTEM, INC.	MISS DIG 811 SERVICE-MEMBERSHIP FEE	5,985.49
02/03/2023	323038	MONUMENT ENGINEERING GROUP	OVERPAYMENT FOR FINAL WATER/SEWER BILL	226.46
02/03/2023	323039	MULKA, BANDY	PING PONG SESSION 2 REFUND	20.00
02/03/2023	323040	NEWSTED, BRYNN	IDEAWORX: RESTAURANT REFUND	40.00
02/03/2023	323041	NICHOLSON, JAMIE	REFUND OVERPAID FINAL BILL	20.91
02/03/2023	323042	NORMAN, DANA	RENTAL REFUND	150.00
02/03/2023	323043	OFFICE DEPOT, INC.	OFFICE SUPPLIES	674.98
02/03/2023	323044	VOID		0.00
02/03/2023	323045	OVERNEATH CREATIVE COLLECTIVE LLC	CABLECASTING AND BROADCASTING SVC	49,700.00
02/03/2023	323046	PADULA, MONICA BROOKE WASHINGTON	PADULA-WASHINGTON MUSIC FOR FEB SPEAKER	325.00
02/03/2023	323047	PANASONIC CONNECT NORTH AMERICA PRO	MISC BODY CAM PARTS & SERVICE	188.46
02/03/2023	323048	PLUMMER'S ENVIRONMENTAL SERVICES	SANITARY SEWER TRUNK PIPELINE ASSESSMENT	24,932.14
02/03/2023	323049	POLICE EXECUTIVE RESEARCH FORU	PERF MEMBERSHIP	200.00
02/03/2023	323050	RAFTELIS FINANCIAL CONSULTANTS, INC	KALAMAZOO WASTEWATER RATE REVIEW	3,355.00
02/03/2023	323051	RATHCO SAFETY SUPPLY, INC.	TRAFFIC CONTROL SIGNS	1,000.78
02/03/2023	323052	RIVERA-RIVERA, JESUS	IDEAWORX: RESTAURANT REFUND	40.00
02/03/2023	323053	ROWLEY BROTHERS, INC.	OIL DRY FOR SHOP AND STREETS	1,003.10
02/03/2023	323054	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	106.00
02/03/2023	323055	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINTENANCE	1,665.71
02/03/2023	323056	SUN TITLE AGENCY OF MI, LLC	OVERPAYMENT OF FINAL WATER BILL	812.93

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 6 of 8

Check Date	Check	Vendor Name	Description	Amount
02/03/2023	323057	T-MOBILE USA INC	MISC CELL PHONE CHARGES	543.10
02/03/2023	323058	T-SHIRT PRINTING PLUS, INC.	INSPECTOR SHIRTS	470.00
02/03/2023	323059	ULINE, INC.	SIGNAGE	1,624.75
02/03/2023	323060	UNITED PARCEL SERVICE	UPS WEEKLY	40.04
02/03/2023	323061	US MAIL SUPPLY INC	RED MAIL BINS FOR AV BALLOTS	108.00
02/03/2023	323062	USPS	US POSTAGE BRM PERMIT #2089000	290.00
02/03/2023	323063	WASHCO, LLC	GRAFFITI REMOVAL - BICENTENNIAL TRAIL	925.00
02/03/2023	323064	WAYNE COUNTY APPRAISAL LLC	FEBRUARY ASSESSING SERVICES	37,835.83
02/03/2023	323065	WEATHERTAP	ANNUAL SUBSCRIPTION	89.95
02/10/2023	323066	LOCKER, MADELYN	FITNESS CLASS REFUND	77.00
02/10/2023	323067	MOORLAG, PHILLIP	TREE WORK	11,250.00
02/10/2023	323068	NORESCO LLC	FINAL PAYMENT AND RELEASE OF RETAINAGE	281,548.30
02/10/2023	323069	PETTY CASH-PAULA GUSTAFSON	REPLENISHMENT CHECK	265.64
02/10/2023	323070	SANTILLI, JAMES A JR	FAA PART 107 DRONE EXAM PREPERATION	780.00
02/10/2023	323071	TYLER HOME IMPROVEMENTS	KAL CO. HRP CASEY, 10714 OAKLAND RPL ROO	25,875.00
Total Paper Checks				1,160,007.27

Check Type: Auto-Pay Payments

01/27/2023	MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	41,870.49
01/30/2023	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	11,485.71
01/31/2023	CONSUMERS AUTO-PAY	GAS-ELECTRIC	309.47
02/01/2023	MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	18,940.30
02/03/2023	CONSUMERS AUTO-PAY	GAS-ELECTRIC	12,971.42
02/06/2023	BLUE CROSS/BLUE SHIELD OF MICH	HEALTH INSURANCE	455.76
02/06/2023	CONSUMERS AUTO-PAY	GAS-ELECTRIC	50,923.52
02/07/2023	CONSUMERS AUTO-PAY	GAS-ELECTRIC	1,719.78
02/09/2023	CONSUMERS AUTO-PAY	GAS-ELECTRIC	49,264.73
02/10/2023	CONSUMERS AUTO-PAY	GAS-ELECTRIC	5,839.97
02/10/2023	MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	42,419.24
Total Auto-Pay Payments			236,200.39

Check Type: Electronic Payments

01/30/2023	MULTIPLE	IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS	363.17
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ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 7 of 8

Check Date	Check	Vendor Name	Description	Amount
01/30/2023		SBF	POSTAGE - WATER/SEWER BILLS	1,828.68
01/30/1930		MULTIPLE	WEEKLY TAX DISBURSEMENT 1/20/23	1,078,612.58
02/01/2023		MULTIPLE	HSA DISBURSEMENT	38,664.48
02/03/2023		MULTIPLE	WEEKLY TAX DISBURSEMENT 1/27/23	460,697.87
02/03/2023		ASU GROUP	WORKERS COMP FUNDING	7,325.74
02/10/2023		MULTIPLE	DELINQUENT PERSONAL PROPERTY DISTRIBUTION	73,210.85
02/10/2023		KALAMAZOO COUNTY	2022 WINTER KCBRA DISTRIBUTION	283,769.93
Total Electronic Payments				1,944,473.30

Check Type: Credit Card

12/30/2022		BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
12/30/2022		GOVERNMENT FINANCE OFFICE	CERTIFICATE OF ACHIEVEMENT REVIEW FEE	610.00
12/31/2022		ADOBE STOCK	STOCK PHOTO/VIDEO/MUSIC LIBRARY FOR PUB INFO	19.99
01/05/2023		B&H PHOTO	PARKS EVENT SUPPLIES	1,730.50
01/07/2023		FOOD AT BIGAPPLEBAGELS	VOLUNTEER STEWARDSHIP DAY EVENT	103.23
01/06/2023		ICMA ONLINE	HR ANNUAL MEMBERSHIP	200.00
01/08/2023		ISSUU	DIGITAL FLIPBOOK PUBLISHING SUBSCRIPTION RENEWAL	480.00
01/10/2023		SOUTHWEST MICHIGAN FIRST	DPW CONFERENCE EVENT REGISTRATION	467.34
01/10/2023		IN HANSA TOYS USA	PARKS ADOPT A STUFFED ANIMAL EVENT	363.73
01/10/2023		HI GRAND RAPIDS B4	CITY MANAGER CONFERENCE HOTEL STAY	319.70
01/11/2023		NTLREST SERVSAFE	SERVSFAGE MGR CERT FOR RAMONA CONCESSIONS	179.00
01/12/2023		PAYPAL WESTMICHIGA	POLICE ANNUAL MEMBERSHIP	125.00
01/12/2023		GLOCK PROFESSIONAL INC	POLICE TRAINING REGISTRATION	500.00
01/13/2023		ADOBE CREATIVE CLOUD	PIO ANNUAL SUBSCRIPTION	635.87
01/14/2023		ESRI	ARCGIS USER ANNUAL SUBSCRIPTION	550.00
01/14/2023		FBI LEEDA INC	POLICE ANNUAL MEMBERSHIP	50.00
01/13/2023		MICHIGAN RECREATION & PAR	PARKS CONFERENCE REGISTRATION	310.00
01/17/2023		SOUTHWEST MICHIGAN FIRST	DPW CONFERENCE EVENT REGISTRATION	467.34
01/17/2023		MICHIGAN ASSOCIATION OF PL	COM DEV WEBINAR REGISTRATION	150.00
01/18/2023		MMTA	TREASURY VIRTUAL CONFERENCES	198.00
01/18/2023		MMTA	TREASURY VIRTUAL CONFERENCE/WORKSHOP	249.00
01/20/2023		MSU PAYMENTS	HR CONTINUING EDUCATION WEBINARS	1,400.00
01/20/2023		THE WEBSTAUANT STORE INC	SENIOR CENTER KITCHEN EQUIPMENT	91.02

ACCOUNTS PAYABLE REGISTER
Check Dates From: 1/29/2023 to 2/11/2023

Page 8 of 8

Check Date	Check	Vendor Name	Description	Amount
01/20/2023		PRO STANCHIONS	STANCHIONS FOR SENIOR CENTER	4,816.00
01/20/2023		MICHIGAN TOWNSHIPS ASSOC	BOARD OF REVIEW TRAINING	232.00
01/23/2023		WMU CAREER & STUDENT EMPL	JOB FAIR REGISTRATION	50.00
01/23/2023		FREE CONFERENCE CALL GLOB	TECH SERVICES CONFERENCE CALL USAGE	0.92
01/24/2023		TURNKEY MERCHANDISE PROG	PARK RANGER UNIFORM COATS	332.72
01/25/2023		DISPLAYS2GO	SENIOR CENTER DISPLAY	367.34
01/25/2023		HBA OF WES MI	COM DEV BLDG INSPECTOR CONTINUING EDUCATION	79.00
01/25/2023		YM CAREERS	HR JOB POSTING CLASSIFIED ADS	150.00
01/25/2023		APWA - WORK ZONE	JOB POSTING	375.00
01/26/2023		GOVERNMENT FINANCE OFFICE	FINANCE CONFERENCE/EVENT REGISTRATION	485.00
01/25/2023		SOARING EAGLE HOTEL	COM DEV BUILDING INSPECTOR CONFERENCE HOTEL	344.66
01/26/2023		COMFORT INNS	HOTEL STAY FOR COM DEV HUD TRAINING	138.64
01/26/2023		HAMPTON INN SUITES	POLICE TRAINING HOTEL STAY	136.00
01/30/2023		BUZZSPROUT	MONTHLY PODCAST SUBSCRIPTION	24.00
			Total Credit Card Payment	16,755.00
			Grand Total	3,556,676.47

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Comprehensive Liability, Property and Auto Fleet Insurance

SUPPORTING PERSONNEL: Victoria Barboza, Purchasing Manager

ACTION RECOMMENDED: Approve a one-year agreement for comprehensive liability, property, and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$547,680 for the period March 1, 2023, to March 1, 2024, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The City of Portage has been insured by the Michigan Municipal Risk Management Authority (MMRMA) for comprehensive liability, property, and auto fleet insurance since 1984. The MMRMA has quoted a one-year renewal rate for the period March 1, 2023, to March 1, 2024, in the amount of \$547,680, which includes \$15 million of liability coverage and \$75,000 of self-insurance retention coverage (the dollar amount that must be paid by the city before the insurance policy will respond to a liability loss). The renewal rate represents an increase of 3.3% from the premium cost paid for the period March 1, 2022, to March 1, 2023, in the amount of \$530,068.

Distribution of assets is expected from MMRMA in the next four to five months, which will be based on favorable claim experience by the city and investment income earned by MMRMA on its assets. The exact amount is not yet known; however, the distribution received over the past seven years averaged nearly \$225,392.43 per year. A summary of MMRMA insurance premiums and distribution of assets for the past seven years is shown below.

Year	Premium	Distribution of Assets	Total Premium After Distribution
2015	\$ 446,134	\$ 502,123	\$ (55,989)
2016	\$ 484,971	\$ 363,159	\$ 121,812
2017	\$ 495,476	\$ 283,096	\$ 212,380
2018	\$ 509,112	\$ 206,700	\$ 302,412
2019	\$ 497,195	\$ 196,971	\$ 300,224
2020	\$ 799,352	\$ 206,976	\$ 292,376
2021	\$ 504,273	\$ 99,741	\$ 404,532
2022	\$ 530,068	\$ 112,692	\$ 417,376

It is recommended that City Council approve a one-year agreement for comprehensive liability, property, and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed \$547,680 for the period March 1, 2023, to March 1, 2024, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funds have been programmed for insurance costs in the FY 2022-2023 budget, with the balance to be included in the FY 2023-2024 budget.

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Lakeview Park Renovation Project

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Award a contract in the total maximum amount of \$468,150 to O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo, MI, for Professional Engineering Services for the Lakeview Park Renovation Project; authorize the City Manager to proceed with Phase One of the overall project in the amount of \$120,750; and require the City Manager to receive City Council approval for engineering of successive project phases.

