

- 6:00 p.m.      Call to Order.
- Moment of Silence.
- Pledge of Allegiance.
- Roll Call.
- Proclamations:
- A.    Petitions and Statements of Citizens (3 mins. per speaker).
- B.    Consent Agenda:
1.    Approve the City Council Meeting Minutes of the:
- a.    Regular Meeting of July 23, 2024
2.    Approve the Accounts Payable Register of August 13, 2024, as presented.
3.    Award a contract in the amount of \$378,595 to Eng., Inc. of Grand Rapids MI, for Professional Engineering Services for the Austin Lake Trail Project, and authorize the City Manager to execute all documents related to this action on behalf of the city.
4.    Appoint Stag Luizza, LLC (through attorney Michael Stag) and Foster, Swift, Collins & Smith, PC (through attorney Michael Homier) to represent the City of Portage for purposes of PFAS litigation and settlement and authorize the City Manager to execute all documents related to this action on behalf of the city.
5.    Minutes of Boards & Commissions.
6.    Materials Transmitted.
7.    Calendar of Meetings:
- Environmental Board on Wednesday, August 14 at 7:00 p.m. in Conference Room 1.
- Planning Commission on Thursday, August 15 at 7:00 p.m. in the City Council Chambers.
- Senior Citizens Advisory Board on Wednesday, August 21 at 2:30 at the Portage Zhang Senior Center.
- C.    Communications:
- D.    Public Hearings:
1.    Subsequent to the public hearing, consider approving the Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a residential housing project at 8150 Creekside Drive.
- E.    Regular Business Agenda:
- F.    Unfinished Business:
1.    Six month review of the revised City Council Rules of Order and Procedure.
2.    Vacate the Woodland Elementary Drive right-of-way.
- G.    Council Committee Reports:
- H.    New Business:
- I.    Statements of City Council and City Manager.
- Adjournment.



## CITY COUNCIL MEETING MINUTES FROM JULY 23, 2024

**CALL TO ORDER.:** Mayor Patricia Randall called the Regular Meeting to order at 06:02 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 Development Officer Peter Dame, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

**MOMENT OF SILENCE.:** At the request of Mayor Randall, the audience observed a moment of silence to remember Brendan Sheppard, who was in a fatally struck by an automobile while bicycling last week and wished condolences to his family.

**PLEDGE OF ALLEGIANCE.:** Following the moment of silence, the City Council recited the Pledge of Allegiance.

### PETITIONS AND STATEMENTS OF CITIZENS:

1. Alan Loveridge (23965 80th Avenue, Marcellus) spoke regarding the potential for remote college program options and the potential savings with his proposal.
2. Lucinda M. Stinson (320 Glendale Boulevard, Kalamazoo) spoke as the CEO of the Lending Hands organization, thanking the City Council for their support and human service funding. She provided several statistics regarding the number of Portage citizens served and the services provided.
3. Kira Griggs (1304 Dogwood Drive) asked the City Council to conduct a traffic study on West Centre Avenue, between Ashton Woods and Brookwood Drive, citing safety concerns turning on and off West Centre Avenue. She noted pedestrian, particularly children, safety concerns for the area. Ms. Griggs closed by noting the recent death of a neighborhood resident while cycling and asked that the city publish the results of any traffic study for public review.
4. Brian Delvo (8328 Brookwood Drive) also spoke regarding traffic, cyclist, and pedestrian safety concerns for West Centre Avenue in the Brookwood Drive area. He cited his own traffic incident in the area as an example.

Seeing no additional citizen comments regarding the Brookwood Drive matter, Mayor Randall asked the City Manager to respond to the citizen concerns and the plans for the City Administration to date. City Manager McGinnis relayed the City Administration's current plans and focus on the area, acknowledging the increased traffic in the area and the demand for enhanced safety efforts.

5. Al Hopkins (10510 Sudan Street) expressed concerns about his ongoing efforts with neighboring property quality issues at 10511 and 10512 Sudan Street. He stated his discussions with Chris Boshaw, Code Enforcement Officer from the Department of Community Development, and relayed his frustration with remediation to date.
6. Tim Earl (6862 Shallowford Way) noted Mr. Hopkins' concerns were the type of issues the revised Property Maintenance Code proposed under Unfinished Business would help to address.
7. Scott Fitzpatrick (406 West Centre Street - Marsh Pointe Condominiums) expressed his concerns with the Michigan Department of Environment, Great Lakes, and Energy pumping water out of the swamp adjacent to his neighborhood and the negative issues that could be caused.
8. Dave Dubois (3520 East Shore Drive) spoke via phone to echo the earlier concerns about the traffic on West Centre Avenue and urged the City Administration to consider new housing developments when conducting a traffic study.

**CONSENT AGENDA:** Mayor Randall shared where the public can access the meeting agenda and asked if any would like an item removed from the Consent Agenda. Motion by Young, seconded by Ledbetter, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

**Approval of Minutes:** Motion by Young, seconded by Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of July 9, 2024. Upon a roll call vote, motion carried 7 to 0.

**Accounts Payable Register:** Motion by Young, seconded by Ledbetter, to approve the Accounts Payable Register of July 23, 2024, as presented. Upon a roll call vote, motion carried 7 to 0.

**Angling Road Reconstruction Project:** Motion by Young, seconded by Ledbetter, to award a contract to perform engineering services for the Angling Road Reconstruction Project to Williams & Works, Walker, Michigan in the amount not to exceed \$266,686 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.

**Tri-Share Child Care Program:** Motion by Young, seconded by Ledbetter, to approve an updated MI Tri-Share Employer Agreement with the State of Michigan's new administrative partner, the United Way of Northwest Michigan, to allow the city to continue participating in the Tri-Share Child Care Program and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**Street Sweeper Purchase:** Motion by Young, seconded by Ledbetter, to authorize the purchase of two Global M3 2023 sweepers as noted above through MTech utilizing the Sourcewell purchasing program in the amount of \$593,988 and authorize the City Manager to execute all documents related to the purchase on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**Minutes of Boards and Commissions:** Motion by Young, seconded by Ledbetter, to receive the minutes of the Park Board of June 5, 2024; Board of Review of July 16, 2024; Environmental Board of March 13, 2024, and April 10, 2024. Upon a roll call vote, motion carried 7 to 0.

**Materials Transmitted:** Motion by Young, seconded by Ledbetter, to receive the Materials Transmitted of July 5, 2024. Upon a roll call vote, motion carried 7 to 0.

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

#### **PUBLIC HEARINGS:**

**Ordinance Amendment #23/24-4: Chapter 42 Land Development Regulations Relating to Sign Regulation:** Mayor Randall introduced the ordinance amendment and deferred to the City Manager. City Manager McGinnis relayed that the proposal entailed an update to the city's temporary sign regulations for campaign signage to match the statewide changes in absentee voting timelines. He noted that the current period allowed for 30 days prior to an election, whereas absentee ballots were now mailed overseas beginning 45 days prior and mailed locally 40 days prior to an election.

Mayor Randall inquired about the timing between the August Primary and November General elections, and enforcement expectations.

Councilmember Burns compared the currently permitted period to the proposed one and expressed support for updating the ordinance to match new voting patterns.

Councilmember Young asked the City Administration to ensure the new provision was well advertised for the education of the community.

Mayor Randall opened the public hearing at 6:32 p.m. Seeing no comments, motion by Urban, seconded by Burns, to close the public hearing. Upon a voice vote, motion passed 7 to 0.

Motion by Burns, seconded by Young, to adopt Ordinance Amendment #23/24-4 to amend City of Portage Chapter 42 Land Development Regulations relating to the Sign Regulation. Upon a roll call vote, motion carried 7 to 0.

Mayor Randall closed with a request to the City Administration to ensure the new requirements were well-posted for citizens and campaigns to be aware.

**\*\*Before moving on to Regular Business, Mayor Randall deferred to Mayor Pro Tem Pearson to speak regarding Item B.7 (Materials Transmitted) from the Consent Agenda regarding the city's brush collection efforts following the May 7 tornado and June windstorm.**

## **REGULAR BUSINESS AGENDA:**

**Closed Session to Discuss a Personnel Matter:** Motion by Pearson, seconded by Burns, to meet in Closed Session immediately following the Council Committee Reports on the agenda of the regularly scheduled Council Meeting of Tuesday, July 23, 2024, to discuss a personnel matter. Upon a roll call vote, motion carried 7 to 0.

## **UNFINISHED BUSINESS:**

**First Reading - 2021 International Property Maintenance Code:** Mayor Randall introduced the item, highlighting the recommended action. Councilmember Burns stated that this proposed ordinance amendment was returning from a prior agenda to allow time for additional information and expressed appreciation to the City Administration for their efforts.

Motion by Burns, seconded by Miller, to receive for first reading the proposed ordinance to adopt the 2021 International Property Maintenance Code and schedule the ordinance for final adoption at the regular City Council meeting on August 27, 2024. Upon a roll call vote, motion carried 7 to 0.

**COUNCIL COMMITTEE REPORTS:** Councilmember Burns provided an update concerning the Utility Rate Committee, which is slated to tour the City of Kalamazoo Wastewater Treatment Plant. Motion by Pearson, seconded by Urban, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

**The Mayor adjourned the Council into Closed Session at 6:44 p.m.**

**The Council resumed open session at 7:33 p.m.** (Councilmember Ledbetter exited the meeting at this time.)

## **NEW BUSINESS:**

Mayor Randall explained the reason for the Closed Session as the City Manager's annual employment review, noting that the Mayor Pro Tem, Councilmember Ledbetter, and herself were part of the Evaluation Subcommittee. She then deferred to Mayor Pro Tem Pearson, who relayed that the City Council had completed its annual review of the City Manager. The Mayor Pro Tem explained the scoring parameters and stated that City Manager McGinnis would be awarded a five percent salary increase based on his scores, effective July 12, 2024.

Motion by Young, seconded by Burns, to approve the five percent salary increase, effective July 12, 2024. Upon a roll call vote, motion carried 7 to 0.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Urban noted the citizen concerns regarding traffic safety, highlighting a state traffic manual to guide designs and installations that may instruct differently than what common sense dictates. In closing, he asked everyone to recognize that the City Administration has the best interests of the city and citizens in mind with traffic planning.

Councilmember Miller began by thanking Portage Public Safety for its presence during Vice President Harris's visit to the Air Zoo on July 17. She then spoke regarding road construction in the city, as well as the continued presence of the Small Business Association for those affected by the tornado. Councilmember Miller closed by noting the recent street sweeper purchases.

Councilmember Young began with condolences to the Sheppard family for the loss of their son last week in a West Centre traffic accident. She then highlighted a Small Business Forum scheduled for August 6 at Schrier Park, and relayed her attendance at the Portage Public Schools' Summer Learning Program completion celebration, highlighting several student projects. Councilmember Young finished with a reminder regarding acceptance and free speech without the threat of violence.

Councilmember Burns expressed concern regarding the attempted assassination of presidential candidate Donald Trump. He stressed unity as Americans without the threat of political violence. His final statements noted the upcoming August 6 State Primary Election, including the two millage questions on the ballot.

City Manager McGinnis spoke regarding the city's application to the state for \$500,000 in relief for community tornado response and thanked the Finance Department for their efforts on the matter. He also

highlighted the property maintenance code revisions as well as the temporary signage ordinance update that would be advertised. Mr. McGinnis finished with a reminder of the Friday at the Flats events.

Mayor Pro Tem Pearson wanted to highlight some positive aspects of the city, and relayed that Portage has the highest tax base in the County, with ample jobs, parks, business attractions, and housing developments, which results in increased traffic on main arteries, which can be a mixed blessing. He assured everyone that the City Administration and City Council were working hard to address concerns.

Mayor Randall thanked those citizens for attending the meeting and sharing their concerns with the City Council. She then thanked city personnel and the Air Zoo for hosting Vice President Harris on short notice. Mayor Randall closed by praising the City Manager for his positive review and accepting feedback.

**ADJOURNMENT:** Mayor Randall adjourned the meeting at 7:55 PM.

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Erica L. Eklov, City Clerk

**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Accounts Payable Register

**SUPPORTING PERSONNEL:** Lauren VanderVeen, Finance Director

**ACTION RECOMMENDED:** Approve the Accounts Payable Register of August 13, 2024, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period July 14, 2024, through August 3, 2024, and notes \$1,506,441.36 in automated clearing house payments, \$1,945,940.20 in paper checks, \$184,247.05 in auto-pay payments, and \$6,361,822.81 in electronic payments, for a grand total of \$9,998,451.42.

**FUNDING:** Not Applicable

**Attachments:** 1. Accounts Payable Register of August 13, 2024

ACCOUNTS PAYABLE REGISTER  
Check Dates From: 7/14/2024 to 8/03/2024

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Check Type: ACH Transaction

| Check Date | Check    | Vendor Name                         | Description                                 | Amount     |
|------------|----------|-------------------------------------|---------------------------------------------|------------|
| 07/19/2024 | 21981(A) | A I S CONSTRUCTION EQUIP. CO.       | TORNADO - TINK CLAW BLADES                  | 4,767.23   |
| 07/19/2024 | 21982(A) | A NEW LEAF                          | CITY HALL PLANT CARE                        | 118.50     |
| 07/19/2024 | 21983(A) | ABONMARCHE CONSULTANTS, INC         | ENGINEERING SERVICES - CELERY FLATS         | 6,750.00   |
| 07/19/2024 | 21984(A) | ADP, INC.                           | ADP WORKFORCE NOW                           | 2,333.25   |
| 07/19/2024 | 21985(A) | AIRGAS USA LLC                      | WELDING SUPPLIES                            | 122.51     |
| 07/19/2024 | 21986(A) | AMAZON.COM SALES, INC.              | UNIFORMS-FD; MONEY COUNTER-FN; LOCKER RM-CD | 8,610.00   |
| 07/19/2024 | 21987(A) | VOID                                |                                             | 0.00       |
| 07/19/2024 | 21988(A) | VOID                                |                                             | 0.00       |
| 07/19/2024 | 21989(A) | AMERICAN SAFETY & FIRST AID         | SAFETY & FIRST AID SUPPLIES                 | 249.06     |
| 07/19/2024 | 21990(A) | ANIMAL REMOVAL SERVICE, LLC         | ANIMAL REMOVAL SERVICES                     | 1,067.00   |
| 07/19/2024 | 21991(A) | AUNALYTICS INC                      | MONTHLY DISASTER RECOVERY SERVICES          | 1,818.00   |
| 07/19/2024 | 21992(A) | BAREITHER, CHAD                     | STRATEGIC PLANNING                          | 3,683.33   |
| 07/19/2024 | 21993(A) | BARRETT, KIMBERLY                   | PZSC ART INSTRUCTOR                         | 845.00     |
| 07/19/2024 | 21994(A) | BARRON, DIANE E                     | PZSC TAP DANCE INSTRUCTOR                   | 180.00     |
| 07/19/2024 | 21995(A) | BATTERIES PLUS                      | FIRE SUPPLIES                               | 184.57     |
| 07/19/2024 | 21996(A) | BEST WAY DISPOSAL, INC.             | CURBSIDE RECYCLING PROGRAM                  | 63,705.96  |
| 07/19/2024 | 21997(A) | BLUE CARE NETWORK-GREAT LAKES       | HEALTH INSURANCE                            | 185,787.90 |
| 07/19/2024 | 21998(A) | BRANDEL, KATHRYN                    | STEP UP KIDS RUN CLUB SESSION 2             | 768.00     |
| 07/19/2024 | 21999(A) | C M P DISTRIBUTORS, INC.            | TRIJICON RED DOT SIGHTS                     | 37,894.20  |
| 07/19/2024 | 22000(A) | CARLETON EQUIPMENT CO.              | TORNADO - EMERG LOADER RENTAL, TINK PINS    | 15,696.81  |
| 07/19/2024 | 22001(A) | CARRIER & GABLE                     | GRIDSMART CAMERA SYSTEM                     | 23,374.00  |
| 07/19/2024 | 22002(A) | COMPLETE LANDSCAPING SOLUTIONS      | TALL GRASS/WEED ABATEMENT                   | 1,325.00   |
| 07/19/2024 | 22003(A) | COX, ELISA ROSE                     | PZSC FITNESS & ORIENTATION INSTRUCTOR       | 300.00     |
| 07/19/2024 | 22004(A) | DEER CONTRACTING & LANDSCAPE        | SIDEWALK REPAIRS, RETENTION BASIN REPAIRS   | 7,650.00   |
| 07/19/2024 | 22005(A) | DEPATIE FLUID POWER CO., INC.       | HYDRAULIC REPAIRS                           | 335.60     |
| 07/19/2024 | 22006(A) | E J USA, INC.                       | ADA SIDEWALK PLATES                         | 3,068.40   |
| 07/19/2024 | 22007(A) | EARLE, SHELIA L                     | PZSC FITNESS INSTRUCTOR LEF, CHAIR, BARR    | 995.00     |
| 07/19/2024 | 22008(A) | ENGINEERED PROTECTION SYSTEMS, INC. | ALARM MONITORING - MULT LOCS                | 1,985.61   |
| 07/19/2024 | 22009(A) | ESPER ELECTRIC, LTD                 | EMER KAL CO - ELECTRICAL REPAIRS            | 445.01     |
| 07/19/2024 | 22010(A) | ETNA SUPPLY, INC.                   | REPAIR & MAINT SUPPLIES                     | 95.25      |
| 07/19/2024 | 22011(A) | FISHER, LACEY                       | PER DIEM-ALTERNATIVE LIGHT SOURCE WORKSHOP  | 160.00     |
| 07/19/2024 | 22012(A) | FOREMOST SALES COMPANY LLC          | PARKS FACILITY CLEANING                     | 7,350.00   |

ACCOUNTS PAYABLE REGISTER  
Check Dates From: 7/14/2024 to 8/03/2024

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| Check Date | Check    | Vendor Name                     | Description                                    | Amount     |
|------------|----------|---------------------------------|------------------------------------------------|------------|
| 07/19/2024 | 22013(A) | GLOBAL EQUIPMENT CO., INC.      | MISC BUILDING SUPPLIES                         | 1,588.03   |
| 07/19/2024 | 22014(A) | GORDON WATER SYSTEMS            | WATER SERVICES                                 | 57.79      |
| 07/19/2024 | 22015(A) | GRAINGER INC                    | BOLLARD COVERS, TOGGLE SWITCHES                | 1,204.97   |
| 07/19/2024 | 22016(A) | GRIFFIN PEST SOLUTIONS          | PEST CONTROL SERVICES                          | 294.00     |
| 07/19/2024 | 22017(A) | GRYPHON PLACE                   | FY 23-24 HUMAN SERVICES BOARD                  | 2,000.00   |
| 07/19/2024 | 22018(A) | HAMBRIGHT, BRANDON              | PER DIEM-ALTERNATIVE LIGHT SOURCE WORKSHOP     | 160.00     |
| 07/19/2024 | 22019(A) | HELMER, TRAVIS                  | REIMB EXPS-EMS LEADERSHIP ACADEMY              | 190.20     |
| 07/19/2024 | 22020(A) | HOFFMAN BROTHERS, INC.          | RAMONA PARK PLAT STREET RECONSTRUCTION         | 429,044.22 |
| 07/19/2024 | 22021(A) | HOUSEAL LAVIGNE ASSOCIATES, LLC | PROFESSIONAL SERVICES - MASTER PLAN            | 5,822.50   |
| 07/19/2024 | 22022(A) | INCREDIBLE KETTLE               | SNAP REIMBURSEMENT                             | 65.00      |
| 07/19/2024 | 22023(A) | INDUSCO SUPPLY CO., INC.        | JANITORIAL SUPPLIES                            | 3,254.91   |
| 07/19/2024 | 22024(A) | INSIGHT PUBLIC SECTOR, INC.     | MICROSOFT CLD SVC, MERAKI RENEW, AMID THINK ST | 21,078.25  |
| 07/19/2024 | 22025(A) | INTERNATIONAL CODE COUNCIL, INC | IRC & LEGAL ASPECTS CODE BOOKS                 | 409.60     |
| 07/19/2024 | 22026(A) | IRISH AYRES ENTERPRISES, LLC    | MOWING & LANDSCAPE BED MAINT                   | 26,079.48  |
| 07/19/2024 | 22027(A) | J & H OIL COMPANY               | BULK FUEL DELIVERY                             | 30,024.83  |
| 07/19/2024 | 22028(A) | J & J LAWN SERVICE, INC.        | UTILITY MOWING, TRIMMING & WEED CONTROL        | 9,290.00   |
| 07/19/2024 | 22029(A) | JB PRINTING                     | JULY PORTAGER                                  | 7,961.90   |
| 07/19/2024 | 22030(A) | KURZAVA, MATTHEW STEPHEN        | PZSC TAI CHI & PARKINSONS INSTRUCTOR           | 380.00     |
| 07/19/2024 | 22031(A) | LAWSON PRODUCTS, INC            | REPAIR & MAINTENANCE SUPPLIES                  | 345.37     |
| 07/19/2024 | 22032(A) | LEATHERMAN, ROBERT              | REIMB EXPS-EMS LEADERSHIP ACADEMY              | 1,126.84   |
| 07/19/2024 | 22033(A) | MACQUEEN EQUIPMENT LLC          | SWEEPER RENTAL, HURST TOOLS MAINT/REPAIRS      | 28,543.67  |
| 07/19/2024 | 22034(A) | MAPLE HILL SPRINKLING, INC.     | REPLACE IRRIGATION TIME CLOCK                  | 971.50     |
| 07/19/2024 | 22035(A) | MARTIN, MATTHEW                 | PER DIEM-ALTERNATIVE LIGHT SOURCE WORKSHOP     | 160.00     |
| 07/19/2024 | 22036(A) | MCCI LLC                        | JUSTFOIA SUBSCRIPTIONS                         | 8,599.50   |
| 07/19/2024 | 22037(A) | MCLAUGHLIN, GARRETT             | PZSC FITNESS INSTRUCTOR TOTAL FIT FUSION       | 80.00      |
| 07/19/2024 | 22038(A) | MCNALLY ELEVATOR CO.            | ELEVATOR MAINTENANCE                           | 599.25     |
| 07/19/2024 | 22039(A) | METRONET HOLDINGS LLC           | INTERNET FIBER & CABLE SVCS, TELEPHONE SVC     | 4,479.88   |
| 07/19/2024 | 22040(A) | MICHIGAN OFFICE ENVIRONMENTS    | OFFICE FURNITURE                               | 2,292.64   |
| 07/19/2024 | 22041(A) | MOTOR PARTS AND EQUIPMENT CORP  | REPAIR & MAINT SUPPLIES                        | 3,340.88   |
| 07/19/2024 | 22042(A) | NYE UNIFORMS                    | FIRE ADMIN UNIFORMS                            | 908.43     |
| 07/19/2024 | 22043(A) | O'REILLY AUTO PARTS             | FIRE APPARATUS MAINT                           | 228.81     |
| 07/19/2024 | 22044(A) | ONE WAY PRODUCTS                | JANITORIAL SUPPLIES                            | 287.24     |
| 07/19/2024 | 22045(A) | ONSTAFF GROUP SERVICES LLC      | TEMPORARY EMPLOYEE SERVICES                    | 3,464.01   |

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|------------|----------|------------------------------------|-----------------------------------------------|-----------|
| 07/19/2024 | 22046(A) | PARIS CLEANERS                     | LAUNDRY SERVICES                              | 759.81    |
| 07/19/2024 | 22047(A) | PERCEPTIVE CONTROLS, INC.          | SCADA MAINTENANCE SERVICES                    | 3,485.86  |
| 07/19/2024 | 22048(A) | PETERS CONSTRUCTION CO.            | REPAIR WATER SERVICE DAMAGED                  | 14,543.00 |
| 07/19/2024 | 22049(A) | PORTAGE COMMUNITY CENTER           | FY 23-24 HUMAN SERVICES BOARD                 | 33,500.00 |
| 07/19/2024 | 22050(A) | PRECISION PRINTER SERVICES INC     | PRINTER SUPPORT SERVICES                      | 885.76    |
| 07/19/2024 | 22051(A) | PRINTING SERVICES INC              | PRINTING SERVICES                             | 1,320.00  |
| 07/19/2024 | 22052(A) | REPUBLIC SERVICES OF WEST MICHIGAN | WASTE SERVICES FOR CITY FACILITIES            | 1,861.02  |
| 07/19/2024 | 22053(A) | ROSE, SANDRA K.                    | PZSC CARDIO DRUMMING INSTRUCTOR               | 200.00    |
| 07/19/2024 | 22054(A) | ROTO-ROOTER SEWER & DRAIN SERV     | FIRE FACILITY MAINT                           | 237.95    |
| 07/19/2024 | 22055(A) | S B F ENTERPRISES, INC.            | PRINT, PROCESS, MAIL WATER & SEWER BILLS      | 737.35    |
| 07/19/2024 | 22056(A) | SARKOZY BAKERY LLC                 | SNAP REIMBURSEMENT                            | 12.00     |
| 07/19/2024 | 22057(A) | SEVERANCE ELECTRIC COMPANY, INC    | TRAFFIC SIGNAL MAINT, INSTALL PED PUSHBUTTONS | 9,084.17  |
| 07/19/2024 | 22058(A) | SIMPLIFILE LLC                     | DOCUMENT RECORDING FEES                       | 66.50     |
| 07/19/2024 | 22059(A) | SMITH DAWSON & ANDREWS, INC.       | FEDERAL ADVOCACY SERVICES                     | 5,000.00  |
| 07/19/2024 | 22060(A) | STOUT, MELISSA JOY                 | PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR      | 800.00    |
| 07/19/2024 | 22061(A) | SYNERGISTIC ONLINE SOLUTIONS       | HARDWARE MAINTENANCE, DISASTER RECOVERY       | 3,950.00  |
| 07/19/2024 | 22062(A) | TELUS COMMUNICATIONS (U.S.) INC    | SKYHAWK GPS ACCESS/SERVICE FEES               | 851.45    |
| 07/19/2024 | 22063(A) | TMK WORLDWIDE, LLC                 | METER SERVICE                                 | 350.06    |
| 07/19/2024 | 22064(A) | UNITED PETROLEUM                   | GAS & DIESEL PUMP SUPPLIES                    | 200.00    |
| 07/19/2024 | 22065(A) | VANPORTFLIET, DEREK                | PER DIEM-ALTERNATIVE LIGHT SOURCE WORKSHOP    | 160.00    |
| 07/19/2024 | 22066(A) | VERPLANK TRUCKING CO.              | LIMESTONE FOR PATCHING STREETS                | 1,836.74  |
| 07/19/2024 | 22067(A) | VIRIDIS DESIGN GROUP               | AUSTIN LAKE EASTSHORE PRELIM A&E              | 4,500.00  |
| 07/19/2024 | 22068(A) | WIGHTMAN                           | DESIGN ADA RAMPS & SIGNALS                    | 27,991.25 |
| 07/19/2024 | 22069(A) | XEROX CORPORATION                  | XEROX COPIER FEES                             | 181.01    |
| 07/26/2024 | 22070(A) | WOLFE, MATTHEW                     | REIMB MEALS-DEPT QTLY TRAINING WORKING LUNCH  | 128.78    |
| 08/02/2024 | 22071(A) | A I S CONSTRUCTION EQUIP. CO.      | MAINTENANCE SUPPLIES                          | 577.65    |
| 08/02/2024 | 22072(A) | ABONMARCHE CONSULTANTS, INC        | ENGINEERING SERVICES - MULT LOCS              | 54,294.00 |
| 08/02/2024 | 22073(A) | ADP, INC.                          | ADP PAYROLL & ETIME SERVICES                  | 6,269.55  |
| 08/02/2024 | 22074(A) | ALL-TRONICS, INC.                  | SECURITY MONITORING                           | 159.00    |
| 08/02/2024 | 22075(A) | ALLEN, LEVI                        | PER DIEM-EFFECTIVE COMBATIVE INSTRUCTOR TR    | 352.00    |
| 08/02/2024 | 22076(A) | AMAZON.COM SALES, INC.             | FIRE UNIFORMS, OFC SUP-FD; OFC SUPPLIES-FN    | 2,824.40  |
| 08/02/2024 | 22077(A) | VOID                               |                                               | 0.00      |
| 08/02/2024 | 22078(A) | AMERICAN ARBOR LLC                 | STORM/JUNE-TREE REMOVAL                       | 3,130.00  |



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| 08/02/2024 | 22079(A) | ANIMAL REMOVAL SERVICE, LLC         | ANIMAL REMOVAL SERVICES                    | 500.00     |
| 08/02/2024 | 22080(A) | B M C SOFTWARE, INC.                | TRACK-IT RENEWAL                           | 3,063.08   |
| 08/02/2024 | 22081(A) | BARRETT, KIMBERLY                   | PZSC ART/CERAMIC INSTRUCTOR                | 845.00     |
| 08/02/2024 | 22082(A) | BATTERIES PLUS                      | MISC BATTERIES                             | 294.07     |
| 08/02/2024 | 22083(A) | BENNETT, THOMAS L                   | REIMBURSEMENT FOR SNAP                     | 33.00      |
| 08/02/2024 | 22084(A) | BOGARD, SCOTT T                     | PER DIEM-EFFECTIVE COMBATIVE INSTRUCTOR TR | 352.00     |
| 08/02/2024 | 22085(A) | BRENNAN, MARIA T                    | PZSC BAKING INSTRUCTOR-BAKING BASICS       | 150.00     |
| 08/02/2024 | 22086(A) | C M P DISTRIBUTORS, INC.            | MISC POLICE SUPPLIES                       | 819.75     |
| 08/02/2024 | 22087(A) | CARLETON EQUIPMENT CO.              | STORM/JUNE - TINK PINS                     | 3,002.23   |
| 08/02/2024 | 22088(A) | CHARTER COMMUNICATIONS              | CABLE TV                                   | 1,124.31   |
| 08/02/2024 | 22089(A) | CONSOLIDATED ELECTRICAL DIST INC    | REPAIR & MAINTENANCE SUPPLIES              | 99.49      |
| 08/02/2024 | 22090(A) | COX, ELISA ROSE                     | PZSC FITNESS INSTRUCTOR                    | 360.00     |
| 08/02/2024 | 22091(A) | CPS HR CONSULTING                   | LAW ENFORCEMENT TESTS                      | 726.00     |
| 08/02/2024 | 22092(A) | CROWN TROPHY                        | WALL PLAQUES, NAME PLATES & UNIFORM ITEMS  | 524.18     |
| 08/02/2024 | 22093(A) | DATA CONSTRUCTS LLC                 | DNS FAILOVER SERVICES                      | 80.50      |
| 08/02/2024 | 22094(A) | DEER CONTRACTING & LANDSCAPE        | STORM DAMAGE RETENTION BASIN               | 15,950.00  |
| 08/02/2024 | 22095(A) | DELTA DENTAL PLAN OF MICHIGAN       | DENTAL INSURANCE                           | 20,764.28  |
| 08/02/2024 | 22096(A) | DEPATIE FLUID POWER CO., INC.       | HYDRAULIC REPAIRS                          | 54.92      |
| 08/02/2024 | 22097(A) | DIVE RESCUE INTERNATIONAL INC       | ICE COMMAND RESCUE SUIT                    | 2,658.67   |
| 08/02/2024 | 22098(A) | EARLE, SHELIA L                     | PZSC FITNESS INSTRUCTOR LEF, BARR, CHAIR   | 1,455.00   |
| 08/02/2024 | 22099(A) | EKLOV, ERICA                        | REIMB-OFFICE SUPPLIES                      | 137.79     |
| 08/02/2024 | 22100(A) | ENG., INC.                          | ENGINEERING SVCS-RAMONA PK SANITARY SEWER  | 39,991.70  |
| 08/02/2024 | 22101(A) | ESCAPE FIRE & SAFETY SERVICES, INC. | STORM/JUNE-TINK REPAIR                     | 1,985.00   |
| 08/02/2024 | 22102(A) | ETNA SUPPLY, INC.                   | REPAIR & MAINT SUPPLIES                    | 22.00      |
| 08/02/2024 | 22103(A) | FIDELITY SECURITY LIFE INSURANCE CO | VISION INSURANCE                           | 1,467.02   |
| 08/02/2024 | 22104(A) | FISHBECK THOMPSON CARR & HUBER, INC | PHASE 1 ESA AUSTIN LAKE EAST SHORE PROP    | 3,000.00   |
| 08/02/2024 | 22105(A) | GORDON WATER SYSTEMS                | WATER SERVICES                             | 789.25     |
| 08/02/2024 | 22106(A) | GRIFFIN PEST SOLUTIONS              | PEST CONTROL SERVICES                      | 492.00     |
| 08/02/2024 | 22107(A) | HOFFMAN BROTHERS, INC.              | RAMONA PARK PLAT STREET RECONSTRUCTION     | 185,039.32 |
| 08/02/2024 | 22108(A) | INDUSCO SUPPLY CO., INC.            | JANITORIAL SUPPLIES                        | 3,166.20   |
| 08/02/2024 | 22109(A) | INSIGHT PUBLIC SECTOR, INC.         | ADOBE PRO LICENSE                          | 486.65     |
| 08/02/2024 | 22110(A) | IRISH AYRES ENTERPRISES, LLC        | MOWING & LANDSCAPE BED MAINT               | 13,905.81  |
| 08/02/2024 | 22111(A) | KALAMAZOO PICKLEBALL                | INTERMEDIATE PICKLEBALL CLINIC INSTRUCTION | 300.00     |

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| 08/02/2024 | 22112(A) | KEHOE, EDWARD J                    | PZSC TAI CHI INSTRUCTOR                       | 480.00   |
| 08/02/2024 | 22113(A) | KURZAVA, MATTHEW STEPHEN           | PZSC TAI CHI & PARKINSONS TAI CHI INSTRUCTION | 610.00   |
| 08/02/2024 | 22114(A) | LEATHERMAN, ROBERT                 | REIMB FOR FIRE TRAINING SUPPLIES              | 4.76     |
| 08/02/2024 | 22115(A) | LORD, JAMES                        | REIMB -TRAVEL/LODGING EXPS FOR INVESTIGATION  | 220.70   |
| 08/02/2024 | 22116(A) | LRE                                | ENGINEERING SERVICES-HAMPTON CREEK BOG        | 4,475.00 |
| 08/02/2024 | 22117(A) | MACQUEEN EQUIPMENT LLC             | FIRE OPERATIONS REPAIRS/MAINTENANCE           | 470.00   |
| 08/02/2024 | 22118(A) | MAIL MANAGEMENT, INC.              | INK CARTRIDGES                                | 690.00   |
| 08/02/2024 | 22119(A) | MCLAUGHLIN, GARRETT                | PZSC AGILE ADVANTAGE INSTRUCTOR               | 160.00   |
| 08/02/2024 | 22120(A) | MIDWEST ENERGY & COMMUNICATIONS    | STREETLIGHT ENERGY COSTS                      | 324.71   |
| 08/02/2024 | 22121(A) | MOTOR PARTS AND EQUIPMENT CORP     | DEF TANK HOLDER, REPAIR & MAINT SUPPLIES      | 5,501.06 |
| 08/02/2024 | 22122(A) | MUNICIPAL EMERGENCY SERVICES INC   | FIRE SCBA SUPPLIES                            | 1,193.96 |
| 08/02/2024 | 22123(A) | NORMAN CAMERA CO.                  | FIRE OPERATING SUPPLIES                       | 1,327.93 |
| 08/02/2024 | 22124(A) | NOTT, SARAH                        | PZSC ART EMBROIDERY INSTRUCTOR                | 275.00   |
| 08/02/2024 | 22125(A) | NYE UNIFORMS                       | FIRE UNIFORMS                                 | 2,888.36 |
| 08/02/2024 | 22126(A) | ONE WAY PRODUCTS                   | FIRE CLEANING SUPPLIES                        | 2,005.28 |
| 08/02/2024 | 22127(A) | ONSTAFF GROUP SERVICES LLC         | TEMPORARY EMPLOYEE SERVICES                   | 969.85   |
| 08/02/2024 | 22128(A) | PLASKO, PATRICIA MARIE             | PZSC FITNESS BE MOVED INSTRUCTOR              | 720.00   |
| 08/02/2024 | 22129(A) | PLM LAKE & LAND MANAGEMENT         | AQUATIC WEED MANAGEMENT                       | 759.53   |
| 08/02/2024 | 22130(A) | PORTAGE FIREFIGHTERS               | IAFF UNION DUES FOR JULY 2024                 | 2,070.00 |
| 08/02/2024 | 22131(A) | PORTAGE ON-CALL FIREFIGHTERS       | ON CALL FIREFIGHTER UNION DUES JULY 2024      | 20.00    |
| 08/02/2024 | 22132(A) | PORTAGE POLICE OFFICERS ASSOC      | PPOA UNION DUES FOR JULY 2024                 | 714.00   |
| 08/02/2024 | 22133(A) | PRECISION PRINTER SERVICES INC     | PRINTER SUPPORT SERVICES                      | 115.99   |
| 08/02/2024 | 22134(A) | PREIN & NEWHOF                     | ENGINEERING SVCS-COOLEY DR RECONSTRUCTION     | 3,046.10 |
| 08/02/2024 | 22135(A) | PRINTING SERVICES INC              | PRINTING SERVICES                             | 282.50   |
| 08/02/2024 | 22136(A) | R W LAPINE INC.                    | REPLACE FLANGED VALVE                         | 3,203.00 |
| 08/02/2024 | 22137(A) | REPUBLIC SERVICES OF WEST MICHIGAN | STORM/JUNE - DEBRIS REMOVAL                   | 443.88   |
| 08/02/2024 | 22138(A) | ROE-COMM, INC.                     | NEW ANTENNA & HARDWARE, INSTALLATION          | 5,824.98 |
| 08/02/2024 | 22139(A) | ROSE, SANDRA K.                    | PZSC CARDIO DRUMMING INSTRUCTOR               | 400.00   |
| 08/02/2024 | 22140(A) | ROYAL TRUCK & TRAILER SALES INC    | OIL/AIR SEPARATOR FILTERS                     | 374.08   |
| 08/02/2024 | 22141(A) | S B F ENTERPRISES, INC.            | PRINT & PROCESS 2024 SUMMER TAX BILLS         | 3,661.35 |
| 08/02/2024 | 22142(A) | SARKOZY BAKERY LLC                 | REIMBURSEMENT FOR SNAP                        | 51.00    |
| 08/02/2024 | 22143(A) | SHINY BRITE WASHING SYSTEMS LLC    | VEHICLE CAR WASHES                            | 237.99   |
| 08/02/2024 | 22144(A) | SNELL, DEBRA                       | PZSC FITNESS INSTRUCTOR BODY REBOUND          | 450.00   |

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| 08/02/2024       | 22145(A) | TMK WORLDWIDE, LLC                  | METER SERVICE                              | 590.36              |
| 08/02/2024       | 22146(A) | UNITED AUTO. IMPLEMENT WORKERS 2290 | UAW UNION DUES FOR JULY 2024               | 879.36              |
| 08/02/2024       | 22147(A) | VANDERWIJERE, JEFFREY P.            | VICE PRESIDENT DETAIL - FOOD REIMBURSEMENT | 347.86              |
| 08/02/2024       | 22148(A) | WARNER NORCROSS & JUDD LLP          | PROFESSIONAL SERVICES                      | 156.00              |
| 08/02/2024       | 22149(A) | WEST MICHIGAN INT'L LLC             | REPAIR & MAINT SUPPLIES                    | 399.35              |
| 08/02/2024       | 22150(A) | YOUNGS, KENNETH M                   | K-9 KENNELING                              | 210.00              |
| <b>Total ACH</b> |          |                                     |                                            | <b>1,506,441.36</b> |

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|------------|--------|------------------------------------|--------------------------------------------|------------|
| 07/19/2024 | 327884 | 10TH DISTRICT COURT                | OUT OF COUNTY BOND                         | 100.00     |
| 07/19/2024 | 327885 | 7900 MOORSBRIDGE LLC               | TEMPORARY PUMPING EASEMENT                 | 2,730.00   |
| 07/19/2024 | 327886 | ADP SCREENING & SELECTION SERVICES | BACKGROUND SERVICES                        | 107.97     |
| 07/19/2024 | 327887 | ALERT 360                          | ALARM MONITORING CITY HALL                 | 541.20     |
| 07/19/2024 | 327888 | ALERT-ALL CORP.                    | FIRE PUB ED SUPPLIES                       | 822.40     |
| 07/19/2024 | 327889 | ALLEGRA PRINT & IMAGING            | PRINTING SERVICES                          | 254.00     |
| 07/19/2024 | 327890 | ALLIED MECHANICAL SERVICE          | POLICE HVAC SERVICE CALLS                  | 344.65     |
| 07/19/2024 | 327891 | ALTA EQUIPMENT CO.                 | TORNADO - REPLACEMENT WINDOW               | 335.04     |
| 07/19/2024 | 327892 | AMALGAM LLC                        | EDITABLE GIS LAYER SVCS THROUGH FETCHGIS   | 2,500.00   |
| 07/19/2024 | 327893 | ASCENSION BORGESS HOSPITAL         | DOT PHYSICAL EXAM                          | 88.00      |
| 07/19/2024 | 327894 | AT&T                               | ELECTRONIC COMMUNICATIONS                  | 156.96     |
| 07/19/2024 | 327895 | BAILEY'S MEATS                     | SNAP REIMBURSEMENT                         | 19.00      |
| 07/19/2024 | 327896 | BALKEMA CONSTRUCTION, INC.         | LAKEVIEW PH1 & LEXINGTON GR RECONSTRUCTION | 361,982.40 |
| 07/19/2024 | 327897 | BARKER, KERRI                      | WELLNESS WORKSHOP: FOREST BATHING          | 350.00     |
| 07/19/2024 | 327898 | BAY AREA TOUCHLESS CARWASH LLC     | CAR WASHES                                 | 262.00     |
| 07/19/2024 | 327899 | BECKLEY-CLARK, MARY                | GRAIN ELEVATOR DEPOSIT REFUND              | 150.00     |
| 07/19/2024 | 327900 | BEHRE, CHRISTOPHER                 | RAMONA BONFIRE PERFORMANCE                 | 350.00     |
| 07/19/2024 | 327901 | BINGHAM, SHIRLEY                   | PZSC PROGRAM REFUND                        | 40.00      |
| 07/19/2024 | 327902 | BISHOP, MARGARET                   | GRAIN ELEVATOR DEPOSIT REFUND              | 150.00     |
| 07/19/2024 | 327903 | BOLLEY, LORRAINE                   | PZSC TRIP REFUND 25.02.20                  | 100.00     |
| 07/19/2024 | 327904 | BRUSH, BENJAMIN                    | SNAP REIMBURSEMENT                         | 33.00      |
| 07/19/2024 | 327905 | BURD, MALLORY                      | STUART MANOR DEPOSIT REFUND                | 150.00     |
| 07/19/2024 | 327906 | CATHOLIC FAMILY SERVICES           | FY 23-24 HUMAN SERVICES BOARD              | 5,000.00   |
| 07/19/2024 | 327907 | CENTER FOR INTERNET SECURITY, INC. | ALBERT RENEWAL                             | 16,800.00  |

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| 07/19/2024 | 327908 | CHICAGO TITLE                   | UTILITY BILL REFUND                          | 85.19     |
| 07/19/2024 | 327909 | COMMUNITY HEALING CENTERS       | FY 23-24 HUMAN SERVICES BOARD                | 3,700.00  |
| 07/19/2024 | 327910 | CONSUMERS ENERGY                | EAST CENTRAL TRAIL RENT/LEASE                | 750.00    |
| 07/19/2024 | 327911 | CT ELECTRICAL SERVICES, INC.    | LIFT STATION MAINTENANCE - COACHLITE         | 877.32    |
| 07/19/2024 | 327912 | DEVRIES, KEVIN                  | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327913 | DRIESEN & ASSOCIATES INC        | STATION 3 RAMP PROJECT                       | 357.50    |
| 07/19/2024 | 327914 | DUTCHMAN ORCHARDS, LLC          | SNAP REIMBURSEMENT                           | 170.00    |
| 07/19/2024 | 327915 | ECKERT WORDELL LLC              | 2024 CITY-WIDE BUILDING CONDITION ASSESSMENT | 920.00    |
| 07/19/2024 | 327916 | ELECTION SOURCE                 | ELECTION SUPPLIES                            | 845.74    |
| 07/19/2024 | 327917 | EMERGENCY VEHICLE PRODUCTS      | FIRE APPARATUS MAINT                         | 756.88    |
| 07/19/2024 | 327918 | FARQUHAR, BILL                  | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327919 | FERGUSON US HOLDINGS, INC       | UPGRADE COACHLITE LIFT ST, PUMPS/ACCESSORIES | 66,690.30 |
| 07/19/2024 | 327920 | FIFTH ASSET, INC.               | DEBT MANAGEMENT SOFTWARE SUBSCRIPTION        | 8,400.00  |
| 07/19/2024 | 327921 | FIRE EQUIPMENT ASSOCIATES INC.  | THERMAL IMAGING CAMERAS                      | 29,120.00 |
| 07/19/2024 | 327922 | FITZGERALD, KATERI              | JULY SUP YOGA FEES REFUND                    | 20.00     |
| 07/19/2024 | 327923 | FLETCHER ENTERPRISES            | PARKS - PAINT EXTERIOR DOORS & PANELS        | 735.00    |
| 07/19/2024 | 327924 | FLETCHER, GERALDINE             | PZSC PROGRAM REIMBURSEMENT                   | 40.00     |
| 07/19/2024 | 327925 | GARTLEY, HEIDI                  | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327926 | GILCHRIST, PAMELA               | PZSC TRIP REFUND 24.7.11                     | 160.00    |
| 07/19/2024 | 327927 | GONYEAU, PAUL                   | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327928 | GORDON FOOD SERVICE             | RAMONA CONCESSION SUPPLIES                   | 557.46    |
| 07/19/2024 | 327929 | GULLETTE, MEGAN LEIGH           | UNIFORM SHIRTS & HATS                        | 778.00    |
| 07/19/2024 | 327930 | H & H PROPERTY MAINTENANCE, LLC | TORNADO - LEAD TRUCK RENTALS                 | 2,945.00  |
| 07/19/2024 | 327931 | HALL, NIKIA                     | PZSC RENTAL SECURITY DEPOSIT REFUND          | 250.00    |
| 07/19/2024 | 327932 | HAMMOND, LEA                    | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327933 | HATLEY, JOSH                    | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327934 | HERRIMAN, SCOTT E               | PZSC ENTERTAINMENT                           | 150.00    |
| 07/19/2024 | 327935 | HIGGS, SUE                      | PZSC TRIP REFUND 24.7.18                     | 140.00    |
| 07/19/2024 | 327936 | HINGA, KELLY                    | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00    |
| 07/19/2024 | 327937 | HOME DEPOT                      | REPAIR & MAINT SUPPLIES                      | 1,055.11  |
| 07/19/2024 | 327938 | VOID                            |                                              | 0.00      |
| 07/19/2024 | 327939 | ICONIX BAND, LLC                | JULY 26 FATF MUSICIAN ICONIX                 | 200.00    |
| 07/19/2024 | 327940 | ICONIX BAND, LLC                | FATF JULY SOUND                              | 350.00    |

