

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Arbor Day
2. FEMA National Flood Insurance Program Community Rating System Award

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of March 21, 2023.
2. Approve the Accounts Payable Register of April 4, 2023 as presented.
3. Adopt the Resolution Accepting Newly Constructed Platted Street as Public Streets.
4. Adopt the Notice of Intent Resolution to fund construction of Fiscal Year 2022-2023 capital improvement projects, in the amount not to exceed \$6,000,000.
5. Approve a contract for an initial term of three years with three option years with Renewed Earth, Incorporated, to provide brush and leaf disposal for a total contract amount of \$600,000 and authorize the City Manager to execute all documents related to this contract and subsequent renewals on behalf of the city.
6. Rescind the October 18, 2022, approval of the purchase of five (5) 2023 Ford Interceptor AWD vehicles from Gorno Ford in the amount of \$257,830, approve the purchase of twelve (12) Chevrolet Tahoe Police Pursuit vehicles from Berger Chevrolet in the amount of \$479,796, and authorize the City Manager to execute all documents pertaining to this matter.
7. Accept the low bid in the amount of \$308,815 from Michigan Paving & Materials, Inc. to provide repairs to the Portage Creek Bicentennial Park (PCBP) Multi-use Trail and authorize the City Manager to execute all documents related to the contract on behalf of the city.
8. Minutes of Boards & Commissions:
 - a. Planning Commission of March 2, 2023.
9. Materials Transmitted.
10. Calendar of Meetings:
 - Park Board on Wednesday, April 5, 2023, at 6:30 p.m. at the Portage Parks & Recreation Building.
 - Human Services Board on Thursday, April 6, 2023, at 5:30 p.m. in City Hall, Conference Room 1.
 - Planning Commission on Thursday, April 6, 2023, at 7:00 p.m. in City Hall, City Council Chambers.
 - Youth Advisory Committee on Monday, April 10, 2023, at 6:00 p.m. in City Hall, Conference Room 1.
 - Zoning Board of Appeals on Monday, April 10, 2023, at 7:00 p.m. in City Hall, Conference Room 1.
 - Environmental Board on Wednesday, April 12, 2023, at 7:00 p.m. in City Hall, Conference Room 1.
 - City Council Budget Review Session, April 18, 2023 at 3:00 p.m. in City Hall, Conference Room 1.

B. Petitions and Statements of Citizens:

C. Communications:

D. Public Hearings:

E. Regular Business Agenda:

1. Presentation of the Fiscal Year 2023 - 2024 proposed budget.
2. Approve the proposed Fiscal Year 2023-2024 Human/Public Service funding allocation recommendations as noted.

F. Unfinished Business:

1. Adopt the amendment to Chapter 66 of the Code of Ordinances (Streets, Sidewalks, & Other Public Places) include Sec. 66-7. "Block Parties."

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.



CITY OF PORTAGE PROCLAMATION

NATIONAL ARBOR DAY

- WHEREAS,** the importance of trees to the quality of the environment is recognized by the designation of the last Friday in April as National Arbor Day; and
- WHEREAS,** The National Arbor Day Foundation is a non-profit group committed to tree planting and conservation; and
- WHEREAS,** trees provide environmental benefits including air purification and oxygen production, offer windbreaks and noise reduction, cut heating and cooling costs, and moderate the temperature through shade and energy savings; and
- WHEREAS,** trees in the City of Portage bolster property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** the City of Portage has been designated as a Tree City USA by The National Arbor Day Foundation for its efforts in tree planting and tree conservation; and
- WHEREAS,** the City of Portage achieved the Tree City USA designation for over 30 years and counting; and
- WHEREAS,** the City of Portage is partnering with Portage Public Schools for a tree planting on Friday, April 28th, 2023; and
- WHEREAS,** public officials from the Youth Advisory Committee will provide 200 saplings at the Portage Farmer's Market held Sunday, May 7th in front of City Hall in recognition of National Arbor Day.

NOW THEREFORE, I, Mayor Patricia M. Randall, do hereby proclaim April 28, 2023, as Arbor Day in the City of Portage and do hereby encourage all residents to plant trees at their homes and places of work.

Signed this 4th day of April 2023.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM MARCH 21, 2023

Mayor Patricia Randall called the Regular Meeting to order at 07:00 PM in the Council Chambers at Portage City Hall.

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

ABSENT: 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 the importance of fair housing, the need for affordable housing to address discrimination, and to build a more inclusive community.

Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Fair Housing Month: Human Services Board Chair Brooke Kolodzieczyk, Vice Chair Jihan Young, and member Sue Beasley read the proclamation.

CONSENT AGENDA:

Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Urban removed Item A.5 (Tentative Plan and Rezoning Application No. 22/23-7). Motion by Burns, seconded by Knapp, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 6 to 0.

Approval of Minutes: Motion by Burns, seconded by Knapp, to approve the City Council Meeting Minutes of the Regular Meeting of March 7, 2023. Upon a roll call vote, motion carried 6 to 0.

Accounts Payable Register: Motion by Burns, seconded by Knapp, to approve the Accounts Payable Register of March 21, 2023, as presented. Upon a roll call vote, motion carried 6 to 0.

Block Party Ordinance: Motion by Burns, seconded by Knapp, to accept for first reading an amendment to Chapter 66 of the Code of Ordinances (Streets, Sidewalks, & Other Public Places) include Sec. 66-7. "Block Parties," with final reading to occur April 4, 2023. Upon a roll call vote, motion carried 6 to 0.

Rezoning Application No. 22/23-8 - 7438 Lovers Lane: Motion by Burns, seconded by Knapp, to receive Rezoning Application No. 22/23-8 to rezone 7438 Lovers Lane from R-1B One-Family Residential to R-1T Attached Residential for future duplex developments, and set a public hearing for April 18, 2023. Upon a roll call vote, motion carried 6 to 0.

Utility Management and Operation Services - Contract Renewal: Motion by Burns, seconded by Knapp, to approve a five-year contract renewal with Veolia Water Contract Operations USA, Incorporated, for the provision of utility management and operation services for the period of July 1, 2023, through June 30, 2028, and authorize the City Manager to execute all documents related to the action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Computer Replacement: Motion by Burns, seconded by Knapp, to approve the purchase of computing devices, monitors, and accessories from CDW-G under the Michigan Master Computing

MiDEAL competitive bid process in the amount of \$121,435.27 and authorize the City Manager to execute all documents related to this action. Upon a roll call vote, motion carried 6 to 0.

Substantial Amendment to the CDBG Program FY2021-22 Annual Action Plan: Motion by Burns, seconded by Knapp, to approve the FY 2021-22 Annual Action Plan Substantial Amendment and allocate \$110,341 to Housing Resources, Inc., to support housing stabilization due to COVID-19 for eviction prevention and rapid rehousing, and to allow families to remain in their homes. Upon a roll call vote, motion carried 6 to 0.

AVB Contract for Housing Development at 9617 Portage Road: Motion by Burns, seconded by Knapp, to approve the selection of AVB, Inc., for a public-private partnership to develop a housing development at 9617 Portage Road and authorize the City Manager to commence negotiations related to the remaining elements of the development on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Knapp, to receive the minutes of the Zoning Board of Appeals of January 9, 2023, Human Services Board of February 2, 2023, Environmental Board of February 8, 2023, and Planning Commission of February 16, 2023. Upon a roll call vote, motion carried 6 to 0.

Materials Transmitted: None.

Calendar of Meetings: Motion by Burns, seconded by Knapp, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS:

1. Alan Loveridge (23965 88th Avenue, Marcellus) expressed concerns about e-mail scams and suggested potential alternatives.
2. Bill Davies (613 Beauvois Ave) expressed concerns about the city-owned properties at 9338 Portage Road and 9303 Portage Road, the prices paid, and the taxes on the properties. He discussed the use of taxpayer dollars in purchasing properties and alternatives for the funds, including funding schools and KRESA. He also recommended instead using the funds for assisting citizens on a fixed income. Councilmember Urban responded with background regarding the Council-approved purchases of the properties and planned uses for each property.
Mr. Davis also expressed interest in metal detection on the city's mill property and concerns about permission to do so.
3. Chanda Webster (Kalamazoo resident) from the Delta Theta Sigma Sorority spoke, along with fellow representatives, to recognize the sorority's Delta Days event at the local government level with collaboration efforts. Ms. Webster stated the sorority was started at Howard University and would soon be celebrating its 50th anniversary in June 2023.

REGULAR BUSINESS AGENDA:

Tentative Plan and Rezoning Application (#22/23-7), from Commercial Planned Development (CPD) to Planned Development (PD) for a proposed mixed-use development at 412 W. Centre Avenue and 7860 Shaver Road: Councilmember Urban expressed apprehension about the proposal, including the traffic study and citizen concerns expressed during the project's review before the Planning Commission. He noted the traffic study's land use categorization for the proposed site and the low vehicular statistics cited for the 200-unit development, which seem to contrast the characteristics of the community. Councilmember Urban also discussed questions about access points, the adjacent West Centre Avenue/Shaver Road intersection, and an earlier Planning Commission discussion with similar concerns. He believes the project is underdeveloped at this point with numerous assumptions. He expressed the need for additional information relating to a development

of this size. Councilmember Urban also questioned the information regarding proposed rents for the project and the effects on future tenants. He closed with a brief recognition of prior development proposals for the property and welcomes developing the parcel, but is concerned the current proposal is not the best option.

At the invitation of the Mayor, City Manager McGinnis briefly addressed Councilmember Urban's comments, confirming that the City Administration would be sure to have answers and data in time for the project's public hearing on April 18, 2023.

Motion by Burns, seconded by Pearson, to receive a Tentative Plan and Rezoning Application No. 22/23-7 to rezone 412 West Centre Avenue and 7860 Shaver Road from Commercial Planned Development (CPD) to Planned Development (PD) for a proposed mixed-use development, and set a public hearing for April 18, 2023. Upon a roll call vote, motion carried 5 to 1, with Councilmember Urban voting no.

COUNCIL COMMITTEE REPORTS:

Councilmember Burns provided an update on the Central County Transportation Authority (CCTA) in conjunction with Mayor Pro Tem Pearson. Councilmember Burns highlighted that the CCTA received a good financial report and a clean audit. He relayed that the CCTA's employee benefits model, transitioned from the old, closed system under the City of Kalamazoo, to a new Medicare plan, reducing liability for the CCTA and returning funds to better uses.

Mayor Pro Tem Pearson noted the CCTA was recently split into several sub-committees, including the new Planning and Development Committee to be chaired by Councilmember Burns.

Motion by Pearson, seconded by Knapp, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITIZENS:

1. Jack Gesmundo of American Village Builders (AVB) thanked the Council for selecting his firm as the builder for the new private-public partnership development at 9617 Portage Road.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Burns noted he would be out of town for the City Council Utility Rate Study Committee meeting this week, deferring to fellow Councilmembers Knapp and Ledbetter on the committee. He asked the City Administration to provide him with the information electronically to review.

Councilmember Ledbetter recognized the Human Services Board for highlighting Fair Housing month and noted complementary efforts offered by the Kalamazoo area Housing Resources Inc. organization. He then recognized the Delta Sigma Theta sorority representatives and their work within the varying levels of government.

Councilmember Knapp had no comment.

Councilmember Urban acknowledged the upcoming retirement of Mike Wise, Superintendent of Streets, after a tenure of 44 years with the city and congratulated him on his service. He also recognized the upcoming retirement of Deputy Police Chief John Blue, also congratulating him on his years of service to the community.

City Manager McGinnis began by mentioning the public-private housing partnership with AVB. He also spoke regarding the proposed Capital Improvement Plan and FY 2023-24 Budget slated for review at the upcoming Council meetings. Mr. McGinnis then presented feedback from resident Carol Nelson regarding the provision of local shelters during future emergency events. He closed by introducing two new staff in the City Administration, including Willa DiTaranto and Kylar Chandler.

Mayor Pro Tem Pearson spoke regarding the public-private partnership with AVB for a housing development at 9617 Portage Road. He also acknowledged the recent groundbreaking for the Wild Plum development by AVB on West Osterhout. Mayor Pro Tem Pearson then highlighted the historical background and recent developments regarding Mixed-Use development, including the proposal from the agenda.

Mayor Randall also spoke regarding the new City Council goal to focus on affordable housing opportunities in the city and working with the Kalamazoo County Housing Department, as well as AVB on the new Portage Road development. She thanked the City Council, City Administration, and the noted project partners for their efforts to promote long-term, attractive and affordable housing in the community.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:58 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 April 4, 2023 as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period March 12, 2023 through March 25, 2023 and notes \$363,027.41 in automated clearing house payments, \$1,168,947.27 in paper checks, \$186,294.26 in auto-pay payments and \$76,539.71 in electronic payments for a grand total of \$1,794,808.65.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of April 4, 2023

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 1 of 7

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	18919(A)	ADP, INC.	ADP PAYROLL & ETIME SVCS, WORKFORCE NOW	3,800.63
03/17/2023	18920(A)	AIRGAS USA LLC	WELDING SUPPLIES	72.69
03/17/2023	18921(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	2,994.60
03/17/2023	18922(A)	AMAZON.COM SALES, INC.	FIRE TECH RECUE GEAR,SUP-FD; FOUNT FILTER-PD	3,611.51
03/17/2023	18923(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICES	110.12
03/17/2023	18924(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,825.00
03/17/2023	18925(A)	C D W GOVERNMENT, INC.	MAGTEK SWIPE READERS	368.52
03/17/2023	18926(A)	C M P DISTRIBUTORS, INC.	CONCEALABLE VESTS	3,590.00
03/17/2023	18927(A)	CENTRAL NATIONAL GOTTESMAN INC	IVORY PAPER	101.80
03/17/2023	18928(A)	CHARTER COMMUNICATIONS	CABLE TV	678.18
03/17/2023	18929(A)	CLARK, RONALD	PER DIEM, REIMB EXPS-EMU SCH OF STAFF & CMD	1,029.01
03/17/2023	18930(A)	CLEARNETWORK, INC.	UNIFIED SECURITY MONITORING SVCS	1,950.00
03/17/2023	18931(A)	COLTER, KEVIN	KAL CO. HRP - REPLACE FURNACE	4,798.00
03/17/2023	18932(A)	CONKLIN, ALEXIS	REIMB EXPS-MPARKS CONFERENCE	106.00
03/17/2023	18933(A)	DATA CONSTRUCTS LLC	MONTHLY WEBSITE HOSTING SERVICES	178.45
03/17/2023	18934(A)	EARLE, SHELIA L	FITNESS INSTRUCTION	842.50
03/17/2023	18935(A)	ELECTIONS OPERATING LLC	VOTER ID LETTER/CARD FOR PRECINCTS	1,325.12
03/17/2023	18936(A)	ETNA SUPPLY, INC.	REPAIR & MAINT SUPPLIES	115.96
03/17/2023	18937(A)	EXTREME POWER EQUIPMENT, INC.	SMALL EQUIP REPAIR/MAINT	120.91
03/17/2023	18938(A)	FERRELLGAS, LP	PROPANE REFILL FOR EMER GENERATOR	298.49
03/17/2023	18939(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,180.52
03/17/2023	18940(A)	FLEIS & VANDENBRINK ENGINEERING	ENGINEERING SERVICES - MICROSURFACING PRJ	2,145.69
03/17/2023	18941(A)	FOREMOST SALES COMPANY LLC	PARK FACILITIES CLEANING	1,980.00
03/17/2023	18942(A)	GOODYEAR TIRE & RUBBER COMPANY	FIRE APPARATUS MAINT	1,311.93
03/17/2023	18943(A)	GORDON WATER SYSTEMS	WATER SERVICES	296.28
03/17/2023	18944(A)	GORNO FORD	FLEET VEHICLES	38,868.00
03/17/2023	18945(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	415.00
03/17/2023	18946(A)	HOUSEAL LAVIGNE ASSOCIATES, LLC	PROFESSIONAL CONSULTING SVCS - MASTER PLAN	4,607.50
03/17/2023	18947(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	368.00
03/17/2023	18948(A)	INSIGHT PUBLIC SECTOR, INC.	MICROSOFT O365 CLOUD SVC, HARDWARE REPL	11,250.74
03/17/2023	18949(A)	J + H OIL CO.	BULK GASOLINE DELIVERY	21,328.32
03/17/2023	18950(A)	JACK DOHENY SUPPLIES INC.	VACTOR REPAIR SUPPLIES	288.46

