FINAL AGENDA FOR THE COUNCIL MEETING
CITY OF PORTAGE
DECEMBER 19, 2023

7:00 p.m. Call to Order.

Invocation.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Peace Proclamation

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
   a. Regular Meeting of December 5, 2023.
2. Approve the Accounts Payable Register of December 19, 2023, as presented.
3. Accept for first reading an amendment to Section 14, Article 4 (Solicitors and Canvassers) of the Portage Code of Ordinances, and set the second reading with adoption for January 9, 2024, to include adoption of the associated Fee Resolution.
4. Adopt the:
   a. 2024 Cemetery Fee Schedule,
   b. 2024 Proposed Freedom of Information Act fees,
   c. 2024 Proposed Community Development and Building Permit fees,
   d. 2024 Proposed Recreation and Park Facility fees,
   e. 2024 Proposed Senior Center Facility fees, and
   f. 2024 Proposed Special Assessment Rates.
5. Approve the continuation of the professional engineering services contract with O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo MI, in the amount of $95,900 for Lakeview Park Renovation Phase II and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Set Tuesday, January 9, 2024 at 4:00 p.m. at City Hall as Part II of the annual City Council Goal Setting Retreat.
7. Confirm the 2024-2025 City Council Committee assignments.
8. Minutes of Boards & Commissions:
   a. Brownfield Redevelopment Authority of May 19, 2023
   b. Brownfield Redevelopment Authority of December 8, 2023.
9. Materials Transmitted.
10. Calendar of Meetings:
    - Historic Districts Commission: Wednesday, January 3, 2024, at 8:30 a.m. in Conference Room 1.
    - Park Board: Wednesday, January 3, 2024, at 6:30 p.m. at the Parks & Recreation Building.
    - Human Services Board: Thursday, January 4, 2024, at 5:30 p.m. in Conference Room 1.
    - Planning Commission: Thursday, January 4, 2024, at 7:00 p.m. in the City Council Chambers.

B. Petitions and Statements of Citizens:

C. Communications:

1. Recognition of Boy Scout Troop #287 members Dalton Weber, Maximiliano Pla, Jaiden Green, Benjamin Harlow, and Tyler Seem for their Eagle project replacing decking and railings along the Angling Road boardwalk.

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of Citizens:

J. Statements of City Council and City Manager.

Adjournment.

CITY OF PORTAGE
PROCLAMATION

Portage Peace Proclamation

WHEREAS, various cultural and faith communities in Portage celebrate the holiday season in many different ways; and

WHEREAS, a common theme among all celebrations remains faith in the ultimate value of peace.

NOW, THEREFORE, BE IT RESOLVED THAT, the Mayor and City Council of the City of Portage join our fellow humans in celebrating and extending Peace on Earth:

- ☮ Peace in our hearts as we look to the new year.
- ☮ Peace within our families as we strive to mend relationships.
- ☮ Peace in our community where we strive for harmony and inclusiveness.
- ☮ Peace within our country and at our borders as we face a politically charged election year.
- ☮ Peace in our world, especially in areas of conflict in the Middle East and Ukraine.

Signed this 19th day of December 2023.

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Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM DECEMBER 5, 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, Victor Ledbetter, Nicole Miller, Terry Urban, Jihan Young, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: None.

ALSO PRESENT: City Manager Pat McGinnis, Chief Operating Officer Adam Herringa, Chief Development Officer Peter Dame, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect, with gratitude, on the generosity of local institutions that allow the City of Portage use of their buildings as polling locations. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Recognition of Polling Locations: Mayor Randall introduced 10 of the 12 polling places and their representatives in attendance. She then recognized each for their civic support of elections over the years and honored each of them with a plaque.

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. Citizen Tina Kuchenbuch removed items A.4 and A.5. Motion by Burns, seconded by Ledbetter, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Burns, seconded by Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of November 14, 2023. Upon a roll call vote, motion carried 7 to 0.

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

Ramona Park Plat Streets Reconstruction: Motion by Burns, seconded by Ledbetter, to award a construction contract for the Ramona Park Plat Streets Reconstruction and Utility Installation to Hoffman Bros., Inc. of Battle Creek, Michigan in an amount not to exceed $2,353,064.10 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Replacement of Police Body Worn Cameras and In Car Video Systems: Motion by Burns, seconded by Ledbetter, to approve the purchase of Body-worn Cameras and In-car Video Systems at a cost of $814,778.82 from Axon Enterprise, Inc. utilizing Sourcewell Cooperative Purchasing Agreement #010720-AXN, and authorize the City Manager to execute all documents related to this matter on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Crossroads Area Strategic Plan: Motion by Burns, seconded by Ledbetter, to approve the Crossroads Area Strategic Plan and authorize the City Manager to execute elements of this plan on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Board & Commission Interviews: Motion by Burns, seconded by Ledbetter, to set a Special Meeting for Tuesday, January 23, 2024, at 5:30 p.m. to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

Human Services Board Appointment: Motion by Burns, seconded by Ledbetter, to appoint Julie Pryor to a term on the Human Services Board ending October 1, 2024. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Ledbetter, to receive the minutes of the Environmental Board of October 11, 2023; and Senior Citizens Advisory Board of October 18, 2023. Upon a roll call vote, motion carried 7 to 0.

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

PETITIONS AND STATEMENTS OF CITIZENS:

1. Mike Quinn (7025 Rockford) requested a resolution for de-escalation and ceasefire in Gaza and Israel. He understood that the Portage City Council historically does not take on issues beyond the scope of the city or of a divisive nature. He urged the Council to make an exception in this case.
2. Said Abubakr, (8440 Sierra Madre Trail, Kalamazoo) introduced himself as a Professor of Chemical Engineering for Western Michigan University. He echoed Mr. Quinn's comments regarding the Gaza and Israel conflict, citing his own connections to the region, as well as other Portage and Kalamazoo area citizens who originate from the area. He further urged a ceasefire and peaceful resolution. Mr. Abubakr provided additional statistics on affected women and children, as well as the World Health Organization's estimates that more people would die from illness and dehydration than war violence.
3. Dr. Romeo Phillips (1983 Brighton Lane) spoke regarding the historic nature of the new City Council with the inclusion of Councilmember Jihan Young. He noted her remarkable election as the first black female to the Council and cited prior landmark appointments, including Betty Lee Ongley, Councilmember Ledbetter, and himself.
4. Kevin Trayer, National Association of Postal Supervisors (8943 E. DE Avenue, Richland) spoke regarding the U.S. Postal Service closure of the Portage Post Office processing operations. He noted that the plan will be the largest consolidation of offices in the region. Mr. Trayer cited concerns with the U.S. Postmaster General, as well as issues with U.S. Postal Service timelines and conflicting information. He encouraged citizens to contact their representatives at the state and federal levels to keep the Portage Post Office as it is.
5. Robert Williams (10930 S. Westnedge Avenue) expressed concern about the River Caddis development listed under Unfinished Business. He stated the property is not ideal for the planned development, and was concerned about increasing the existing traffic congestion in the area. He noted a traffic study provided as part of the proposal and asked whether the study had been performed during the school year, among other factors. He inquired about the need for additional traffic signals or passage lanes and asked whether these improvements would be funded by the city taxpayers. Mr. Williams also expressed concern with the proposed length of the PILOT incentive. He closed with comments regarding the voter-approved housing millage and asked when the city will draw the line for high-density housing in Portage.
6. Sy Overmyer (4302 E. Centre Avenue) read a draft resolution regarding an end to the Israel and Gaza conflict. He noted the various backgrounds of representatives and senators who had addressed the resolutions and calls for a ceasefire. He expressed concerns about international war atrocities, potential desensitizing, and stateside censoring.
7. Ray Sweeny (2018 Greenlawn Avenue, Kalamazoo) spoke on behalf of the ISAAC organization for the provision of affordable housing. He spoke regarding his personal experience with an

unexpected need for housing while living in New Orleans following Hurricane Katrina. He additionally spoke about his efforts with Habitat for Humanity. He thanked the City Council for its efforts to address housing to date.

8. Tobi Hanna-Davies (500 Revel Run #1160, Kalamazoo), also spoke as a member of the ISAAC organization in support of the River Caddis development.

PUBLIC HEARINGS:

Ordinance Amendment #23/24-2: The Mayor opened the public hearing at 7:38 p.m. City Manager McGinnis provided a brief summary regarding the proposed ordinance amendment, noting the amendment would provide the option to increase housing options via private property, allowing homeowners additional flexibility.

Richard Nellens (9240 East Shore Drive) asked for clarification regarding additional regulations including lot coverage maximums, yard setbacks, screening, and gas supply (propane option). Mark McKeon (6825 Cromwell Street) asked for clarification about long-term use as opposed to short-term rentals, city monitoring and enforcement plans, and primary residencies.

Motion by Pearson, seconded by Burns, to close the public hearing. Upon a voice vote, motion passed 7 to 0. Following the vote, Mayor Randall called city staff forward to address the citizen's comments and questions.

Chief Development Officer Pete Dame addressed the various questions posed. Councilmember Urban asked whether propane tanks were allowed or existed in the City of Portage. CDO Dame responded that he was unsure but confirmed the matter would be addressed under the Building Code. Mayor Pro Tem Pearson noted that he watched the Planning Commission meetings on the Accessory Dwelling Unit ordinance and commended the Commission's review of the matter and response to citizen inquiries.

Motion by Pearson, seconded by Young, to approve Ordinance Amendment #23/24-2 to amend the Zoning Code to establish an Accessory Dwelling Unit regulation and permitting process. Councilmember Urban provided additional comment regarding the ordinance amendment as compared with the Tiny House movement, as well as additional building codes regulating Tiny Homes. He asked staff to monitor this aspect as the ordinance developed. Mayor Pro Tem Pearson echoed Councilmember Urban regarding a 500-square-foot limitation in the current ordinance iteration, with the option to alter it in the future. Upon roll call vote, motion passed 7 to 0.

REGULAR BUSINESS AGENDA:

Property Purchase at 8847 Portage Road: Citizen Tina Kuchenbuch (2728 East Shore Drive) explained her removal of the item from the Consent Agenda based on concerns and questions about the city's planned use of the property as well as potential intersection lighting installations connecting the East Shore Drive area. City Manager McGinnis and Chief Development Officer Dame responded, noting the only purpose was to create a 4-way intersection at Portage Road and Forest Drive and provided a preliminary site plan illustration. Mr. McGinnis stated the current proposal would give time for the current tenants to vacate and alter the property to improve access for the existing businesses on either side. He further noted that the City Administration did not intend to extend the proposed roadway beyond the subject parcel. CDO Dame noted the current proposal was found by the adjacent businesses to be more favorable than a 3-way intersection and the existing buildings on the subject parcel would be demolished by the city. Mayor Randall asked how the property valuation was determined. CDO Dame responded through sale negotiations and figures provided by the City Assessor, but noted the purchase amount was below market rate. Ms. Kuchenbuch asked if the

property would be acquired via eminent domain. Mayor Randall responded that it was not. Ms. Kuchenbuch then asked about the future plans for the property.

Mayor Pro Tem Pearson asked about the future of the adjacent McClish Court and inquired whether the city had plans to connect Austin Court. CDO Dame responded there were no plans to connect those roads. Mayor Pro Tem Pearson then asked whether the city had a plan for changing the pedestrian connection between Austin Court and East Shore Drive to a roadway. CDO Dame responded that the city did not plan to change the access, which was a only recommendation by the prior Lake Center District consultant.

Motion by Pearson, seconded by Burns, to approve the purchase of property located at 8847 Portage Road and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Industrial Development Districts Update: Mayor Randall invited Ms. Kuchenbuch to relay her concerns. Fellow resident Richard Nellums approached in her place and questioned whether the item was simply setting up a public hearing or discussion on the content of the proposal. Mayor Randall confirmed the action was to set the public hearing

Motion by Urban, seconded by Young, to adopt Resolution No.1 setting a public hearing for January 9, 2024, to create six regional Industrial Development Districts in the City of Portage. Upon a roll call vote, motion carried 7 to 0.

UNFINISHED BUSINESS:

Tax Exemption (Payment in Lieu of Taxes) for River Caddis Communities: After the Mayor introduced the item, City Manager McGinnis summarized that the proposed amendment was slated for the second and final reading, with nothing different from the first reading. Councilmember Urban noted his position in reviewing a Payment In Lieu Of Taxes (PILOT) proposal with due consideration in light of the foregone tax revenue for the city as well as other taxing entities, explaining why the City Council considers the PILOT option. Councilmember Miller asked about the varying income measures quoted by Councilmember Burns during the prior Council meeting. Councilmember Urban was able to provide the area median income, while Councilmember Burns was able to elaborate on selections of his prior rationale. Councilmember Young highlighted several of the industries and job fields that are driving the city's need for the proposed type of housing in the River Caddis development, including the college student and recent graduate populations.

Motion by Burns, seconded by Pearson, to adopt the ordinance amendment to grant River Caddis Communities a tax exemption and establish a Payment in Lieu of Taxes for Portage Caddis, a Proposed 180-unit multiple-family residential development to be constructed at 412 West Centre Avenue, and 7860 Shaver Road, in the City of Portage. Upon a roll call vote, motion carried 7 to 0.

Farmer's Market Site Selection: City Manager McGinnis summarized the information provided by the City Administration in response to the City Council inquiries regarding potential market locations noted at the November 1, 2023, City Council meeting. Mayor Pro Tem Pearson asked the City Manager when action regarding a specific site would be expected. City Manager McGinnis stated that the City Administration's ultimate desire is to pursue additional evaluations of the City Centre area locations for discussion at a later date.

Motion by Burns, seconded by Young, to receive the review of the Proposed Alternate Location for the Future Portage Farmers Market as Information Only. Upon a voice vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: None.

NEW BUSINESS:

City Council 2024 Goals: Mayor Randall introduced the item, noting there were 23 topics covered as potential goals from the November City Council Retreat session, which required additional prioritization. City Manager McGinnis recommended a subsequent Goal Session for the City Council to provide the City Administration with more feedback and consolidate the goals where possible. He stated that no action was needed from the Council presently and staff would make contact to schedule another goal session. There being no future action, Mayor Randall moved on.

STATEMENTS OF CITIZENS:

1. Carolyn Pesheck (6745 Shoreham Street) thanked the City Council for its work on the Accessory Dwelling Unit ordinance, as well as approval of the River Caddis development PILOT, noting both are good measures toward improving the housing shortage.
2. Mark McKeon (6825 Cromwell Street) commented on the Farmers Market in light of the November 1 discussion. He was happy that costs were considered, but expressed continued concerns with availability of parking, and inquired about the potential to create an elevated pedestrian bridge across Centre Avenue in order to capitalize on adjacent school parking. He then expressed additional concerns regarding the practicality of enforcement for the ADU ordinance going forward and cited his personal experience in real estate management. He stated that some property owners will abuse the privilege and cited similar situations with the City of Kalamazoo's rental property registration program.
3. Richard Nellums (9240 East Shore Drive) spoke regarding additional concerns with the Industrial Development Districts proposal on the agenda and noted he hadn't heard of it until tonight's agenda. He asked for additional transparency for citizens regarding the proposal, citing the southern portion of the Stryker property near Zylman. He expressed concern regarding the industrialization of the city and urged the city to full explain when it is time for the hearing.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns thanked the Council for continuing its annual adoption of a local family through the Portage Community Center for the holiday season and the generosity of the members.

Councilmember Ledbetter highlighted the presence of Dr. Phillips' at the evening's meeting, and reflected on the honor, the background, and the challenges in being the first. He also commented on the situation with the Portage Post Office.

Councilmember Miller thanked city staff for their introductions and explanations of city operations. She then highlighted a veteran and immediate family holiday food drive at Kalamazoo County Health and Community Services on December 16.

Councilmember Urban responded to earlier citizen comments regarding the Israel and Gaza conflict, and the question of appropriateness of requests for the Council to take a position on such national or international matters, noting a rare exception when the Council passed a resolution on global climate change. He noted that the Council represents the entire city and an equal number of citizens could demand the City Council support a stance in opposition to the comments of tonight's meeting. Councilmember Urban expressed difficulty with the Council making a statement to direct national foreign policy, especially when the citizenry may not be in consensus.

Councilmember Young highlighted that she and Councilmember Miller had recently attended the MML newly elected official training, which has shown how well the city performs. She thanked the City staff for the orientation and introductions to both her and Councilmember Miller. Councilmember Young then spoke regarding the holiday season and provided a reminder to be mindful of those

experiencing loss and trauma during the holidays.

City Manager McGinnis thanked the City Council for their generosity in the Portage Community Center family adoption, as well as recognizing the polling places. He then spoke regarding a tree grant from Consumers Energy.

Mayor Pro Tem Pearson commented on the Hamas-IDF resolution, noting Councilmember Urban's mention of the global climate resolution. MPT Pearson stated that the prior resolution reflected how the City of Portage could make a difference at the local level.

Mayor Randall thanked the City Manager for the polling place recognition and thanked the Parks and Recreation Department for a successful City Tree lighting event on December 2. She then thanked Councilmember Burns for organizing the Portage Community Center family adoption and the Council for its generosity. Mayor Randall highlighted the upcoming Board and Commission interviews in January and urged citizens to consider joining a city advisory board. She then spoke regarding the Post Office closure, as well as national passion over the international news and what steps the Council could take to address prejudices in the city.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:53 PM.