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| 07/19/2024 | 327941 | J & J LOCKSMITHS                    | BLDG REPAIRS, ELEC COMPLIANCE LOCKS       | 436.14    |
| 07/19/2024 | 327942 | K2AVL INC                           | JULY SOUND SUMMER CONCERT SERIES          | 1,815.00  |
| 07/19/2024 | 327943 | KALAMAZOO COUNTY DRAIN COMMISSIONER | AUSTIN LK/LAKEVIEW DRAIN PERMIT, EASEMENT | 5,653.17  |
| 07/19/2024 | 327944 | KALAMAZOO COUNTY TREASURER          | COLONIAL ACRES JUNE 2024 MOBILE HOME TAX  | 265.00    |
| 07/19/2024 | 327945 | KALAMAZOO COUNTY TREASURER          | BOR TAXABLE VALUE DECREASE AND PRE CHANG  | 369.46    |
| 07/19/2024 | 327946 | KALAMAZOO LANDSCAPE SUPPLIES        | TORNADO - LAWN RESTORATION                | 292.50    |
| 07/19/2024 | 327947 | KLIMEK, JANELLE                     | SCHRIER PARK BLD DEPOSIT REFUND           | 150.00    |
| 07/19/2024 | 327948 | KONICA MINOLTA BUSINESS SOLUTIONS   | PRINTER LEASE PMT/SERVICES                | 1,746.68  |
| 07/19/2024 | 327949 | KZOO TIRE COMPANY                   | POLICE VEHICLE REPAIR/MAINTENANCE         | 63.45     |
| 07/19/2024 | 327950 | LEAF, HILARY                        | GRAIN ELEVATOR DEPOSIT REFUND             | 150.00    |
| 07/19/2024 | 327951 | LEXISNEXIS RISK DATA MANAGEMENT INC | ANNUAL CHARGES DORS REPORTING             | 1,085.00  |
| 07/19/2024 | 327952 | LOTHSCHUTZ, MICHELE                 | ADVANCED ANGLERS FEES REFUND              | 95.00     |
| 07/19/2024 | 327953 | MANUEL, TREVOR                      | WESTFIELD SOFTBALL DEPOSIT REFUND         | 100.00    |
| 07/19/2024 | 327954 | MASSEY, JESSICA                     | REFUND FIRE ESCROW FUNDS                  | 15,520.00 |
| 07/19/2024 | 327955 | MCCANN INDUSTRIES, INC.             | REPAIR/MAINTENANCE                        | 2,884.60  |
| 07/19/2024 | 327956 | MCKINNEY, WILLIAM DAVID             | FATF MCKINNEY BROWN BAND MUSICIAN         | 200.00    |
| 07/19/2024 | 327957 | MEDIPALLI, RAGHAVENDAR              | PZSC RENTAL SECURITY DEPOSIT              | 250.00    |
| 07/19/2024 | 327958 | METRO CONSULTING ASSOCIATES, LLC    | ROW/LAND ACQUISITION SERVICES             | 750.00    |
| 07/19/2024 | 327959 | MICH MUNICIPAL POLICE & FIRE REPAIR | POLICE VEHICLE REPAIR & MAINT             | 1,615.13  |
| 07/19/2024 | 327960 | MICHIGAN MUNICIPAL LEAGUE           | MML CONVENTION REGISTRATIONS              | 2,035.00  |
| 07/19/2024 | 327961 | MITTERA GROUP, INC.                 | 2024 DISCOVER KALAMAZOO FULL PAGE AD      | 1,840.00  |
| 07/19/2024 | 327962 | MLIVE MEDIA GROUP                   | LEGAL NOTICES                             | 1,949.85  |
| 07/19/2024 | 327963 | MOORE, HEATHER                      | SCHRIER PARK BLD DEPOSIT REFUND           | 150.00    |
| 07/19/2024 | 327964 | MOORLAG, JOSIE LIN                  | JUNE YOGA 4 LIFE                          | 236.00    |
| 07/19/2024 | 327965 | MORRISON LANDSCAPE SERVICES LLC     | MULCH & TRIM                              | 1,550.00  |
| 07/19/2024 | 327966 | MVPETS                              | UTILITY BILLING REFUND                    | 9.85      |
| 07/19/2024 | 327967 | NATIONAL FIRE PROTECTION ASSOC      | FIRE CODE ANNUAL SUBSCRIPTION             | 1,552.50  |
| 07/19/2024 | 327968 | NATIONAL HOSE TESTING SPECIALTIES   | FIRE HOSE TESTING                         | 11,859.00 |
| 07/19/2024 | 327969 | NEXGEN CONSTRUCTION, LLC            | EAST CENTRAL TRAIL RECONSTRUCTION         | 14,895.00 |
| 07/19/2024 | 327970 | NOTT, ROBIN                         | PZSC PERFORMER SUMMER LUNCHEON            | 480.00    |
| 07/19/2024 | 327971 | OFFICE DEPOT, INC.                  | OFFICE SUPPLIES                           | 370.67    |
| 07/19/2024 | 327972 | OVERNEATH CREATIVE COLLECTIVE LLC   | CABLECASTING & BROADCASTING SVCS          | 49,700.00 |
| 07/19/2024 | 327973 | PARKER, JAMILAH                     | PZSC RENTAL SECURITY DEPOSIT              | 250.00    |

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| 07/19/2024 | 327974 | PAVEMENT MAINTENANCE SYSTEMS, LLC   | CHIP-SEALING ASPHALT PROGRAM                 | 327,845.33 |
| 07/19/2024 | 327975 | PAYNE, HOLLY                        | SCHRIER PARK BLD DEPOSIT REFUND              | 150.00     |
| 07/19/2024 | 327976 | PEDAL BICYCLES                      | MISC BICYCLE REPAIRS                         | 533.00     |
| 07/19/2024 | 327977 | PETITE BAKERY LLC                   | SNAP REIMBURSEMENT                           | 12.00      |
| 07/19/2024 | 327978 | PETTY CASH-DANA FAIR                | REPLENISHMENT CHECK                          | 771.80     |
| 07/19/2024 | 327979 | PETTY CASH-MEGAN HUBER              | REPLENISHMENT CHECK                          | 1,146.24   |
| 07/19/2024 | 327980 | PHILLIPS, HEATHER                   | GRAIN ELEVATOR FEES & DEPOSIT REFUND         | 290.00     |
| 07/19/2024 | 327981 | PORTAGE ROTARY                      | ROTARY MEETINGS QTRLY LUNCH                  | 200.00     |
| 07/19/2024 | 327982 | POTTER, JESSICA                     | STUART MANOR DEPOSIT REFUND                  | 150.00     |
| 07/19/2024 | 327983 | PRAETORIAN GROUP, THE               | ANNUAL FEE POLICE ONE ONLINE TRAINING        | 2,641.80   |
| 07/19/2024 | 327984 | PRESTON, LONA                       | PARKS & RECREATION BLD DEPOSIT REFUND        | 150.00     |
| 07/19/2024 | 327985 | PROGRESSIVE AE                      | AUSTIN LK CONSULTING-AQUATIC NUISANCE CONTRL | 4,375.00   |
| 07/19/2024 | 327986 | PROPERTY MANAGEMENT SYSTEMS         | MANAGEMENT FEES                              | 460.00     |
| 07/19/2024 | 327987 | PURITY CYLINDER GASES, INC          | WELDING SUPPLIES                             | 106.31     |
| 07/19/2024 | 327988 | RAILROAD MANAGEMENT CO. IV, LLC     | RAILROAD LICENSE AGREEMENT - SHAVER ROAD     | 2,002.32   |
| 07/19/2024 | 327989 | RATHCO SAFETY SUPPLY, INC.          | TORNADO-TRAFFIC SIGNING REPL                 | 2,576.26   |
| 07/19/2024 | 327990 | RENEWED EARTH, INC.                 | TORNADO - ADDITIONAL COMPOST SITE MANAGE     | 62,976.66  |
| 07/19/2024 | 327991 | ROAD COMMISSION OF KALAMAZOO COUNTY | DURAPATCH EMULSION                           | 1,533.71   |
| 07/19/2024 | 327992 | ROBINSON, BRYAN                     | RAMONA PARKING VOUCHERS REFUND               | 80.00      |
| 07/19/2024 | 327993 | SAFEBUILT MICHIGAN, LLC             | TORNADO - CONTRACTED INSPECTIONS             | 1,430.31   |
| 07/19/2024 | 327994 | SALEMKA, MAURA                      | RAMONA PARKING VOUCHERS REFUND               | 50.00      |
| 07/19/2024 | 327995 | SARENIUS, MELLISA                   | PARKS & RECREATION BLD DEPOSIT REFUND        | 150.00     |
| 07/19/2024 | 327996 | SAVAGE, JAMES                       | LAKEVIEW VOLLEYBALL FEES REFUND              | 740.00     |
| 07/19/2024 | 327997 | SCHELHAS, PETER & DEBORAH           | PZSC PROGRAM REFUND                          | 36.00      |
| 07/19/2024 | 327998 | SCHOFIELD, IAN A.                   | DEPT DOOR VINYL DECALS                       | 480.00     |
| 07/19/2024 | 327999 | SHAMBAUGH & SON, LP                 | FIRE SPRINKLER REPAIR                        | 1,794.00   |
| 07/19/2024 | 328000 | SHENK, SUZANNE                      | HAYLOFT THEATRE FEES & DEPOSIT REFUND        | 450.00     |
| 07/19/2024 | 328001 | SIGN SHOP OF WESTERN MICHIGAN       | STAFFING BOARD MAGNETS                       | 27.00      |
| 07/19/2024 | 328002 | SINCLAIR RECREATION, LLC            | WEAR MAT FOR RAMONA PARK                     | 550.00     |
| 07/19/2024 | 328003 | SITEONE LANDSCAPE SUPPLY LLC        | PARKS IRRIGATION REPAIR SUPPLIES             | 507.74     |
| 07/19/2024 | 328004 | SMART SOURCE, LLC                   | MAIL COURIER BAGS, FIRE SHIELD STICKERS      | 446.69     |
| 07/19/2024 | 328005 | SOBELL, NICOLE                      | GRAIN ELEVATOR DEPOSIT REFUND                | 150.00     |
| 07/19/2024 | 328006 | STATE OF MICHIGAN                   | SOR REGISTRATIONS                            | 90.00      |

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| 07/19/2024 | 328007 | STATE SYSTEMS RADIO, INC         | RADIO SERVICES FEES                         | 561.00    |
| 07/19/2024 | 328008 | STEENSMA LAWN & POWER EQUIPMENT  | REPAIR & MAINT SUP, SMALL EQUIP REPAIR      | 842.78    |
| 07/19/2024 | 328009 | SUITS U TAILOR SHOP INC          | UNIFORM TAILORING                           | 1,042.00  |
| 07/19/2024 | 328010 | TALBOT, MICHAEL J.               | FARMERS MARKET MUSIC PERFORMANCE            | 100.00    |
| 07/19/2024 | 328011 | TAPLIN GROUP, LLC                | WATER SERVICE MATERIALS INVENTORY           | 42,989.62 |
| 07/19/2024 | 328012 | TEAM SUPPORT SERVICES, LLC       | RECORDS STORAGE FEE                         | 604.60    |
| 07/19/2024 | 328013 | THIRD COAST TECH, LLC            | REPAIRS IN POLICE TRAINING ROOM             | 493.00    |
| 07/19/2024 | 328014 | TNVC, INC.                       | TACTICAL NIGHT VISION SETS                  | 25,542.45 |
| 07/19/2024 | 328015 | TRACTOR SUPPLY CORP.             | FIRE OPERATING SUPPLIES                     | 559.98    |
| 07/19/2024 | 328016 | TRIFECTA NETWORKS, LLC           | DESK PHONES                                 | 285.00    |
| 07/19/2024 | 328017 | TRUGREEN AND ACTION PEST CONTROL | HERBICIDE APPLICATIONS                      | 12,623.00 |
| 07/19/2024 | 328018 | U S SIGNAL COMPANY, LLC          | INTERNET FIBER SERVICES                     | 900.00    |
| 07/19/2024 | 328019 | ULINE, INC.                      | EVENT CANOPIES & WEIGHTS                    | 2,425.09  |
| 07/19/2024 | 328020 | UNDERGROUND SECURITY COMPANY     | YEARLY RECORDS STORAGE                      | 3,005.70  |
| 07/19/2024 | 328021 | UNITED PARCEL SERVICE            | UPS WEEKLY                                  | 18.00     |
| 07/19/2024 | 328022 | UNITED STATES TREASURY           | IRS FORM 720 - PCORI FEE YEAR ENDED 6/30/24 | 235.06    |
| 07/19/2024 | 328023 | US HYD LLC                       | STORM/JUNE - TINK CYLINDER REBUILDS         | 1,637.21  |
| 07/19/2024 | 328024 | USPS                             | REFILL POSTAGE METER                        | 5,000.00  |
| 07/19/2024 | 328025 | VANBELKUM COMPANIES, LLC.        | NETWORK CABLE INSTALLATION                  | 1,200.75  |
| 07/19/2024 | 328026 | VANGUARD FIRE & SUPPLY CO., INC. | FIRE EXTINGUISHER INSPECTION & SERVICES     | 272.00    |
| 07/19/2024 | 328027 | VERIZON WIRELESS                 | WIRELESS CARDS                              | 446.21    |
| 07/19/2024 | 328028 | VERMEER OF MICHIGAN INC          | TORNADO - STUMP GRINDER TEETH               | 3,251.79  |
| 07/19/2024 | 328029 | WASTE MANAGEMENT                 | WTP IRON WASTE REMOVAL                      | 1,819.39  |
| 07/19/2024 | 328030 | WEDEL, DANIELLE                  | GRAIN ELEVATOR DEPOSIT REFUND               | 150.00    |
| 07/19/2024 | 328031 | WILKE, TRISTAN                   | SCHRIER PARK BLD DEPOSIT REFUND             | 150.00    |
| 07/19/2024 | 328032 | WILLIS, THELMA                   | GRAIN ELEVATOR DEPOSIT REFUND               | 150.00    |
| 07/19/2024 | 328033 | WITMER PUBLIC SAFETY GROUP       | FIRE OPERATIONS, UNIFORMS                   | 1,795.60  |
| 07/19/2024 | 328034 | WOLZ, MARI-CLARE                 | SCHOOLHOUSE DEPOSIT REFUND                  | 50.00     |
| 07/19/2024 | 328035 | WRAPS N SIGNS                    | OPERATING SUPPLIES/DECALS                   | 480.25    |
| 07/19/2024 | 328036 | ZEMLICK, EMILY                   | GRAIN ELEVATOR DEPOSIT REFUND               | 250.00    |
| 07/19/2024 | 328037 | ZOLMAN TIRE INC.                 | TIRES FOR INVENTORY                         | 1,230.08  |
| 07/26/2024 | 328039 | DISTILLED KALAMAZOO, LLC         | PZSC KALAMAZOO STILLHOUSE PROG ACTIVITY     | 148.40    |
| 07/26/2024 | 328040 | PETTY CASH-KIM STEWART           | REPLENISHMENT CHECK                         | 260.56    |

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| 07/26/2024 | 328041 | PROPERTY MANAGEMENT SYSTEMS         | MOWING & AC REPAIR                    | 1,518.00   |
| 07/30/2024 | 328042 | PETTY CASH-MEGAN HUBER              | SUPPLEMENT RAMONA PK CASH REGISTER    | 250.00     |
| 08/02/2024 | 328043 | 13 COOKIES LLC                      | REIMBURSEMENT FOR SNAP                | 10.00      |
| 08/02/2024 | 328044 | A BETTER WAY TREE CARE LLC          | EMER KAL CO - TREE REMOVALS           | 1,000.00   |
| 08/02/2024 | 328045 | ALERT-ALL CORP.                     | FIRE OPERATING SUPPLIES - PUB ED      | 1,408.15   |
| 08/02/2024 | 328046 | ALLEGRA PRINT & IMAGING             | PRINTING SERVICES                     | 1,428.00   |
| 08/02/2024 | 328047 | ALLIED MECHANICAL SERVICE           | HVAC SERVICE CALLS-MULT LOCS          | 5,918.37   |
| 08/02/2024 | 328048 | AMALGAM LLC                         | FETCHGIS SERVICE LICENSES             | 4,500.00   |
| 08/02/2024 | 328049 | ASCENSION BORGESS HOSPITAL          | PHYSICAL EXAM                         | 88.00      |
| 08/02/2024 | 328050 | AUTOMATIC EQUIPMENT SALES & SERVICE | ENTRY DOOR REPAIRS PZSC               | 901.67     |
| 08/02/2024 | 328051 | BAILEY'S MEATS                      | REIMBURSEMENT FOR SNAP                | 71.00      |
| 08/02/2024 | 328052 | BAXTER, LAVON                       | OVERPAYMENT OF FINAL UTILITY BILL     | 135.00     |
| 08/02/2024 | 328053 | BELL, PATRICIA                      | PZSC RENTAL SECURITY DEPOSIT REFUND   | 250.00     |
| 08/02/2024 | 328054 | BIRTLES, LISA                       | PZSC PROGRAM REFUND                   | 14.00      |
| 08/02/2024 | 328055 | BLANK ACQUISITION LLC               | LARGE DOOR HANGERS                    | 164.51     |
| 08/02/2024 | 328056 | BREAKFAST OPTIMIST CLUB OF KALAMAZO | PZSC RENTAL SECURITY REFUND           | 250.00     |
| 08/02/2024 | 328057 | BRONSON HEALTHCARE GROUP            | LEGAL BLOOD DRAWS                     | 600.00     |
| 08/02/2024 | 328058 | BRUSH, BENJAMIN                     | REIMBURSEMENT FOR SNAP                | 54.00      |
| 08/02/2024 | 328059 | BUSINESS SPEAKERS BUREAU LLC        | AUGUST SUMMER CONCERT                 | 3,500.00   |
| 08/02/2024 | 328060 | CAPITOL STRATEGIES, LLC             | CONSULTING SERVICES                   | 6,000.00   |
| 08/02/2024 | 328061 | CHICAGO TITLE OF MICHIGAN           | REFUND OVERPAYMENTS MULT LOCS         | 900.46     |
| 08/02/2024 | 328062 | CITY OF KALAMAZOO TREASURER         | SANITARY SEWER CHARGES                | 538,970.60 |
| 08/02/2024 | 328063 | CITY OF PORTAGE                     | 2024 SUMMER TAX PARCEL 00024-200-K    | 5,450.19   |
| 08/02/2024 | 328064 | COMPLETE TEAM OUTFITTER, INC.       | NEW PARK STAFF EVENTS APPAREL         | 956.00     |
| 08/02/2024 | 328065 | CORELOGIC CENTRALIZED REFUNDS       | 2024 SUMMER TAX REFUND DUE PRE CHANGE | 1,311.90   |
| 08/02/2024 | 328066 | D L GALLIVAN INC.                   | COPY MACHINE USAGE CHARGES            | 107.02     |
| 08/02/2024 | 328067 | D L Z MICHIGAN INC                  | ENG SERVICES - WEST MILHAM            | 8,465.32   |
| 08/02/2024 | 328068 | DECKER, MIKE                        | SCHRIER PARK BLD DEPOSIT REFUND       | 150.00     |
| 08/02/2024 | 328069 | DEMING, JONATHAN                    | PZSC PRESENTER FOOT HEALTH TALK       | 150.00     |
| 08/02/2024 | 328070 | DICK, ROBERT                        | REIMBURSEMENT FOR SNAP & DUFB         | 59.00      |
| 08/02/2024 | 328071 | DISABILITY NETWORK SOUTHWEST MICH   | FY23-24 HUMAN SERVICES BOARD          | 6,000.00   |
| 08/02/2024 | 328072 | DUNLOP, JOHN W                      | SCHOOL OF FISH INSTRUCTOR             | 220.00     |
| 08/02/2024 | 328073 | ED DRESLINSKI CONSULTING INC        | FIRST LINE SUPERVISION REGISTRATION   | 595.00     |



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| 08/02/2024 | 328074 | COP EMPLOYEE                        | REPLACEMENT FOR UNCASHED PAYROLL CK               | 377.52    |
| 08/02/2024 | 328075 | EMERGENCY VEHICLE PRODUCTS          | POLICE VEHICLE REPAIR/MAINT, GRAPHICS INSTALL     | 4,265.41  |
| 08/02/2024 | 328076 | EMPSON, MINDY JO                    | REIMBURSEMENT FOR SNAP, DOUBLE UP FOOD            | 134.00    |
| 08/02/2024 | 328077 | ERTMAN, HEIDI                       | PZSC RENTAL SECURITY DEPOSIT REFUND               | 250.00    |
| 08/02/2024 | 328078 | FLEIS & VANDENBRINK ENGINEERING     | LEXINGTON-GREEN RENO A & E SERVICE                | 1,540.00  |
| 08/02/2024 | 328079 | FLETCHER ENTERPRISES                | MISC PAINTING                                     | 975.00    |
| 08/02/2024 | 328080 | FUSCIARDI, CHRIS                    | RAMONA FOOTBALL DEPOSIT REFUND                    | 100.00    |
| 08/02/2024 | 328081 | GALLS PARENT HOLDINGS, LLC          | FIRE & RANGER UNIFORMS                            | 985.34    |
| 08/02/2024 | 328082 | GHANTASALA, LAKSHMI                 | RENTAL DEPOSIT REFUND                             | 150.00    |
| 08/02/2024 | 328083 | GORDON FOOD SERVICE                 | RAMONA CONCESSION, PZSC COFFEE BAR & PROG SUP     | 1,685.84  |
| 08/02/2024 | 328084 | GRAHAM, ADRIENNE                    | SUP YOGA CLASS REFUNDS                            | 90.00     |
| 08/02/2024 | 328085 | GRAHAM, MAGGIE                      | SCHRIER BLD FEES & DEPOSIT REFUND                 | 300.00    |
| 08/02/2024 | 328086 | GREATER KALAMAZOO FOP LODGE 98      | FOP PORTION OF PPOA UNION DUES JULY 2024          | 3,405.04  |
| 08/02/2024 | 328087 | GROTHAUSE, DAVID                    | REIMBURSEMENT FOR SNAP                            | 87.00     |
| 08/02/2024 | 328088 | GUDBRANDSON, TAYLOR                 | GRAIN ELEVATOR DEPOSIT REFUND                     | 260.00    |
| 08/02/2024 | 328089 | HABITAT FOR HUMANITY                | FY23-24 HUMAN SERVICES BOARD                      | 20,000.00 |
| 08/02/2024 | 328090 | HALLAHAN & ASSOCIATES, P.C.         | ASSESSING LEGAL SERVICES                          | 865.78    |
| 08/02/2024 | 328091 | HAVENHILL, MEREDITH                 | SCHRIER PARK BLD DEPOSIT REFUND                   | 150.00    |
| 08/02/2024 | 328092 | HERNANDEZ, LUIS                     | EMER KAL CO. - ROOF DECKING REPLACEMENT           | 2,400.00  |
| 08/02/2024 | 328093 | HESS, MEGAN                         | RAMONA PARKING VOUCHERS REFUND                    | 25.00     |
| 08/02/2024 | 328094 | HOME DEPOT                          | REPAIR & MAINT SUPPLIES                           | 571.58    |
| 08/02/2024 | 328095 | VOID                                |                                                   | 0.00      |
| 08/02/2024 | 328096 | HOUSING RESOURCES, INC.             | FY23-24 HUMAN SERVICES BOARD, RENTAL ASSIST       | 25,919.00 |
| 08/02/2024 | 328097 | HULIN, KIM                          | REIMBURSEMENT FOR SNAP                            | 20.00     |
| 08/02/2024 | 328098 | HUTCHINSON, WILLIE                  | REF OVERPAYMENT ON FINAL UTILITY BILL             | 9.42      |
| 08/02/2024 | 328099 | J & J LOCKSMITHS                    | LOCK REPAIR & SERV                                | 48.21     |
| 08/02/2024 | 328100 | JABCO LLC                           | STORM/JUNE - DEBRIS REMOVAL                       | 1,350.00  |
| 08/02/2024 | 328101 | JUNKINS, TREY                       | LAKEVIEW SOFTBALL DEPOSIT REFUND                  | 100.00    |
| 08/02/2024 | 328102 | KALAMAZOO COUNTY TREASURER          | PURCH OF 8444 PORTAGE RD - FIRST RIGHT OF REFUSAL | 5,419.28  |
| 08/02/2024 | 328103 | KALAMAZOO FLAG COMPANY, LLC         | CEMETERY/VETERAN FLAGS                            | 598.00    |
| 08/02/2024 | 328104 | KALAMAZOO LITERACY COUNCIL          | FY23-24 HUMAN SERVICES BOARD                      | 2,500.00  |
| 08/02/2024 | 328105 | KEENAN, CHRIS                       | RAMONA SOCCER DEPOSIT REFUND                      | 100.00    |
| 08/02/2024 | 328106 | LEXISNEXIS RISK DATA MANAGEMENT INC | MONTHLY ACCURINT                                  | 150.00    |

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| 08/02/2024 | 328107 | LIFE LINE SCREENING                 | SCHRIER PARK BLD DEPOSIT REFUND           | 150.00    |
| 08/02/2024 | 328108 | LOCEY SWIM POOL CO.                 | CITY HALL FOUNTAIN SUPPLIES               | 212.70    |
| 08/02/2024 | 328109 | LOVERN, CHARLENE                    | SCHRIER PARK BLD DEPOSIT REFUND           | 150.00    |
| 08/02/2024 | 328110 | MAYBERRY, ARIANNE                   | REFUND FIRE ESCROW FUNDS                  | 15,009.00 |
| 08/02/2024 | 328111 | MCCANN INDUSTRIES, INC.             | REPAIR/MAINTENANCE                        | 1,218.78  |
| 08/02/2024 | 328112 | MCDONALD'S TOWING & RESCUE, INC.    | POLICE TOWING SERVICES                    | 85.00     |
| 08/02/2024 | 328113 | METRO ADVANTAGE TITLE               | OVERPAYMENT OF FINAL UTILITY BILL         | 341.44    |
| 08/02/2024 | 328114 | MICH MUNICIPAL POLICE & FIRE REPAIR | POLICE VEHICLE REPAIR & MAINT             | 1,642.34  |
| 08/02/2024 | 328115 | MIDWEST CUSTOM EMBROIDERY COMPANY   | CITY COUNCIL JACKETS                      | 386.00    |
| 08/02/2024 | 328116 | MUNIZ, MARQUITA                     | PZSC RENTAL SECURITY DEPOSIT REFUND       | 250.00    |
| 08/02/2024 | 328117 | MWM RAIL SERVICE                    | HYDRANT METER - REF WATER USAGE           | 4.00      |
| 08/02/2024 | 328118 | NOTT, ROBIN                         | PZSC PERFORMER FOR SUMMER LUNCH OUT       | 480.00    |
| 08/02/2024 | 328119 | OFFICE DEPOT, INC.                  | OFFICE SUPPLIES                           | 214.29    |
| 08/02/2024 | 328120 | PETERS, STEVE                       | SWP TOURNAMENT DEPOSIT REFUND             | 100.00    |
| 08/02/2024 | 328121 | PETTY CASH-RON CLARK                | REPLENISHMENT CHECK                       | 411.00    |
| 08/02/2024 | 328122 | POMINVILLE OUTDOOR MAINTANCE        | REFUND OF HYDRANT                         | 100.00    |
| 08/02/2024 | 328123 | PORTAGE PUBLIC SCHOOLS (TRANS)      | BUS TRIP TO VANDAM'S POND                 | 214.83    |
| 08/02/2024 | 328124 | PRINTING SYSTEMS, INC.              | BALLOT APPLICATION SERVICES               | 1,813.84  |
| 08/02/2024 | 328125 | RATHCO SAFETY SUPPLY, INC.          | TRAFFIC CONTROL                           | 164.65    |
| 08/02/2024 | 328126 | REITZ, DARLENE K.                   | PZSC CLASS INSTRUCTOR DOWNSIZING          | 200.00    |
| 08/02/2024 | 328127 | RIAL, ROBERT JOSEPH                 | FARMERS MARKET MUSIC PERFORMANCE          | 100.00    |
| 08/02/2024 | 328128 | ROUCH, JOEL                         | MOWER HYDRAULIC PUMP                      | 763.30    |
| 08/02/2024 | 328129 | SAFETY COMPANY, LLC                 | REPAIR/MAINTENANCE SUPPLIES               | 47.74     |
| 08/02/2024 | 328130 | SAFETY COMPANY, LLC                 | TORNADO - CREW SAFETY WIRELESS COMM EQUIP | 3,976.53  |
| 08/02/2024 | 328131 | SANDERSON DEHAAN IRRIGATION         | FIRE FACILITY MAINT                       | 246.18    |
| 08/02/2024 | 328132 | SAVIN LAKE SERVICES, INC.           | AQUATIC PLANT HARVESTING - AUSTIN LAKE    | 33,206.25 |
| 08/02/2024 | 328133 | SCHEELER, JULIE                     | STUART MANOR DEPOSIT REFUND               | 150.00    |
| 08/02/2024 | 328134 | SENIOR SERVICES, INC.               | FY23-24 HUMAN SERVICES BOARD              | 12,268.01 |
| 08/02/2024 | 328135 | SHORT, TRENTON                      | GRAIN ELEVATOR DEPOSIT REFUND             | 150.00    |
| 08/02/2024 | 328136 | SIRCHIE FINGER PRINT LABORATORIES   | MISC IC SUPPLIES                          | 65.01     |
| 08/02/2024 | 328137 | SITEONE LANDSCAPE SUPPLY LLC        | PARKS IRRIGATION REPAIR SUPPLIES          | 381.59    |
| 08/02/2024 | 328138 | SMART SOURCE, LLC                   | PRINTING SERVICES                         | 38.14     |
| 08/02/2024 | 328139 | SPIRIT SHOPPE, INC.                 | FIRE UNIFORMS                             | 90.00     |

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| 08/02/2024                | 328140 | STAGGS, DANIEL                      | FARMERS MARKET MUSIC PERFORMANCE           | 100.00              |
| 08/02/2024                | 328141 | STATE OF MICHIGAN (LARA)            | ELEVATOR CERTIFICATE OF RENEWALS           | 587.10              |
| 08/02/2024                | 328142 | STEENSMA LAWN & POWER EQUIPMENT     | REPAIR & MAINTENANCE SUPPLIES              | 398.88              |
| 08/02/2024                | 328143 | STREHL, NORA & STRAZDAS, MICHAEL    | BD BOND REFUND                             | 445.00              |
| 08/02/2024                | 328144 | THILL, AMY                          | SCHRIER PARK BLD DEPOSIT REFUND            | 150.00              |
| 08/02/2024                | 328145 | TITLE RESOURCE AGENCY               | REFUND OVERPYMT OF FINAL UTILITY BILL      | 30.32               |
| 08/02/2024                | 328146 | TRACY CROSS & ASSOCIATES, INC.      | COMPREHENSIVE HOUSING ANALYSIS             | 2,956.00            |
| 08/02/2024                | 328147 | TRUGREEN AND ACTION PEST CONTROL    | HERBICIDE/LAWN TREATMENT APPLICATIONS      | 6,410.00            |
| 08/02/2024                | 328148 | ULINE, INC.                         | JANITORIAL SUPPLIES                        | 1,091.12            |
| 08/02/2024                | 328149 | UNITED DISTRIBUTION GROUP           | RAMONA CONCESSION SUPPLIES                 | 802.86              |
| 08/02/2024                | 328150 | UNITED PARCEL SERVICE               | UPS WEEKLY                                 | 12.00               |
| 08/02/2024                | 328151 | VANBELKUM COMPANIES, LLC.           | NETWORK CABLE INSTALLATION                 | 609.50              |
| 08/02/2024                | 328152 | VANGUARD FIRE & SUPPLY CO., INC.    | FIRE EXTINGUISHER INSPECTION & SERVICES    | 288.50              |
| 08/02/2024                | 328153 | VERHAGE FRUIT FARMS                 | REIMBURSEMENT FOR SNAP & SENIOR PROJ FRESH | 60.00               |
| 08/02/2024                | 328154 | W MICH CRIMINAL JUSTICE TRAINING CO | BEYOND THE BASICS OF FIELD TRAINING REG    | 100.00              |
| 08/02/2024                | 328155 | WASHCO, LLC                         | POWER WASH WALLS, BRIDGES & HANDRAILS      | 3,220.00            |
| 08/02/2024                | 328156 | WATSON DESIGN GROUP                 | DELINQUENT PERSONAL PROPERTY TAX REFUND    | 11.05               |
| 08/02/2024                | 328157 | WEAVER, APRIL                       | GRAIN ELEVATOR DEPOSIT REFUND              | 150.00              |
| 08/02/2024                | 328158 | WELC, BROOKES                       | SCHRIER BUILDING FEES REFUND               | 220.00              |
| 08/02/2024                | 328159 | WILD, JED                           | REIMB EXPS-EMU FIRE STAFF AND COMMAND      | 595.00              |
| 08/02/2024                | 328160 | WITMER PUBLIC SAFETY GROUP          | FIRE UNIFORMS                              | 2,620.00            |
| 08/02/2024                | 328161 | WRAPS N SIGNS                       | VEHICLE GRAPHICS INSTALLATION & REPAIR     | 169.00              |
| 08/02/2024                | 328162 | YWCA INC                            | FY23-24 HUMAN SERVICES BOARD               | 10,000.00           |
| 08/02/2024                | 328163 | ZANTJER WATER WELLS, INC.           | EMER KAL CO -EMERG WELL REPAIR             | 572.00              |
| 08/02/2024                | 328164 | ZOLMAN TIRE INC.                    | STORM/JUNE-LOADER TIRES                    | 13,272.83           |
| <b>Total Paper Checks</b> |        |                                     |                                            | <b>1,945,940.20</b> |

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| 07/15/2024 | CONSUMERS ENERGY | GAS-ELECTRIC                      | 359.20    |
| 07/16/2024 | CONSUMERS ENERGY | GAS-ELECTRIC                      | 5,446.78  |
| 07/16/2024 | MISSIONSQUARE    | EMPLOYER RETIREMENT CONTRIBUTIONS | 91,245.14 |
| 07/19/2024 | CONSUMERS ENERGY | GAS-ELECTRIC                      | 229.67    |
| 07/22/2024 | CONSUMERS ENERGY | GAS-ELECTRIC                      | 8,149.41  |

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| Check Date                     | Check | Vendor Name                  | Description                       | Amount            |
|--------------------------------|-------|------------------------------|-----------------------------------|-------------------|
| 07/26/2024                     |       | MISSIONSQUARE                | EMPLOYER RETIREMENT CONTRIBUTIONS | 51,386.71         |
| 07/29/2024                     |       | CONSUMERS ENERGY             | GAS-ELECTRIC                      | 217.11            |
| 07/30/2024                     |       | BLUE CROSS/BLUE SHIELD OF MI | HEALTH INSURANCE                  | 7,205.33          |
| 07/31/2024                     |       | CONSUMERS ENERGY             | GAS-ELECTRIC                      | 830.27            |
| 08/01/2024                     |       | CONSUMERS ENERGY             | GAS-ELECTRIC                      | 17,350.26         |
| 08/02/2024                     |       | CITY OF PORTAGE              | WATER/SEWER BILLING               | 1,827.17          |
| <b>Total Auto-Pay Payments</b> |       |                              |                                   | <b>184,247.05</b> |

Check Type: Electronic Payments

|                                  |  |                          |                                         |                     |
|----------------------------------|--|--------------------------|-----------------------------------------|---------------------|
| 07/15/2024                       |  | MULTIPLE                 | IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS | 97,894.94           |
| 07/19/2024                       |  | MULTIPLE                 | WEEKLY TAX DISBURSEMENT 7/12/24         | 2,402,161.57        |
| 07/24/2024                       |  | CITY OF KALAMAZOO        | DELINQUENT UTILITIES                    | 3,350.41            |
| 07/26/2024                       |  | MULTIPLE                 | WEEKLY TAX DISBURSEMENT 7/19/24         | 2,185,311.41        |
| 07/26/2024                       |  | HUNTINGTON NATIONAL BANK | DEBT SERVICE FEES                       | 1,000.00            |
| 08/02/2024                       |  | MULTIPLE                 | WEEKLY TAX DISBURSEMENT 7/26/24         | 1,672,104.48        |
| <b>Total Electronic Payments</b> |  |                          |                                         | <b>6,361,822.81</b> |

**Grand Total** **9,998,451.42**

**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Contract for Engineering Services for the Austin Lake Trail Project - Proposal  
Tabulation

**SUPPORTING PERSONNEL:** Kathleen Hoyle, Director of Parks & Recreation

**ACTION RECOMMENDED:** Award a contract in the amount of \$378,595 to Eng., Inc. of Grand Rapids MI, for Professional Engineering Services for the Austin Lake Trail Project, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Austin Lake Trail project involves the construction of a ten-foot-wide, three-mile non-motorized asphalt trail between Zylman Avenue to the southern Portage city limit, along East Shore Drive along the former railbed. The city applied for three grants to fund the project. A grant of \$1,299,000 has been approved from the Kalamazoo Area Transportation Study, with applications to the Michigan Department of Transportation (MDOT) for \$2,433,473.67 and the Michigan Department of Natural Resources for \$400,000 expected to be announced this fall.

A Request for Proposal for engineering services was sent to a list of area engineering firms, along with a posting on the city bid site; five proposals were submitted. The lowest proposal did not conform to the Request for Proposal lump sum fixed price requirement; therefore, the lowest qualified proposal from Eng., Inc., in the amount of \$378,595 is recommended. The proposal meets the project cost estimate for the services, and the company has experience working on MDOT projects and processes. Additionally, Eng, Inc. is a contracted engineer for the Office of the Kalamazoo County Drain Commissioner which will assist in replacing the failing culvert that bisects the proposed trail route.

It is recommended that City Council award a contract in the amount of \$378,595 to Eng., Inc. of Grand Rapids MI, for Professional Engineering Services for the Austin Lake Trail Project, and authorize the City Manager to execute all documents related to this action on behalf of the city.

**FUNDING:** Funding for this contract is included in the Fiscal Year 2023-2024 Capital Improvement Program budget.

**Attachments:**

1. Proposal Tabulation - Austin Lake Trail Engineering Services
2. Austin Lake Trail Map Proposed Route

**2024 RFP PES Austin Lake Trail  
PROFESSIONAL ENGINEERING SERVICES  
PROPOSAL TABULATION**  
PROPOSAL OPENING ON JULY 30, 2024 AT 3 PM

|                                                                                      |    |            |
|--------------------------------------------------------------------------------------|----|------------|
| <b>Fleis &amp; VandenBrink (F&amp;V)</b><br>4978 Campus Drive<br>Kalamazoo, MI 49008 | \$ | 278,900.00 |
| <b>Eng., Inc.</b><br>2311 E Beltline Avenue SE, Suite 201<br>Grand Rapids, MI 49546  | \$ | 378,595.00 |
| <b>Williams &amp; Works, Inc.</b><br>549 Ottawa Avenue NW<br>Grand Rapids, MI 49503  | \$ | 378,764.00 |
| <b>Hurley &amp; Stewart, LLC</b><br>2800 South 11th Street<br>Kalamazoo, MI 49009    | \$ | 410,000.00 |
| <b>Nowak &amp; Fraus Engineers</b><br>46777 Woodward Ave.<br>Pontiac, MI 48342       | \$ | 824,512.00 |

Opened by: \_\_\_\_\_



Beth Hyland for Victoria Barboza, Purchasing Manager



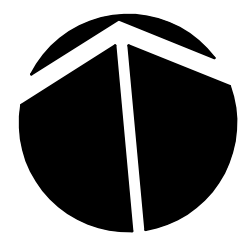
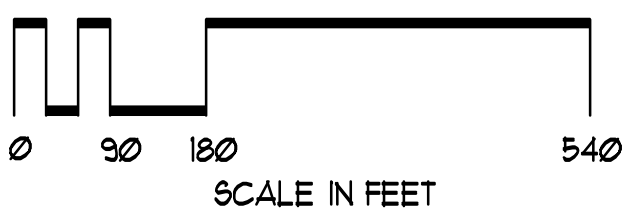


# AUSTIN LAKE TRAIL

CITY OF PORTAGE

PRELIMINARY ALIGNMENT

FEBRUARY 6, 2024





**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Legal Representation for PFAS Litigation

**SUPPORTING PERSONNEL:** Catherine Kaufman, City Attorney

**ACTION RECOMMENDED:** Appoint Stag Luizza, LLC (through attorney Michael Stag) and Foster, Swift, Collins & Smith, PC (through attorney Michael Homier) to represent the City of Portage for purposes of PFAS litigation and settlement and authorize the City Manager to execute all documents related to this action on behalf of the city.

The presence of PFAS chemicals is a well-known and well-documented reality in water systems across America. Portage is no different. Detected levels of these "forever chemicals" are in the city's drinking water; however, they are at levels far below the contaminant levels set by the EPA (federal) and EGLE (state). The manufacturers of these chemicals (primarily Dupont and 3M) were plaintiffs in a class action suit that was heard in the Federal District Court in South Carolina, and a settlement was reached in 2023. An excerpt from a recent blog post by the Michigan Municipal League is attached to the end of this report to provide additional details.

City Attorney Kaufman sent the following recommendation to the Office of the City Manager on July 11, 2024: *Per City Charter Section 6.6, upon city attorney's recommendation, the Council may provide for an assistant to the city attorney and may retain special legal counsel to handle any matter in which the city has an interest.* It is therefore recommended the city engage Stag Luizza, LLC and Foster, Swift, Collins & Smith, PC to handle the city's claim in this PFAS litigation. Engaging in this action will ensure we do not miss any steps involved in collecting future settlement dollars for Portage.

***Excerpt from MML Blog on PFAS settlement:***

*Some of the PFAS manufacturers are proposing settlements to cover public water suppliers nationally. These are proposed as "class" settlements, which means that the settlements describe a "class" of entities that would be covered – in this case, public water supplies are the "class." The defendants proposing the settlement must provide notice by mail to potential settling water supplies, including the settlement terms and any deadlines. Under a court-approved schedule, the covered "class members" can opt to:*

- (1) accept the settlement and be covered by its terms,*
- (2) opt out, or*
- (3) object to the settlement.*

*Generally:*



**Accepting the settlement:** *agreeing to be covered (sometimes requires signing up, sometimes doing nothing is acceptance – read the notices carefully) means that the formulas, amounts, and timing apply – and a covered entity will, in exchange, release the settling defendant from specific claims.*

**Opting out:** *not agreeing to the settlement and not being covered by its terms.*

**Objecting:** *filing specific reasons for not accepting the settlement terms and possibly asking the Court for other relief. Information on the basics of both settlements, key dates, and an estimator is available at <https://www.pfaswatersettlement.com/>. Water supplies should consult with their own counsel when evaluating the proposed settlements. This proposed settlement is separate from the State's litigation against 3M, DuPont, and others. The State of Michigan is not involved in this settlement. The Dupont Settlement details include:*

*\$1,185,000,000 for public water systems (some systems are not included; check definitions to see who is excluded). Payout appears to be over many years.*

*Two phases: Phase 1 is 55% of funds, for systems with detected PFAS (any level) before 6/30/23; Phase 2 (45%) is any other water system subject to UCMR 5 testing or other state or federal rules. Participation requires a release of claims against DuPont. Baseline testing information is required. The Settlement Class consists of each of the following:*

*(a) all Public Water Systems in the United States of America that draw or otherwise collect from any Water Source that, on or before June 30, 2023, was tested or otherwise analyzed for PFAS and found to contain any PFAS at any level; and*

*(b) all Public Water Systems in the United States of America that, as of June 30, 2023, are (i) subject to the monitoring rules set forth in UCMR 5 (i.e., "large" systems serving more than 10,000 people and "small" systems serving between 3,300 and 10,000 people), or (ii) required under applicable State or federal law to test or otherwise analyze any of their Water Sources or the water they provide for PFAS before the UCMR 5 Deadline.*

*Not all Public Water Systems are potential Settlement Class Members. Specifically, Public Water Systems owned and operated by a State or the federal government and cannot sue or be sued in their own name, as well as certain other systems set forth below, are expressly excluded from the Settlement Class. In addition, Public Water Systems that do not fall within the Settlement Class definition set forth above are not Settlement Class Members.*

**FUNDING:** Legal firms would be compensated from settlement funds.

**Attachments:** None



# ***Minutes of Boards & Commissions***



**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a residential housing project at 8150 Creekside Drive.

**SUPPORTING PERSONNEL:** Peter Dame, Chief Development Officer

**ACTION RECOMMENDED:** Subsequent to the public hearing, consider approving the Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a residential housing project at 8150 Creekside Drive.