The Lakeview Park Renovation project is a four-phase plan to be constructed over five years to renovate the aged facilities and develop expanded uses in the park for the community, including enhanced programming. The project is aligned with the Lake Center District Corridor and Placemaking Study and will renovate the existing park to become an attraction and anchor for the businesses and community along the Portage Road corridor. A Concept Master Plan was developed and is the basis for the project. The four phases of the project include:

Phase I: Canal Walk & Inspiration Gardens (2023)

Construction of a boardwalk along the Austin Lake canal and lakeshore including an asphalt trail/bikeway connection to Portage Road with lighting, landscaping, and seating; Game Pocket area with activity furnishings; Lakeshore improvements including fishing pier enhancements, boardwalk replacement, and benches; Inspiration Gardens with pergola (see Plan Enlargement 3); Sculptures; Canal Walk Entry with bike share and amenities including a bike repair station, and bike rack; and Entry Arch. This project phase will not include the pedestrian underpass. (See Appendix A - Plan Enlargement 1)
Planned construction completion: May 2024

Phase II: Restroom/Pavilion Area (2024/2025)

Removal of aged Pavilion and construction of a new Restroom/Pavilion building with storage area to replace existing restroom; Walkway changes; Rental Pavilion 45'x20' replacement; and Waterfront Swings. (See Appendix A - Overall Master Plan)
Planned construction completion: June 2025

Phase III: Linear Fountain & Rental Kiosks (2025/2026)

Construction of Linear Fountain with Pergola Shade; Flex Lawn Area for yoga and other wellness/fitness activities; Rental Kiosks with Roof Deck including tables and chairs; and sculptures. (See Appendix A - Plan Enlargement 1)
Planned construction completion: June 2026

Phase IV: Entrance, Small Amphitheatre & Sledding Hill (2026/2027)

Expansion of parking to add 64 spaces for a total of 154 spots; Rain Garden; Reposition and Widen Entrance with Rain Garden/Water Drainage; Sunken Small Amphitheater, and Sledding Hill with new driveway featuring an additional 16 parking spots and drop-off zone.

Planned construction completion: June 2027

Engineering design and construction for Phase I are funded in the Fiscal Year 2022-23 Capital Improvement Program budget. Funding for subsequent years will be submitted in the annual Capital Improvement Plan, but is not guaranteed. However, this project is an integral part of the Lake Center District Improvement Plan and is directly related to City Council's priority in implementing this plan. If CIP funding approval is granted annually, each following phase of the project will continue. If funding approval is not granted, this contract may end at the discretion of the City of Portage for the following years. If work is not deemed satisfactory by the City of Portage, the city may choose to re-bid the engineering design for the remaining project phases, but the expectation is that this project will have the same engineering design firm throughout the renovation phases. Construction will be publicly bid for each phase of the project.

Additionally, a donor has come forward to contribute \$150,000 toward the construction of the pergola, seating, and small garden area to be located in the center of the Inspirational/Memorial garden planned for the Lakeview Park renovation project. In exchange for the donation, the donor family would like a plaque installed in the garden area in memory of long-time Portage resident Judy Acker-Smith who passed away in May 2021 after a battle with cancer. Judy was a well-known tennis player and coach and a lifelong volunteer in the community. The seating area will reflect her ability to inspire people to work together toward the betterment of the community. The Portage Parks Foundation will be collecting the donation and will submit the funds to the City of Portage. A draft naming agreement for the garden area is attached for reference; however, a final version will be brought before City Council at a later date.

A request for a proposal for professional engineering services was emailed to a list of engineering vendors, including a posting on the city's bid site (BidNet), and three proposals were submitted. The lowest bid was submitted by OCBA, in the amount of \$468,150.00 for all four project phases. OCBA proposed an amount of \$120,750 for Phase I, which was also the lowest proposal for this individual phase. The bid was under the project cost estimate for these services. The only guaranteed cost associated with this contract is for the first year. The entire four years of the project were bid to take advantage of economies of scale and to lock the engineering costs in place rather than risk continued price increases.

It is recommended that City Council award a contract in the total maximum amount of \$468,150 to O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo, MI, for Professional Engineering Services for the Lakeview Park Renovation Project; authorize the City Manager to proceed with Phase One of the overall project in the amount of \$120,750; and require the City Manager to receive City Council approval for engineering of successive project phases.

FUNDING: Funding for Phase I is included as part of the Capital Improvement Program for Fiscal Year 2022-2023.

Attachments:

1. Proposal Tabulation_2022 RFP PES Lakeview Park Renovation
2. Lakeview Park Renovation Project Master Plan

3. Acker-Smith Memorial Gift and Naming Rights Agreement DRAFT

**2022 RFP LAKEVIEW PARK RENOVATION
PROFESSIONAL ENGINEERING SERVICES
PROPOSAL TABULATION**
PROPOSAL OPENING ON JANUARY 24, 2023 AT 3 PM

	Original Bid	Bid Alternate	Alternate Total
O'Boyle, Cowell, Blalock & Assoc., Inc. (OCBA) 350 E. Michigan Avenue, Suite 415 Kalamazoo, Mi 49007	\$462,150.00	\$6,000.00	\$468,150.00
VIRIDIS Design Group 2926 West Main St Kalamazoo, MI 49006	\$540,730.00	\$4,600.00	\$545,330.00
Hurley & Stewart 2800 South 11th Street Kalamazoo, MI 49009	\$848,038.00	\$12,900.00	\$860,938.00

Opened by: 
Victoria Barboza, Purchasing Manager

PROPOSED

- A** Underpass along Canal Walk
- B** New bike/pedestrian trails from Portage Road, see Enlargement 1
- C** New angled parking for 64 cars on one-way drive
- D** New park entry and plantings across from Lakeview Drive
- E** New drive, drop-off area, and parking for 16 cars
- F** New sledding hill
- G** New Canal Walk with solar lighting and activity pockets, see Enlargement 1
- H** Amphitheater, see Enlargement 2
- I** New pavilion/restroom/storage building as rentable space and for programs like fish school
- J** New Flex Lawn
- K** Kiosks and rentable roof deck
- L** Lakeshore and pier improvements
- N** New trail connections to restroom and parking lot
- O** New swinging benches along existing trail, clear views while maintaining native vegetation
- P** Inspiration Garden, see Enlargement 3

- R** Replace pavilion and add new trail
- S** Rain garden collects runoff
- T** Remove existing pavilion
-  Potential sculpture/art location

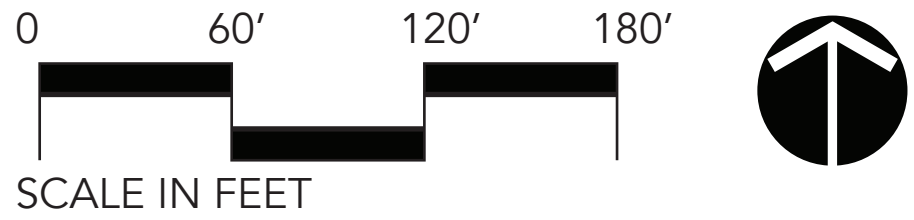
EXISTING

- A** Existing parking (90 spaces) to remain
- B** Existing walking and cross-country ski trails to remain



OVERALL MASTER PLAN

LAKEVIEW PARK MASTER PLAN UPDATE
CITY OF PORTAGE, PARKS AND RECREATION





A Bikeway and pedestrian underpass along Canal Walk

B Shared-use entry trail splits into pedestrian-only Canal Walk and dedicated bikeway

C New dedicated bikeway with intermittent views of Canal Walk

D Pedestrian Canal Walk

- Boardwalk along canal and around point - maintain existing vegetation where possible
- Remove existing decks and replace with continuous boardwalk
- Relocate existing memorial bench to inspiration garden
- Barrier-free path connects to new parking lot
- Boardwalk lit with solar fixtures and with a variety of seating options including bistro tables, umbrella tables, and custom seating
- Passes by activity pockets that connect to bikeway

PLAN ENLARGEMENT 1

LAKEVIEW PARK MASTER PLAN UPDATE
CITY OF PORTAGE, PARKS AND RECREATION

E Canal Walk: Game Pocket

- Boardwalk with solar lighting
- Table tennis, cornhole, life-size checkerboard
- Custom seating and planter benches

F Canal Walk: Linear Fountain

- 5'x80' linear fountain, zero depth
- Pergola shade over seating

G Flex Lawn

- Events
- Programming
- Rent-able space
- Pop-up markets

H Rain Garden

- Collects stormwater from adjacent surfaces

I Kiosks and Roof Deck

- Rentable enclosed kiosks along flex lawn
- Rentable roof deck
- Storage for park supplies
- Restroom

J Lakeshore Improvements

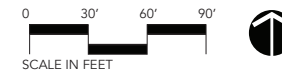
- T-sections added to existing fishing docks to expand capacity
- New shelter added to north dock to match existing on south dock
- Replace boardwalk along lakeshore and add benches

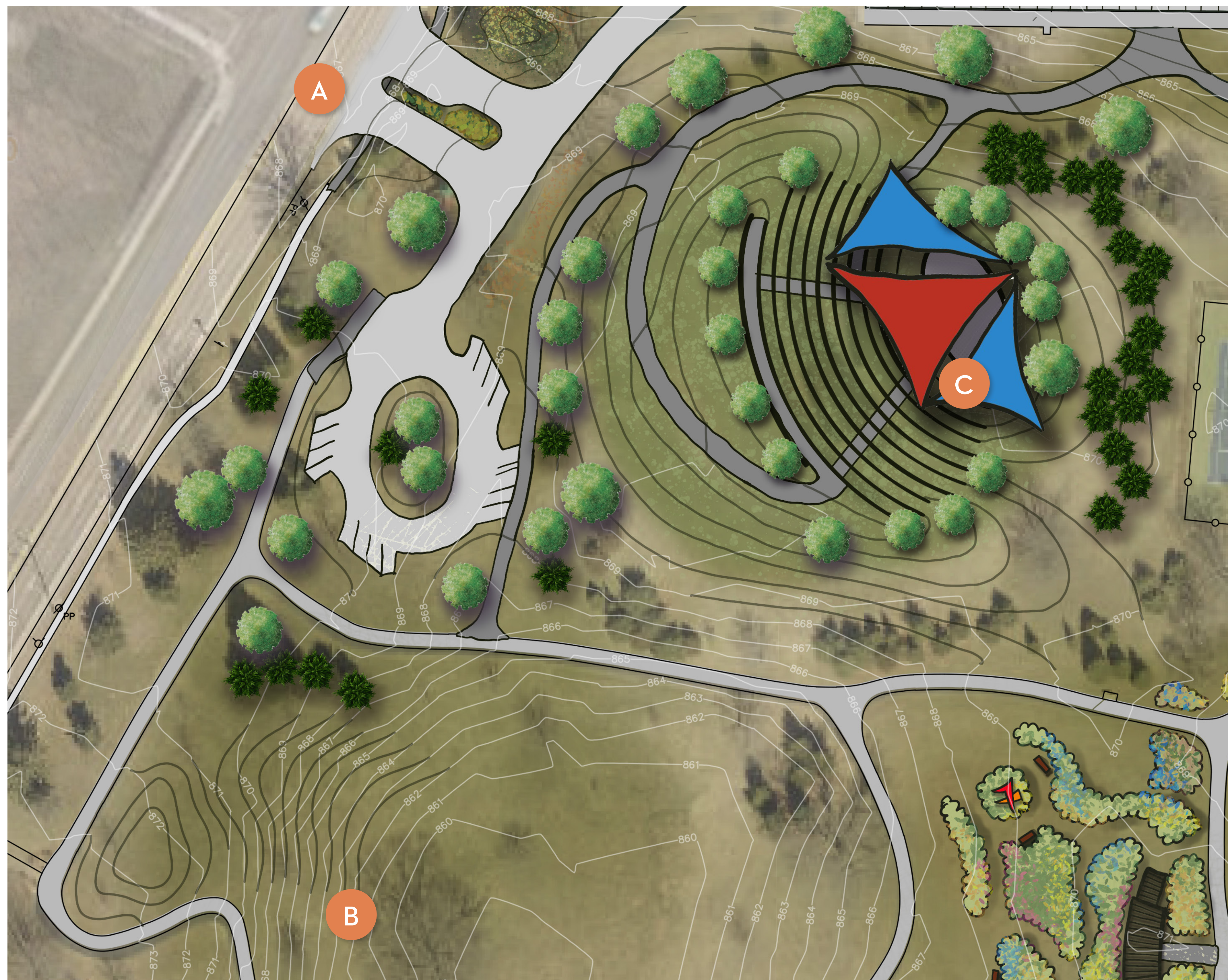
K Canal Walk Entry

- Muskie fish sculpture
- Benches and clear view of boardwalk

L Entry Arch

- Custom entry arch to Canal Walk marks transition into new park space



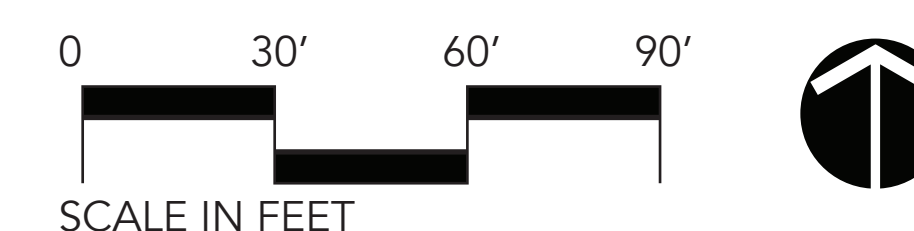


- A New Park Entry**
 - Located across from Lakeview Drive
 - Existing playground to be removed
 - New park sign and landscaping
 - New asphalt path connection to sidewalk on Portage Road
- B Sledding Hill**
 - Fill added and hill reshaped to keep sledders away from existing trees
 - New drop-off and parking for 16 cars
- C Amphitheater**
 - Softball field removed and land shaped to form amphitheater
 - Concrete seat walls with 6' width lawn between
 - Performance platform with power outlets
 - 800-900 seat capacity
 - Accessible walkway from drop-off and parking lot wrap around berm to paved seating rows
 - Shade structure type to be determined in design