Erica L. Eklov, City Clerk

DRAFT

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 December 19, 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, electronic payments and credit card payments. The attached Accounts Payable Register covers the period November 26, 2023, through December 9, 2023, and notes $585,844.19 in automated clearing house payments, $2,498,932.89 in paper checks, $171,087.39 in auto-pay payments, $2,177,994.70 in electronic payments and $9,580.68 in credit card payments (November) for a grand total of $5,443,439.85.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of December 19, 2023

Check Type: ACH Transaction

Check Date	Check	Vendor Name	Description	Amount
11/29/2023	20593(A)	MCDONNELL, JOSEPH	REISSUE CHECK AFTER REVERSAL DUE TO REJ DEP	8,065.04
12/01/2023	20594(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	4,217.06
12/01/2023	20595(A)	TELUS COMMUNICATIONS (U.S.) INC	MONTHLY SKYHAWK GPS ACCESS/SVC FEES	755.20
12/01/2023	20596(A)	VANDERVEEN, BRADY	REIMBURSE PURCH OF LADDER FOR INSPECTION	104.94
12/08/2023	20597(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SVCS - MULT LOCS	62,183.05
12/08/2023	20598(A)	AMAZON.COM SALES, INC.	TRAD HOL SUP-PR; CULINARY ACAD & FIT SUP-PZSC	1,910.87
12/08/2023	20599(A)	VOID		0.00
12/08/2023	20600(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	3,199.00
12/08/2023	20601(A)	BAUCKHAM, THALL, SEEBER, KAUFMAN	ATTORNEY FEES	19,800.82
12/08/2023	20602(A)	BROWNELL'S INCORPORATED	MISC POLICE SUPPLIES	614.23
12/08/2023	20603(A)	C D W GOVERNMENT, INC.	TOPAZ SIGNATURE PAD	326.92
12/08/2023	20604(A)	CHARTER COMMUNICATIONS	CABLE TV	496.86
12/08/2023	20605(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR/MAINTENANCE SUPPLIES	110.32
12/08/2023	20606(A)	COX, ELISA ROSE	FITNESS INSTRUCTION	120.00
12/08/2023	20607(A)	CROWN TROPHY	NAME PLATES TAGS	29.56
12/08/2023	20608(A)	DATA CONSTRUCTS LLC	WEBSITE HOSTING, DNS FAILOVER SVC	178.45
12/08/2023	20609(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	93.41
12/08/2023	20610(A)	ENDEAVOR PARENT, LLC	DEP-SPEAKER FOR BLACK HIS MONTH	11,000.00
12/08/2023	20611(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SECURITY MONITORING, SECURITY CAMERA	2,807.02
12/08/2023	20612(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	PARTS/MAINTENANCE SUP	1,084.08
12/08/2023	20613(A)	EVERETT, CHIP	REIMB-MODERN DAY DECON TR REG	100.00
12/08/2023	20614(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,222.84
12/08/2023	20615(A)	FONGER, JASON	PER DIEM-ADV ROADSIDE IMPAIRED DRIVING ENF	88.50
12/08/2023	20616(A)	GRAINGER INC	SHOP SUPPLIES	115.45
12/08/2023	20617(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY DEDUCTIONS FOR NOVEMBER 2023	113.67
12/08/2023	20618(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	649.00
12/08/2023	20619(A)	HARTFORD LIFE INSURANCE COMPANY	LIFE & LTD INSURANCE	11,578.89
12/08/2023	20620(A)	HOFFMAN BROTHERS, INC.	2023 LOCAL STREETS RECONSTRUCTION	282,098.63
12/08/2023	20621(A)	HOUSEAL LAVIGNE ASSOCIATES, LLC	PROFESSIONAL SERVICES - MASTER PLAN	4,362.50
12/08/2023	20622(A)	INTERNATIONAL CODE COUNCIL, INC	MANUALS-TRADE LIC & FIRE CODE EXAMS	766.75
12/08/2023	20623(A)	J & H OIL COMPANY	BULK FUEL DELIVERY	17,820.15
12/08/2023	20624(A)	KEHOE, EDWARD J	FITNESS INSTRUCTION	735.00

Check Date	Check	Vendor Name	Description	Amount
12/08/2023	20625(A)	KENNEDY INDUSTRIES, INC.	PUMP & GUIDE RAIL REPL	8,495.00
12/08/2023	20626(A)	KURZAVA, MATTHEW STEPHEN	FITNESS INSTRUCTION	520.00
12/08/2023	20627(A)	KUSHNER & COMPANY, INC.	COBRA & FSA ADMINISTRATION	234.44
12/08/2023	20628(A)	MACQUEEN EQUIPMENT LLC	RENTAL SWEEPERS -2 MOS	23,580.00
12/08/2023	20629(A)	MEJEUR ELECTRIC LLC	ELECTRICAL SVCS-MULT LOCS	296.00
12/08/2023	20630(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	330.32
12/08/2023	20631(A)	MOTOR PARTS AND EQUIPMENT CORP	EQUIPMENT REPAIR/MAINTENANCE SUP	2,026.65
12/08/2023	20632(A)	NASON, RICHARD	REIMB-DIVE RESCUE INTERNATIONAL MBRSHP	50.00
12/08/2023	20633(A)	NYE UNIFORMS	MISC UNIFORMS	404.40
12/08/2023	20634(A)	OFF THE CUFF CATERING	VOLUNTEER APPRECIATION LUNCHEON CATERING	425.00
12/08/2023	20635(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	3,529.44
12/08/2023	20636(A)	ONSTAFF USA INC	TEMPORARY EMPLOYEE SERVICES	13,965.42
12/08/2023	20637(A)	PECKELS, CHRISTINE	FITNESS INSTRUCTION	240.00
12/08/2023	20638(A)	PEERLESS-MIDWEST, INC.	WELL MOTOR REPLACEMENT/INSTALL	21,042.00
12/08/2023	20639(A)	PLASKO, PATRICIA MARIE	FITNESS INSTRUCTION	195.00
12/08/2023	20640(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR NOVEMBER 2023	2,610.00
12/08/2023	20641(A)	PORTAGE ON-CALL FIREFIGHTERS	ON CALL FIREFIGHTER UNION DUES NOV 2023	30.00
12/08/2023	20642(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR NOVEMBER 2023	1,001.00
12/08/2023	20643(A)	ROBERT LAMSON, LLC	PSYCH EVALUATIONS	795.00
12/08/2023	20644(A)	ROE-COMM, INC.	MISC RADIO SERVICES	175.00
12/08/2023	20645(A)	ROSE, SANDRA K.	FITNESS INSTRUCTION	100.00
12/08/2023	20646(A)	SEVERANCE ELECTRIC COMPANY,INC	TEMP TRAF SIG-PORTAGE RD & OSTERHOUT PRJS	11,322.44
12/08/2023	20647(A)	SNELL, DEBRA	FITNESS INSTRUCTION	750.00
12/08/2023	20648(A)	STOUT, MELISSA JOY	FITNESS INSTRUCTION	140.00
12/08/2023	20649(A)	TARGETSOLUTIONS LEARNING LLC	GUARDIAN TRACKING ANNUAL RENEWAL	3,800.00
12/08/2023	20650(A)	TMK WORLDWIDE, LLC	METER SERVICE	370.99
12/08/2023	20651(A)	TRUCK & TRAILER SPECIALTIES	VEHICLE PARTS & MAINTENANCE	703.82
12/08/2023	20652(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR NOVEMBER 2023	909.49
12/08/2023	20653(A)	VANDERVEEN, BRADY	REIMB PURCH OF BATTERY-COMPUTER SURG PROT	32.25
12/08/2023	20654(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER METERS	5,610.10
12/08/2023	20655(A)	WARNER NORCROSS & JUDD LLP	PROFESSIONAL SERVICES	5,045.50
12/08/2023	20656(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	39,349.25
12/08/2023	20657(A)	WEST MICHIGAN INT'L LLC	REPAIR/MAINTENANCE SUPPLIES	512.97

Check Date	Check	Vendor Name	Description	Amount
12/08/2023	20658(A)	WEST MICHIGAN STAMP & SEAL,INC	DATE STAMPS, NAME PLATES & BADGES	504.50
			Total ACH	**585,844.19**
Check Type: Paper				
11/30/2023	325947	24TH DISTRICT COURT	OUT OF COUNTY BOND	362.00
11/30/2023	325948	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	223.00
11/30/2023	325949	AT&T	ELECTRONIC COMMUNICATIONS	74.13
11/30/2023	325950	CITY OF PORTAGE	2023 SUMMER TAX BILLS OVERPAID	17.40
11/30/2023	325951	CONSUMERS ENERGY	GENERATOR - NATURAL GAS CHARGES	5.33
11/30/2023	325952	GUIGUE, JANET KAY	FIRE FACILITY WINDOW SHADES & INSTALL	10,907.00
11/30/2023	325953	ROSSIO, STEVEN ADAM	MC TRAD HOLIDAY	150.00
11/30/2023	325954	T-MOBILE USA INC	MISC CELL PHONE CHARGES	2,365.62
12/08/2023	325955	7TH DISTRICT COURT	OUT OF COUNTY BOND	100.00
12/08/2023	325956	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	718.32
12/08/2023	325957	ADP SCREENING & SELECTION SERVICES	BACKGROUND CHECK SERVICES	71.98
12/08/2023	325958	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	254.00
12/08/2023	325959	AMERICAN HOIST AIR & LUBE EQUIP INC	HOIST INSPECTIONS	1,090.50
12/08/2023	325960	AVI SYSTEMS, INC.	COUNCIL CHAMBERS UPGRADE PROJECT	64,176.90
12/08/2023	325961	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	216.00
12/08/2023	325962	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	300.00
12/08/2023	325963	CALIBER HOLDINGS LLC	VEHICLE REPAIR	184.28
12/08/2023	325964	CAMPBELL AUTO SUPPLY	MISC AUTO SUPPLIES	183.78
12/08/2023	325965	CAPITOL STRATEGIES, LLC	CONSULTING SVCS - NOV & DEC 2023	12,000.00
12/08/2023	325966	CIMCO REFRIGERATION	MILLENNIUM PARK ICE RINK STARTUP	14,269.00
12/08/2023	325967	CINTAS CORPORATION NO. 2	UNIFORM CHARGES	162.50
12/08/2023	325968	CITY OF KALAMAZOO TREASURER	SANITARY SEWER CHARGES	395,933.53
12/08/2023	325969	CITY OF PORTAGE	2023 WINTER TAX PMTS-MULT LOCS	2,228.91
12/08/2023	325970	COMPLETE TEAM OUTFITTER, INC.	SUBLIMATED FLAGS-HIGH SCHOOLS	2,750.00
12/08/2023	325971	CRIPPEN, JON	OVERPAID FINAL UB REFUND	147.25
12/08/2023	325972	CUNNINGHAM, DANIEL R	COOKING CLASS INSTRUCTION	100.00
12/08/2023	325973	D L GALLIVAN INC.	COPY MACHINE USAGE CHARGES	154.67
12/08/2023	325974	D L Z MICHIGAN INC	ENGINEERING SERVICES-W MILHAM	4,968.72
12/08/2023	325975	DELOOF BUILDERS, LLC	BD BOND REFUND	1,200.00

Check Date	Check	Vendor Name	Description	Amount
12/08/2023	325976	DELTA COLLEGE	EVIDENCE TECH COURSE REGISTRATIONS	1,050.00
12/08/2023	325977	DEVON TITLE AGENCY	OVERPAID FINAL UB REFUND	33.38
12/08/2023	325978	DOBRATZ, DIANNE	TRIP REFUND 231205 ODONNELL	155.00
12/08/2023	325979	DOBRATZ, DIANNE	TRIP REFUND 231205 ODONNELL	155.00
12/08/2023	325980	DUNFEE, PAMELA	REFUND NEEDLE FELTING CLASS	25.00
12/08/2023	325981	EMERGENCY VEHICLE PRODUCTS	FIRE APPARATUS & VEH REPAIR/MAINT	3,400.59
12/08/2023	325982	ERTZ, CHRISTINE	TRIP REFUND 231205 ODONNELL	155.00
12/08/2023	325983	GHANTASALA, LAKSHMI	RENTAL DEPOSIT REFUND	150.00
12/08/2023	325984	GORDON FOOD SERVICE	EVENT SUPPLIES	1,095.68
12/08/2023	325985	GORSALITZ, STEPHEN & JULIA	REIMBURSEMENT FOR IRRIGATION DAMAGES	258.34
12/08/2023	325986	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES NOV 2023	4,695.66
12/08/2023	325987	GREENLEAF HOSPITALITY GROUP, INC.	VETERANS DAY BREAKFAST CATERING	7,812.50
12/08/2023	325988	HAINES, NICK	SCHRIER PARK DEPOSIT REFUND	150.00
12/08/2023	325989	HARBEN, INC.	PARTS FOR RODDER TRAILER	1,995.18
12/08/2023	325990	HOME DEPOT	REPAIR/MAINT SUPPLIES	3,850.08
12/08/2023	325991	VOID		0.00
12/08/2023	325992	VOID		0.00
12/08/2023	325993	IAFC	FIRE MEMBERSHIP	240.00
12/08/2023	325994	IBISON CONCESSIONS LLC	HOT CHOCOLATE & CIDER SVCS-TRAD HOL	700.00
12/08/2023	325995	INSTITUTE OF TRANSPORTATION ENG	ITE MEMBERSHIP ANNUAL RENEWAL	345.00
12/08/2023	325996	INT'L INSTITUTE MUNI. CLERKS	IIMC MEMBERSHIP ANNUAL RENEWAL	350.00
12/08/2023	325997	J & J LOCKSMITHS	MILLENNIUM PK & FIRE DOOR LOCK/REPAIR	427.75
12/08/2023	325998	JAGIELSKI, BARBARA	OVERPAYMENT ON FINAL WATER/SEWER BILL	42.22
12/08/2023	325999	K2AVL INC	TRAD HOL SOUND RENTAL	1,201.00
12/08/2023	326000	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC TECH SERVICES	1,275.00
12/08/2023	326001	KALAMAZOO COUNTY HEALTH & COMMUNITY	HOUSEHOLD HAZARDOUS WASTE PROGRAM	1,856.06
12/08/2023	326002	KALAMAZOO COUNTY TREASURER	OAKBROOK DECEMBER 2023 MOBILE HOME TAXES	300.00
12/08/2023	326003	KALAMAZOO COUNTY TREASURER	3RD QTR SUBPOENA BY MAIL	63.75
12/08/2023	326004	KALAMAZOO FLAG COMPANY, LLC	FIRE TRAINING ROOM-DISPLAY FLAGS	924.50
12/08/2023	326005	KALAMAZOO FLOWER GROUP, LLC	HOLIDAY DECOR	1,543.80
12/08/2023	326006	KALAMAZOO GARDEN COUNCIL	RENTAL DEPOSIT REFUND	250.00
12/08/2023	326007	KALAMAZOO PICKLEBALL OUTREACH	RAMONA PICKLEBALL DEPOSIT REFUND	100.00
12/08/2023	326008	KOLESKI, MARION	OVERPAID FINAL UB REFUND	45.36

Check Date	Check	Vendor Name	Description	Amount
12/08/2023	326009	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTER MAINTENANCE FEES	167.00
12/08/2023	326010	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINT	1,253.60
12/08/2023	326011	LANGUAGE LINE, INC	LANGUAGE SERVICES	35.00
12/08/2023	326012	LED LIGHTING WHOLESALE INC.	REPLACEMENT BULBS	158.80
12/08/2023	326013	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY DORS REPORTING FEE-3 MOS	3,255.00
12/08/2023	326014	LIFELOC TECHNOLOGIES, INC.	PORTABLE BREATH TESTER REPLACEMENT	292.00
12/08/2023	326015	MCCLURE, BRIAN	HOLIDAY CONCERT PERFORMANCE PZSC	200.00
12/08/2023	326016	MCDONALD'S TOWING & RESCUE, INC.	POLICE TOWING SERVICES	49.50
12/08/2023	326017	MCKENNA ASSOCIATES INC.	LAKE CENTER DISTRICT REZONING PROJECT	2,128.00
12/08/2023	326018	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR/MAINT	2,411.99
12/08/2023	326019	MICHIGAN ASSOC OF MUNICIPAL CLERKS	MICH ASSOC OF MUNI CLERKS INST CONF	700.00
12/08/2023	326020	MICHIGAN ASSOC OF MUNICIPAL CLERKS	MEMBERSHIP RENEWAL	75.00
12/08/2023	326021	MILLER, NICOLE	PER DIEM & EXPS- MML TRAINING	145.78
12/08/2023	326022	MOORLAG, JOSIE LIN	YOGA 4 LIFE CLASS	755.20
12/08/2023	326023	NIAIA	MEMBERSHIP RENEWAL	100.00
12/08/2023	326024	OFFICE DEPOT, INC.	OFFICE SUPPLIES	1,057.47
12/08/2023	326025	VOID		0.00
12/08/2023	326026	ON DUTY GEAR, LLC	BALLISTIC VESTS AND CARRIERS	995.00
12/08/2023	326027	PETTY CASH-DANA FAIR	REPLENISHMENT CHECK	177.10
12/08/2023	326028	PHARMACIA & UPJOHN COMPANY	BD BOND REFUND	3,035.00
12/08/2023	326029	PLAY ENVIRONMENTS, INC.	LEXINGTON GREEN PLAYGROUND	47,250.00
12/08/2023	326030	PLUMMER'S ENVIRONMENTAL SERVICES	MANHOLE REHABILITATION	3,500.00
12/08/2023	326031	POLICE EXECUTIVE RESEARCH FORU	PERF MEMBERSHIP RENEWAL	200.00
12/08/2023	326032	PORTAGE CROSS COUNTRY INVITATIONAL	REFUND FOR OVERCHARGE	490.00
12/08/2023	326033	RATHCO SAFETY SUPPLY, INC.	SIGN RENTALS, TRAFFIC CONTROL	1,506.00
12/08/2023	326034	RENTALEX OF MICHIGAN, INC.	TENT & LIGHTING FOR TRAD HOL	3,700.00
12/08/2023	326035	ROBOTRONICS INC	FIRE PREVENTION SUPPLIES	1,803.00
12/08/2023	326036	ROWERDINK, INC.	MAINTENANCE SUPPLIES	133.04
12/08/2023	326037	SAFETY COMPANY, LLC	COMBINATION JET/VAC	509,975.00
12/08/2023	326038	SCHOFIELD, IAN A.	WRAPS FOR NEW PZSC BUSES	12,276.00
12/08/2023	326039	SHI INTERNATIONAL CORP.	VMWARE RENEWAL	14,997.22
12/08/2023	326040	SIGN SHOP OF WESTERN MICHIGAN	STAFFING BOARD MAGNET	6.00
12/08/2023	326041	SMEMSIC	DUES/MEMBERSHIPS FEES	75.00