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 2 of 7

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	18951(A)	JB PRINTING	NEWSLETTER PUBLISHING COSTS	2,868.88
03/17/2023	18952(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	343.47
03/17/2023	18953(A)	LOWE'S HOME CENTER	WET DRY VAC & BAGS	133.13
03/17/2023	18954(A)	MACQUEEN EQUIPMENT LLC	LEAF PU BROOMS	126.75
03/17/2023	18955(A)	MATERIALS RESOURCES	LATEX GLOVES AND PPE SUPPLIES	216.12
03/17/2023	18956(A)	MCGINNIS, PATRICK	REIMB FOR NLC TRAINING/TRAVEL EXPS	486.18
03/17/2023	18957(A)	MEEKHOF TIRE SALES & SERVICE INC.	TIRE SERVICES	4,328.70
03/17/2023	18958(A)	MEJEUR ELECTRIC LLC	DEDUCTIBLE FOR EXT LIGHT REPAIR	1,000.00
03/17/2023	18959(A)	METRONET HOLDINGS LLC	TELEPHONE SVC, INTERNET/CABLE FIBER SVC	4,426.40
03/17/2023	18960(A)	MIDDLETON, KIMBERLY	REIMB-MEMBER BIRTHDAY CELEBRATION PZSC	209.03
03/17/2023	18961(A)	MUNICIPAL CODE CORPORATION	CONTRACTED LEGAL REVIEW OF ORDINANCES	5,400.00
03/17/2023	18962(A)	NOTT, SARAH	ART INSTRUCTION	125.00
03/17/2023	18963(A)	NYE UNIFORMS	MISC UNIFORMS	294.99
03/17/2023	18964(A)	OFF THE CUFF CATERING	ST PATRICK'S DAY CATERING PZSC	1,138.00
03/17/2023	18965(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SVCS	9,365.01
03/17/2023	18966(A)	PARIS CLEANERS	LAUNDRY SERVICES	611.87
03/17/2023	18967(A)	PECKELS, CHRISTINE	FITNESS, HATHA YOGA CLASS	640.00
03/17/2023	18968(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE SERVICES	3,063.33
03/17/2023	18969(A)	PRECISION PRINTER SERVICES INC	PRINTER SERVICES	112.99
03/17/2023	18970(A)	PRINTING SERVICES INC	MISC PRINTING SVCS	943.33
03/17/2023	18971(A)	QUADRANT II MARKETING, LLC	PRODUCTION MARCH APRIL NEWSLETTER PZSC	2,408.00
03/17/2023	18972(A)	QUALITY PRECAST, INC.	PRE-CAST HANDICAP PARKING SIGN BASE	445.50
03/17/2023	18973(A)	R W LAPINE INC.	FURNISH PUMP/IMPELLERS, HVAC SVCS	13,801.51
03/17/2023	18974(A)	RIDGE AUTO NAPA	EQUIPMENT REPAIR/MAINT SUPPLIES	2,352.38
03/17/2023	18975(A)	VOID		0.00
03/17/2023	18976(A)	ROBERT LAMSON, LLC	PRE-COE SCREENING	150.00
03/17/2023	18977(A)	ROE-COMM, INC.	MISC RADIO SERVICES	39.99
03/17/2023	18978(A)	ROTO-ROOTER SEWER & DRAIN SERV	CDBG-REPL DRAIN LINES & PLUMBING UPDATES	3,618.00
03/17/2023	18979(A)	S B F ENTERPRISES, INC.	PRINT & PROCESS QTLY WATER/SEWER BILLS	710.15
03/17/2023	18980(A)	SAFETY SERVICES, INC.	LEATHER GLOVES	701.42
03/17/2023	18981(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	4,753.33
03/17/2023	18982(A)	SIMPLIFILE LLC	DEED RECORDING SERVICE	166.25
03/17/2023	18983(A)	SMITH DAWSON & ANDREWS, INC.	FEDERAL ADVOCACY SERVICES	5,000.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 3 of 7

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	18984(A)	SNELL, DEBRA	FITNESS INSTRUCTION	420.00
03/17/2023	18985(A)	STOP STICK LTD	STOP STICK KIT WTRAY/CORD REELS	611.00
03/17/2023	18986(A)	TARGETSOLUTIONS LEARNING LLC	GUARDIAN TRACKING SOFTWARE	1,660.00
03/17/2023	18987(A)	TECHNOLOGY SOLUTIONS	SUPPORT TICKET	250.00
03/17/2023	18988(A)	TMK WORLDWIDE, LLC	MARANA GROUP OCT-MARCH	5,236.55
03/17/2023	18989(A)	TRANE U.S. INC.	EMERGENCY HVAC REPAIR	733.00
03/17/2023	18990(A)	UNIFIRST CORPORATION	HALLWAY CARPET RENTAL	171.83
03/17/2023	18991(A)	VANDERVEEN, BRADY	PER DIEM-MFIS WINTER EDU SEMINAR	108.50
03/17/2023	18992(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING LEGAL SERVICES	2,001.10
03/17/2023	18993(A)	WEST MICHIGAN INT'L LLC	REPAIR/MAINTENANCE SUPPLIES	500.82
03/17/2023	18994(A)	WEST SHORE SERVICES, INC	PREVENTATIVE MAINT-OUTDOOR WARNING SIRENS	6,584.00
03/17/2023	18995(A)	WIGHTMAN	ENGINEERING SVCS-PORTAGE RD RESIDENTIAL DEV	2,150.00
03/17/2023	18996(A)	WOLVERINE LAWN SERVICE, INC.	SNOWPLOWING/CROSSWALK SERVICES	2,454.00
03/17/2023	18997(A)	XEROX CORPORATION	COPIER FEES	29.12
03/17/2023	18998(A)	ZHAO, BIQI	PER DIEM-NATIONAL PLANNING CONF	288.00
03/24/2023	18999(A)	BAUCKHAM, SPARKS, THALL, SEEGER AND	ATTORNEY FEES MARCH 2023	19,750.32
03/24/2023	19000(A)	CARLETON EQUIPMENT CO.	RENTAL LOADERS, BOBCAT REPAIRS	23,858.17
03/24/2023	19001(A)	ED & TED'S EXCELLENT ADVENTURES	TRIP VENDOR PAYMENT 230416	87,283.00
03/24/2023	19002(A)	GORDON WATER SYSTEMS	WATER SERVICES	134.74
03/24/2023	19003(A)	J + H OIL CO.	BULK FUEL DELIVERY	24,320.32
03/24/2023	19004(A)	PLAYFORD, LOUIE	REIMB EXPS-STAFF/COMMAND SCHOOL	1,030.08
03/24/2023	19005(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,432.58
03/24/2023	19006(A)	STEPHENS, TAMARA	REIMB-REFRESHMENTS FOR MASTER PLAN WORKS	82.64
Total ACH				363,027.41
Check Type: Paper				
03/17/2023	323327	7TH DISTRICT COURT	OUT OF COUNTY BOND PAYMENT	500.00
03/17/2023	323328	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	668.32
03/17/2023	323329	ACTION TRAFFIC MAINTENANCE	GUARDRAIL REPAIRS	3,995.00
03/17/2023	323330	ALL SEASON WINDOW, INC.	KAL CO. HRP-RPL WINDOWS & DOOR	28,658.72
03/17/2023	323331	ALLAN, KENNETH	TRIP REFUND BRANSON 230515	50.00
03/17/2023	323332	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	980.00
03/17/2023	323333	ALTA EQUIPMENT CO.	EMERGENCY REPAIR - LOADER	1,494.27

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 4 of 7

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	323334	AMERICAN PUB WORKS ASSOC-MI CHAPTER	MI CHAPTER - 2023 PROJECT AWARD PLAQUES	105.00
03/17/2023	323335	ARROWHEAD SCIENTIFIC, INC.	MISC LAB SUPPLIES	657.26
03/17/2023	323336	ARTWEAR APPAREL GRAPHICS, INC.	RANGER & PARKS STAFF UNIFORMS	1,104.00
03/17/2023	323337	ASCENSION BORGESS HOSPITAL	PEEP SCREENINGS	2,484.00
03/17/2023	323338	AT&T	ELECTRONIC COMMUNICATIONS	157.87
03/17/2023	323339	BAREITHER, CHAD	STRATEGIC PLANNING	2,905.00
03/17/2023	323340	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	350.00
03/17/2023	323341	BIDDLE CONSULTING GROUP, INC.	TESTGENIUS ANNUAL SOFTWARE RENEWAL	1,895.00
03/17/2023	323342	BOGATSCHOW, HELEN	TRIP REFUND 230406 GO POLISH	120.00
03/17/2023	323343	C-COMM OF KALAMAZOO, INC.	MISC RADIO REPAIRS	400.30
03/17/2023	323344	CARMAN, CARA	TRIP REFUND MURDER MYSTERY 230401	211.00
03/17/2023	323345	CEREAL CITY WINDOW CLEANING	WINDOW CLEANING SVCS	170.00
03/17/2023	323346	CINTAS CORPORATION NO. 2	UNIFORM RENTAL FOR INSPECTORS	14.67
03/17/2023	323347	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	395,542.93
03/17/2023	323348	CONSUMERS ENERGY	EAST CENTRAL TRAIL APPLICATION	500.00
03/17/2023	323349	CTI MECHANICAL CONTRACTORS	BD PAYMENT REFUND	100.00
03/17/2023	323350	CUNNINGHAM, DANIEL R	REIMB FOR CLASS SUP-HEALTHY COOKING	223.64
03/17/2023	323351	DENOYER OPERATING, LLC	POLICE VEHICLE REPAIR & MAINT	89.54
03/17/2023	323352	DEVON TITLE AGENCY	OVERPAYMENT ON FINAL WATER BILL	49.30
03/17/2023	323353	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS MAINT	486.08
03/17/2023	323354	ENG., INC.	CONSOLIDATED DRAIN REHABILITATION	233.75
03/17/2023	323355	FACE, GEORGE	PER DIEM-HAZ MAT TECH TRAINING	88.50
03/17/2023	323356	FIDLAR COMPANIES	RECORD BOOKS	1,769.56
03/17/2023	323357	GOERTZ-ALLEN, JANICE	TRIP REFUND BRANSON 230515	50.00
03/17/2023	323358	GORDON FOOD SERVICE	COFFEE BAR SUPPLIES	448.33
03/17/2023	323359	GRANGER III, GEORGE A	SITE PLAN REVIEW - MULT LOCS	1,560.00
03/17/2023	323360	GUTH ILLUSTRATION & DESIGN	CITY CENTRE EXHIBITION	1,100.00
03/17/2023	323361	HABA, JOE	REIMB FOR BUILDERS LICENSE	300.00
03/17/2023	323362	HALL BUILDERS LLC	ST 2 - HOSE TOWER MODIFICATIONS	2,500.00
03/17/2023	323363	HIGGS, SUE	REFUND FOR TRIP 230416 SAVANNAH	50.00
03/17/2023	323364	HOME DEPOT	REPAIR/MAINT SUPPLIES	1,711.96
03/17/2023	323365	VOID		0.00
03/17/2023	323366	HOUSING RESOURCES, INC.	FY22-23 CDBG HOUSING, GRANT CV3	9,847.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 5 of 7

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	323367	INT'L ASSOC CHIEFS OF POLICE	ANNUAL CONFERENCE REGISTRATION	500.00
03/17/2023	323368	JOFFE, VICKI	MURDER MYSTERY TRIP REFUND 230401	410.00
03/17/2023	323369	JOHN BALL ZOO	TRAVEL ZOO-MEET & GREET STATION	226.00
03/17/2023	323370	JOHN E REID & ASSOCIATES INC.	TECHNIQUE OF INTERVIEW & INTERROGATE REGS	1,260.00
03/17/2023	323371	JOHNSON'S WELDING, ETC.	FIRE FACILITY MAINT	356.00
03/17/2023	323372	KALAMAZOO AVIATION HISTORY MUSEUM	BLACK HISTORY MONTH PRESENTATION VENUE	3,677.50
03/17/2023	323373	KALAMAZOO COUNTY LAND BANK	2022 LAND BANK SALE TAX DISTRIBUTION	4,159.83
03/17/2023	323374	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES FEBRUARY 2023 MOBILE HOME	452.50
03/17/2023	323375	KALAMAZOO FLAG COMPANY, LLC	REPAIR FLAG POLES AT VETERANS MEMORIAL	2,220.20
03/17/2023	323376	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATION SUPPLIES	440.50
03/17/2023	323377	KALAMAZOO PICKLEBALL	PICKLEBALL OUTREACH BEGINNER CLINIC	580.00
03/17/2023	323378	KENT COMMUNICATIONS INC.	PRINT/POSTAGE 2023 ASSESSMENT CHANGE NTC	1,748.00
03/17/2023	323379	KENT COUNTY DPW	WASTE DISPOSAL RED MED/DRUG	90.00
03/17/2023	323380	KIESER & ASSOCIATES, LLC	BASELINE ENVIRONMENTAL ASSESSMENT-GIEM	700.00
03/17/2023	323381	KONICA MINOLTA BUSINESS SOLUTIONS	MAINTENANCE AGREEMENT	334.00
03/17/2023	323382	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINT	825.35
03/17/2023	323383	LANGUAGE LINE, INC	LANGUAGE SERVICES	73.50
03/17/2023	323384	LAYNE CHRISTENSEN CO.	SHUMAN WELL REHABILITATION	31,500.00
03/17/2023	323385	LOCKER, LAURA	REPLACEMENT CHECK	162.77
03/17/2023	323386	LOPEZ CONCRETE CONSTRUCTION, LLC	S WESTNEDGE AVE SIDEWALK REPLACEMENT	19,466.30
03/17/2023	323387	LYNCH, JORDAN MICHAEL	ARBORIST SERVICES	1,600.00
03/17/2023	323388	LYSTER EXTERIORS	CDBG-REPL ROOF (2 LOCS), DECKING & SOFFIT	21,956.00
03/17/2023	323389	M M R M A	INSURANCE PREMIUM FIRST HALF 2023-2024	273,840.00
03/17/2023	323390	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	51.00
03/17/2023	323391	MENARDS	BUILDING REPAIR/MAINT SUP	220.83
03/17/2023	323392	METRO BUILDING INSPECTORS ASSOC.	ACCESSIBILITY/USABILITY CLASS REGISTRATION	60.00
03/17/2023	323393	METRO CONSULTING ASSOCIATES, LLC	ROW/LAND ACQUISITION SERVICES	1,817.50
03/17/2023	323394	MI ASSOC. OF CHIEFS OF POLICE	MACP SUMMER CONFERENCE REGISTRATION	280.00
03/17/2023	323395	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINT	917.45
03/17/2023	323396	MICHIGAN MUNICIPAL LEAGUE	CITY MML MEMBERSHIP	9,283.00
03/17/2023	323397	MICHIGAN TACTICAL OFFICERS ASSOC	MTOA CONFERENCE REGISTRATION	250.00
03/17/2023	323398	MIDWEST FOOD EQUIPMENT SERVICE	DISHWASHER SERVICE CALL	199.00
03/17/2023	323399	MILLER, GENE & ZOE	TRIP REFUND 230401 MURDER MYSTERY	190.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 6 of 7

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	323400	MITCHELL REPAIR INFORMATION CO	PRODEMAND SUBSCRIPTION RENEWAL	1,788.00
03/17/2023	323401	MLIVE MEDIA GROUP	LEGAL NOTICES AND AFFIDAVITS	2,864.91
03/17/2023	323402	MORGAN, HOWARD & CAROL	TRIP REFUND BRANSON 230515	100.00
03/17/2023	323403	NATIONAL COUNCIL ON THE AGING	AGING MASTERY PROGRAM MATERIALS	1,600.00
03/17/2023	323404	NORBCORP LLC	BD BOND REFUND	36,850.00
03/17/2023	323405	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,637.68
03/17/2023	323406	VOID		0.00
03/17/2023	323407	ON DUTY GEAR, LLC	BALLISTIC VESTS & CARRIERS	7,855.00
03/17/2023	323408	OSBORN, MICHAEL	MURDER MYSTERY TRIP REFUND	95.00
03/17/2023	323409	OVERHEAD DOOR CO. OF KALAMAZOO	ST 1 GARAGE DOOR REPLACEMENT	106,807.00
03/17/2023	323410	PROGRESSIVE AE	CONSULTING SERVICES FOR AQUATIC NUISANCE	4,375.00
03/17/2023	323411	QED ENVIRONMENTAL SYSTEMS, INC.	AIR TESTER CALIBRATION	1,890.00
03/17/2023	323412	RAFTELIS FINANCIAL CONSULTANTS, INC	KALAMAZOO WASTEWATER RATE REVIEW	5,240.00
03/17/2023	323413	RANDALL, PATRICIA	REIMB FOR NLC CONFERENCE FLIGHT	565.20
03/17/2023	323414	RAY ALLEN MANUFACTURING, LLC	CANINE EQUIPMENT	328.86
03/17/2023	323415	REITZ, DARLENE K.	DOWNSIZING CLASS	200.00
03/17/2023	323416	RIVERSIDE INTEGRATED SYSTEMS, INC.	CELL DIALING MONITORING & INSTALLATION	807.50
03/17/2023	323417	ROWERDINK, INC.	MAINTENANCE SUPPLIES	283.73
03/17/2023	323418	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BLDG SVCS	37,021.50
03/17/2023	323419	SCOTT, ANN	MURDER MYSTERY TRIP REFUND	110.00
03/17/2023	323420	SEELYE FORD, INC.	BUCKET TRUCK REPAIRS	395.54
03/17/2023	323421	SHAMBAUGH & SON, LP	FIRE SUPPRESSION REPAIRS	3,278.56
03/17/2023	323422	SIGN SHOP OF WESTERN MICHIGAN	PDPS STAFFING BOARD MAGNETS	15.75
03/17/2023	323423	SITEONE LANDSCAPE SUPPLY LLC	SOFTBALL DIAMOND CHALK SUPPLIES	1,264.28
03/17/2023	323424	SMART SOURCE, LLC	MISC UNIFORMS	207.77
03/17/2023	323425	SOUTHWEST MICHIGAN FIRST CHAMBER	RENTAL REFUND	100.00
03/17/2023	323426	SPIRIT SHOPPE, INC.	FIRE ADMIN UNIFORMS	325.00
03/17/2023	323427	STATE OF MICHIGAN	SOR REGISTRATION FEES	270.00
03/17/2023	323428	STATE OF MICHIGAN	2022 SCHOOL AID FUND/LAND BANK DIST	561.45
03/17/2023	323429	STATE OF MICHIGAN (LARA)	RENEW ELEVATOR LICENSE	185.00
03/17/2023	323430	STATE SYSTEMS RADIO, INC	TOWER LEASE & RADIO SVC FEES	2,307.42
03/17/2023	323431	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIP REPAIR/OPERATION SUPPLIES	2,080.70
03/17/2023	323432	T.I.M.E. TO ACCOMPLISH, INC	BULK DIESEL TANK CLEANING	5,482.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 3/12/2023 to 3/25/2023

Page 7 of 7

Check Date	Check	Vendor Name	Description	Amount
03/17/2023	323433	TYLER HOME IMPROVEMENTS	CDBG-REPL ROOF, WINDOWS, GUTTERS	16,200.00
03/17/2023	323434	U S SIGNAL COMPANY, LLC	MONTHLY INTERNET FIBER SERVICES	900.00
03/17/2023	323435	UNITED KENNEL CLUB	OVERPAYMENT ON TAX PARCEL	703.19
03/17/2023	323436	UNITED PARCEL SERVICE	UPS WEEKLY	30.80
03/17/2023	323437	USPS	POSTAGE PERMIT 58	761.51
03/17/2023	323438	USPS	PRE-PAYMENT MAY ELEC AV APPS RET POSTAGE	7,607.21
03/17/2023	323439	WENDLING-OSBORN, JANE	TRIP REFUND 230401 MURDER MYSTERY	95.00
03/17/2023	323440	WILD, JED	REIMB EXPS-EMSIC TR CONF & NAEMT MEMB	583.02
03/17/2023	323441	WOLVERINE COACH	NEW GMC TRUCK CAPS	4,690.00
03/24/2023	323442	DETROIT SALT CO.	SEASONAL BACK-UP SALT DELIVERY	46,732.13
03/24/2023	323443	MENDHAM, AIMEE	TRIP REFUND 220829 NEW YORK	50.00
03/24/2023	323444	OPEN ROADS BIKE PROGRAM	EARN A BIKE WORKSHOP	1,200.00
03/24/2023	323445	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	9,083.33
03/24/2023	323446	USPS	REFILL POSTAGE METER	10,000.00
Total Paper Checks				1,168,947.27
Check Type: Auto-Pay Payments				
03/13/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	74,527.15
03/14/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	19,837.00
03/15/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	1,089.17
03/16/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	61,107.79
03/16/2023		MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	9,336.91
03/17/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	11,807.87
03/20/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	4,321.39
03/21/2023		CONSUMERS AUTO-PAY	GAS-ELECTRIC	573.87
03/24/2023		MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	3,693.11
Total Auto-Pay Payments				186,294.26
Check Type: Electronic Payments				
03/15/2023		MULTIPLE	UAW PENSION PAYMENTS	76,539.71
Total Electronic Payments				76,539.71
Grand Total				1,794,808.65

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Resolution Accepting Newly Constructed Platted Streets as Public Streets

SUPPORTING PERSONNEL: Rodney Russell, Director of Public Works

ACTION RECOMMENDED: Adopt the Resolution Accepting Newly Constructed Platted Street as Public Streets.