### **Introduction**

The applicant (Mike West, representative of Green Development Ventures, LLC) proposes a future residential housing project at 8150 Creekside Drive by filing a Tentative Plan Amendment which amends the previously approved Tentative Plan of a Planned Development. The previously approved plan was a three-story high-density senior residential project with 172 housing units. The proposed project would occupy a long-vacant section of a development (with completed infrastructure) that was originally intended to be an office complex.

The proposed project, which would replace the previously approved "StoryPoint South" senior residential project, consists of 46 new homes including a mix of detached and attached townhomes on the 9.11-acre site, new private drive, new utilities, open space, and pedestrian connections. All homes would be rentals. All common areas (i.e. general lawn space, landscaping, etc.) and infrastructure (sidewalk/ trail, stormwater, new internal private roads, etc.) would be maintained by the owner-developer (associated with the applicant). All homes would be two stories, sized from 1,450 square feet to 2,085 square feet, consisting of 3-5 bedrooms, 2-3 bathrooms, and attached 2-car garages. Two new private drives off Creekside Drive would provide access to the development. An emergency-only access driveway would be constructed to connect to West Centre Avenue (this area is within the subject property limits) in addition to Creekside Drive. Although each house would have a garage and adjacent parking, guest parking would also be provided. Sidewalks would be provided connecting to all homes and linking to a new trail leading to the common open space of the development as well as to West Centre Avenue. A new private stormwater basin would be constructed in the northeast corner and connected under Creekside Drive to an existing stormwater basin serving the overall Creekside properties (including the subject site). This basin was designed and constructed to serve the properties abutting Creekside Drive and maintained by the condominium association. The entire project is anticipated to be built in one phase. These proposed developments are described and shown in the applicant's attached narrative, site plan drawing, and concept images.

If the proposal is approved, the applicant is expected to purchase the property from the current landowner (Portage Land 2, LLC). The owner has agreed to the proposal (see attached consent letter).



The applicant has indicated they would likely pursue development incentives from the Housing Brownfield TIF legislation to provide at least 20% of the units at costs attainable for 80%-120% Area Median Income levels. The 80-120% AMI income range is considered "middle income" housing. Units not covered by the Housing TIF support would be available at market rates.

Per the city’s Public Participation Plan, the applicant held a neighborhood meeting on Wednesday, April 10, 2024, at the subject site (8150 Creekside Drive). The applicant provided the following meeting results:

*“As a further update, I held the on-site Developer Outreach meeting yesterday (4/10/24) evening (6:00-6:30 pm) and two of the 12 residents notified showed up to discuss our proposed Creekside Mixed Residential PD project: 1) Dennis O’Brien, 1306 Woodview Drive and 2) Tom Casanto, 8123 Brookwood Drive. Mr. O’Brien stated that he liked the mixed residential project a lot better than the multi-story senior housing project approved last year, and also expressed appreciation for our efforts to preserve the existing berm and mature trees along the southern portion of the site. Mr. Casanto asked about lighting for the project and also asked that we try to preserve as many existing trees as possible along the western portion of the site.”*

**Background**

In 2022, the current owner received an approved rezoning to ‘Planned Development ‘PD’ from OS-1 Office Service District and later a ‘Final PD Site Plan’ to build a new senior housing project called StoryPoint South. The owner has abandoned this project due to increased project costs and is willing to sell the land to facilitate the subject proposal.

The previously approved tentative plan of StoryPoint South consisted of 172 senior housing units within a new one- and two-story 177,064 square foot building; a new parking lot and access drive around the building; a new emergency access drive to West Centre Avenue; site lighting and landscaping; access directly to Creekside Drive (private drive); and connection to city water and sewer utilities.

The following table summarizes existing conditions in this general area:

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Existing Land Use/<br>Zoning | <ul style="list-style-type: none"><li>• The subject site is undeveloped and zoned PD Planned Development.</li><li>• <u>North</u>: Sanitor Manufacturing, 1221 West Centre Avenue; Ryders Auto Service, 1201 West Centre Avenue; and Versatile Revenue Management EMS (billing service), 1111 West Centre Avenue; Zoned I-1 Light Industrial.</li><li>• <u>South</u>: Single Family Homes; 1230, 1220, and 1210 Woodview Drive; Zoned R-1C Single Family Residential.</li><li>• <u>East (Across Creekside Drive)</u>: Multi-tenant Office Building, 8175 Creekside Drive, Zoned OS-1 Office.</li><li>• <u>West</u>: Vacant Land; Single-family Homes; 8107, 8115, 8123, 8135, 8143 Brookwood Drive; Zoned R-1C Single Family Residential.</li></ul> |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



|                   |                                                                                                                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Streets    | The surrounding roadway network: Creekside Drive – private driveway, no traffic counts are provided. West Centre Avenue – 2023 Kalamazoo Area Transportation Study (KATS) recorded 23,585 total AADT (Annual Average Daily Trips) trip counts. |
| Public Utilities  | City sanitary sewer and water are available along Creekside Drive and Centre Avenue.                                                                                                                                                           |
| Environment       | The subject site is undeveloped having a forested area with a mix of natural vegetation. The site topography rises toward West Centre Avenue.                                                                                                  |
| Unique Conditions | No mapped wetlands, historic buildings/ structures, or flood hazards exist on the site.                                                                                                                                                        |

### **Applicable Zoning Regulations**

Significant amendments were made to the previously approved PD Tentative Plan. The proposed amendment will follow the permitting process as a new Tentative Plan. The following sections of Chapter 42. Division 4. Zoning Districts and District Regulations apply and are addressed further in this report:

[Subdivision 11](#) – PD, Planned Development District.

### **Proposed Planned Development Tentative Plan**

The amended Tentative Plan process involves the following two steps per Sec. 42-375: Step 1) Tentative Plan review (Items A-G, Sec 42-375) identifies part(s) or whole project features; analyzes the impact on the neighborhood, streets, utilities, and the natural environment; and determines consistency with adopted local plans. The filed Tentative Plan is at this step.

Step 2) Final Plan review (Items H-M, Sec 42-375), identifies and analyzes detailed drawings of project improvements (streets, utilities, lot dimensions, etc.). A Final Plan application will be submitted after approval of the Tentative Plan.

The Planning Commission reviewed the project for consistency with Sec 42-375 Tentative Plan items A-E during a public hearing on June 20, 2024, Planning Commission meeting and recommended to City Council the approval of a Tentative Plan Amendment to amend the previously-approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

The applicant has submitted a project narrative addressing PD criteria under Sec 42-375 and generally describing the development; site drawings showing general building footprints, setback distances, parking and landscaping, and common areas; and concept renderings of the site and building elevations.

Per Sec 42-373 and -374, PD allows the developer to incorporate a variety of housing styles. The following project features are being sought under the PD district:

- The development consists of two housing types: traditional single-family detached homes, and two 4-plex townhomes.



- The entire development would be within the existing single property boundary; no land divisions or subdivisions are proposed.
- The applicant is proposing building setbacks unique to the specific project, as provided in the table below and explained further in the applicant's narrative.

| <b>Proposed Yard Setbacks</b> |                                 |                                 |                        |                             |
|-------------------------------|---------------------------------|---------------------------------|------------------------|-----------------------------|
| <b>Unit Type</b>              | <b>Front (to private drive)</b> | <b>Side (between buildings)</b> | <b>Outer perimeter</b> | <b>From Creekside Drive</b> |
| Single Family detached        | 20-25'                          | 10'                             | 30'                    | 20'                         |
| 4-plex                        | N/A                             | 30'                             | 30'                    | 20'                         |

There are no defined building yard setbacks under the Planned Development standards Sec 42-374. Instead, the Planning Commission reviewed the proposed building locations to generally determine neighborhood appropriateness. Therefore, if the project is approved, those setbacks would become the established yard setbacks for the subject PD project. The proposed distances in the table are similar to the typical R-1A through R-1T (single-family detached and townhouses): Front yard setbacks: 27' - 30'; Side yard setbacks: 8' - 12', and Rear yard setback: 40'.

#### Utilities

The development would connect to city water and sewer utilities within Creekside Drive. A new private stormwater basin would be constructed in the northeast corner of the site and connected to an existing private stormwater basin located across Creekside Drive. The basin and all other common open spaces would be maintained by the owner-developer.

#### Transportation

The property would be served by two new private drives (labeled 'Drive 'A' and 'B' on the site drawing) connecting to Creekside Drive. All single-family homes would have direct access to these drives; the townhomes would use a new main driveway off Creekside Drive. All new drives and parking areas would be maintained by the owner-developer. Creekside Drive is private and maintained by the abutting property owners through a Master Deed condominium which is expected to continue with this proposal. A new emergency access drive would be constructed to West Centre Avenue to the north (see attached site drawing) as required by the Department of Public Safety - Fire Division.

In addition to vehicular access, pedestrian/ bicyclist access would be accommodated throughout the project by new internal and exterior pathways. A 4-foot-wide sidewalk and pathway would be provided along both sides of the internal drives and one side of Creekside Drive. This would provide access to each dwelling unit, throughout the site, and to West Centre Avenue. Staff notes that the city is planning to construct a future sidewalk along the south side of West Centre Avenue in the upcoming years. Therefore, the project's sidewalk would guide pedestrians to destinations along West Centre Avenue.

#### Analysis



Staff analysis has been prepared based on items A-G, Sec 42-375 PD Tentative Plan requirements, existing 2014 and the proposed Comprehensive (Master) Plan, surrounding development patterns, general land use considerations, and preliminary evaluations from the city Development Review Team (DRT).

#### Sec 42-375 PD Tentative Plan requirements

Staff finds the submission meets the 'PD' required documents, drawings under B and C of Sec 42-375. Although the project does not require a rezoning, it shall be processed through items D and E requiring public noticing and hearings by the Planning Commission and City Council.

#### Comprehensive (Master) Plan review

The proposed significant amendment to the approved Planned Development project (former senior living facility) warrants review for consistency with the existing and proposed Comprehensive (Master) Plans and Future Land Use maps. The Comprehensive (Master) Plan establishes long-term land use goals, while the associated Future Land Use map classifies property to guide zoning map changes. These plans and maps are detailed in the following paragraphs.

#### 2014 Comprehensive (Master) Plan

The following goal and strategy are relevant to the proposal:

- Goal LU1: Provide a range of housing opportunities to meet the needs for income levels for current and future residents.
- Housing + Neighborhood Strategy: Encourage cluster housing on parcels with important natural features to preserve and encourage additional single-family homeownership on smaller lots consistent with the single-family detached - medium density residential description and locations identified in the plan.

#### 2014 Future Land Use Map

The Future Land Use map designates the subject property, and others fronting Creekside Drive in the neighborhood, as 'Office' which encourages a variety of office-based businesses. A magnified view of the Future Land Use Map is attached. When the Council approved rezoning the subject site in 2023 to the 'Planned Development', it determined that housing would be a better development opportunity for the subject site instead of offices. Office space and employment have been evolving in recent years due to the COVID pandemic, revealing a decrease in demand for traditional commercial office space, and a challenging market in which to retain office tenants and fill vacant office spaces. This has required property owners and landlords to re-evaluate office space needs, and the city to reevaluate related zoning and land use. Due to the distant location from West Centre Avenue, the subject site may be more attractive to other land uses while being appropriate in the overall context of the neighborhood.

#### Proposed Comprehensive (Master) Plan

The proposed Comprehensive (Master) Plan is expected to be approved and replace the existing 2014 Plan soon to better position Portage for the future. The proposed Plan has similar housing and development goals, as listed below.

Goal: Foster reinvestment and rehabilitation in the city's established neighborhoods, provide for a range of housing options, and support a high-quality neighborhood for all residents, regardless of age or background.



- Recommendations:
  - Utilize “Planned Development” (PD) development opportunities where amenities exist for providing neighborhood/ community benefits.
  - Improve sidewalk infrastructure, crosswalks, and traffic signals to enhance pedestrian safety, particularly near senior living facilities, parks, and community centers.
  - Work with developers to encourage new housing based on findings from the 2024 Housing Market Study.

#### Proposed Future Land Use Map

The proposed Future Land Use Map designates the property as ‘Mixed Residential’, which encourages multiple housing types, such as townhomes, duplexes, and multifamily housing, near major roadways (including West Centre Avenue). Further, this designation provides a transition between commercial corridors and single-family neighborhoods.

#### City Council’s Goals

The proposal of 46 detached and attached dwelling units will help meet the Council’s FY 23-24 Housing Strategies goal and the adopted Portage Attainable Housing Plan in December 2022.

#### Neighborhood Impacts

Staff finds the proposal would not result in negative impacts on the neighborhood for the following reasons:

- The entire proposal is buffered from the neighborhoods to the south and west by preserving natural berm and vegetation.
- The proposed use of a predominately single-family development is a similar use to the residential neighborhoods to the south and west.
- No traffic from the development would use adjacent residential interior streets; all traffic would use the existing Creekside Drive.
- Existing commercial and industrial operations along West Centre Avenue and Creekside Drive are generally low-intensity and many are buffered by the preservation of natural vegetation and, thus, would not negatively impact the development.
- The city's traffic engineer has evaluated the proposed development and found that the 46 units of housing would add only a very small amount of traffic on West Centre Avenue, which currently has 23,400 vehicles per day. In addition, the intersection of Creekside Drive and West Centre Avenue has one recorded traffic accident. Consequently, the city's traffic engineer indicates he "does not see any adverse traffic congestion or traffic safety issues posed by this development at this intersection (see attached memorandum).

#### Preliminary Evaluations from the Development Review Team (DRT)

This project was reviewed by the Development Review Team (DRT), which ensures that the proposed development is consistent with the city’s infrastructure, engineering, and other requirements including streets, sewers, water mains, stormwater, parking, landscaping, and others. The DRT consists of representatives from the Department of Transportation & Utilities, Department of Public Safety - Fire Division, Department of Parks & Recreation, Office of the City Assessor, and Department of Community



Development. The DRT's preliminary review does not recommend any additional improvements to the Tentative Plan. The following are DRT discussion items that have been addressed in the submitted plans:

- The DRT encouraged the applicant to preserve the natural vegetation berm along the western and southern property lines for buffering purposes. The applicant has provided this in the plan.
- The DRT encouraged the applicant to provide pedestrian access to West Centre Avenue to facilitate pedestrian access to destinations along that street, especially with upcoming sidewalk improvements. The applicant has also provided this in the plan.

The DRT also provided additional feedback (see below) to the applicant in preparation for the subsequent Final PD Site Plan (Permitting Step 2), which would be addressed before the Planning Commission reviews the Final PD Site Plan.

The detailed engineering plans for the proposed housing development will be required to comply with all local, state, and other applicable standards. Some specific areas of concern that will need to be addressed in the engineering plans include but are not limited to:

- Ensuring sufficient depth of cover over utilities and avoiding conflicts with an existing shallow sanitary sewer in Creekside Drive.
- Imported fill and earthwork to develop the site would need to account for drainage to/from adjacent sites in design.
- Rear yard drainage throughout the development and achieving water quality and quantity volumes would need to be addressed. Augmentation of the existing pond facilities east of Creekside Drive or the addition of new BMPs may be required.
- Creating a looped water main system.

### **Planning Commission Public Hearing**

At the June 20, 2024, meeting, the Planning Commission reviewed and discussed the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive. The applicant and representative for Green Development Ventures, LLC, Mike West, was present to explain the proposed project. One public comment indicated support for the project keeping vegetation and berm to the south adjacent to his property. The Planning Commission determined no further discussion was needed and voted to close the public hearing.

The Planning Commission voted unanimously (6-0) to recommend to City Council the approval of the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

### **Recommendation**

It is therefore recommended that, subsequent to the public hearing, City Council consider approving the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

**FUNDING:** Not Applicable



- Attachments:**
1. Applicant's Tentative Plan Amendment Application
  2. Applicant's Project Narrative
  3. Applicant's Tentative Plan Drawing
  4. Applicant's Development Renderings
  5. Consent Letter
  6. Existing Comp Plan FLUP map
  7. Proposed Comp Plan FLUP map
  8. Subject Location map
  9. Staff's Site Pictures
  10. Previously Approved Tentative Plan StoryPoint South
  11. Planning Commission Transmittal
  12. Draft Planning Commission Minutes 6.20.2024
  13. Creekside Drive-West Centre Avenue Traffic Study





# DEVELOPMENT REVIEW APPLICATION

Department of Community Development  
7900 South Westnedge Avenue – Portage, Michigan 49002 – (269) 329-4477

Applicant must complete all items in sections 1-9 (if applicable).

Please note: Separate applications must be submitted for Plumbing, Mechanical and Electrical Work Permits

**No Work is to Start Prior to the Issuance of Building Permit**

## 1) PROJECT INFORMATION

|                     |                                         |         |                                          |
|---------------------|-----------------------------------------|---------|------------------------------------------|
| Project Description | Creekside Mixed Residential Development | Address | 8150 Creekside Drive, Unit 5 (9.1 acres) |
|---------------------|-----------------------------------------|---------|------------------------------------------|

## 2) IDENTIFICATION (OWNER)

|      |                                    |         |                                    |
|------|------------------------------------|---------|------------------------------------|
| Name | Portage Land 2, LLC (Eric Tuomey)  | Address | 7927 Nemco Way, Suite 200 Brighton |
| City | 7927 Nemco Way, Suite 200 Brighton | State   | Michigan                           |
| Zip  | 48116                              | Phone   | (248) 225-9188                     |

## 3) ARCHITECT OR ENGINEER

|                |                      |                 |                         |       |                                   |
|----------------|----------------------|-----------------|-------------------------|-------|-----------------------------------|
| Name           | Monument Engineering | Address         | 1209 East Milham Avenue | City  | Portage                           |
| State          | Michigan             | Zip             | 49002                   | Phone | 269-344-6165                      |
| License Number |                      | Expiration Date |                         | Email | pflanagan@monumentengineering.com |

## 4) BUILDING CONTRACTOR

|                                |  |                      |  |       |  |
|--------------------------------|--|----------------------|--|-------|--|
| Company name                   |  | Address              |  | City  |  |
| State                          |  | Zip                  |  | Phone |  |
| Email                          |  | Federal Employer ID  |  |       |  |
| Builder License Number         |  | Expiration Date      |  |       |  |
| Workers Comp Insurance Carrier |  | MESC Employer Number |  |       |  |

## 5) TYPE OF DEVELOPMENT PROJECT

- ☐ Site Plan      ☐ Building Plan      ☐ Final Plan in Planned Development  
☐ Subdivision      ☐ Condominium      ☐ Land Division Requiring Public Improvements  
☐ Landscape Plans      ☐ Public Water Main      ☐ Public Sanitary Sewer Main

☒ Other: Tentative Plan

*(Note: Please provide a Portable Document Format (PDF) of the plans for the project at time of document submittal. The submitted format shall be CD/DVD or USB. If a PDF is not submitted, an additional \$25 fee plus \$1 for each plan sheet after 20 sheets will apply.)*

## 6) TYPE OF IMPROVEMENT

- ☐ New Building      ☐ Alteration      ☐ Addition      ☐ Repair      ☐ Demolition      ☐ Foundation Only  
☐ Relocation      ☐ Special Inspection      ☐ Solar      ☐ Other: \_\_\_\_\_

## 7) DESCRIPTION OF WORK

- A) PD Tentative Plan for Creekside Mixed Residential Development (48 units total)  
38 Single Family Detached Homes, Two 3-Unit and One 4-Unit Townhome Building

B) Valuation of Project: \$ \_\_\_\_\_

C) Any known soil and/or groundwater contamination?      ☐ Yes      ☒ No



## 8) CHARACTERISTICS OF THE BUILDING

### A) Water Meter Size

- ☐ 5/8" ☐ 3/4" ☐ 1" ☐ 1 1/2"  
☐ Other \_\_\_\_\_ ☐ Irrigation Size \_\_\_\_\_ ☐ Fire Sprinkler Size \_\_\_\_\_

### B) Electric Service Size

- ☐ 200 AMP ☐ 400 AMP ☐ 600 AMP ☐ 800 AMP ☐ 1000 AMP ☐ Other \_\_\_\_\_

### C) Type of Mechanical

- Air Conditioning? ☐ Yes ☐ No Fire Suppression? ☐ Yes ☐ No Hood System? ☐ Yes ☐ No

## 9) CONSTRUCTION PLANS SUBMITTED

### Required submittals for plan review:

- Plans shall be signed and sealed when required in accordance with State of Michigan Act No.299 of Public Acts of 1980.
- All plans shall be drawn on uniform sheets no greater than 30"x42".
- All plans shall be drawn to an architectural scale.
- All plans shall be clear, legible and accurate.
- Plans shall be stapled along the left margin.

### Type of Plan Submitted:

- ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Energy

**Building Code:** Site plan, foundation plan, soil bearing capacity, floor plans, building elevations, building sections, framing plan, details, roof plan, roof finish schedule, roof live and dead loads.

**Electric Code:** Lighting layout, circuiting, switching, conductor and raceway sizes, wattage schedule, service location and riser diagram, load calculations, and appropriate plans showing standard symbols of all electrical equipment.

**Plumbing Code:** Site plan, floor plans, DWV riser diagrams and water distribution system and roof plan, Show direction of flow, pipe sizes, grade of horizontal piping, elevations, drainage fixture unit loading of both stacks and drains in the DWV system, supply fixture unit load for the water system, branch supplies serving more than one plumbing fixture, appliance or hose outlet, meter locations.

**Mechanical Code:** Plans indicating heating equipment, air conditioning equipment, ductwork material and layout, fire dampers, ventilation of rooms and areas, location of chimneys and vents, piping layouts, kitchen equipment layout, and combustion air. (Plans for fire suppression systems may be submitted after permit issuance, but are required prior to installation.)

**Energy Code:** Floor plans, building sections, details, average annual degree days, exterior envelope components materials, "U" values of elements, "R" values of insulating materials, size and type of apparatus and equipment, energy calculations.

**Note:** Additional plan review fee(s) required of all non-concurrent plan submittals

## APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

|                                      |                                |
|--------------------------------------|--------------------------------|
| Name Green Development Ventures, LLC | Phone (269) 365-8548 Mike West |
| Address 2186 East Centre Avenue      | City Portage                   |
| State Michigan                       | Zip 49002                      |

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and I agree to conform to all applicable laws of the State of Michigan and ordinances of the City of Portage. All information submitted on the application is accurate to the best of my knowledge.

Signature of Applicant:  Date: 4-11-24



# **Creekside Mixed Residential Planned Development**

## **8150 Creekside Drive**

### **Project Summary Narrative**

May 14, 2024 (revised)

#### **Project Objective**

The subject property located at 8150 Creekside Drive (Parcel #00021-125-J) is 9.11 acres in size and currently zoned PD, Planned Development. A PD Tentative Plan approval is requested to accommodate a mixed residential housing project consisting of detached single family homes and attached townhomes (4-unit buildings) in a rental community development concept. The objective of the Creekside PD project is to provide much needed, quality housing options for residents in the City of Portage. A further description of the project is provided below.

#### **General Plan of Development**

As depicted on the Tentative Plan, the Creekside PD proposes a total of 46 residential dwelling units on the 9.11 acre property with a resulting development density of 5.1 units/acre. More specifically, the project proposes 38 single family detached homes and two 4-unit townhome buildings accessed through a private roadway network from Creekside Drive, and developed and managed as a rental community. Individual homes and exterior grounds including the interior private drives will be professionally managed and maintained by the developer.

Homes within the Creekside PD will be 2-story dwellings ranging between 1,450-2,085 square feet with 3-5 bedrooms, 2-3 bathrooms and an attached 2-car garage (front load for single family homes and rear load for townhome buildings). Each home will also be served by a private driveway capable of parking two additional vehicles. Finally, two areas of off-street parking (16 spaces total) will also be provided along the northeastern and southern portions of the site. A sample portfolio of homes with elevations, floor plans and color renderings is attached with this application.

Minimum building setbacks and separations are proposed as follows:

#### **Single-Family Detached Homes**

**Front:** 25-feet (from back of curb = Road "B")

20-feet (from back of curb = Road "A" and Creekside Drive)

**Rear/Side:** 30-feet (from outer perimeter of property)

**Side/Separation:** 10-feet (separation between homes)

#### **Townhomes (4-Unit Buildings)**

**Front:** 20-feet (from back of curb = Road "A" and Creekside Drive)

**Rear/Side:** 30-feet (from outer perimeter of property)

**Side/Separation:** 30-feet (separation between townhome buildings)



Individual homes will be leased at market rate with typical 12 month rental agreements. Subject to city approval of a Brownfield/TIF, a percentage of these homes may be designated for more attainable “workforce housing” with reduced rents based on income levels between 80-120% of the Area Median Income (AMI).

The Creekside PD is proposed to be constructed in one development phase with construction activities planned to commence in the Spring of 2025.

### **Open Space/Natural Feature Preservation, Walkability & Landscaping**

As shown on the Tentative Plan, the existing berm and mature trees located along the southern portion of the site (approximately 60 foot wide) will be preserved to retain privacy and separation buffer between the project and the existing single family neighborhood along Woodview Drive. Existing mature trees located along the western property line will also be preserved to the greatest extent possible during construction activities.

To provide a walkable neighborhood design, concrete sidewalks will be provided along both sides of the internal private drive network (Drive “A” and Drive “B”), along the Creekside Drive frontage and through the opens space areas located along the east/northeast portions of the project. Benches will be provided along the walkway within the open space areas. Finally, concrete sidewalk will be extended from the north end of Drive “B” to West Centre Avenue, along the east side of the shared driveway between Sanitor Manufacturing and Ryder Auto Repair Services. This sidewalk will connect to the West Centre Avenue sidewalk project planned by the city in 2025/2026 and will provide residents of the Creekside PD a direct connection to this larger walkway system.

Since the property abuts Sanitor Manufacturing and Ryder Auto Repair Services to the north, a 30-foot open space area is proposed to provide a separation buffer between these uses and the Creekside PD project. Supplemental tree plantings will also be installed along the northern portion of the site where conflicts with the Consumers Energy Company power lines and associated easement can be avoided. Additional tree plantings will also be installed along Drive “A” and Drive “B”, between the single family homes and townhomes, and within open spaces areas.

### **Access/Private Drives/Utilities**

Access to the Creekside PD will be provided through a connection from Creekside Drive (Drive “A”) and an internal private drive network consisting of Drive “A” and Drive “B”. The two 4-unit townhome buildings in the northeast portion of the site will be accessed through a separate shared driveway from Creekside Drive. To provide a secondary emergency access to/from West Centre Avenue, Drive “B” will be extended to the north and connected to the existing private driveway which currently serves Sanitor Manufacturing and Ryder Auto Repair Services. An emergency vehicle access gate will be installed between “Drive “B” and this existing private driveway to prohibit comingling of residential and industrial traffic, while still allowing emergency vehicles a secondary access into the Creekside PD and larger Creekside Commons development.



The project will be served by municipal water, sanitary sewer and underground franchise utilities. Storm water from the project will be collected and conveyed to the existing storm water basin located along the east side of Creekside Drive (within the larger Creekside Commons development) after any required on-site retention. A preliminary location for on-site storm water retention, if necessary, has been identified in the northeast portion of the site with details will be finalized with the PD Final Plan submittal.

### **Consistency with Comprehensive Plan & Appropriateness of Proposed PD Project**

The city is currently in the process of updating the 2014 Comprehensive Plan with completion of the Forward Together 2045 Master Plan. The DRAFT Future Land Use Map component of this Master Plan Update designates the subject property as appropriate for “Mixed Residential” land use. The “Mixed Residential” classification is described as consisting of “...multiple housing types including townhomes, duplexes and multifamily buildings...” that “...encourage greater variety within Portage housing stock and allow for greater flexibility to build denser residential development in proximity to the City’s major roadways, including South Westnedge Avenue, Centre Avenue and Portage Road”.

The proposed Creekside Mixed Residential Development with attached townhomes and compact single family detached homes in a rental community development concept is consistent with this Future Land Use designation. The 46 new residential housing units will also help address the need for 7,750 new residential dwelling units across Kalamazoo County by 2030, as detailed in the W.E. Upjohn Institute Kalamazoo County Housing Plan published in July 2022.

### **Conclusion**

The Creekside PD has been designed in a unique and creative residential housing concept consisting of a mixture of attached townhomes and detached single family homes in a professionally managed rental community. With an overall development density of 5.1 units/per acre and a mixture of housing types in a pedestrian friendly, walkable design, the Creekside PD is in conformance with the PD ordinance. The project is also consistent and compatible with the DRAFT Master Plan and the surrounding land use/zoning pattern and will bring much needed, quality housing options for existing and future residents in the City of Portage.

We look forward to the opportunity to work with the City of Portage on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael West", is written over a horizontal line.

Michael West, AICP  
Land Planning Manager  
Green Development Ventures, LLC  
2186 East Centre Avenue  
Portage, Michigan 49002









## **Creekside Planned Development Sample Portfolio of Homes**

**April 11, 2024**

**The following plans represent a sample set of homes which  
are planned within the Creekside PD**

Integrity 1800 – Single Family Detached (Bi-Level, 3 Bedroom)

Integrity 1910 – Single Family Detached (2-Story, 4 Bedroom)

Integrity 2085 – Single Family Detached (2-Story, 5 Bedroom)

Village 1490MS – Attached Townhome (2-Story, 3 Bedroom)





i1910

i2085

i1800

i1910

i1910

i2085



# **Integrity 1800**

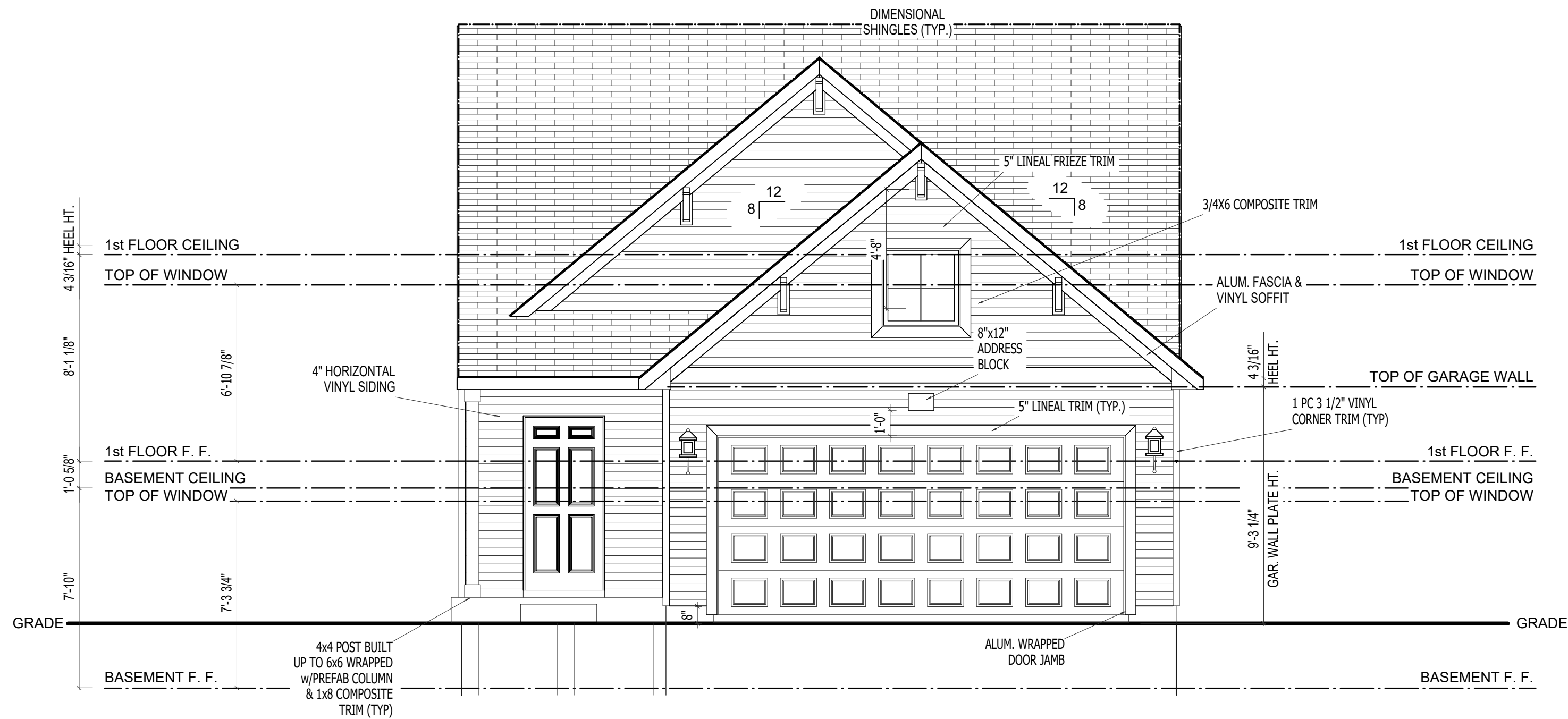
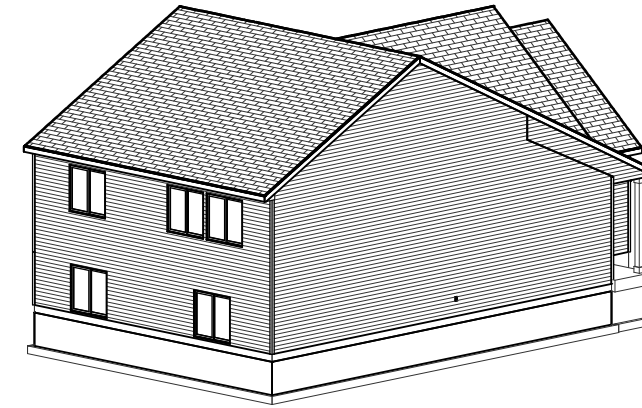
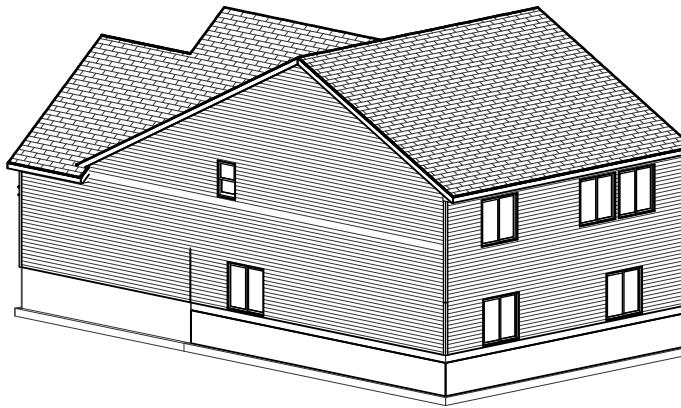
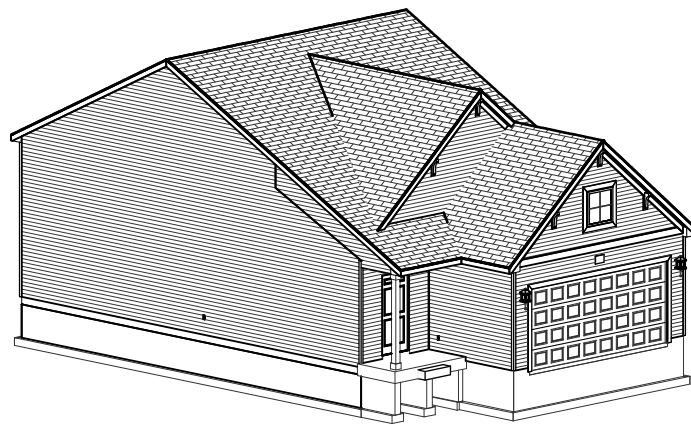
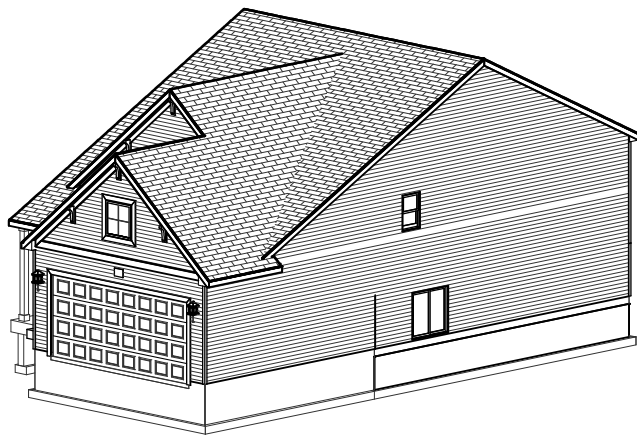
- **Single Family Detached Home**
  - **1,800 Square Feet, Bi-Level**
  - **3 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (front load)**



i1800







REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION

ALLEN EDWIN HOMES

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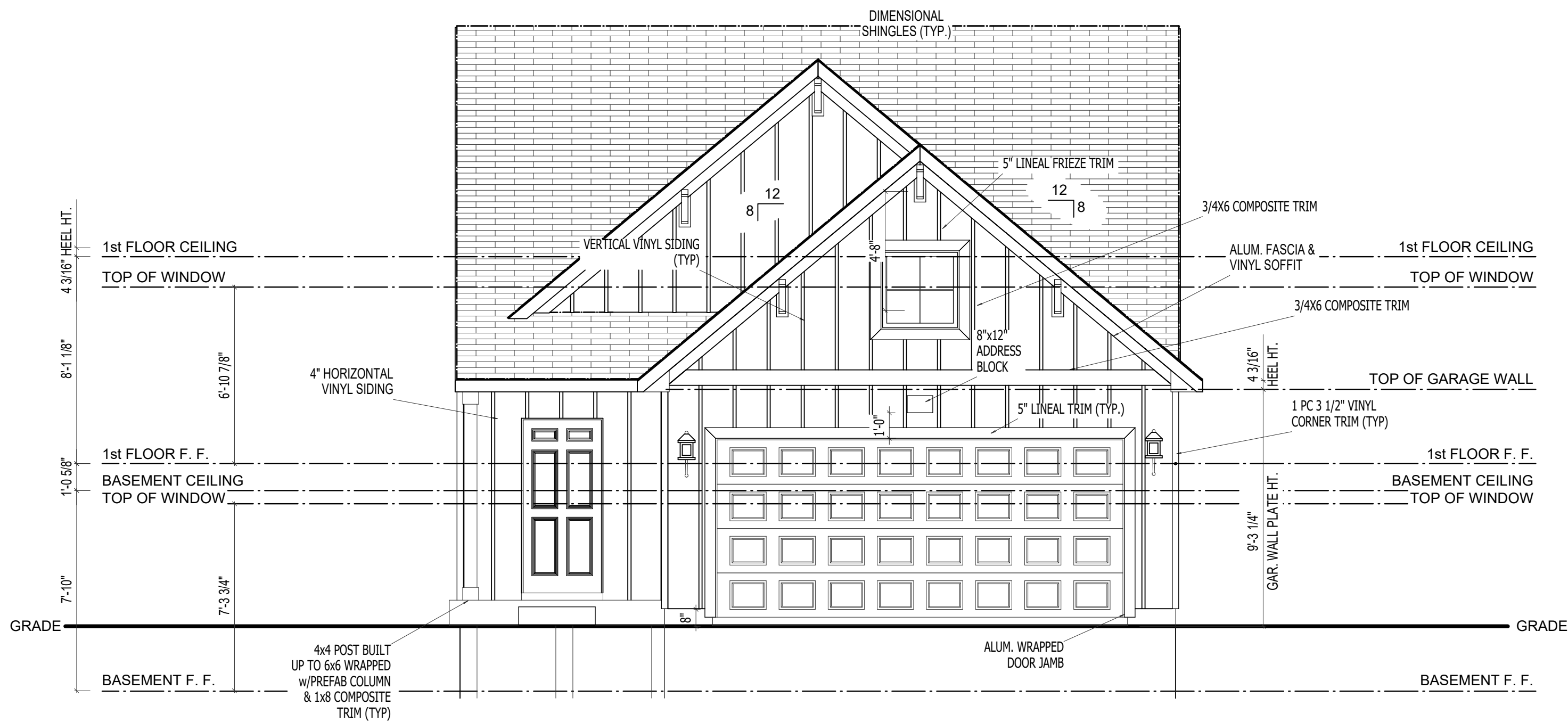
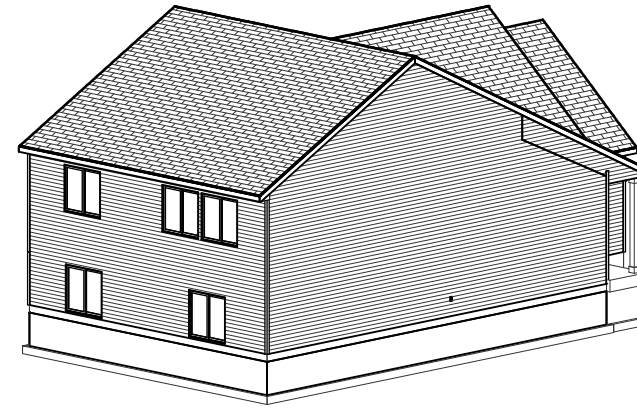
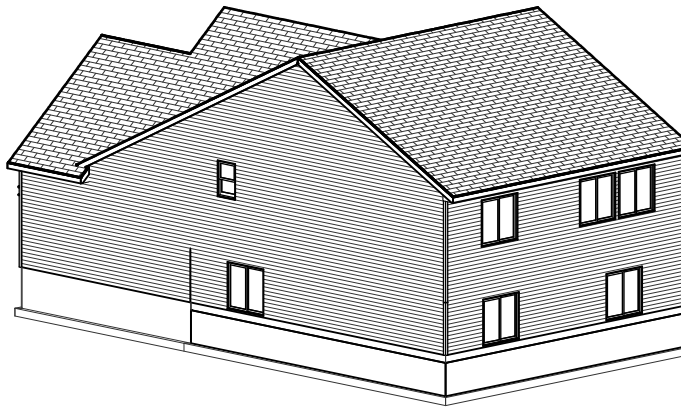
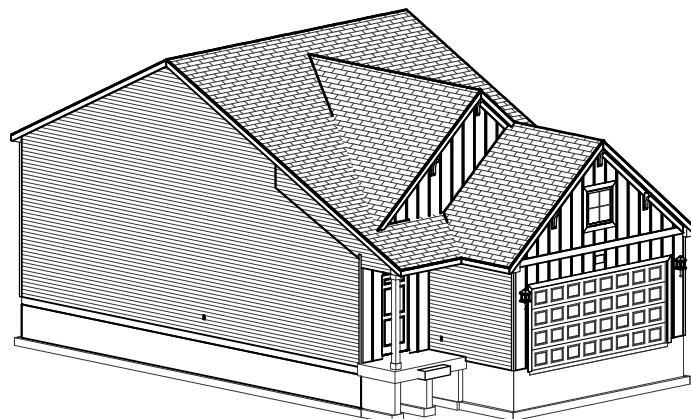
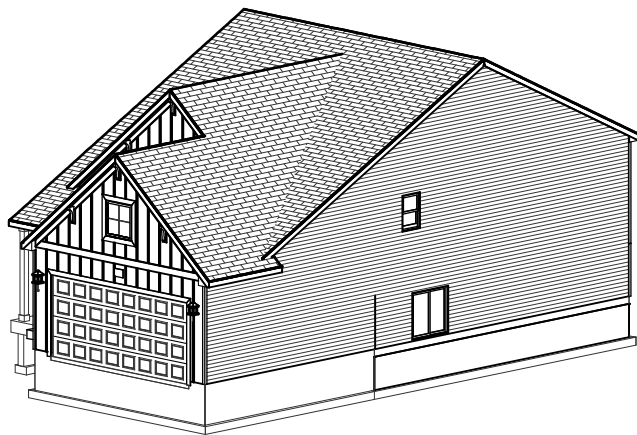
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Allen Edwin Homes  
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LOCATION:

SHEET NUMBER

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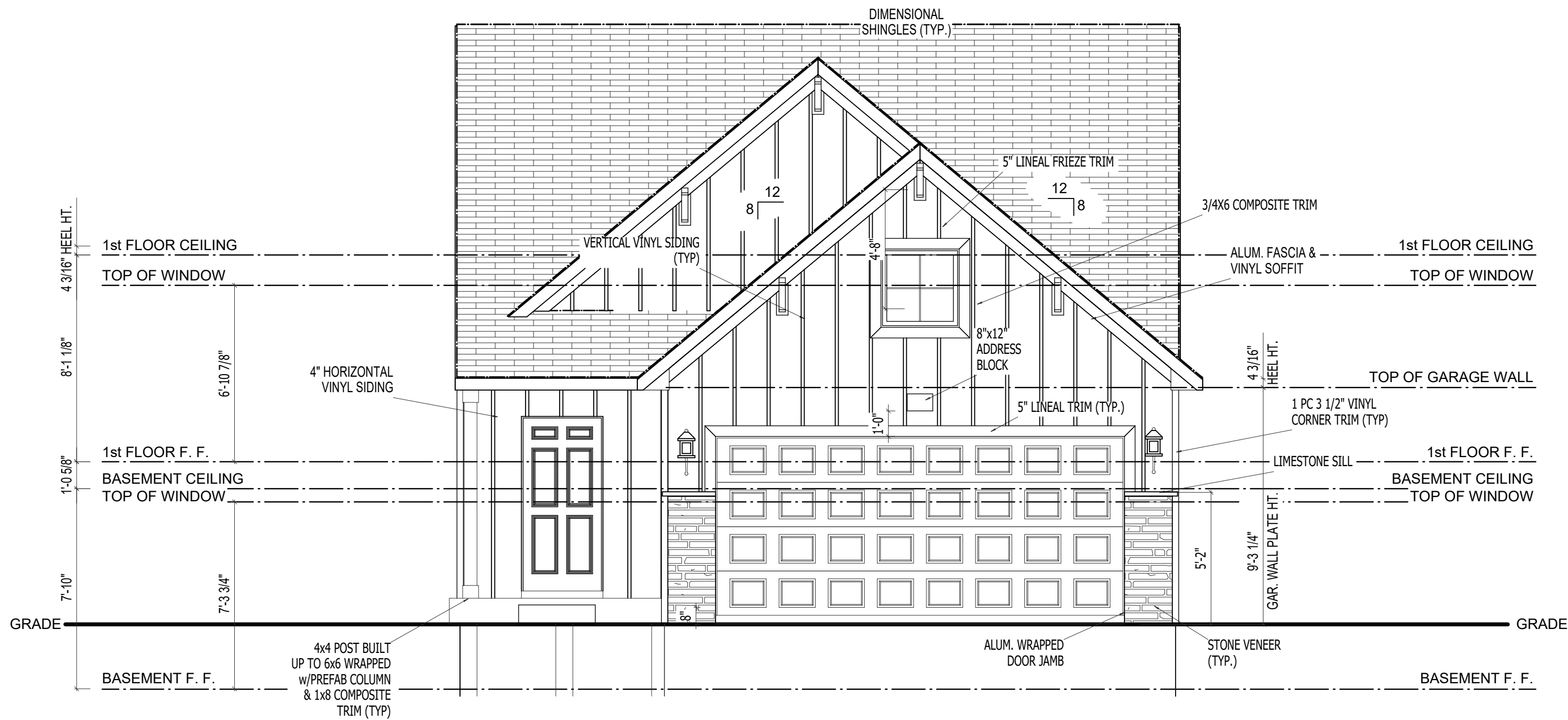
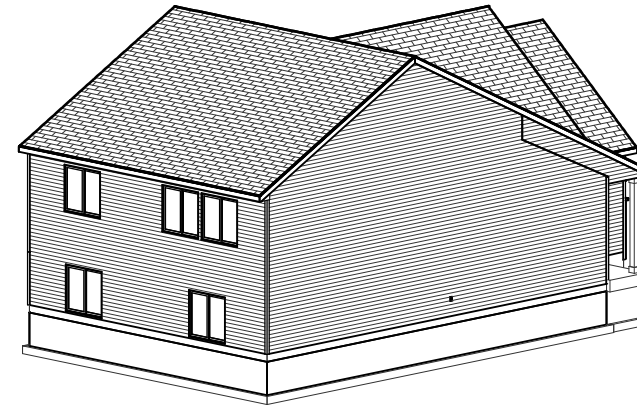
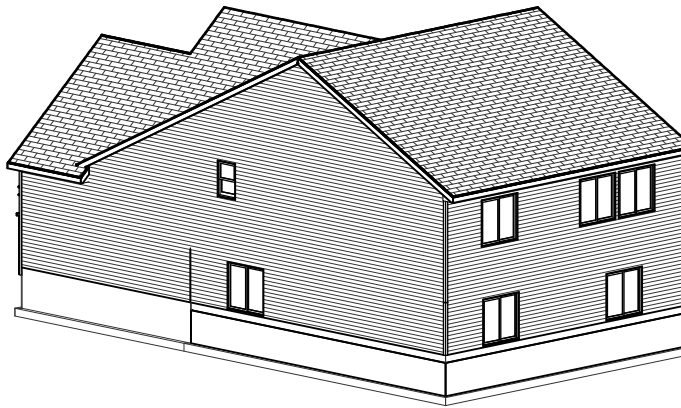
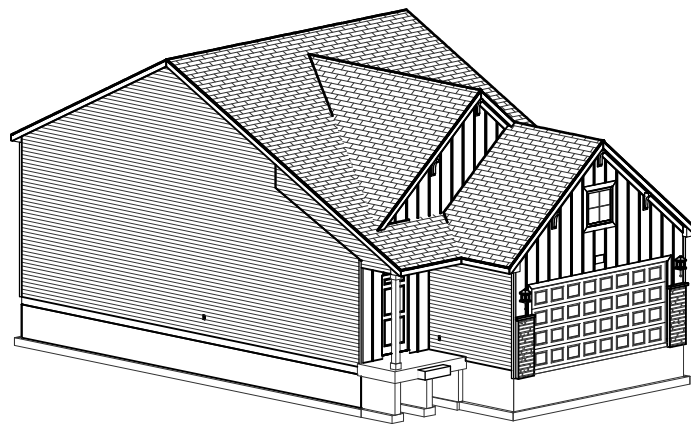
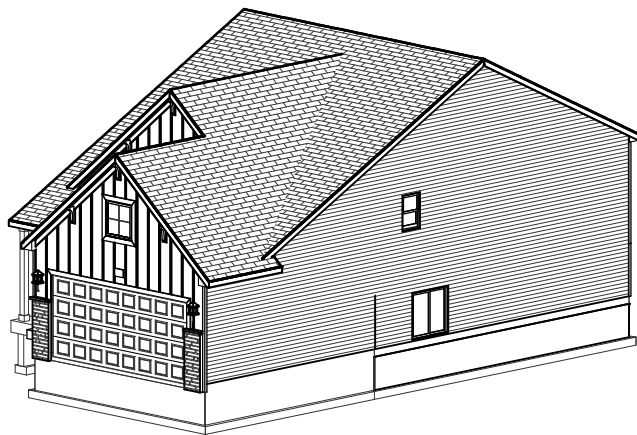
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REMARKS

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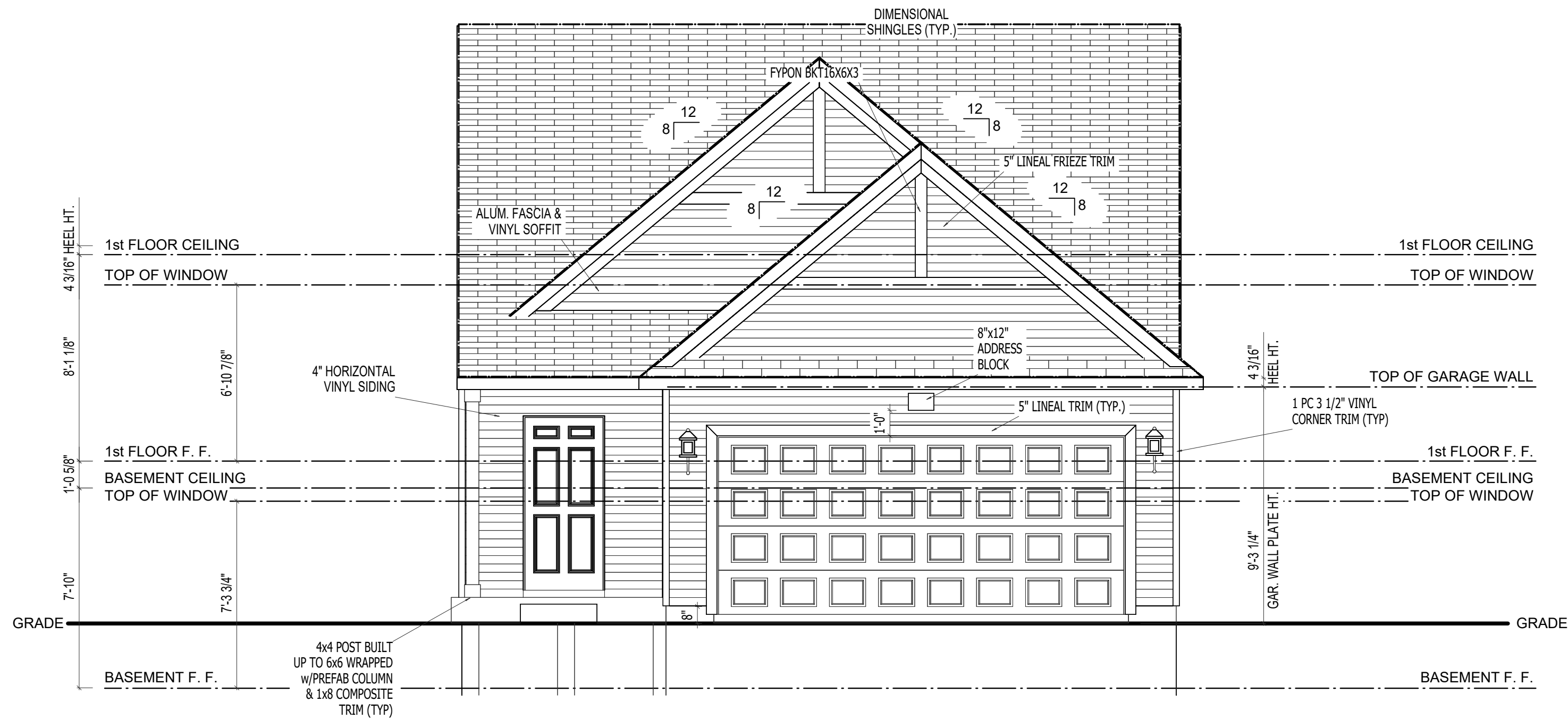
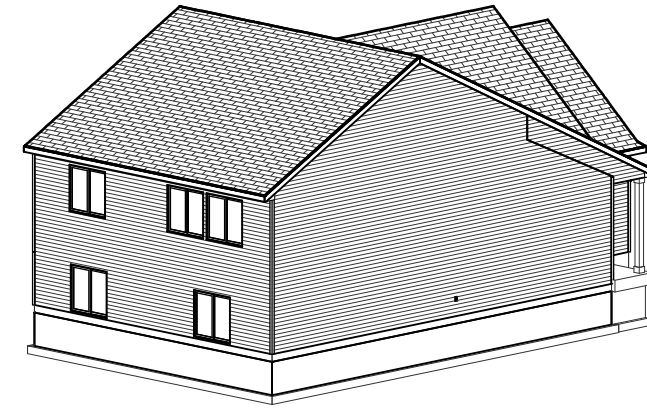
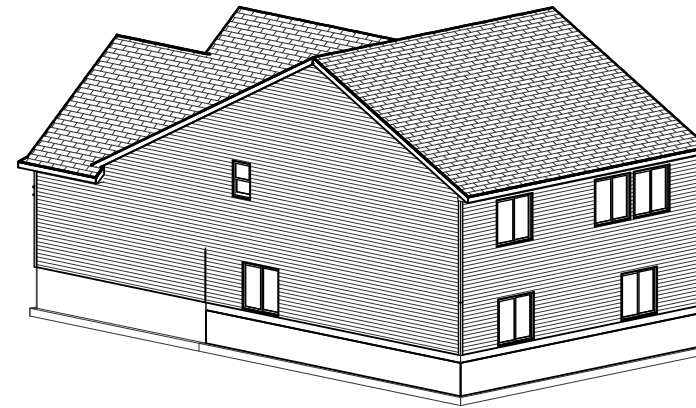
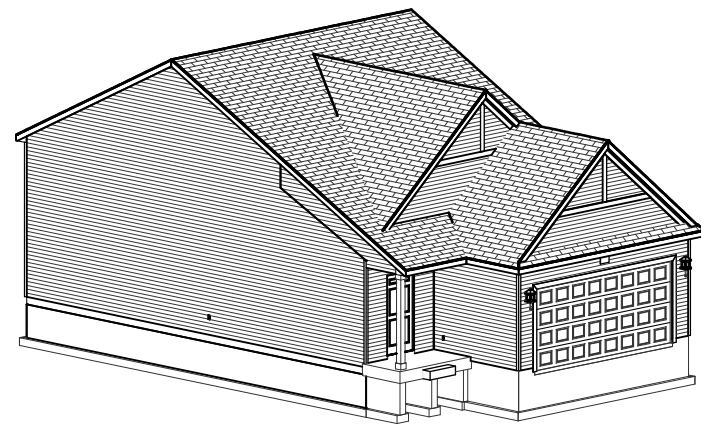
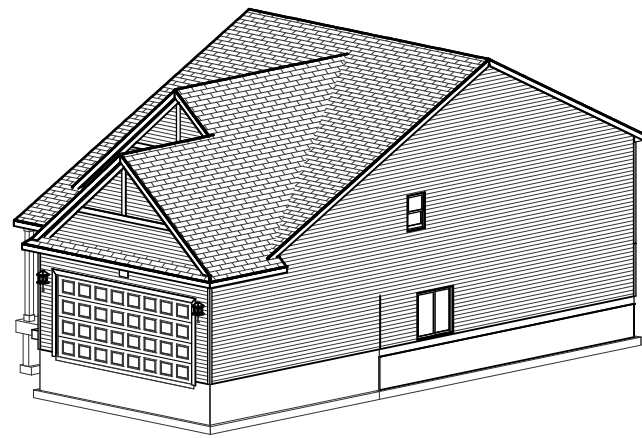
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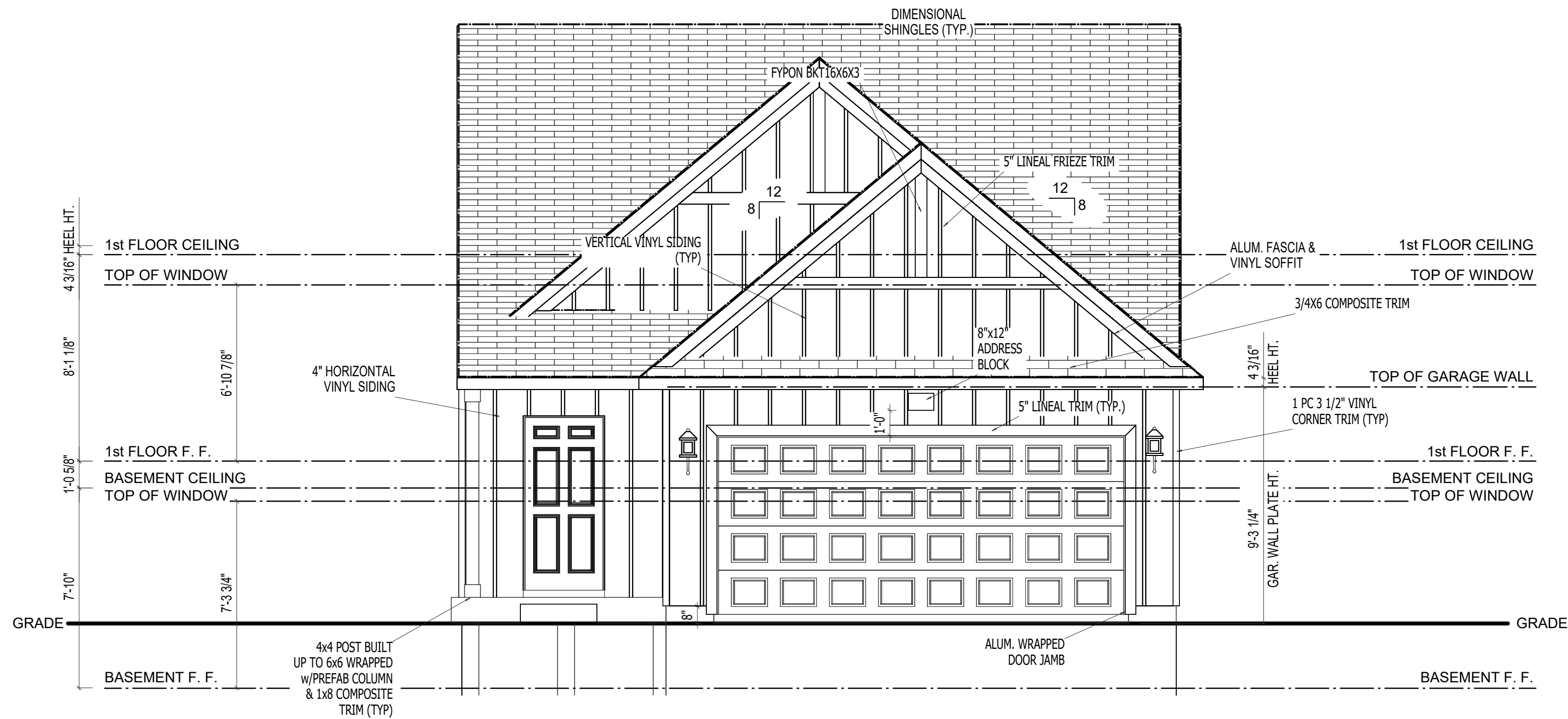
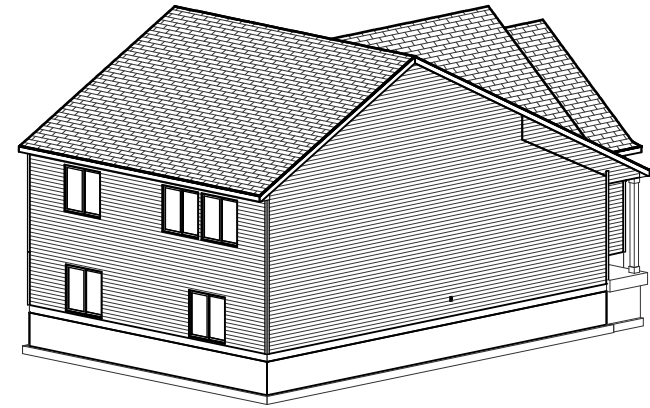
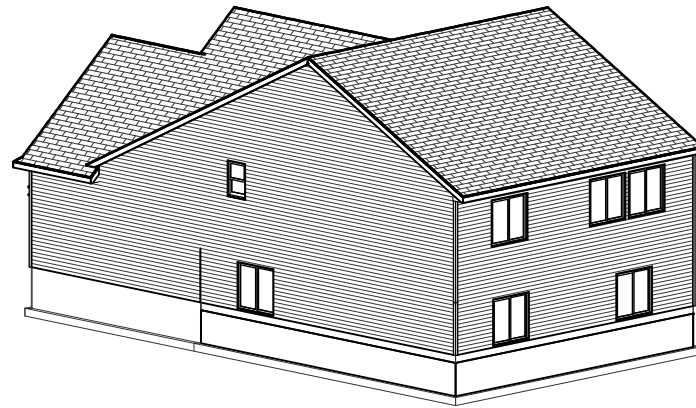
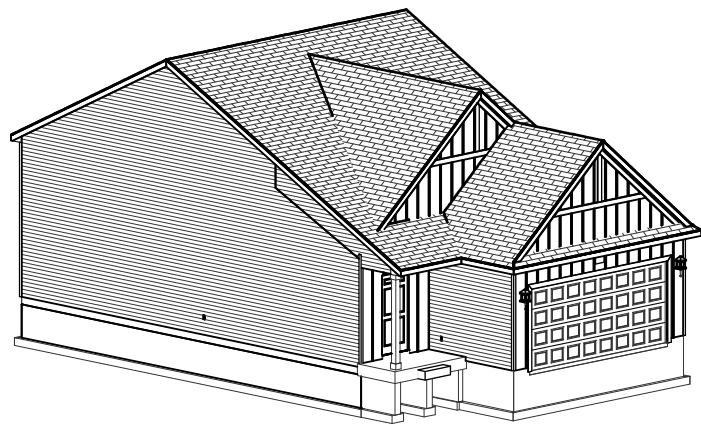
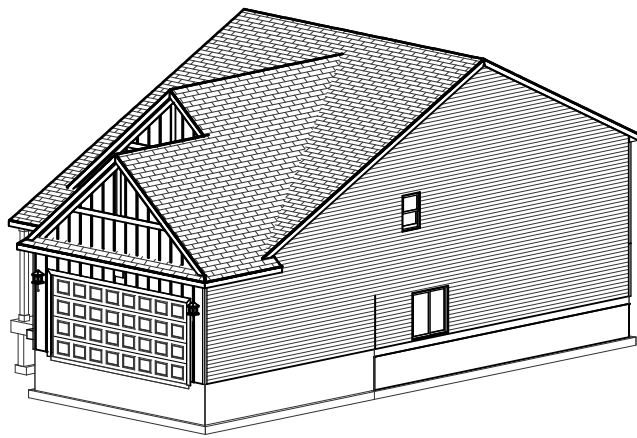
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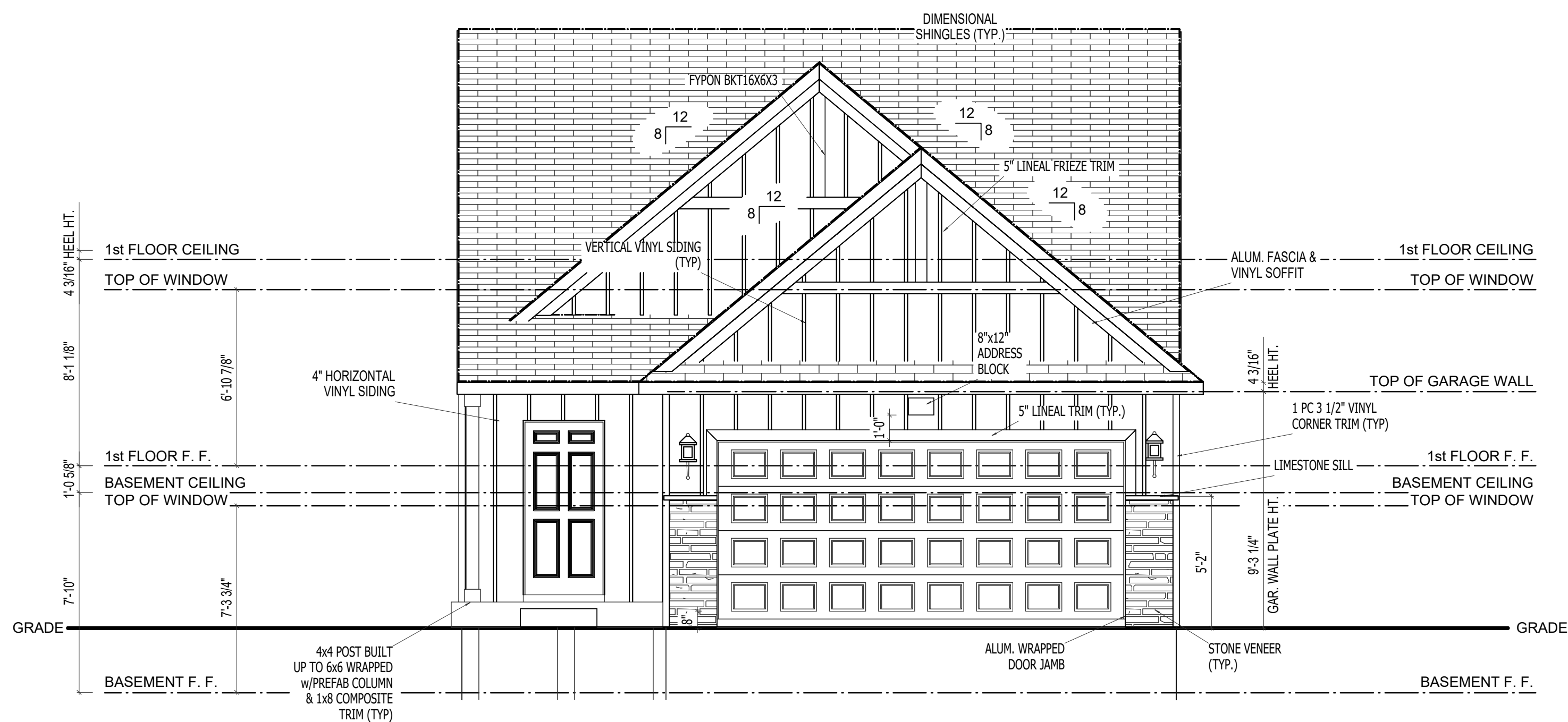
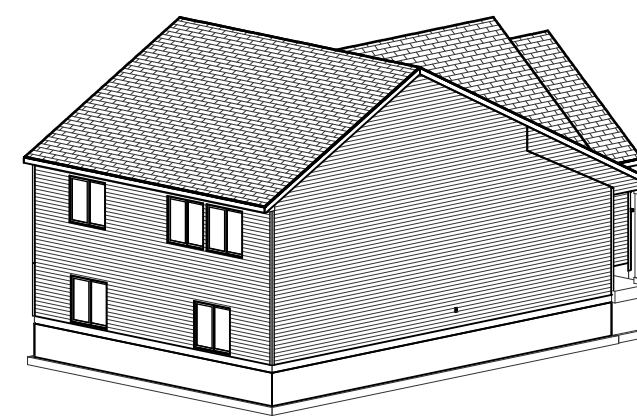
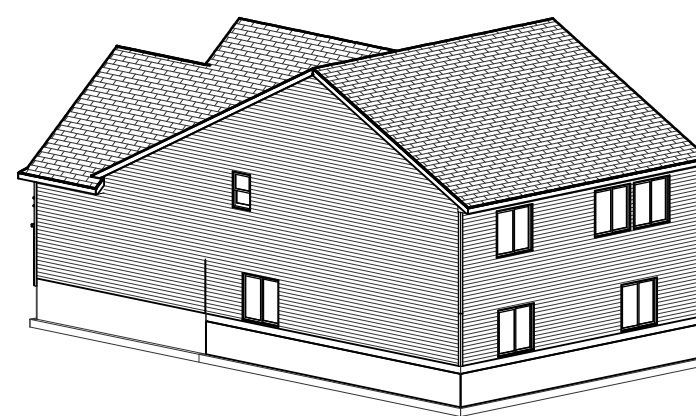
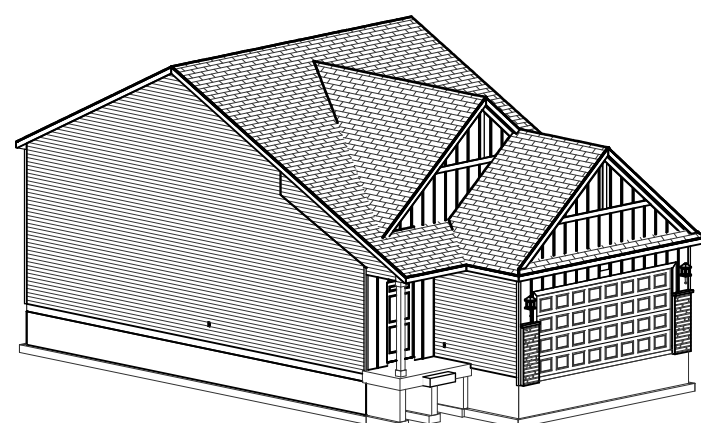
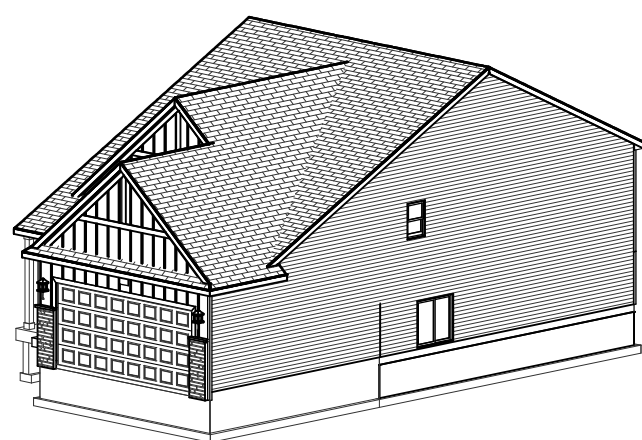
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LOCATION:

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FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

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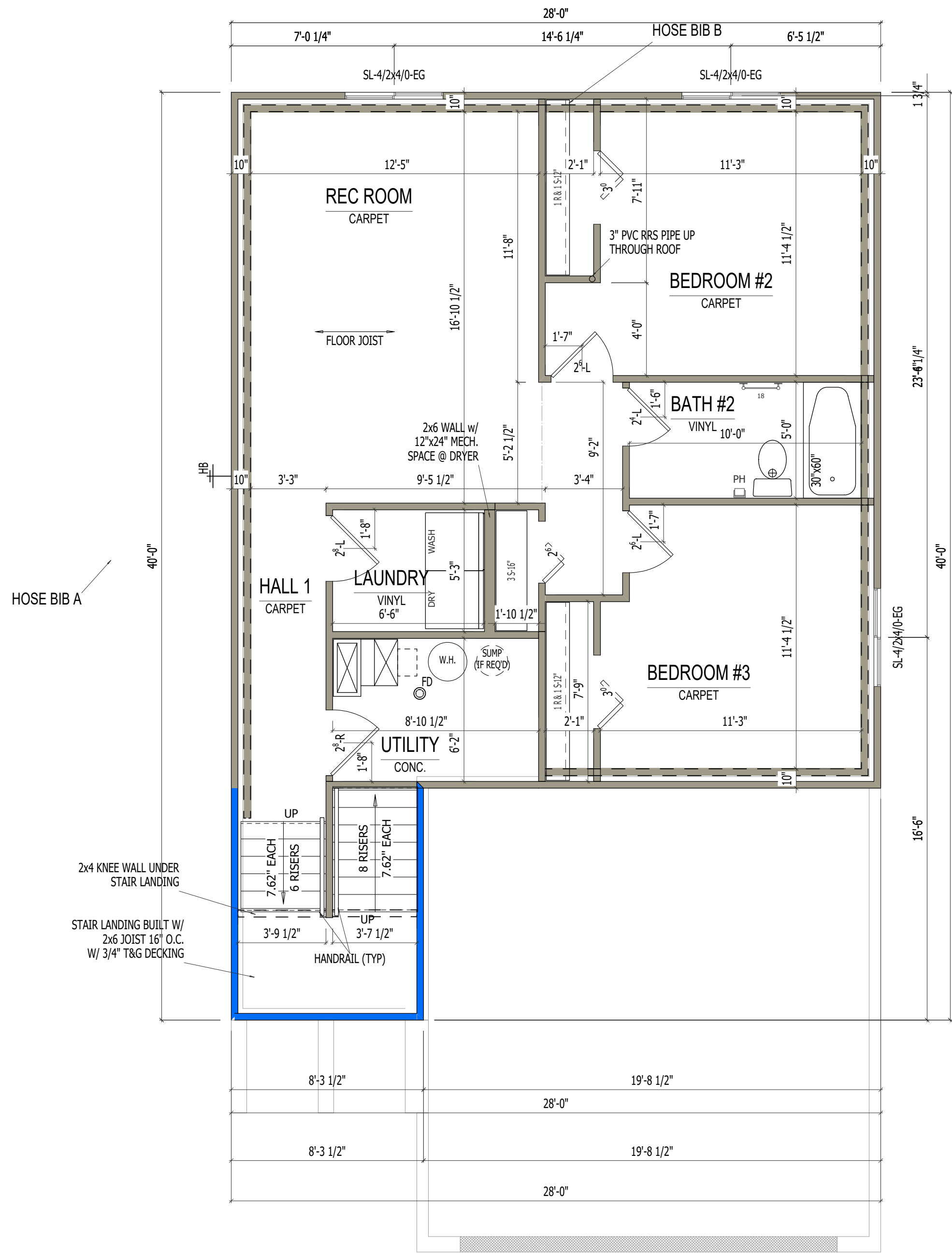
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| LOT #:    |                   |
| LOCATION: |                   |

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**BASEMENT FLOOR PLAN**

SCALE: 1/4"=1'-0"

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| REVISION     |  |          |      |         |

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LOT #:

LOCATION:

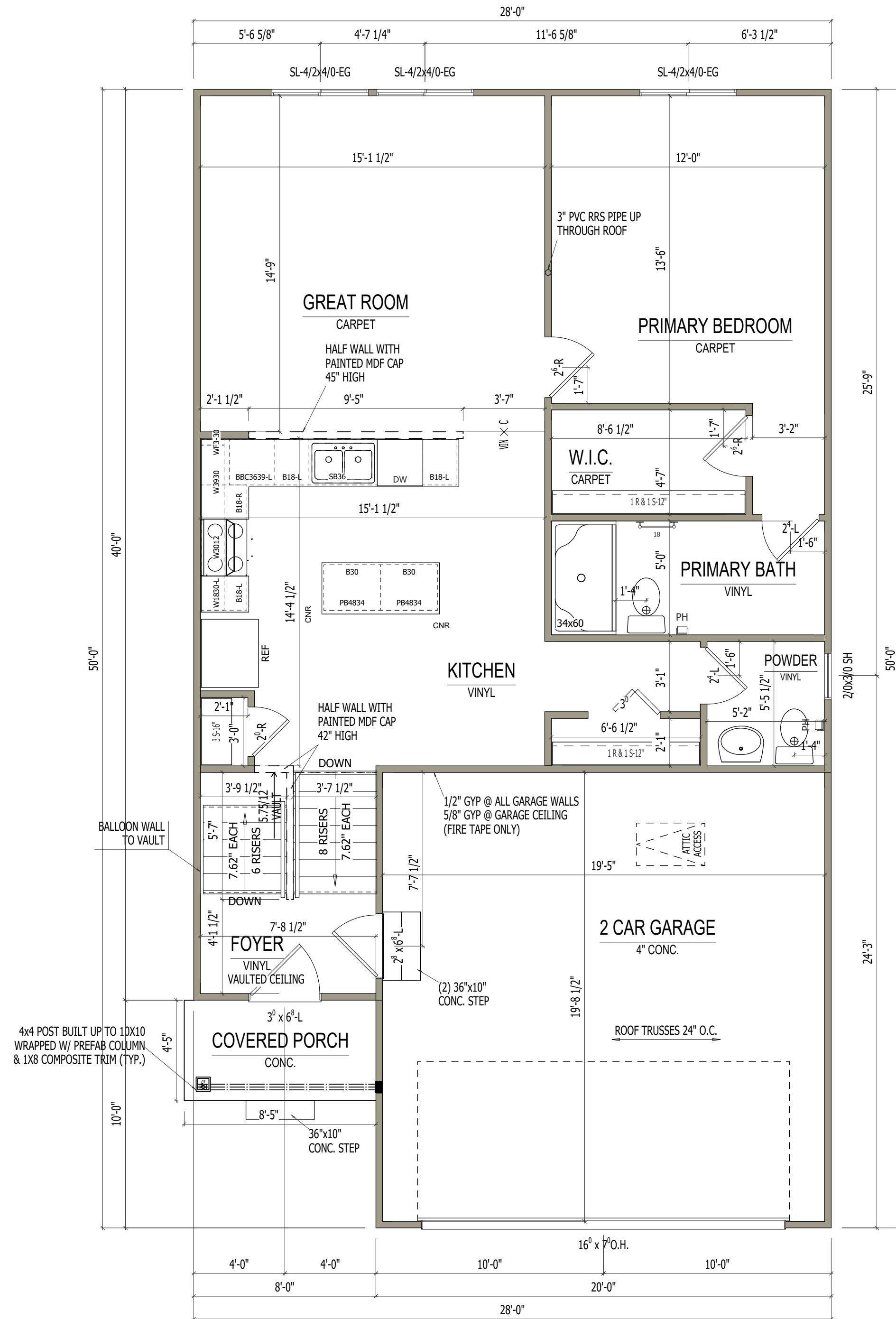
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# FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

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# **Integrity 1910**

- **Single Family Detached Home**
- **1,910 Square Feet, Two-Story**
  - **4 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (front load)**

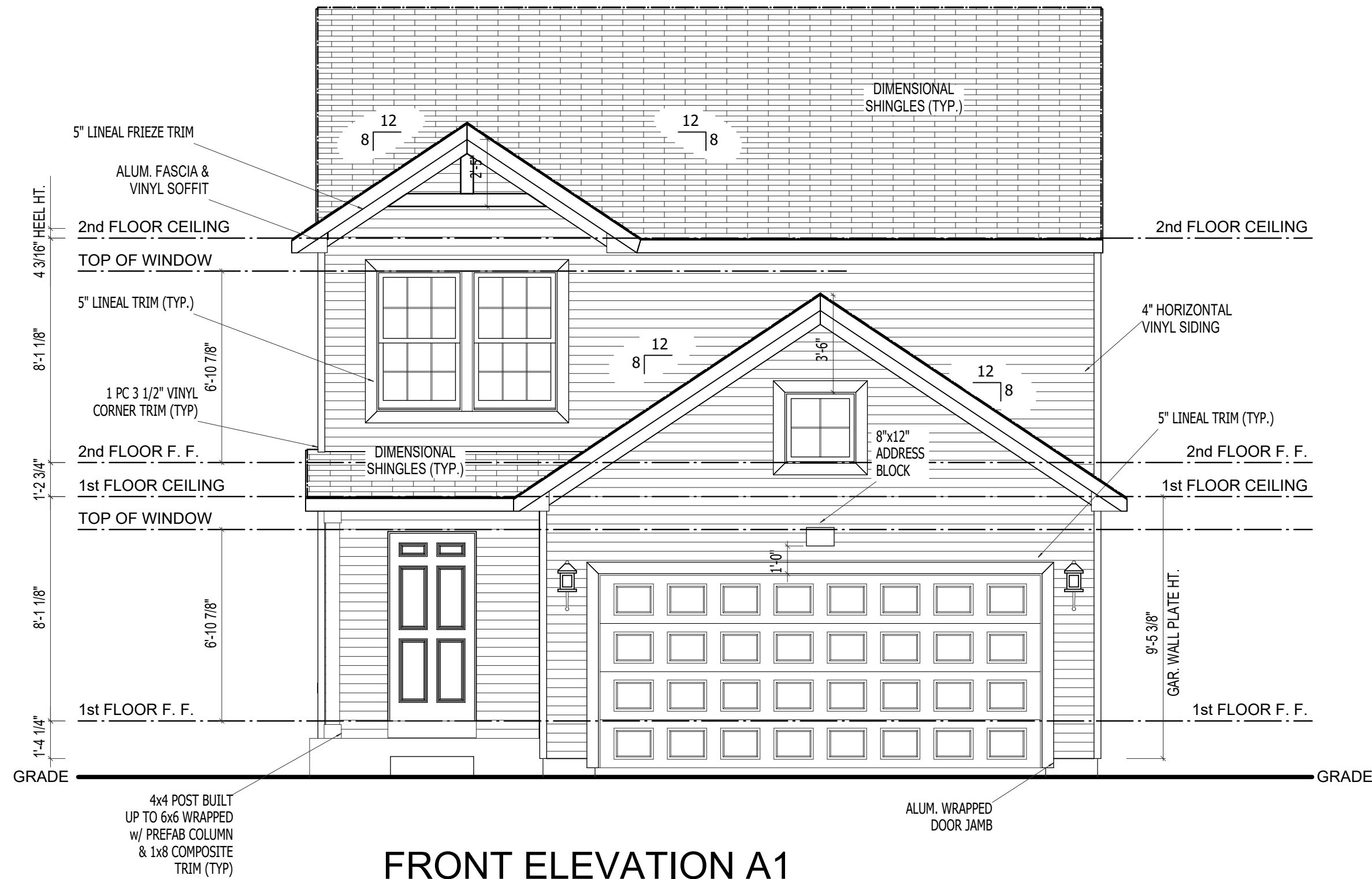
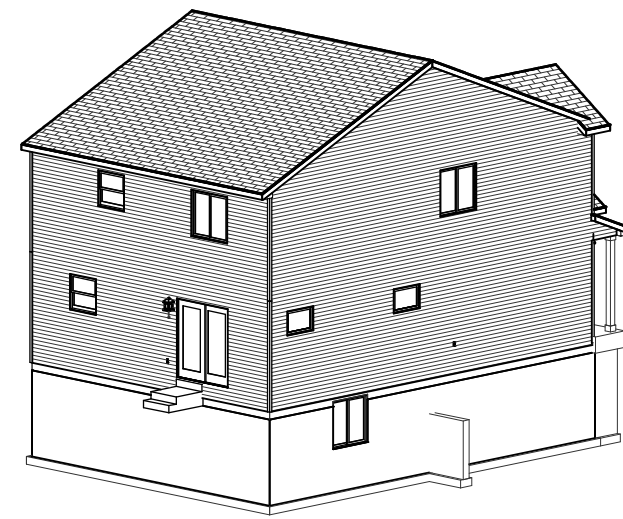
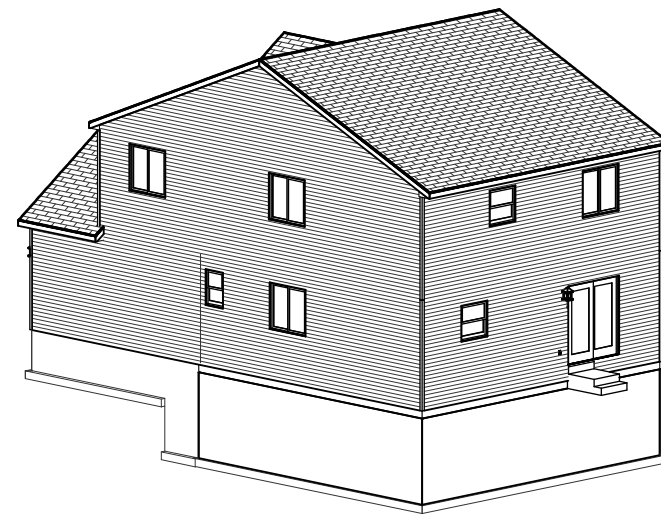
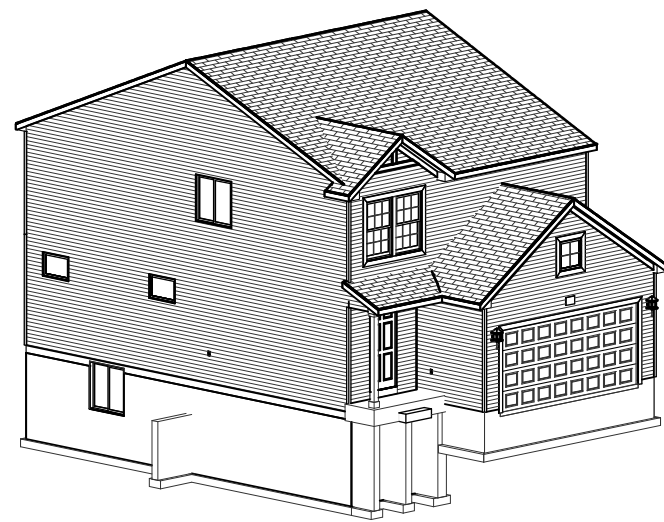
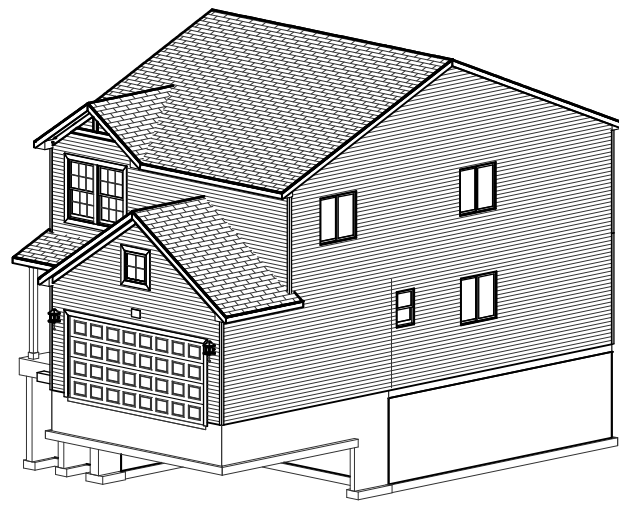


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FRONT ELEVATION A1

SCALE: 1/4"=1'-0"