PLAN ENLARGEMENT 2

LAKEVIEW PARK MASTER PLAN UPDATE
CITY OF PORTAGE, PARKS AND RECREATION





INSPIRATION GARDEN

- Vibrant plantings and art pieces
- Planters spill over walking trail and can be expanded as needed

A Entry Pergola and Seating Area

- Located on the highest point for most open view of the lake
- Provides shade and is surrounded by plantings



B Sculpture Pieces

- Sculpture located at 'anchor' points in plant bed with sightlines from entry drive and walking trails
- Smaller art pieces to be located throughout garden

C Memorial Benches

- Memorial benches and surrounding garden space available for donors to plant and care for

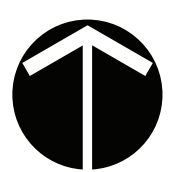
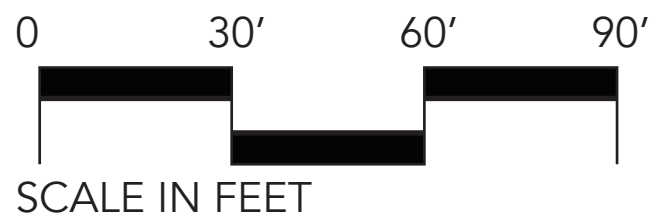
D Walkway Arches

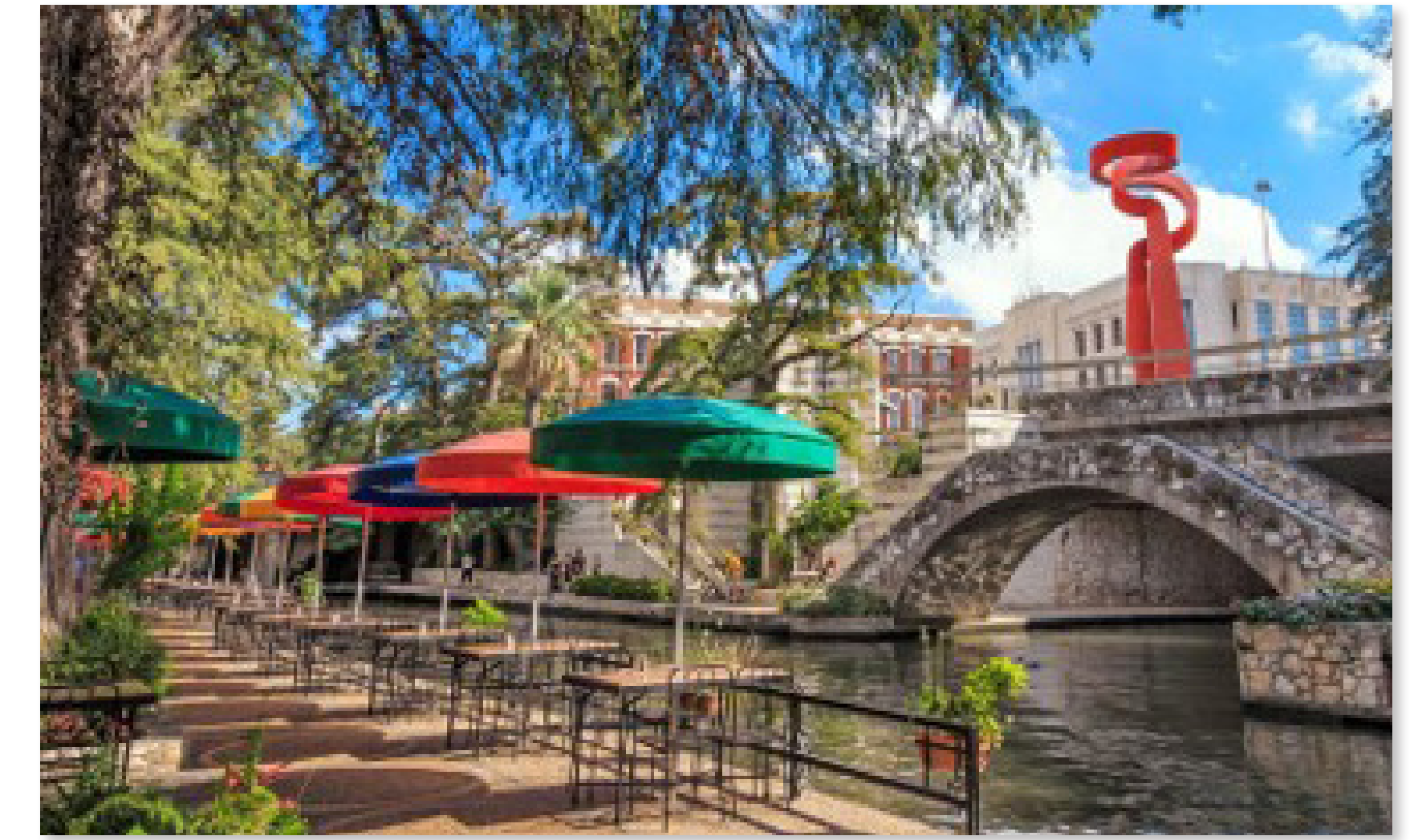
- Intermittent arches along walkway lead visitors towards the heart of the garden
- Arches to align with urban and modern feel of park



PLAN ENLARGEMENT 3

LAKEVIEW PARK MASTER PLAN UPDATE
CITY OF PORTAGE, PARKS AND RECREATION





Canal Walk: Game Pocket

Canal Walk: Linear Fountain



Canal Walk Entry Arch: custom-designed as sculptural element

Canal Walk: Seating Variety

INSPIRATION IMAGES: CANAL WALK

LAKEVIEW PARK MASTER PLAN UPDATE
CITY OF PORTAGE, PARKS AND RECREATION



Sculpture Inspiration: art and interpretive signage exhibiting existing local ecology



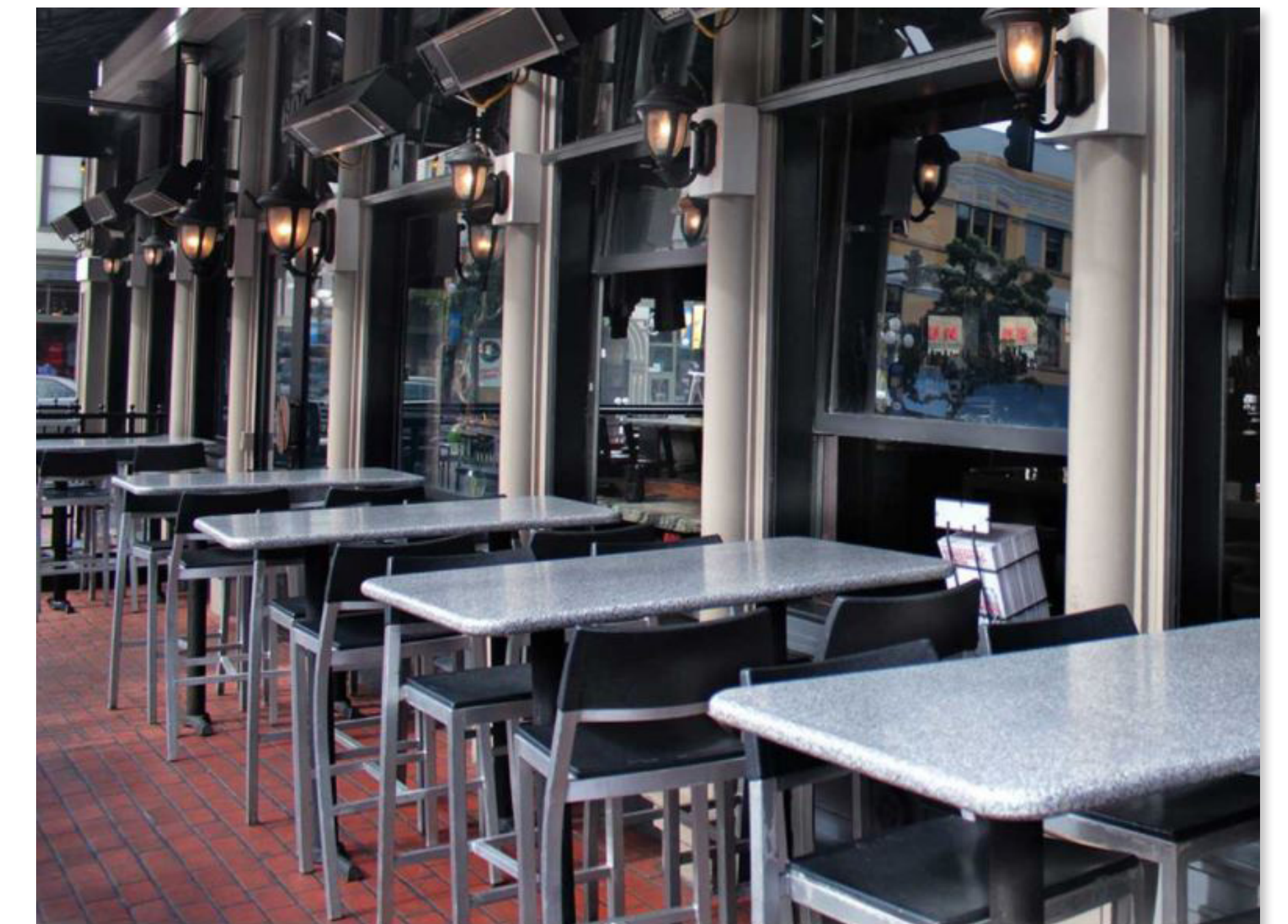
Flex Lawn:
programming,
pop-up markets
and events,
weddings



Proposed Pavilion



Kiosks and Roof Deck: modern and urban character



INSPIRATION IMAGES

LAKEVIEW PARK MASTER PLAN UPDATE
CITY OF PORTAGE, PARKS AND RECREATION

NAMING RIGHTS AGREEMENT

THIS AGREEMENT is made effective as of [REDACTED], 2023 (the "Effective Date") between the Judy Acker-Smith Family (collectively, "Donor") and the City of Portage, a Michigan municipality (the "City") for the use by the City exclusively for the benefit of Lakeview Park (the "Park").

Background

Donor wishes to make a charitable gift to the City for the use by the City exclusively for the benefit of the Park, as set forth in this Agreement. The City desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the terms and conditions stated herein, the parties agree as follows:

Terms and Conditions

1. Gift. Donor hereby gifts and pledges to the City for the use by the City exclusively for the benefit of the Park, the following gift: minimum of One Hundred Fifty Thousand Dollars (\$150,000) (the "Gift"). The Gift is subject to acceptance by the City and the grant of the naming rights in Section 4 by resolution of the Portage City Council. There will be no naming rights to Lakeview Park.
2. Payment of the Gift. The Gift will be paid to the City over a period of one (1) year, as follows:
 - i. Donor shall pay Fifty Thousand Dollars (\$50,000) upon approval of this Agreement and the Naming Rights in Section 4 by resolution of the Portage City Council; and
 - ii. Donor shall make additional payments of a minimum \$100,000 over the year, provided that construction of the Facility has started and is continuing in reasonable fashion. Donor may accelerate the payment of any pledge amounts at any time in Donor's discretion so long as the cumulative total of the gift payments matched the Gift amount specified above. Payments will be made to the Portage Parks Foundation to be paid to the City by check, or electronic fund transfer. Payment in full shall be made prior to December 31, 2023. All donation payments under this Agreement made by Donor to the City shall become the property of the City upon delivery and are non-refundable.
3. Use of the Gift. The Gift shall be used by the City exclusively for the purpose of building the Judy Acker-Smith Inspirational Garden which includes a pergola, seating area, and small garden area that will be part of the planned Lakeview Park Sculpture & Memorial Gardens ("Garden"), including costs and expenses of design and architecture, construction and materials, maintenance, and furnishings, equipment, and plaque to be used in the Facility, and is conditioned on such use. The Gift may not be used for programmatic costs of the Park or for other uses by the City.
4. Acknowledgment. In consideration for the Gift, the City and the Center shall acknowledge the Gift by naming the area the "Judy-Acker Smith Inspirational Garden" (the "Naming Rights"). The Naming Rights shall continue in perpetuity, or until the Garden constructed with the Gift is demolished, and shall continue after any alterations, renovation or remodeling of the Park. Any reasonable modifications to the Naming Rights, as may be requested by the City, shall be subject to approval by Donor.

- A. **Extent:** The City agrees to use the full name or an abbreviation acceptable to Donor (such as the Judy Acker-Smith Inspirational Garden) in all reference to the Facility in any media or other form created or disseminate by the City, including websites, newsletter, and promotions.
- B. **No Conflicting Naming Rights:** The City shall not grant to others any naming rights that would conflict with or detract from the Naming Rights granted in this Agreement. The City may grant naming rights for individual garden areas or features of the Park that would not conflict with or detract from the Naming Rights of Donor.
- C. **Signage.** The City shall install and maintain in good condition prominent signage in the garden area in appearance, size and style reasonably acceptable to Donor.
- D. **Termination by Donor.** Donor may terminate the Naming Rights at any time upon written notice to the City, and the City agrees to remove such name usage within six (6) months after such notice.
- E. **Decisions by Donor.** As used herein, any decision to be made by Donor shall be made thereby in writing, and if deceased, by their direct lineal descendants.