The Annual Act 51 Mileage Certification Report requires that all streets constructed during the preceding calendar year be accepted for public use through the adoption of a resolution by the jurisdiction's governing body. While new streets constructed within the confines of new residential development are technically accepted through the plat approval process, Act 51 requires the governing body to adopt one inclusive resolution accepting these streets incorporated in the new development. This action certifies that the new streets conform to city specifications and can be dedicated for public use, which qualifies these streets for annual roadway maintenance funding in accordance with the provisions of Act 51, Public Act 1951, as amended.

Streets constructed and dedicated for the 2022 calendar year include:

- Live Oak Trail (Bermuda Street to Cul-de-sac): 179.24 feet
- Heartwood Court (Bermuda Street to Cul-de-sac): 573.76 feet
- Bermuda Street (Jamaica Lane to Live Oak Trail) 499.53 feet



With the certification of all the streets listed above, a total of .24 centerline miles of local streets will be added to the city street network, bringing the total centerline miles of local streets to 151.36 miles.

It is recommended that City Council adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets.

FUNDING:

- Attachments:**
1. Resolution - Newly Constructed Streets as Public Streets
 2. Resolution - Newly Constructed Streets as Public Streets. Reviewed by Catherine

CITY OF PORTAGE
RESOLUTION ACCEPTING NEWLY CONSTRUCTED
PLATTED STREETS AS PUBLIC STREETS

At a regular meeting of the City Council for the City of Portage, Michigan, Kalamazoo County, Michigan, held at the City Hall on the 21st day of March 2023, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

Resolution offered by: _____

Seconded by: _____

WHEREAS, the City of Portage did on March 21, 2023, acquire title to streets listed in this resolution; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place these streets within the City of Portage's Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW, THEREFORE, BE IT RESOLVED THAT: the centerline of said streets are described as:

BERMUDA STREET

**PARCEL DESCRIPTION FOR "BERMUDA STREET" (PUBLIC RIGHT OF WAY)
WITHIN "THE OAKS" SUBDIVISION**

A PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 13; THENCE S.01°11'53"W., 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 13 TO THE NORTHEAST CORNER OF "THE OAKS" SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN DOCUMENT NO. 2002-028583, KALAMAZOO COUNTY RECORDS; THENCE N.76°26'06"W., 463.60 FEET

ALONG A NORTHERLY LINE OF SAID "THE OAKS" SUBDIVISION TO THE NORTHWEST CORNER OF LOT 1 OF SAID "THE OAKS" SUBDIVISION; THENCE S.40°25'37"W., 162.95 FEET ALONG A WESTERLY LINE OF SAID LOT 1 TO THE **PLACE OF BEGINNING**; THENCE S.48°58'22"E., 48.00 FEET ALONG A NORTHERLY LINE OF BERMUDA STREET (PUBLIC RIGHT-OF-WAY); THENCE S.39°09'35"E., 52.83 FEET ALONG SAID NORTHERLY LINE; THENCE S.48°58'45"E., 114.97 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 132.63 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 220.00 FEET, A CENTRAL ANGLE OF 34°32'27", AND A CHORD OF S.66°14'59"E., 130.63 FEET; THENCE S.83°31'12"E., 70.13 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 95.81 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 90.00 FEET, A CENTRAL ANGLE OF 60°59'44", AND A CHORD OF S.53°01'20"E., 91.35 FEET; THENCE S.67°28'32"W., 60.00 FEET TO A SOUTHERLY LINE OF SAID BERMUDA STREET; THENCE NORTHWESTERLY 31.94 FEET ALONG SAID SOUTHERLY LINE ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 60°59'44", AND A CHORD OF N.53°01'20"W., 30.45 FEET; THENCE N.83°31'12"W., 70.13 FEET ALONG SAID SOUTHERLY LINE; THENCE NORTHWESTERLY 168.80 FEET ALONG SAID SOUTHERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 280.00 FEET, A CENTRAL ANGLE OF 34°32'27", AND A CHORD OF N.66°14'59"W., 166.25 FEET; THENCE N.48°58'45"W., 74.69 FEET ALONG SAID SOUTHERLY LINE; THENCE S.41°08'06"W., 3.00 FEET ALONG SAID SOUTHERLY LINE; THENCE N.48°58'22"W., 140.00 FEET ALONG SAID SOUTHERLY LINE TO AN EASTERLY LINE OF SAID "THE OAKS" SUBDIVISION; THENCE N.40°47'15"E., 66.00 FEET ALONG SAID EASTERLY LINE; THENCE N.40°25'37"E., 6.00 FEET ALONG SAID EASTERLY LINE TO **PLACE OF BEGINNING**, CONTAINING 0.71 ACRE.

PARCEL DESCRIPTION IS INTENDED TO DESCRIBE THE BERMUDA STREET PUBLIC RIGHT-OF-WAY WITHIN "THE OAKS" SUBDIVISION. PARCEL IS SUBJECT TO EASEMENTS, CONDITIONS AND RESTRICTIONS OF RECORD.

HEARTWOOD COURT

PARCEL DESCRIPTION FOR “HEARTWOOD COURT” (PUBLIC RIGHT OF WAY) WITHIN “THE OAKS” SUBDIVISION

A PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 13,
TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY,
MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 13; THENCE
S.01°11'53"W., 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER
OF SAID SECTION 13 TO THE NORTHEAST CORNER OF “THE OAKS” SUBDIVISION
ACCORDING TO THE PLAT THEREOF AS RECORDED IN DOCUMENT NO. 2002-
028583, KALAMAZOO COUNTY RECORDS; THENCE N.76°26'06"W., 463.60 FEET
ALONG A NORTHERLY LINE OF SAID “THE OAKS” SUBDIVISION TO THE
NORTHWEST CORNER OF LOT 1 OF SAID “THE OAKS” SUBDIVISION; THENCE
S.40°25'37"W., 168.95 FEET ALONG A WESTERLY LINE OF SAID “THE OAKS”
SUBDIVISION; THENCE S.40°47'15"W., 66.00 FEET ALONG SAID WESTERLY LINE TO
THE SOUTHERLY LINE OF BERMUDA STREET (PUBLIC RIGHT-OF-WAY); THENCE
S.48°58'22"E., 140.00 FEET ALONG SAID SOUTHERLY LINE; THENCE N.41°08'06"E.,
3.00 FEET ALONG SAID SOUTHERLY LINE; THENCE S.48°58'45"E., 74.69 FEET
ALONG SAID SOUTHERLY LINE; THENCE SOUTHEASTERLY 38.85 FEET ALONG
SAID SOUTHERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A
RADIUS OF 280.00 FEET, A CENTRAL ANGLE OF 07°56'57", AND A CHORD OF
S.52°57'14"E., 38.82 FEET TO THE **PLACE OF BEGINNING**; THENCE
SOUTHEASTERLY 60.12 FEET ALONG SAID SOUTHERLY LINE ALONG THE ARC OF
A CURVE TO THE LEFT HAVING A RADIUS OF 280.00 FEET, A CENTRAL ANGLE OF
12°18'09", AND A CHORD OF S.63°04'47"E., 60.01 FEET TO AN EASTERLY LINE OF
HEARTWOOD COURT (PUBLIC RIGHT-OF-WAY); THENCE SOUTHWESTERLY 129.37
FEET ALONG SAID EASTERLY LINE ALONG THE ARC OF A NON-TANGENT CURVE
TO THE RIGHT HAVING A RADIUS OF 430.00 FEET, A CENTRAL ANGLE OF
17°14'18", AND A CHORD OF S.34°50'16"W., 128.88 FEET; THENCE SOUTHWESTERLY

125.38 FEET ALONG SAID EASTERLY LINE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 170.00 FEET, A CENTRAL ANGLE OF $42^{\circ}15'32''$ AND A CHORD OF $S.22^{\circ}19'39''W.$, 122.56 FEET; THENCE $S.01^{\circ}11'53''W.$, 206.16 FEET ALONG SAID EASTERLY LINE; THENCE SOUTHEASTERLY 18.69 FEET ALONG SAID EASTERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF $42^{\circ}50'00''$, AND A CHORD OF $S.20^{\circ}13'07''E.$, 18.26 FEET; THENCE SOUTHERLY, WESTERLY, AND NORTHERLY 231.84 FEET ALONG SAID EASTERLY LINE AND ALONG THE WESTERLY LINE OF SAID HEARTWOOD COURT ALONG THE ARC OF A REVERSE CURVE TO THE RIGHT HAVING A RADIUS OF 50.00 FEET, A CENTRAL ANGLE OF $265^{\circ}40'01''$, AND A CHORD OF $N.88^{\circ}48'07''W.$, 73.33 FEET; THENCE NORTHEASTERLY 18.69 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF $42^{\circ}50'00''$, AND A CHORD OF $N.22^{\circ}36'53''E.$, 18.26 FEET; THENCE $N.01^{\circ}11'53''E.$, 206.16 FEET ALONG SAID WESTERLY LINE; THENCE NORTHEASTERLY 169.64 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 230.00 FEET, A CENTRAL ANGLE OF $42^{\circ}15'32''$, AND A CHORD OF $N.22^{\circ}19'39''E.$, 165.82 FEET; THENCE NORTHEASTERLY 112.06 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 370.00 FEET, A CENTRAL ANGLE OF $17^{\circ}21'08''$, AND A CHORD OF $N.34^{\circ}46'51''E.$, 111.63 FEET TO THE **PLACE OF BEGINNING**, CONTAINING 0.84 ACRES.

PARCEL DESCRIPTION IS INTENDED TO DESCRIBE THE HEARTWOOD COURT PUBLIC RIGHT-OF-WAY WITHIN "THE OAKS" SUBDIVISION. PARCEL IS SUBJECT TO EASEMENTS, CONDITIONS AND RESTRICTIONS OF RECORD.

LIVE OAK TRAIL

**PARCEL DESCRIPTION FOR "LIVE OAK TRAIL" (PUBLIC RIGHT OF WAY)
WITHIN "THE OAKS" SUBDIVISION**

A PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 13; THENCE S.01°11'53"W., 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 13 TO THE NORTHEAST CORNER OF "THE OAKS" SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN DOCUMENT NO. 2002-028583, KALAMAZOO COUNTY RECORDS; THENCE N.76°26'06"W., 463.60 FEET ALONG A NORTHERLY LINE OF SAID "THE OAKS" SUBDIVISION TO THE NORTHWEST CORNER OF LOT 1 OF SAID "THE OAKS" SUBDIVISION; THENCE S.40°25'37"W., 162.95 FEET ALONG A WESTERLY LINE OF SAID LOT 1; THENCE S.48°58'22"E., 48.00 FEET ALONG A NORTHERLY LINE OF BERMUDA STREET (PUBLIC RIGHT-OF-WAY); THENCE S.39°09'35"E., 52.83 FEET ALONG SAID NORTHERLY LINE; THENCE S.48°58'45"E., 114.97 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 132.63 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 220.00 FEET, A CENTRAL ANGLE OF 34°32'27", AND A CHORD OF S.66°14'59"E., 130.63 FEET; THENCE S.83°31'12"E., 70.13 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 95.81 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 90.00 FEET, A CENTRAL ANGLE OF 60°59'44", AND A CHORD OF S.53°01'20"E., 91.35 FEET TO THE **PLACE OF BEGINNING**; THENCE SOUTHEASTERLY 45.56 FEET ALONG AN EASTERLY LINE OF LIVE OAK TRAIL (PUBLIC RIGHT-OF-WAY) ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 90.00 FEET, A CENTRAL ANGLE OF 29°00'16" AND A CHORD OF S.08°01'20" E. 45.08 FEET; THENCE S.06°28'48"W., 148.30 FEET ALONG SAID EASTERLY LINE; THENCE N. 84°35'57" W. 60.01 FEET ALONG A SOUTHERLY LINE OF SAID LIVE OAK TRAIL; THENCE N.06°28'48"E., 149.43 FEET ALONG A WESTERLY LINE OF SAID LIVE OAK TRAIL; THENCE NORTHWESTERLY 15.19 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 29°00'16", AND A CHORD

OF N.08°01'20" W., 15.03 FEET; THENCE N.67°28'32"E., 60.00 FEET TO THE **PLACE OF BEGINNING**, CONTAINING 0.25 ACRES.

PARCEL DESCRIPTION IS INTENDED TO DESCRIBE THE LIVE OAK TRAIL PUBLIC RIGHT-OF-WAY WITHIN "THE OAKS" SUBDIVISION. PARCEL IS SUBJECT TO EASEMENTS, CONDITIONS, AND RESTRICTIONS OF RECORD.

BE IT FURTHER RESOLVED THAT, said streets are located within the city's right-of-way and are under the control of the City of Portage; said streets are public streets and are for public street purposes; and that said streets are accepted into the municipal street system and are open to the public for public use on or before December 31, 2022.

ADOPTED:

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

Erica L. Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy a resolution adopted a regular meeting of the City Council of said city, held on the _____ day of _____, 2023, the original of which is on file in my office.

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

Erica L. Eklov, City Clerk

CITY OF PORTAGE
RESOLUTION ACCEPTING NEWLY CONSTRUCTED
PLATTED STREETS AS PUBLIC STREETS

At a regular meeting of the City Council for the City of Portage, Michigan, Kalamazoo County, Michigan, held at the City Hall on the 21st day of March 2023, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

Resolution offered by: _____

Seconded by: _____

WHEREAS, the City of Portage did on March 21, 2023, acquire title to streets listed in this resolution; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place these streets within the City of Portage's Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW, THEREFORE, BE IT RESOLVED THAT: the centerline of said streets are described as:

BERMUDA STREET

**PARCEL DESCRIPTION FOR "BERMUDA STREET" (PUBLIC RIGHT OF WAY)
WITHIN "THE OAKS" SUBDIVISION**

A PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 13; THENCE S.01°11'53"W., 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 13 TO THE NORTHEAST CORNER OF "THE OAKS" SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN DOCUMENT NO. 2002-028583, KALAMAZOO COUNTY RECORDS; THENCE N.76°26'06"W., 463.60 FEET

ALONG A NORTHERLY LINE OF SAID "THE OAKS" SUBDIVISION TO THE NORTHWEST CORNER OF LOT 1 OF SAID "THE OAKS" SUBDIVISION; THENCE S.40°25'37"W., 162.95 FEET ALONG A WESTERLY LINE OF SAID LOT 1 TO THE **PLACE OF BEGINNING**; THENCE S.48°58'22"E., 48.00 FEET ALONG A NORTHERLY LINE OF BERMUDA STREET (PUBLIC RIGHT-OF-WAY); THENCE S.39°09'35"E., 52.83 FEET ALONG SAID NORTHERLY LINE; THENCE S.48°58'45"E., 114.97 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 132.63 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 220.00 FEET, A CENTRAL ANGLE OF 34°32'27", AND A CHORD OF S.66°14'59"E., 130.63 FEET; THENCE S.83°31'12"E., 70.13 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 95.81 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 90.00 FEET, A CENTRAL ANGLE OF 60°59'44", AND A CHORD OF S.53°01'20"E., 91.35 FEET; THENCE S.67°28'32"W., 60.00 FEET TO A SOUTHERLY LINE OF SAID BERMUDA STREET; THENCE NORTHWESTERLY 31.94 FEET ALONG SAID SOUTHERLY LINE ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 60°59'44", AND A CHORD OF N.53°01'20"W., 30.45 FEET; THENCE N.83°31'12"W., 70.13 FEET ALONG SAID SOUTHERLY LINE; THENCE NORTHWESTERLY 168.80 FEET ALONG SAID SOUTHERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 280.00 FEET, A CENTRAL ANGLE OF 34°32'27", AND A CHORD OF N.66°14'59"W., 166.25 FEET; THENCE N.48°58'45"W., 74.69 FEET ALONG SAID SOUTHERLY LINE; THENCE S.41°08'06"W., 3.00 FEET ALONG SAID SOUTHERLY LINE; THENCE N.48°58'22"W., 140.00 FEET ALONG SAID SOUTHERLY LINE TO AN EASTERLY LINE OF SAID "THE OAKS" SUBDIVISION; THENCE N.40°47'15"E., 66.00 FEET ALONG SAID EASTERLY LINE; THENCE N.40°25'37"E., 6.00 FEET ALONG SAID EASTERLY LINE TO **PLACE OF BEGINNING**, CONTAINING 0.71 ACRE.

PARCEL DESCRIPTION IS INTENDED TO DESCRIBE THE BERMUDA STREET PUBLIC RIGHT-OF-WAY WITHIN "THE OAKS" SUBDIVISION. PARCEL IS SUBJECT TO EASEMENTS, CONDITIONS AND RESTRICTIONS OF RECORD.