REMARKS

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02/29/2024

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FOR:  
Allen Edwin Homes

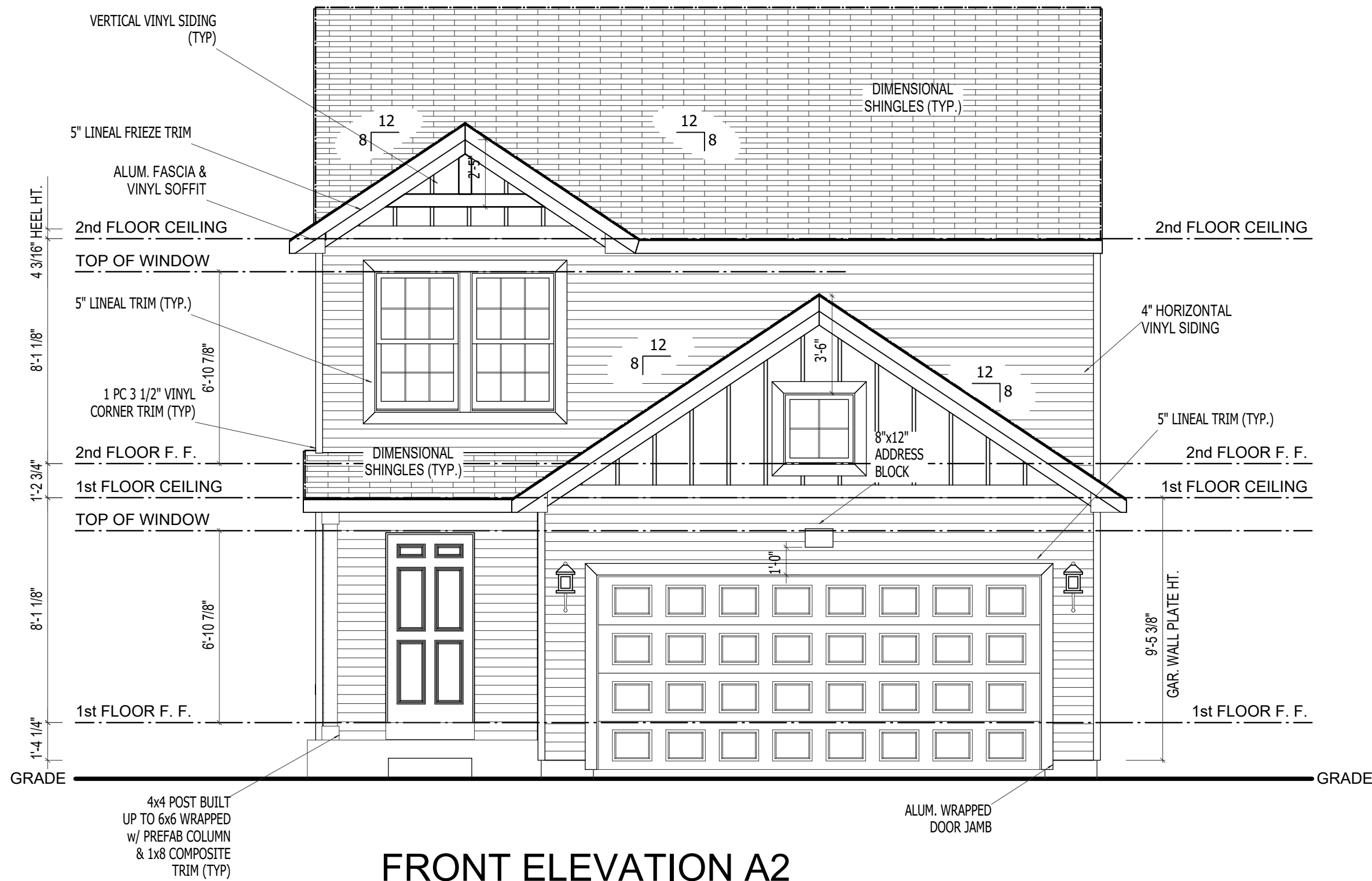
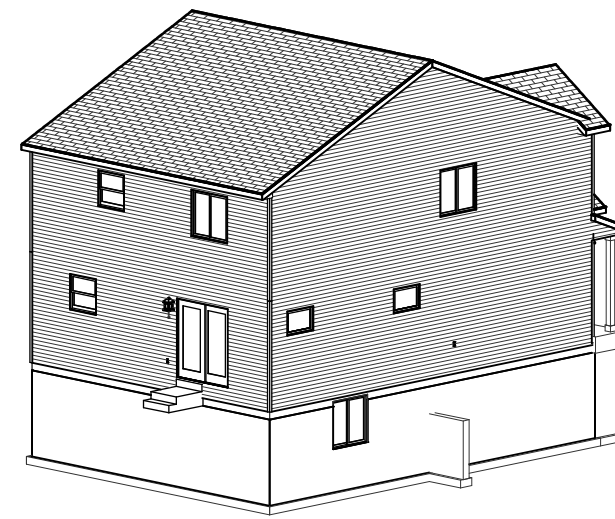
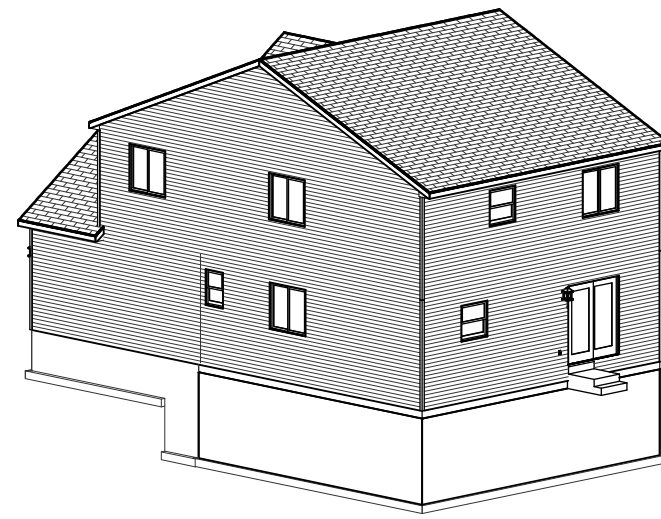
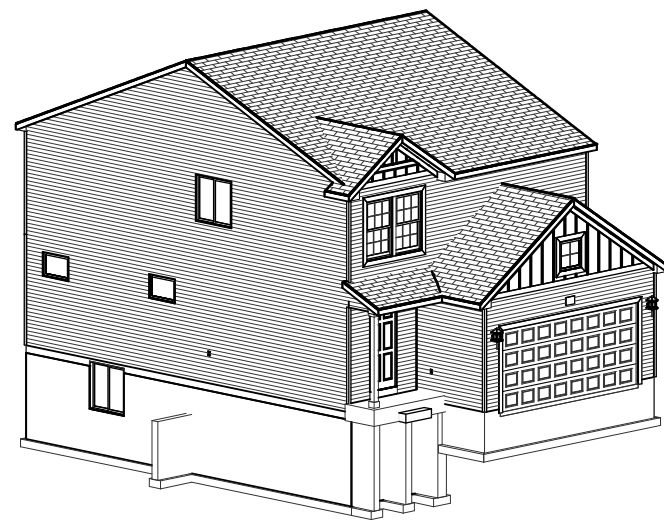
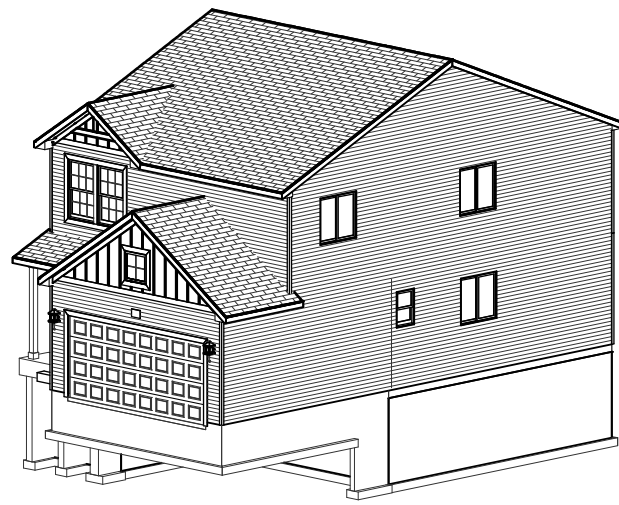
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FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

REMARKS

DATE

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ELEVATION A1

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REVISION

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Portage, MI 49002  
(269) 321-2600  
www.allenedwin.com

PRINT DATE:  
02/29/2024

i1910

FOR:  
Allen Edwin Homes

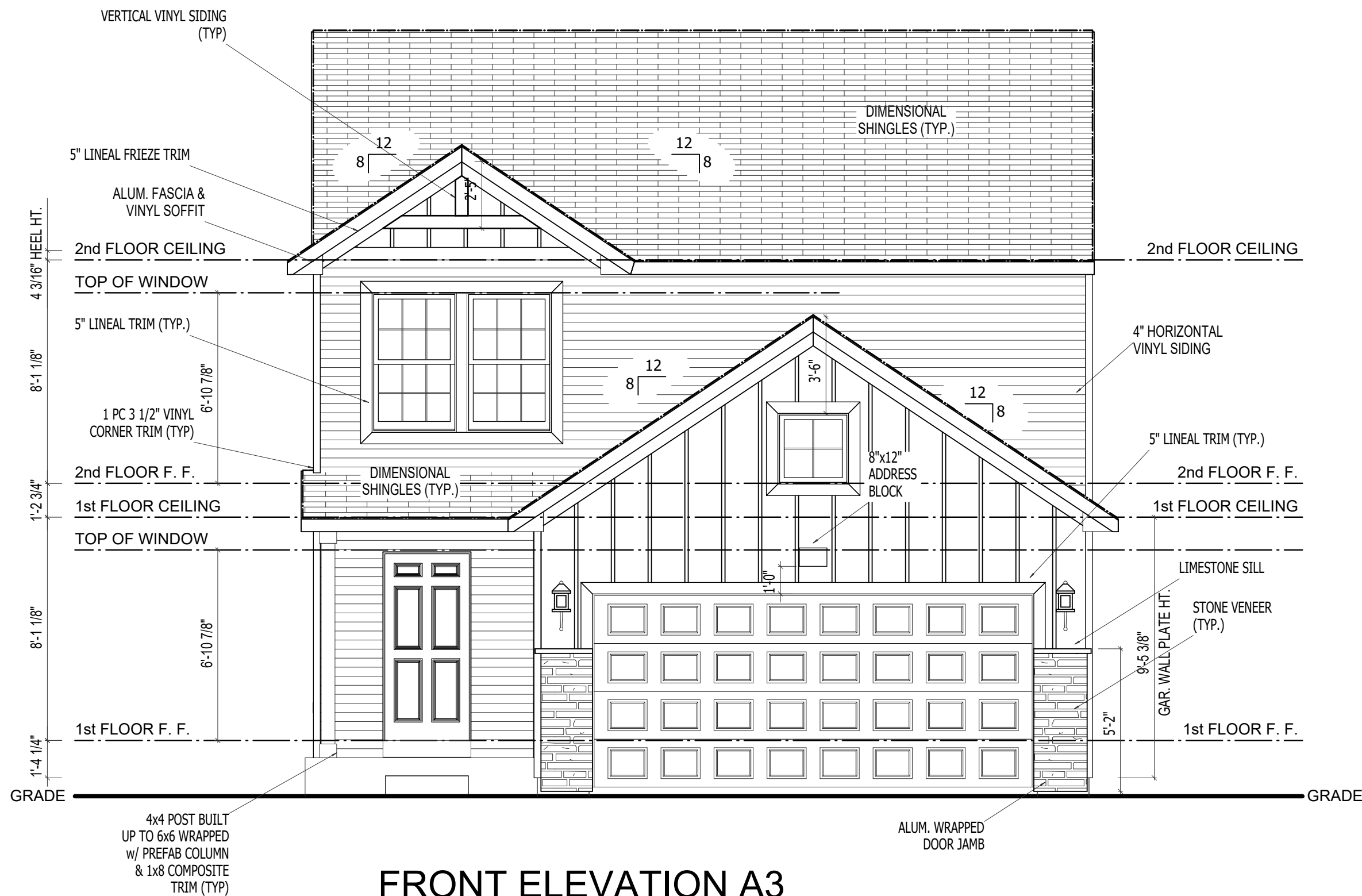
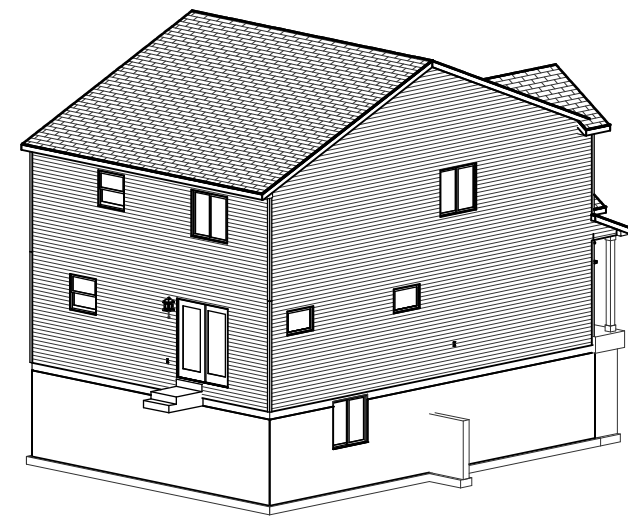
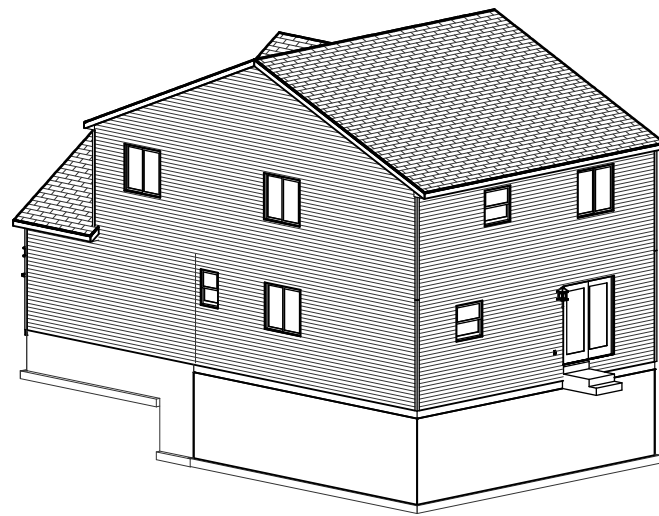
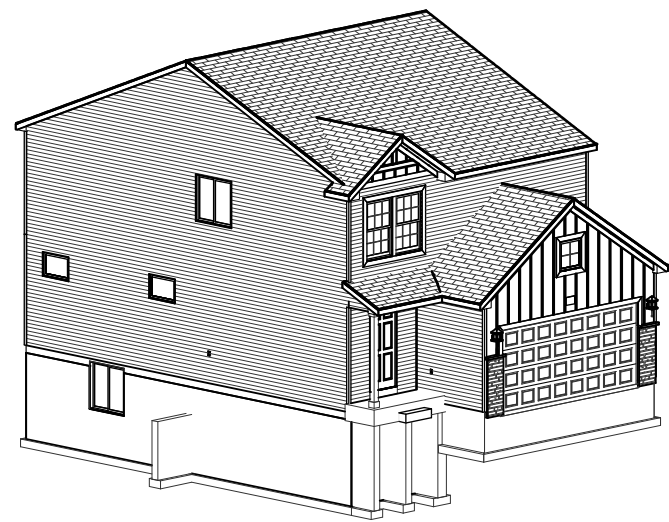
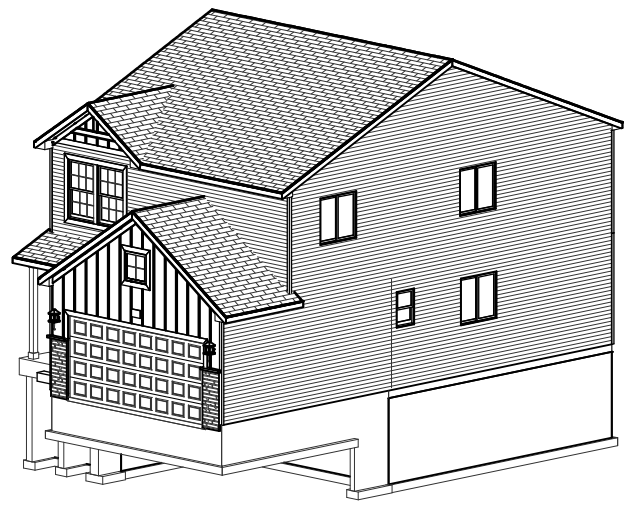
LOT #:

LOCATION:

SHEET NUMBER

A-01.01





FRONT ELEVATION A3

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION

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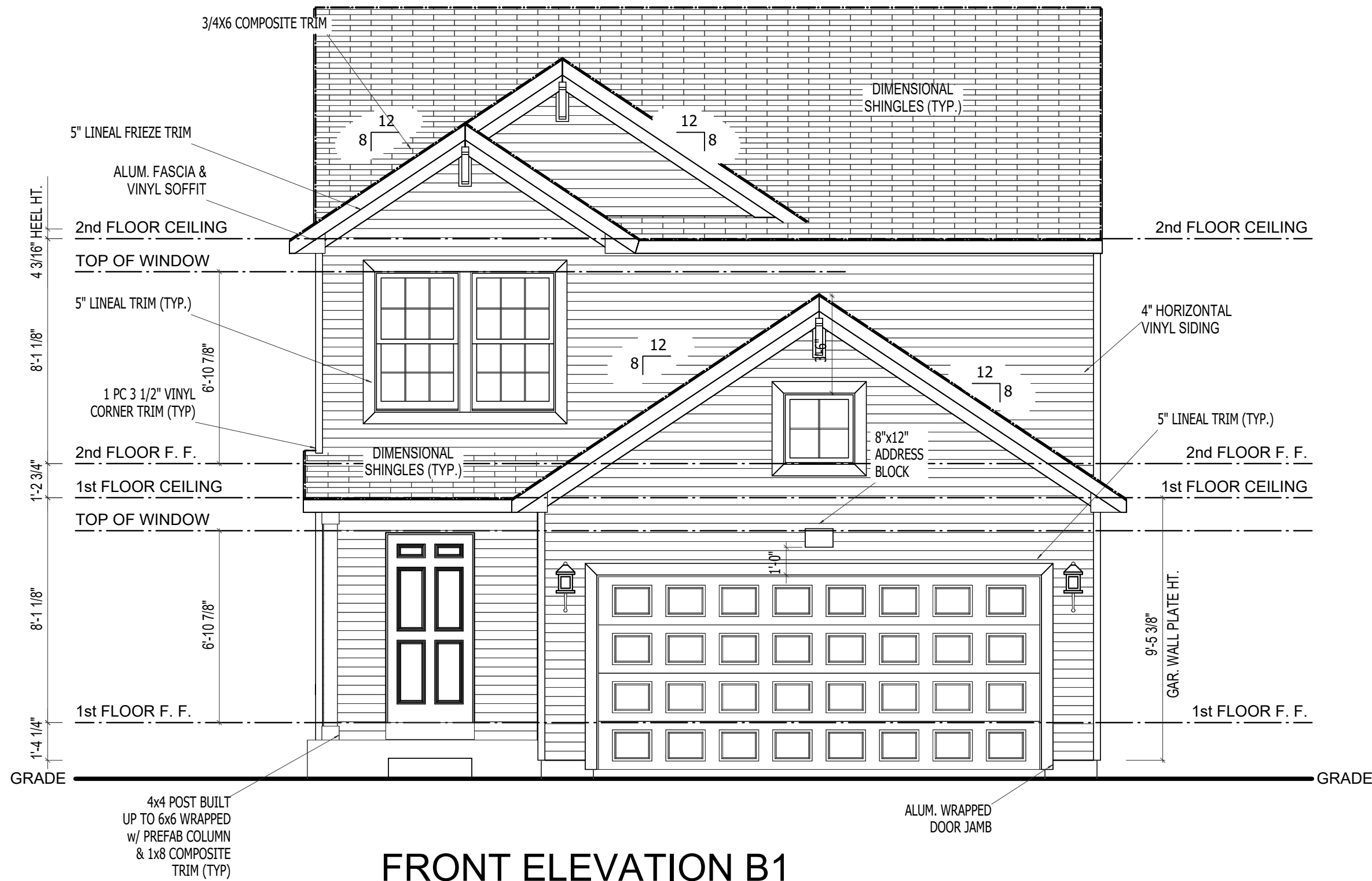
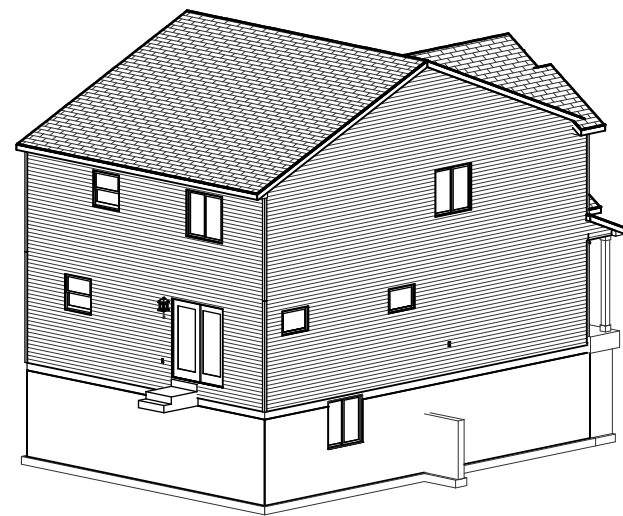
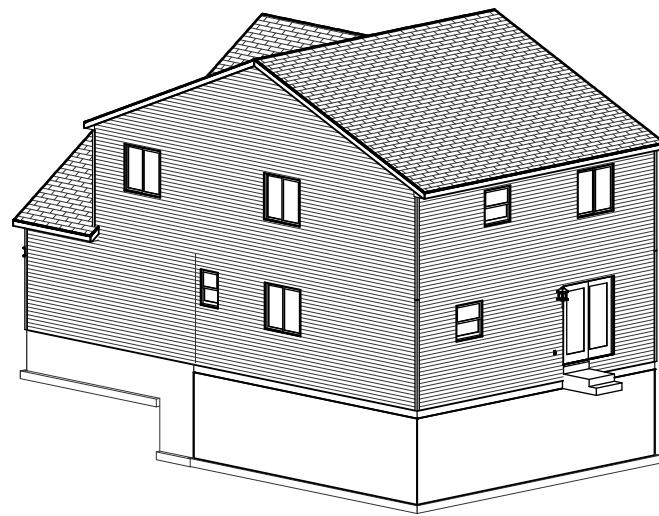
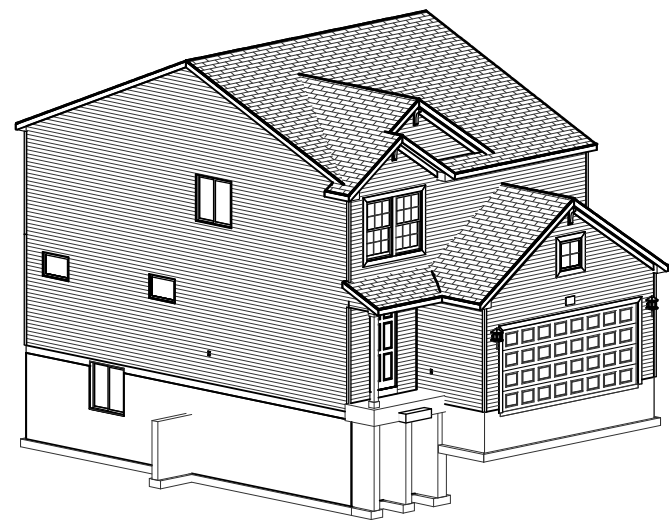
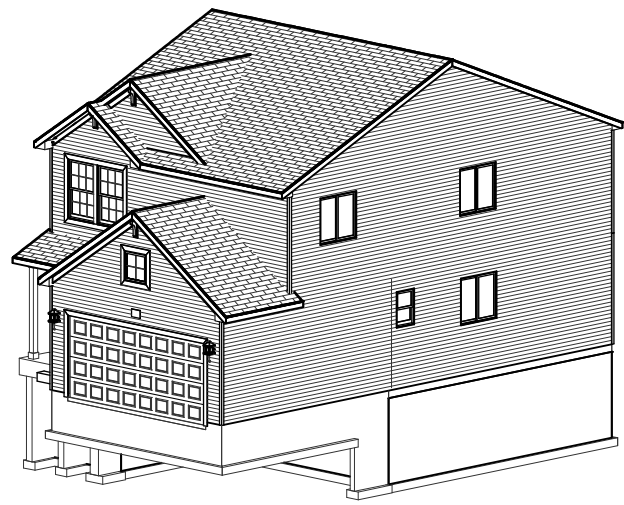
LOT #:

LOCATION:

SHEET NUMBER

A-01.02





FRONT ELEVATION B1

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

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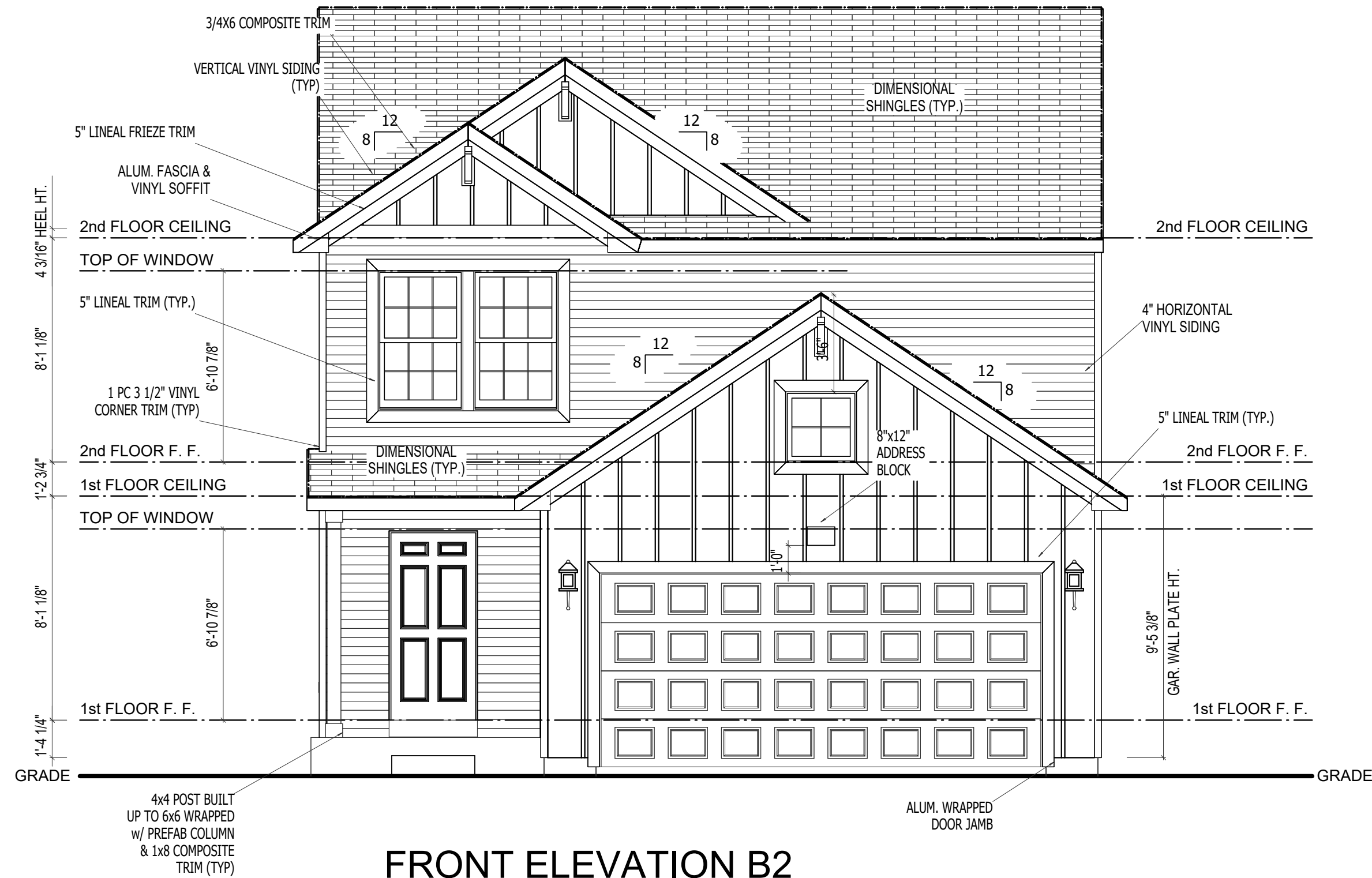
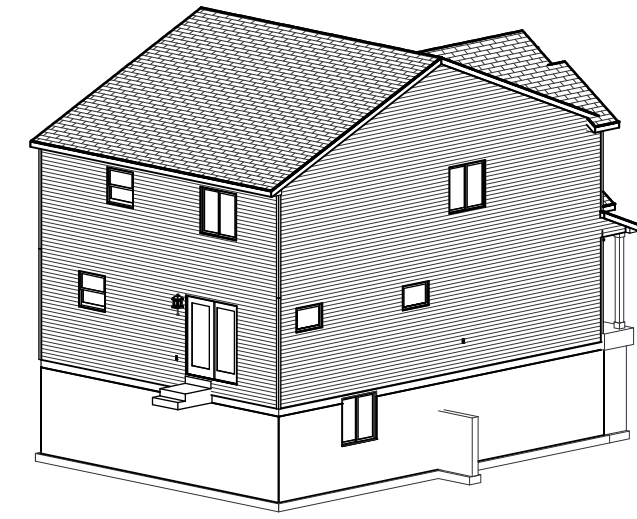
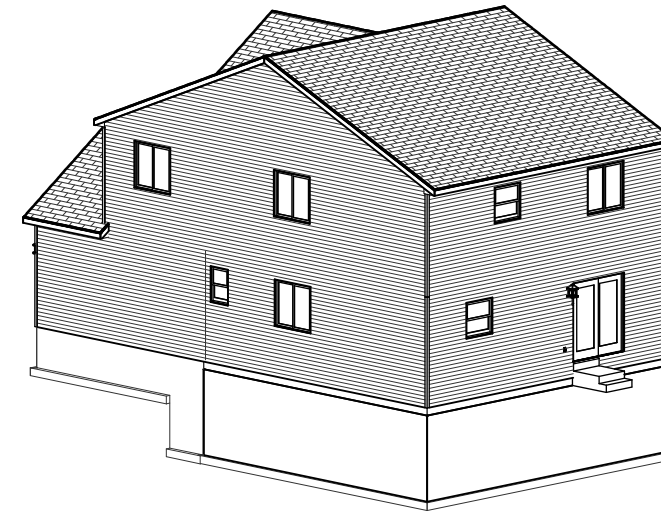
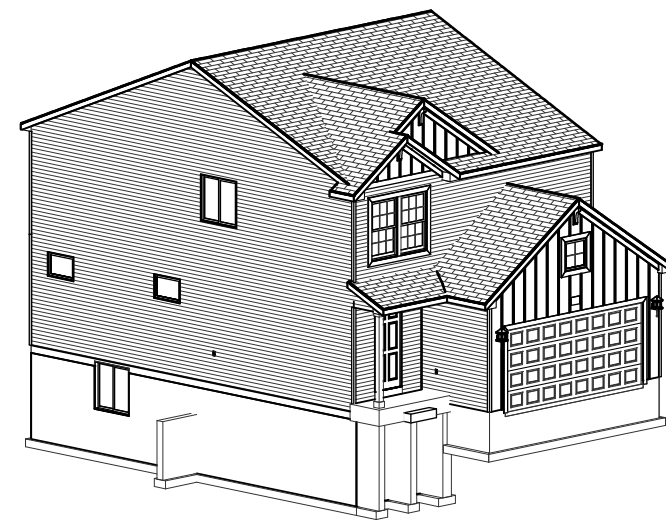
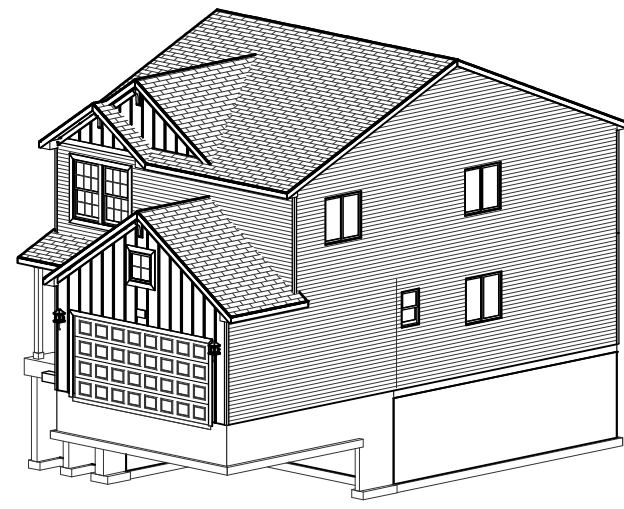
LOT #:

LOCATION:

SHEET NUMBER

A-01.03





FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

REMARKSDATE \_\_\_\_\_REV. NO.ELEVATION A1

REVISION

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2/29/2024

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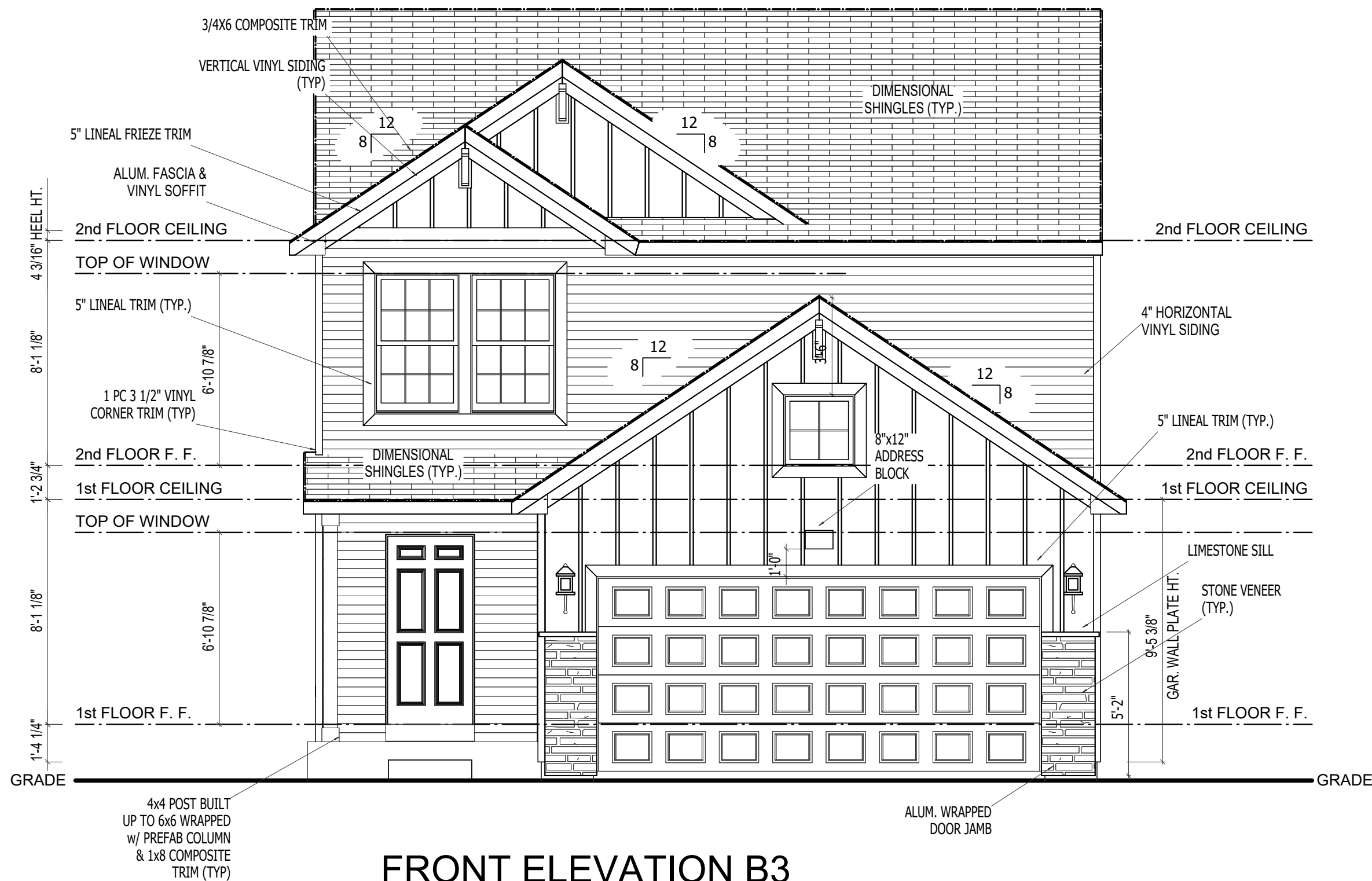
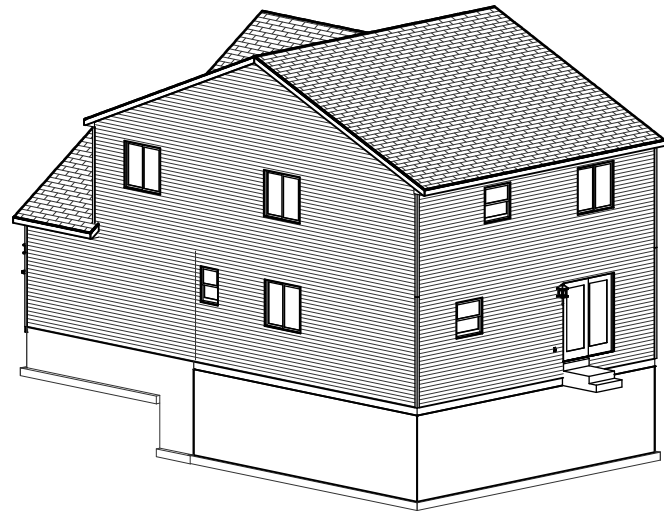
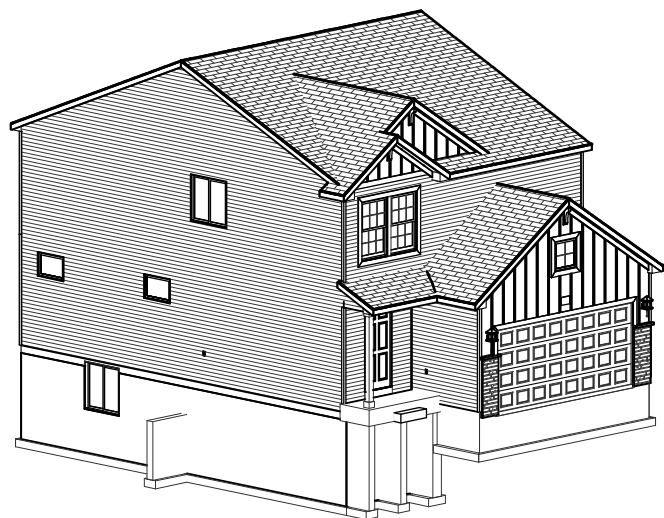
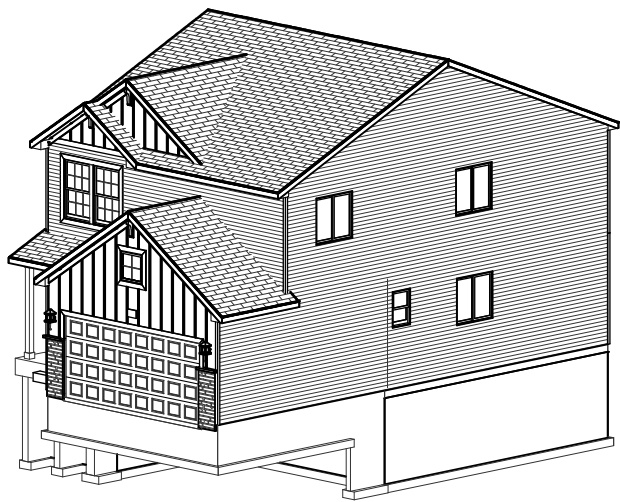
Allen Edwin Homes

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A-01.04 ]





FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION

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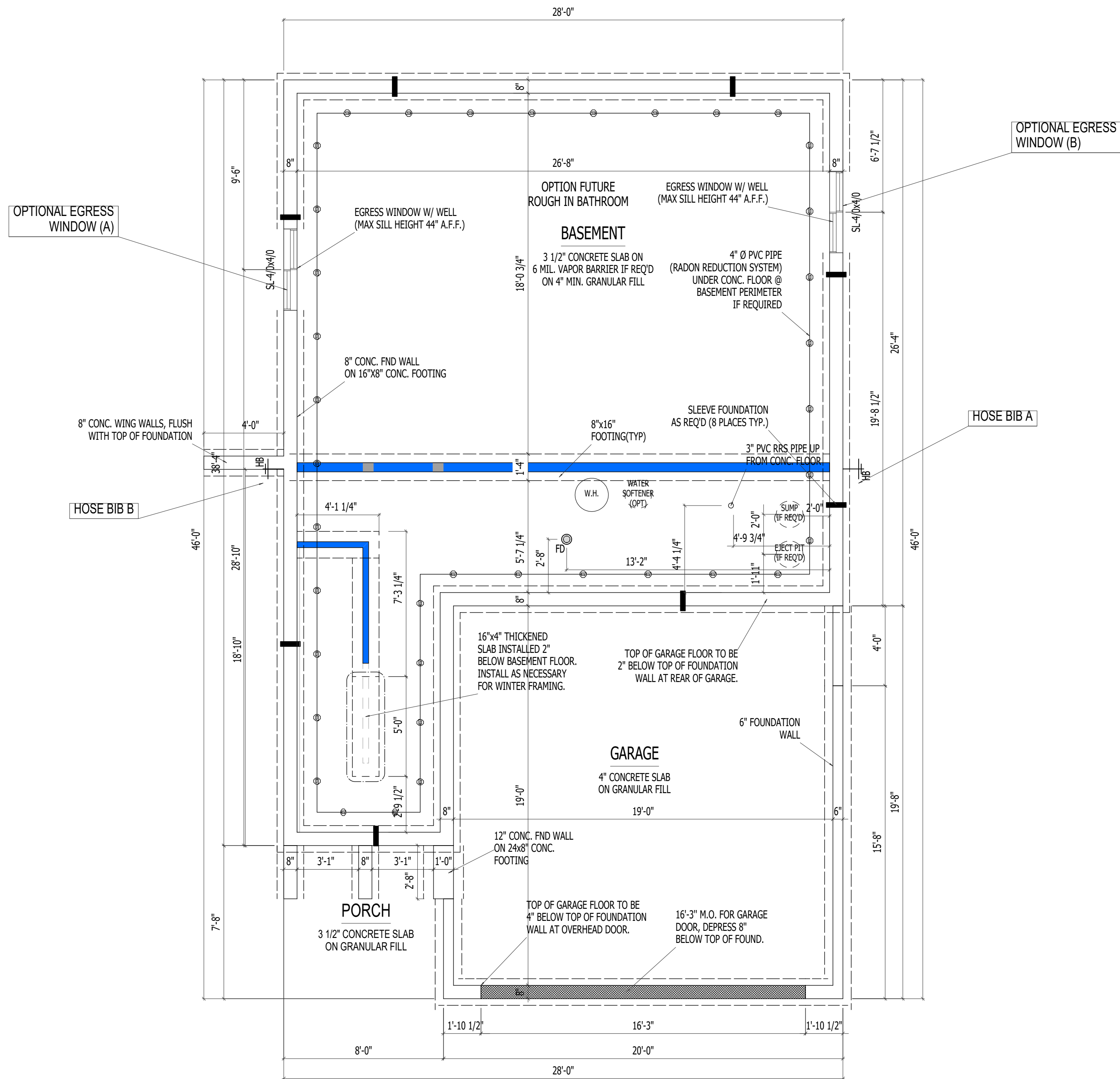
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SHEET NUMBER

A-01.05





# BASEMENT FOUNDATION: STANDARD ELEVATION

SCALE: 1/4"=1'-0"

REMARKS

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ELEVATION A1

GARAGE RIGHT

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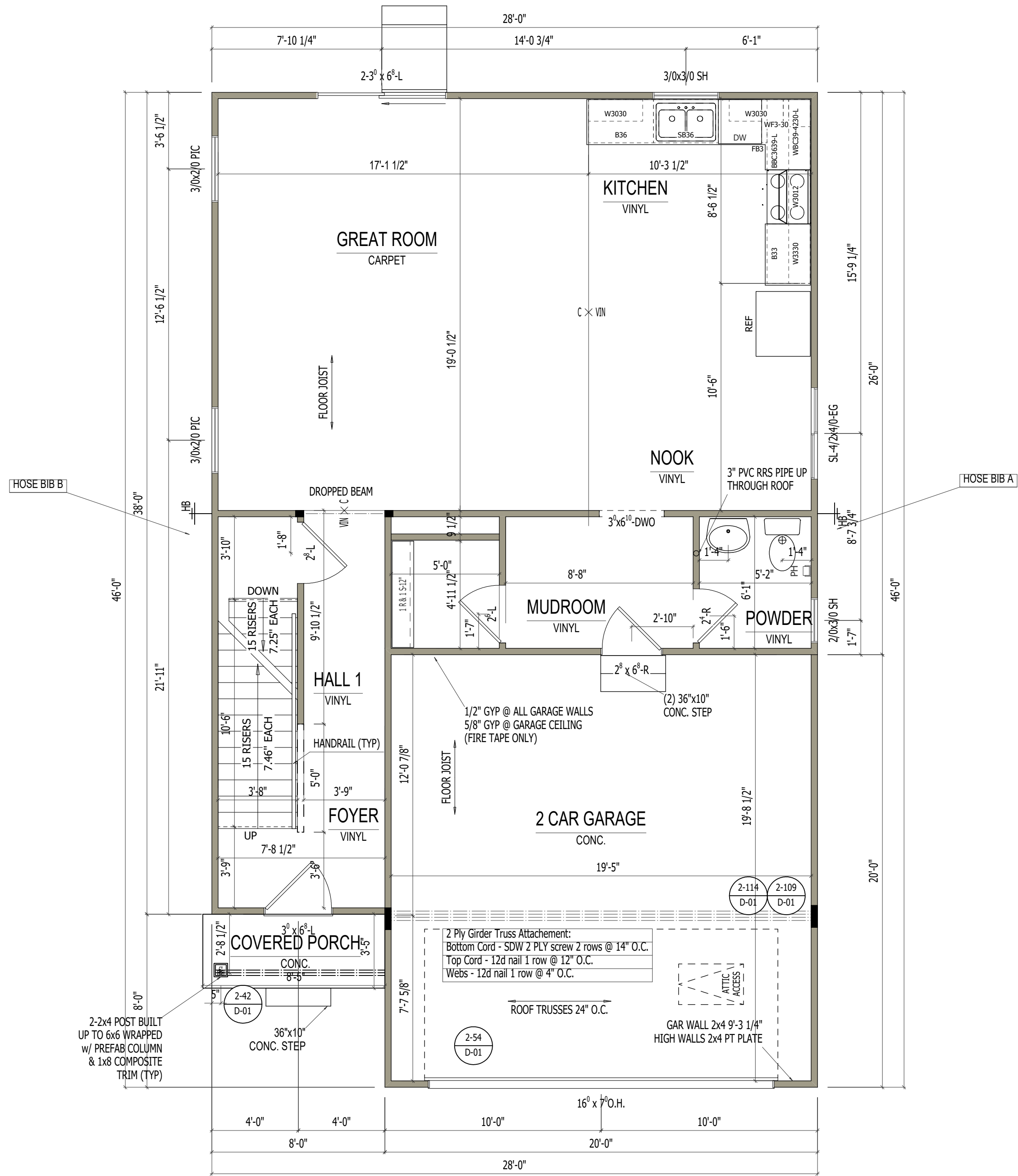
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LOCATION:

SHEET NUMBER

A-06.00





FIRST FLOOR i1910

SCALE: 1/4"=1'-0"

| ELEVATION A1 |  | REV. NO. | DATE | REMARKS |
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| REVISION     |  |          |      |         |
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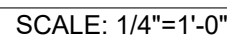
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LOCATION:

SHEET NUMBER

A-07.00





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| PRINT DATE:<br>02/29/2024 |  |
| i1910                     |  |
| FOR:<br>Allen Edwin Homes |  |
| LOT #:                    |  |
| LOCATION:                 |  |
| SHEET NUMBER              |  |
| A-08.00                   |  |



# **Integrity 2085**

- **Single Family Detached Home**
- **2,085 Square Feet, Two-Story**
  - **5 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (front load)**

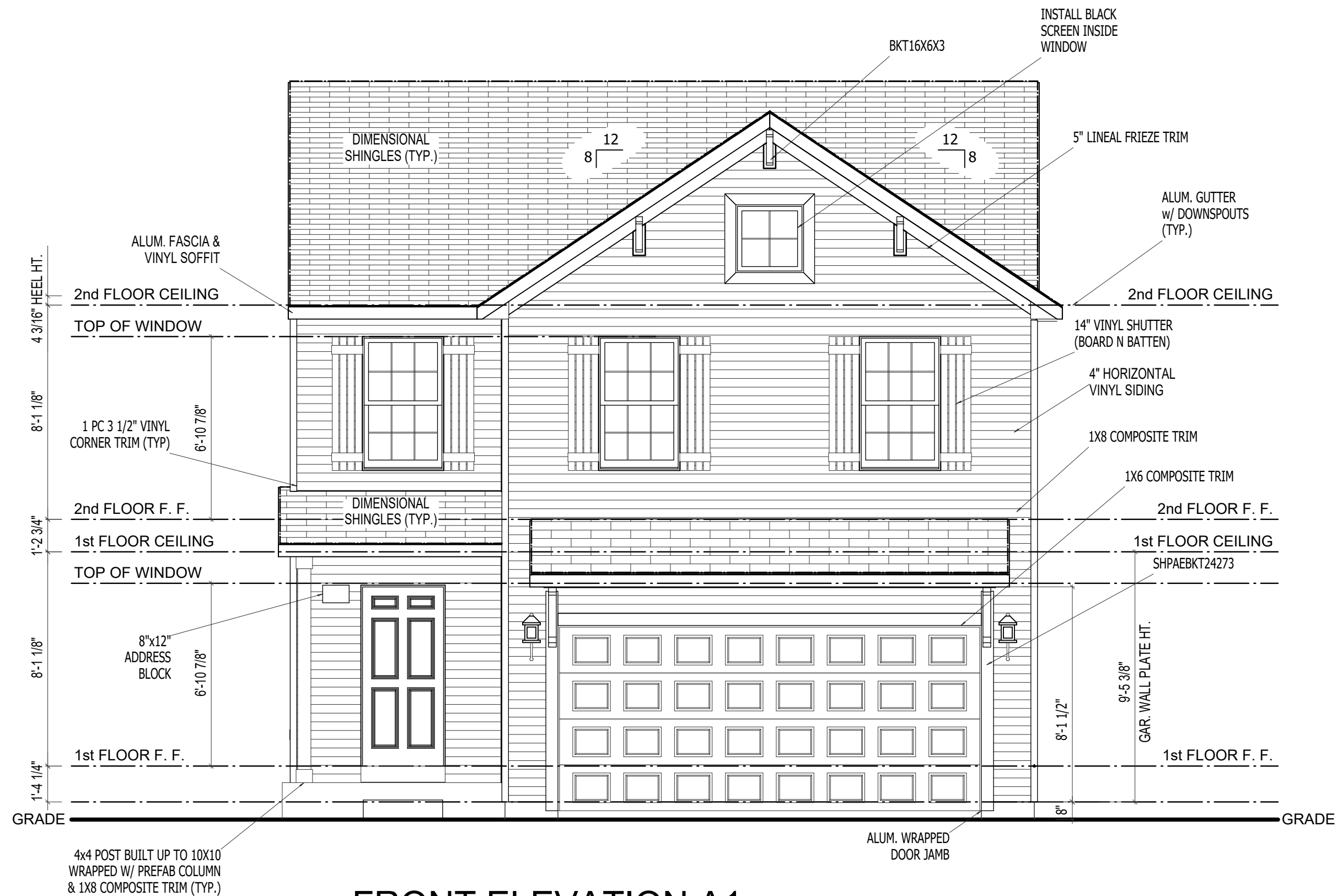
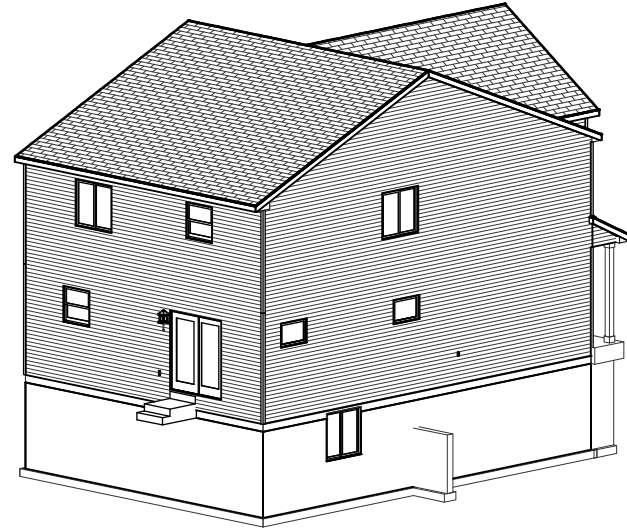
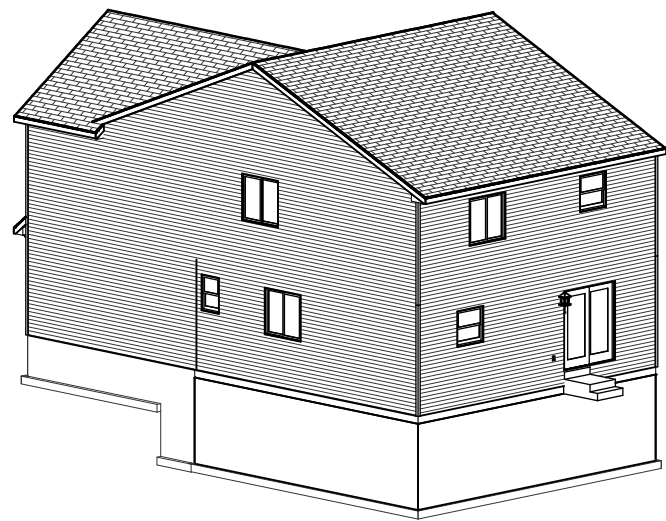
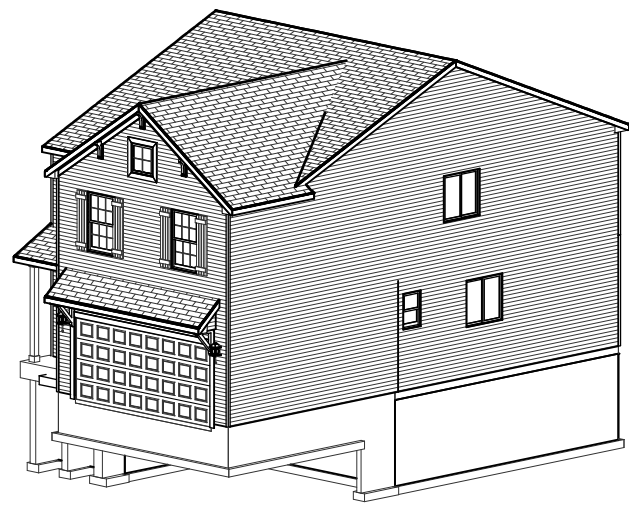




i2085

322





REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION

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PRINT DATE:  
04/09/2024

i2085

FOR:  
Allen Edwin Homes

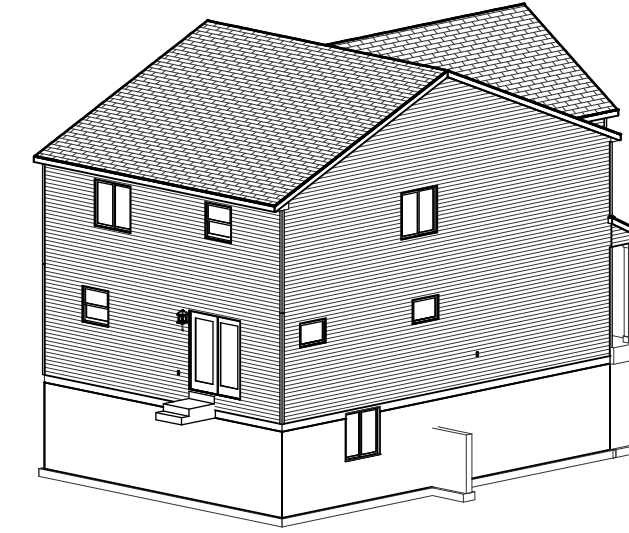
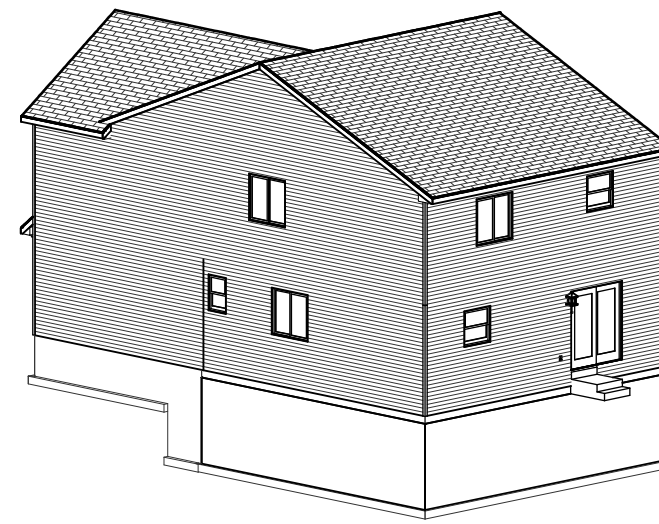
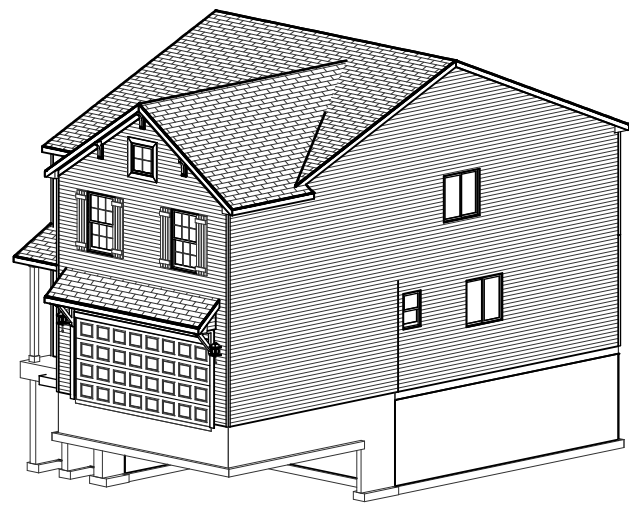
LOT #:

LOCATION:

SHEET NUMBER

A-01.00





FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

[illegible]

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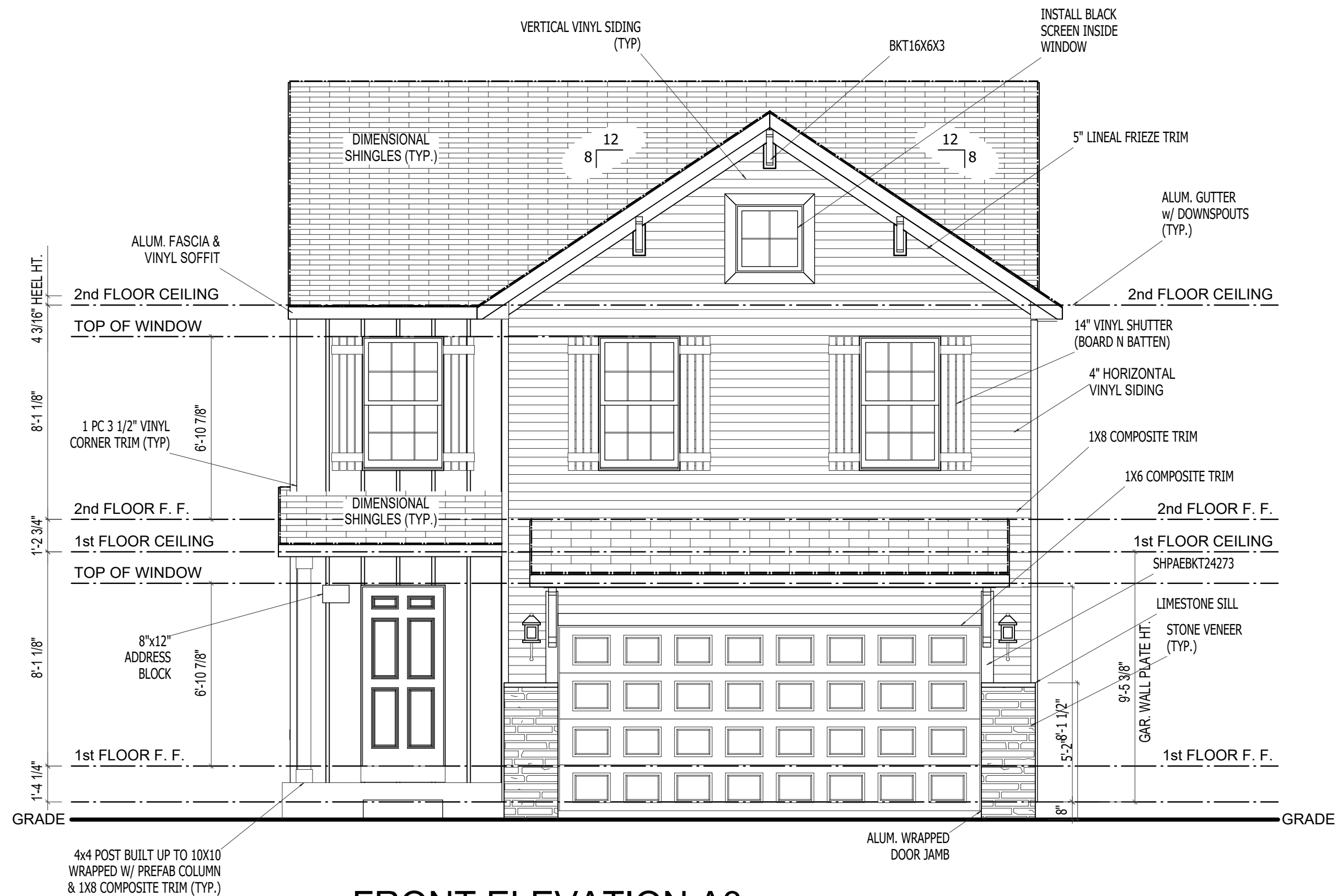
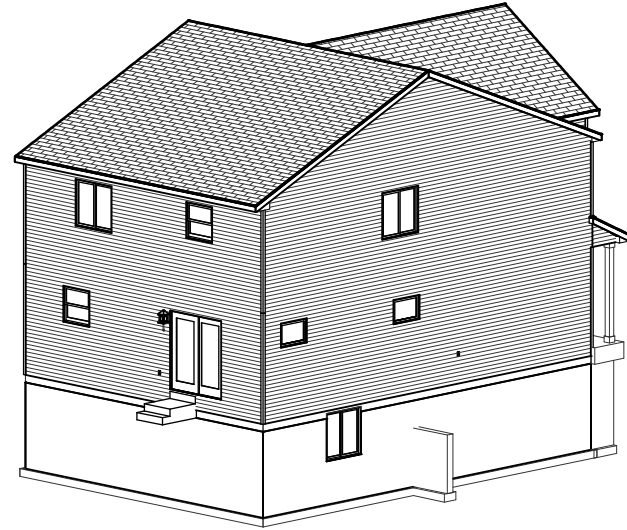
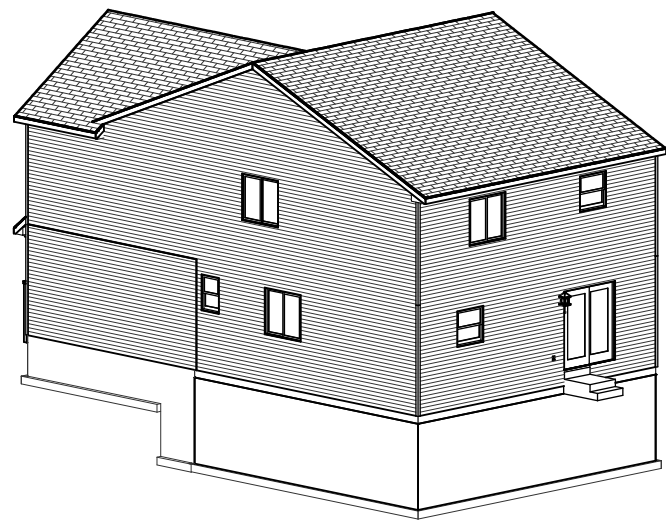
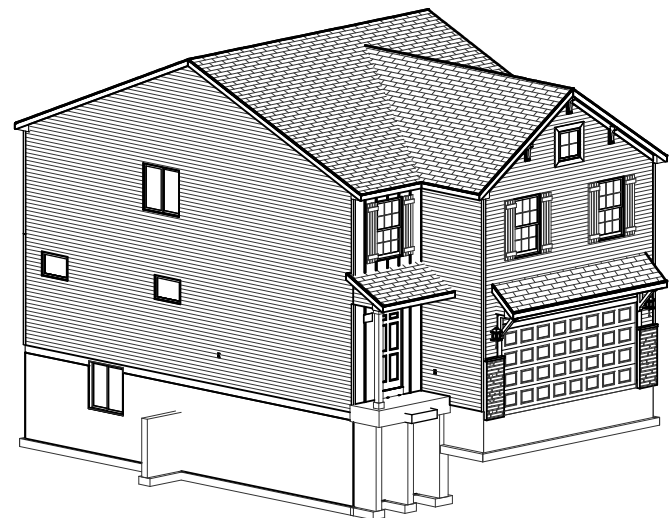
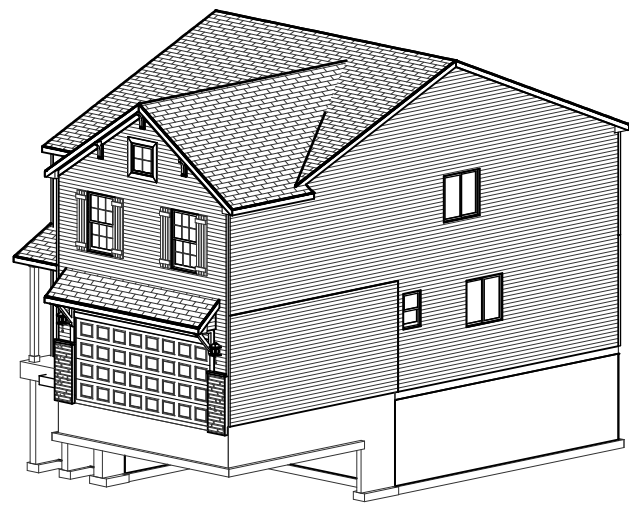
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04/09/2024

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| SHEET NUMBER |  | i2085             |
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|              |  | Allen Edwin Homes |
|              |  | LOT #:            |
|              |  | LOCATION:         |

A-01.01

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FRONT ELEVATION A3

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

REVISION

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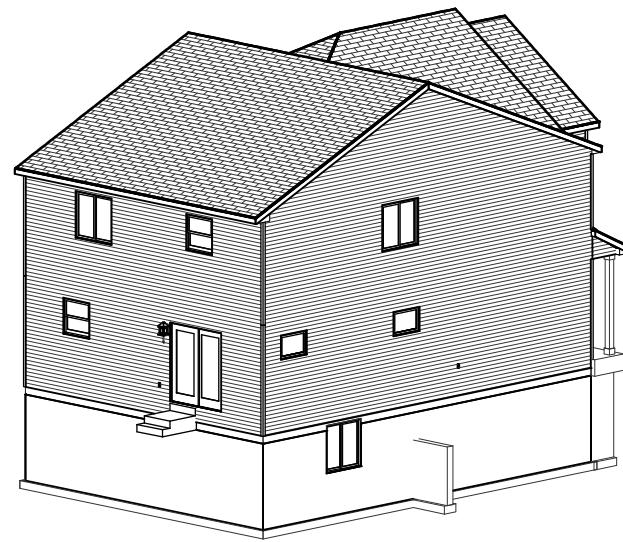
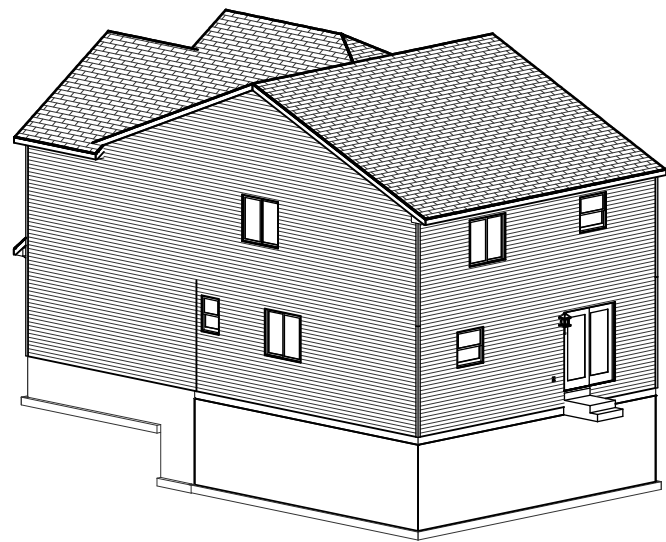
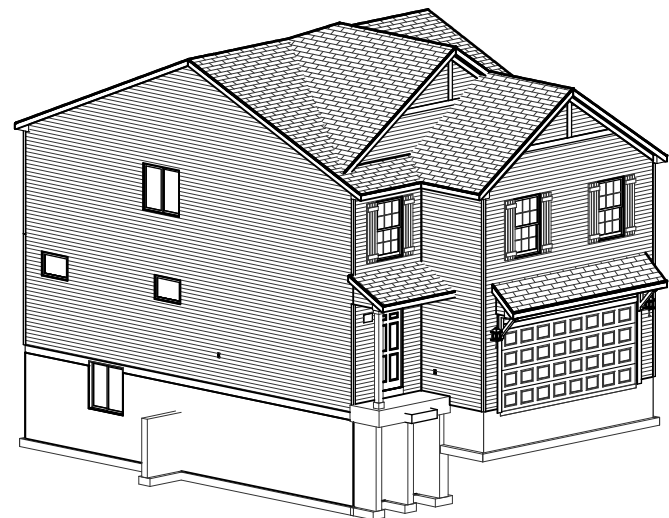
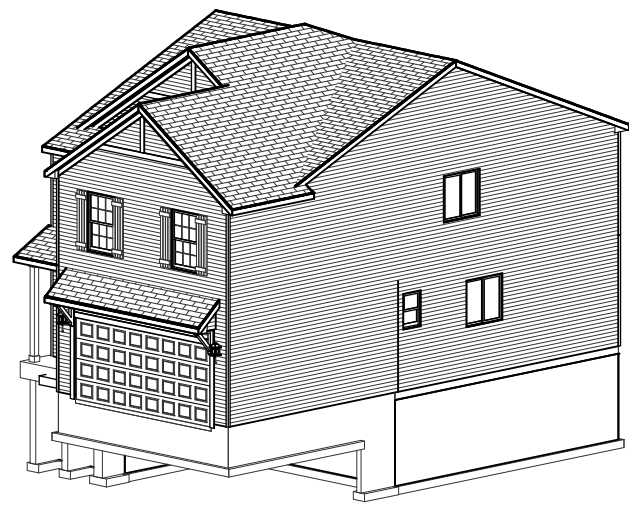
LOT #:

LOCATION:

SHEET NUMBER

A-01.02





FRONT ELEVATION B1

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

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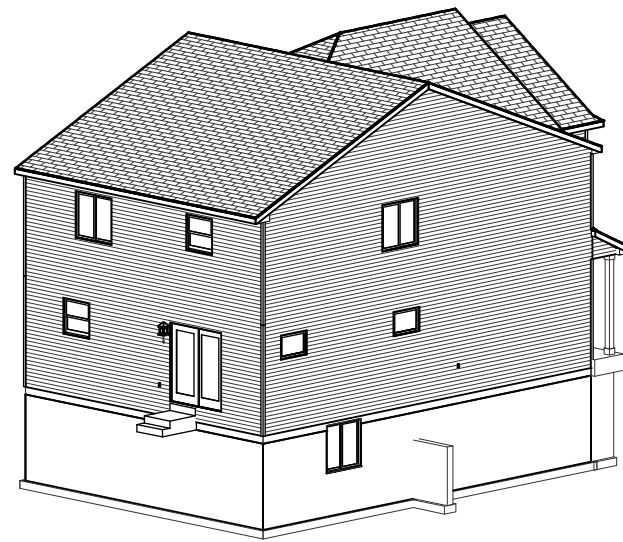
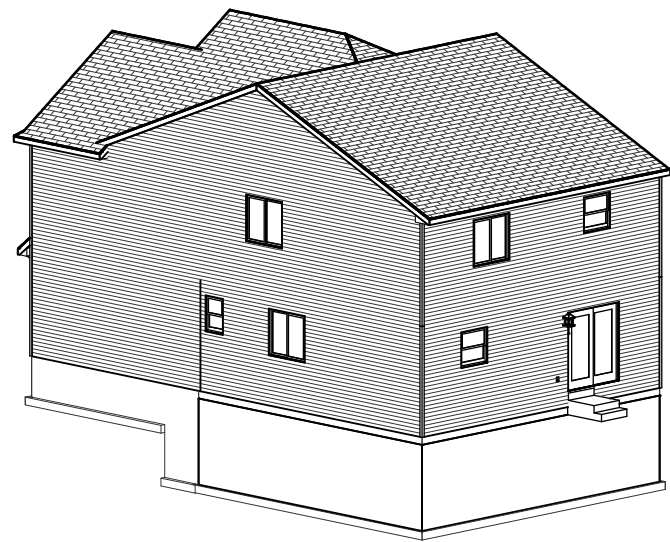
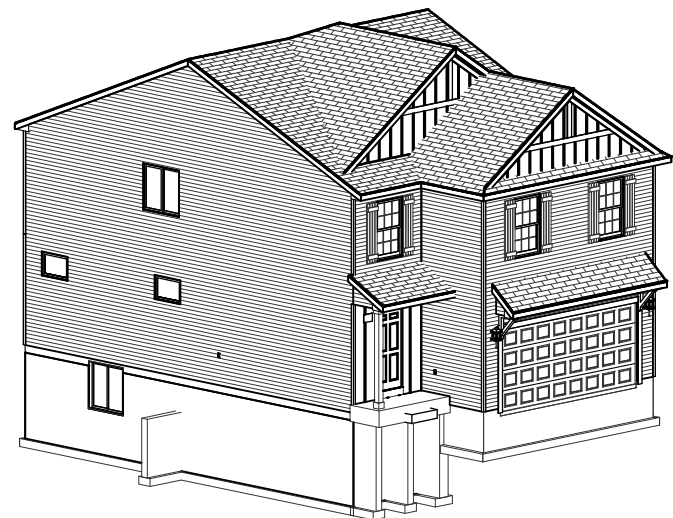
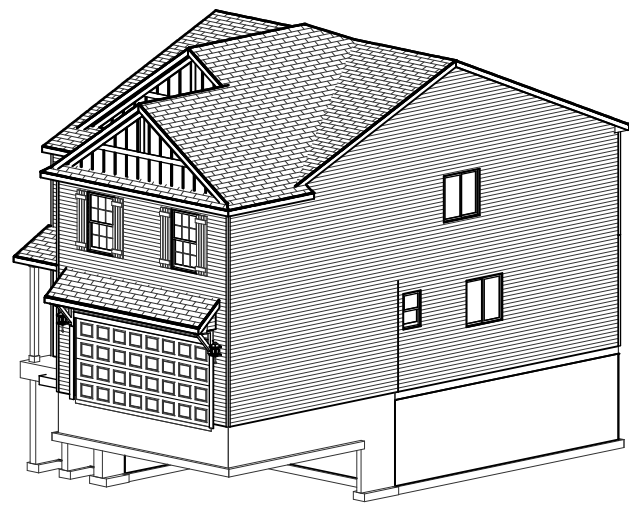
LOT #:

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A-01.03





FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

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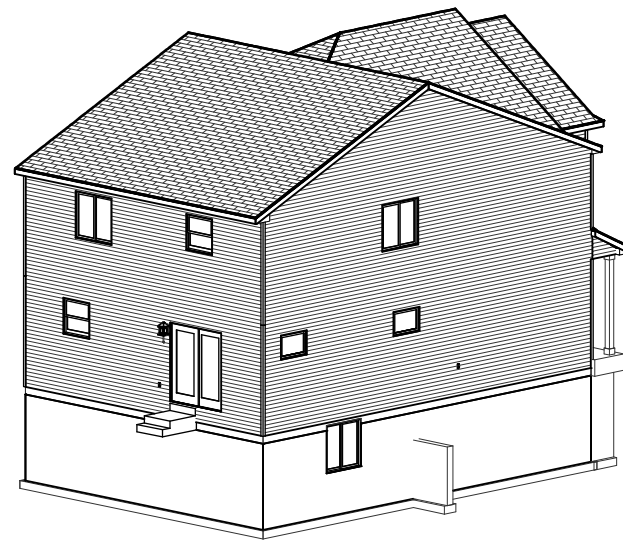
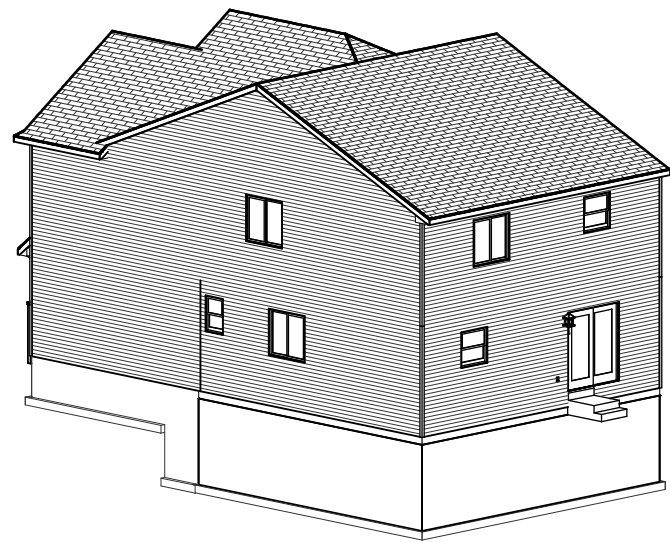
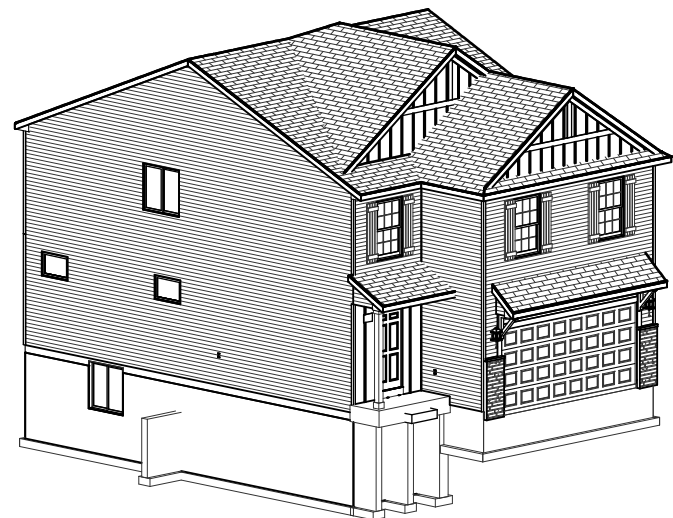
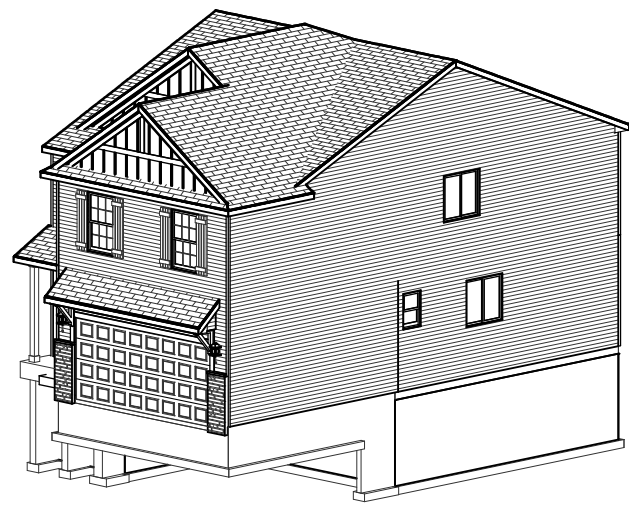
i2085

FOR:  
Allen Edwin Homes  
LOT #:  
LOCATION:

SHEET NUMBER

A-01.04





FRONT ELEVATION B3

SCALE: 1/4"=1'-0"

REMARKS

DATE

REV. NO.

ELEVATION A1

GARAGE RIGHT

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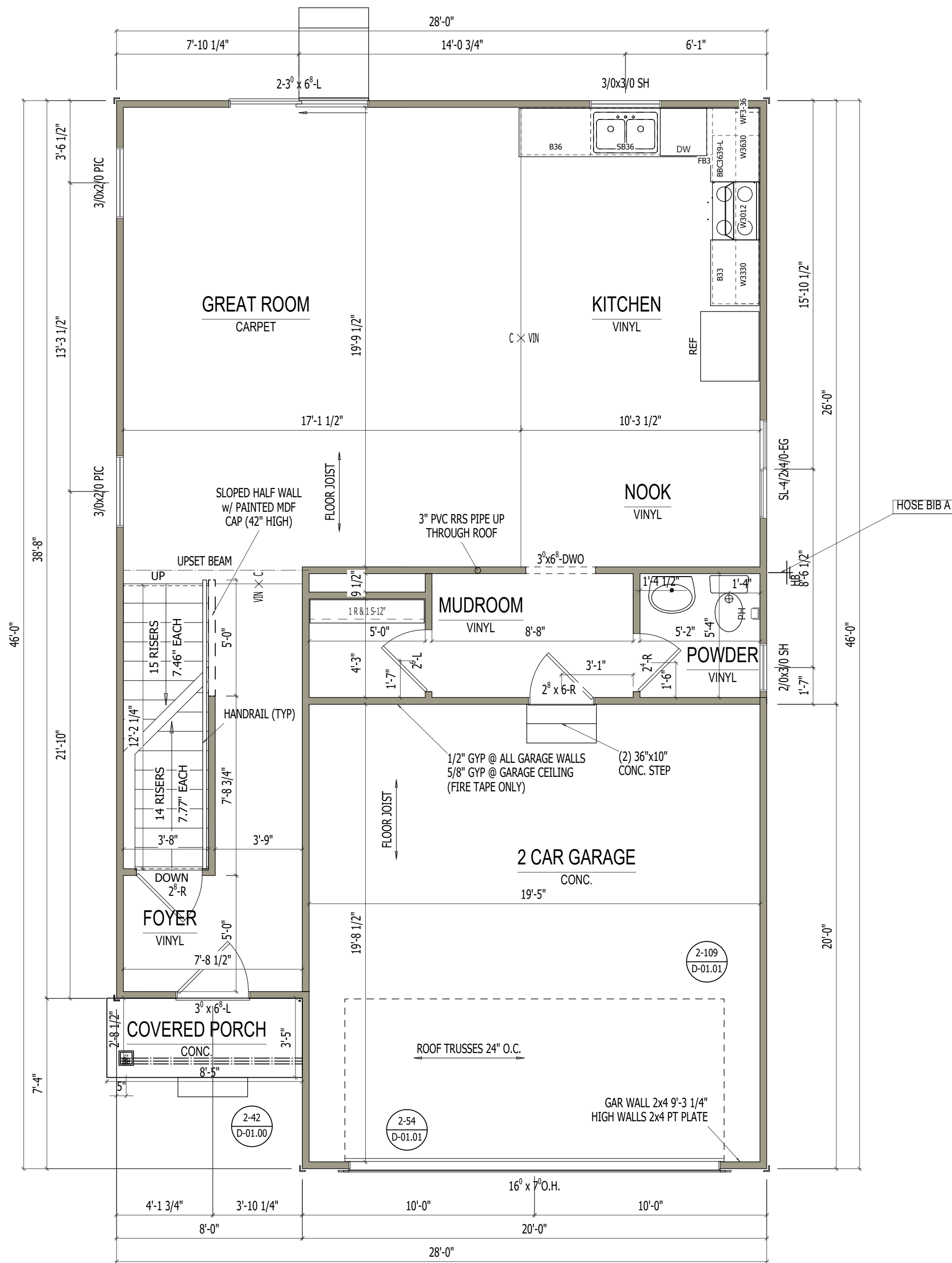
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A-01.05





FIRST FLOOR i2085

SCALE: 1/4"=1'-0"

| ELEVATION A1 |  | REV. NO. | DATE | REMARKS |
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| GARAGE RIGHT |  |          |      |         |
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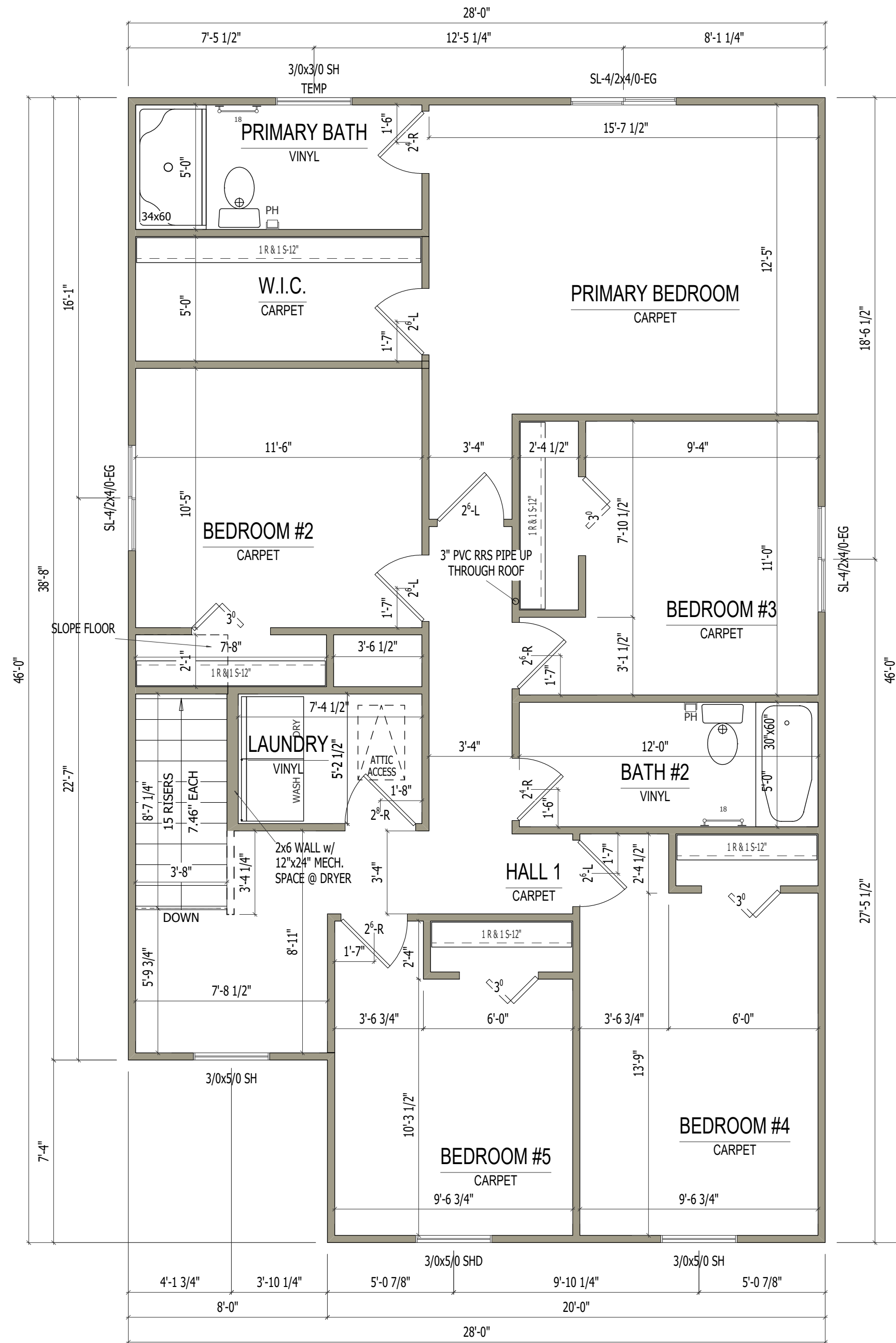
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03/04/2024

SHEET NUMBER

A-07.00





## SECOND FLOOR i2085

SCALE: 1/4"=1'-0"

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| GARAGE RIGHT |  |          |      |         |
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FOR: Allen Edwin Homes  
LOT #:  
LOCATION:

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03/04/2024

SHEET NUMBER  
**A-08.00**



## **Village 1490MS**

- **3-Unit and 4-Unit Attached Townhome**
  - **1,490 Square Feet, Two-Story**
  - **3 Bedrooms/2½ Bathrooms**
- **Attached 2-Stall Garage (rear load)**