5. **Publicity.** Donor grants the City the right to publicly announce and recognize this Gift and support to the City by Donor, provided such publicity shall be done in a tasteful manner and holding Donor in a good and positive light. Any additional publicity may be done by the City with Donor's reasonable approval, except Donor reserves the right to restrict or modify any publicity request.

6. **Miscellaneous.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party. The rights and obligations of this Agreement shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors and assigns. This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. This Agreement will be governed by, and interpreted and enforced in accordance with, the laws of the State of Michigan, without regard to its principles of conflicts of laws. This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures of the parties transmitted by facsimile or via PDF format will be deemed to their original signatures for all purposes.

ACCEPTED AND AGREED TO:

JUDY ACKER-SMITH FAMILY

CITY OF PORTAGE

Name

 Patrick McGinnis, City Manager

Date: _____

Date: _____

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Austin Lake Trail Project

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Approve the purchase of 10.65 acres located at 10313 East Shore Drive for the Austin Lake Trail project in the amount of \$84,432 and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Austin Lake Trail project involves the creation of a three-mile, 10-foot wide multi-use trail that will generally follow the original Grand Rapids and Indiana Railroad right-of-way along the east side of Austin Lake from Zylman Road south to the City of Portage limits. The land has already been obtained for the construction of the north section of the trail, and the south connection to Schoolcraft. Negotiations for the acquisition of the remaining needed property have been ongoing with the property owners, including 10.65 acres located at 10313 East Shore Drive.

An appraisal of the subject property has been completed and a Good Faith Offer in the amount of \$84,432 was accepted by the landowner. The acquisition cost is a resolution to all claims the landowner has for compensation for the part taken, damages to the remaining land, and reimbursement for cost and attorney fees allowed under the condemnation act and allowed interest. Pending approval of the City Council and the signature of the documents, the final purchase would be contingent on acceptable inspection results and a marketable fee simple title to the property free of all liens and other encumbrances.

Prior action related to this purchase includes the City Council's adoption of "a Resolution of Necessity to acquire two fee simple interests for the development of the Austin Lake Trail." This resolution was adopted by a 7-0 vote on August 25, 2020. Funding for this purchase is programmed in the adopted 2019-2020 Capital Improvement Program Budget. A copy of the Resolution of Necessity is attached.

It is recommended that City Council approve the purchase of 10.65 acres located at 10313 East Shore Drive for the Austin Lake Trail project in the amount of \$84,432 and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Sufficient funding is programmed in the Fiscal Year 2019-2020 Capital Improvement Program budget.

Attachments:

1. 10313 East Shore Drive Purchase for Austin Lake Trail Map
2. Pages from 2020 08 25 CC Agenda Packet

Austin Lake Trail Project

- Already Acquired
- 10313 Proposed Purchase



TO: Honorable Mayor and City Council

FROM: Joseph La Margo, City Manager



SUBJECT: Resolution of Necessity Approval for Austin Lake Trail Land Purchases

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

ACTION RECOMMENDED: Adopt a Resolution of Necessity to acquire two fee simple interests for development of the Austin Lake Trail.

The Fiscal Year 2019-2020 Capital Improvement Program budget includes funding for property acquisition for the Austin Lake Trail, a three-mile, 10-foot-wide non-motorized trail that will generally follow the original Grand Rapids and Indiana Railroad right-of-way along the east side of Austin Lake. The trail will connect the southern city limits of the City of Portage to Zylman Avenue, providing a connection for Austin Lake area residents to the Portage Trailway system and Ramona Park. Easements in support of Austin Lake Trail development have been acquired from Pfizer, Inc.; however, additional property will be required to complete the new three-mile trail as identified on the the attached map.

At this time, a Resolution of Resolution of Necessity to proceed with negotiations for the purchase of two additional properties (identified as the yellow line on the attached map) is appropriate. These two parcels represent the southern portion of the Austin Lake Trail between the city limit and Nash Avenue. The Resolution of Necessity is needed to comply with federal land acquisition regulations as federal grant funds from the Michigan Department of Transportation will be requested for future construction of the trail. Appraisals have been completed for these two parcels and Good Faith Offers are being prepared by Miller, Canfield, Paddock and Stone, P.L.C. to be presented to the two land owners to begin negotiations.

It is recommended that City Council adopt the Resolution of Necessity to acquire two fee simple interests for development of the Austin Lake Trail.

FUNDING: Not Applicable

Attachments:

1. Resolution of Necessity Austin Lake Trail 081920
2. Austin Lake Trail Route

CITY OF PORTAGE
KALAMAZOO COUNTY, MICHIGAN

RESOLUTION NO. _____

**RESOLUTION TO DETERMINE THE NECESSITY TO ACQUIRE FEE SIMPLE
INTERESTS FOR PURPOSES OF A NON-MOTORIZED TRAILWAY FOR THE EAST
PORTAGE TRAIL ALONG EAST SHORE DRIVE AND AUTHORIZING THE CITY
OF PORTAGE TO OBTAIN FEE SIMPLE INTERESTS FOR SUCH PURPOSES**

At a regular meeting of the City Council of the City of Portage, Kalamazoo County, State
of Michigan, held in City Hall located at 7900 South Westnedge Avenue, in said City on the
_____ day of _____, 2020, at _____ o'clock p.m., local time.

PRESENT: Members:

ABSENT: Members:

The following preamble and resolution was offered by Council member
_____ and seconded by Council member _____:

WHEREAS, the City of Portage (the "City") is committed to providing for public non-
motorized traffic and pedestrian trailways, walkways and safety in the City, and the City has
requested transportation enhancement activity ("TEA") funds for construction of non-motorized
trailways and pedestrian walkways; and

WHEREAS, the acquisition of fee simple interests for the East Portage Trail along East Shore Drive is reasonably necessary to provide for non-motorized traffic and pedestrian needs of the community; and

WHEREAS, certain "fee simple interests" are reasonably necessary to construct the planned non-motorized trailway/non-motorized facilities for the East Portage Trail along East Shore Drive which fee simple interests are described as follows:

HOOSE - 10711 East Shore Drive - Tax ID: 00036-095-B:

SUBJECT FEE PARCEL

THE SOUTH 30 ACRES OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, EXCEPT THE NORTH 100 FEET. ALSO INCLUDING THAT PART OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36 LYING WEST OF THE WESTERLY LINE OF THE PENN RAILROAD RIGHT OF WAY. ALSO THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36.

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

PROPOSED TRAIL DESCRIPTION

THAT PART OF THE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE SOUTHEAST CORNER OF SAID SECTION 36; THENCE NORTH 89° 20' 49" WEST ON THE SOUTH LINE OF SAID SECTION 36 A DISTANCE OF 168.56 FEET; THENCE NORTH 00° 26' 27" EAST PARALLEL WITH THE EAST LINE OF SAID SECTION 36 A DISTANCE OF 600.00 FEET; THENCE SOUTH 89° 20' 49" EAST PARALLEL WITH SAID SOUTH SECTION LINE 68.56 FEET; THENCE NORTH 00° 26' 27" EAST PARALLEL WITH SAID EAST SECTION LINE 728.09 TO THE NORTH LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36; THENCE SOUTH 89° 31' 45" EAST ON SAID NORTH LINE 100.00 FEET TO SAID EAST SECTION LINE; THENCE SOUTH 00° 26' 07" WEST ON SAID EAST SECTION LINE 1328.41 FEET TO THE POINT OF BEGINNING. CONTAINING 173,960 SQ. FT. MORE OR LESS. (3.994 acres.)

GIEM – 10313 EAST SHORE DRIVE – Tax ID 00036-020-H:

SUBJECT FEE PARCEL:

THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, EXCEPT THE SOUTH 30 ACRES THEREOF. ALSO THE NORTH 100 FEET OF THE SOUTH 30 ACRES OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 36, ALSO THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST. THAT PORTION OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST LYING EASTERLY OF THE FORMER WESTERLY RIGHT OF WAY OF THE GRAND RAPIDS AND INDIANA RAILROAD COMPANY. ALSO THAT PORTION OF THE NORTH HALF OF NORTHEAST QUARTER OF SECTION 36 LYING WITHIN THE FORMER RIGHT OF WAY OF THE GRAND RAPIDS AND INDIANA RAILROAD COMPANY. ALSO THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 36, EXCEPT; PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER POST OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2,640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE NORTH 00° 00' 00" EAST 149.22 FEET, THENCE NORTH 42° 30' 58" EAST 172.13 FEET, THENCE NORTH 45° 43' 24" EAST 117.49 FEET, THENCE NORTH 26° 31' 24" EAST 121.54 FEET, THENCE NORTH 18° 59' 52" EAST 258.41 FEET, THENCE SOUTH 89° 57' 20" EAST 349.98 FEET, THENCE SOUTH 30° 55' 35" WEST 231.03 FEET, THENCE SOUTH 31° 39' 46" WEST 93.38 FEET, THENCE SOUTHWESTERLY 172.99 FEET ON A 500 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 41° 20' 01" WEST 172.13 FEET, THENCE SOUTH 52° 34' 03" WEST 223.84 FEET, THENCE SOUTH 52° 58' 04" WEST 220.00 FEET, THENCE SOUTH 56° 15' 14" WEST 52.19 FEET TO THE SOUTHWEST CORNER OF LOT 1 SUNNY HEIGHTS, THENCE SOUTH 58° 41' 43" WEST 12.43 FEET TO THE POINT OF BEGINNING, AND ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, THE NORTH AND SOUTH QUARTER LINE OF SECTION 36, AND THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SAID SECTION 36.

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

PROPOSED TRAIL DESCRIPTION

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WHEREAS, the City has the power to establish and reasonably control the installation of non-motorized and pedestrian walkways, including the power to provide a plan for non-motorized and pedestrian walkways in the City and the power to regulate their use pursuant to MCL 324.33708; MSA 13A.33708; and

WHEREAS, the City possesses the authority to acquire the aforementioned fee simple interests under State law including Act 451 of the Public Acts of 1994, as amended, MCL 324.33708 et seq.; MSA 13A.33708 et seq., and Act No. 295 of Public Acts of 1966, as amended, MCL 213.361 et seq.; MSA 8.261(1), to acquire such property by eminent domain, in accordance with the Uniform Condemnation Procedures Act, Act No. 87 of the Public Acts of Michigan of 1980, as amended (the "Act"), MCL 213.51 et seq., MSA 8.265(1) et seq., which Act establishes certain procedures for the acquisition of property by eminent domain; and

WHEREAS, the City has determined that it is necessary for the public health, safety and welfare, to acquire fee simple interests for the East Portage Trail along East Shore Drive, for the

installation of non-motorized and pedestrian walkways (the foregoing referenced in these resolutions as the "Project"), and to acquire the fee simple interests; and

WHEREAS, plans have been prepared for the Project and are on file with the office of the Department of Parks, Recreation and Property Management of the City.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Project is necessary to protect and enhance the public health, safety and welfare of the City, and is within the scope of the powers of the City.

2. In order to complete the Project, it is necessary to acquire fee simple interests in the following property located in the City of Portage, County of Kalamazoo, State of Michigan:

HOOSE - 10711 East Shore Drive - Tax ID: 00036-095-B:

SUBJECT FEE PARCEL

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LINE 1328.41 FEET TO THE POINT OF BEGINNING. CONTAINING 173,960 SQ. FT. MORE OR LESS. (3.994 acres.)

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PROPOSED TRAIL DESCRIPTION

THAT PART OF THE EAST HALF OF SECTION 36, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE INTERSECTION OF THE FORMER EAST RIGHT OF WAY LINE OF THE GRAND RAPIDS AND INDIANA RAILROAD AND THE NORTH LINE OF SAID SECTION 36, SAID POINT OF BEGINNING BEING 1545.10 FEET SOUTH 89° 57' 00" WEST OF THE NORTHEAST CORNER OF SAID SECTION 36; THENCE SOUTH 89° 57' 00" WEST ON THE NORTH LINE OF SAID SECTION 36 A DISTANCE OF 103.29 FEET TO THE FORMER WEST RIGHT OF WAY LINE OF THE GRAND RAPIDS AND INDIANA RAILROAD; THENCE SOUTH 14° 32' 38" EAST ON SAID WEST FORMER RIGHT OF WAY LINE 4111.93 FEET MORE OR LESS TO THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36; THENCE EAST ON SAID SOUTH LINE 617.10 FEET MORE OR LESS TO THE EAST LINE OF SAID SECTION 36; THENCE NORTH ON SAID EAST SECTION LINE 315.00 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE 595.5 FEET MORE OR LESS TO SAID FORMER EAST RIGHT OF WAY LINE: THENCE NORTH 14° 32' 38" WEST ON SAID FORMER EAST RIGHT OF WAY LINE 3786.6 FEET MORE OR LESS TO THE POINT OF BEGINNING.