HEARTWOOD COURT

PARCEL DESCRIPTION FOR "HEARTWOOD COURT" (PUBLIC RIGHT OF WAY) WITHIN "THE OAKS" SUBDIVISION

A PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 13,
TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY,
MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 13; THENCE
S.01°11'53"W., 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER
OF SAID SECTION 13 TO THE NORTHEAST CORNER OF "THE OAKS" SUBDIVISION
ACCORDING TO THE PLAT THEREOF AS RECORDED IN DOCUMENT NO. 2002-
028583, KALAMAZOO COUNTY RECORDS; THENCE N.76°26'06"W., 463.60 FEET
ALONG A NORTHERLY LINE OF SAID "THE OAKS" SUBDIVISION TO THE
NORTHWEST CORNER OF LOT 1 OF SAID "THE OAKS" SUBDIVISION; THENCE
S.40°25'37"W., 168.95 FEET ALONG A WESTERLY LINE OF SAID "THE OAKS"
SUBDIVISION; THENCE S.40°47'15"W., 66.00 FEET ALONG SAID WESTERLY LINE TO
THE SOUTHERLY LINE OF BERMUDA STREET (PUBLIC RIGHT-OF-WAY); THENCE
S.48°58'22"E., 140.00 FEET ALONG SAID SOUTHERLY LINE; THENCE N.41°08'06"E.,
3.00 FEET ALONG SAID SOUTHERLY LINE; THENCE S.48°58'45"E., 74.69 FEET
ALONG SAID SOUTHERLY LINE; THENCE SOUTHEASTERLY 38.85 FEET ALONG
SAID SOUTHERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A
RADIUS OF 280.00 FEET, A CENTRAL ANGLE OF 07°56'57", AND A CHORD OF
S.52°57'14"E., 38.82 FEET TO THE **PLACE OF BEGINNING**; THENCE
SOUTHEASTERLY 60.12 FEET ALONG SAID SOUTHERLY LINE ALONG THE ARC OF
A CURVE TO THE LEFT HAVING A RADIUS OF 280.00 FEET, A CENTRAL ANGLE OF
12°18'09", AND A CHORD OF S.63°04'47"E., 60.01 FEET TO AN EASTERLY LINE OF
HEARTWOOD COURT (PUBLIC RIGHT-OF-WAY); THENCE SOUTHWESTERLY 129.37
FEET ALONG SAID EASTERLY LINE ALONG THE ARC OF A NON-TANGENT CURVE
TO THE RIGHT HAVING A RADIUS OF 430.00 FEET, A CENTRAL ANGLE OF
17°14'18", AND A CHORD OF S.34°50'16"W., 128.88 FEET; THENCE SOUTHWESTERLY

125.38 FEET ALONG SAID EASTERLY LINE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 170.00 FEET, A CENTRAL ANGLE OF 42°15'32" AND A CHORD OF S.22°19'39"W., 122.56 FEET; THENCE S.01°11'53"W., 206.16 FEET ALONG SAID EASTERLY LINE; THENCE SOUTHEASTERLY 18.69 FEET ALONG SAID EASTERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 42°50'00", AND A CHORD OF S.20°13'07"E., 18.26 FEET; THENCE SOUTHERLY, WESTERLY, AND NORTHERLY 231.84 FEET ALONG SAID EASTERLY LINE AND ALONG THE WESTERLY LINE OF SAID HEARTWOOD COURT ALONG THE ARC OF A REVERSE CURVE TO THE RIGHT HAVING A RADIUS OF 50.00 FEET, A CENTRAL ANGLE OF 265°40'01", AND A CHORD OF N.88°48'07"W., 73.33 FEET; THENCE NORTHEASTERLY 18.69 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 42°50'00", AND A CHORD OF N.22°36'53"E., 18.26 FEET; THENCE N.01°11'53"E., 206.16 FEET ALONG SAID WESTERLY LINE; THENCE NORTHEASTERLY 169.64 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 230.00 FEET, A CENTRAL ANGLE OF 42°15'32", AND A CHORD OF N.22°19'39"E., 165.82 FEET; THENCE NORTHEASTERLY 112.06 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A REVERSE CURVE TO THE LEFT HAVING A RADIUS OF 370.00 FEET, A CENTRAL ANGLE OF 17°21'08", AND A CHORD OF N.34°46'51"E., 111.63 FEET TO THE **PLACE OF BEGINNING**, CONTAINING 0.84 ACRES.

PARCEL DESCRIPTION IS INTENDED TO DESCRIBE THE HEARTWOOD COURT PUBLIC RIGHT-OF-WAY WITHIN "THE OAKS" SUBDIVISION. PARCEL IS SUBJECT TO EASEMENTS, CONDITIONS AND RESTRICTIONS OF RECORD.

LIVE OAK TRAIL

**PARCEL DESCRIPTION FOR "LIVE OAK TRAIL" (PUBLIC RIGHT OF WAY)
WITHIN "THE OAKS" SUBDIVISION**

A PARCEL OF LAND SITUATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWN 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 13; THENCE S.01°11'53"W., 523.70 FEET ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 13 TO THE NORTHEAST CORNER OF "THE OAKS" SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN DOCUMENT NO. 2002-028583, KALAMAZOO COUNTY RECORDS; THENCE N.76°26'06"W., 463.60 FEET ALONG A NORTHERLY LINE OF SAID "THE OAKS" SUBDIVISION TO THE NORTHWEST CORNER OF LOT 1 OF SAID "THE OAKS" SUBDIVISION; THENCE S.40°25'37"W., 162.95 FEET ALONG A WESTERLY LINE OF SAID LOT 1; THENCE S.48°58'22"E., 48.00 FEET ALONG A NORTHERLY LINE OF BERMUDA STREET (PUBLIC RIGHT-OF-WAY); THENCE S.39°09'35"E., 52.83 FEET ALONG SAID NORTHERLY LINE; THENCE S.48°58'45"E., 114.97 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 132.63 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 220.00 FEET, A CENTRAL ANGLE OF 34°32'27", AND A CHORD OF S.66°14'59"E., 130.63 FEET; THENCE S.83°31'12"E., 70.13 FEET ALONG SAID NORTHERLY LINE; THENCE SOUTHEASTERLY 95.81 FEET ALONG SAID NORTHERLY LINE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 90.00 FEET, A CENTRAL ANGLE OF 60°59'44", AND A CHORD OF S.53°01'20"E., 91.35 FEET TO THE **PLACE OF BEGINNING**; THENCE SOUTHEASTERLY 45.56 FEET ALONG AN EASTERLY LINE OF LIVE OAK TRAIL (PUBLIC RIGHT-OF-WAY) ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 90.00 FEET, A CENTRAL ANGLE OF 29°00'16" AND A CHORD OF S.08°01'20" E. 45.08 FEET; THENCE S.06°28'48"W., 148.30 FEET ALONG SAID EASTERLY LINE; THENCE N. 84°35'57" W. 60.01 FEET ALONG A SOUTHERLY LINE OF SAID LIVE OAK TRAIL; THENCE N.06°28'48"E., 149.43 FEET ALONG A WESTERLY LINE OF SAID LIVE OAK TRAIL; THENCE NORTHWESTERLY 15.19 FEET ALONG SAID WESTERLY LINE ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 29°00'16", AND A CHORD

OF N.08°01'20" W., 15.03 FEET; THENCE N.67°28'32"E., 60.00 FEET TO THE **PLACE OF BEGINNING**, CONTAINING 0.25 ACRES.

PARCEL DESCRIPTION IS INTENDED TO DESCRIBE THE LIVE OAK TRAIL PUBLIC RIGHT-OF-WAY WITHIN "THE OAKS" SUBDIVISION. PARCEL IS SUBJECT TO EASEMENTS, CONDITIONS, AND RESTRICTIONS OF RECORD.

BE IT FURTHER RESOLVED THAT, said streets are located within the city's right-of-way and are under the control of the City of Portage; said streets are public streets and are for public street purposes; and that said streets are accepted into the municipal street system and are open to the public for public use on or before December 31, 2022.

ADOPTED:
YEAS: Councilmember: _____
NAYS: Councilmember: _____
ABSENT: Councilmember: _____

Erica L. Eklov, City Clerk

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, SPARKS, THALL,
SEEGER, & KAUFMAN, PC
Catherine P. Kaufman
By: CATHERINE P. KAUFMAN
Date: 3-29-2023

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF KALAMAZOO)

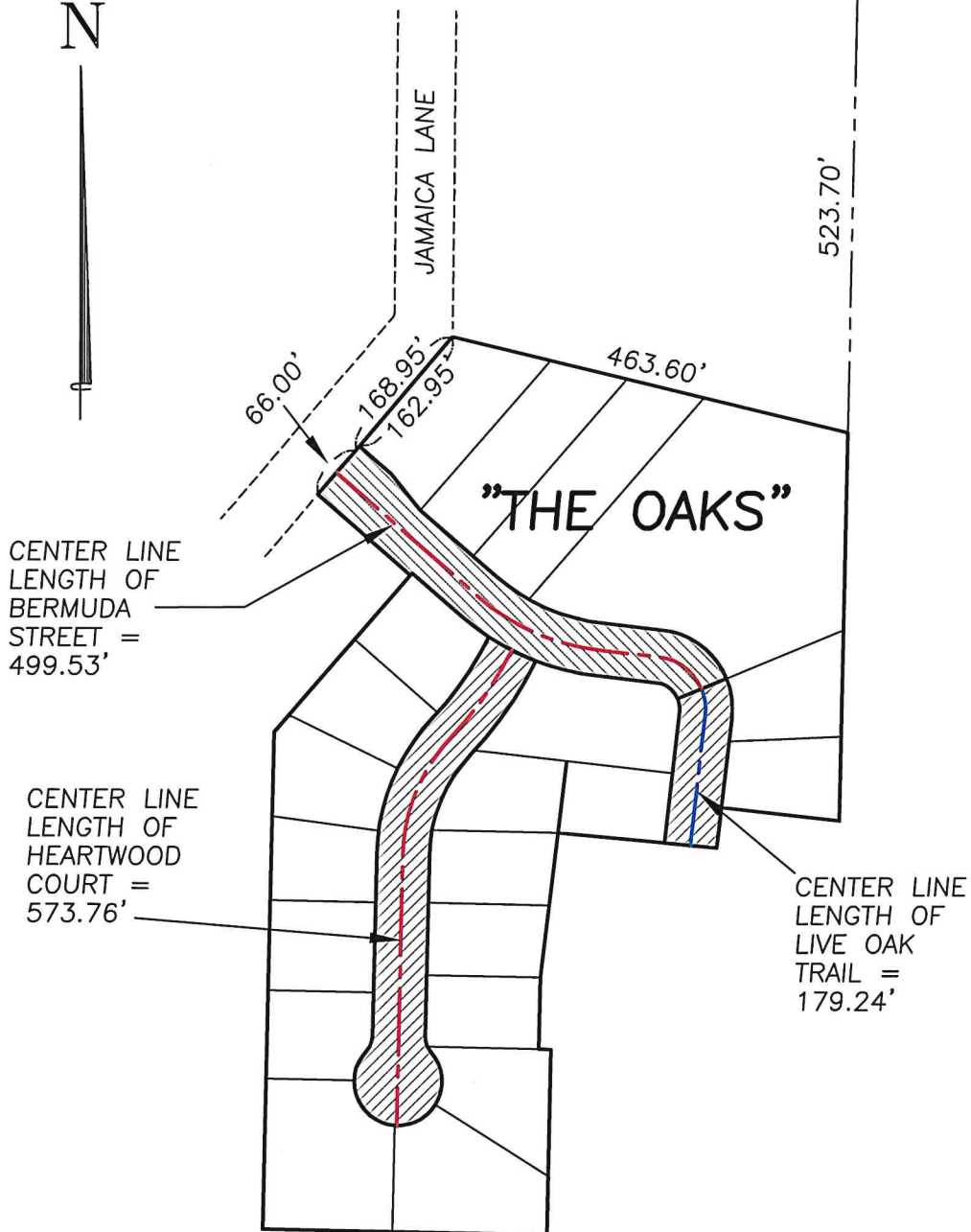
I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing is a true and complete copy a resolution adopted a regular meeting of the City Council of said city, held on the _____ day of _____, 2023, the original of which is on file in my office.

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

Erica L. Eklov, City Clerk

PUBLIC ROADWAYS WITHIN "THE OAKS"

NORTHEAST CORNER,
SECTION 12,
T. 3 S., R. 11 W.,
CITY OF PORTAGE



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Adoption of Bond Resolution

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Adopt the Notice of Intent Resolution to fund the construction of Fiscal Year 2022-2023 capital improvement projects in an amount not to exceed \$6,000,000.

The 2022-2028 Capital Improvement Program (CIP) budget includes bond proceeds as part of the total revenue to fund projects each fiscal year. Bonding for projects approved and appropriated during Fiscal Year 2022-2023 is necessary to ensure a solid foundation for the CIP fund.

CIP projects considered for this issuance of bonds include the cost to design, acquire, and construct certain capital improvements, including without limitation: improvements to the city's street system, including, without limitation, right of way acquisition, base construction and reconstruction, paving and repaving, storm sewer and drainage improvements, including without limitation, curb and gutter, signage, restoration; improvements to the city's sidewalk system including without limitation, constructing, reconstructing and repairing sidewalks; bikeway and trailway improvements, including without limitation constructing, reconstructing and repairing bikeways and trailways; public safety improvements and acquisitions, including without limitation, acquisition of a public safety server, acquisition of fire radio equipment and conversion, fire station facility improvements; public facilities, including without limitation, property acquisition, public works facilities improvements, parks and recreation improvements, including without limitation, park improvements and renovations, park trail improvements, pickleball facilities; and other capital improvements the city shall determine to make.

The issuance of bonds in an amount of up to \$6,000,000 will be the funding mechanism to pay for the above 2022-2023 CIP projects. In Fiscal Year 2022-2023, approximately \$6.9 million in debt principal will be paid and redeemed. With the addition of the new debt, total debt will decrease by \$900,000 from the prior fiscal year to an overall balance of approximately \$55.4 million.

The attached bond resolution was prepared by the City of Portage Bond Counsel, Dickinson Wright. If approved, the resolution approving the Notice of Intent to issue Capital Improvement Bonds will be published. A resolution authorizing the issuance of the Capital Improvement Bonds, Series 2023, and approving the Undertaking to Provide Continuing Disclosure will be presented at the May 9, 2023, City Council meeting. It is recommended that City Council approve the resolution approving the Notice of Intent to Issue Capital Improvement Bonds in an amount not to exceed \$6,000,000.

FUNDING: N/A

Attachments: 1. Notice of Intent Resolution

**CITY OF PORTAGE
(Kalamazoo County, Michigan)**

Resolution No. _____

**RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT
CAPITAL IMPROVEMENTS AND TO PUBLISH
NOTICE OF INTENT TO ISSUE MUNICIPAL SECURITIES**

Minutes of a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan, held in the City Hall on April 4, 2023, at _____ p.m. local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the City Council deems it to be in the best interest of the City of Portage (the “City”) to design, acquire, and construct certain capital improvements, including without limitation, improvements to the City’s Street Systems, including, without limitation, right of way acquisition, base construction and reconstruction, paving and repaving, storm sewer and drainage improvements, including without limitation, curb and gutter, signage, restoration; improvements to the City’s sidewalk system including without limitation, constructing, reconstructing and repairing sidewalks; bikeway and trailway improvements, including without limitation constructing, reconstructing and repairing bikeways and trailways; public safety improvements and acquisitions, including without limitation, acquisition of a public safety server, acquisition of fire radio equipment and conversion, fire station facility improvements; public facilities, including without limitation, property acquisition, public works facilities improvements, parks and recreation improvements, including without limitation, park improvements and renovations, park trail improvements, pickleball facilities; and other capital improvements the City shall determine to make, and to pay the costs of issuance of municipal securities (the “Improvements”) and to finance the Improvements by the issuance of municipal securities which pledge the City’s limited tax general obligation pursuant to Section 517 of Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”); and

WHEREAS, the City may proceed to acquire the Improvements prior to the issuance of the municipal securities; and

WHEREAS, the City may incur substantial capital expenditures for the Improvements prior to the issuance of the municipal securities and desires to be reimbursed for such expenditures from the proceeds of the municipal securities; and

WHEREAS, pursuant to Section 517 of Act 34, it is necessary to publish a Notice of Intent to Issue Municipal Securities for the Property.

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council hereby determines to purchase, acquire, and construct the Improvements and to pay for the cost through the issuance of one or more series of municipal securities, which pledge the City's limited tax full faith and credit, pursuant to Section 517 of Act 34, in an amount of not to exceed \$6,000,000 (the "Municipal Securities").

2. A Notice of Intent to Issue Municipal Securities be published in accordance with Section 517 of Act 34, and the City Clerk is authorized and directed to publish the Notice of Intent to Issue Municipal Securities in a newspaper of general circulation in the City, which Notice shall be substantially in the form as set forth on Exhibit A attached hereto with such changes as are approved by the City Manager, and shall be at least one-quarter (1/4) page size in the newspaper.

3. The City may proceed to acquire and construct the Improvements using available funds of the City from the general fund, a fund for the general operations of the City, the street fund, a fund for the improvement of streets, and other funds of the City.

4. At such time as the City issues the Municipal Securities for the long-term financing of the acquisition of the Improvements, the City shall be reimbursed for its expenditures for the Property out of the proceeds of the Municipal Securities.

5. This resolution and the expression of intent to seek reimbursement from future proceeds of the Municipal Securities is intended to satisfy the requirements of Section 150 of the Internal Revenue Code of 1986, as amended.

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

YEAS: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Erica Eklov, Clerk

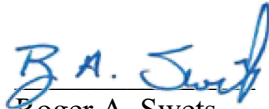
CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Portage, Kalamazoo County, Michigan, at a meeting held on April 4, 2023, and that the public notice of the meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, as amended.