Check Date	Check	Vendor Name	Description	Amount
12/08/2023	326042	SOUND THINKING, INC.	ANNUAL SUBSCRIPTION FOR RESOURCE ROUTER	6,400.00
12/08/2023	326043	SOUTHWEST MICHIGAN FIRST	LEADERSHIP KALAMAZOO REGISTRATION	2,150.00
12/08/2023	326044	STALKER RADAR	RADAR UNIT REPAIRS	217.50
12/08/2023	326045	STATE OF MICHIGAN (DOT)	MDOT CONSTRUCTIONS PROJ-MULT LOCS	1,311,193.52
12/08/2023	326046	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINT	21.16
12/08/2023	326047	TERBORG, GRACE	REIMBURSEMENT FOR IRRIGATION DAMAGES	769.56
12/08/2023	326048	TINK INC.	SHORT PINS TINK CLAWS	1,744.92
12/08/2023	326049	TRUDELL, FRANKIE	TRIP REFUND 231205 ODONNELL	155.00
12/08/2023	326050	ULINE, INC.	MISC EVIDENCE SUPPLIES	713.42
12/08/2023	326051	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
12/08/2023	326052	VANGUARD FIRE & SUPPLY CO., INC.	FIRE FACILITY MAINT, ANNUAL INSPECTIONS	2,283.00
12/08/2023	326053	VIGIL, BRANDY	SCHRIER PARK DEPOSIT/FEES REFUND	200.00
12/08/2023	326054	WAGNER, KAREN	TRIP REFUND 231205 ODONNELL	155.00
12/08/2023	326055	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	248.50
12/08/2023	326056	WESTLEY, CHLOE, MATTHEW, SANDRA	BD BOND REFUND	480.00
12/08/2023	326057	WESTVIEW CAPITAL, LLC	BD BOND REFUND	6,170.00
12/08/2023	326058	WOLZ, MARI-CLARE	SCHOOLHOUSE DEPOSIT REFUND	50.00
12/08/2023	326059	WRIGHT, JASON	SHOE ALLOWANCE	72.18
12/08/2023	326060	YOUNG, JIHAN AIN	PER DIEM & EXPS - MML TRAINING	145.78
12/08/2023	326061	ZOLMAN TIRE INC.	TIRES FOR INVENTORY	2,887.98
			Total Paper Checks	**2,498,932.89**

Check Type: Auto-Pay Payments

11/28/2023	BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	9,142.04
11/29/2023	GREAT LAKES WINE	PZSC PROGRAM SUPPLIES	521.55
11/30/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	227.70
12/01/2023	MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	40,481.23
12/04/2023	CITY OF PORTAGE	WATER/SEWER BILLING	22,691.93
12/04/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	100.67
12/04/2023	CARD CONNECT	PROCESSING FEES	642.31
12/05/2023	CARD CONNECT	PROCESSING FEES	7.50
12/05/2023	BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	455.76
12/05/2023	CONSUMERS AUTOPAY	GAS-ELECTRIC	11,001.79

Check Date	Check	Vendor Name	Description	Amount
12/06/2023		CONSUMERS AUTOPAY	GAS-ELECTRIC	50,016.05
12/07/2023		CONSUMERS AUTOPAY	GAS-ELECTRIC	9,586.07
12/07/2023		INVOICE CLOUD	PROCESSING FEES	681.05
12/08/2023		CONSUMERS AUTOPAY	GAS-ELECTRIC	25,531.74
			Total Auto-Pay Payments	**171,087.39**
Check Type: Electronic Payments				
11/24/2023		CITY OF PORTAGE EMPLOYEE	RECOUP UNUSED PER DIEM	(88.50)
11/29/2023		SBF	POSTAGE - WINTER TAX BILLS	8,192.91
11/30/2023		HUNTINGTON NATIONAL BANK	DEBT SERVICE PAYMENTS	1,448,493.45
12/01/2023		MULTIPLE	WEEKLY TAX DISBURSEMENT 11/24/23	14,901.15
12/01/2023		CITY OF PORTAGE EMPLOYEE	RECOUP UNUSED PER DIEM	(492.50)
12/01/2023		SBF	POSTAGE - WATER/SEWER BILLS	2,422.54
12/06/2023		ASU GROUP	WORKERS COMP FUNDING	6,711.66
12/07/2023		COMERICA	INVESTMENT PURCHASE	668,056.64
12/08/2023		MULTIPLE	WEEKLY TAX DISBURSEMENT 12/1/23	29,797.35
			Total Electronic Payments	**2,177,994.70**
Check Type: Credit Card				
11/02/2023		COMFORT INNS	SENIOR CENTER CONFERENCE HOTEL STAY	302.40
11/02/2023		SOCIETYFORHUMANRESOURCE	ANNUAL MEMBERSHIP DUES	244.00
11/03/2023		PENN STATION 234 - ECOMME	MASTER PLAN LUNCHEON MEETING	95.47
11/03/2023		SAMSCLUB.COM	ITEMS FOR SENIOR CENTER EVENT	138.17
11/03/2023		THE WEBSTAURANT STORE INC	PZSC KITCHEN SUPPLIES	225.74
11/07/2023		GOVERNMENT FINANCE OFFIC	ANNUAL MEMBERSHIP DUES	305.00
11/07/2023		POLICE TECHNICAL	POLICE TRAINING REGISTRATION FEE	425.00
11/07/2023		MSU PAYMENTS	ANNUAL MEMBERSHIP DUES	95.00
11/08/2023		IN KINGSCOTE CHEMICALS,	UTILITY ASSISTANCE PRODUCTS	56.13
11/08/2023		WWW.NOVOCO.COM	COM DEV TRAINING REGISTRATION FEE	90.00
11/08/2023		EPIC SPORTS	TREASURY STAFF CITY APPAREL	37.66
11/10/2023		LANDS END BUS OUTFITTERS	IT STAFF CITY APPAREL - LOGO SETUP FEE	29.00
11/13/2023		PENN STATION 234 - ECOMME	MASTER PLAN LUNCHEON MEETING	83.10
11/13/2023		DOUBLETREE HOTELS	POLICE TRAINING HOTEL STAY	892.50

Check Date	Check	Vendor Name	Description	Amount
11/15/2023		RENTALEX EVENTS	ITEMS FOR SENIOR CENTER EVENT	99.07
11/15/2023		MMTA	TREASURY ANNUAL MEMBERSHIP DUES	198.00
11/16/2023		YOURMEMBERSHIP	JOB POSTING	324.00
11/17/2023		AMERICAN PLANNING A	JOB POSTING	395.00
11/21/2023		FREE CONFERENCE CALL GLOB	IT CONFERENCE CALL CHARGES	27.26
11/22/2023		KEY INDUSTRIES INC	UAW APPAREL	3,471.28
11/24/2023		WALMART.COM 8009666546	PZSC HOLIDAY DÉCOR	697.45
11/24/2023		EMBASSY HOTELS	POLICE TRAINING HOTEL STAY	250.38
11/24/2023		HOMEDEPOT.COM	PZSC HOLIDAY DÉCOR	635.96
11/29/2023		WEB POSITIVESSL	IT SSL CERTIFICATE	149.00
11/30/2023		DETROIT MARRIOTT LIVON	COMMUNITY DEV CONFERENCE HOTEL STAY	294.12
11/30/2023		ADOBE STOCK	STOCK PHOTO/VIDEO/MUSIC LIBRARY	19.99
			Total Credit Card Payments	**9,580.68**
			Grand Total	**5,443,439.85**

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Amendment to Section 14, Article 4 (Solicitors and Canvassers)

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Accept for first reading an amendment to Section 14, Article 4 (Solicitors and Canvassers) of the Portage Code of Ordinances, and set the second reading with adoption for January 9, 2024, to include adoption of the associated Fee Resolution.

In an effort to better regulate door-to-door soliciting, the City of Portage requires solicitors or "peddlers" to apply for a permit by completing an application. The application includes a summary background review performed by the Portage Department of Public Safety - Police Division. City permits are valid for no longer than a period of one year and currently, there is not a fee to apply for the permit and subsequent review. There are various permits that the City of Portage offers and most require a fee due to staff time entailed. In addition to receiving the application and forwarding it to the Police Division, the City Clerk's Office posts the current solicitors on the city website for citizen reference, follows up with applicants, and takes calls from citizens with complaints or inquiries about solicitors in their area. The solicitation permit is necessary to ensure that Portage residents are assured those solicitors who visit their homes have been reviewed by the City of Portage.

The staff recommends that, in addition to completing an application to solicit within the City of Portage, a nominal fee be required. Based on the attached fee comparison following a review of surrounding communities, it is recommended that a fee of $50.00 per application be created. In addition to the ordinance amendment, the attached fee resolution will address this measure. Based on inquiries received in the last two years, plus the recommendation of an associated fee, the ordinance is also being updated to clarify the exemption of non-profit, community service, and certain social organizations.

Finally, the City Administration is recommending the Council also define the hours of operation in the ordinance at this time. While no complaints have been reported, the cities of Ann Arbor, Grand Haven, Holland, Northville, Plymouth, and Traverse City all limit the time when solicitation is permitted in their communities. As such, it is recommended that City Council accepts for first reading an amendment to Section 14, Article 4 (Solicitors and Canvassers) of the Portage Code of Ordinances, and set the second reading with adoption for January 9, 2024, along with adoption of the associated Fee Resolution at that time.

FUNDING: No expenditure is involved. Revenue for staff review and oversight time incurred would result.

Attachments: 1. Ordinance Amendment 12.19.23

2. ARTICLE 4. SOLICITORS_AND_CANVASSERS Ordinance (draft revisions) 12.19.23
3. Fee Resolution
4. Solicitors Fees Comparison 2022-23

ARTICLE 4. SOLICITORS AND CANVASSERS[1]

DIVISION 1. GENERALLY

Sec. 14-121. Definitions.

The following words, terms and 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:

Solicitor and *canvasser* mean an individual soliciting contributions or taking, or attempting to take, orders for the sale of goods, wares and merchandise or other personal property for future delivery or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale, or whether or not he is collecting an advance payment on such sale. The term "solicitor" or "canvasser" includes any person who for himself, or for another person, hires, leases, uses or occupies a building or structure, whether permanent or temporary, or another place in the city, for the sole purpose of exhibiting samples and taking orders for future delivery. The term "solicitor" or "canvasser" does not include a person licensed to do business under the statutes of the state where there exists a state board or agency whose purpose is to regulate the conduct of its licensees.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.01)

Cross reference(s)—Definitions generally, § 1-2.

Secs. 14-122—14-140. Reserved.

DIVISION 2. PERMIT

Sec. 14-141. Required.

No person shall engage in the activity of a solicitor or canvasser in the city without first obtaining a permit therefor in compliance with this article.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.02)

[1]Cross reference(s)—Streets, sidewalks and other public places, ch. 66.

State law reference(s)—Home solicitation sales, MCL 445.111 et seq., MSA 19.416(201) et seq.; transient merchants, MCL 445.371 et seq., MSA 19.691 et seq.

Sec. 14-142. Application and Fee.

(a) An applicant for a permit required under this article shall file with the city clerk a sworn application in writing on a form to be furnished by the clerk, which shall give such information as required by the clerk and the chief of police.

(b) A nonrefundable application review fee set annually by resolution of the city council shall be submitted with the application for a permit.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.03)

Sec. 14-143. Investigation; issuance or denial; contents; operations.

(a) Upon receipt of the application provided for in section 14-142, the application shall be referred to the chief of police, who shall cause such investigation of the applicant's background to be made as he deems necessary for the protection of the public good.

(b) A permit issued under this article may be denied by the city clerk for any of the following reasons:

(1) Fraud, misrepresentation or a false statement contained in the application for the permit; or

(2) A conviction of a crime or misdemeanor involving moral turpitude.

(c) If a permit is approved, the city clerk shall execute a permit addressed to the applicant and deliver such permit to the applicant. Such permit shall contain the signature and seal of the clerk, the date of issuance and the length of time the permit is to be operative, as well as the permit number and other identifying description of a vehicle used in the soliciting or canvassing. The clerk shall keep a permanent record of all permits issued.

(d) Soliciting and canvassing are not permitted within the City of Portage between sunset (according to the National Weather Service) or 9:00 p.m. (whichever is earlier) and 7:00 a.m.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.04)

Sec. 14-144. Records of violations.

(a) Any public safety officer may require any person seen soliciting or canvassing and who is not known by such officer to be duly licensed, to show proof of a license issued by the city clerk, and to enforce the provisions of this ordinance against any person found to be violating them.

(b) The chief of police shall report to the city clerk all convictions for violations of the provisions of this article, and the clerk shall maintain a record for each permit issued and record the reports of violation therein.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.05)

Sec. 14-145. Appeals.

A person aggrieved by the action of the chief of police or the city clerk in the denial or revocation of a permit, as set forth in section 14-143 or section 14-147, may appeal to the council. Such appeal shall be taken by filing with the council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The council shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the appellant at his last known address by mail (postage prepaid) at least five days prior to the date set for the hearing.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.07)

Sec. 14-146. Expiration.

A permit issued under this article shall be valid for not longer than one year.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.08)

Sec. 14-147. Revocation.

A permit issued under this article may be revoked by the chief of police for any of the following reasons:

(1) Fraud, misrepresentation or a false statement contained in the application for the permit;

(2) Fraud, misrepresentation or a false statement made in the course of carrying on one's business as a solicitor or a canvasser;

(3) A violation of any of the provisions of this article;

(4) A conviction of a crime or misdemeanor involving moral turpitude; or

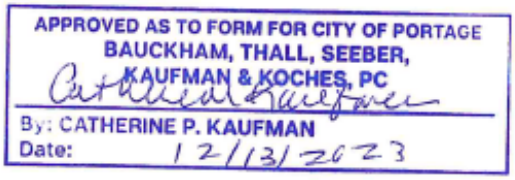
(5) Conducting the business of soliciting or canvassing in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.06)

Sec. 14-148. Exceptions.

The provisions of this ordinance shall not apply to any established society, labor union, any educational philanthropic, benevolent, fraternal, charitable, or reformatory purpose, not operated for pecuniary profits, where no part of the net earnings of which inures to the benefit of any person, private shareholders or individual, and where the solicitation of such organization shall be conducted by members or officers thereof voluntarily and without remuneration for such solicitation, or where such solicitation may be in the form of collections or contributions at the regular exercises of any church, religious society, lodge, labor union, benevolent order or fraternity or similar organization or any branch thereof.

Secs. 14-149—14-170. Reserved.



ARTICLE 4. SOLICITORS AND CANVASSERS[1]

DIVISION 1. GENERALLY

Sec. 14-121. Definitions.

The following words, terms and 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:

Solicitor and *canvasser* mean an individual soliciting contributions or taking, or attempting to take, orders for the sale of goods, wares and merchandise or other personal property for future delivery or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale, or whether or not he is collecting an advance payment on such sale. The term "solicitor" or "canvasser" includes any person who for himself, or for another person, hires, leases, uses or occupies a building or structure, whether permanent or temporary, or another place in the city, for the sole purpose of exhibiting samples and taking orders for future delivery. The term "solicitor" or "canvasser" does not include a person licensed to do business under the statutes of the state where there exists a state board or agency whose purpose is to regulate the conduct of its licensees.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.01)

Cross reference(s)—Definitions generally, § 1-2.

Secs. 14-122—14-140. Reserved.

DIVISION 2. PERMIT

Sec. 14-141. Required.

No person shall engage in the activity of a solicitor or canvasser in the city without first obtaining a permit therefor in compliance with this article.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.02)

[1]Cross reference(s)—Streets, sidewalks and other public places, ch. 66.

State law reference(s)—Home solicitation sales, MCL 445.111 et seq., MSA 19.416(201) et seq.; transient merchants, MCL 445.371 et seq., MSA 19.691 et seq.

Sec. 14-142. Application and Fee.

(a) An applicant for a permit required under this article shall file with the city clerk a sworn application in writing ~~(in duplicate)~~ on a form to be furnished by the clerk, which shall give such information as required by the clerk and the chief of police.

(b) A nonrefundable application review fee set annually by resolution of the city council shall be submitted with the application for a permit.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.03)

Sec. 14-143. Investigation; issuance or denial; contents; operations.

(a) Upon receipt of the application provided for in section 14-142, the application shall be referred to the chief of police, who shall cause such investigation of the applicant's background to be made as he deems necessary for the protection of the public good.

(b) A permit issued under this article may be denied by the city clerk for any of the following reasons:

(1) Fraud, misrepresentation or a false statement contained in the application for the permit; or

(2) A conviction of a crime or misdemeanor involving moral turpitude.

(c) If a permit is approved, the city clerk shall execute a permit addressed to the applicant and deliver such permit to the applicant. Such permit shall contain the signature and seal of the clerk, the date of issuance and the length of time the permit is to be operative, as well as the permit number and other identifying description of a vehicle used in the soliciting or canvassing. The clerk shall keep a permanent record of all permits issued.

(d) Soliciting and canvassing are not permitted within the City of Portage between sunset (according to the National Weather Service) or 9:00 p.m. (whichever is earlier) and 7:00 a.m.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.04)

Sec. 14-144. Records of violations.

(a) Any public safety officer may require any person seen soliciting or canvassing and who is not known by such officer to be duly licensed, to show proof of a license issued by the city clerk, and to enforce the provisions of this ordinance against any person found to be violating them.

(b) The chief of police shall report to the city clerk all convictions for violations of the provisions of this article, and the clerk shall maintain a record for each permit issued and record the reports of violation therein.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.05)

Sec. 14-145. Appeals.

A person aggrieved by the action of the chief of police or the city clerk in the denial or revocation of a permit, as set forth in section 14-143 or section 14-147, may appeal to the council. Such appeal shall be taken by filing with the council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The council shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the appellant at his last known address by mail (postage prepaid) at least five days prior to the date set for the hearing.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.07)

Sec. 14-146. Expiration.

A permit issued under this article shall be valid for not longer than one year.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.08)

Sec. 14-147. Revocation.

A permit issued under this article may be revoked by the chief of police for any of the following reasons:

(1) Fraud, misrepresentation or a false statement contained in the application for the permit;

(2) Fraud, misrepresentation or a false statement made in the course of carrying on one's business as a solicitor or a canvasser;

(3) A violation of any of the provisions of this article;

(4) A conviction of a crime or misdemeanor involving moral turpitude; or

(5) Conducting the business of soliciting or canvassing in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.06)

Secs. 14-148. Exceptions.

The provisions of this ordinance shall not apply to any established society, labor union, any educational philanthropic, benevolent, fraternal, charitable, or reformatory purpose, not operated for pecuniary profits, where no part of the net earnings of which inures to the benefit of any person, private shareholders or individual, and where the solicitation of such organization shall be conducted by members or officers thereof voluntarily and without remuneration for such solicitation, or where such solicitation may be in the form of collections or contributions at the regular exercises of any church, religious society, lodge, labor union, benevolent order or fraternity or similar organization or any branch thereof.

Secs. 14-149—14-170. Reserved.

CITY OF PORTAGE
RESOLUTION ESTABLISHING FEES FOR
SOLICITOR'S PERMIT

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

WHEREAS, the City Council, pursuant to Section 14, Article 4 (Solicitors and Canvassers) of the City of Portage Code of Ordinances, it is necessary for the City Council to establish by resolution fee(s) for permits.

WHEREAS, all applications that are submitted pursuant to this Ordinance shall be accompanied by a non-refundable, per person license fee, with the purpose of the fee to cover the administrative costs associated with processing the application, including but not limited to conducting and reviewing the background checks, and regulating solicitors within the City.