3. The City, its City Manager and its special legal counsel, Miller, Canfield, Paddock and Stone, P.L.C., are authorized and directed to take any and all steps necessary to acquire the fee simple interests as indicated, including doing so by eminent domain, and including, without limitation, execution, completion, filing and recording on behalf of the City of a Declaration of Taking; the filing of a complaint; engaging in the determination of just compensation; retaining appraisers or other experts; making good faith written offers and undertaking litigation.

4. That all resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Members:

NAYS: Members:

ABSENT: Members:

RESOLUTION ADOPTED.

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on _____, 2020, and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Erica Eklov, City Clerk
City of Portage

Prepared by:
Miller, Canfield, Paddock and Stone, P.L.C.

By: _____
Stanley J. Stek (P29332)
99 Monroe Avenue, N.W., Suite 1200
Grand Rapids, Michigan 49503
(616) 454-8656

APPROVED AS TO FORM
DATE 8/19/2020

CITY ATTORNEY

31738908.3\071476-00101

Austin Lake Trail

- Already Acquired (Pfizer)
- Resolution of Necessity to Negotiate
- Pending



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: MDOT Contract #22-5575 (Portage Road, East Centre Avenue to Romence Road Parkway)

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Approve Contract #22-5575 between the Michigan Department of Transportation and the City of Portage for the reconstruction of Portage Road from East Centre Avenue to Romence Road Parkway and adopt a Resolution authorizing the City Manager to sign all documents related to the contract on behalf of the city.

Major street reconstruction projects are selected based on pavement condition, average daily traffic, federal aid eligibility, as well as potential development activities. The proposed FY 2022–2023 Capital Improvement Program budget includes funding for the Portage Road Reconstruction Project. The Portage Road Reconstruction Project includes resurfacing the existing roadway from East Centre Avenue to Romence Road Parkway, replacement of the traffic signal at the Portage Road/Romence Road Parkway intersection, and installation of boulevards and streetlights throughout the project limits. Installation of boulevards within this section of Portage Road will reduce conflict points by restricting access in key locations and will eliminate sporadic turn movements. The boulevard will allow landscaping in the center turn lane where the turn lane is not needed. This calms traffic and is a more rewarding experience for motorists and pedestrians walking along the trail.

On October 5, 2021, Abonmarche Consultants, Incorporated, was awarded an engineering service contract for design and construction engineering for this project. Because the project is partially funded by Federal Surface Transportation funding, the Michigan Department of Transportation (MDOT) is involved as a facilitator. The construction bid opening by MDOT was held on February 3, 2023. MDOT requires that an agreement with the local government agency be executed prior to construction award. The estimated total cost of the project is \$3,125,100 with \$1,552,414 in Federal Surface Transportation funds, \$730,000 in Highway Infrastructure COVID Relief funds and the remaining \$842,686 financed through the Municipal Street Fund. Following the contract award by MDOT, construction will commence in June 2023 with completion in the fall.

It is recommended that City Council approve Contract #22-5575 between the Michigan Department of Transportation and the City of Portage for the reconstruction of Portage Road from East Centre Avenue and Romence Road Parkway and adopt a Resolution authorizing the City Manager to sign all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding exists in the FY 2022/2023 Capital Improvement Program budget.

Attachments: 1. MDOT Resolution # 22-5575

**CITY OF PORTAGE
RESOLUTION**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan, held at the City Hall in said City on the _____ day of _____, 2023 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Councilmember _____ and seconded by Councilmember _____.

RESOLVED, that the City Council for the City of Portage does hereby authorize the City Manager, Patrick McGinnis, to sign all documents related to Contract No. 22-5575 between the City of Portage and the Michigan Department of Transportation. This contract is for the construction improvements on Portage Road from East Centre Avenue to Romence Road Parkway.

ADOPTED: YEAS:

NAYS:

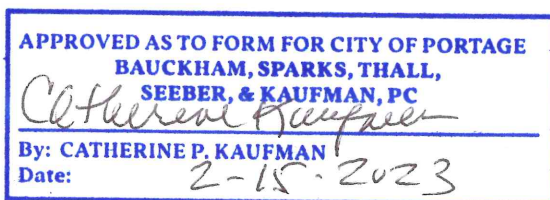
ABSENT:

Erica L. Eklov, City Clerk

CERTIFICATION

I hereby certify this _____ day of _____, 2023 that the foregoing is a true and complete copy of the original on file in my office.

Erica L. Eklov, City Clerk



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Austin Lake Aquatic Plant Management Special Assessment - Resolution No. 4

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Adopt Resolution No. 4, for the Austin Lake Aquatic Plant Management Special Assessment District No. 023-A, setting a public hearing on the Assessment Roll for March 7, 2023.

Attached is Special Assessment Resolution No. 4 for the Austin Lake Aquatic Plant Management Special Assessment District No. 023-A. Previous City Council action relating to this project includes:

- On January 10, 2023, City Council adopted Resolution No. 1, accepted the City Manager Report, and requested preparation of Resolution No. 2.
- On January 24, 2023, City Council adopted Resolution No. 2 on this project, setting a public hearing of necessity on February 7, 2023.
- On February 7, 2023, City Council adopted Resolution No. 3 on the necessity of the project, directing preparation of the Assessment Roll.

It is recommended that City Council adopt Resolution No. 4 for the Austin Lake Aquatic Plant Management Special Assessment District No. 023-A, setting a public hearing on the Assessment Roll for March 7, 2023.

FUNDING: N/A

Attachments: 1. Austin Lake Aquatic Plant Management - Resolution No. 4

CITY OF PORTAGE
SPECIAL ASSESSMENT RESOLUTION NO. 4
AUSTIN LAKE INVASIVE WEED MANAGEMENT PROGRAM
SPECIAL ASSESSMENT DISTRICT #023-A

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2023 at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____

WHEREAS, the City Assessor has, pursuant to resolution of the City Council, and in accordance with the provisions of the Special Assessment Ordinance of the City, prepared a Special Assessment Roll and has filed the same with the City Clerk for presentation to the City Council for review and certification for the hereinafter described public improvement:

Establish funding to provide for the management of Austin Lake including herbicide treatment and mechanical harvesting of aquatic plants.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll shall be filed with the office of the City Clerk and shall be available for public inspection during regular working hours on regular working days.

2. The City Council shall meet on the ____ day of _____, 2023 at 7:00 p.m., local time, or as soon thereafter as may be heard, in the City Hall in said City to review said Special Assessment Roll and hear any objections thereto.

3. The City Clerk shall cause notice of the filing of said Special Assessment Roll and of the time and place of said meeting to be mailed and published in accordance with the

requirements of the Charter and the Special Assessment Ordinance of the City of Portage; said notice shall be in substantially the form attached hereto as Exhibit "A".

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

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

RESOLUTION DECLARED ADOPTED:

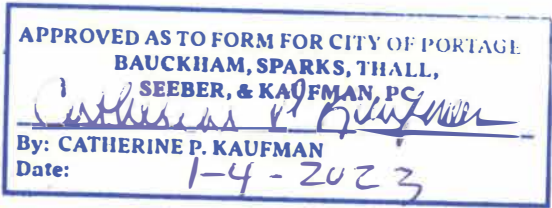
Erica Eklov, City Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF KALAMAZOO)

I, the undersigned duly qualified and acting 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 _____, 2023, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my official signature this ____ day of _____, 2023.

Erica Eklov, City Clerk



Minutes of Boards & Commissions

**City of Portage Environmental Board
Agenda for the Meeting on September 14, 2022**

Members present : Jerry, Loren, David, Thomas, Joseph

7:01pm Meeting Called to Order

Public Comment

- No members of the public present to speak

Motion to approve August minutes

- Jerry votes against approving minutes
- Minutes approved

Motion by Joseph that the Environmental Board recommends to the City Council that the city of Portage should support the Urban Bird Treaty

- Unanimous

Discussion on Birds and Trees

- David Lancaster asked Dr. Walter what can we do for Encouraging Bird friendly tree plantings in Portage? "If you had to choose one species - Native Oaks Species"
- Another way to do bird friendly - contact Water Street Coffee as a sponsor for a shade grown variety of coffee to support trees and birds

Motion to place on the Agenda next month

- Environmental Board Activity/member to seed bank and present at the last Farmer's Market
- Unanimous

Motion to discuss forming an events committee

Jerry commented on a location to plant a tree near celery flats (dying cherry tree)

8:30pm Motion to adjourn

**City of Portage Environmental Board
Agenda for the Meeting on December 14, 2022**

Members present: Justin Gish, Jerry Kroehn, David Lancaster, Joe Chamberlin, Lauren Tompkins, Jason Beasley, Thomas Schaffer, Jaime Harmon (ex officio)

7:01 p.m. Meeting called to order

- Joe Chamberlin made motion to start the meeting. Motion passed unanimously.

7:03 p.m. Welcome and Introduction of Guests

- No were guests present.

7:03 p.m. Public Comment

- No members of the public present to speak.

7:05 p.m. Approval of the September and November Board Minutes

- September meeting minutes are not ready for approval. Motion made by David Lancaster to table the approval until the January meeting. Motion passed unanimously.
- November minutes were discussed. Jerry Kroehn. had questions about the suggestion in the meeting minutes regarding the deer discussions. Those questions were answered, and Jerry Kroehn was satisfied. Joe Chamberlin made a motion to approve the minutes, the motion passed unanimously.

7:10 p.m. Board Elections

- Jerry Kroehn nominated Joe Chamberlin to be chair.
- Thomas Schaffer suggested that interested individuals nominate themselves, rather than be nominated by others. Joe Chamberlin indicated that he did not want to take on the chair position and would prefer to remain as vice chair. Thomas Schaffer then detailed his vision for the board under his leadership and indicated that he'd like to serve for another year. Jerry Kroehn stated that he was not happy with the communication from Thomas Schaffer to the board over the past year, specifically citing a letter that will be presented to the city council at their December meeting. Jamie Harmon stated that the letter was needed on short notice, and it needed to be given to the council before the entire board could review. Thomas Schaffer and Jaime Harmon said that the letter could be amended, and the board would be able to have input.
- Lauren Thompkins suggested that the board return to the discussion of leadership positions and Joe Chamberlin volunteered to serve as vice chair. Thomas Schaffer volunteered to continue to serve as chair. Justin Gish volunteered to continue to serve as secretary. Thomas Schaffer suggested that he might be compelled for personal reasons to step down at some point this year, indicating as well that if he left his position as chair he would also step down from the board.
- Joe Chamberlin declined the nomination for board chair. Joe Chamberlin made motion to keep board leadership the same. The motion passed.

7:33 p.m. Deer Cull Alternative Discussions

- Lauren Tompkins reminded the board that a cull would be unlikely to be approved by city council, and researched alternatives to culling that would help to reduce deer related car accidents. Lauren Tompkins suggested her research indicated that education and signage would be the best method of decreasing deer/vehicle collisions in Portage.
- Joe Chamberlin said that he's been close to hitting deer many times on Garden Lane between the hours of 2 a.m. and 5 a.m. And believes that signage in that area and similar areas could be helpful.
- Jaime Harmon stated that her department has data that indicates signage is not particularly effective and did not see the city of Portage putting up more signs.
- Jerry Kroehn suggested that City Council approved archery hunting in the City of Portage if the hunter is a resident of Portage. Jerry Kroehn said he confirmed this over the phone with city representatives but could not recall who he spoke with. Jerry Kroehn believes this might indicate that the City Council would be open to a deer cull. Joe Chamberlin suggested that information on how to curb deer/vehicle collisions could go into a pamphlet that citizens could read.
- Lauren Tompkins volunteered to continue to look for data from the city regarding the location of the majority of deer/car collisions and use targeted education to inform the citizens of Portage. Joe Chamberlin asked Jerry Kroehn to also bring in his data for comparison. Jerry Kroehn said that there was an old joke in the city that deer were "culled by cars".
- Joe Chamberlin made motion to continue to collect data and consolidate information, with the goal of putting together informational material for the citizens. The motion passed.
- Thomas Schaffer thanked Jerry Kroehn for his passionate vision of culling deer in the City of Portage.

8:07 p.m. Environmental Board Composting Site Visit Recap

- David Lancaster gave a review of the field trip and described the composting process. David stated that the operators of the composting site were in favor of working with the board on educational videos.

8:18 p.m. Arbor Day

- Jaime Harmon stated that the city has not planted trees for the last few years and would like to begin this process again. The parks department needs the event to be held during working hours on weekdays. The parks department already has their event schedule set up. The parks department would like to know more about the ideas the Environmental Board had for a green week before agreeing to that.
- The Green-a-thon will no longer be partnered with the Farmer's Market.
- Lauren Tompkins asked if we should form a committee to explore options for Green-a-thon. Through discussion it was agreed upon that no committees would be formed and

instead, due to the busy holiday season. Joe Chamberlin made a motion that members coordinate over email to coordinate their events. Motion passed.

8:35 p.m. Update to City Council December 20th/2023 Visioning

- The board was pleased with the information they received from the city regarding decarbonization of city equipment.
- Thomas Scahffer asked the new members, David Beasley and Lauren Thompkins to think about what they are passionate about and what direction they would like to see the board move towards in 2023.

8:40 p.m. Local Grid Power Generation

- Thomas Schaffer spoke to the board about renewable energy in the City of Portage and how the board might help the city work towards a more emission free existence. Joe Chamberlin mentioned different types of turbines he's seen and how these turbines could be placed at airports and along freeways.
- Lauren Thompkins asked if the NORESO report sent by the city to the board was the start of a process, and if NORESO might be able to give suggestions as to how the city might work towards decarbonization.
- Thomas Schaffer wanted to know what the City of Portage can do to pilot some renewable energy programs, and asked for Lauren Thompkins work with him, thanks to her expertise.
- Joe Chamberlin made a motion to continue this discussion to move the City of Portage towards possible renewable energy incentives and programs at the next meeting. The motion passed unanimously.