Dated: April 4, 2023

Erica Eklov, Clerk

Approved as to Form: By:



Roger A. Swets

EXHIBIT A

[NOTE TO PUBLISHER - PUBLICATION MUST BE 1/4 PAGE SIZE]

NOTICE OF INTENT TO ISSUE MUNICIPAL SECURITIES TO THE ELECTORS OF THE CITY OF PORTAGE

PLEASE TAKE NOTICE that the City Council of the City of Portage (the “City”) intends to issue municipal securities in one or more series, in an amount of not to exceed \$6,000,000 (the “Municipal Securities”).

The Municipal Securities shall be issued for the purpose of defraying the cost to design, acquire and construct certain capital improvements, including without limitation, improvements to the City’s Street Systems, including, without limitation, right of way acquisition, base construction and reconstruction, paving and repaving, storm sewer and drainage improvements, including without limitation, curb and gutter, signage, restoration; improvements to the City’s sidewalk system including without limitation, constructing, reconstructing and repairing sidewalks; bikeway and trailway improvements, including without limitation constructing, reconstructing and repairing bikeways and trailways; public safety improvements and acquisitions, including without limitation, acquisition of a public safety server, acquisition of fire radio equipment and conversion, fire station facility improvements; public facilities, including without limitation, property acquisition, public works facilities improvements, parks and recreation improvements, including without limitation, park improvements and renovations, park trail improvements, pickleball facilities; and other capital improvements the City shall determine to make and to pay the costs of issuance of municipal securities and capitalized interest, if any.

The Municipal Securities of this issue shall mature within the maximum terms permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law. The Municipal Securities shall be issued pursuant to Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”).

SOURCE OF PAYMENT

The principal of and interest on the Municipal Securities will be limited tax full faith and credit general obligations of the City, payable from any available funds of the City. Pursuant to this pledge of its limited tax full faith and credit, the City will be obligated to levy such ad valorem taxes upon all taxable property in the City as shall be necessary to make the payments of principal and interest on the Municipal Securities, which taxes, however, will be limited by applicable constitutional, statutory and charter limitations on the taxing power of the City.

RIGHT OF REFERENDUM

This notice is given, by order of the City Council of the City, to and for the benefit of the electors of the City in order to inform them of their right to petition for a referendum upon the question of the issuance of the Municipal Securities. The Municipal Securities will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the City, whichever is the lesser, shall have been filed with the undersigned City Clerk. In the event that such a petition is filed, the Municipal Securities will not be issued unless and until the issuance thereof shall have

been approved by the vote of a majority of the electors of the City qualified to vote and voting thereon at a general or special election.

This Notice is published pursuant to the requirements of Section 517 of Act 34.

Erica Eklov, Clerk
City of Portage

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Brush & Leaf Disposal - Bid Tabulation

SUPPORTING PERSONNEL: Rodney Russell, Director of Public Works

ACTION RECOMMENDED: Approve a contract for an initial term of three years with three option years with Renewed Earth, Incorporated, to provide brush and leaf disposal for a total contract amount of \$600,000 and authorize the City Manager to execute all documents related to this contract and subsequent renewals on behalf of the city.

Annually, the City of Portage conducts three rounds of collection of loose leaves and four rounds of collection of brush and bagged leaves across the community. The materials collected from the community are deposited at the Oakland Drive Compost Facility at 10905 Oakland Drive. The city's compost materials are then processed and transported to greenhouse and nursery growers and used as a blended ingredient in producing bulk growing medium for container-grown perennial plants. The processing, initially performed at the city's compost site, ensures the total annual volume of yard waste collected and deposited at the site by the city is removed for the continuing recycling process, which is mandated by regulations.

The city currently contracts with Renewed Earth, Incorporated for these services. That contract will expire on June 30, 2023. A Request for Proposal (RFP) was published for the annual removal of brush and leaf compost materials from the city's compost site in the Kalamazoo Gazette, on the City of Portage Social Media Accounts (LinkedIn, Twitter, Facebook, and Instagram) and on BidNet, where it was matched with 551 vendors who provide similar services. Additionally, six local vendors were notified of this bid opportunity. One bid was submitted by Renewed Earth, Incorporated of Kalamazoo, Michigan for a total contract amount of \$600,000.

Fiscal Year	Annual Amount
2023-2024 - Year 1	\$98,000
2024-2025 - Year 2	\$98,000
2025-2026 - Year 3	\$98,000
2026-2027 - Optional Year 1	\$102,000
2027-2028 - Optional Year 2	\$102,000
2028-2029 - Optional Year 3	\$102,000
Total	\$600,000

Notably, the proposed contract amount is \$54,000 less than the previous six-year contract period. Renewed Earth has provided excellent service during the first contract. The award of this RFP would result in a contract with an initial term of three years with an additional three option years for a potential term total of six years to ensure a long-term commitment to this process.

It is recommended that City Council award the contract in the amount of \$600,000 to Renewed Earth, Incorporated of Kalamazoo, Michigan for a three-year initial term and three-year option contract for brush and leaf disposal and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted and available for this work in the FY 2023-2024, FY 2024-2025 and FY 2025-2026 and will be programmed in future Leaf Compost Management budgets.

Attachments:

1. Renewed Earth_RFP
2. Proposal Tabulation_Leaf and Brush Disposal

**CITY OF PORTAGE
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL COVER PAGE
2023 RFP – BRUSH AND LEAF DISPOSAL**

Submit this Completed Form as the Cover Page of Your Proposal.

Firm Name: Renewed Earth
Address: 5111 S. 9th Street, Kalamazoo MI 49009
Telephone: 800-762-2722
Website: www.RenewedEarth.com

Representative Authorized to Sign Offer and Contract:

Name: Dan Glas **Title:** President
Email: dnglas@gmail.com **Telephone:** 269-290-8085
Address: 5111 S. 9th St, Kalamazoo 49009

Authorized Point of Contact (POC)/Project Supervisor:

Name: Dan Glas **Title:** President
Email: dnglas@gmail.com **Telephone:** 269-290-8085
Address: 5111 S. 9th St Kalamazoo MI 49009

*City communications to Firm regarding this RFP will be sent to the POC. If no POC is provided, such communications will be sent to the Authorized Representative.

SIGNATURE

I certify that I am authorized to execute and submit this proposal on behalf of the Firm listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, evaluation criteria, submittal requirements, terms and conditions and any other information provided by the City has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of Portage. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the City of Portage that would tend to destroy or hinder free competition.



Authorized Representative Signature



Date

2023 RFP – Brush and Leaf Disposal

Submitted By: Renewed Earth, Inc.

City of Portage

March 13, 2023

Renewed Earth, Inc.
5111 S. 9th Street
Kalamazoo, MI 49009

Ph. 800.762.2722
Fax. 269-375-8078
E-mail dan@klsupplies.com

1.1 Renewed Earth History

Renewed Earth and its sister company Kalamazoo Landscape Supplies (KLS) produces bulk growing media for greenhouse and nursery growers located in Michigan and Northern Indiana and Ohio. The growers use the media for propagating container grown perennial plants. In addition, Renewed Earth and KLS produce and distribute landscaping soil and specialty mulches for constructing and maintaining landscapes. The majority of the soil production takes place at a 72 acre composting facility in Otsego. Combined annual bulk finished goods sales is over 120,000 cubic yards.

In 1996 Renewed Earth became the first in the state to develop a composting facility permitted to compost industrial sourced biosolids. Renewed Earth worked closely with Menasha Corp (Otsego Paper) and the MDEQ to develop the permitting framework for composting industrial sourced biosolids. We have worked with various companies and large industrial clients to determine whether their by-products might be suitable for composting and more importantly determine the composted by-products marketability as soil components

Renewed Earth is regularly contacted by industrial, commercial, educational, and other public entities. Annual tours are provided for Michigan State University classes. Upon request, compost facility tours are provided for self-promotion and to showcase an environmentally responsible large-scale industrial composting operation.

What will Renewed Earth do with City of Portage leaf compost?

Renewed Earth uses leaf compost as a component in some of the landscaping soils and specialty bulk mulch products. The straight processed compost is marketed as Renewed Earth LifeCycle Compost. It is distributed throughout lower Michigan mostly to large landscaping companies and landscape supply resellers.

What will Renewed Earth do with the City of Portage wood and brush?

There is room in the market place for uncontaminated chipped wood, branches and brush. The material is made into mulch. The leaves are made into an organic component for growing media.

1.2 & 1.3 Similar projects

We have been using leaf compost in our product line for over 30 years. Renewed Earth has had a contract with the City of Wyoming, Holland, Wayland, Plainwell among others to remove their leaves and brush similar to City of Portage. References can be provided as needed. Start dates go back to the 80's & 90's for the oldest activities.

2.1 Sub-Contractors - NONE

2.2 The people who make up the organization

Dan Glas, Owner

Dan Glas has been working with KLS/Renewed Earth full-time since 1989 and part-time from 1975 to 1985. He obtained a BA in Business Administration from Calvin College, and an MBA from Western Michigan University. Dan worked in banking for 4 years after graduating from Calvin College then rejoined the family business and gained his MBA from WMU

Key Employees: Years working for KLS/Renewed Earth - and duties

- Dan Glas: 35 years – Owner and President Office manager, MBA
- General Manager 25 years – All aspects of operations
- Production Site Manager – 10 years
- Salesman: 20 years – Sales and operational support
- Technical director: 16 years - Technical, sales and operational support, R&D
- Blending facility manager: 4 years production facility manager
- Many other long time employed drivers mechanics operators and administrative staff.

Kalamazoo Landscape Supplies and Renewed Earth together employed between 30 and 40 throughout 2022 based on seasonal needs. Our core people are the ones involved with our composting and soil production which operates year-around and would be available any time to assist with site related issues.

The Site supervisor will be Torn Farrow working under leadership from Dan Glas. Site operations will be performed by our experienced compost site operators as needed. We have 7 individuals with experience in compost site operations. Each is a qualified and has proven themselves as safe, reliable and productive when working in this capacity.

Facilities

General administrative and managerial and sales support activities are located at 5111 S. 9th Street, Kalamazoo, MI 49009. This office is shared with Kalamazoo Landscape Supplies, Inc.

A finished goods blending facility along with sales, technical, mechanical and managerial support is located at 621 Lincoln Road, Otsego, MI 49078. A 72 acre composting and production facility is located at 255 E. River Street, Otsego, MI 49078. The site is maintained impeccably well to eliminate waste, minimize product cross contamination, and maintain a professional working atmosphere.

Machinery and Equipment

The trucks available to use are four 140 cubic yard walking floor trailers, two 100 cubic yard super-trains, one gravel train and many smaller dump trucks to utilize for moving the material. In all there are about 100 pieces of equipment to carry out the business activities of Renewed Earth and its sister company Kalamazoo Landscape Supplies.

The equipment available to use for the composting purposes are 15 front end loaders with buckets up to 12 cubic yards in size. Renewed Earth owns a very large Scarab 20' windrow turner which will likely stay in Otsego. Other equipment includes a Rock/organic/plastic separator, a Power Screen Commander, 80' radial stacker, Erin star screener, Vermeer 4TG7000 tub grinder, Morbark chip screen, 100 ton Rice Lake Scale, self-propelled Ingersoll Rand roller/compactor, Komatsu bulldozer, Komatsu 160 excavator, Bobcat, and an 8000 gallon mobile tanker.

A large grinder, and front end loader would be required for regular onsite activities. An additional end loader, excavator and possibly windrow turner may be brought in for processing.

The grinder will grind everything that comes to the site, front end loaders and the excavator will be used to move the material on site and turn the windrows.

The leaves and brush will be ground on a timely basis to ensure the site is maintained and operated in a safe clean and organized manor.

Operational Plan Overview

Wood will be ground at least twice per year and will be removed after it is ground. Loaders will be used to assist piling of leaves daily during the fall leaf collection period. The leaves will be ground prior the end of the year and laid out in windrows to compost. The next season the leaves will be removed prior to October 31 at the latest to make room for the following season fall leaf collection.

We do not have estimates nor the specific names of the crew who will due the grinding. We have many qualified personal to handle the grinding, and the dedicated time will depend on incoming volume of materials. We have had no issues in the past. We have provided grading services in the past to help with hardsurfacing the site. We also do our best to reduce site surface degradation and to mitigate those as necessary. Basically to keep the surface level to ensure minimal product contamination.

Why award the contract to Renewed Earth, Inc.

- All business decisions are made using high moral and ethical standards.
- Low cost to manage contract, easy to work with, minimal oversight required.
- Will maintain a very organized and professional appearing site, (need to keep the product from getting contaminated), some PR possibilities.
- Able to recycle product and distribute back into community, some PR possibilities
- Green flavor to how we handle the product and the end use.
- Ends up in some pretty cool landscape products
- Economically sustainable use for the material, have market for end product, not relying on increase in demand to get rid of.

In summary, Renewed Earth is able to provide an easy to manage, low risk solution that will make the yard waste go away. Reusing the material in soil and mulch is an excellent use of the material from an environmental standpoint. The partnership may offer local PR opportunities. Renewed Earth offers a limited risk, professional solution.

Exhibit A – Statement of Work

I agree to the requirements in Exhibit A.

Exhibit B - Insurance Requirements

Proof of Insurance will be provided as required.

Exhibit C – Pricing Schedule

See Below

EXHIBIT C – PRICING SCHEDULE

	Description	Unit of Measure	Extended Price
Initial Term 1	2023-24 Leaf & Brush Disposal	LS	\$ 98000
Initial Term 2	2024-25 Leaf & Brush Disposal	LS	\$ 98000
Initial Term 3	2025-26 Leaf & Brush Disposal	LS	\$ 98000
Option Year 1	2026-27 Leaf & Brush Disposal	LS	\$ 102000
Option Year 2	2027-28 Leaf & Brush Disposal	LS	\$ 102,000
Option Year 3	2028-29 Leaf & Brush Disposal	LS	\$ 102,000
Total Contract Value			\$ 600000

2023 RFB BRUSH AND LEAF DISPOSAL
PROPOSAL TABULATION
PROPOSAL OPENING ON MARCH 16, 2023 AT 3 PM

Renewed Earth	\$	600,000.00
5111 S. 9th Street		
Kalamazoo, MI 49009		

Opened by:  _____
Victoria Barboza, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Approve the purchase of twelve (12) Police Division Patrol Vehicles

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Rescind the October 18, 2022, approval of the purchase of five (5) 2023 Ford Interceptor AWD vehicles from Gorno Ford in the amount of \$257,830, approve the purchase of twelve (12) Chevrolet Tahoe Police Pursuit vehicles from Berger Chevrolet in the amount of \$479,796, and authorize the City Manager to execute all documents pertaining to this matter.

The current police vehicle fleet is lacking due to significant wear and tear due to high mileage and an inadequate number of available police vehicles within the fleet. On October 18, 2022, the City Council approved the replacement of five (5) 2023 Ford Interceptor AWD vehicles using funds from the Fiscal Year 2022-2023 Capital Improvement Program budget. In addition, the Fiscal Year 2023-2024 Capital Improvement Program budget includes the addition of seven (7) police cruisers.

Due to Ford Motor Company supply issues, the five (5) 2023 Ford Interceptor AWD vehicles approved by the City Council in October have not been delivered and may not be until July 2023. Given the immediate need to reinforce the current fleet of patrol vehicles, the Police Division explored other options for replacing twelve (12) police cruisers budgeted in the 2022-2023 and 2023-2024 Fiscal Years. It has been determined that Berger Chevrolet can supply twelve (12) Chevy Tahoe Police Pursuit Vehicles with a build date of April 2023. Importantly, the cost for the Chevy Tahoe Police Pursuit Vehicles is approximately \$11,000 less per vehicle than for the Ford Interceptors, resulting in a total savings of more than \$104,000. The purchase of all twelve (12) Chevy Tahoe Police Pursuit vehicles will ensure the patrol fleet will remain in a state of operational readiness. The CIP Vehicle Replacement Schedule will not be altered in any way resulting from this purchase.

The State of Michigan MiDeal purchasing program pre-qualifies dealers. In the "First Tier RFP," Michigan dealers were pre-qualified and no pricing was requested or provided. The MiDeal Purchasing program "pre-qualified" two (2) Chevrolet dealers, Berger Chevrolet, and Todd Wenzel Chevrolet. Once specifications are met, agencies are instructed to obtain quotes from those pre-qualified dealers. The Police Division contacted both Berger Chevrolet and Todd Wenzel Chevrolet. Berger provided a quote for twelve (12) Chevy Tahoe Police Pursuit Vehicles in the amount of \$479,796 with a build date of April 2023. Todd Wenzel Chevrolet did not provide a quote as it does not have any available inventory.

It is recommended that City Council rescind the October 18, 2022, approval of the purchase of five (5) 2023 Ford Interceptor AWD vehicles from Gorno Ford in the amount of \$257,830, approve the purchase of twelve (12) Chevrolet Tahoe Police Pursuit vehicles from Berger Chevrolet in the amount of \$479,796, and authorize the City Manager to execute all documents pertaining to this matter.

FUNDING: The Police Division has sufficient funds in its Fiscal Year 2022/2023 CIP budget.

Attachments:

1. Berger Chevrolet Quote
2. Approved Agenda Item (October 18, 2022)

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$39,983.00

Vehicle Description:

Number of units 12

Year 2023

Make Chevrolet

Total Bid Amount \$479,796.00

Model Tahoe 4wd
police package

Vendor:

Berger Chevrolet Inc.

Bid Prepared For :

Address 2525 28th Street S.E.

City of Portage

Grand Rapids, MI 49512

Phone (616) 949-5200

Price includes title fee and delivery. Price based on
Municipal discount for the State Of Michigan.