Roofing— Black



Front Door Color—Black  
Magic SW6991



Front Door—  
Heritage Smoot  
Craftsmen w/ 4  
Life Ext Grids



Vinyl Siding—  
Smokey Quartz

Twilight Grey

Castle Stone

REAR LOADED ATTACHED FOUR-UNIT TOWNHOME





FRONT ELEVATION

SCALE: 1/4"=1'-0"

| REV. NO.     | DATE | REMARKS |
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| ELEVATION A1 |      |         |
| GARAGE RIGHT |      |         |
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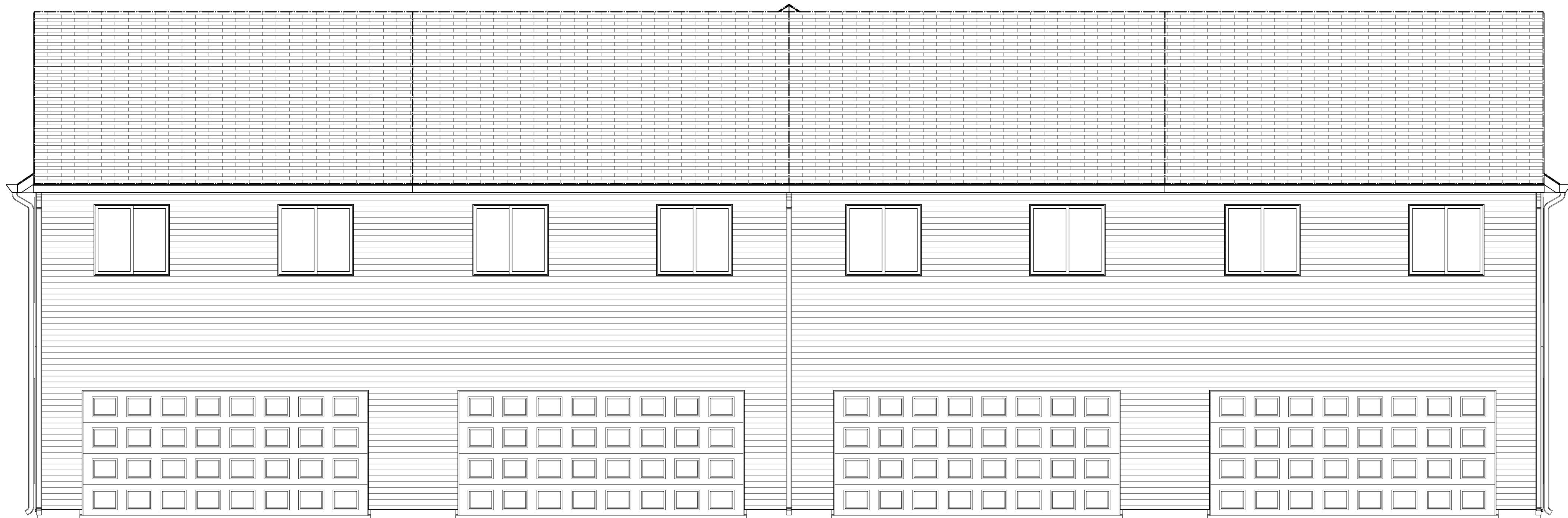
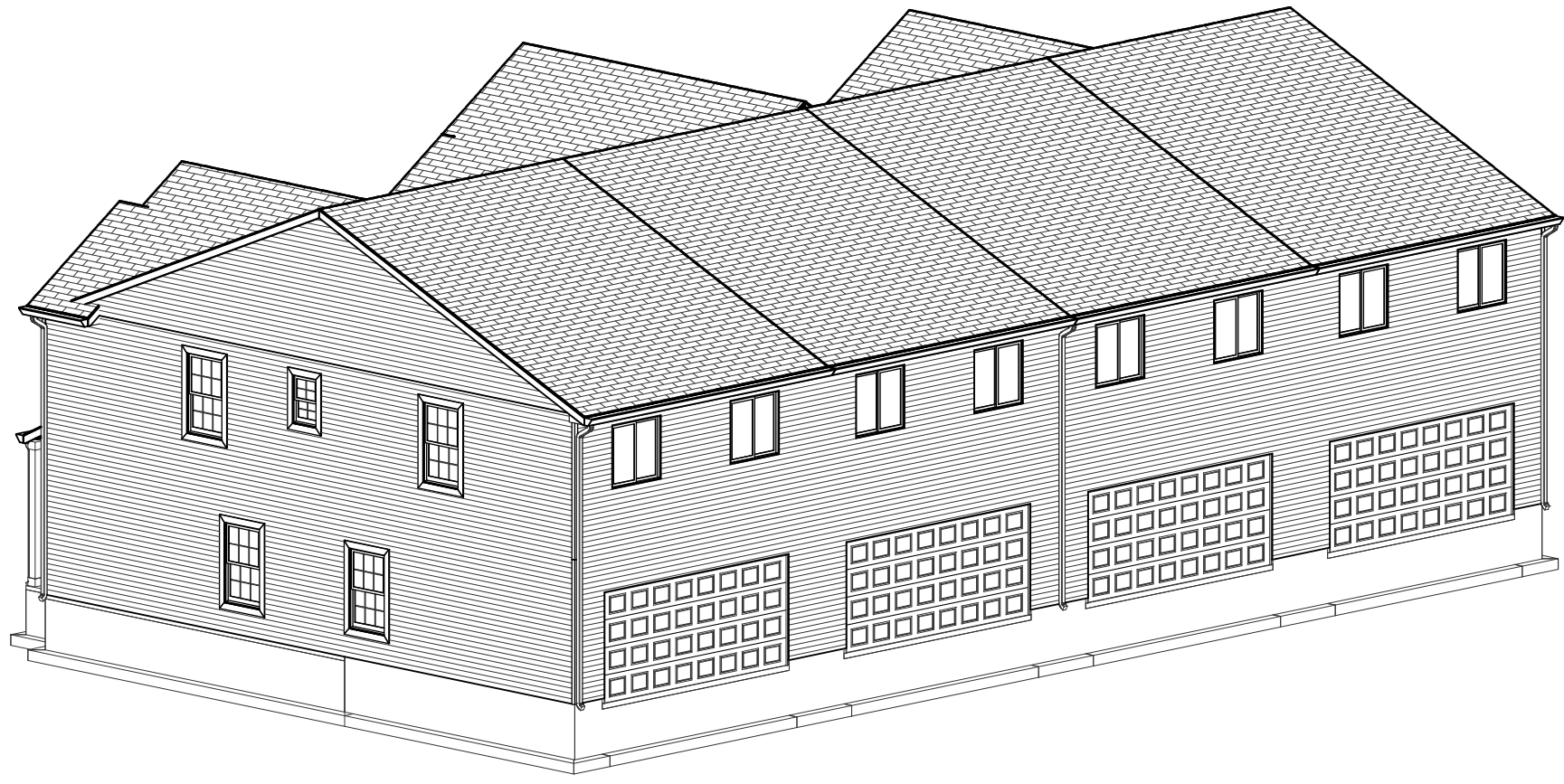
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REAR ELEVATION

SCALE: 1/4"=1'-0"

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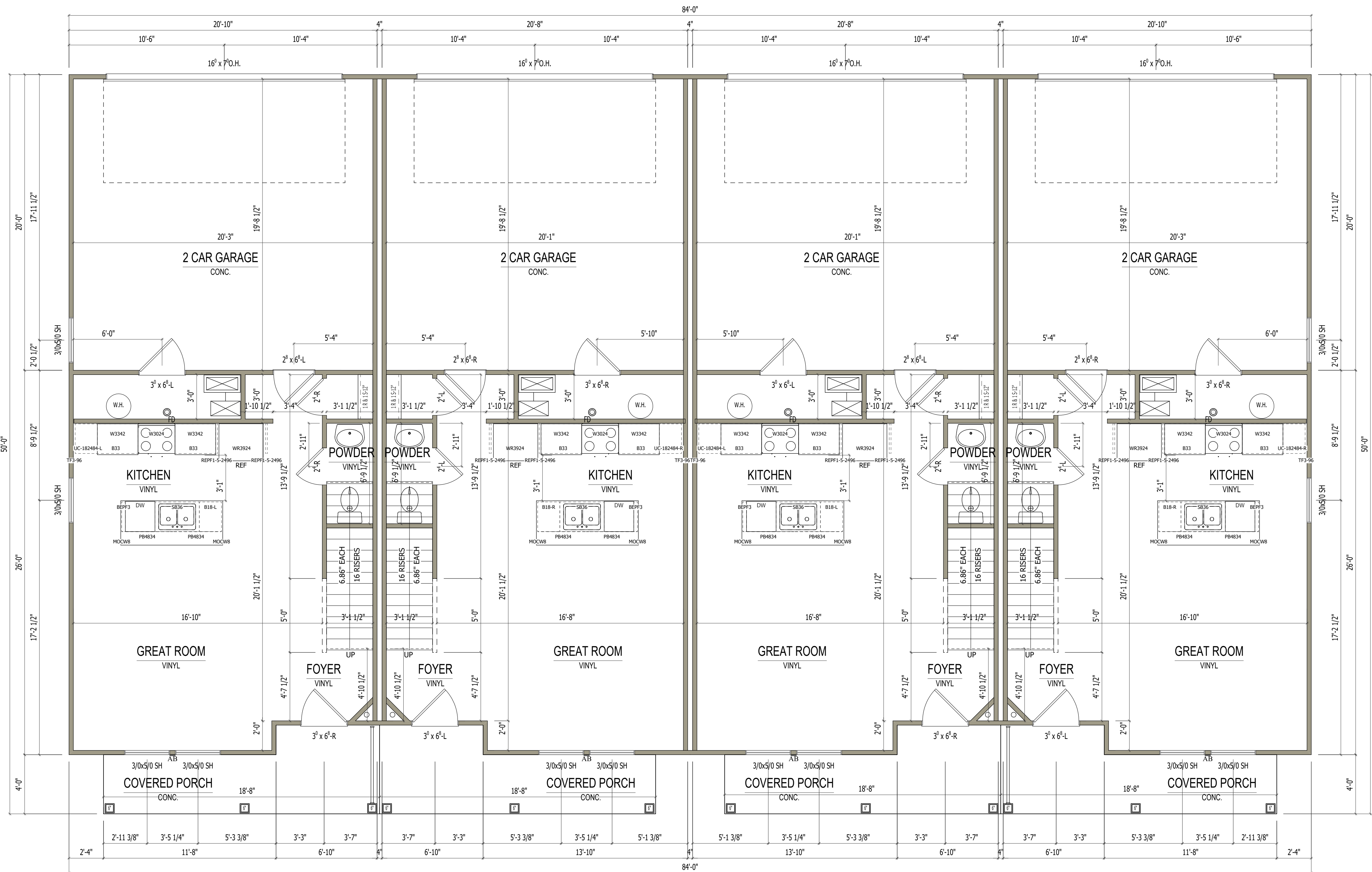
PRINT DATE: 11/08/2023

SHEET NUMBER

A-02



GENERAL FLOOR PLAN NOTES:  
1. ALL INTERIOR NON-LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.  
2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.  
3. DIMENSIONS ARE FROM FACE OF STUDS.  
4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.  
5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.  
6. ALL WINDOW HT. TO BE 6'-10 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.  
7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.  
8. SHIM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.  
9. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

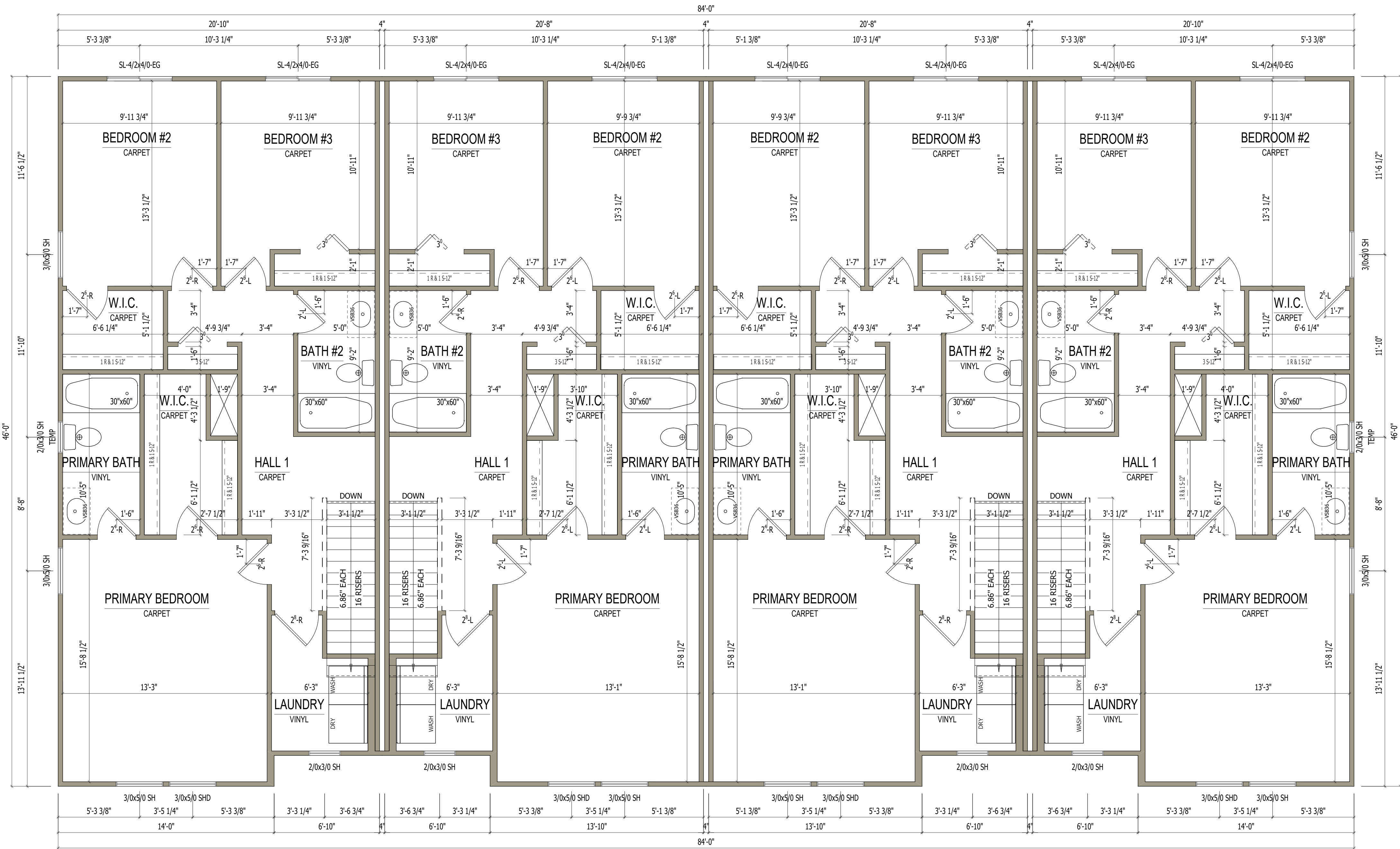


FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

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SECOND FLOOR PLAN

SCALE: 3/16"=1'-0"

- GENERAL FLOOR PLAN NOTES:
1. ALL INTERIOR NON-LOAD BRG WALLS TO BE 2x4 STUDS 24" O.C.
  2. WINDOWS TO BE VINYL SINGLE-HUNG, SIZE AS INDICATED BY NUMBER ON PLAN.
  3. DIMENSIONS ARE FROM FACE OF STUDS.
  4. PROVIDE BLOCKING ABOVE WINDOWS & DOORS 16" O.C. TYP.
  5. PROVIDE EXTRA STUDS AS INDICATED AT ALL BEAM BEARING LOCATIONS.
  6. ALL WINDOW HT. TO BE 6'-0" 7/8" ABOVE FLOOR UNLESS OTHERWISE NOTED.
  7. PROVIDE DOUBLE CRIPLES UNDER HEADERS FOR BEARING AT OPENINGS 6'-0" WIDE AND GREATER.
  8. SHM EXTERIOR DOORS & PKT. DOORS 1/2" ABOVE SUBFLOOR.
  9. 16" O.C. STUDS AT KITCHEN WALLS w/ CABINETS.

V1490MS

FOR:  
Allen Edwin Homes  
LOT #:  
LOCATION:

SHEET NUMBER

A-07

CG Visions 2006 PLAN CREATION DATE 01/17/2023 (80)

ALLEN EDWIN HOMES

2186 E. Centre Street  
Portage, MI 49002  
(269) 321-2600  
www.allenedwin.com

PRINT DATE:  
11/08/2023

ELEVATION A1  
GARAGE RIGHT

REMARKS

REV. NO.

DATE



May 22, 2024

Peter Dame, Chief Development Officer  
Community Development Department  
City of Portage  
7900 South Westnedge Avenue  
Portage, Michigan 49024

Re: 8150 Creekside Drive (Parcel #10-00021-125-J, 9.11 Acres)

Dear Mr. Dame,

Portage Land 2 LLC land contract vendee of 8150 Creekside Drive (Parcel #10-00021-125-J, 9.11 acres) in the City of Portage, Kalamazoo County, Michigan. I confirm that Green Development Ventures, LLC/Allen Edwin Homes has authorized consent to submit for municipal approvals and permits (rezoning, site plan, utility permits, etc.) that may be required for the development of the subject parcel.

Feel free to contact me with questions or concerns.

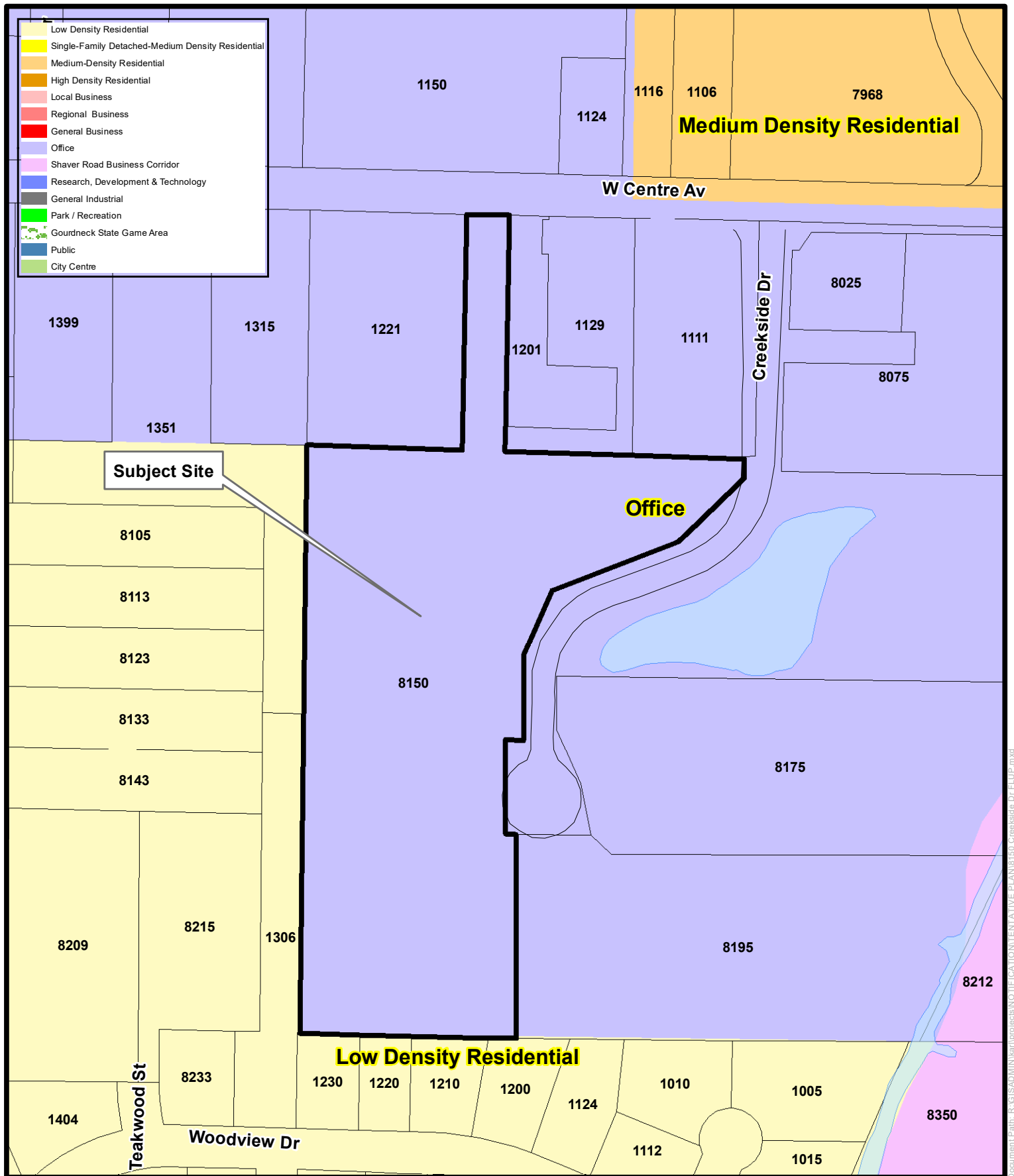
Sincerely,

A handwritten signature in black ink that reads "Kevin Denoyer". The signature is written in a cursive, flowing style.

Kevin Denoyer  
President of Common Sail Development

Portage Land 2, LLC  
7927 Nemco Way, Suite 100  
Brighton, MI 48116  
Phone: 810-220-0200  
Email: [kdenoyer@csig.com](mailto:kdenoyer@csig.com)

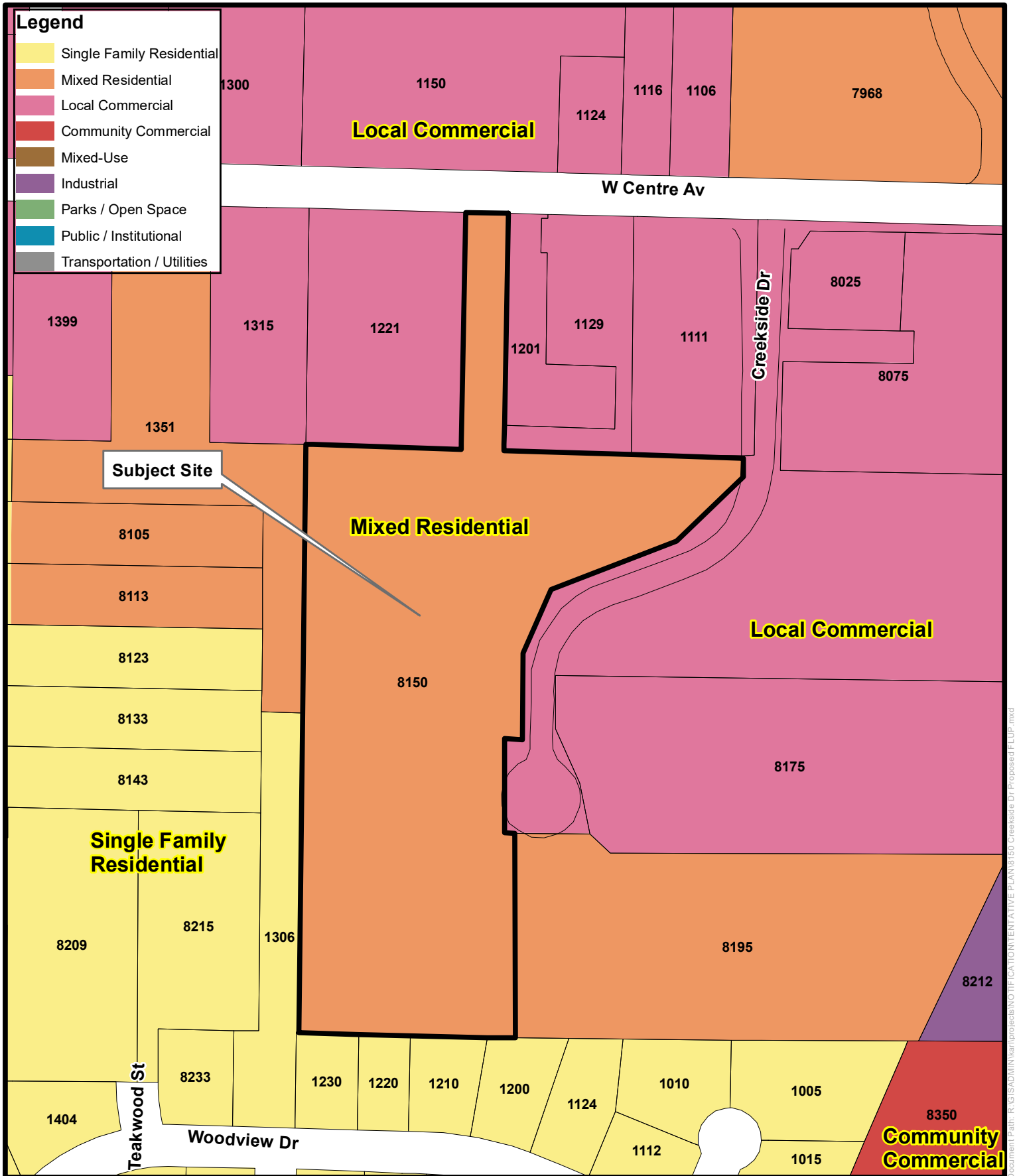




# Existing Future Land Use Map 8150 Creekside Drive



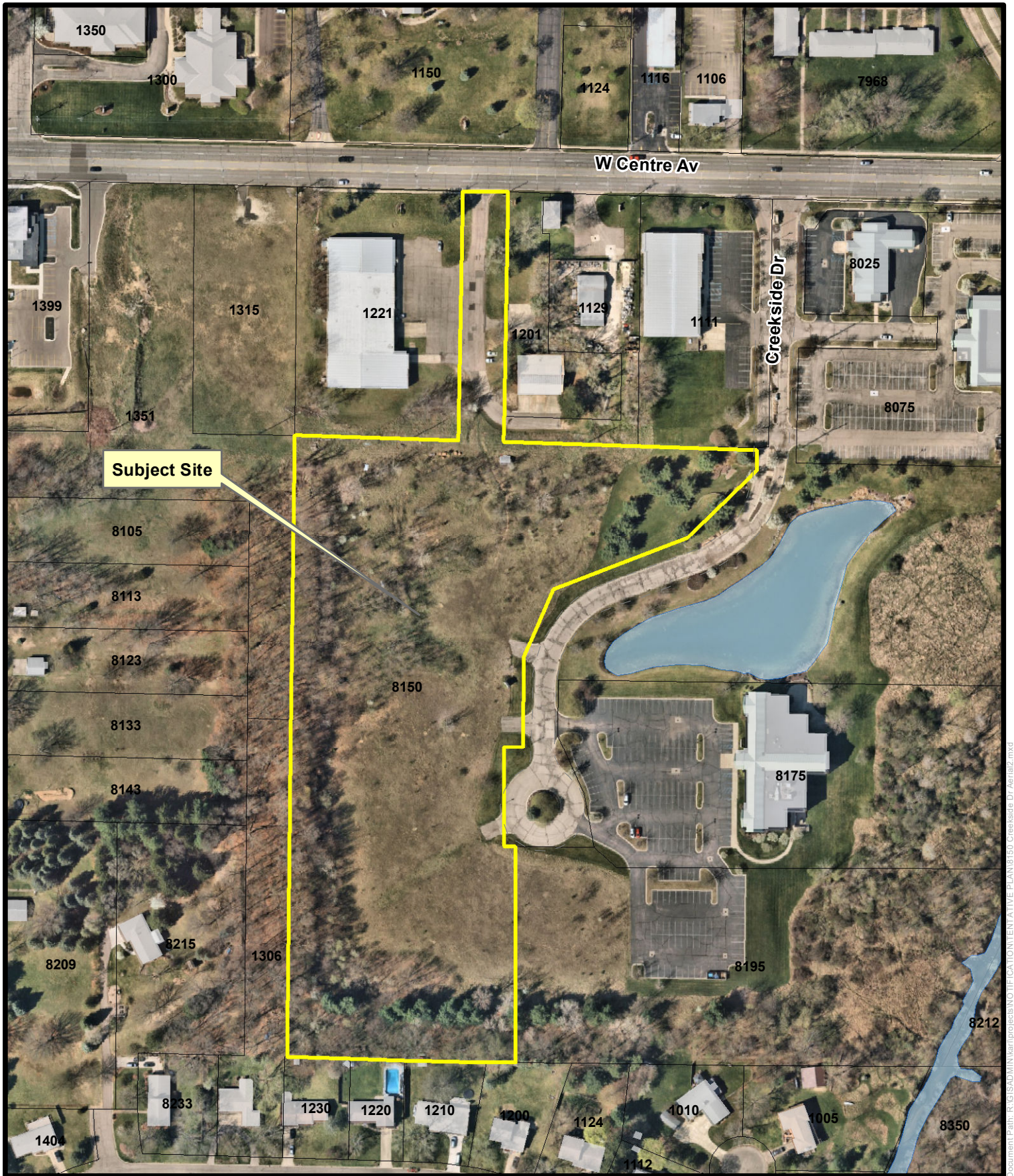




# Draft Future Land Use Map 8150 Creekside Drive







 Subject Parcels

## Aerial Photography Map 8150 Creekside Drive



1 inch = 189 feet  
Date: 6/11/2024  
(84)



## July 1, 2022 Staff's Site Pictures



Figure 1. Looking south at entrance of Creekside Drive (Private Road – Creekside Commons Condominium) from W. Centre Avenue.

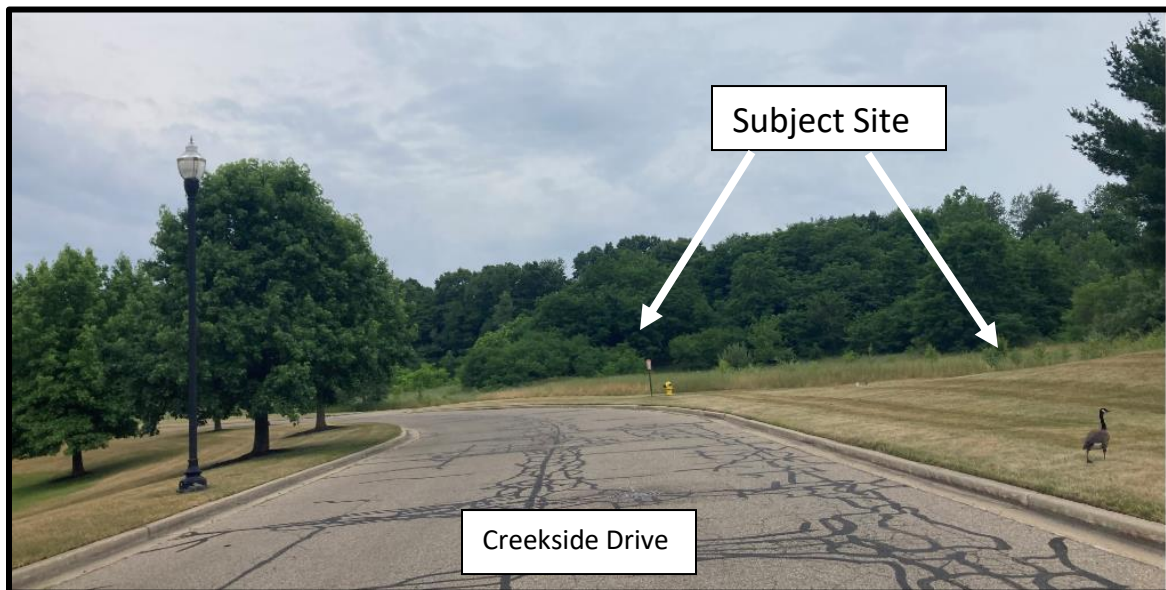


Figure 2. Looking south along Creekside Drive with the subject site to the right (west along Creekside Drive).



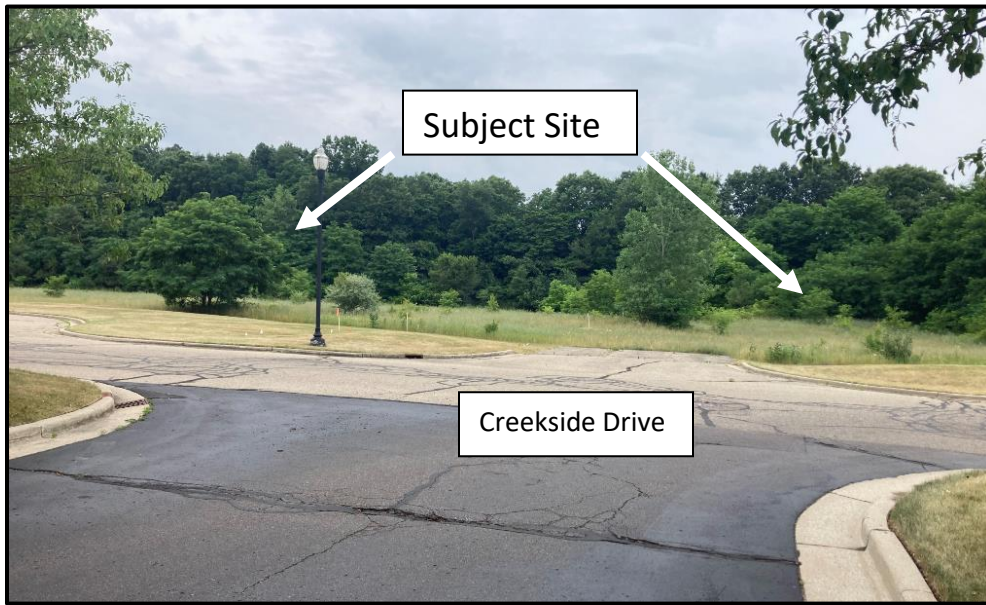


Figure 3. Looking west toward subject site across Creekside Drive.

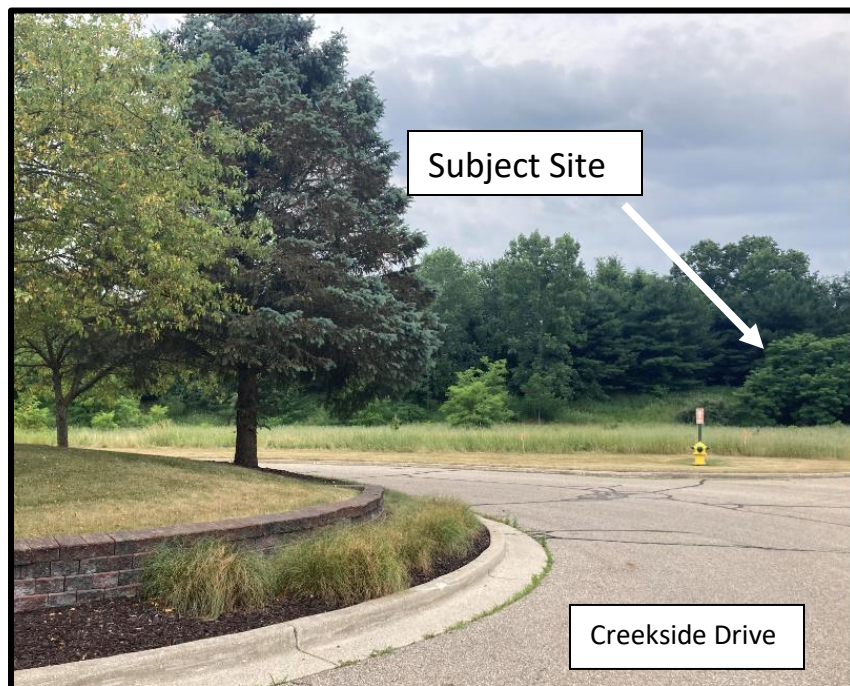


Figure 4. Looking south toward vegetated berm in background; Creekside Drive cul-de-sac in foreground.





# StoryPoint Portage South

8150 Creekside Drive, Portage, Michigan 49024

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                       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| <div><b>SHEET INDEX:</b></div> <div><div>A-0.0COVER SHEET &amp; SITE INFORMATION</div><div>C-1.0EXISTING CONDITIONS &amp; REMOVALS</div><div>C-2.0SITE PLAN</div><div>C-3.0GRADING PLAN</div><div>C-3.1WALL CROSS SECTION</div><div>C-4.0UTILITY PLAN</div><div>L-1.0LANDSCAPE PLAN</div><div>L-2.0LANDSCAPE RENDERING</div><div>A-1.0CONCEPTUAL ARCHITECTURAL SITE PLAN</div><div>A-2.1CONCEPTUAL FIRST FLOOR PLAN</div><div>A-2.2CONCEPTUAL SECOND FLOOR PLAN</div><div>A-2.3CONCEPTUAL THIRD FLOOR PLAN</div><div>A-3.1CONCEPTUAL COMPOSITE EXTERIOR ELEVATIONS</div></div> | <div><div>Owner:<b>Lockwood Companies</b></div><div><div>Owner/ Applicant:</div><div>StoryPoint Portage II<br/>7927 Nemco Way, Suite 120<br/>Brighton, MI 48116<br/>616-334-5180<br/>PH.</div><div>Landscape Architect:</div><div>Prein&amp;Newof<br/>3355 Evergreen Dr. NE<br/>Grand Rapids, MI 49525<br/>616-364-4491</div></div><div><div>Civil Engineer:</div><div>Prein&amp;Newof<br/>3355 Evergreen Dr. NE<br/>Grand Rapids, MI 49525<br/>616-364-4491</div><div>Architect:</div><div>Edmund London &amp; Associates<br/>20750 Civic Center Dr.,<br/>Suite 610<br/>Southfield, MI 48076<br/>248-353-4820</div></div></div> | <div><div>SITE AND BUILDING DATA</div><div><div>ZONING &amp; CURRENT USE</div><div><div>SITE:</div><div>ZONED - OS-1 OFFICE SERVICE &amp;<br/>R1-C ONE FAMILY RESIDENTIAL</div></div><div><div>NORTH:</div><div>ZONED - I-1 - LIGHT INDUSTRIAL</div></div><div><div>EAST:</div><div>ZONED - OS-1 OFFICE SERVICE</div></div><div><div>SOUTH:</div><div>ZONED - RC-1 ONE FAMILY RESIDENTIAL</div></div><div><div>WEST:</div><div>ZONED - RC-1 ONE FAMILY RESIDENTIAL</div></div></div><div><div>SETBACK AND BUILDING HEIGHT REQUIREMENTS</div><div><div>PD - SETBACK BASED ON RM-1 or RM-2 MULTI-FAMILY RESIDENTIAL</div><div><div>FRONT:</div><div>30'-0" REQUIRED<br/>49.8' PROPOSED</div></div><div><div>SIDE YARD:</div><div>30'-0" MINIMUM<br/>93.3' PROPOSED - NORTH SIDE<br/>128.5' PROPOSED - SOUTH SIDE</div></div><div><div>REAR YARD:</div><div>30'-0" REQUIRED<br/>54.4' PROPOSED</div></div><div><div>MAXIMUM HEIGHT OF STRUCTURES: 35'-0"</div><div>3 STORY BUILDING HT 44'-0" (TO MID OF ROOF)<br/>(49'-0" TO TOP OF PEAK)</div><div>1 STORY BUILDING HT 18'-8" (TO MID OF ROOF)<br/>(26'-0" TO TOP OF PEAK)</div></div></div><div><div>UNIT COUNTS</div><div><div>MULTI-FAMILY RESIDENTIAL<br/>SENIOR ADULT HOUSING<br/>(IL - INDEPENDENT LIVING)</div><div>1ST FLOOR<br/>0 - STUDIOS<br/>14 - (1) BEDROOM UNITS<br/>2 - (2) BEDROOM UNITS<br/>2ND FLOOR<br/>2 - STUDIOS<br/>24 - (1) BEDROOM UNITS<br/>12 - (2) BEDROOM UNITS<br/>3RD FLOOR<br/>1 - STUDIOS<br/>23 - (1) BEDROOM UNITS<br/>12 - (2) BEDROOM UNITS<br/>TOTAL<br/>3 - STUDIOS<br/>61 - (1) BEDROOM UNITS<br/>28 - (2) BEDROOM UNITS<br/>93 TOTAL UNITS</div><div>MULTI-FAMILY RESIDENTIAL<br/>SENIOR ADULT HOUSING<br/>(EL - ENHANCED LIVING)</div><div>1ST FLOOR<br/>9 - STUDIOS<br/>25 - (1) BEDROOM UNITS<br/>9 - (2) BEDROOM UNITS<br/>TOTAL<br/>37 TOTAL UNITS</div><div>ASSISTED LIVING<br/>(AL-2 - ASSISTED LIVING)</div><div>1ST FLOOR<br/>13 - STUDIOS<br/>8 - (1) BEDROOM UNITS<br/>0 - (2) BEDROOM UNITS<br/>TOTAL<br/>21 TOTAL UNITS</div><div>ASSISTED LIVING<br/>(MC - MEMORY CARE)</div><div>1ST FLOOR<br/>21 - STUDIOS<br/>0 - (1) BEDROOM UNITS<br/>0 - (2) BEDROOM UNITS<br/>TOTAL<br/>21 TOTAL UNITS</div></div></div><div><div>BUILDING AREA</div><div><div>RESIDENTIAL USE</div><div><div>FIRST FLOOR</div><div>101,370 SF</div></div><div><div>SECOND FLOOR</div><div>37,358 SF</div></div><div><div>THIRD FLOOR</div><div>38,138 SF</div></div><div><div>TOTAL FLOOR AREA =</div><div>177,064 SF</div></div><div><div>GARAGE</div><div>162 S.F.</div></div></div></div><div><div>DENSITY CALCULATIONS</div><div><div>OVERALL SITE AREA</div><div>9.11 ACRES (396,831.6 S.F.)</div></div><div><div>OVERALL BUILDING FOOTPRINT<br/>W/O BALCONIES</div><div>101,370 S.F. + 162 SF/396,831.6 = 25.6% LOT COVERAGE</div></div><div><div>OVERALL PARKING LOT<br/>(EXCLUDED SIDEWALKS &amp; LANDBANK PARKING)</div><div>109,770 S.F.</div></div><div><div>OVERALL PARKING LOT W/ LANDBANK PARKING<br/>(EXCLUDED SIDEWALKS)</div><div>109,770 S.F. +10,346 S.F. = 120,116 S.F.</div></div><div><div>SIDEWALK &amp; PATIO AREA</div><div>16,383 S.F.</div></div><div><div>OVERALL IMPERVIOUS AREA</div><div>119,667 S.F. (PAVING) + 16,383 S.F. (SIDEWALK) + 101,370 S.F. (BUILDING) = 237,420 S.F.</div></div><div><div>PREVIOUS APPROVED CREEKSIDE COMMONS<br/>DRAINAGE AREA CALCULATION BASED ON AREAS: #2, #3, #4</div><div>APPROXIMATE IMPERVIOUS AREA 310,900 S.F.</div></div></div></div></div> | <div><div>LEGAL DESCRIPTION</div><div><div>Legal description (River Valley Title, Commitment Number 2022015772, Commitment Date: December 22, 2021 at 08:00 AM)</div><div>The Land is described as follows:<br/>Unit 5, Creekside Commons Condominium, according to the Master Deed recorded in Instrument No. 2000-003766, Kalamazoo County records, and amendments thereto, if any, designated as Kalamazoo County Condominium Subdivision Plan No. 115, together with right in General Common Elements and Limited Common Elements as set forth in the above Master Deed and as Described in Act 59 of the Public Acts of 1978, as amended.</div></div></div> <div><div>USE</div><div>REQUIREMENT</div><div>PARKING SPACES REQUIRED</div></div> <div><div>MULTIFAMILY RESIDENTIAL<br/>SENIOR ADULT HOUSING</div><div>1.5 spaces per unit<br/>93 units * 1.5 = 140 spaces</div><div>140 + 48 = 188 parking spaces @ 9 ft x 18 ft<br/>TOTAL PARKING SPACES PROVIDED = 167 SPACES (9 x 18 spaces)<br/>ACCESSIBLE PARKING SPACES PROVIDED = 8 SPACES (4 VAN ACCESSIBLE)<br/>PLUS 33 LANDBANK PARKING SPACES (+8 minus) = TOTAL NUMBER OF SPACES = 192<br/>TOTAL NUMBER OF PARKING SPACES PROVIDED AT PORTAGE I = 178 SPACES (FOR 194 UNITS)</div></div> <div><div>ASSISTED LIVING</div><div>0.5 spaces per unit + (1) per<br/>employee at the largest shift<br/>79 units * 0.5 = 40 + 10 = 48 spaces</div><div></div></div> |
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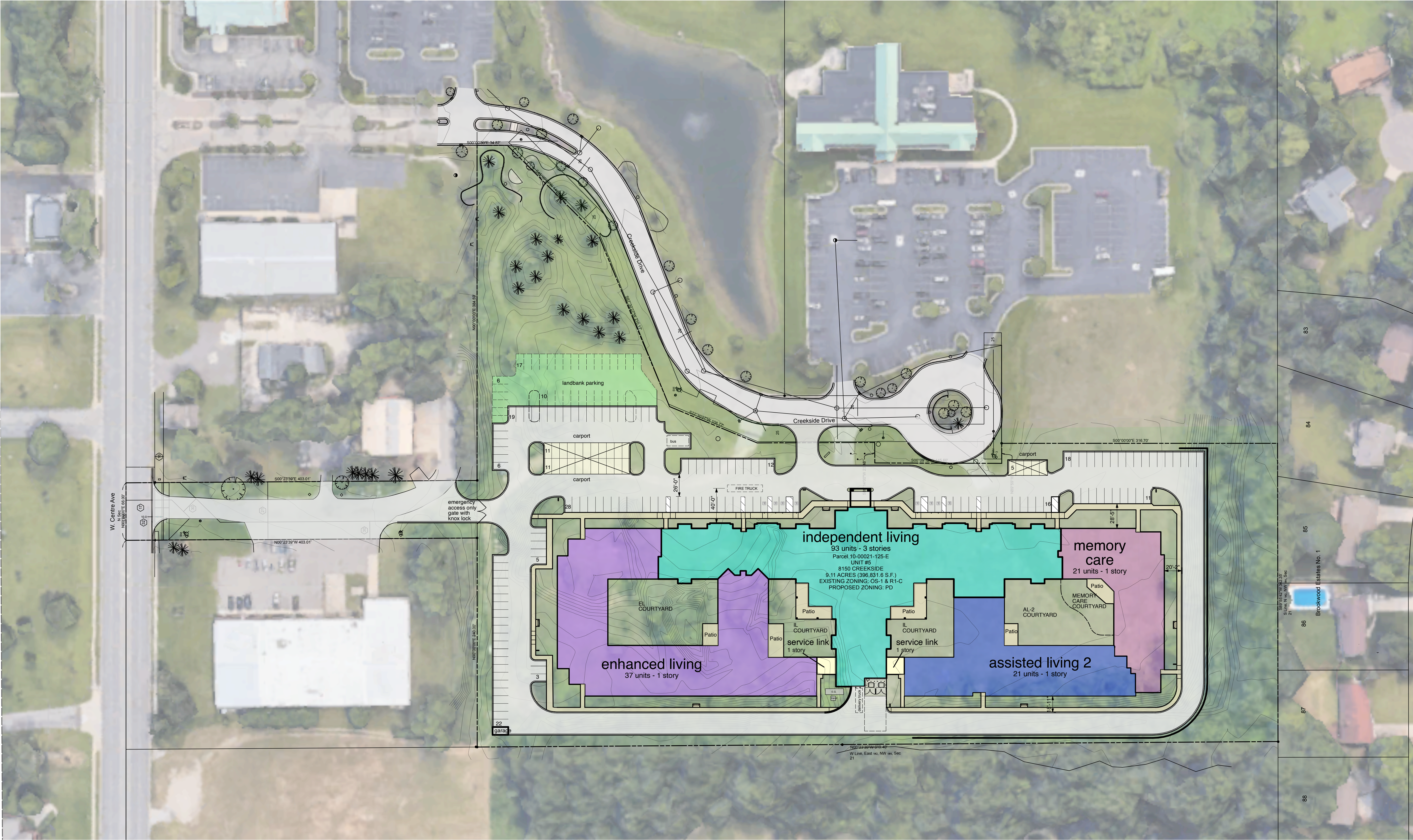
PARCEL ID: #10-00021-125-E  
UNIT #5  
8150 CREEKSIDE DRIVE, PORTAGE, MI  
49024

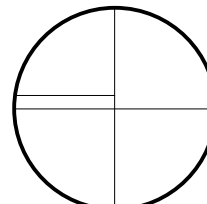
Architects seal

Engineer's Seal

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N  conceptual site plan  
SCALE: 1" = 50'-0"



**TO:** Honorable Mayor and City Council

**FROM:** City of Portage Planning Commission

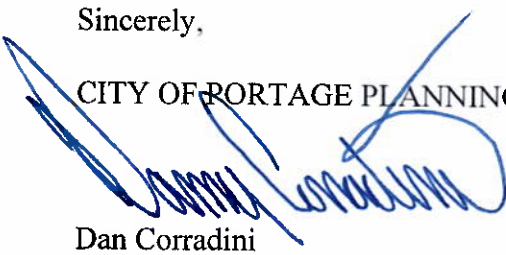
**DATE:** June 25, 2024

**SUBJECT:** PD Tentative Plan Amendment for a future residential housing project, 8150 Creekside Drive

At the June 20, 2024 meeting, the Planning Commission reviewed and discussed the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive. The applicant and representative with Green Development Ventures, LLC, Mike West, was present to explain the proposed project. One public comment indicating his support of the project keeping vegetation and berm to the south adjacent to his property. The Planning Commission determined no further discussion was needed and voted to close the public hearing.