8:56 p.m. Board Member Discussion

- Jerry asked the board if they had air conditioners in their homes and mentioned a Consumer's Energy program that modified how the air conditioner will work on very hot days.
- Lauren Thompkins asked about garlic mustard pull scheduling and Jaime Harmon suggested there was less enthusiasm from the Parks Department about working with the Environmental Board on this project going forward.
- Justin Gish asked about the updated Master Plan. Thomas Schaffer made a motion to add a Master Plan discussion as an agenda item for the January Meeting. The motion passed unanimously.

9:03 p.m. Meeting Adjourned

- Joe Chamberlin made a motion to adjourn the meeting. Motion passed unanimously.

City of Portage Environmental Board
Agenda for the Meeting on January 11, 2023
Minutes Recorded by: Jason Beasley

Members present: Jerry Kroehn (JK), David Lancaster (DL), Joe Chamberlin (JC), Lauren Thompkins (LT), Pat McGinnis (PM; City Manager), Jason Beasley (JB), Thomas Schaffer (TS), Loren Kimeldorf (LK), Jaime Harmon (JH)

7:03 p.m. Welcome and Introduction of Guests

- City Manager Pat McGinnis provided introduction

7:05 p.m. Meeting begins

7:05 p.m. Public Comment

- No members of the public present to speak.

7:05 p.m. Approve September and December 2022 Meeting Minutes

- JC motion to approve September minutes – seconded, motion passed

7:05 p.m. Arbor Day

- JH talked to Kathleen about tree planting, seems to be moving forward. An entire green week will be more difficult in 2023 given park schedules.
 - Kathleen advised forming a committee to work on this, wanting to see ideas or a vision of the “Green Week” and would like to see something as early September to get into the next year schedule.
 - Youth Advisory Committee (YAC) numbers are significantly down, will be hard for them to perform events. Talks to do something smaller scale than the Green-A-Thon in the spring. YAC would like to partner with Environmental Board on this.
 - Discussions of a recycling event. Promote city hall event. Donations of saplings (~200 to give away)
- JC: Is Farmers market still planning to start the last week of April?
 - JH: No. Green-A-Thon and Farmers Market coordination will not continue.
- JC: Suggests reaching out to climax solar or others to give presentation to inform people of rooftop solar. Waiting to hear back about an event at the library with the Seed Bank. Third idea to promote a Portage Creek cleanup.
- LT: How many people are appropriate for a committee?
 - JH: Committees three to four typical.
- JH: Discussion including educational topics that week (content) not necessarily events.
- JC: Can we use the website to feature different topics on the website? Or list all major topics.
 - JH: Yes.
- LT: Discussion on Citizens Science interest using or promoting apps.

- LK – Broached tree planting concept and location in Celery Flats.
 - JH: Kathleen indicated landscaping/tree planting planned for Celery Flats. May not be that exact area.
- TS: Questions on difficulty of planting at bird-friendly trees/sites. If in a trafficked area, questions the ability to add a plaque or information stand describing the tree and site.
 - JK: There are approved tree species that can be planted. Restricted list. How much money is set aside for trees this year?
 - PM: Uncertain for street tree replacement – but perhaps as high as 70% mortality in this environment. Need to work with Public Works to ensure no interference with lawn activities.
 - JH: Discussion on planning and landscaping requirements to maintain tree city status. (200 trees per year)
 - JC: Discussion on updates or penalties for developers for removing old trees (tree ordinance)?
 - JH: Has not been picked back up yet. Educational component of this program was lacking and needs improvement before being picked back up.
 - Motion (JC): To allocate time to recommend a new tree ordinance to the city and add this to the agenda for next month. Seconded by LT
 - Discussion: None
 - Passed unanimously.
- 2024 Green Week Committee of 4: LT, JK, DL, JC

7:29: Motion to approve December minutes (motion for approving minutes earlier in meeting was only for September). Seconded LT.

- Discussion:
 - JK Concerned with language of city not accepting deer culling. Discussion ensues on the wording reflective of the consensus of the group.
 - JK: Questions regarding deer stance and deer count updates?
 - JH: Clarification on prior helicopter deer count and non-renewed funding of some projects post-Covid.
 - Jerry: Asking for deer count. Concerns with costs of deer hazards.
- Approved with 7 aye votes (Abstain: JK)

7:36 p.m. Portage Master Plan

- JH: Sent link to Master Plan
- PM: Distributed business cards with QR code to take survey. Comments due February 15th. Attend meetings coming soon to participate.
 - **JH: Each person to take survey before meeting next month. And if anything is missing and feedback needs to be sent to the board.**
 - JC: Questions updating next month agenda to discuss master plan
 - Motion by LK “ To allocate 10 minutes to discuss master plan.” Seconded by TC. Vote approved 6:0. (2 abstains).

- PM: Master Plan is updated every 5 years.
- TC: How does local grid power plan tie in with the master plan. Discussion follows.

7:43 p.m. Local Grid Power Generation

- TS: How do we go about this. How do we know the feasibility?
- LT: Discussion on types of education and incentives is Portage able to offer to residents for renewable energy?
 - PM: Originated when city hall needed a new roof. Lots of internal electrification. Talked to schools.
 - JC: Discussion about federal funding for solar/electrification. The city won't support solar for roof projects. And the furnace engineer recommended propane.
 - PM: Role of environmental board is to generate education. Send to JH.
 - LK: Discussion on social media and city Instagram account. Trend is away from facebook but linkedin is active.
- Further discussion on goals, wants, investments for city.
- JC/LT/TS: discussion on how to get businesses interested/attracted.
 - PM: Reiterates the role of property rights.
- LK – Can the city convey useful information to the board to combat questions about say, removing trees, but – we reconfigured things to park underground and save some trees.

8:08 p.m. Board Member Discussion

- JH: Email sent out for garlic mustard pull contest. It's on a Friday. May miss people at work. Must attend training and education to win contest. Saturday morning, April 29 (10 AM – 12PM) could be added for those who can't attend on a Friday afternoon. Need to ensure we have appropriate representative support.
- JK: Any progress on getting minors with an OK to pull garlic mustard?
 - JH: Minor waivers are only required if board does organized pulls, which it is currently not scheduled to do this spring.

8:27 p.m. Meeting Adjourned

- DL motion. Seconded JB. Passed 7:0

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – December 1, 2022

CALL TO ORDER: The City of Portage Special Human Services Board meeting of December 1, 2022, was called to order by Chair Brooke Kolodzieczyk at 6:04 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue, Portage MI.

MEMBERS PRESENT: Chair Brooke Kolodzieczyk, V-chair Jihan Young, Effie Kokkinos, John Dillworth, Monica Lloyd, and Justin Phan & Chelsea Huber

MEMBERS ABSENT: Erin Tornello

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist

APPROVAL OF MINUTES: The Minutes of October 6, 2022 were approved by a motion by Young and supported by Dillworth. The motion was unanimously approved, 7-0.

OLD BUSINESS:

Change official meeting time. HSB Chair Kolodzieczyk explained the proposed meeting time change to 5:30 from 6:00 p.m. may be helpful and more efficient for members leaving work to the start of the meeting. Brief HSB discussion led to a motion by Lloyd, supported by Kokkinos. The motion carried 7-0.

NEW BUSINESS:

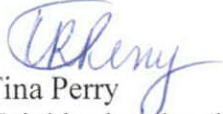
New Board member introductions. Chelsea Huber and Justin Phan were recently appointed to the HSB. Brooke Kolodzieczyk welcomed and thanked them for their participation, briefly explaining the role of the board. HSB members introduced themselves. One vacancy remains currently.

Human/Public Services Funding Applications review: Perry provided the applications received, a cumulative spreadsheet listing any current funding, and new funding being requested. She provided the criterial ranking sheet and HSB asked specific questions as to clarify how to complete it. Discussion included the need to collect missing Board of Directors lists from a few organizations. The November Human Services Open House was a catalyst in publicizing the City of Portage General Fund. New programs are being proposed because of the outreach. In addition, Dillworth assisted in creating the Circle of Support, encouraging a focus on housing, and how applicants' programs should support the long-time goal of housing through their various programs. Members were asked to read the applications, request information from Perry or directly from agencies, and to provide their completed ranking sheet by noon on January 3, prior to the next HSB meeting January 5.

STATEMENT OF CITIZENS: None

ADJOURN: 7:31 p.m. Motion to adjourn by Young, supported by Kolodzieczyk and unanimously supported. 7-0.

Respectfully Submitted,



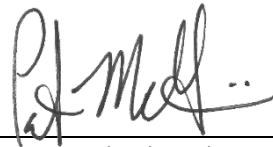
Tina Perry
Neighborhood and Housing Specialist
Community Development, City of Portage

T:\COMMDEV\2022 2023 Department Files\Board Files\HSB\Minutes\HSB Minutes 12.01.2022.docx

MATERIALS TRANSMITTED

Tuesday, February 7, 2023

1. Communication from the City Manager regarding comments received for the February 7, 2023, Public Hearing – Information Only.



Pat McGinnis, City Manager

cc Adam Herringa, Deputy City Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Citizen Comments Regarding Austin Lake Invasive Weed Management Program

The attached comments for tonight's Public Hearing regarding the proposed Austin Lake Invasive Weed Management Program project were received over the last two days. As they are relevant to the topic on tonight's City Council agenda, these comments have been added as an attachment to the agenda item.

Attachment

February 4, 2023

City of Portage
CityClerk@portageme.gov

RE: Austin Lake Invasive Weed Management Program – District #023-A

Attn: City Council Members

Dear Council Members,

I am a resident of 3101 Woodhams Avenue and a member of the Austin Lake Riparian Board.

As I am not able to attend the February 7, 2023, City Council meeting at which a public hearing concerning the necessity of the management of Austin Lake (including herbicide treatment and mechanical harvesting of aquatic plants) will be held, please accept this letter as my statement of affirmation that the City Council vote to proceed with “the improvement”. Please also consider the following:

- That chemical and mechanical weed control programs to treat both invasive weeds and the Sago Pondweed out-break identified in the 234-acre area within the “southwest bay” of Austin Lake should be considered.
- It is my opinion that, with the below exceptions, assessments for the improvements should be on a per household basis and not on a per parcel, per address, per number of residents, or per linear feet of lake frontage basis.
- That the City of Portage, by virtue of benefits to the public via Lakeview Park, should consider contributing to the payment of the improvements to a higher degree than individual riparians.
- That the State of Michigan and Pfizer, by virtue of benefits to the public (the State controlled boat launch) and corporate benefit (the Pfizer outlets – which likely contribute to excessive weeds on the north end of the lake) should be approached with a request that they contributing to the payment of the improvements to a higher degree than individual riparians.
- That additional scope for future physical water monitoring and testing be added.
- That clear and measurable metrics to determine project success be set.
- That an annual report be provided by a consultant to both City Council and the Austin Lake Riparian Board detailing progress/ success, test results, etc. be required.

Thank you for your time and for the work you do on behalf of Portage residents as members of the Council.

Best regards,

Gary Hahn
Ghahn200@gmail.com
269.207.3849

CC: AJ Spicer, President Austin Lake Riparian Board

Amanda Janssen

From: Spicer, AJ <aj.spicer@kellogg.com>
Sent: Monday, February 6, 2023 9:23 AM
To: City Clerk
Subject: February 7 City Council Meeting: Email for City Council Meeting; Austin Lake Invasive Weed Management

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

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

Ms. Eklov..

Below is an email from a resident of Austin Lake (Dave Savoy) asking that his comments be delivered to the Council Members as / prior to the Feb 7th meeting.

Thanks very much.

AJ Spicer
President Austin Lake Riparian Board.

From: Dave Savoy <dave_savoy@yahoo.com>
Sent: Sunday, February 5, 2023 10:27 AM
To: Spicer, AJ <aj.spicer@kellogg.com>
Subject: [EXTERNAL] Re: City Council Meeting

This Message Is From an External Sender

This message came from outside your organization.

Good Morning AJ,

As Susan and I are on our way to Florida, we will not be able to attend the CITY council meeting on Tuesday. I will try to call in to leave a message supporting the proposal as a board member of the ALRB. If I can't leave a message, please use this e-mail as support for the proposed proposal.

Thanks, DAVE

On Thursday, January 26, 2023 at 02:48:14 PM EST, John W Fisher <revjwfisher@gmail.com> wrote:

Unfortunately, I can't make it due to scheduling conflict

Sent from my iPhone

On Jan 26, 2023, at 1:16 PM, Spicer, AJ <aj.spicer@kellogg.com> wrote:

If possible, please be in-person at the City Hall for this special meeting on Austin Lake Weed Control.

Amanda Janssen

From: Erica Eklov
Sent: Monday, February 6, 2023 4:40 PM
To: Pat McGinnis; Adam Herringa
Cc: Amanda Janssen
Subject: FW: Austin Lake: Question: Red Zone on the Mechanical Harvesting Map

3rd e-mail received below. I also have a call to return to Walt Hansen with questions on the project.