Fax (616) 988-9178

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 3/30/2023



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

Selected Model and Options

MODEL

CODE	MODEL
CK10706	2023 Chevrolet Tahoe 4WD 4dr Commercial

COLORS

CODE	DESCRIPTION
GBA	Black

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
.01 [†]	led spot upgrade [†]
1FL	Commercial Preferred Equipment Group includes standard equipment
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
5T5	Seats, front cloth and second row vinyl (Not available with (A50) front bucket seats.)
6C7	Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6E2	Fleet Calibration provides a single key with a specific code that is common to the door locks of all the vehicles in the vehicle fleet. Key code is an alternate to SEO (6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years (Requires (AMF) Remote Keyless Entry Package. Includes (AU7) fleet common key with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with SEO (6E8) Fleet Calibration.)
6J3	Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6J4	Wiring, horn and siren circuit (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6N5	Switches, rear window inoperative (rear windows can only operate from driver's position.) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6N6	Door locks and handles, inside rear doors inoperative (door can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
7X3	Spotlamp, left-hand Not available with SEO (7X2) left and right-hand spotlamps. Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
9C1	Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only) *Upon selection of this option the base price will change*
9G8	Headlamps, Daytime Running Lamps and automatic headlamp control delete deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
AMF	Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
ATD	Seat delete, third row passenger *CREDIT*
AX2	Key, unique Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
AZ3	Seats, front 40/20/40 split-bench (STD)
BCV	Lock control, driver side auto door lock disable (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
C6G	GVWR, 7600 lbs. (3447 kg) (Included and only available with (9C1) Police Package. 4WD model only.)
FE9	Emissions, Federal requirements
GBA	Black
GU5	Rear axle, 3.23 ratio
H1T	Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)
T53	Lamps, alternate flashing Red & Blue rear compartment lid warning (visible when liftgate is open) and controlled by momentary liftgate mounted switch or ground wire (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
UTQ	Theft-deterrent system content, disable, the alarm and horn become non-functional in an attempt of theft to the vehicle (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

OPTIONS ([†] Denotes a Custom Equipment Option)	
CODE	DESCRIPTION
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailering Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*
V76	Recovery hooks, 2 front, frame-mounted, Black (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.)
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Included with SEO (6J8) White Left/White Right Whelen LED Lamp Package, SEO (6J9) Red Left/Red Right Whelen LED Lamp Package, SEO (6JE) Blue Left/Blue Right Whelen LED Lamp Package, SEO (6JG) Red Left/Blue Right Whelen LED Lamp Package, SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlight, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.)
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (ATZ) rear seat delete.)
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)
Options Total	

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (✔ Complete)

Standard Equipment

Mechanical	
	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)
	Rear axle, 3.23 ratio
	Suspension Package, Premium Smooth Ride (STD)
	GVWR, 7500 lbs. (3402 kg) (4WD models only.) (STD)
	Keyless start, push button
	Automatic Stop/Start
	Engine control, stop/start system disable button, non-latching
	Engine air filtration monitor
	Fuel, gasoline, E15
	Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed (4WD models only. Deleted when (NHT) Max Trailering Package is ordered.)
	Differential, mechanical limited-slip
	4-wheel drive
	Air filter, heavy-duty
	Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
	Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
	Battery, 730 cold-cranking amps with 80 amp hour rating
	Alternator, 220 amps
	Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver
	Trailer sway control
	Hitch Guidance
	Suspension, front coil-over-shock with stabilizer bar
	Suspension, rear multi-link with coil springs
	Steering, power
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Exhaust, single system, single-outlet

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

Mechanical

Mechanical Jack with tools

Exterior

- Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)
- Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)
- Wheel, full-size spare, 17" (43.2 cm)
- Tire, spare P265/70R17 all-season, blackwall
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, upper
- Fascia, front
- Luggage rack side rails, roof-mounted, Black
- Assist steps, Black with chrome accent strip
- Headlamps, LED
- Lamps, stop and tail, LED
- Mirrors, outside heated power-adjustable, manual-folding, body-color
- Mirror caps, body-color
- Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Glass, acoustic, laminated
- Glass, windshield shade band
- Windshield, solar absorbing
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Door handles, body-color
- Liftgate, rear manual

Entertainment

- Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)
- Audio system feature, 6-speaker system
- SiriusXM Radio delete
- Infotainment display, 8" diagonal touchscreen

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

Entertainment	
	Bluetooth for phone personal cell phone connectivity to vehicle audio system
	Wireless Apple CarPlay/Wireless Android Auto
	Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)
Interior	
	Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)
	Seat trim, cloth
	Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar
	Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar
	Seats, second row 60/40 split-folding bench, manual
	Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
	Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)
	Electronic Precision Shift
	Steering column lock, electrical (Standard on models built after July 18, 2022.)
	Steering column, manual tilt and telescopic
	Steering wheel, urethane
	Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)
	Driver Information Center, 4.2" diagonal color display includes driver personalization
	Rear Seat Reminder
	Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)
	Keyless Open includes extended range Remote Keyless Entry
	Cruise control, electronic with set and resume speed
	Theft-deterrent system, content, electrical, unauthorized entry
	USB data ports, 2, one type-A and one type-C, located within center console
	USB charging-only ports, 4, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)
	Window, power with driver Express-Up/Down

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI ( Complete)

Interior

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area

Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlight are ordered.)

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking

Hill Start Assist

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, reduced intensity low beam

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Deleted when (A50) front bucket seats are ordered. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.



portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI (Complete)

Safety-Interior

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Front and Rear Park Assist

Following Distance Indicator

HD Rear Vision Camera

Front Pedestrian Braking

Lane Keep Assist with Lane Departure Warning

Forward Collision Alert

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, defaulted off. Feature can be turned on in the Infotainment menu.)

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

3 Years of Remote Access. The Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Deleted when (UDA) vehicle deactivated communication system is ordered. Remote Access Plan does not include emergency or security services. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)



Berger Chevrolet

Robert Evans | 616-575-9629 | bevans@bergerchevy.com

portage 2023 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (13) BERRI ( Complete)

WARRANTY

Warranty Note: <<< Preliminary 2023 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles
Maintenance Note: 1 Year/1 Visit

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 19000. Data Updated: Mar 21, 2023 6:42:00 PM PDT.

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT:

SUPPORTING PERSONNEL: Nicholas Arnold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Approve the purchase of five (5) 2023 Ford Interceptor AWD vehicles from Gorno Ford in the amount of \$257,830 using the State of Michigan MiDEAL program and authorize the City Manager to execute all documents related to this purchase on behalf of the city.

The Fiscal Year 2022-2023 Capital Improvement Program budget includes the purchase of five (5) Ford Police Interceptor utility vehicles assigned to the Police Division. These new vehicles will replace older vehicles which have sustained accident damage or have reached the end of their serviceable life, presenting issues such as excessive mileage, rust, and ongoing maintenance costs. Replacement of these vehicles will allow the city to maintain current levels of service to the public.

The City of Portage is a member of the State of Michigan MiDEAL program. MiDEAL is the State of Michigan's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, colleges, and nonprofit hospitals to buy goods and services from state contracts. The program is authorized by Michigan legislation and has been in existence since 1984. Local governments benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids.

The identified replacement vehicle will be a 2023 Ford Police Interceptor AWD. The Public Safety Department has secured a quote from Gorno Ford of Woodhaven, Michigan, the MiDEAL Michigan contract holder, as well as two other qualified MiDEAL Ford Dealers with the following results:

Ford Dealer	Cost Per Vehicle
Gorno Ford	\$51,566
Owosso Motors Inc/Signature Ford	\$52,045
Feldman Ford of Detroit	\$56,630

Gorno Ford of Woodhaven, Michigan provided the lowest quote per vehicle of \$51,566, for a total cost of \$257,830 using the cooperative MiDEAL contract #071B7700181 (valid through November 30, 2022). The Department of Public Safety has made prior purchases with this vendor with favorable results.

It is recommended City Council approve the purchase of five (5) 2023 Ford Interceptor AWD vehicles from Gorno Ford in the amount of \$257,830 using the State of Michigan MiDEAL and authorize the City Manager to execute all documents related to this purchase on behalf of the city.

FUNDING: The Department of Public Safety – Police Division has sufficient funds in its FY 22/23 CIP budget.

Attachments: 1. Gorno Ford Quote

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Portage Creek Bicentennial Park Trail Mill & Fill - Bid Tabulation

SUPPORTING PERSONNEL: Rod Russell

ACTION RECOMMENDED: Accept the low bid in the amount of \$308,815 from Michigan Paving & Materials, Inc. to provide repairs to the Portage Creek Bicentennial Park (PCBP) Multi-use Trail and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Fiscal Year 2022-2023 Capital Improvement Program budget includes funding to repair a section of the Portage Creek Bicentennial Park (PCBP) Multi-use Trail from Garden Lane to Romence Road Parkway. Routine asphalt surface maintenance is required on multi-use trails to maintain a safe and smooth riding surface. The project includes asphalt surface repair maintenance (mill and fill) to 2,380 feet of trail in this location.

A Request for Bid was published in the Kalamazoo Gazette, on the City of Portage social media accounts (LinkedIn, Twitter, Facebook, and Instagram), and on BidNet, where it was matched with 32 vendors who provide similar construction services. Additionally, 5 local vendors were notified of this project. Four bids were received with the low bid being submitted by Michigan Paving & Materials of Kalamazoo, Michigan for the amount of \$67,200.

Due to favorable pricing, Michigan Paving & Materials was asked to quote additional multi-use trail repairs by extending the PCBP Trail paving project at the quoted pricing. The bid increased by \$241,615, which would include repairs to the PCBP Multi-use Trail from Romence Road Parkway to East Milham Avenue - an additional 8,446 feet of trail. By performing the additional multi-use trail repair in this fiscal year at the favorable bid pricing, a savings of \$109,385 is estimated.

It is recommended that City Council award a contract to Michigan Paving & Materials in the amount of \$308,815 to perform asphalt repairs to the PCBP Multi-use Trail and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Funds are budgeted for this work in the FY 2022-2023 Capital Improvement Program budget.

Attachments: 1. PCBP Trail Bid Tabulation

**2022 RFB TENNIS MULTI-USE TRAIL MILL & FILL
CONSTRUCTION SERVICES
BID TABULATION
BID OPENING ON FEBRUARY 21, 2022 AT 3 PM**

Michigan Paving and Materials	\$	67,200.00
2300 Glendenning Road		
Kalamazoo, MI 49047		

Lakeland Asphalt Corp	\$	81,997.00
548 Avenue A		
Springfield, MI 49037		

J Allen and Company, Inc.	\$	95,000.00
8288 E. Michigan Ave.		
Galesburg, MI 49053		

Rieth-Riley Construction Co., Inc.	\$	107,980.00
911 Hatfield Ave.		
Kalamazoo, MI 49001		

Opened by:  _____
Victoria Barboza, Purchasing Manager

Minutes of Boards & Commissions

CITY OF PORTAGE PLANNING COMMISSION

**Thursday, March 2, 2023
7:00 PM Portage
Portage City Hall Council Chambers**

The City of Portage Planning Commission meeting of March 2, 2023, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Biqi Zhao, Deputy Director of Planning and Zoning
- Jonathon Hallberg, Interim Director of Community Development
- Catherine Kaufman, City Attorney

ROLL CALL

Ms. Zhao called the roll: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (no); Baldwin (yes); Adams (yes); Youngs (yes); Kasper (yes); and Freiman (yes).

Motion by Commissioner Youngs, seconded by Commissioner Baldwin to excuse Commissioner Pezzoli. Motion carried 8-0.

APPROVAL OF MINUTES

1. Minutes dated February 16, 2023.

Motion by Commissioner Fries, seconded by Vice Chair Joshi to approve the Planning Commission Meeting Minutes of February 16, 2023, as submitted. Motion carried 8-0.

PUBLIC HEARINGS

1. Rezoning application No. 22/23-8 to rezone 7438 Lovers Lane from R-1B One-Family Residential to R-1T Attached Residential for future duplex developments.

Ms. Zhao presented and summarized the proposed rezoning application, stated various elements of the subject site and neighborhood, showed various pictures of the site, and a survey of a recently-approved land division of the subject site. She showed a table indicating differences between the existing R-1B district and proposed R-1T district. Also, she showed required R-1T development standards. Ms. Zhao indicated that the proposed rezoning requires Planning Commission recommendation and City Council vote, both at public hearings. Ms. Zhao presented staff's analysis indicating consistency with the Comprehensive Plan, and alignment with the Council's goals of attracting residential development. Ms. Zhao stated that the City has not received any public comments on this proposal until the day of this meeting (3/2/23). She concluded with the recommended action: "If no additional public comment is requested and the Commission is supportive of the proposed rezone request, staff advises the Planning Commission to recommend to City Council the approval of rezoning application no. 22/23-8 to R-1T Attachment Residential to expand residential development opportunities."

The applicant, Mike West, presented and summarized the overall size and shape of the lot; indicated that the subject site has been divided; indicated that there are multiple utility leads serving the property from Lovers Lane. He stated a conceptual development of a future duplex with a density of 1.8 units per acre, less than the maximum density of R-1T district. Mr. West addressed that he believes the proposal is compatible with the City's Comprehensive Plan; it is adjacent to other similar attached housing proposal; and requests Planning Commission support.

Chair Corradini opened public hearing. Public testimonies are as follows:

- 1) Mike Ashby, 7416 Lovers Lane. Indicated concerns about size of lot to accommodate future housing, preservation of natural vegetation for wildlife, and opposes the rezoning.
- 2) George Gerth, 7426 Lovers Lane. Indicated concerns about perceived growth impact on open space around his property, concerns about lack of site maintenance of subject site, and opposes the rezoning.
- 3) Colleen Poot, 7402 Lovers Lane. Indicated concerns about aesthetics of street corner with future development, concerns about perceived increased traffic and headlight impact from the rezoning, concerns about perceived impact to wildlife in the area, concerns about perceived future redevelopment creep in the neighborhood, and opposes the rezoning.

Motion by Commissioner Adams, seconded by Vice Chair Joshi to close public hearing. Motion carried 8-0.

Chair Corradini clarified that the Planning Commission's action on the rezoning is a recommendation. And the rezoning proposal will be forwarded to the City Council where another public hearing will be provided, and the Council will vote on the rezoning proposal.

Motion by Vice Chair Joshi, seconded by Commissioner Fries to recommend to City Council the approval of rezoning application no. 22/23-8 to rezone 7438 Lovers Lane from R-1B One-Family Residential to R-1T Attachment Residential to expand residential development opportunities. Ms. Zhao called the roll for the motion: Chairman Corradini (yes); Vice Chair Joshi (yes); Fries (yes); Pezzoli (no); Baldwin (yes); Adams (yes); Youngs (yes); Kasper (yes); and Freiman (yes). Motion carried 8-0.

2. An additional accessory building space for a proposed pole barn at 10042 Terry Ln (parcel no: 04741-041-A) and 520 Bacon Ave. (parcel no: 04740-001-B).

Ms. Zhao presented and summarized the proposal, stated various elements of the subject site and neighborhood, showed various pictures of the site, provided a table of all existing and proposed buildings, and summarized the total existing accessory building space and proposed total accessory building space. She explained the applicable zoning code regulation for Planning Commission consideration. Ms. Zhao provided staff's analysis of the replacement of an existing accessory detached building with a proposed pole barn. She also stated that the project is consistent with the intent of the underlying zoning district and applicable sections of Comprehensive Plan. Ms. Zhao indicated that the City has received two recent public comments supporting the project, as well as the applicant's submittal of adjacent property owners' signatures of support. She concluded with the recommended action "If no additional public comment is requested and the Commission is supportive of the proposed project, staff recommends Planning Commission approval of the additional accessory building space of 1,799 square feet at 10042 Terry Lane and 520 Bacon Avenue with the following condition: Lots of 10042 Terry Lane and 520 Bacon Avenue be combined."

The applicant, Garth Whitehill, 10043 Terry Lane, presented and summarized the overall project, and stated that the project will help keep personal belongings inside a building, and spoke with adjacent neighbors about the project. He indicated that the lot combination application has been submitted to the City.

Commission Fries indicated support to streamline projects similar to this.

Chair Corradini supported the applicant's effort in contacting neighbors in the area.

Chair Corradini opened public hearing. No public hearing received. Vice Joshi made the motion, and Commissioner Baldwin supported a motion to close public hearing. Motion carried 8-0.

Commissioner Fries motioned, supported by Commissioner Adams approval of the additional accessory building space of 1,799 square feet at 10042 Terry Lane and 520 Bacon Avenue with the following condition: Lots of 10042 Terry Lane and 520 Bacon Avenue be combined. Motion carried 8-0.

SITE/FINAL PLANS

None.

NEW BUSINESS

None.

OLD BUSINESS

1. A Tentative Plan and Rezoning Application (#22/23-7), from Commercial Planned Development (CPD) to Planned Development (PD) for a proposed mixed-use development at 412 W. Centre Avenue and 7860 Shaver Road.

Ms. Zhao stated that the project was continued from the January 19, 2023 Planning Commission meeting. She summarized the project site layout, conceptual building elevations, and overall number of dwelling units. Ms. Zhao explained applicable zoning regulations of the 'Planned Development' standards, applicable Comprehensive Plan elements, and relevant City Council's housing goals. She addressed the applicant's additional project request of seeking a lower parking plan and higher density. Ms. Zhao showed a chart of other proposed, existing high density residential developments throughout Portage. She addressed the Commission's pending items from the January 19, 2023, meeting and pending traffic study review and recommendation; indicating that the traffic study has been accepted by the City; and that no significant project changes were recommended. Ms. Zhao concluded with the recommended action "Staff advises the Planning Commission to recommend to City Council the approval of the Tentative Plan and Rezoning Application #22/23-7, from Commercial Planned Development (CPD) to Planned Development (PD) for a proposed mixed-use development at 412 W. Centre Avenue and 7860 Shaver Road with the following conditions:

- 1) a written confirmation of rights to use the condominium common parcels for potential parking and access, which shall be submitted to the city prior to the Final PD Site Plan review and approval.
- 2) if the proposed parking on the common area is not allowed, to approve the submitted alternative plan for contingency parking.
- 3) the proposed 'live/ work' units shall be consistent with the requirements of Building Code Section 419 'Live/ Work Units' and Zoning Code Sec. 42-137 'Work/ Live Accommodations'.
- 4) An updated site plan shall be submitted for Final PD Site Plan review showing the northern driveway along Shaver Road be designed with a dedicated left-turn and right-turn egress lanes."

Commissioner Freiman expressed concerns about the development impacting wetlands and perceived impacts from the adjacent Fire Department and its operational uses. He did state support of the development, including creating a need for housing, the development being located close to amenities, and having walkable, bikeable elements.