NOW, THEREFORE BE IT RESOLVED THAT: the following fees are hereby established for solicitor's permits in the City of Portage:

a. annual application fee of $50.00 per entity for the first applicant;
b. additional $10.00 fee for each additional applicant under said entity;
c. non-profit organizations with valid 501(c)(3) designations shall not be charged a permit fee.

BE IT FURTHER RESOLVED THAT, all resolutions and/or parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

ADOPTED:

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

_____

Erica 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

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, THALL, SEEBER,
KAUFMAN & KOCHES, PC
By: CATHERINE P. KAUFMAN
Date: 12/13/2023

GENERAL FEES

Community	Population	One Time Application Fee	One Day	One Week	One Month	Two Months	Three Months	Six Months	One Year	Additional Person	Deposit	Allowed Times	Misc.
Clare	3,272		$10	$25	$75		$150					9am - 5pm Monday - Saturday	$15/2 days, $20/3 days.
Williamston	3,800	$35	$10	$20	$50				$150			7am - 9pm	
South Haven	4,049	$35										8am-10pm	
Bloomfield Hills	4,431	$100										11am-7pm (SDT), 11am-5pm (EST)	The Township's solicitation Ordinance, previously upheld by federal court, requires a permit from the Township Clerk (which the solicitor must carry) and restricts solicitation hours from 11:00 AM - 7:00 PM (SDT) and 11:00 AM - 5:00 PM (EST).
Chelsea	5,393	$10							$10		$1,000	not defined	Licenses are per person. All expire December 31 of issuing year.
Rockford	6,175			$100	$150			$225	$325			not defined	
Huntington Woods	6,326	$50										10am-9pm or sunset, whichever is earlier	On foot: $50/week or $650 annually. In car: $75/week or $975/annually.
Paw Paw	6,833		$25									9am - 9pm	Fee is per person.
Richland	8,735	$50										not defined	
Schoolcraft	9,156		$10									9am - 9pm	Fee is per person.
Flat Rock	10,441				$50				$200			9am-6pm Oct. 1 - April 30, 9am - 8pm May 1 - Sept 30	All permits expire at the end of the calendar year.
Grosse Ile	10,654				$50							not defined	$40 per person for each additional 30 days.
Ada Township	14,412				$25							April 1 - Sept 30, 9am-7pm; Oct 1 - March 31, 9am-5pm	Application fee is per person. There is also a $25 badge fee per person.
DeWitt	15,323	$50			$100	$200	$300					9am-8pm Monday - Saturday	$25 background check fee.
Traverse City	15,559	$10										9am-9pm or sunset, whichever is earlier, no Sundays or holidays	
Grandville	15,953		$25	$50								not defined	
Grosse Pointe Woods	16,226		$10		$20				$75			9am - 7pm or dusk whichever comes first	
Fenton	16,961				$30			$50	$75			9am - 8pm, 11am - 6pm on Sundays	$50 investigation fee. All are per person. Issued either January - June or July - December.
Milford Township	17,017	$50										9am - 5pm Monday - Friday	
Highland	19,110										$5,000	8am - 9pm	Deposit only for out-of-state vendors.
Cascade	19,701	$25			$15						$25	April 1 - Sept 30, 9am-7pm; Oct 1 - March 31, 9am-5pm	
Oakland Township	20,177							$100				9am-9pm	Per person
Genoa Township	20,831	$200								$20		not defined	
Walker	25,153	$25	$25		$200			$400	$600			April 1 - Sept 30, 9am - 7pm, Oct 1 - March 31, 9am - 5pm	Application fee is per person.
Northville	31,587	$225									$500	10am - 6pm	
Bay City	32,404		$10	$20	$40				$100	$51		7am and sunset	
Muskegon	37,552								$150		$1,000	9am - 8pm or sunset, whichever is earlier	All permits expire on or before May 1. Deposit required for pre-sales.
Holland	39,450		$50										During Tulip Time
Holland	39,451											10 am - one hour before sunset	$15 background check (annual/per person). On foot $100 annual, $60.00 semi-annual. From vehicle $140 annual, $80 semi-annual.
Saginaw	41,443				$50							9am-dusk/8pm Monday - Saturday, 11am-6pm Sunday	
Midland	42,422								$20			None after daylight hours	
East Lansing	46,854		$6	$21					$51	$6	$500	9am -9pm	
Battle Creek	52,335	$50								$10		9am - sunset	Annual fee includes one month. Each additional month is $20.
Geortown Township	54,511	$50									$50	9am - 8pm	
Ypsilanti	55,499								$100			9am - 9pm, no holidays	
Novi	66,560	$35										9am - 9pm or dusk, whichever is earlier	
Waterford	70,131	$50								$10		not defined	
Rochester	76,028								$100			9am - 7pm (DST), 9am - 5pm (EST)	
Farmington Hills	83,292	$50										10am - 8pm or sunset, whichever is earlier	
Troy	86,836	$24		$20	$40				$100			Oct 1 - March 31 9am - 6pm, April 1 - Sept 30, 9am - 8pm	
Lansing	112,684	$125									$1,000	9am - 8pm or sunset, whichever is earlier	Background check for each person $25.
Ann Arbor	121,536							$45				10am-official sunset time, no Sundays or holidays, no UofM football game days	Either May - October or November - April

Community	Population	Fee	Application	Allowed Times	Other
West Branch	2,582	none	yes	10am-sunset, no Sundays or holidays	
Huntington Woods	6,382	none	yes	10am-9pm or sunset, whichever is earlier	
Plymouth Township	9,313	none	no	8am-sundown, no Sundays or holidays	Philantropic or charitable organzaitons where sale and/or soliciation has been approved by the city manager or city commission.
Tittabawassee Township	10,599	none	yes	not defined	Permit is valid for seven days.
Ada Township	14,412	none	no	April 1 - Sept 30, 9am-7pm; Oct 1 - March 31, 9am-5pm	Register with the township with name, address, driver's license for those soliciting. Evidence of soliciting for religious or non-profit.
DeWitt	15,323	none	yes	9am-8pm Monday - Saturday	
Traverse City	15,559	none	yes	9am-9pm or sunset, whichever is earlier, no Sundays or holidays	Proof of tax exemption, but have background check if soliciting in a residential area.
Scio Township	17,737	none	yes	10am-sunset, no Sundays or holidays	
Cascade	19,504	none	yes	April 1 - Sept 30, 9am-7pm; Oct 1 - March 31, 9am-5pm	
Oakland Township	20,177	none	no	9am-9pm	Written notification given to Clerk at least 30 days in advance of solicitation. Must provide proof that the organization is legitimate, describe in detail the activity to take place, goods/merchandise for sale, list of individuals.
Genoa Township	20,831	none	no	not defined	
Huron Township	29,009	none	yes	sunrise - sunset	
Northville	31,587	none	yes	10am - 6pm	

NON-PROFITS

Independence Township	36,639	$25	yes	9am-4:30pm Monday - Friday, daylight hours Saturday - Sunday	
Muskegon	37,552	none	yes	9am - 8pm or sunset, whichever is earlier	Charity must be fully registered in the State of Michigan. Any merchandise is described in full and examples are submitted with application.
Saginaw	41,443	Background check fee	yes	9am-dusk/8pm Monday - Saturday, 11am-6pm Sunday	
Midland	42,422	none	yes	None after daylight hours	Persons soliciting on foot in their neighborhood of residence for nonprofit, education, fraternal, charitable, or religious organization with headquarters or a local chapter in the Midland area are exempt.
East Lansing	47,427	$500 bond	yes	9am -9pm	
St. Clair Shores	59,046	none	yes	9am - 8pm	
Farmington Hills	83,292	none	yes	10am - 8pm or sunset, whichever is earlier	No more than one organization in city at a time, and no more than three consecutive days.
Ann Arbor	121,536	none	yes	10am-official sunset time, no Sundays or holidays, no UofM football game days	

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Proposed 2024 Fee Schedules

SUPPORTING PERSONNEL: Erica Eklov, City Clerk
Peter Dame, Chief Development Officer
Kathleen Hoyle, Director of Parks & Recreation
Kimberly Phillips, Director of Senior Citizen Services
Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Adopt the:

a. 2024 Cemetery Fee Schedule,
b. 2024 Proposed Freedom of Information Act fees,
c. 2024 Proposed Community Development and Building Permit fees,
d. 2024 Proposed Recreation and Park Facility fees,
e. 2024 Proposed Senior Center Facility fees, and
f. 2024 Proposed Special Assessment Rates.

Service, permit, and activity fees have historically been updated and implemented on a calendar year basis following an annual administrative review of fees for various city services and activities, as well as special assessment rates. Proposed fee modifications for the 2024 calendar year are recommended to facilitate continued service provision and to maintain the financial health of the city. The recommended fee modifications for 2024 are based on service cost considerations. A comprehensive listing of all recommended fee changes for 2024 is attached and detailed below.

Cemetery Fees and Charges
City cemetery fees are reviewed annually to ensure that the General Fund subsidy for this operation remains at or below $50,000. For 2024, staff proposes an increase in cemetery fees to **incorporate separate overtime rates for grave openings**, depending on services rendered, as UAW rates and equipment rates have both increased. This proposed change will help to limit late burials during the week and thereby limit necessary overtime workers, as well as offer savings for cremation burials on weekends.

Staff also proposes an **increase in marker foundation fees** to offset the increase in concrete costs across the construction industry. (Attachment: Clerk – 2024 Cemetery Fees Comparison Table)

Charges for Documents (FOIA) Fee Schedule
Under the Freedom of Information Act 442 of 1976 (FOIA), municipalities are allowed to recover costs incurred in providing certain documents for public purchase. Fees for FOIA requests are periodically

revised to reflect actual costs for providing materials. The fee schedule has been updated to remove the option to receive files on CD, as digital files are provided via flash drive. A review of fees has recently been completed. **No substantive changes to the FOIA fees are proposed for 2024.** (Attachment: Clerk - 2024 FOIA Fees Schedule)

Community Development Fees for Service
The annual review of Community Development service fees (Planning, Development and Neighborhood Services, and Building and Housing Services) has been conducted. Community Development has only made minor adjustments to fees in recent years. The attached memo provides an analysis of the proposed 2024 Community Development fees for consideration, which are summarized below:

- **Building/Construction Fees:** The Department of Community Development is responsible for the administration and enforcement of the Michigan State Construction Codes through construction project plan review, permit issuance, project inspections, and the issuance of certificates of occupancy. Construction permit fees are based on analysis and expenditure review in conjunction with permit and processing costs, plan review services, project field inspections, customer consultations, final occupancy review and issuance, and record retention. Community Development recommends a nonrefundable administrative fee of $50 per permit. This fee is consistent with surrounding municipalities and would be appropriate to cover the administrative costs of the review, issuance, and retention associated with permits.
    - Additional Construction Fees:
        - It is recommended that the fee for fire suppression systems be set at $.75/head with a minimum fee of $25, and the fee for data/telecommunications outlets be established as: (1-19) at $5/each; (20-300) at $100; and (>300) at $300.
        - It is recommended to create electrical energy components such as generators, motors, solar, wind turbines, electric vehicle supply equipment (EVSE) at units up to 20 K.V.A./K.W. or H.P./Per PV Module at $6; Units 21 to 50 K.V.A./K.W. or H.P./Per PV Module at $10.00; and Units over 51 K.V.A./K.W. or H.P./Per PV Module at $12.00.
- **Planning, Development, and Zoning Fees:** As the attached Community Comparison of Select Planning/Zoning Fees table indicates, planning/zoning-related fees vary among the communities surveyed. Compared to other communities, the City of Portage Planning, Development, and Zoning fee schedule generally falls within the mid-range. Based on the above, it is recommended Development Plan Review fees be applied for subsequent reviews after the second review submittal.
    - Tall Grass and Weeds Mowing Fee recommendationis proposed with a simplified approach to contracted mowing costs. For clarification, each mowing request has administrative costs that include at a minimum two inspections of the property, mailing notices, billing property owners, and payment to the contractor for mowing. Staff time and the above-noted process is approximately $320 per request. The average cost last year for a resident for a mowing abatement was $300 per instance. There is only a slight increase in the fees being proposed for the average lot size. It should be noted that the change would be relative to the actual lot size (no longer a per-square-foot charge, requesting a flat rate per lot size). The recommended fees are as follows:
        - $750 per acre charge (43,560 sq feet = one acre) Each acre @ $750
        - $400 per ½ acre up to one acre. (21,780 sq feet = ½ acre) ½ acre up to one acre

    - $300 per ¼ acre or less. (10,890 sq feet = ¼ acre) Up to ¼ acre if it is more than 1/4 acre it would
      round up to ½.
    - A minimum fee of $200 may be applied with the approval of the Deputy Director to those instances that have little action required, such as mowing a median island of a subdivision.
- **Accessory Dwelling Units (ADU):** City Council recently adopted the Accessory Dwelling Unit ordinance. Processing this type of application is similar to a lot line adjustment/zoning compliance review such that it requires hours of staff time in addition to application documents, administrative review time, document recording fees, and a Deed. It is therefore recommended that an application fee of $110 be established for this request and a $110 document recording fee if recorded by the city for a total potential fee of $220.

With the exception of the recommended fees noted above, **no other modifications to the current Department of Community Development fee schedule are recommended.** (Attachment: Comm Dev - 2024 Fee Schedule)

Recreation and Park Facility Fees
Fee schedules for recreation programs and park facilities are reviewed yearly to ensure that programs offered can meet public demand in a cost-effective manner and continue to promote the quality of life within the community. Changes and additions to the existing recreation and park facility fees are recommended for 2024 as indicated below and in the attachment.

- **Memorial Program:** The Portage Memorial Program is an update to the current program that more fully addresses the program expectations and parameters to avoid any confusion on damage and maintenance to memorial items, use of park grounds, and length of memorials.
    - **Memorial Bench** - The cost of the bench, plaque, and installation by DPW is approximately $2,000. Charging $3,000 will cover those costs, any future maintenance, mowing and general upkeep for a period of at least fifteen years.
    - **Memorial Tree** - The cost of the tree, plaque, and planting by DPW is approximately $500. Charging $1,500 would cover that cost, routine care/watering, and replacing trees that die within the first three years after planting.
- **Indoor Facility Rate Increase:**
    - Increase rental rates at Stuart Manor, Grain Elevator, Hayloft Theater, and Schrier Park Building by 20% (rounding down to the nearest $10 increment - for example, $770 increasing 20% = $924 which would be rounded down to $920).
    - Last date of rate increase for each facility:
        - Stuart Manor
            - Daily Rental - $260 (2013)
            - 3-hour Rental - $140 (2013)
            - Additional Hour Rate - $30 (2013)
        - Grain Elevator
            - Daily Rental - $250 (inception in 2017)
            - 3-hour Rental - $125 (2011)
            - Additional Hour Rate - $30 (2011)
        - Hayloft Theater
            - Daily/Wedding Rental - $770 (increased $20 in 2017)
            - 5-hour Rental, Fri/Sat/Sun - $400 (2013)

        - 3-hour Rental, Mon-Thu - $300 (2013)
        - Additional Hour Rate - $60 (2013)
        - Friday Rehearsal Option - $100 (inception in 2016)
    - Schrier Park Building
        - Daily Rental - $400 (2013)
        - 3-hour Rental - $200 (increased $10 in 2018)
        - Additional Hour Rate - $50 (2012)
- **Cancellation Policy Update:**
    - Up to 91 days prior to the scheduled rental date, a 100% refund minus $10 admin fee. No fee to reschedule.
    - 90-31 days prior to the scheduled rental date, 50% refund minus $10 admin fee. No fee to reschedule.
    - 30 days or less prior to the scheduled rental date, no refund. $50 rescheduling fee.
    - Damage deposits will be returned for all cancelations regardless of the time frame.

Senior Center Facility Fees
Fee schedules for programs and facilities are reviewed yearly to ensure that programs offered are able to meet public demand in a cost-effective manner and continue to promote the quality of life within the community. A scholarship program, in cooperation with the Friends of the Senior Center, is in place to provide subsidies for qualified residents to ensure program access for most activities. Minimal changes to the existing fee schedule for the Charles & Lynn Zhang Portage Community Senior Center are recommended for 2024 as indicated below:

- Membership Fees: No changes are recommended to Base Membership at this time.
- Building Rental Fees: Rental fees for Saturdays are being restructured. Rates are designed to support staffing costs and building expenses. A competitive analysis was conducted of similar rental facilities in the area and staff feel these updated rates are representative of market value based on the amenities offered. A detailed list of proposed rental fees for the Charles & Lynn Zhang Portage Community Senior Center facility is attached (Attachment: Senior Citizen Services – 2024 Senior Center Facility Fee Recommendations Memo).

Special Assessment Rates
On May 21, 1991, City Council adopted a Special Assessment Policy Resolution that established funding rations for utility and street construction projects. The policy also provided for periodic review and amendment of special assessment rates by resolution of the Council. Through the practice of special assessment, a share of project costs is charged to property owners receiving the primary benefit of the improvement. The practice of special assessment is a critical component of Portage city financing and has been a primary factor in the continued excellent financial health of the city.

On November 7, 2006, Portage voters approved a street millage proposal that eliminated street special assessments on projects initiated by City Council. Street assessments will still be levied on street projects petitioned by affected and benefiting property owners. Approval of the street millage proposal also eliminated the street reconstruction portion of the special assessment rate for the installation of new sanitary sewers. Any street improvement project or sanitary sewer project approved prior to November 7, 2006, whether it was a special assessment district or an extension district, was not affected by the approval of the street millage proposal. **There are no proposed changes to the Special Assessment Rates for 2024.**

FUNDING: Not applicable.

Attachments:

1. Resolution - 2024 Building Permit Fees Resolution
2. Resolution - 2024 Community Development Fees Resolution
3. Resolution - 2024 Special Assessment Rate
4. Clerk - 2024 Cemetery Fees Comparison Table
5. Clerk - 2024 FOIA Fee Schedule
6. Comm Dev – 2024 Fee Schedule
7. Parks & Rec - 2024 Recreation and Facility Fee Recommendations (2)
8. Senior Citizen Services – 2024 Senior Center Facility Fee Recommendations Memo

CITY OF PORTAGE
RESOLUTION ESTABLISHING FEES FOR BUILDING PERMITS

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, _____ at _____ p.m. in the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

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

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

PERMIT FEES: All permit requests shall include a nonrefundable administrative fee of $50 per permit in addition to the costs listed below.