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

From: Spicer, AJ <aj.spicer@kellogg.com>
Sent: Monday, February 6, 2023 10:54 AM
To: Erica Eklov <eklove@portagemi.gov>
Subject: Austin Lake: Question: Red Zone on the Mechanical Harvesting Map

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

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

Additional Feedback for the City Council meeting tomorrow.

From: Dave Savoy dave_savoy@yahoo.com
Sent: Monday, February 6, 2023 10:31 AM
To: Spicer, AJ aj.spicer@kellogg.com; 'Gary Hahn' ghahn@gowightman.com; 'Jeff Sedlak' jsedlak@gmail.com; 'John Fisher' revjwfisher@gmail.com; 'Marc Chappell' mchap529@gmail.com; 'Ron Sayen' msayen123@gmail.com; 'Thorsten Willmann' twillmann@jrsusa.com; gardenspot@sbcglobal.net
Subject: [EXTERNAL] Re: Austin Lake: Question: Red Zone on the Mechanical Harvesting Map

All,
I have heard some mixed reactions to the program. The biggest concern is some folks do not like putting chemicals into the lake. A few others have questioned the harvesting process as they claim that harvesting has been done in the past and the results didn't prove to be beneficial.

Some others have expressed concern about the boat launch being tied up with the process and limiting access to the lake.

I would hope that Progressive AE would be able to answer these concerns.



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Jane Ghosh

President & CEO

Topics for Today

1. What is Discover Kalamazoo?
2. Updated geolocation data
3. Upcoming big events
4. Discover Kalamazoo strategies to grow visitor spending

Discover ! KALAMAZOO®

Who we are:

- Kalamazoo County Convention and Visitors Bureau (also known as a “destination marketing organization”)

What we do:

- Market Kalamazoo County as a destination for leisure travelers, meetings, and events

Mission: To attract and wow visitors for the economic advancement of our county

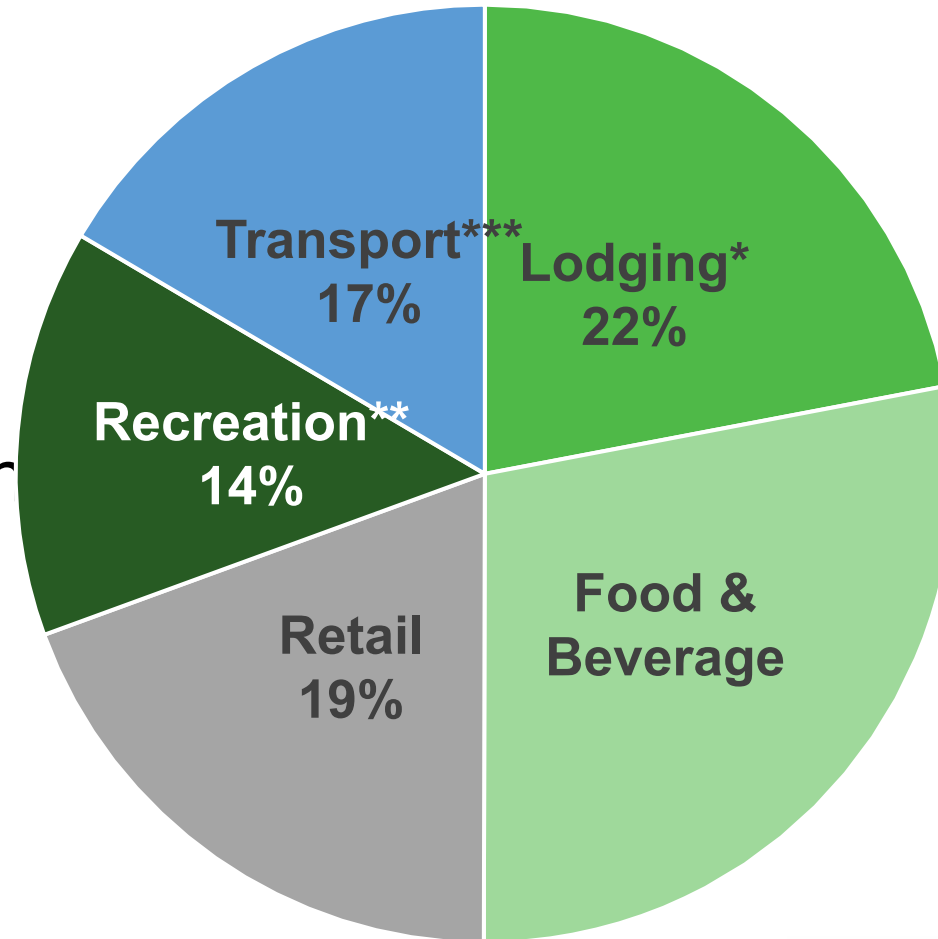
Vision: share Kalamazoo with everyone

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Visitor Spending Critical to Kalamazoo County

2021:

- \$585 million in spending
- 6350 direct jobs
- 8.4% of county employment



* Lodging spending includes 2nd home valuation

** Recreation includes casino wagering

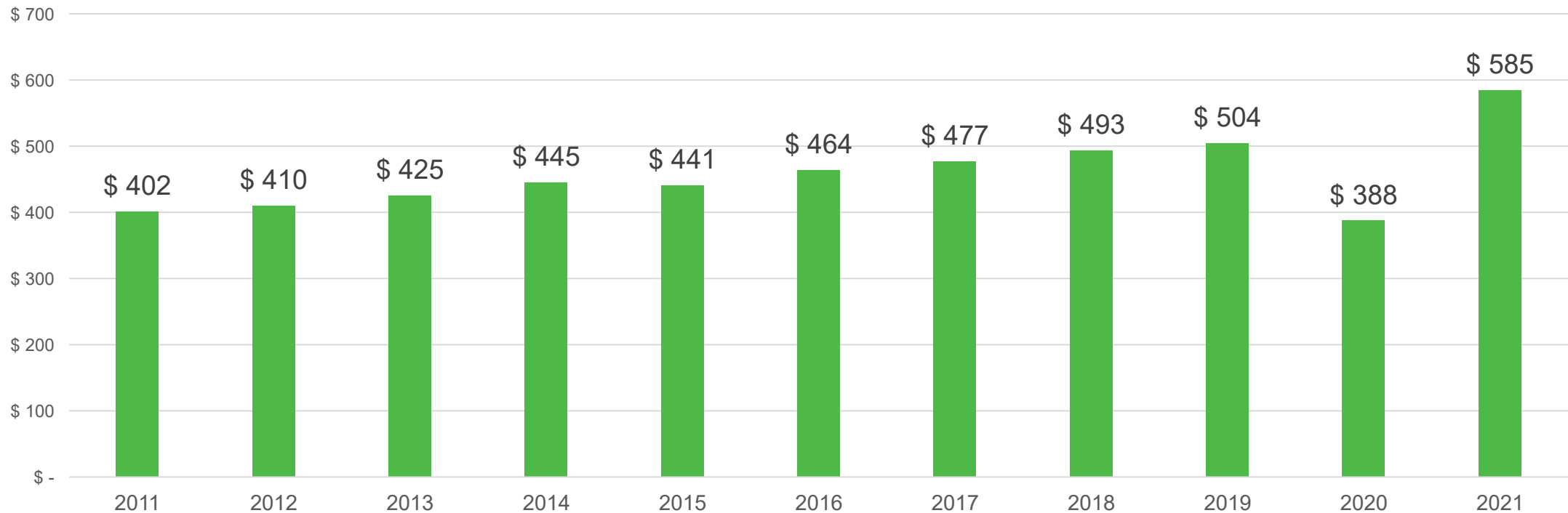
*** Transport includes local and air transportation

Data: Tourism Economics, Economic Impact of Tourism in Michigan, 2021.

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Visitor spending reaches all time high in 2021!

Visitor Spending, Kalamazoo County, \$ millions

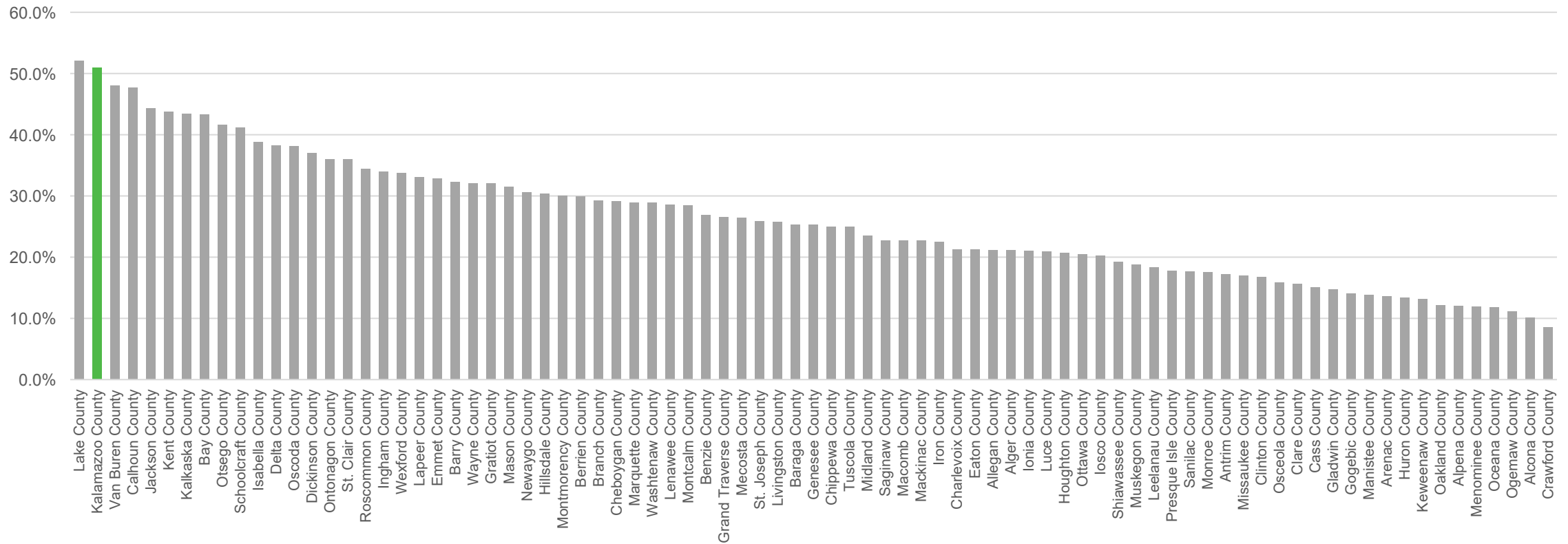


Data: Tourism Economics, <https://medc.app.box.com/s/yui1z2b824rg19lhdfxpyuabbthg951>

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Kalamazoo County #2 of 83 in Michigan in growth

Percent change in visitor spending, 2021 vs 2020



Data: Tourism Economics, <https://medc.app.box.com/s/yui1z2b824rg19lhdfxpyuabbthg951>