The applicant (attended virtually), John McGraw, stated that a wetlands delineation was established in 2006 which showed no mapped wetlands within the developing area. However, current wetland map shows an increase in wetland area which stretches in the area of proposed buildings. Mr. McGraw indicated this development plan is tentative, and discussions with the State Environmental Great Lakes and Energy Department (EGLE) are underway.

Chair Corradini stated concerns about traffic increase and turning movements at access points along W. Centre Avenue and Shaver Road; indicated concerns about reducing parking allowance; stated concerns about impact to the mapped floodplain and raising flood waters encroaching onto the subject site; indicated concerns about the adjacent Fire Department operations and access impacting the proposed development and vice versa; and stated concerns about the project's considerable higher density than what is allowed under the 'Planned Development' regulation and its effect on traffic levels. He also stated the City should examine a comprehensive pedestrian network for the underlying City Centre Plan; needed sidewalk improvements along Centre Street; and add public improvements to the City's Capital Improvement Program (CIP).

Commissioner Baldwin expressed concerns about the Fire Department operations impacting the development; concerns about internal traffic circulation between the proposed development and existing development in the neighborhood.

Commissioner Kasper stated that she shares concerns about parking and desired more parking to be provided but indicating that the development would meet the needs of the area.

Vice Chair Joshi stated that she is not fully convinced of the walkability of the site and had concerns about flooding.

Commissioner Youngs expressed concerns about the high density, parking, and access points.

Commissioner Fries stated that other development in the greater neighborhood were required to install sidewalks and shared concerns about needing a plan for addressing pedestrian network in the area.

Commissioner Fries motioned, seconded by Commissioner Adams the Planning Commission to recommend to City Council the approval of the Tentative Plan and Rezoning Application #22/23-7, from Commercial Planned Development (CPD) to Planned Development (PD) for a proposed mixed-use development at 412 W. Centre Avenue and 7860 Shaver Road with the following conditions:

- 1) a written confirmation of rights to use the condominium common parcels for potential parking and access, which shall be submitted to the city prior to the Final PD Site Plan review and approval.
- 2) if the proposed parking on the common area is not allowed, to approve the submitted alternative plan for contingency parking.
- 3) the proposed 'live/ work' units shall be consistent with the requirements of Building Code Section 419 'Live/ Work Units' and Zoning Code Sec. 42-137 'Work/ Live Accommodations'.
- 4) An updated site plan shall be submitted for Final PD Site Plan review showing the northern driveway along Shaver Road be designed with a dedicated left-turn and right-turn egress lanes.

Motion carried 8-0

STATEMENT OF CITIZENS

George Gerth recalled historic road conditions in Portage and land ownership around 7438 Lovers Lane.

STATEMENT OF COMMISSIONERS/ STAFF

Commissioner Freiman expressed sympathetic concerns with public testimony regarding the rezoning of 7438 Lovers Lane on the agenda, stated the rezoning process and the purpose of the Comprehensive Plan, and indicated a growing demand for housing for the community. He also stated that many wildlife and trees are located on private property and can be development as allowed under City processes. Further, he indicated that those natural settings could be generally preserved if purchased for non-development purposes.

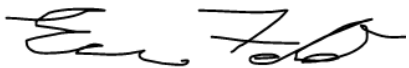
Chair Corradini commended local and regional staff response during the recent ice storm.

Ms. Zhao reminded the public and Commission about the City's Master Plan visioning workshop on Monday, March 20th at 5:30pm at the Portage Zhang Senior Center.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 8:44 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt".

Eric Feldt, AICP, CFM
Senior City Planner

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Presentation of 2023-2024 FY Proposed Budget

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED:

City Manager McGinnis and Finance Director VanderVeen will present the 2023-2024 Proposed Budget. A link to OpenGov will be provided and City Council is asked to review content and present questions during the following two-week period. There will be a public Work Session at 3:00 p.m. on Tuesday, April 18 when the detail will be more fully discussed and questions will be answered. A follow-up meeting is set for Tuesday, April 25 if necessary.

FUNDING:

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Fiscal Year 2023-2024 Human/Public Service Funding

SUPPORTING PERSONNEL: Jonathon Hallberg, Interim Director of Community Development

ACTION RECOMMENDED: Approve the proposed Fiscal Year 2023-2024 Human/Public Service funding allocation recommendations as noted.

OVERVIEW

Thirteen applications were received from area Human/Public Service organizations requesting Fiscal Year 2023-2024 (FY 23-24) funding for various services provided. Attached are the Human/Public Service Application Summary forms for applications submitted to the Human Services Board in December 2022.

For FY 23-24, a total of \$210,400 is estimated to be available for human public service funding from two sources:

1. **General Fund:** \$205,400 (0.65% of the General Fund revenue as recommended to City Council in 2018)
2. **CDBG Program:** \$209,795 will be received from the Department of Housing & Urban Development (HUD) for FY 23-24 with an additional \$50,000 of program income anticipated. This is a reduction in CDBG entitlement and program income from FY 22-23, significantly impacting the program funds available for this fiscal year for CDBG activities. HUD's allocation is based on a formula for entitlement communities based on population and other data criteria.

Funding from both sources is intended to support Portage residents by fulfilling priority needs identified in the approved CDBG Consolidated Plan. The Human Services Board is seeking long-term solutions focused on housing, which is an increasing challenge and need for every person. Availability of rental units; ability to obtain homeownership; and elderly, assisted, and supportive housing are high on the list. Education and job training are essential to every person. Other examples of assistance include mortgage counseling; teaching tenant and landlord responsibilities; job stability measures such as essential/soft skills development and substance abuse therapy; budgeting skills for emergencies, essential maintenance, for improvements that lower utility costs, and down payments; and everyday support services such as transportation to work and childcare options. With concentrated efforts focused on long-term solutions, agencies can assist in the effort for every person to obtain and keep safe, decent housing. The housing Circle of Support includes homeless prevention, emergency shelter and rapid re-housing, anti-poverty efforts and services to address emergency assistance such as utility shutoffs.

APPLICATION EVALUATIONS

In accordance with established city practices, the review of grant applications performed by the Human Services Board (HSB) and staff, as well as the respective FY 23-24 funding recommendations, were

based on the extent to which each application fulfills the Human Services Funding evaluation criteria (attached). This is a tool in addition to the Circle of Support. Anticipated goals and accomplishments expected to assist residents over a long period of time are used to make recommendations for the Council's consideration.

An open house attended by human services organizations and city departments was held in November, prior to the application period. Organizations from non-profit agencies along with city departments were invited to attend and showcase their programs to the public and to the HSB, where the board members could freely learn about the organizations, their missions, and services. The open house was instrumental in assisting the HSB in learning about the organizations, as well as in helping organizations communicate amongst themselves, which could aid in their dialogue with each other and coordination of efforts. The open house brought new program applications by organizations for consideration of funding and was well received by HSB members and members of the public who attended. The table below shows the requests and recommendations.

Applicant	Program	FY 2023-2024 Request	HSB Recommendation
Kalamazoo Literacy Council	ESL of SW MI	\$3,500	\$3,500
Kalamazoo Literacy Council	Comm Literacy Ctr @ Prince of Peace	\$1,500	\$1,500
Portage Community Center	Youth Development	\$35,000	\$32,000
Catholic Charities	Ark for Youth	\$17,000	\$10,000
Twelve Baskets	Free Store	\$10,000	\$5,000
Portage Community Center	Emergency Assistance	\$40,000	\$30,000
Twelve Baskets	Food Pantry	\$25,000	\$15,000
YWCA - Kalamazoo	Intimate Partner Domestic Assault Program	\$12,000	\$12,000
YWCA - Kalamazoo	Sexual Assault Program	\$7,000	\$7,000
YWCA - Kalamazoo	Human Trafficking Program	\$1,000	\$1,000
Milestone Senior Services	*Portage Critical Home Repair Program	\$25,000	\$15,000
Senior Care Partners PACE	GrandPad Tablet support	\$71,400	\$0
Catholic Charities	Bread for Life	\$5,000	\$0
Kalamazoo Valley Habitat for Humanity	*Critical Home Repair Program	\$25,000	\$20,000
Housing Resources, Inc.	Housing Stabilization Programs	\$30,000	\$25,000
Gryphon Place	2-1-1 Information & Referral	\$4,000	\$4,000
United Way	VITA Kalamazoo	\$10,000	\$0
Portage Community Center	Community Collaboration	\$10,000	\$5,000
Disability Network Southwest MI	Ramp Up	\$20,000	\$12,000
Community Healing Centers	Children's Early Intervention Program	\$10,000	\$7,400
Total		\$362,400	\$205,400

HSB members held significant discussions about the proposals and, as always, the decisions were difficult, especially given the increased requests by organizations. The Senior Care Partners PACE program received no recommendation for funding as the proposal indicated this was for the servicing of computer tablets purchased with a prior COVID grant. The organization is actively seeking alternatives to the tablets where they will no longer be needed due to their high cost. The Catholic Charities Bread for Life program has been funded in the past and is certainly a worthy program; however, no funding is recommended this year. The application for the United Way VITA program is a first-time application received to fund tax preparation for individuals. The HSB felt the level of staffing was too little to have a good impact. The application didn't rate highly in the long-term housing Circle of Support and other tax assistance programs currently operate that may support Portage residents.

The HSB is encouraging programs to go beyond their services and assist participants in making connections to other programs and services that offer a long-term solution to eliminate their current situation, addressing items such as job training, proximity of residence to public transportation, or home repair services to make their home more accessible or functional for years to come.

CDBG Program Fund

The total budget for the CDBG FY 23-24 program is greatly reduced to \$259,795 from the current budget of \$339,685. The reductions are due to the HUD formula CDBG Entitlement funds being reduced from \$224,210 to \$209,795 and the amount of program income from loan repayments falling from a record high of \$115,475 to an anticipated \$50,000. The HSB is recommending the following overall CDBG budget within the FY 23-24 CDBG Annual Action Plan.

Housing Rehabilitation	\$150,000.00
Housing Rehabilitation Administration	\$14,836.00
Neighborhood Improvement	\$48,000.00
Portage Community Center	\$5,000.00
CDBG Administration	\$41,959.00
TOTAL	\$259,795.00

The Portage Community Center (PCC) CDBG allocation is for their public transportation assistance program. PCC will receive general funds for continued operation of the emergency, youth, and community collaboration program. PCC has applied for funding outside the CDBG and City of Portage General Fund programs but received notification that the application was not approved. Had PCC been successful, it was indicated that the CDBG portion of the application would have been withdrawn. PCC has been successful in other fundraising efforts over the past several years; therefore, downsizing the request to support the transportation program will not prevent other current supportive services. The Housing Rehabilitation program will provide a slightly reduced number of projects. A request for funding from Kalamazoo County for a housing millage grant has been submitted. This would be the second grant and assist in increasing the number of projects for homeowners. The Neighborhood Improvement program is being recommended at a slightly less amount of funding, more in line with

current spending on code enforcement in low- and moderate-income neighborhoods.

It is recommended that Council approve proposed FY 23-24 Human/Public Service funding recommendations for the following organizations:

Community Development Block Grant (CDBG) Fund - \$5,000	
Portage Community Center	\$5,000
City of Portage General Fund - \$205,400	
Portage Community Center	\$67,000
YWCA	\$20,000
Catholic Charities	\$10,000
Housing Resources, Inc.	\$25,000
Gryphon Place	\$4,000
Kalamazoo Literacy Council	\$5,000
Twelve Baskets	\$20,000
Disability Network	\$12,000
Community Healing Centers	\$7,400
Milestone Senior Services	\$15,000
Kalamazoo Habitat for Humanity	\$20,000

FUNDING: Sufficient funds are available from a combination of the Fiscal Year 2023-2024 General Fund (\$205,400) and anticipated CDBG funding (\$5,000).

Attachments:

1. Human Services Funding Evaluation Criteria
2. FY23-24 Human Services Application
3. Human Services Board meeting minutes dated February 2, 2023

HUMAN SERVICES FUNDING EVALUATION CRITERIA

In addition to the criteria listed below, which apply to the service(s) to be provided with the funding requested, the following Mission Statement for the Human Services Board will also serve as a guide to the Board in its review and recommendation of funding applications:

The mission of the Human Services Board is to facilitate the satisfaction of basic human needs of all Portage citizens by educating and advising the City Council, Portage human service agencies, and the community at large.

Question 1 below evaluates an organization's ability to leverage/receive funding from other sources.

(Refer to question 3 on the application form)

1(A). New Organization (less than 5 years) ABILITY OF AGENCY TO RECEIVE OTHER FUNDING

5 = Extensive to 25 = Limited

(Select only one that most closely fits)

"Limited" ability to receive other funding for "new" applicants can be generally defined as follows:	Score
Grant request equals 51% or more of the agency's budget	25
Grant request equals 31-50% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 6-10% of the agency's budget	10
Grant request equals 0-5% of the agency's budget	5

OR

1(B). (5 year + organization serving Portage residents) ABILITY OF AGENCY TO LEVERAGE OTHER FUNDING

5 = Limited to 25 = Extensive

(Select only one that most closely fits)

"Extensive" leveraging of other funding for "previous" applicants can be generally defined as follows:	Score
Grant request equals 0-5% of the agency's budget	25
Grant request equals 6-10% of the agency's budget	20
Grant request equals 11-30% of the agency's budget	15
Grant request equals 31-50% of the agency's budget	10
Grant request equals 51% or more of the agency's budget	5

2. PERCENT OF PORTAGE CLIENTS SERVED

(Refer to question 5 on the application form)

10 = Few to 50 = Many

(Select only one that most closely fits)

"Many" clients served can be considered to be:	Score
Portage clients equals 75-100% of clients served by agency	50
Portage clients equals 50-74% of clients served by agency	40
Portage clients equals 25-49% of clients served by agency	30
Portage clients equals 11-24% of clients served by agency	20
Portage clients equals 1-10% of clients served by agency	10
Portage clients equals >1%	0

3. EXTENT TO WHICH THE PROGRAM SUPPORTS HOUSING, THROUGH THE “CIRCLE OF SUPPORT”

(Refer to question 10 on the application form)

(Select only one that most closely fits)

“Basic Human Needs” are considered to include:	Score
Provision of providing or direct connections for employment &/or job training	20
Provision of transportation or direct support to enable persons to travel to and from a job	15
Provision of budget and financial education to secure and sustain long term housing	20
Provision of disabled & elderly support services allowing persons ability to remain safely in their home	10
Provision of assisting mental, health, and medical services that provides/maintains housing	15
Provision of education and life skills needed to achieve housing and maintain it in sanitary & safe condition	10
Provision of every day support to evaluate and assist with action to eliminate barriers.	5
Provision of empowering persons to assist others to reach their housing needs through mentoring & referrals.	5
None of the above	0

4. ACCESSIBILITY OF THE PROGRAM SERVICE TO PORTAGE RESIDENTS

(Refer to question 11 on the application form)

0 = Not Accessible to 25 = Easily Accessible

(Select only one that most closely fits)

“Accessibility” can be considered to be:	Score
Services located in Portage	25
Services are mobile (e.g. at a facility located in Portage or at the citizen’s location)	20
Services accessible after normal (8 a.m.-5 p.m.) business hours, 24-hour phone hot line, or other methods	15
Services available / accessible via public bus routes and/or transportation by agency	10
None of the above	0

5. DOES APPLICANT HAVE WORKING RELATIONSHIPS / COLLABORATIONS WITH OTHER ORGANIZATIONS SERVING PORTAGE RESIDENTS?

(Refer to question 12 on the application form)

0 = Fragments Service Delivery to 25 = Coordinates or Improves Service Delivery

(Select only one that most closely fits)

“Coordinates or Improves Service Delivery” can be generally considered to be:	Score
Services are unique in community and not duplicated by others	25
Services are similar to others but carefully coordinated to avoid duplication	20
Services are similar to others but Information and Referral is routinely provided to avoid fragmentation	15
Services are similar to others and some fragmentation of services occurs	10
None of the above	0

6. OF PORTAGE RESIDENTS SERVED, ARE MAJORITY ECONOMICALLY OR SOCIALLY DEPRIVED, SENIOR CITIZENS, OR PERSONS WITH DISABILITIES?

(Refer to question 13 on the application form)

10 = No Special or Unusual Needs to 25 = Economically or Socially Deprived

(Select only one that most closely fits)

“Economically or Socially Deprived” can be generally considered to be:	Score
Clientele is extremely low income and/or disabled and/or victim of abuse and/or other situation	25
Clientele is low income and/or senior citizens	20
Clientele is vulnerable or at risk of one of the above	15
Clientele is in need of services	10
None of the above	0

7. AMOUNT OF OUTREACH EFFORTS

(Refer to question 14 on the application form)

5 = Limited Outreach to 25 = Extensive Outreach Efforts to People in Needs

(Select only one that most closely fits)

“Extensive Outreach” can be considered to be: open houses, social/media ads, direct mailing, targeted outreach, presentations, partnerships/networks and other forms of more direct/personal contact with citizens.	Score
Outreach to Portage residents extensive and very effective	25
Outreach to Portage residents adequate and effective	15
Outreach to Portage residents is minimal and not effective	5

T:\COMMDEV\2022 2023 Department Files\CDBG\FY 23-24 HPS\Application form and evaluation criteria.

**CITY OF PORTAGE
FY 2023 – 2024 HUMAN SERVICES FUNDING
GRANT APPLICATION**

GENERAL INFORMATION

Name of Organization:

Address:

Name of Board President:

Contact Person:

Phone #:

Email:

Web address:

If an applicant is not able to provide the following, it may not be eligible for funding. Please contact City of Portage staff if the answer to any of these questions is No:

- Is the organization able to track the number of Portage residents served? ☐ Yes ☐ No
- Is the organization able to provide Comprehensive General Liability Insurance and Motor Vehicle Insurance for \$1,000,000 per occurrence with the city, its employees, and its appointed and elected officials named as an insured party? ☐ Yes ☐ No
- Is the organization able to provide a yearly independent audit performed by a Certified Public Accountant? ☐ Yes ☐ No

ORGANIZATION INFORMATION

How long has the organization or agency been in existence and how long has the program for which funding is being requested been in existence:

What is the organization's overall purpose or mission statement:

Please indicate the most recently approved fiscal year total annual budget for your organization and the fiscal year it covered:

Total budget (\$)	Fiscal year (e.g., July 1, 2023 – June 30, 2024)
\$	

Is the organization an incorporated, not-for-profit organization: ☐ Yes ☐ No

Is the organization Internal Revenue Service 501(c)(3) classified: ☐ Yes ☐ No

GRANT APPLICATION INFORMATION

1. Please list the individual programs and requested funding levels from the city:

	Name of Program	Funding amount requested (\$)
NOTE: the same program numbers assigned in question #1 carry through to question #5.		
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

2. Please indicate the specific intended use of city funds requested:

	Use of funds
1.	
2.	
3.	
4.	
5.	