Residential[1]

Total Valuation:	**Fee:**
Up to $2,000	Minimum fee of $50.00
$2,001 to $25,000	Minimum fee of $50. 00 or $31.41 for the first $2,000 plus $5.45 for each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$156.76 for the first $25,000 plus $4.02 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$257.26 for the first $50,000 plus $2.80 for each additional $1,000 or fraction thereof, to and including $100,000

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

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

Commercial[2]

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

Other Construction Related Permits

Residential Driveway, Curb Cut, and Sidewalk Permits	$25.00

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

Commercial Driveway, Curb Cut, and Sidewalk Permits	$40.00
Irrigation in right-of-way	$25.00
Swimming Pools	$55.00
Use of outside consultants for plan checking, inspections, etc.	Actual cost
Application to Construction Board of Appeals (Building, Mechanical, Electrical, Plumbing)	$105.00
Inspections for which no fee is specifically indicated (1 hour minimum)	$63.00/hr.
Certificate of Occupancy Fee (for changes in occupancy classification per Building Code when no plan review is required)	$155.00
Building Plan Review (for commercial projects with a valuation over $10,000.00)	$210.00 or .02 per sq. ft., whichever is greater
Reinspection fees assessed (assessed when inspection requested and work not completed - 1 hour minimum)	$63.00/hr
Inspection outside normal business hours	$75.00/hr. (1-hr. minimum)
Investigation fee	Whenever work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. The investigation fee shall be in addition to the permit fee and shall be based upon the staff investigation time required to ensure code compliance, charged at the hourly inspection rate. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.
Fire Suppression Systems	$0.75/head with a minimum fee of $25
Data/Telecommunications Outlets	1-19 outlets at $5/each 20-300 outlets at $100 >300 outlets at $300

Electrical Energy Components (such as generators, motors, solar, wind turbines, electric vehicle supply equipment)	$6 – Units up to 20 KVA/KW or HP/Per PV Module $10 – Units 21-50 KVA/KW or HP/Per PV Module $12 – Units over 51 KVA/KW or KP/Per PV Module

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

EFFECTIVE DATE: _____

_____

Erica Eklov City Clerk

CERTIFICATION

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

_____

Erica Eklov, City Clerk

APPROVED AS TO FORM
DATE 12-18-2023
CITY ATTORNEY

CITY OF PORTAGE
RESOLUTION FOR COMMUNITY DEVELOPMENT FEES

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____ , _____ at _____ p.m. in the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____ , and supported by:

Councilmember: _____ .

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

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

	SERVICE	FEE
1.	Access Management Appeal	$374 per appeal
2.	Accessory Buildings	$308 per application
3.	Accessory Dwelling Units (ADU)	$110 per application $110 document recording fee
4.	Accessory Use - Keeping of chickens	$55 per application
5.	Brownfield Redevelopment Plan or Amendment	Variable fee schedule, see below
6.	Brownfield Redevelopment Plan (Kalamazoo County Plan)	$1,200 per application
7.	Building Height Modification	$374 per request involving action only by the Planning Commission $627 per request involving action by the Planning Commission and City Council
8.	Business Special Event	$121 per application

9. Collection Box Application * Annual Renewal Fee	$110 per application $55 annually
10. Comprehensive Plan Amendment	$935 per amendment
11. Development Plan Scanning	$33 for the first 20 sheets, plus $1/sheet thereafter
12. Home Occupation Permit - Active	$170 per permit
13. Industrial Tax Abatement	2 percent of the total property taxes abated or $2,040, whichever is less
14. Land Division	$170 plus $11 for each "child" parcel over two
15. Lot Line Adjustment	$110 per application
16. Mural Permit	$121 per mural application
17. Noxious Weed Abatement	Documented cost of the abatement plus an administrative fee of $220 per zoning lot
18. Nuisance Abatement	Documented cost of the abatement, plus an administrative fee of $385, plus $71 /hour or fraction thereof of staff to complete the abatement
19. Parking Modification	$385 per application
20. Parking Plans	$187 base fee and $5 per 500ft^2 of parking area
21. PILOT (Payment in lieu of taxes)	$847 per application
22. Planned Development Tentative Plan	$627 per tentative plan plus the rezoning fee
23. Commercial Planned Development Concept Plan	$935 per conceptual plan $627 per conceptual plan if processed concurrently with rezoning application $253 per conceptual plan if combined with a specific plan and less than 10 acres
24. Planning and Zoning re-inspection fee	$71 per hour (1-hour minimum fee)
25. Public Utility Plan	$286 for one utility

		$396 for more than one utility $55 per easement document (review/record fee)
26.	Sign Permits	$121 per permanent freestanding sign application $121 per permanent wall sign application $60 per temporary or directional sign application $60 per permanent freestanding or wall sign application for sign panel change to existing sign, where no structural sign modifications are proposed
27.	Single-family Condominium – Preliminary Approval	$500 plus $25 per lot
28.	Single-family Condominium – Final Preliminary Approval	$748 plus $25 per lot
29.	Single-family Condominium – Final Approval	$748 plus $44 per lot
30.	Single-family Plat – Preliminary Approval	$440 plus $22 per lot
31.	Single-family Plat – Final Preliminary Approval	$660 plus $22 per lot
32.	Single-family Plat – Final Approval	$660 plus $38 per lot
33.	Small On-site Wind Energy Systems	$143 per application
34.	Special Land Use Permit	$253 per group childcare home application $374 for all others
35.	Special meeting of the Planning Commission or Zoning Board of Appeals	$253 per request
36.	Street Vacation or Land Sale	$935 per application
37.	Tall Grass and Weeds Mowing	$750 per acre (43,560ft^2) $400 per ½ acre up to one acre $300 per ¼ acre or less $200 minimum for minor areas (e.g., median islands)

38.	Zoning Amendment	Map - $1,243 for the first acre; then $88 for each additional acre or fraction thereof Text - $935 per amendment
39.	Zoning Board of Appeals	$154 for all one-family residential uses $374 for all others
40.	Zoning Compliance Review	$55 per general zoning review/day care license $110 per lot line adjustment $170 for state license zoning review/annual renewals
41.	Site Plan Review	Variable base fee plus unit/square footage charges as follows:

Use[1]	Zoning Classification	Fee[2] [3]
Multiple Family	R-1T; RM-1; RM-2	$440 + $12/dwelling unit
Planned Development	PD	$440 + $12/dwelling unit $407 + $6/100 sq. ft. gross floor area (commercial) exclusive of basement space $495 + $6/500 sq. ft. gross floor area (industrial) exclusive of basement space
Mobile Home Community	MHC	$440 + $12/Mobile Home Unit
Commercial	OS-1; OTR; B-1; B-2; B-3; CPD; CCA; CCMU	$407 + $6/100 sq. ft. of gross floor area, exclusive of basement space.
Institutional	R-1A through R-1 D; R-1T RM-1; RM-2; PD	$440 + $6/100 sq. ft. of gross floor area, exclusive of basement space.
Industrial	I-1; I-2; OTR	$500 + $6/500 sq. ft. of gross floor area, exclusive of basement space.

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

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

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

Recreational (golf courses and other open space type recreational uses)	R-1 A through R-1 D; PD	$466 + $12/acre over 3 acres

Brownfield Redevelopment Plan or Amendment Fees

A. Application Fee

The amount of the application fee shall comprise 0.1 % of the total anticipated capital investment, up to a maximum fee of $10,000.

- *For example, the application fee for a project requesting tax increment financing for a $5,000,000 development project would be $5,000.*

B. Legal Fees

Legal fees related to a brownfield application submittal to the City are covered by the application fee and administrative fee. For any additional legal support provided by the City or Authority related to a brownfield application submission to the State of Michigan, the applicant will be billed directly by the City's legal counsel. All invoices must be paid in full before a letter of support or testimony will be provided to the Michigan Strategic Fund and/or the Department of Environment, Great Lakes, and Energy.

C. Fees for Assignments

If the Developer requests an assignment of its rights and interest in the tax increment revenues generated by the project, the following fees will apply:

- $1,200 if the assignment is to a lending institution
- $3,000 if the entire project is being assigned to a new entity

D. Other Fees

1. The applicant must agree to pay any fees incurred by the Brownfield Redevelopment Authority from a participating lending institution.
2. $1,200 fee for the assignment of an agreement, or an amendment to an existing agreement or plan.

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

EFFECTIVE DATE: _____

_____

Erica Eklov, City Clerk

CERTIFICATION

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

_____

Erica Eklov, City Clerk

APPROVED AS TO FORM
DATE 12-18-2023
CITY ATTORNEY

CITY OF PORTAGE
SPECIAL ASSESSMENT RATE
RESOLUTION

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

PRESENT:

_____

ABSENT:

_____

The following resolution was offered by:

Councilmember: _____ , and seconded by:

Council member: _____ .

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

WHEREAS, MCL 117.4(d) AND Chapter 62 of the Portage City Charter also empower the Council to defray the cost of public improvements "which are of such a nature as to benefit especially any property or properties within a district" by special assessment upon such property in proportion to the benefit derived or to be derived; and

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

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

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

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

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

NOW, THEREFORE BE IT RESOVLED THAT:

1. The City of Portage adopt the special assessment rate as indicated on Attachment "A", attached hereto and incorporated herein, with said rates to become effective for any special assessment district initiated after January 1, 2023 and to remain in effect until modified by subsequent resolution of Council.
2. The City of Portage utilize the special assessment rates as indicated on Attachment "A", with said rates to become effective after January 1, 2023 for connection to any water or sanitary sewer extension district (unassessed water or sanitary sewer main). The fee for connection to an unassessed water main shall consist of the current charge for the water lead (from the water main to the curb shut off), the water meter charge, and the front footage charge based on current special assessment rates. The meter charge must be paid in full at the time of issuance of the water permit but the front footage and water lead charges may be spread over twenty years. The fee for an up-sized water lead shall consist of the difference in cost between the 1 ¼ inch service assessed and the selected size current rate at the time of connection.
3. The fee for connection to an unassessed sanitary sewer main shall consist of the current "trunk and branch" fee, a sewer meter charge (if the structure is not connected to public water), the street lead charge (service line from the sanitary sewer main to the property line), and the front footage charge based on the current special assessment rates for unassessed sewers. The sewer trunk and branch fee, and sewer meter charge (when

applicable) must be paid in full at the time of issuance of the sewer use permit but the front footage and the street lead charges may be spread over twenty years.

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

ADOPTED:

YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

_____
Erica 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 of a resolution adopted at a regular meeting of the City Council of said city, held on the __ day of _____ 2023, the original of which is on file in my office.

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

_____
Erica Eklov, City Clerk

APPROVED AS TO FORM FOR CITY OF PORTAGE
BAUCKHAM, THALL, SEEBER,
KAUFMAN & KOCHES, PC
By: CATHERINE P. KAUFMAN
Date: 12-12-2023

Attachment "A"

SPECIAL ASSESSMENT RATES 2023

	Residential			Commercial/Industrial		
	2022	2023	% Change	2022	2023	% Change
Water	$41.93	$93.97	124.11%	$54.77	$122.75	124.12%
Sewer	$47.33	$81.07	71.29%	$51.35	$87.95	71.28%
Unassessed Sewer*	$84.27	$144.35	71.29%	$103.17	$176.72	71.29%
Petitioned Street Reconstruction with Curb & Gutter (including new storm sewer)	$100.16	$153.89	53.64%	$110.51	$170.74	54.50%
Petitioned Street Reconstruction with Curb & Gutter (existing adequate storm sewer)	$73.21	$112.46	53.61%	$78.91	$119.75	51.76%
Petitioned Curb and Gutter (including new storm sewer done in conjunction with either street reconstruction or sanitary sewer installation)	$54.96	$87.31	58.86%	$60.01	$96.87	61.42%
Petitioned Street Reconstruction	$40.39	$72.38	79.20%	$46.58	$79.67	71.04%
Petitioned Storm Sewer (done separate from street reconstruction)	$34.70	$74.86	115.73%	$37.89	$81.47	115.02%
Sidewalk	$36.96	$45.13	22.10%	$42.43	$52.80	24.44%
Drive Approach - Concrete	$1,527.75	$1,883.41	23.28%	$1,527.75	$1,883.41	23.28%
Sewer Lead	$1,765.00	$3,549.34	101.10%	$1,765.00	$3,549.34	101.10%
3/4-in. Water Service	$984.00	$2,310.43	134.80%	$984.00	$2,310.43	134.80%
1-in. Water Service	$1,160.00	$2,723.68	134.80%	$1,160.00	$2,723.68	134.80%
1 1/4-in. Water Service	$1,231.18	$2,890.75	134.80%	$1,231.18	$2,890.75	134.80%

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

Cemetery Fees Comparison

	Item	PROPOSED Portage	City of Portage	City of Kalamazoo	Charter Twp Oshtemo
Plot Purchase	Resident - Mixed	same	950	1075	500
	Resident - Upright	same	1075	1155	500
	Non-resident - Mixed	same	1300	1075	800
	Non-resident - Flush	same	1450	1155	800
	Youth - resident	same	400	395	150
	Youth - non-resident	same	650	395	450
	Infant - resident	same	see above	see above	n/a
	Infant - non-resident	same	see above	see above	n/a
	Cremains Only - resident	same	650	475	200
	Cremains Only - non-resident	same	900	475	200
Opening/ Closing	Adults (Mon.-Fri.)	950 (before 2 pm) 1150 (after 2 pm)	950	1195 (before 4:30 pm) 1195 + hourly OT (after 4:30 pm)	820 (before 2:30 pm) 920 (after 2:30 pm)
	Adults (Sat.)	1450	950	1920	1170 (before 11:30 am) 1270 (after 11:30 am)
	Youth (Mon.-Fri.)	700 (before 2 pm) 900 (after 2 pm)	700	645 (before 4:30 pm) 645 + hourly OT (after 4:30 pm)	720 (before 2:30 pm) 820 (after 2:30 pm)
	Youth (Sat.)	1050	700	1370	1070 (before 11:30 am) 1170 (after 11:30 am)
	Ashes (Mon.-Fri.)	450 (before 2 pm) 550 (after 2 pm)	450	460 (before 4:30 pm) 460 + hourly OT (after 4:30 pm)	570 (before 2:30 pm) 670 (after 2:30 pm)
	Ashes (Sat.)	630	450	640	920 (before 11:30 am) 1020 (after 11:30 am)
	Infants (Mon.-Fri.)	400 (before 2 pm) 600 (after 2 pm)	400	395 (before 4:30 pm) 395 + hourly OT (after 4:30 pm)	520 (before 2:30 pm) 620 (after 2:30 pm)
	Infants (Sat.)	750	400	685	520 (before 11:30 am) 620 (after 11:30 am)

Etc.	Overtime	(built into pricing)	350	(built into pricing)	(built into pricing)
	Winter Season Charge	n/a	n/a	n/a	200-250
	Snow Removal	n/a	n/a	115	170/hour
	Transfer of Burial Rights	n/a	n/a	20	20
	Foundation	.60/ sq inch	.55/sq inch	.75/sq inch	.60/sq inch

Charter Twp Texas Twp	Charter Twp Kalamazoo	Township of Schoolcraft
400	750	300
400	750	800
800	n/a	300
800	n/a	800
n/a	n/a	n/a
n/a	n/a	n/a
n/a	n/a	n/a
n/a	n/a	n/a
200	250	n/a
400	250	n/a
700	800 (before 1 pm) 1000 (after 1 pm)	700
1050	1200	800
n/a	n/a	n/a
n/a	n/a	n/a
425	400 (before 1 pm) 500 (after 1pm)	500
637.5	600	550
n/a	400	535
n/a	600	635

95/hour	(built into pricing)	n/a
150	n/a	n/a
n/a	n/a	n/a
n/a	25	n/a
Contractor passes fees to monument company	200 - small	Contractor passes fees to monument company
	400 - large	

CITY OF PORTAGE 2024 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Finance	Budget (Paper copy)*	$0.10/pg + *	SAME	Available Online
		Plus Mailing		
	~~Budget CD~~	~~$0.38*~~	*(remove)*	~~Available Online~~
		~~Plus Mailing~~		
	Annual Comprehensive Financial Report (Paper Copy)	$0.10/pg + *	SAME	Available Online
		Plus Mailing		
	~~Annual Comprehensive Financial Report CD~~	~~$0.38~~	*(remove)*	~~Available Online~~
		~~Plus Mailing~~		
	Full Copy of Electronic Property Tax File	$500.00	SAME	Not Available Online
	Tax Payment Receipts (duplicates requested other than time of payment)	No Charge	SAME	Available Online
	Individual Parcel Look-up Online	No Charge	SAME	Available Online
	Special Assessment/Tax History on computer (since 2004)	No Charge	SAME	Available Online
	Special Assessment/Tax History not on computer (prior to 2004)	No Charge	SAME	Not Available Online
	Utility Bill History Information (upon availability)	No Charge	SAME	Not Available Online
Assessor	Property Record Card/Property Record Data	No Charge	SAME	Available Online
	Historical Property Record Card	No Charge	SAME	Not Available Online
	Sales Study Report	$0.10/pg + *	SAME	Available Online
	Annual Database Download for Realtors Assn.	No Charge	SAME	Not Available Online
Purchasing	Bid Specifications (First copy)	No Charge	SAME	Available Online
	Contract Conditions & Specifications	No Charge	SAME	Available Online
	Additional Copy	$0.10/pg + *	SAME	
City Clerk	City Charter	$2.40	SAME	Available Online
	Precinct Maps (Color)	$6.00	SAME	GIS Mapping Service Available Online

CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
	Council Minutes and Agendas	No charge	SAME	Prior Year Available Online
	Council Agenda Packets	$0.10/pg + *	SAME	Prior Year Available Online
	Advisory Board Minutes	No Charge	SAME	Prior Year Available Online
	Advisory Board Agenda Packets	$0.10/pg + *	SAME	Prior Year Available Online
	Qualified Voter Information - Electronic Only	No Charge	SAME	Not Available Online
	Daily Absent Voter List (ongoing request)	$10.00	SAME	Not Available Online
	City of Portage Flag	$40	SAME	Not Available Online
	Environmental Site Assessment Request	$30	SAME	Various

CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Human Resources	Employee Records - If Available to employee or designee		SAME	Not Available Online
	1st Copy	No Charge	SAME	
	2nd copy	$0.10/pg + *	SAME	
	To non-employee	$0.10/pg + *	SAME	
Fire	EMS Reports	$0.10/pg + *	SAME	Not Available Online
	Environmental Impact Statements	$0.10/pg + *	SAME	Not Available Online
	NFIRS Reports	$0.10/pg + *	SAME	Not Available Online
	Research	*	SAME	Not Available Online
	Digital Photos to Disc	*	SAME	Not Available Online
Police	POLICE REPORTS:			Not Available Online
	Minor Incident Report	$0.10/pg + *	SAME	
	Up to 20 pages	$0.10/pg + *	SAME	
	From 21-40 pages	$0.10/pg + *	SAME	
	From 41-60 pages	$0.10/pg + *	SAME	
	Accident Reports:			Not Available Online
	UD-10 Form	$0.10/pg + *	SAME	Not Available Online
	w/supplemental Info up to 20 pages	$0.10/pg + *	SAME	
	From 21-40 pages	$0.10/pg + *	SAME	
	From 41-60 pages	$0.10/pg + *	SAME	
	Over 60 pages	$0.10/pg + *	SAME	
	Police Reports Facsimile Charge	No Charge	SAME	Not Applicable
	Photographs			Not Available Online
	Booking Photo	$0.38 + *	SAME	Not Available Online
	Booking Room Videos, Lobby Videos,	$0.38 + *	SAME	Not Available Online
	Interview Videos, Evidence Videos and	$0.38 + *	SAME	
	Mobile Video Digital Recordings	$0.38 + *	SAME	
	*Digital Photos to Disc	$0.38 + *	SAME	Not Available Online
	Visa Clearance	$11.00	SAME	Not Available Online
	Audio Tapes	$0.38 + *	SAME	Not Available Online
	Non-criminal Fingerprints			Not Available Online
	Resident or Portage Business	$8.00/card	SAME	
	Non-resident	$15.00/card	SAME	
	Application to Set Aside Conviction Permit	Through Court	SAME	Not Available Online

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
	Bond Fee	$10.00	SAME	

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Community Development	PAPER FORMAT - IN COLOR:			
(Maps, plans, tracings,	8 x 11 ("A" size) without Aerial	$1.00	SAME	Available as part of online GIS Mapping
plats, etc.)	11 x 17 ("B" size) without Aerial	$2.00	SAME	Available as part of online GIS Mapping
	18 x 24 ("C" size) without Aerial	$3.00	SAME	Available as part of online GIS Mapping
	24 x 36 ("D" size) without Aerial	$5.00	SAME	Available as part of online GIS Mapping
	30 x 30 ("E" size) without Aerial	$10.00	SAME	Available as part of online GIS Mapping
	8 x 11 ("A" size) with Aerial	$2.00	SAME	Available as part of online GIS Mapping
	11 x 17 ("B" size) with Aerial	$5.00	SAME	Available as part of online GIS Mapping
	18 x 24 ("C" size) with Aerial	$10.00	SAME	Available as part of online GIS Mapping
	24 x 36 ("D" size) with Aerial	$20.00	SAME	Available as part of online GIS Mapping
	30 x 30 ("E" size) with Aerial	$25.00	SAME	Available as part of online GIS Mapping
	Building Plan/Site Plan (24x36)	$5.00/sheet	SAME	Not Available Online
	(copyright restrictions may apply)			
	Planning and Zoning Code with Land Development Regulations	$0.10/pg + *	SAME	Available Online
	Zoning Map, Future Land Use Map (11x17)	$5.00	SAME	Available as part of GIS Mapping Service
	Zoning Map, Future Land Use Map (24x36)	$10.00	SAME	Available as part of GIS Mapping Service
	Subdivision and Land Division Regulations	$0.10/pg + *	SAME	Available Online
	Comprehensive Master Plan	$0.10/pg + *	SAME	Available Online
	~~Comprehensive Master Plan - CD~~	~~$0.38 + *~~	*(remove)*	~~Available Online~~
	Major Thoroughfare Plan Status update	$0.10/pg + *	SAME	Available Online
	Capital Improvement Program (CIP)	$0.10/pg + *	SAME	Available Online
	~~Capital Improvement Program (CIP) - CD~~	~~$0.38 + *~~	*(remove)*	~~Available Online~~
	Property Notification Address List	$20.00	SAME	Available Online
	CDBG Consolidated Plan	$0.10/pg + *	SAME	Available Online
	CDBG Annual Action Plan	$0.10/pg + *	SAME	Available Online
	Analysis of Impediments to Fair Housing	$0.10/pg + *	SAME	Available Online
	DIGITAL FORMAT:			
	Digital Aerial Photo of City	$40/section	SAME	Available as part of GIS Mapping Service
	(one foot pixel resolution)			

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
	Digital Aerial Photo of Entire City - All Sections	$750.00	SAME	Available as part of GIS Mapping Service
	Digital Topographic Maps	$25/quarter	SAME	Available as part of GIS Mapping Service
		section		
	All 36 Sections	$1,500.00	SAME	Available as part of GIS Mapping Service
	Digital (GIS) Map Layers (streets, hydrology, zoning, etc.)	$0.00	SAME	Available as part of GIS Mapping Service

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Community Development	Digital (GIS) Parcel Map Layer	$0.10/parcel	SAME	Available as part of GIS Mapping Service
(cont'd)		$25 minimum	SAME	
		$750 maximum	SAME	
	Custom Mapping	*	SAME	Available as part of GIS Mapping Service
	Building/Site Plan e-mailed	*	SAME	Not Available Online
	(copyright restrictions may apply)		SAME	
Technology Services	USB Flash Drive - 16GB	$8 + *	SAME	Not Applicable
	USB Flash Drive - 32GB	$15 + *	SAME	Not Applicable
	USB Flash Drive - 64GB	$22 + *	SAME	Not Applicable
	Research	*	SAME	
	~~CD~~	~~0.38~~	*(remove)*	~~Not Applicable~~
	~~DVD Production~~	~~0.38~~	*(remove)*	~~Not Applicable~~

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

CITY OF PORTAGE **COMMUNICATION**

TO: Pat McGinnis, City Manager **DATE:** November 13, 2023

FROM: Peter Dame, Chief Development Officer

SUBJECT: 2023 Community Development Fees for Services

I. INTRODUCTION

The annual review for Community Development service fees (Planning, Development and Zoning Services, and Building and Housing Services) has been accomplished. Community Development has only made minor adjustments to fees in recent years.

City Council members indicated smaller incremental increases on a regular basis are preferred rather than larger, less frequent increases in fees. Considering these comments, only a few increases are being recommended.

The following is an analysis of the proposed 2023 Community Development Fees for Services.

II. ADMINISTRATIVE COSTS--OVERVIEW

The actual cost to process development applications (e.g. staff resources, legal notices, direct mailing and copy expenses) has again been reviewed. There are no overall administrative cost increases at this time.

III. PLANNING, DEVELOPMENT AND ZONING SERVICES

Planning, Development and Zoning Services staff have completed an analysis of the Planning and Zoning fee schedule. The actual costs incurred to process various applications has been determined by analyzing staff resources, legal notices, direct mailing and copy expenses to show average costs and administrative resources allocated to the various development and zoning activities. The total cost is the combined cost using the several hourly rates for professional administration, attorney, clerical and postage/publication costs.

As the attached Community Comparison of Select Planning/Zoning Fees, the table indicates, planning/zoning related fees vary among the communities surveyed. Compared to other communities, the City of Portage Planning, Development and Zoning fee schedule generally falls within the mid-range. Based on the above, it is recommended Development Plan Review fees be applied for subsequent reviews after the second review submittal.

- Tall Grass and Weeds mowing fee recommendation is proposed with a simplified approach to contracted mowing costs. For Clarification each mowing requests has administrative costs, that

include at a minimum two inspections of the property, mailing notices, billing property owners and payment to the contractor for mowing. Staff time and the above noted process is approximately $320 per request. The average cost last year to a resident for a mowing abatement was $300 per instance. There is only a slight increase to the fees being proposed for the average Portage lot size and it should be noted that the change would be relative to actual lot size. (no longer a per square foot charge, requesting a flat rate per lot size)

The recommended fees are as follows:

$750 per acre Charge (43,560 sq feet = one acre) Each acre @ $750
$400 per ½ acre up to one acre. (21,780 Sq feet = ½ acre) ½ acre up to one acre
$300 Per ¼ acre or less. (10,890 sq feet = ¼ acre) Up to ¼ acre if it is more than 1/4 acre it would round up to ½.

A minimum fee of $200 may be applied with the approval of the Deputy Director to those instances that have little action required such as mowing of a median island of a subdivision.

In addition, there is one new application/service with fees being proposed and includes the following:

- Accessory Dwelling Units (ADU). The City Council recently adopted the Accessory Dwelling unit ordinance. Processing this type of application is similar to a lot line adjustment/zoning compliance review such that it requires hours of staff time in addition to application documents, administrative review time, document recording fess and a Deed. It is therefore recommended that an application fee of $110 be established for this request and $110 document recording fee if recorded by the city. (Total potential fee of $220).

IV. CONSTRUCTION SERVICES

The Department of Community Development is also responsible for administration and enforcement of the Michigan State Construction Codes through construction project plan review, permit issuance, project inspections and the issuance of certificates of occupancy. Construction permit fees are based on analysis and expenditure review in conjunction with permit and processing costs, plan review services, project field inspections, customer consultations, final occupancy review and issuance as well as record retention. Community Development would like to implement a nonrefundable administrative fee of $50 per permit. This fee is consistent with surrounding municipalities and would be appropriate to cover the administrative costs of the review, issuance and retention associated with permits. In addition, it is recommended that the fee for fire suppression systems be set at $.75/head with a minimum fee of $25, and the fee for data/telecommunications outlets be established at (1-19) at $5/each; (20-300) at $100; and (>300) at $300. Furthermore, it is recommended to create electrical energy components such as generators, motors, solar, wind turbines, electric vehicle supply equipment (EVSE) at units up to 20 K.V.A./K.W. or H.P./Per PV Module at $6; Units 21 to 50 K.V.A./K.W. or H.P./Per PV Module at $10.00; and Units over 51 K.V.A./K.W. or H.P. & /Per PV Module at $12.00.

V. CONCLUSION / RECOMMENDATION

Except for the fees noted above, no other modifications to the current Department of Community Development fee schedule are recommended. Should you have any questions or comments, I am prepared to further discuss this matter at your convenience.

Attachments: Fee Resolution

c: Deputy Director Biqi Zhao
Deputy Director Terry Novak
Deputy Director Jonathon Hallberg

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2024 RECREATION & PARK FACILITY FEE
RECOMMENDED REVISIONS

ACTIVITY	CURRENT	2024 (Proposed)
Adult Softball Leagues-Summer (12 games)		
Resident team fee	$600	
Non-resident team fee	$700	
Late registration fee	$50	
Over 50 teams	$700	
Doubleheader teams	$1070	
Team conduct violation	$20	
Adult Softball Leagues-Fall (7 games)	$400	
Late registration fee	$0	
City Tournament Refundable Deposit	$50	
Additional Softball Purchase		
½ dozen	$25	
Dozen	$50	
Ramona Park Vehicle Permits		
Non-resident Daily pass	$10	
Non-resident Annual pass	$45	
Daily Bus pass	$50	
Kayak, Paddleboard, Canoe Rental (per hour)	$12	
Additional Half Hour	$5	
Half Day (4-6 hours)	$36	
Chair Rental (2 hours)	$5	
Beach Games (1 hour)	$5	
The Ice Rink @ Millennium Park		
Skate fee per person	$5	
Skate Rental	$3	
Skate Sharpening	$5	
10 Skate Discount Card	$25	
Group Rental – 1 ½ hours	$110	
Food Truck Permit Fee	$200/Year	
Events	$100 Large $50 Small/New	
Tournaments	$100	
Park Site Spot	$25	
Farmers Market		
Daily Vendor Fee	$20	
Season Fee	$325	
Season Fee – Oversized Stall	$485	
Kid's Market Fee	$5	
Holiday/Artist Market Fee	$20	
FOOTBALL, SOCCER FIELDS & VOLLEYBALL		
Weekend Tournaments		
Field/Day non-profit	$210	
Field/Day profit	$325	
Deposit	$100	
Camps, Clinics, and League Play		
Field per 4 hrs non-profit	$80	
- Additional hourly fee non-profit	$10	
Field per 4 hrs profit	$130	

2024 RECREATION & PARK FACILITY FEE
RECOMMENDED REVISIONS

- Additional hourly fee profit *Volleyball-Lakeview Only M-W after 5:00 p.m.	$20	
Team Practice Reservation Fee Field rental per hour	 $15	
PICKLEBALL COURTS		
Tournaments Only 6 Courts/day 12 Courts/day Deposit	 $325 $600 $100	
SOFTBALL FIELDS		
Slow Pitch Softball Tournaments Field/Day – Non-Profit Field/Day – Profit Field Prep Deposit	 $75 $90 $65 $100	
Fast Pitch Softball Tournaments Field/Day – Non-Profit Field/Day – Profit Field Prep Deposit	 $75 $90 $80 $100	
Practice Field Reservation Per hour	 $15	
PARKS & RECREATION BUILDING RENTALS		
Multi-Purpose Room (3 Hours-Minimum Rental) Each Additional Hour Maximum Daily Rental (10 Hours) Refundable Security Deposit Non-profit Hourly Fee Conference Room (3 Hours – Minimum Rental) Each Additional Hour Maximum Daily Rental (10 hours) Refundable Security Deposit Non-profit Hourly Fee Commercial Kitchen - Monthly Membership Non-Member Hourly Rental Member Hourly Rental Equipment Fee (Monitor/PA) Weekend Snowplow Fee	$190 $45 $400 $150 $24 $75 $20 0 $150 $12 $15 $75	

2024 RECREATION & PARK FACILITY FEE
RECOMMENDED REVISIONS

SCHRIER PARK RENTAL		
Rental Fee – first 3 hrs.	$200	$240
Additional hourly fee	$50	$60
Daily maximum fee	$400	$480
Non-Profit Meetings per hour	$25	
Damage Deposit	$150	
OPEN PAVILION RENTAL		
Rental Fee (Mon – Sun)	$110	
Central Park		
Lakeview Park #1 & #2		
Ramona Park #1 & #2		
Westfield Park		
Schrier Park		
SOUTH WESTNEDGE SKATEPARK		
Special Event Rental – 4 hrs	$150	
Damage Deposit	$150	
CELERY FLATS RENTAL		
Schoolhouse Classroom daily fee	$50	
Damage deposit	$50	
Grain Elevator		
Group Rental – first 3 hrs	$125	$150
Additional hourly fee	$30	$35
Daily Rental	$250	$300
Damage Deposit	$150	
Hayloft Theatre *		
Rental (Fri – Sun) – first 5 hrs	$400	$480
Rental (Mon – Thu) – first 3 hrs	$300	$360
Additional hourly fee	$60	$70
Daily maximum	$770	$920
Wedding fee	$770	$920
Friday Rehearsal option – 2 hrs	$100	$120
Outside Performance - evening	$300	$360
Rental fee – Chairs	$120	$140
Damage Deposit	$150	

2024 RECREATION & PARK FACILITY FEE
RECOMMENDED REVISIONS

Stuart Manor * Group Rental – first 3 hrs Additional hourly fee Daily Rental Damage deposit	 $140 $30 $260 $150	 $170 $35 $310
Amphitheatre * Rental – first 3 hrs Additional hourly fee Daily Rental Damage Deposit	 $140 $30 $300 $150	
OVERLANDER BANDSHELL		
Rental – 3 hrs Additional hourly fee Daily Rental Damage deposit	$140 $40 $300 $150	
**Extra Fees: 15% of gross receipts plus applicable fees for additional staff, special equipment, rehearsals*		
WALK-RUN FUNDRAISING EVENTS		
Base fee	$450	
Early Set-Up	$100	
Additional Staff Charges (per hour) 5K & 10K Only	$50	
Damage/deposit reservation	$150	
BIKE SHARE RENTAL		
Non-Member/Walk Up Member Monthly Member Rate (Member Fee +) Annual Member: April 1-October 31 (Member Fee +) Annual Discounted: April 1-October 31 (Member Fee +) (Must income qualify)	$1 + $1/30 minutes ($20/day maximum) Free 1st hour $1/30 min ($20/day maximum) +$15/month +$50/year +$10/year	
Memorial Program		
Memorial Bench w/ Plaque Memorial Tree Planting w/ Plaque		$3000 $1500

2024 RECREATION & PARK FACILITY FEE RECOMMENDED REVISIONS

Recreation and Park Facility Fee Schedule
Fee schedules for recreation programs and park facilities are reviewed yearly to ensure that programs offered can meet public demand in a cost-effective manner and continue to promote the quality of life within the community.

Changes and additions to the existing recreation and park facility fees are recommended for 2024 as indicated below and on the attachment titled Proposed *2024 Recreation and Park Facility* Fees.

Memorial Program:

- **Memorial Bench –** The cost of the bench, plaque, and installation by DPW is approximately $2000. Charging $3,000 will cover those costs, any future maintenance, mowing and general upkeep for a period of at least fifteen years.
- **Memorial Tree –** The cost of the tree, plaque, and planting by DPW is approximately $500. Charging $1500 would cover that cost, routine care/watering, and replacing trees that die within the first 3 years after planting.

Indoor Facility Rate Increase:

- Increase rental rates at Stuart Manor, Grain Elevator, Hayloft Theater, and Schrier Park Building by 20% (Round up or down to the nearest $10 increment. For example, $770 increased 20% = $924. Price would be rounded down to $920.)
- **Last date rates were increased for each facility:**
    - Stuart Manor:
        - Daily Rental - $260 (2013)
        - 3-hr Rental - $140 (2013)
        - Additional Hour Rate - $30 (2013)
    - Grain Elevator:
        - Daily Rental - $250 (Added in 2017. Did not exist prior.)
        - 3-hr Rental - $125 (2011)
        - Additional Hour Rate - $30 (2011)
    - Hayloft Theater:
        - Daily/Wedding Rental - $770 (2017, increased $20)
        - 5-hr Rental, Fri/Sat/Sun - $400 (2013)
        - 3-hr Rental, Mon-Thu - $300 (2013)
        - Additional Hour Rate - $60 (2013)
        - Friday Rehearsal Option - $100 (Added in 2016. Did not exist prior)
    - Schrier Park Building:
        - Daily Rental - $400 (2013)
        - 3-hr Rental - $200 (2018, increased $10)
        - Additional Hour Rate - $50 (2012)

Cancellation Policy Update:

- Up to 91 days prior to scheduled rental date, 100% refund minus $10 admin fee. No fee to reschedule.

2024 RECREATION & PARK FACILITY FEE
RECOMMENDED REVISIONS

- 90-31 days prior to scheduled rental date, 50% refund minus $10 admin fee. No fee to reschedule.
- 30 days or less prior to scheduled rental date, no refund. $50 rescheduling fee.
- Damage deposits will be returned for all cancellations regardless of the timeframe.