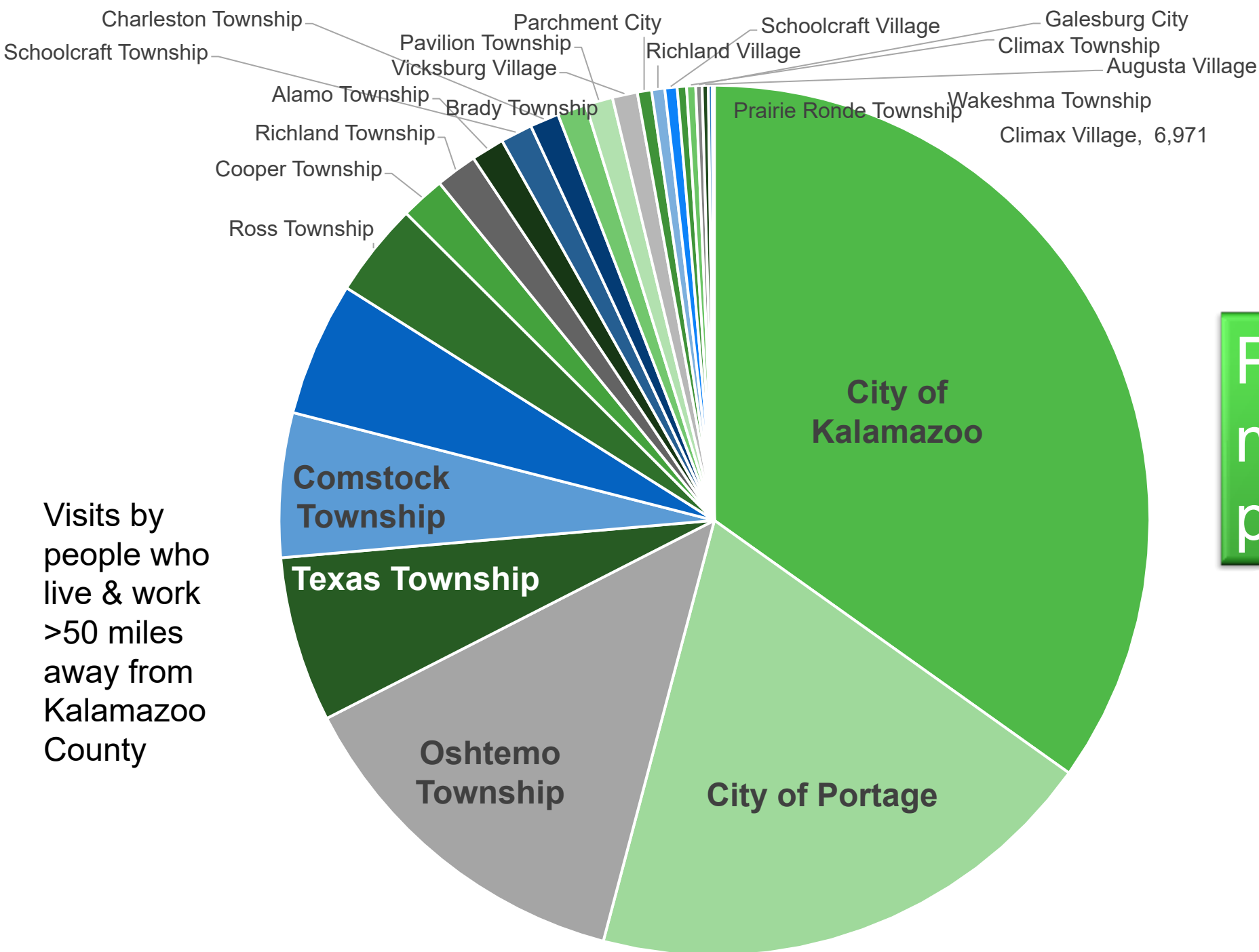
Discover! **KALAMAZOO**

Topics for Today

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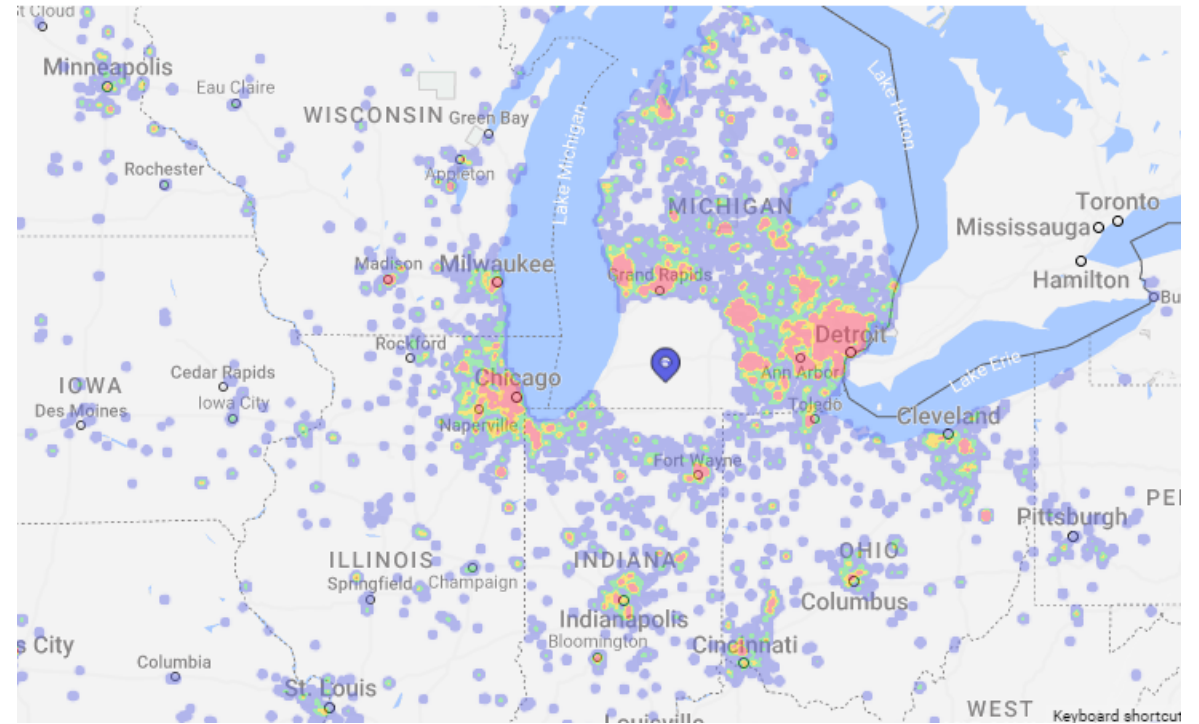
New Geolocation Data Provider: Placer.ai

- + Huge retail, venue and civic customer base
- + Regularly compare device coverage to “absolute truth” foot traffic
 - e.g., compare measured devices to TSA airport security stats, stadium turnstiles, etc
- + Allows them to extrapolate to estimate **actual visitors**
 - Previous provider only reported measured devices, with coverage varying widely over time
- + Allows us to look at visitor and resident foot traffic for any location nationwide
- Cannot (yet) remove high-frequency visitors e.g., students,  **KALAMAZOO®**

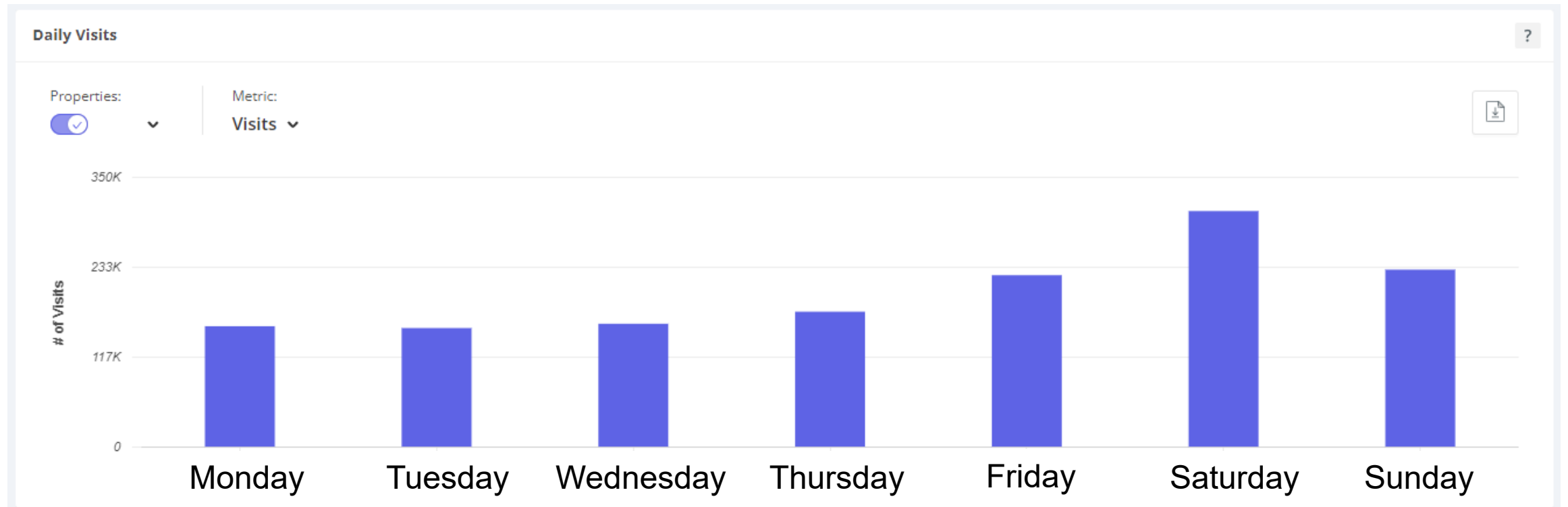


Portage 2nd
most visited
place in

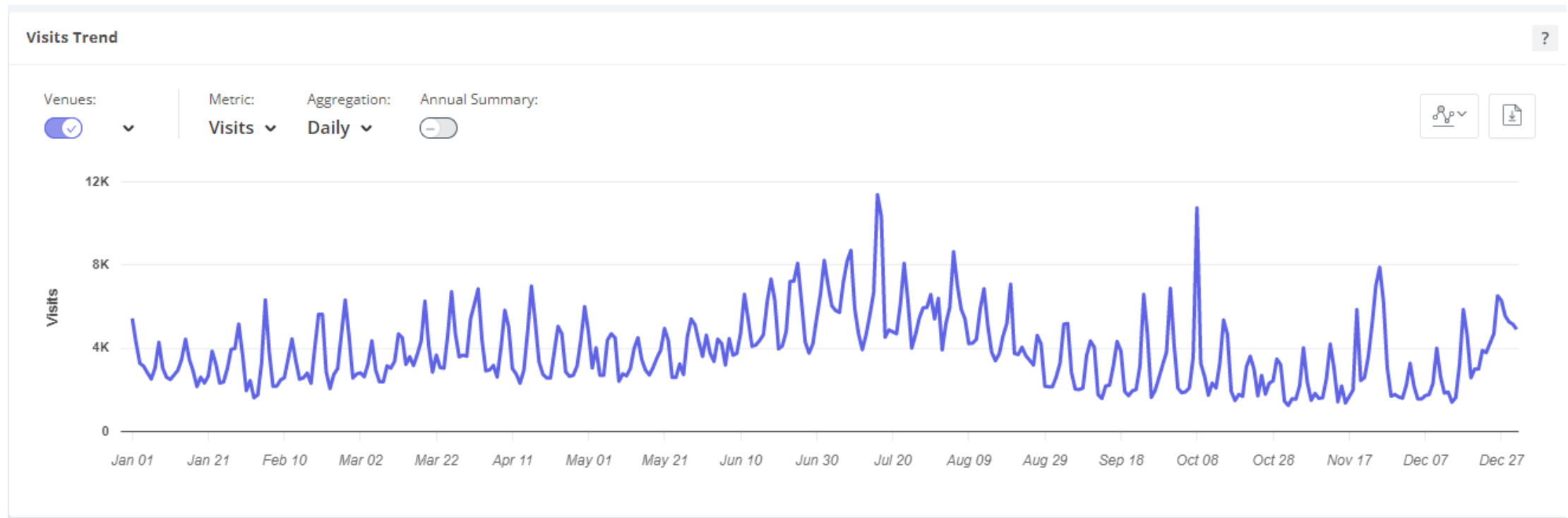
Most visitors
come from
region via
car



Most visit on weekends



Youth sports drive huge spikes



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Visits Trend

Venues: ☒ ▼

Metric: Visits ▼

Aggregation: Daily ▼

Annual Summary: ☐



Discover ! **KALAMAZOO®**



Visits Trend

Venues: ☒ Metric: Visits Aggregation: Daily Annual Summary: ☐



Discover ! **KALAMAZOO**

Topics for Today

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4. Discover Kalamazoo strategies to grow visitor spending

February 24-25



Wrestling Team Finals

February 26



Wrestling Finals

February 28-March 5

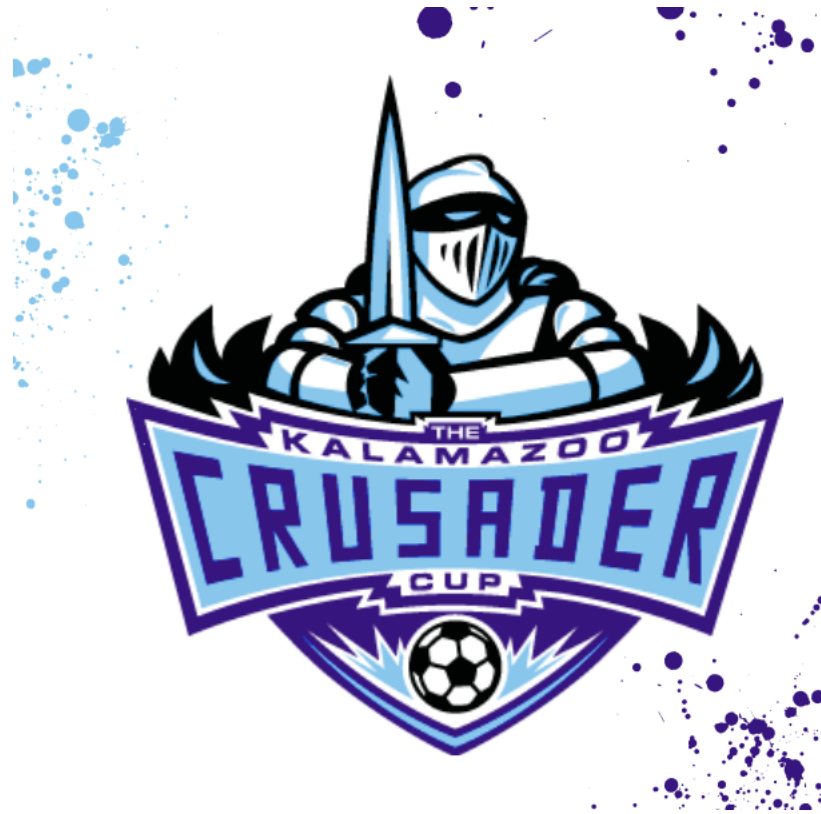


**MIXED DOUBLES
NATIONAL CHAMPIONSHIP**

KALAMAZOO 2023

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April 21-23



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Age Group	Number of People
18-24	10
25-34	15
35-44	20







May 11-13

WMU
International
Congress on
Medieval
Studies

July 14-16

- Portage Vintage Base Ball Tournament
- Ramona Park



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4. **Discover Kalamazoo strategies to grow visitor spending**

The Greenhouse: Discover Kalamazoo Strategies for Growth

Leverage our geography to win casual road-trippers

Intentionally attract diverse audiences across all workstreams

Future-proof Meetings and Sports development

Resident and partner development

Lead destination development



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Thank you!