3. For the program to be funded, please provide the total annual program budget and the percent of that budget being requested from the city:

	Total annual program budget (\$)	Percent (%) of funding requested from city
1.	\$	%
2.	\$	%
3.	\$	%
4.	\$	%
5.	\$	%

4. For the program to be funded, what is the average cost of delivering one unit of service (for example, one hour of counseling, one night of shelter, etc.):

	Cost to deliver one unit of service (\$)	Explain/describe one unit of service
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

5. For the program to be funded, please indicate the following* for your most recently completed fiscal year (FY) and goals for the upcoming year:

	Total number of program clients served		Total number of Portage residents served		Portage residents served as percent (%) of total clients served	
	Prior FY	Upcoming FY	Prior FY	Upcoming FY	Prior FY	Upcoming FY
1.					%	%
2.					%	%
3.					%	%
4.					%	%
5.					%	%

*Please explain if you are unable to fully track this information:

6. Human Services Board is seeking **long-term solutions** directly focused on housing. Examples include: availability of rental units; ability to obtain homeownership; elderly, assisted, & supportive housing; education and job training; financial literacy and mortgage counseling; home maintenance and improvements (including for rentals); tenant & landlord responsibilities; and job stability such as essential skills development.

How does your program/service support obtaining and keeping housing for Portage residents?

7. Is the organization funded by the United Way and/or Kalamazoo Community Foundation?

☐ Yes ☐ No

If yes, how much annual total funding is provided by:

United Way: \$

Kalamazoo Community Foundation: \$

8. For the programs to be funded, please list other significant sources of funds expected or requested, including specific information (agency name, amount requested and purpose):

9. Please identify the entire geographic area benefited by the services for which funding is requested (e.g. County of Kalamazoo, City of Portage, City of Kalamazoo, etc.):

10. No one organization will provide all services that support housing, though collectively, multiple programs can work toward the greater goal. Utilizing the Circle of Support, describe how your program/service(s) will support housing for Portage residents:

- Provision of Employment & Job Training:
- Provision of Transportation:
- Provision of Budgeting & Financial Assistance:

- Provision of Disabled and Elderly Support Services:
- Provision of Mental, Health & Medical Services:
- Provision of Education & Life Skills Training:
- Provision of Role Models & Everyday Support Services:
- Encouraging People to Give Back; volunteer and mentor others:

11. For the programs to be funded, how are service(s) accessible to Portage residents (check all that apply):

- ☐ Services located in Portage
- ☐ Services are mobile (e.g., directly to the citizen, at a facility located in Portage, etc.)
(explain): _____
- ☐ Services accessible after normal business hours of 8:00 a.m. – 5:00 p.m.
- ☐ 24-hour phone hot line
- ☐ Services available/accessible via public bus routes and/or transportation by an agency
- ☐ Other (explain): _____

12. How does your organization communicate and collaborate with other agencies to coordinate services that work toward the goal of long-term housing:

13. For the programs to be funded, a majority of clients are (check all that apply):

- ☐ Extremely low income (30% or below of area median income) and/or disabled and/or a victim of abuse and/or other situation
- ☐ Low Income (80% or below of area median income) and/or senior citizens
- ☐ Client is vulnerable or at risk of one of the above
- ☐ Client is in need of services
- ☐ Other (explain): _____

14. For the programs to be funded:

- a. Provide details about the various ways you do outreach, connecting with persons that utilize your program/service(s)?

- b. Describe how people hear and learn about your program/service(s)?
15. Please describe the anticipated long-term sustainability of the programs for which funding is requested:
 16. As a result of receiving city funding, are you able to secure other funding for your program/services?

Please attach the following documents for City of Portage review:

1. Sample brochure(s) or similar information describing the services offered, particularly services to be funded by a City of Portage grant.
2. List of agency Board of Directors, including business and/or organizational affiliation.

Please electronically submit the following documents for City of Portage review (email or flash drive in PDF/TIFF/JPG formats):

1. Most recently completed audit.
2. Financial Statements for most recently completed fiscal year which include revenue and budget information.

Notice to Applicants for Human Public Service Funding:

The city of Portage has adopted a non-discrimination ordinance (see link below). Agencies applying for funding from the City of Portage agree to provide services, programs and assistance consistent with this and all other state and federal regulations regarding non-discrimination for all individuals who may be seeking or receiving services from such agencies. We, as representatives of the agency, agree to comply with all applicable federal, state and local non-discrimination regulations and to provide services to all individuals accordingly.

<https://www.portagemi.gov/DocumentCenter/View/447/Non-Discrimination-Ordinance-PDF>

AUTHORIZED SIGNATURE

I hereby verify that the information presented above is correct to the best of my knowledge.

--	--	--

Name (print or type)

Title

Date

X

Signature

HOUSING CIRCLE OF SUPPORT



T:\COMMDEV\2022 2023 Department Files\CDBG\FY 23-24 HPS\Application FY23-24 Human Services Application.docx

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – February 2, 2023

5:30 p.m. Conference Room 1

CALL TO ORDER: The City of Portage Special Human Services Board meeting of February 2, 2023, was called to order by Chair Brooke Kolodzieczyk at 5:35 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue, Portage MI.

MEMBERS PRESENT: Chair Brooke Kolodzieczyk, Vice Chair Jihan Young, Effie Kokkinos, Monica Lloyd, Justin Phan, Chelsea Huber, Bridget Lane, and Sue Beasley.

MEMBERS ABSENT: John Dillworth

OTHERS PRESENT: Ludim Torres

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist

APPROVAL OF MINUTES: No Quorum was present at the January 5, 2023 meeting. The Minutes of December 1, 2022 were approved by a motion by Jihan Young and supported by Chelsea Huber. The motion was unanimously approved, 8-0.

NEW BUSINESS:

New Board member introductions. Sue Beasley and Bridget Lane were recently appointed to the HSB. Perry met and provided materials and an overview of the HSB. Brooke Kolodzieczyk welcomed and thanked them for their participation. HSB members introduced themselves.

CDBG Public Hearing to receive comments Annual Action Plan. The HSB held a Public Hearing to address comments on the Community Development Block Grant Notice of Request for Release of funds for the following projects:

- **Home Assistance Programs:** \$167,839 – Housing Rehabilitation Program Loans for Upgrades of Owner-Occupied Residences and Emergency repair grants for urgent home repair needs.
- **Homebuyer Down Payment Assistance program** \$3,000 – Loans to low-moderate-income first time homebuyers in the City of Portage.
- **Neighborhood Improvement** \$64,000 - Code Enforcement – Administration of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code in low/moderate income neighborhoods.
- **Human/Public Services** \$50,546 - Portage Community Center, Emergency, and Transportation assistance.
- **Administration** \$54,300 – General grant administration and Fair Housing Activities.

Chairperson Brooke Kolodzieczyk noted no written comments have been received and requested a motion to OPEN the public hearing to any Public Comments at the meeting. Jihan Young made a motion to Open the public hearing, Chelsea Huber supported the motion and it unanimously passed 8-0. No public comments were received. Chairperson Brooke Kolodzieczyk requested a motion to Close the Public Hearing for the Request for Release of Funds from HUD. Monica Lloyd made a motion to Close the public hearing, Chelsea Huber supported the motion and it unanimously passed 8-0.

OLD BUSINESS:

Human/Public Services Funding Applications review: Perry previously provided the Human Service funding applications that were received, the ranking order of applications derived from the average of HSB individual rankings. Perry provided a funding spreadsheet listing any current year funding, all

current requests and the average funding based on HSB individual funding amounts. Tina Perry shared comments regarding two of the applications received for initial discussion. Senior Care Partners PACE application requests a significant portion of the overall funding. The PACE program received a COVID grant that enabled them to purchase tablet for seniors to better assist them during the pandemic, when inhouse visits were very restricted. The tablets require costly maintenance, which is the request for this funding. It is stated in the application they will be seeking more affordable equipment to replace the costly tablets by mid-2024. A HSB comment received indicated that when funds in the GF are short, it is hard to invest in an outmoded technology that they're not going to use after this year. HSB agreed that while it's a great program with a worthy cause, the equipment maintenance should've been planned upon request of the COVID grant to purchase the equipment and would not be a good expenditure of GF's.

A HSB comment was also received that United Way's proposal is being staffed very lightly to accommodate the tax service that is being provided by PCC and the PZSC. HSB agreed that while it's a great program with a worthy cause, other organizations had been turned down for funding tax programs in the past due to the need already being met by other Portage organizations. Given the amount of funding available this would not be a good expenditure of GF's.

HSB spent significant reviewing the requests and is providing the following recommendations to City Council for review and approval:

GENERAL FUND FY2023-2024 \$205,400			
Applicant	Program	FY2023-2024 Request	HSB Recommended
Kalamazoo Literacy Council	ESL of SW MI	\$ 3,500	\$ 3,500.00
Kalamazoo Literacy Council	Comm Literacy Ctr @ Prince of Peace	\$ 1,500	\$ 1,500.00
Portage Community Center	Youth Development	\$ 35,000	\$ 32,000.00
Catholic Charities	Ark for Youth	\$ 17,000	\$ 10,000.00
Twelve Baskets	Free Store	\$ 10,000	\$ 5,000.00
Portage Community Center	Emergency Assistance	\$ 40,000	\$ 30,000.00
Twelve Baskets	Food Pantry	\$ 25,000	\$ 15,000.00
YWCA - Kalamazoo	Intimate Partner Domestic Assault Program	\$ 12,000	\$ 12,000.00
YWCA - Kalamazoo	Sexual Assault Program	\$ 7,000	\$ 7,000.00
YWCA - Kalamazoo	Human Trafficking Program	\$ 1,000	\$ 1,000.00
Milestone Senior Services	*Portage Critical Home Repair Program	\$ 25,000	\$ 15,000.00
Senior Care Partners PACE	GrandPad Tablet support	\$ 71,400	\$ -
Catholic Charities	Bread for Life	\$ 5,000	\$ -
Kalamazoo Valley Habitat for Humanity	*Critical Home Repair Program	\$ 25,000	\$ 20,000.00
Housing Resources, Inc.	Housing Stabilization Programs	\$ 30,000	\$ 25,000.00
Gryphon Place	2-1-1 Information & Referral	\$ 4,000	\$ 4,000.00
United Way	VITA Kalamazoo	\$ 10,000	\$ -
Portage Community Center	Community Collaboration	\$ 10,000	\$ 5,000.00
Disability Network Southwest MI	Ramp Up	\$ 20,000	\$ 12,000.00
Community Healing Centers	Childrens Early Intervention Program	\$ 10,000	\$ 7,400.00
Totals:		\$ 357,400	\$ 205,400.00

Chelsea Huber made a motion to recommend funding per the table, for review and approval by City Council. Justin Phan supported the motion. The motion was unanimously approved 8-0.

CDBG Annual Action Plan FY23-24 Funding

Perry commented that the CDBG application by PCC would be funded by CDBG; a separate budget was proposed for review by the HSB for the CDBG funding. Due to the amount Program Income received from loan repayments, the total budget for the CDBG FY23-24 program is greatly reduced to \$274,210 from the current budget of \$339,685.00. HUD requires the majority of funding to benefit low moderate persons and limits the amount of spending in the areas of Administration and Public Services

by instilling caps in those areas. Historically, administration has been well below the 20% cap at 8 to 12%. PCC received funding typically at the Public Services cap of 15%. With a greatly reduced budget, the Community Development department is recommending the following budget in the FY23-24 CDBG Annual Action Plan:

Neighborhood Improvement \$50,000
Housing Assistance Programs \$135,000 (w/\$50K reserve for strictly basic services)
Portage Community Center Transportation Assistance \$5,000
Administration \$34,210

Monica Lloyd made a motion to accept the Community Development staff recommended FY23-24 CDBG budget. Bridget Lane supported the motion and it unanimously passed 8–0.

STATEMENT OF CITIZENS: None

ADJOURN: 7:10 p.m. Motion to adjourn by Monica Lloyd, supported by Justin Phan and unanimously supported. 8-0.

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 2023-.02.02.docx

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Block Party Ordinance

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt the amendment to Chapter 66 of the Code of Ordinances (Streets, Sidewalks, & Other Public Places) include Sec. 66-7. "Block Parties."

In an effort to match other cities in Michigan and have a true ordinance to support the City of Portage's allowance of Block Parties, the Office of the City Clerk has drafted the attached ordinance. It is a hybrid of several existing jurisdiction's ordinances, including the cities of Battle Creek, Ann Arbor, Dearborn, East Lansing, and Kalamazoo, in addition to established administrative processes in Portage. Currently, the City of Portage allows Block Parties by way of an application to the City Clerk's Office but does not have any formal language, administrative reviews, or enforcement steps, aside from a combined enforcement of the existing city Noise and Disorderly Conduct ordinances.

The draft ordinance has been reviewed and approved by the Public Safety Director, Fire Marshal, and Transportation Engineer. Following the initial review, the Transportation Engineer requested edits to the definition of a block party to ensure the participation of non-residents was limited, noting a problem in other cities with overly large and excessive parties, especially related to Airbnb rented properties. The Fire Marshal has no issue with block parties unless large tents or other structures are used that fall under review of the building and/or fire code, which would then require a special use permit.

The addition of the adjacent resident petition was implemented to mirror the previously mentioned cities, as well as address citizen access concerns that arose following several block parties in the pandemic period of COVID-19. There is no desire to limit the opportunity for block parties in the City of Portage, nor require fees, simply establish a framework for the public gathering option for public streets and sidewalks. It is also intended that there will be no charge for the application at this time, as is current practice.

The City Council completed the first reading of this proposed amendment at the Regular Meeting of March 21, 2023. As such, it is now recommended that City Council adopt the amendment to Chapter 66 of the Code of Ordinances (Streets, Sidewalks, & Other Public Places) to include Sec. 66-7. "Block Parties".

FUNDING: Not Applicable

Attachments: 1. New Ordinance Draft

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING CHAPTER 66,
STREETS, SIDEWALKS AND OTHER PUBLIC PLACES**

THE CITY OF PORTAGE ORDAINS:

That Chapter 66 shall be amended as follows:

ARTICLE 1. - IN GENERAL

Sec. 66-7. - BLOCK PARTIES

(a) Definitions.

The following words, phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Block party” shall mean a gathering of Block Party Attendees on a public street or right of way within a neighborhood, not to exceed two (2) blocks, to include barricades at no charge, for a single day.

“Block Party Attendees” shall mean an organized group of residents who live in or directly adjacent to a specified area or neighborhood.

“Applicant” shall mean or refer to a designated resident within the specified Block Party area of the neighborhood who shall be held responsible for the activities within that area for the duration of the Block Party including setup and take-down of the barricades, cleanup of the public rights-of-way, and maintaining a clear lane for emergency vehicles.

(b) Permit required.

It shall be unlawful to organize or participate in any Block Party in the city unless a permit has first been obtained from the city clerk’s office. In addition to all other state and local laws, all Block Party Attendees shall abide by the following provisions of the City of Portage Code of Ordinances:

- (1) Chapter 24, Article 4 “Noise”;
- (2) Chapter 50, Article 4 “Offenses Against Public Peace & Order”; and
- (3) If alcoholic beverages are served, comply with associated local and state laws.

(c) Application for permit.

An application for a permit for any Block Party regulated under this article shall be made to the city clerk's office, at least thirty (30) days prior to the event, on a form provided therefor. The application shall contain the following information:

- (1) Name, address, and telephone number of the Applicant organizing such party.
- (2) Location of the Block Party, including those streets to be barricaded and the cross streets involved.
- (3) Date and times for the Block Party and alternate date in the event of inclement weather.
- (4) A petition signed by at least 51 percent of the property occupants with driveways on the streets requested to be closed for the Block Party. A form for the petition must be obtained from the city clerk's office.
- (5) Copy of the Applicant's homeowner's insurance policy as evidence of coverage.

A completed application shall be received by the office of the city clerk and reviewed by the city clerk, traffic engineer, department of public works, and department of public safety or any such designee for the noted positions.

(d) Permit fees.

The permit fee, as approved by City Council via annual resolution, must be paid before the permit is issued. One Block Party per block per year is permitted at no charge; additional closures will be reviewed and require a \$75 application fee plus \$100 cost for use of barricades.

(e) Barricades.

- (1) Barricades from the department of public works may be utilized to secure streets.
- (2) Barricades are available upon request by the Applicant. The Applicant is responsible for contacting the department of public works as soon as possible to reserve barricades. The Applicant is responsible for barricade pick up and drop off.
- (3) Barricades must be returned to the department of public works within five (5) calendar days of the date of issuance. Failure to do so will result in a replacement cost charge to the Applicant for each missing barricade. Failure to pay any invoice generated to cover the cost of missing or damaged barricades within 30 days will accrue interest at the established city rates.

(f) Access to streets.

- (1) Only local streets, as shown on the City's Street Index map, are permitted to be closed for a Block Party. Arterial streets, collector streets, and the first block of local streets that intersect the major streets are not permitted to be closed.

(2) Street access shall not be blocked by motor vehicles, picnic tables, tents/canopies, trash receptacles, etc.

(3) Street access must remain available for emergency equipment at all times.

(4) Non-participating residents must be allowed access to their property at all times.

(5) No streets may be closed for a Block Party earlier than 9 a.m. on the day of the party.

(6) All streets must be cleared and re-opened for traffic no later than 11:00 p.m. on the day of the Block Party.

(e) Revocation of permit.

The chief of police or his designee shall have the authority to revoke a Block Party permit if it is deemed to be in the best interest of the residents of the city.

Secs. 66-8 — 66-30. - Reserved.