2024 PORTAGE ZHANG SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

ACTIVITY	CURRENT	2024 (PROPOSED)
MEMBERSHIP		
Virtual (Resident & Non-Resident)	$20/year	Eliminate due to lack of interest
Resident Membership (Base Level)	$30/year	no changes
Non-Resident Membership (Base Level)	$40/year	no changes
Fitness Center Level Resident (+$40)	$70/year	no changes
Fitness Center Level Non-Resident (+40)	$80/year	no changes
Pickleball Level Resident (+$50)	$80/year	no changes
Pickleball Level Non-Resident (+$50)	$90/year	no changes
Lifetime	$300 (one-time)	no changes
Replacement Membership Card	$5	no changes
Non-Member Day Pass	$5	no changes
Pickleball Drop-In Pass (Non-Member)	$7/day	no changes
Pickleball Drop-In Pass (Base Member)	$5/day	no changes
RENTALS		
Saturday Rentals – flat rate for a maximum of 12 hours includes Community Rooms East & West, Courtyard, Gallery & Café	$3,000	Remove flat rate fee for Saturday rentals
Friday Rehearsal Option (with a Saturday rental) – 3 hours	$100	no changes
Refundable Security Deposit	$500	Remove with associated flat rate fee
Community Room East (3 Hours – Minimum Rental)	$450	no changes
SUNDAY-FRIDAY		
Each Additional Hour	$100	no changes
Maximum Daily Rental (12 hours)	$1200	no changes
Refundable Security Deposit	$250	no changes
Non-profit Hourly Fee**	$40	no changes

2024 PORTAGE ZHANG SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

Community Room East (3 Hours – Minimum Rental) **SATURDAY**	Replacing Flat Fee Structure	$600/first three hours
Each Additional Hour		$150
Maximum Daily Rental (12 hours)		$1,800
Refundable Security Deposit		$250
Non-profit Hourly Fee**		N/A
Community Room West (3 Hours – Minimal Rental) **SUNDAY-FRIDAY**	$450	no change
Each Additional Hour	$100	no change
Maximum Daily Rental (12 hours)	$1200	no change
Refundable Security Deposit	$250	no change
Non-profit Hourly Fee**	$40	no change
Community Room West (3 Hours – Minimal Rental) **SATURDAY**	Replacing Flat Fee Structure	$600/first three hours
Each Additional Hour		$150
Maximum Daily Rental (12 hours)		$1,800
Refundable Security Deposit		$250
Non-profit Hourly Fee**		N/A
Conference Room 1 (3 Hours – Minimal Rental)	$175	no change
Each Additional Hour	$65	no change
Maximum Daily Rental (12 hours)	$650	no change
Refundable Security Deposit	$100	no change
Non-profit Hourly Fee**	$30	no change
Conference Room 2 (3 Hours – Minimal Rental)	$150	no change
Each Additional Hour	$40	no change
Maximum Daily Rental (12 hours)	$450	no change
Refundable Security Deposit	$100	no change
Non-profit Hourly Fee**	$30	no change
Meeting Room 1A, 1B, 2A, 2B (3 Hours Minimum)	$300	no change
Each Additional Hour	$75	no change

2024 PORTAGE ZHANG SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

Maximum Daily Rental (12 hours)	$850	no change
Refundable Security Deposit	$150	no change
Non-profit Hourly Fee**	$30	no change
Wellness Room (3 Hours Minimum)	$200	no change
Each Additional Hour	$25	no change
Maximum Daily Rental (12 hours)	$350	no change
Refundable Security Deposit	$50	no change
Non-profit Hourly Fee**	$15	no change
Lower-Level Activity Room (3 Hours Minimum)	$400	no changes
Each Additional Hour	$80	no changes
Maximum Daily Rental (12 hours)	$1000	no changes
Refundable Security Deposit	$200	no changes
Non-profit Hourly Fee**	$40	no changes
AFTER HOURS ONLY		
Gallery (3 Hours Minimum)	$450	no changes
Each Additional Hour	$100	no changes
Maximum Daily Rental (12 hours)	$1200	no changes
Refundable Security Deposit	$250	no changes
Non-profit Hourly Fee**	$75	no changes
Café & South Outdoor Area (3 Hours Minimum)	$300	no changes
Each Additional Hour	$75	no changes
Maximum Daily Rental (12 hours)	$850	no changes
Refundable Security Deposit	$150	no changes
Non-profit Hourly Fee**	$50	no changes
Courtyard (Flat Fee Option with East, West, or Gallery)	$500	Remove as paid option, include as rental amenity
Upper Concourse (Flat Fee Option with rental of Full Building)	$400	no changes
Lounge (No Charge with East or Gallery Rental)	0	

2024 PORTAGE ZHANG SENIOR CENTER FACILITY FEE RECOMMENDED REVISIONS

Equipment Fee (Projector/Microphone/Screen)	$100	no changes
Weekend Snowplow Fee	$75	$100
Building Lights (No Charge with Rental)	0	no changes
Full First Floor Rental Option on SATURDAYS ONLY *NEW*	N/A	$2,500 for 12 hours

***Non-profit rate rentals will be restricted to Sunday through Thursday ONLY, based on room availability.**

Senior Center Facility Fee Schedule

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

Minimal changes to the existing Senior Center facility fees are recommended for 2023 as indicated below:

- ***Membership Fee:*** *No changes recommended to Base Membership at this time.*

- ***Rental Fee:*** *Rental fees for Saturdays are being restructured. Rates are designed to support staffing costs and building expenses. A competitive analysis was conducted of similar rental facilities in the area and staff feel these updated rates are still representative of market value based on the amenities offered.*

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Lakeview Park Renovation Phase II Engineering Services Contract

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Approve the continuation of the professional engineering services contract with O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo MI, in the amount of $95,900 for Lakeview Park Renovation Phase II and authorize the City Manager to execute all documents related to this action on behalf of the city.

Most of the facilities at Lakeview Park were installed in the late 1990s and have outlived their useful life. Additionally, the park will be renovated to accommodate expanded activities of the park for all users including enhance ADA accessibility, and for the large fishing community currently using the park. The Lakeview Park Renovation project is a four-phase plan with construction occurring over five years to renovate the aged facilities and develop expanded uses for the park for the community, including enhanced programming. This project is aligned with the new Lake Center District Corridor and Placemaking Study and will renovate the existing park to become an attraction and anchor for the businesses along the Portage Road corridor. A Concept Master Plan was developed and is the basis for the construction phases.

After receipt of proposals via sealed bid, on February 21, 2023, City Council awarded an engineering contract to O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo, MI for $468,150 for all four phases, contingent upon each previous work phase of the project being deemed satisfactory by the City of Portage. The specific motion was:

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

The approval currently being requested is for Phase II. The four phases of the project include:

PHASE I: CANAL WALK AND INSPIRATION GARDENS (2023)
Construction of a boardwalk along the Austin Lake Canal and Lakeshore (D) including an asphalt trail/bikeway connection to Portage Road (B, C) with lighting, landscaping and seating; Game Pocket (E) with activity furnishings; Lakeshore Improvements (J) including fishing pier enhancements, boardwalk replacement and benches; Inspiration Gardens with pergola (see Plan Enlargement 3); Canal Walk Entry (K) with bike share and amenities including a bike repair station, and bike rack; and Entry Arch (L). This

project phase will not include the pedestrian underpass (A). (*See Appendix A - Plan Enlargement 1)*
PLANNED CONSTRUCTION COMPLETION: NOVEMBER 2024

PHASE II: RESTROOM/PAVILION AREA (2024/2025)
Removal of aged Pavilion (T) and construction of a new Restroom/Pavilion building with storage area to replace existing restroom (I); Walkway changes (N); Rental Pavilion 45'x20' replacement (R); and Waterfront Swings (O).
(See Appendix A - Overall Master Plan)
PLANNED CONSTRUCTION COMPLETION: NOVEMBER 2025

PHASE III: LINEAR FOUNTAIN & RENTAL KIOSKS (2025/2026)
Construction of Linear Fountain with Pergola Shade (F); Flex Lawn Area (G) for yoga and other fitness activities; Rental Kiosks with Roof Deck including tables and chairs (I); and sculptures.
(*See Appendix A - Plan Enlargement 1)*
PLANNED CONSTRUCTION COMPLETION: NOVEMBER 2026

PHASE IV: ENTRANCE, MICRO THEATER & SLEDDING HILL (2026/2027)
Expansion of parking (C) adding 64 spaces for a total of 154 spots; Rain Garden (H on Plan Enlargement 1); Reposition and Widen Entrance (D) with Rain Garden (S); Sunken Small Micro Theater (H), and Sledding Hill (F) with new drive featuring and additional 16 parking spots and drop-off zone (E).
PLANNED CONSTRUCTION COMPLETION: NOVEMBER 2027

The engineering work provided by OCBA for Phase I of the renovation was exceptional. The city is currently seeking bids for construction of Phase I, which is anticipated to begin in spring 2024. Therefore, it is recommended that City Council approve the continuation of the prior-approved professional engineering services contract with O'Boyle, Cowell, Blalock & Associates Inc. (OCBA) of Kalamazoo MI, in the amount of $95,900 for Lakeview Park Renovation Phase II and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funding for Phase II of engineering services was approved in the FY2023-2024 Capital Improvement Program budget.

Attachments: 1. LPMP Master Plan Update 112823

PROPOSED

- **A** Not in project.
- **B** New bike/pedestrian trails from Portage Road, see Enlargement 1
- **C** New angled parking for 64 cars on one-way drive
- **D** New park entry and plantings across from Lakeview Drive
- **E** New drive, drop-off area, and parking for 16 cars
- **F** New sledding hill
- **G** New Canal Walk with solar lighting and activity pockets, see Enlargement 1
- **H** Micro-Theater, see Enlargement 2
- **I** New pavilion/restroom/storage building as rentable space and for programs like fish school
- **J** New Flex Lawn
- **K** Kiosks and rentable roof deck
- **L** Lakeshore and pier improvements
- **N** New trail connections to restroom and parking lot
- **O** New swinging benches along existing trail, clear views while maintaining native vegetation
- **P** Inspiration Garden, see Enlargement 3
- **R** Replace pavilion and add new trail
- **S** Rain garden collects runoff
- **T** Remove existing pavilion
- Potential sculpture/art location

EXISTING

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

OVERALL MASTER PLAN

0 60′ 120′ 180′

SCALE IN FEET

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

PORTAGE *A Natural Place to Move*

OCBA LANDSCAPE ARCHITECTS

A Not in project.

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

C New dedicated bikeway with intermittent views of Canal Walk

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

E **Canal Walk: Game Pocket**
- Boardwalk with solar lighting
- Table tennis, cornhole, life-size checkerboard
- Custom seating and planter benches

F **Canal Walk: Linear Fountain**
- 5'x80' linear fountain, zero depth
- Pergola shade over seating

G **Flex Lawn**
- Events
- Programming
- Rent-able space
- Pop-up markets

H **Rain Garden**
- Collects stormwater from adjacent surfaces

I **Kiosks and Roof Deck**
- Rentable enclosed kiosks along flex lawn
- Rentable roof deck
- Storage for park supplies
- Restroom

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

K **Canal Walk Entry**
- Muskie fish sculpture
- Benches and clear view of boardwalk
- Bikeshare and bike racks

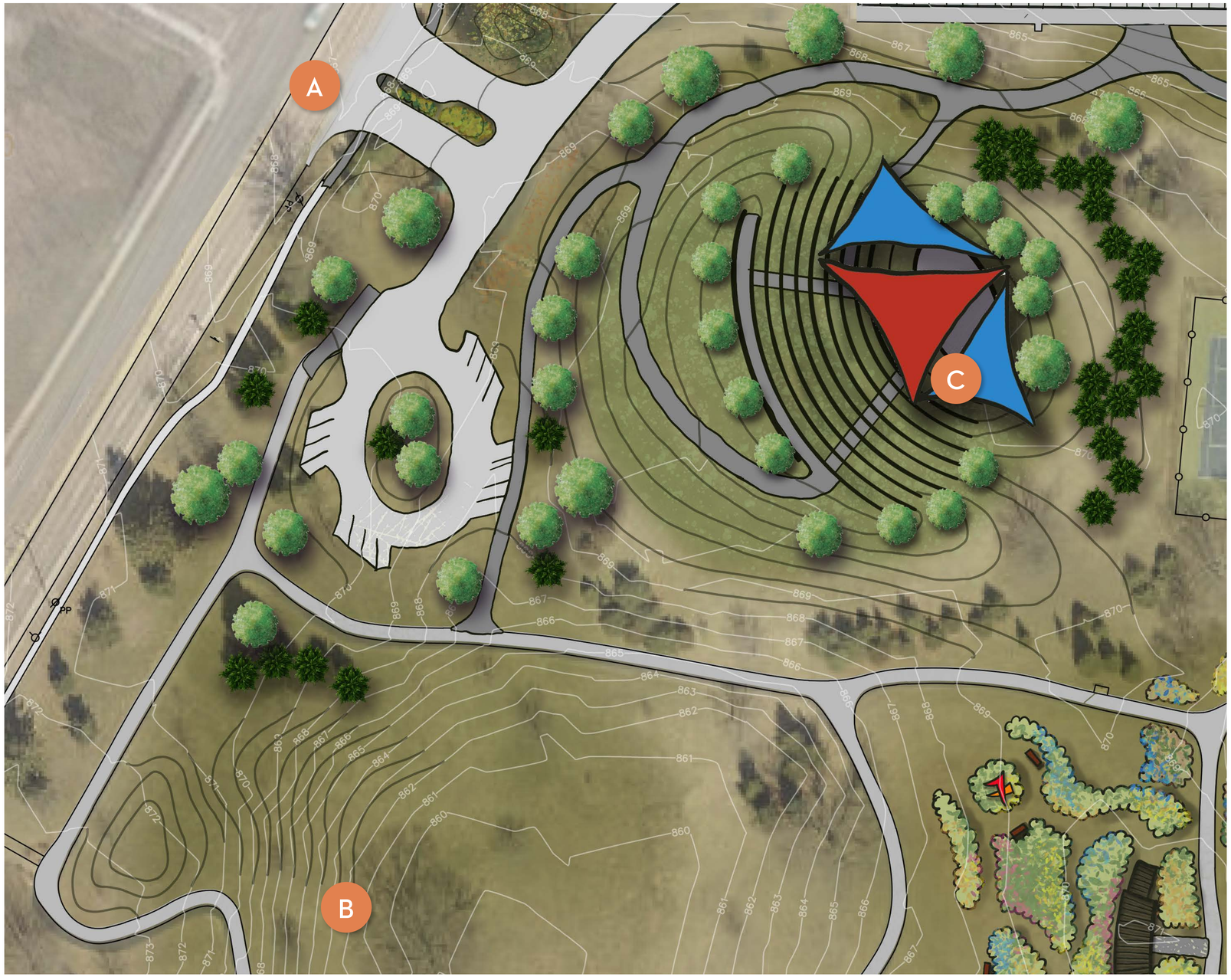
L **Entry Arch**
- Custom entry arch to Canal Walk marks transition into new park space

PLAN ENLARGEMENT 1

0 30' 60' 90'
SCALE IN FEET

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

PORTAGE *A Natural Place to Move*
OCBA LANDSCAPE ARCHITECTS



A **New Park Entry**

- Located across from Lakeview Drive
- Existing playground to be removed
- New park sign and landscaping
- New asphalt path connection to sidewalk on Portage Road

B **Sledding Hill**

- Fill added and hill reshaped to keep sledders away from existing trees
- New drop-off and parking for 16 cars

C **Micro-Theater**

- Softball field removed and land shaped to form amphitheater
- Concrete seat walls with 6' width lawn between
- Performance platform with power outlets
- Approximately 300 seat capacity
- Accessible walkway from drop-off and parking lot wrap around berm to paved seating rows
- Shade structure type to be determined in design

PLAN ENLARGEMENT 2

0 30′ 60′ 90′

SCALE IN FEET

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

PORTAGE
A Natural Place to Move

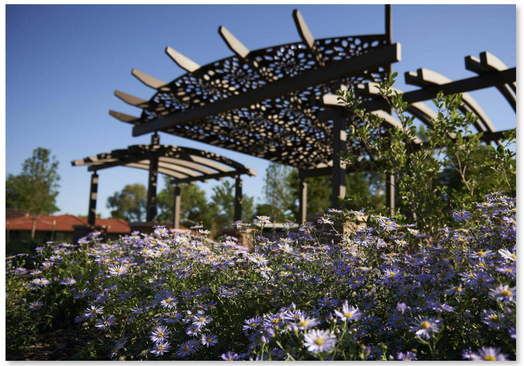
OCBA LANDSCAPE ARCHITECTS

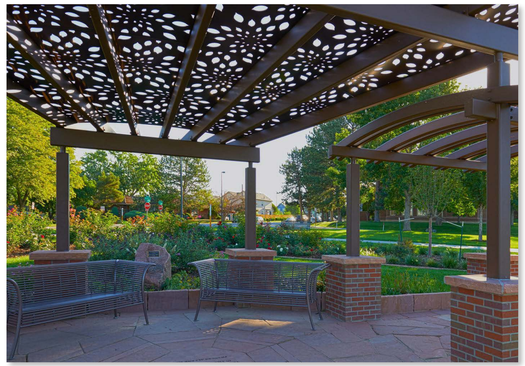
INSPIRATION GARDEN

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

A **Entry Pergola and Seating Area**

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





B **Sculpture Pieces**

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

C **Memorial Benches**

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

D **Walkway Arches**

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

PLAN ENLARGEMENT 3

0 30′ 60′ 90′

SCALE IN FEET

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

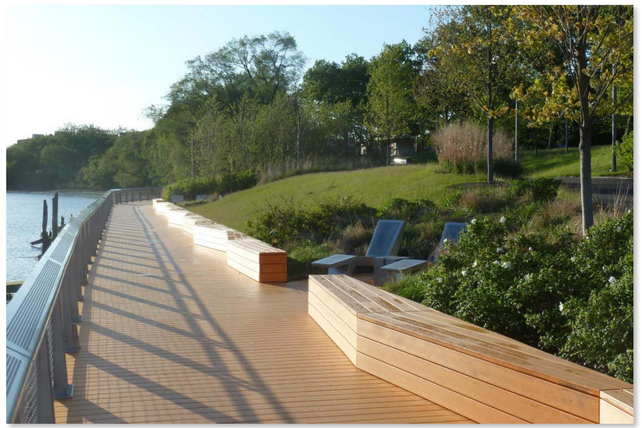
PORTAGE
A Natural Place to Move

OCBA LANDSCAPE ARCHITECTS

Canal Walk: Game Pocket

Canal Walk: Linear Fountain

Canal Walk Entry Arch: custom-designed as sculptural element



Canal Walk: Seating Variety

INSPIRATION IMAGES: CANAL WALK

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

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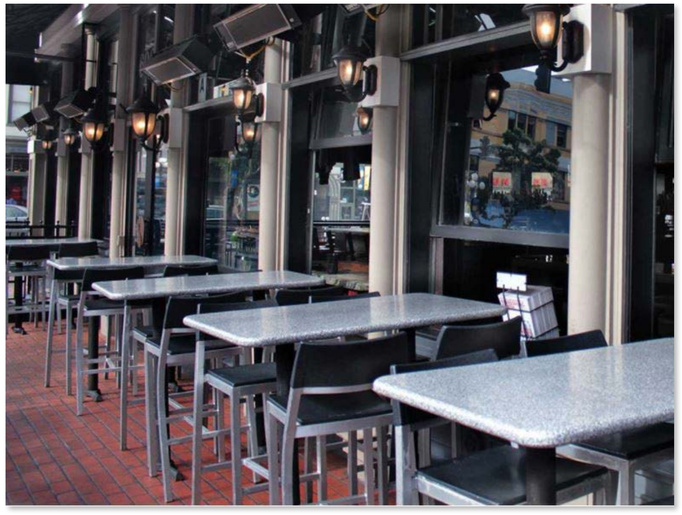
Sculpture Inspiration: art and interpretive signage exhibiting existing local ecology

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

Proposed Pavilion



Kiosks and Roof Deck: modern and urban character

INSPIRATION IMAGES

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

PORTAGE
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OCBA
LANDSCAPE
ARCHITECTS

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: City Council Goal Setting Retreat

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer
Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Set Tuesday, January 9, 2024 at 4:00 p.m. at City Hall as Part II of the annual City Council Goal Setting Retreat.

City Council held their annual goal-setting retreat at the Portage Zhang Senior Center on Thursday, November 16, 2023. Following discussion at the December 5, 2023, regular City Council meeting, it was determined that a follow-up goal-setting meeting should be held on Tuesday, January 9, 2024, at City Hall to clarify goals and priorities for FY 2024-2025. Therefore, it is recommended that City Council set Tuesday, January 9, 2024 at 4:00 p.m. at City Hall as Part II of the annual City Council Goal Setting Retreat.

FUNDING: Not applicable.

Attachments: None

PORTAGE
A Natural Place to Move

2024 City Council Committee Appointments

	Committee	Appointments	Meeting Times
Ad Hoc Committees	City Manager Salary Review/Evaluation Committee	Ledbetter, Pearson, Randall	Fall – as called by the committee. Typically provides recommendation to the full Council as to compensation for the next contract year in November.
	Water/Sewer (Utility) Rate Committee	Burns, Ledbetter, Miller (citizens Elma "Pat" Maye, Randy Orwig)	Spring – as called by the City Administration.
	Investment Committee	Burns (citizens Aimee Kornowicz and Richard Kraas)	June / December – as called by the City Administration. Monitors and advises on city investments and city investment policy.
External/Community Committees	Kalamazoo Area Transportation Study (KATS) Policy Committee	Urban	Monthly, 9:00 AM at Metro Transit office – 530 N. Rose St.
	Discover Kalamazoo Advisory Board	Miller	Second-floor conference room – 141 E. Michigan Ave. Kalamazoo
	Kalamazoo County Public Arts Commission	Urban	Monthly, 3rd Wednesday @ 5:00 pm, Epic Center Joliffe Theatre (359 S. Kalamazoo Mall)
	Kalamazoo County Environmental Health Advisory Council	Young	Second Wednesday of Feb., Apr., June, Aug., Oct. and Dec. at 9:00 AM Ground floor conference room D, main wing, Nazareth Complex
	Long Lake Governmental Lake Board	Urban	
	Gourdneck Lake Governmental Lake Board	Urban	
	Portage Community Center Board	Young (non-voting member)	Last Wednesday of each month* except no meeting in March, May, July, or November. *December's meeting is held on the first Wednesday.
	Central County Transportation Authority (CCTA) Board	Pearson (exp. 10/31/25), Burns (exp. 9/30/26)	Monthly, 11:30 AM at Metro Transit Administration Building
	Kalamazoo County Central Dispatch Authority (KCCDA) Board of Directors	McGinnis (exp. TBD), Ledbetter (exp. TBD), Urban (alt.)	Meets the 2nd Thursday of each month at 3:30 PM (KCCDA Technical Committee – Nick Armold / Jeff VanderWiere – alt.)

Minutes of Boards & Commissions

CITY OF PORTAGE BROWNFIELD REDEVELOPMENT AUTHORITY

Friday, May 19, 2023

8:00AM Portage

City Hall Conference Room 1

The City of Portage Brownfield Redevelopment Authority meeting of May 19, 2023, was called to order by Chair Barker at 8:30 am.

In Attendance

Kylar Chandler, Assistant to the City Manager

Jonathon Hallberg, Deputy Director of Economic Development

Introductions

Introduction of Authority members and staff was conducted.

Roll Call

Deputy Director Hallberg called the roll: Chair Barker (yes); Vice Chair Alburtus (excused); Secretary/Treasurer Lenehan (yes); Mr. Lewandowski (yes); Mr. Herberg (yes); Mr. Galin (unexcused); Mr. Monroe (unexcused); Mr. Vomastek (yes); Mr. Campbell (unexcused); Chief Development Officer Dame (ex-officio, excused).

Approval of Minutes

Motion by Mr. Lewadowski to approve the BRA Meeting Minutes of August 4 as submitted, 2022. The motion was seconded by Mr. Barker. Motion carried, 5-0.

Old Business

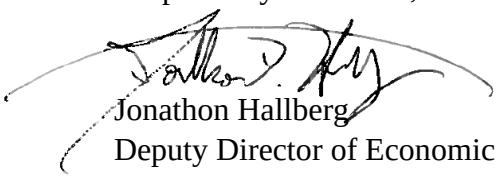
Hallberg outlined the details of the Consent and Collateral Assignment of Tax Increment Revenues to be executed in connection with the mortgage for the Tall Timbers residential development project at 3413 W. Centre Ave, Portage, Michigan. Hallberg explained that the Consent and Collateral Assignment does not supersede the rights of the BRA to enforce the cures and remedies for default under the Development and Reimbursement Agreement. Under the Consent and Collateral Assignment, the Lender would be authorized, and obligated, to fulfill the terms of the Development and Reimbursement Agreement in the event of a default by the developer. As a result, the Lender would be authorized to receive Tax Increment Finance Revenue only in accordance with the developer's previous performance, or its future performance, of the obligations under the Development and Reimbursement Agreement. The City Administration has obtained a legal review of the Consent and Collateral Assignment by Dickinson Wright PLLC, which is also the City of Portage Bond Counsel. They have concluded that the form of the collateral assignment is acceptable.

Mr. Vomastek moved to approve the Consent and Collateral Assignment of Tax Increment Revenues to be executed in connection with the mortgage to Tall Timbers Portage, LLC, and by Southern Michigan Bank & Trust, for the residential development project at 3413 W. Centre Ave, Portage, Michigan, and to authorize the Chairman to sign and date the Consent to Assignment on behalf of the Authority. Mr. Herberg seconded the motion. Motion carried, 5-0.

New Business - None

The meeting was adjourned at 9:00 am.

Respectfully submitted,



Jonathon Hallberg
Deputy Director of Economic Development

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT:

SUPPORTING PERSONNEL:

ACTION RECOMMENDED:

FUNDING:

Attachments: 1. 2023 12 08 DRAFT BRA Meeting Minutes

CITY OF PORTAGE BROWNFIELD REDEVELOPMENT AUTHORITY

Friday, December 8, 2023

10:00 AM Portage

City Hall Conference Room 3

The City of Portage Brownfield Redevelopment Authority meeting of December 8, 2023, was called to order by Treasurer/Secretary Lenehan at 10:04 am.

In Attendance

Staff: Jonathon Hallberg, Deputy Director of Economic Development

Guests: Jared Lutz, Michigan Growth Advisors

Introductions

Introduction of Authority members and staff was conducted.

Roll Call

Deputy Director Hallberg called the roll: Chair Barker (excused); Vice Chair Alburtus (excused); Secretary/Treasurer Lenehan (yes); Mr. Lewandowski (yes); Mr. Herberg (yes); Mr. Galin (yes); Mr. Monroe (yes); Mr. Vomastek (yes); Mr. Campbell (yes); Chief Development Officer Dame (ex-officio, excused).

Approval of Minutes

Motion by Lewandowski, seconded by Herbert, to approve the BRA Meeting Minutes of May 19, 2023, as submitted. Motion carried, 7-0.

Staff Report

Hallberg indicated that Chair Barker has resigned from the board and that a new chair would be selected at the next BRA Meeting.

Hallberg invited those present to attend a Parliamentary Procedures Workshop, to be held at Council Chambers on December 12, 2023, from 4:00 PM to 7:00 PM. He encouraged those planning to attend to RSVP with the Clerk's Office, which sent out an e-mail invitation for the training.

Hallberg informed the BRA that the State has approved changes to PA 381 to allow for more affordable and attainable housing expenses to be included. For those interested in knowing more, he offered to forward materials and he referenced PA 90 of 2023. Hallberg indicated the BRA will be implementing policy changes to reflect updates to state statute and draft documents will be forthcoming for the board's review prior to Council consideration.

Hallberg provided the project report outlining the 11 City Brownfield projects and four Kalamazoo County projects. He also outlined the current state of reimbursement for the 6666

DRAFT

Lovers Lane and Centre Port Commons projects, the only two City Brownfield Plan amendments with active tax increment revenue capture. Brief discussion ensued about the Stryker and FedEx (Project Spartan) developments, which the County BRA undertook.

Old Business - None

New Business

1. ***Approval of City of Portage Brownfield Redevelopment Authority FY 2023-24 Annual Budget***
   Hallberg outlined the FY 2023-24 Annual Budget for the BRA, which City Council had already approved. He shared that, under state statute, the BRA must also undertake the formality of approving the budget. Discussion ensued regarding the State limitations on school aid funds for the purposes of covering costs such as legal expenses, which necessitated two separate expense line items.

   Motion by Campbell, seconded by Monroe, to approve the City of Portage Brownfield Redevelopment Authority Fiscal Year 2023-2024 Annual Budget as presented and to direct staff to file any necessary reports with the state as required. Motion carries.

2. ***City of Portage Request for Reimbursement of Borrowed Funds to Cover BRA Legal Review Expenses***
   Hallberg reviewed the memorandum from Grant Taylor, Deputy Director of Revenue and Treasury for the City of Portage, which outlined the request that the BRA approve a motion that grants the Brownfield personnel and staff the authority to proceed with repaying all legal fees incurred by the Authority and authorizes the payment to the City of Portage at the standard 4.057% Annual Percentage Yield (APY) on any principal owed annually.

   Discussion ensued regarding how long it may take to reimburse the expenses, which Hallberg shared he expects it will take 2-3 years given increased capture in future years. It was also asked whether the APY would be applied to future legal expenses. Hallberg shared he expected that existing staff has the expertise to handle most future review so legal expenses are unlikely, but if future legal fees did occur, a separate rate would likely be proposed by the City of the BRA could not pay the expenses outright.

   Motion by Campbell, seconded by Galin, to grant the Brownfield personnel and staff the authority to proceed with repaying all legal fees incurred by the Authority, and to authorize the payment to the City of Portage at the standard 4.057% Annual Percentage Yield (APY) on any principal owed annually. Motion carries.

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3. ***City of Portage Brownfield Redevelopment Plan Amendment No. 11, 801 E. Milham (IPUSA) – Request for Reimbursement***

Hallberg summarized the memorandum and collateral materials regarding the formal request for reimbursement by IPUSA for their eligible expenses related to 801 E. Milham Ave, Portage MI, under the Development Agreement based upon Brownfield Redevelopment Plan No. 11, which was approved by City Council on August 9, 2023. He apprised the BRA that, while the total eligible expenses amounted to $1,899, 772.09, the Development Agreement only authorizes the reimbursement of $1,720,383. He also indicated that the project in question will generate significant tax capture for the Local Brownfield Revolving Fund, anticipated at $1,199,080 over a five-year period.

Jared Lutz, of Michigan Growth Advisors, the brownfield consulting group hired by IPUSA, was asked to share any additional information he thought was relevant. Lutz shared that, because the tenant did not elect to pursue an Industrial Facilities Tax Abatement certificate for the site, the TIF capture process would be accelerated, thus expediting the capture for the BRA's revolving fund and return of the property to the tax rolls for all local jurisdictions as well.

Discussion ensued about the contingency line item, which amounted to 15% of the overall eligible expenses. The contingency line item itself is not used, but effectively functioned to cover cost overruns because all other eligible expenses reached a total of $1,720,383. It was also noted that no collection of interest on outstanding unreimbursed interest will be involved because the total amount was reached through other eligible expenses.

Motion by Vomastek, seconded by Campbell, to grant the reimbursement of eligible expenses as submitted by the applicant and in accordance with the Development Agreement for the City of Portage Brownfield Redevelopment Plan Amendment No. 11, 801 E. Milham (IPUSA). Motion carries.

Statements of Citizens: None

Adjournment: Motion by Monroe, seconded by Herberg, to adjourn. Motion carries. The meeting was adjourned at 10:41 am.

Respectfully submitted,

Jonathon Hallberg
Deputy Director of Economic Development

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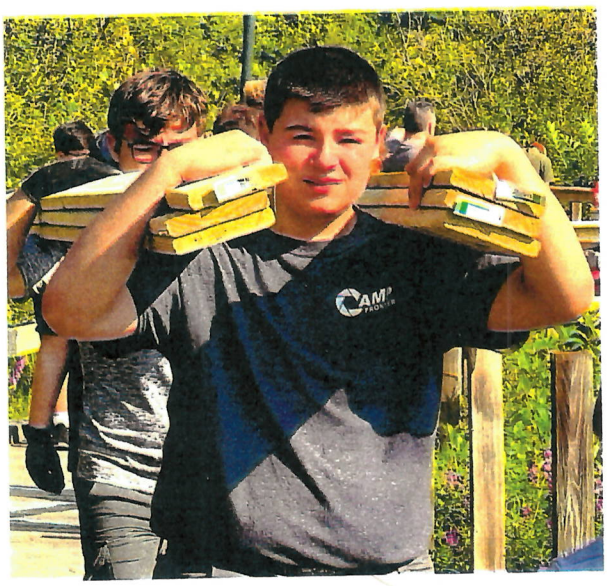
BSA SCOUT TROOP 287
EAGLE PROJECTS
2022 - 2023
☆ ☆ ☆ ☆ ☆
Replacing Decking & Railings
Dalton Weber
Maximiliano Pla
Jaiden Green
Benjamin Harlow
Tyler Seem

Scouts Complete Portage Project TO ACHIEVE EAGLE RANK

By Tim and Tonia Williams | Photos Courtesy of Tonia Williams

Three Boy Scouts are on their way to achieving Eagle Scout status after leading efforts to replace handrails, supports, and benches at the Hampton Creek Wetland Boardwalk. The project was completed this summer.

Eagle Scout Rank is the highest award available to youth members of Boy Scouts of America. Scouts must excel in the areas of leadership, service, and outdoors to become Eagle Scouts. To master the areas, the scout advances through levels of rank: Scout, Tenderfoot, Second Class, First Class, Star, Life, and Eagle. Scouts must also earn Merit badges to demonstrate mastery of specific skills. There are 136 merit badges available, and an Eagle must earn at least 21, with 14 specifically required.



A scout pursuing the Eagle rank must plan, develop, and give leadership to others in a service project that is helpful to any religious institution, school, or their community. The project must benefit an organization other than the Boy Scouts of America. A project proposal must be approved by the organization benefiting from the effort, the troop scoutmaster and unit committee, and the council or district. Scouts are required to raise any funds required. It often takes scouts an entire year to plan and execute these projects.

Six Life Scouts from Troop 287 completed their service projects this summer, and there are a few more

scouts in the planning stage of their projects. Three of those six scouts, Jaiden Green, Max Plá-Pasarell, and Dalton Weber, worked on a project for the City of Portage. Each scout undertook the project of replacing the handrails, handrail support beams, and benches of a section of the Hampton Creek Wetland Boardwalk.

As three separate projects, each scout aligned expectations with the City of Portage, secured resources, and gathered scouts and adults to work as a team. Using the leadership skills they learned throughout their scouting years, they successfully executed their project by managing volunteers through the safe dismantling and reconstruction of the handrails for their section of the boardwalk. It was a rewarding day for all involved, and community users of the boardwalk will benefit for years to come.

THE DOME SPORTS CENTER
THE HOME OF NEXT LEVEL PERFORMANCE
GIFT GIVING MADE EASY!
GIFT CERTIFICATES AVAILABLE

Jaiden, Max, and Dalton have been scouting together for years in Troop 287, which is based in Portage and includes young men and women. The Troop prides itself on being "scout-led," allowing the scouts to develop their leadership skills by leading weekly meetings, organizing and managing monthly camping activities, and assisting other scouts in developing their skills to advance through the ranks. Adult leaders provide oversight and guidance and are always nearby to assist when needed.

Troop 287 and the Scouting Organization are committed to youth character development, values-based training, and having fun!

Congrats on your achievement! What does it mean to you to be an Eagle scout?

Dalton Weber: Being an Eagle scout represents the service and accomplishments I have completed and the higher standard you are held to after becoming an Eagle. After receiving the award and going through the process, it helps me realize how long I have been in scouts working towards it.

Max Plá-Pasarell: Being an Eagle scout is like the epitome, the final point of your scouting career. It's like you've hit the highest mountain. You've done so many things with so many different people, from counselors to teachers. This is the most amazing thing you're ever going to do. This achievement is what you have been working for throughout your scouting career.

Jaiden Green: It's a huge responsibility, and it really develops a person's leadership skills. It will really pay off in life. That's really what it is to be an Eagle Scout and not just a type of certificate. It says, "Hey, I'm going to be prepared for just about anything life can throw at me."

If you want more information on scouting, please contact troop287portage@gmail.com or the local district coordinator by emailing jacob.maxson@scouting.org.

(L to R) Jaiden Green, Curtis Chapman, Max Plá-Pasarell, Steven Pierangeli, Dalton Weber & Max Hoffman (not shown) are new Eagle Scouts!