The Planning Commission voted unanimously (6-0) to recommend to City Council the approval of the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Sincerely,



CITY OF PORTAGE PLANNING COMMISSION

Dan Corradini  
Chairman

Attachments: June 20, 2024 Planning Commission meeting minutes.



# **CITY OF PORTAGE PLANNING COMMISSION**

**Thursday, June 20, 2024  
7:00 PM Portage  
Portage City Hall Council Chamber**

The City of Portage Planning Commission meeting of June 20, 2024, was called to order by Chair Corradini at 7:00 p.m.

## **IN ATTENDANCE**

- Eric Feldt, Senior City Planner
- Alex Johnson, City Planner/Project Manager
- Catherine Kaufman, City Attorney

## **ROLL CALL**

Mr. Feldt called the roll: Chairman Corradini (yes); Vice Chair Baldwin (yes); Secretary Freiman (yes), Adams (yes); Copp (no); Joshi (no); Fries (yes); Youngs (yes); and Longjohn (no).  
6-Present; 3-Absent.

Motion by Vice Chair Baldwin, seconded by Commissioner Fries to approve the excused commissioners.  
Motion carried 6-0.

## **APPROVAL OF MINUTES**

1. Minutes dated June 6, 2024

Motion by Commissioner Youngs, seconded by Secretary Freiman to approve the June 6, 2024, minutes as submitted. Motion carried 6-0.

## **PUBLIC HEARINGS**

1. Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Mr. Feldt provided a PowerPoint presentation addressing the project. He stated that the project meets the applicable planning procedures and submittals, consistent with the City's improvement design standards, and is consistent with local zoning district standards. He concluded his presentation by recommending that Planning Commission recommends to the City Council approval of the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive.

Commissioner Fries asked about the upcoming sidewalk project by the City. Mr. Feldt stated that a new sidewalk is planned along the southside of W. Centre Avenue between Oakland Drive to Shaver Road and would likely begin next year.

The applicant, Mike West with Green Development Ventures, LLC (2186 E Centre Ave) presented the development, explained the various homes styles and sizes, and indicated its similarity with the new Oakland Commons. Mr. West indicated there is a tremendous demand for rental housing in the area.

Chair Corradini asked who will maintain Creekside Drive and why the new houses will be rentals. Mr. West indicated that that Creekside Drive maintenance will be jointly done with the overall Creekside Condominium association. The development manager of the project will maintain all drives and landscaping, traffic will be less than the previously planned office condo, and the stormwater will be



private. He restated the high demand for rentals, and also if the rentals don't work, the houses can easily be set up as single-family residences to own within a new condominium.

Commissioner Fries asked if there were any development incentives for lower rent and asked for clarification on the neighborhood meeting.

Mr. West stated that his team is working with City staff on development incentives.

He also stated that for the neighborhood meeting, he sent letters to neighbors, talked to adjacent business owners, and had an hour meeting on April 10<sup>th</sup>. No opposition was received. Only a few comments asking to preserve the natural berms and preserve vegetation. He stated that much of the berm and vegetation to the west and south will remain.

Chair Corridini opened the public hearing.

1) Dennis O'Brien – 1306 Woodview Dr

He stated in support of the project and indicated that the previous project would have reduced some of the adjacent vegetation and berm to the south adjacent to his property.

Motion by Vice Chair Baldwin, seconded by Secretary Freiman, to close public hearing. Motion carried 6-0.

Motion by Commissioner Fries, seconded by Commissioner Adams, to recommend to City Council to approve the Tentative Plan Amendment to amend the previously approved Tentative Plan of a Planned Development for a future residential housing project at 8150 Creekside Drive. Motion carried 6-0.

**SITE/FINAL PLANS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**STATEMENT OF CITIZENS**

None.

**STATEMENT OF COMMISSIONERS/ STAFF**

Mr. Feldt announced that the Master Plan 63-day commenting period would end in early August. Staff would then address public comments and present the Master Plan to the Planning Commission in late August. He announced a public meeting to show the latest draft Master Plan on Monday, June 24<sup>th</sup> at 6pm in the Portage Zhang Senior Center, and invited the Commission.

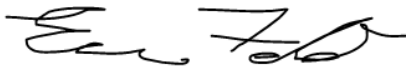
Mr. Feldt concluded by stating that the next Planning Commission meeting on Thursday, July 4<sup>th</sup> is cancelled for the Independence Day holiday.



**ADJOURNMENT**

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 7:42 p.m.

Respectfully submitted,

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

Eric Feldt  
Senior City Planner

DRAFT



## CITY OF PORTAGE

## COMMUNICATION

---

**TO:** Kendra Gwin, Director Transportation and Utilities

**DATE:** August 1, 2024

**FROM:** Muhammad Arif, Traffic Engineer 

**SUBJECT:** West Centre Avenue and Creekside Drive Intersection Traffic Study

As you are aware, Allen Edwin Homes is proposing forty-six single family detached housing units in the vicinity of 8175 Creekside Drive. Currently Creekside Drive is a two-lane road with curb and gutter on both sides of the street stretching south of West Centre Avenue. Three commercial buildings exist close to the proposed housing development which will share the roadway. Two of the commercial buildings are not completely occupied and the third building is a commercial bank with fewer daily trips, therefore the existing traffic at Creekside Drive is extremely low.

West Centre Avenue at this location has five lanes, two lanes in each direction of travel with a two-way-left-turn lane in the middle extending on both sides of Creekside Drive. Curb and gutter exist on West Centre Avenue on both sides of the street. The posted speed limit on this stretch of West Centre Avenue is 40-mph. Two major intersections, namely Centre/Shaver and Centre/Oakland exist 2700-ft to the east and 3300-ft to the west of this intersection. Numerous commercial driveways exist on West Centre Avenue along this stretch of the roadway. A 24-hour traffic count taken on West Centre Avenue in 2023 reflects approximately a total of 23,700 vehicles in both directions of travel (See Exhibit "A"). AM peak hour exists between 8:00 AM & 9:00 AM whereas PM peak hour exists between 5:00 PM & 6:00 PM at this intersection. It is interesting to realize that AM peak hour at this intersection does not coincide with the public-school morning rush hour. Adequate line of sight exists in both directions of travel on West Centre Avenue at this location. The proposed housing development will not be connected to the residential streets such as Teakwood Drive and/or Woodward Drive to the west, therefore no possibility of diverted traffic exists. A traffic speed study was conducted by the police department immediately west of the intersection in 2020 (See Exhibit "B"). The speed study reflects an average speed of 44-mph. Currently the police department is conducting a speed study at the same location, once completed and available it will be shared.

A raw trip generation table was created utilizing the Institute of Transportation of Engineers' 8<sup>th</sup> Edition Trip Generation Tables (See Exhibit "C"). A land use code of 210 was used to generate weekday, AM peak and PM peak hour traffic volumes for 46 new single family detached housing units. As can be seen a total of 440 weekday, 35 AM peak hour and 46 PM peak hour trips are forecasted. When these trips are compared to an existing 24-hour traffic volume count (See Exhibit "A") collected on West Centre Avenue, it appears that the weekday traffic of the proposed housing is approximately 0.018% of the 24 -hour traffic volume, whereas AM peak and PM peak hour volumes of the development are approximately 0.022% of the existing AM and PM peak hour traffic on West Centre Avenue. Since two major signalized intersections are far apart from the functional area of this intersection therefore plenty of adequate gaps in the on-coming traffic on West Centre Avenue are anticipated for the exiting traffic on Creekside Drive.



Since both commercial and employment hubs are located to the east of the development, therefore, most of the exiting trips from the development are anticipated to make right turn hence not slowing down traffic on West Centre Avenue. Westbound left turn vehicles will utilize existing two-way left-turn lane to access development while finding the gaps among on-coming eastbound vehicles.

A five-year (2018-2022) crash history report (See Exhibit “D”) was generated for this intersection, and it indicates only 1 reported crash occurring over this period without any serious injury.

Since both trips generated and the crash history numbers are extremely low, in addition, plenty of adequate gaps are anticipated for both northbound right and left turn vehicles, therefore department does not see any adverse traffic congestion or traffic safety issues posed by the proposed development at this intersection.



# EXHIBIT “A”



# WEST CENTRE AVENUE EAST OF OAKLAND DRIVE

| Location Info     |                              |     |     |     |              |
|-------------------|------------------------------|-----|-----|-----|--------------|
| Location ID       | 6204                         |     |     |     |              |
| Type              | I-SECTION                    |     |     |     |              |
| Functional Class  | NFwyUrbOtPrArt               |     |     |     |              |
| Located On        | West Centre Avenue           |     |     |     |              |
| EAST OF           | Oakland Dr                   |     |     |     |              |
| Direction         | 2-WAY                        |     |     |     |              |
| Community         | Portage                      |     |     |     |              |
| MPO_ID            | 6204                         |     |     |     |              |
| HPMS ID           |                              |     |     |     |              |
| Agency            | Kalamazoo Area Traffic Study |     |     |     |              |
|                   |                              |     |     |     |              |
|                   |                              |     |     |     |              |
|                   |                              |     |     |     |              |
| Interval: 15 mins |                              |     |     |     |              |
| Time              | 15 Min                       |     |     |     | Hourly Count |
|                   | 1st                          | 2nd | 3rd | 4th |              |
| 00:00 - 01:00     | 20                           | 17  | 26  | 18  | 81           |
| 01:00 - 02:00     | 7                            | 6   | 10  | 4   | 27           |
| 02:00 - 03:00     | 5                            | 6   | 7   | 11  | 29           |
| 03:00 - 04:00     | 2                            | 7   | 6   | 7   | 22           |
| 04:00 - 05:00     | 16                           | 19  | 27  | 35  | 97           |
| 05:00 - 06:00     | 37                           | 57  | 73  | 76  | 243          |
| 06:00 - 07:00     | 79                           | 126 | 184 | 228 | 617          |
| 07:00 - 08:00     | 199                          | 282 | 353 | 473 | 1307         |
| 08:00 - 09:00     | 383                          | 380 | 406 | 393 | 1562         |
| 09:00 - 10:00     | 348                          | 328 | 316 | 379 | 1371         |
| 10:00 - 11:00     | 370                          | 346 | 332 | 370 | 1418         |
| 11:00 - 12:00     | 379                          | 373 | 362 | 460 | 1574         |
| 12:00 - 13:00     | 398                          | 438 | 391 | 448 | 1675         |
| 13:00 - 14:00     | 386                          | 409 | 356 | 416 | 1567         |
| 14:00 - 15:00     | 411                          | 401 | 423 | 459 | 1694         |
| 15:00 - 16:00     | 440                          | 462 | 462 | 533 | 1897         |
| 16:00 - 17:00     | 488                          | 516 | 538 | 508 | 2050         |
| 17:00 - 18:00     | 553                          | 562 | 537 | 450 | 2102         |
| 18:00 - 19:00     | 378                          | 380 | 306 | 311 | 1375         |
| 19:00 - 20:00     | 259                          | 303 | 259 | 275 | 1096         |
| 20:00 - 21:00     | 242                          | 229 | 223 | 172 | 866          |
| 21:00 - 22:00     | 200                          | 165 | 130 | 96  | 591          |
| 22:00 - 23:00     | 97                           | 67  | 73  | 71  | 308          |
| 23:00 - 24:00     | 53                           | 39  | 37  | 29  | 158          |
| TOTAL             |                              |     |     |     | 23727        |

| Count Data Info |                     |
|-----------------|---------------------|
| Start Date      | 8/8/2023            |
| End Date        | 8/9/2023            |
| Start Time      | 12:00 AM            |
| End Time        | 12:00 AM            |
| Direction       | 2-WAY               |
| Notes           |                     |
| Count Source    | Centre E of Oakland |
| File Name       | Centre Ave 6204.mdb |
| Weather         |                     |
| Study           |                     |
| Owner           | burly               |
| QC Status       | Accepted            |



# EXHIBIT “B”



# Portage Dept. of Public Safety

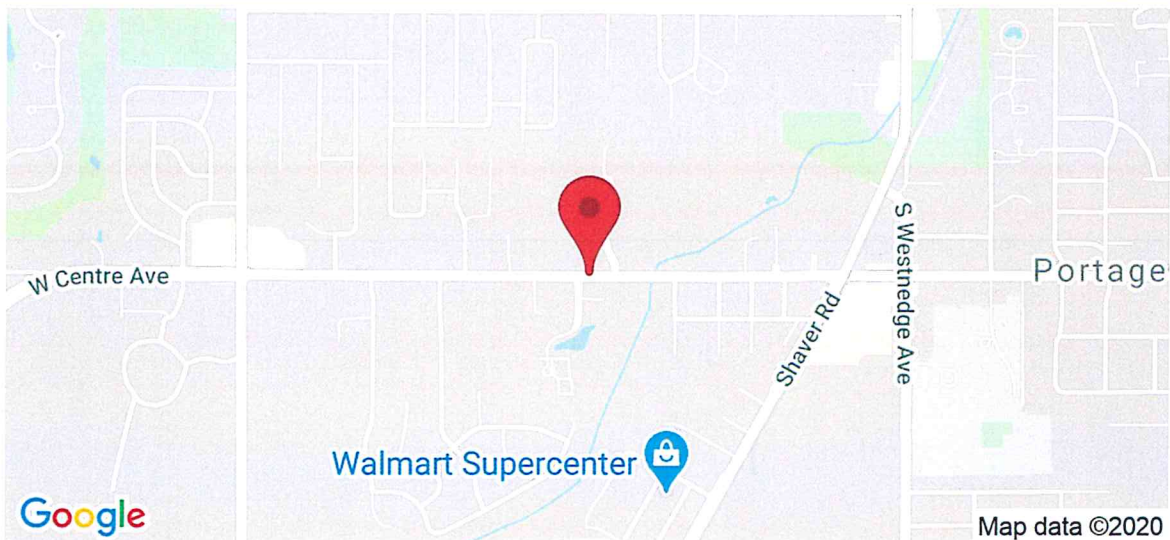
## Survey Description

### Survey Details

|                               |                                                                     |                           |
|-------------------------------|---------------------------------------------------------------------|---------------------------|
| <b>Survey Location</b>        | 1000 W. Centre Ave. Portage, MI 49024                               |                           |
| <b>Survey GPS Coordinates</b> |                                                                     |                           |
| <b>Survey Dates</b>           | <b>Start</b>                                                        | <b>Stop</b>               |
|                               | Tuesday, 9/1/2020 11:02 AM                                          | Tuesday, 9/8/2020 2:29 PM |
| <b>Posted Speed Limit</b>     | 40 ( mph)                                                           |                           |
| <b>Traffic Zone</b>           |                                                                     |                           |
| <b>File Name</b>              | STALKER_ROADSIDE_LOG_150717_ZZ000000_0xB830@2020-09-09_11-35-34.xml |                           |
| <b>Device Type</b>            |                                                                     |                           |
| <b>Device Serial Number</b>   | SNAA000000                                                          |                           |
| <b>Survey Note</b>            | Notes:                                                              |                           |

|                            |                            |                         |
|----------------------------|----------------------------|-------------------------|
| <b>Total Vehicle Count</b> | 62618                      |                         |
| <i>Traffic Direction</i>   | <b>Undefined (Closing)</b> | <b>Undefined (Away)</b> |
| <i>Vehicle Count</i>       | 25214                      | 37404                   |

### Survey Map





# Portage Dept. of Public Safety

## Survey Summary

### Survey Description

**Survey Location** 1000 W. Centre Ave. Portage, MI 49024  
**Survey GPS Coordinates**  
**Survey Dates** **Start** Tuesday, 9/1/2020 11:02 AM **Stop** Tuesday, 9/8/2020 2:29 PM  
**Posted Speed Limit** 40 ( mph)  
**Traffic Zone**

### Survey Result

|                                                     |                          |                  |                  |
|-----------------------------------------------------|--------------------------|------------------|------------------|
| <b>Total Vehicle Count</b>                          |                          | 62618            |                  |
|                                                     | <b>Traffic Direction</b> | <b>Closing</b>   | <b>Away</b>      |
|                                                     |                          | <b>Undefined</b> | <b>Undefined</b> |
|                                                     | <b>Vehicle Count</b>     | 25214            | 37404            |
| <b>Posted Speed Limit</b>                           |                          | 40 ( mph)        |                  |
| <i>Vehicles Under the Speed Limit Count</i>         |                          | 9644             | 8531             |
| <i>Vehicles Under the Speed Limit Percentage</i>    |                          | 38.25%           | 22.81%           |
| <i>Vehicles Over the Speed Limit Count</i>          |                          | 15570            | 28873            |
| <i>Vehicles Over the Speed Limit Percentage</i>     |                          | 61.75%           | 77.19%           |
| <b>Excessive Speed Threshold</b>                    |                          | 50 ( mph)        |                  |
| <i>Vehicles Over the Excessive Speed Count</i>      |                          | 893              | 3811             |
| <i>Vehicles Over the Excessive Speed Percentage</i> |                          | 3.54%            | 10.19%           |
| <i>Average Speed Over Limit</i>                     |                          | 44.3 ( mph)      | 45.57 ( mph)     |
| <b>Speed Profile</b>                                |                          |                  |                  |
| <b>Average Speed</b>                                | 41.54 ( mph)             | 43.59 ( mph)     | 42.76 ( mph)     |
| <b>Minimum Speed</b>                                | 10 ( mph)                | 10 ( mph)        | 10 ( mph)        |
| <b>Maximum Speed</b>                                | 70 ( mph)                | 92 ( mph)        | 92 ( mph)        |
| <b>85th Percentile Speed</b>                        | 46 ( mph)                | 48 ( mph)        | 48 ( mph)        |
| <b>Standard Deviation</b>                           | 21 ( mph)                | 24 ( mph)        | 23 ( mph)        |
| <b>10 mph Pace</b>                                  | 37-46 ( mph)             | 39-48 ( mph)     | 38-47 ( mph)     |
| <b>In Pace Count</b>                                | 18285                    | 25854            | 43395            |

### Data Recording Limits

**Highest Speed Allowed** 120 ( mph)  
**Lowest Speed Allowed** 10 ( mph)  
**Minimum Following Time** 0 Second(s)



**Portage Dept. of Public Safety****Survey Description****Survey Location** 1000 W. Centre Ave. Portage, MI 49024**Survey GPS Coordinates****Survey Dates****Start**

Tuesday, 9/1/2020 11:02 AM

**Stop**

Tuesday, 9/8/2020 2:29 PM

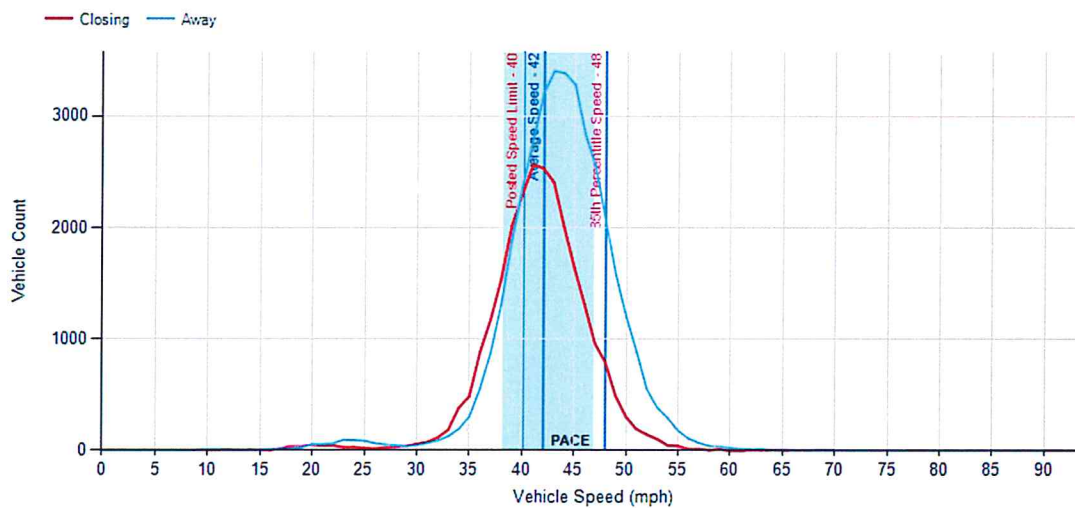
**Posted Speed Limit**

40 ( mph)

**Traffic Zone****Count vs Speed - Line Chart**

Date Range: 2020-09-01 - 2020-09-08

Direction: Both





# EXHIBIT “C”



# City of Portage

## Trip Generation Analysis

### Unadjusted Trip Ends

| No. | Land Use                       |          |      | Weekday |           |            |            |                 |    | AM Peak Hour |           |     |     |                 |    | PM Peak Hour |           |     |     |  |    |           |           |
|-----|--------------------------------|----------|------|---------|-----------|------------|------------|-----------------|----|--------------|-----------|-----|-----|-----------------|----|--------------|-----------|-----|-----|--|----|-----------|-----------|
|     | Type                           | Code No. | Size | Unit    | Generator |            |            | Adjacent Street |    |              | Generator |     |     | Adjacent Street |    |              |           |     |     |  |    |           |           |
|     |                                |          |      |         | Two Way   | In         | Out        | Two Way         | In | Out          | Two Way   | In  | Out | Two Way         | In | Out          |           |     |     |  |    |           |           |
| 1   | Single-Family Detached Housing | 210      | 46   | Units   | 440       | 50%<br>220 | 50%<br>220 |                 |    |              | n/a       | n/a |     |                 |    | 25%<br>9     | 75%<br>26 | n/a | n/a |  | 46 | 63%<br>29 | 37%<br>17 |
|     |                                |          |      |         |           |            |            |                 |    |              |           |     |     |                 |    |              |           |     |     |  |    |           |           |
|     |                                |          |      |         |           |            |            |                 |    |              |           |     |     |                 |    |              |           |     |     |  |    |           |           |
|     |                                |          |      |         |           |            |            |                 |    |              |           |     |     |                 |    |              |           |     |     |  |    |           |           |

**Note:**  
 1. Source: ITE Trip Generation, 8th Edition.  
 Creekside Housing Development



## EXHIBIT “D”



# Standard Crash Report - Intersection

Portage (CityVillage)

Report Module: Safety Management Analysis

Today's Date: Thursday, August 1, 2024

Dates: 1/1/2018 to 12/31/2022

Intersection: W Centre Ave & Creekside Dr

Radius: 150 feet

Animal Crashes: Excluded

Sort Order: PR No., Milepoint, Date of Crash

Physical Road(s) comprising intersection:

| PR Number | Road Name    | Milepoint |
|-----------|--------------|-----------|
| 3392084   | Creekside Dr | 0.000     |
| 25204     | W Q Ave      | 8.630     |

Report Filter

| Field Name | Operator | Value(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crash Type | =        | Angle Driveway or Angle Straight or Angle Turn or Animal or Backing or Bicycle or Fixed Object or Head-on or Head-On Left Turn Driveway or Head-On Left-Turn Not Associated with Driveway or Hit Train or Misc. Multiple Vehicle or Misc. Single Vehicle or Other Driveway or Other Object or Overturm or Parking or Pedestrian or Rear End Driveway or Rear End Left Turn or Rear End Right Turn or Rear End Straight or Side-Swipe Opposite or Side-Swipe Same |







# Standard Crash Report - Intersection

| UD-10                                                                    |         |               |                     |          |                 |          |           |          |                    | Environmental Condition |        |       |      |         |              |         |                      | CS    |        |  |  |
|--------------------------------------------------------------------------|---------|---------------|---------------------|----------|-----------------|----------|-----------|----------|--------------------|-------------------------|--------|-------|------|---------|--------------|---------|----------------------|-------|--------|--|--|
| PR MP                                                                    | Number  | City/Township | Crossroad Reference | Location | Crash Type      | Severity | Date      | Weekday  | Hour of Occurrence | Veh.                    | Occup. | Fatal | Inj. | Weather | Lighting     | Surface | Relationship To Road | MP    | Number |  |  |
| PR Number: 25204                                                         |         |               |                     |          |                 |          |           |          |                    | Road Name: W Q Ave      |        |       |      |         |              |         |                      |       |        |  |  |
| 8.629                                                                    | 1859508 | Portage       | CREEKSIDE           | 5' W     | Side-Swipe Same | PDO      | 11/9/2019 | Saturday | 08PM-09PM          | 2                       | 2      | 0     | 0    | Clear   | Dark,Lighted | Dry     | On Road              | 0.000 | 0      |  |  |
| Total crashes for PR 25204 (W Q Ave): 1 (0 Fatal, 0 Injuries, and 1 PDO) |         |               |                     |          |                 |          |           |          |                    |                         |        |       |      |         |              |         |                      |       |        |  |  |

Total crashes for PR 25204 (W Q Ave): 1 (0 Fatal, 0 Injuries, and 1 PDO)

Total crashes for Intersection: 1 (0 Fatal, 0 Injuries, and 1 PDO)



**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Review of Rules and Order and Procedure

**SUPPORTING PERSONNEL:** Erica Eklov, City Clerk  
Adam Herringa, Chief Operating Officer

**ACTION RECOMMENDED:** Take no action related to the City Council Rules of Order and Procedure.

On January 23, 2024, City Council adopted revised Rules of Order and Procedure. At this meeting, City Council committed to reviewing the revisions following a six month period. The relevant agenda item from this meeting is attached for reference. It is the opinion of City Administration that the revisions have been successful and therefore recommend that City Council take no further action to modify the Rules of Order and Procedure at this time.

**FUNDING:** Not Applicable

**Attachments:** 1. Pages from 2024 01 23 CC Agenda Packet - final



**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Revised Rules of Order and Procedure

**SUPPORTING PERSONNEL:** Adam Herringa, Chief Operating Officer  
Erica Eklov, City Clerk

**ACTION RECOMMENDED:** Adopt the revised Rules of Order and Procedure.

Per the City Charter, the City Council Rules of Order and Procedure govern the format and process followed for City Council Meetings (Charter Section 4.6-i and Section 4.6-m). Initially adopted by City Council on October 13, 1964, the Rules of Order and Procedure are traditionally adopted every two years, yet are rarely modified significantly. The last significant modification occurred in late 2017. In a continuing effort to improve the efficiency of City Council Meetings, the Office of the City Manager and Office of the City Clerk conducted a review of the current City Council Meeting Agenda format and the related Rules of Order and Procedure. After discussions at the retreat with the City Council and consulting with a parliamentarian, Bob Slattery, former Mayor of Mt. Morris and Past President of the Michigan Municipal League, the following revisions to the Rules of Order and Procedure are recommended.

## **Section 2. Order of Business**

Only one opportunity for Statements of Citizens is required by law, and the second Statement of Citizens is rarely used. It is recommended that the second Statement of Citizens be eliminated, retaining the first Statement of Citizens to allow members of the public to make comments that may involve an item on the agenda.

## **Section 5. Consent Agenda**

The removal of items from the Consent Agenda by members of the public is, according to the parliamentarian, very unusual in the State of Michigan. Following publication on a Thursday, the agenda is available for review for several days before a Regular Meeting. During this time, the public can reach out to elected officials and the City Administration to share any concerns. In addition, there is an opportunity for statements of citizens at the start of every meeting. It is recommended that the ability to remove items from the Consent Agenda be reserved for members of the City Council.

Currently, the Mayor reads a statement at the start of every meeting regarding how to access the agenda. At this point, it is believed that the public understands how to access the agenda and that reading of the statement is unnecessary. Rather, it is suggested that the Mayor inquire of the City Council if there are items to remove from the Consent Agenda and then ask for a motion to adopt the overall agenda as presented. According to Mr. Slattery, it is good practice for the overall agenda to be approved by the City Council before taking action on individual items.



## **Section 6. Regular Meetings; Time-Place:**

To better accommodate City Council and city staff work schedules, it is recommended that the meeting start time be changed to 6 PM. It is believed that the earlier start time will not pose a significant hardship for public participation as, post-COVID, a traditional work schedule is becoming increasingly rare. The revised start time, presuming City Council approval, would take effect on Tuesday, February 20, 2024. A public hearing on a rezoning has already been noticed to begin at 7 PM, or as soon thereafter as may be heard, for the meeting of February 6, 2024.

## **Section 10. Rules of Debate:**

The current Rules of Order and Procedure imply a limitation on the motions that can be made throughout a meeting. This revision clarifies that all motions permitted by Robert's Rules of Order are acceptable. Additionally, revisions clarify that a two-thirds majority is required on a motion to close debate, and only a member on the prevailing side of a question can move to reconsideration. All three of these revisions have been recommended by the parliamentarian.

It is recommended that City Council adopt the revised Rules of Order and Procedure as shown in the revised attachment. A red-line/strikeout version of the Rules of Order and Procedure is also attached.

**FUNDING:** N/A

**Attachments:**

1. City Council Rules Procedures RedlineF
2. City Council Rules Procedures DRAFT 2024F Clean



**RULES OF ORDER AND PROCEDURE**  
**FOR THE CITY COUNCIL**  
**PORTAGE, MICHIGAN**

**Section 1. Convening of Meeting; Quorum:**

The Mayor, or in his/her absence or at his/her direction, the Mayor Pro Tem, shall, at the time fixed for meeting, take the chair for convening the Council. The presence of four (4) members of the meeting shall constitute a quorum for the transacting of business.

**Section 2. Order of Business:**

The Business of all regular meetings shall be transacted as far as possible in the following order:

- |                                                     |                                                              |
|-----------------------------------------------------|--------------------------------------------------------------|
| CALL TO ORDER                                       | D. Public Hearings                                           |
| <del>Invocation</del> <u>Moment of Silence</u>      | E. Regular Business Agenda                                   |
| Pledge of Allegiance                                | F. Unfinished Business                                       |
| Roll Call                                           | G. Council Committee Reports                                 |
| Proclamations                                       | H. New Business                                              |
| A. <u>Petitions and Statements of</u>               | <del>I. Statements of Citizens</del>                         |
| <u>Citizens</u> <del>Consent Agenda</del>           |                                                              |
| B. <u>Consent Agenda</u> <del>Petitions &amp;</del> | <del>II. Statements of City Council &amp; City Manager</del> |
| <del>Statements of Citizens</del>                   |                                                              |
| C. Communications                                   | ADJOURNMENT                                                  |

**Section 3. Reading of Minutes:**

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

**Section 4. Agenda for Meeting:**



Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be considered at each regular Council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

## **Section 5. Consent Agenda:**

The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may only be removed from the Consent Agenda by a member of City Council ~~or the audience~~. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section. Routine items on the Consent Agenda include, but are not limited to, City Council Meeting Minutes, Minutes of Boards and Commissions, Accounts Payable Register, Materials Transmitted and Calendar of Meetings.

Councilmembers shall make every effort to request removal of items from the Consent Agenda prior to 12 noon on the day of the meeting. This does not preclude members of Council from requesting removal of an item from the Consent Agenda during the meeting itself.

At the meeting, the Presiding Officer will inquire if any Councilmember wishes to remove an item from the Consent Agenda for individual consideration. Consent Agenda items will then be enacted by the following motion:: ~~*“The Consent Agenda is available for review by visiting the City of Portage website, where it is available both in written and audio format on the City Council “Agenda and Minutes” web page—or by visiting the Office of the City Clerk the day before or the day of a Regular Meeting. Does any Councilmember wish to remove an item from the Consent Agenda for individual consideration? Does anyone in the audience wish to remove an item from the Consent Agenda for individual consideration? Following this inquiry, the Presiding Officer will then request a I would consider a motion to approve the Consent Agenda for the Regular Meeting as presented by City Council (— or —with the exception of Item(s) ———).*”~~

## **Section 6. Regular Meetings; Time-Place:**

The Council shall meet regularly every other Tuesday at ~~76~~:00 o'clock p.m. in the Council



Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the Council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.

The Council shall hold an organizational meeting, which may be combined with, but in no event shall be later than its first regular meeting in November immediately following the regular City election. At such meeting, or within one week thereafter, Council shall elect from its membership a Mayor Pro-Tempore who shall serve for a period of two years and thereafter until a successor is appointed. Nominations for Mayor Pro Tem shall be entertained by the presiding officer and after all nominations desired are made, the nominations shall be closed by motion. Voting by the Council shall be by a signed ballot. The City Clerk shall announce and record in the record each Councilmember's vote. A majority of Councilmembers present shall be required to elect the Mayor Pro Tem. If the first vote does not result in a majority, voting shall continue until a majority is achieved.

## **Section 7. Meetings; Notice Required:**

The City Clerk shall call a special meeting on the written request of the Mayor, or any three members of the Council. Notice required for the special meeting will be given in accordance with Section 5 of Act 267 of the Public Acts of 1976, and the business to be transacted at such meeting will be limited to that stated or given in the notice.

## **Section 8. Presiding Officer; Powers and Duties:**

(a) The Mayor shall be the presiding officer of the Council. He/she shall state every question



coming before the Council, announce the decision of the Council on all matters, and decide all questions of order; provided, however, that upon an appeal to the Council, a majority vote of the Council shall conclusively determine such question of order. He/she shall vote on all questions. He/she shall, at the request of a Councilmember divide any question, if such question in his/her opinion is subject to division, and he/she shall submit it as divided.

- (b) The Mayor may refer any communication, question or petition to the City Manager of the City for action, reply or procedure to dispose of such matter.

### **Section 9. Statements of Citizens:**

All citizens shall have an opportunity to be heard during the course of each meeting after standing and being recognized by the presiding officer, and stating their name, street address and city. No citizen shall speak for longer than three (3) minutes unless the rules are suspended in accordance with Section 12(a).

### **Section 10. Rules of Debate:**

- (a) There shall be no debate or discussion of any issue prior to the proper introduction of said issue.
- (b) When an issue -motion is under debate, all motions permitted by Robert's Rules of Order are acceptable. Examples of motions include only the following motions shall be in order:

1. Motion to adjourn.
2. Motion to take a recess.
3. Motion to lay on the table.
4. Motion for the previous question.
5. Motion to postpone to a day certain.
6. Motion to refer to a committee of the council.
7. Motion to amend or substitute.
8. Motion to postpone indefinitely.

#### 9. Motion to close debate.

- (c) A motion to adjourn and a motion to lay on the table shall always be in order and without debate.



- (d) After a motion is made to close debate, the presiding officer shall poll the Council on the question of closing the debate. If the yes's prevail, the presiding officer shall immediately poll the Council on the principal question, or questions, without further debate. As provided in Robert's Rules of Order, a two-thirds majority is required for this motion to be adopted.
- (e) All votes shall be taken by yes and no, and be entered upon the journal to show the names of those voting in the affirmative and in the negative, except if the vote is unanimous, the record need merely so state.
- (f) When a question has once been decided, it shall be in order for any member who voted on the prevailing side of the question ~~or a member who did not vote by reason of absence~~ to move reconsideration thereof.

## **Section 11. Ordinances, Resolution, Motions, Contracts:**

- (a) All ordinances, resolution and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney.
- (b) Ordinances, resolutions and other matters that are subjects requiring action by the Council, shall be introduced and sponsored by the Mayor or a member of the Council; otherwise, they shall not be considered.
- (c) Each proposed ordinance shall be introduced in written form. Reading of the title shall be sufficient for the introduction of an ordinance unless a member of the Council requests that the proposed ordinance be read in full. The Council may also request that the introducer give an explanation of the proposed ordinance. Upon the introduction of an ordinance, the Council may:
  1. Postpone the proposed ordinance for consideration at the next regular meeting of the Council or at a later regular Council meeting specified in the motion to postpone; or
  2. Refer the proposed ordinance to an ad hoc committee of three (3) Councilmembers named by the Mayor for study and recommendation to the Council. When such committee reports back to the Council, the ordinance may then be adopted or postponed as above. Any proposed ordinance may be amended by the Council at any time prior to its adoption by the



vote of four (4) or more of its members.

3. When an emergency ordinance is introduced for adoption at any meeting, it shall be read in full before the Council and may be passed at such meeting in accordance with the provisions of Section 5.3 (b) of the City Charter.

## **Section 12. Suspending; Amending Rules:**

- (a) These rules may be suspended by a vote of five (5) members of the City Council present and voting.
- (b) These rules may be amended by a vote of five (5) members of the City Council present and voting.

## **Section 13. Roll Call Votes:**

All roll call votes are to rotate in staggered alphabetical order, such that no member of the City Council, including the presiding officer, votes in the same position for consecutive roll call votes.

## **Section 14. Attendance:**

Councilmembers who will be absent shall, if possible, notify the City Clerk prior to meeting.

## **Section 15. Governing Rules of Order:**

Roberts Rules of Order may apply to all other items not provided for in these rules, except where they may be inconsistent with said rules.

## **Section 16. Vacancies**

If a vacancy occurs on the City Council, except in the case of recall, the Council shall fill the vacancy by appointment within 60 days thereafter. In making its appointment Council may consider appointing any eligible person.



**RULES OF ORDER AND PROCEDURE**  
**FOR THE CITY COUNCIL**  
**PORTAGE, MICHIGAN**

**Section 1. Convening of Meeting; Quorum:**

The Mayor, or in his/her absence or at his/her direction, the Mayor Pro Tem, shall, at the time fixed for meeting, take the chair for convening the Council. The presence of four (4) members of the meeting shall constitute a quorum for the transacting of business.

**Section 2. Order of Business:**

The Business of all regular meetings shall be transacted as far as possible in the following order:

- |                                         |                                              |
|-----------------------------------------|----------------------------------------------|
| CALL TO ORDER                           | D. Public Hearings                           |
| Moment of Silence                       | E. Regular Business Agenda                   |
| Pledge of Allegiance                    | F. Unfinished Business                       |
| Roll Call                               | G. Council Committee Reports                 |
| Proclamations                           | H. New Business                              |
| A. Petitions and Statements of Citizens | I. Statements of City Council & City Manager |
| B. Consent Agenda                       | ADJOURNMENT                                  |
| C. Communications                       |                                              |

**Section 3. Reading of Minutes:**

Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading if the City Clerk has previously furnished each member with a true copy thereof.

**Section 4. Agenda for Meeting:**

Any Councilmember, Mayor or City Manager may prepare items for consideration on the agenda of Council meetings. The Clerk shall prepare copies of the agenda of the business to be



considered at each regular Council meeting. No business shall be placed on the agenda by the Clerk unless received not later than 12:00 o'clock noon on the Friday preceding the meeting, except upon the approval of four (4) or more members of the Council.

### **Section 5. Consent Agenda:**

The Consent Agenda motions shall be provided to City Council. The Consent Agenda and related motions shall not be read into the record unless a motion to do so is passed by Council. Items may only be removed from the Consent Agenda by a member of City Council. If an item is removed from the Consent Agenda, the item automatically moves from the Consent Agenda to the end of the Regular Business Agenda section. Routine items on the Consent Agenda include, but are not limited to, City Council Meeting Minutes, Minutes of Boards and Commissions, Accounts Payable Register, Materials Transmitted and Calendar of Meetings.

Councilmembers shall make every effort to request removal of items from the Consent Agenda prior to 12 noon on the day of the meeting. This does not preclude members of Council from requesting removal of an item from the Consent Agenda during the meeting itself.

At the meeting, the Presiding Officer will inquire if any Councilmember wishes to remove an item from the Consent Agenda for individual consideration. Following this inquiry, the Presiding Officer will then request a motion to approve the Agenda for the Regular Meeting *as presented.*"

### **Section 6. Regular Meetings; Time-Place:**

The Council shall meet regularly every other Tuesday at 6:00 o'clock p.m. in the Council Chambers of the Portage City Hall, 7900 S. Westnedge Ave., Portage, Michigan; however, the Council may cancel all but two Tuesday meetings in each month by giving notice of said cancellation as required by Act 267 of the Public Acts of 1976. When the day fixed for any regular meeting falls upon a national holiday, or the eve of a national holiday, or upon any regular or special election day, the Council may determine to hold such meeting at the same hour within a week preceding or succeeding the regular day or cancel the meeting as provided above. Notice of the time and place of the changed meeting date or cancellation shall be given in accordance with Act 267 of Public Acts of 1976. Meetings may be held in other locations provided notice is given pursuant to Act 267 of Public Acts of 1976.



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**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Resolution to Vacate Public ROW - Woodland Elementary School Drive

**SUPPORTING PERSONNEL:** Peter Dame, Chief Development Officer

**ACTION RECOMMENDED:** Vacate the Woodland Elementary Drive right-of-way.

At the City Council meeting of July 9, 2024, Council accepted the resolution to vacate the Woodland Elementary Drive right-of-way (ROW) and placed the resolution on file with the City Clerk for at least 30 days. No comments were received.

As previously reported, a request was received from Portage Public Schools to vacate a right-of-way (ROW) that was originally platted to serve as a school driveway. This ROW property has been utilized by the school for a very long time, first as a drive and more recently as part of the parking lot, but it is still owned by the City of Portage. As the school district is completely rebuilding the Woodland Elementary School, Portage Public Schools has requested that this property ownership matter be cleared up. Given that it was intended for the property to be deeded to the school for its use and the property has been used by the school for many years, staff recommends proceeding with the vacation process to turn over the property legally to the school district.

This 66-foot-wide public ROW was established between Lots 14 and 15 off the south side of Woodland Drive for the original school driveway. The school reconstructed its driveway in the 1990s, but this ROW was not abandoned at that time. If the city vacates the ROW, the land would be split between the owner(s) of Lots 14 and 15, both owned by the school district, to reflect the current and long-standing reality on the site. See the attached survey showing the ROW area. This public right-of-way is not needed by the city. The City Administration recommends the vacation request be approved. It is therefore recommended that City Council vacate the Woodland Elementary Drive right-of-way.

**FUNDING:** N/A

**Attachments:** 1. Resolution

**RESOLUTION  
CITY OF PORTAGE, MICHIGAN  
RESOLUTION TO VACATE THE STREET  
AT SCHOOL DRIVE AND WOODLAND DRIVE**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan on \_\_\_\_\_, 2024 at \_\_\_\_m. local time at City Hall in the City of Portage, Kalamazoo County, Michigan.

Present:

Absent:

The following resolution was offered by:

COUNCILMEMBER: \_\_\_\_\_ and supported by

COUNCILMEMBER: \_\_\_\_\_.

**WHEREAS**, the plat map for the City shows certain streets and alleyways throughout various areas of the City; and

**WHEREAS**, Michigan's Land Division Act, MCL 560.256, authorizes the City to vacate streets and alleyways by resolution or ordinance, and to have the City Clerk record a certified copy of that resolution with the Kalamazoo County Register of Deeds within 30 days; and

**WHEREAS**, the City may deem it a public convenience for purposes of health, safety, welfare, comfort, and otherwise in the public interest to vacate certain streets and alleyways in the City; and

**WHEREAS**, the City has received a request from the Portage Public Schools to vacate the street at the intersection of School Drive and Woodland Drive, which is located between Parcel Nos. 39-10-07800-014-0 and 39-10-07800-015-0 (Lots 14 and 15) and depicted in Exhibit "A" attached hereto; and

**WHEREAS**, the two lots abutting the vacated street on both sides belong to the Portage Public Schools, and the vesting of title to the vacated street shall be governed by MCL 560.227a(2); and

**WHEREAS**, the City intends to divulge itself of any property interest in the subject street at the intersection of School Drive and Woodland Drive and to vacate that street; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the street at the intersection of School Drive and Woodland Drive between Parcel Nos. 39-10-07800-014-0 and 39-10-07800-015-0 (Lots 14 and 15) is hereby vacated, effective as of today's date; and



**BE IT FURTHER RESOLVED** that the City Clerk is authorized and directed to record a certified copy of that resolution with the Kalamazoo County Register of Deeds within 30 days; and

**BE IT FURTHER RESOLVED** that the vesting of title to the vacated street shall be governed by MCL 560.227a(2) and all future legal description of the abutting lots shall include that part of the vacated street; and

**BE IT FINALLY RESOLVED** that all resolutions or parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

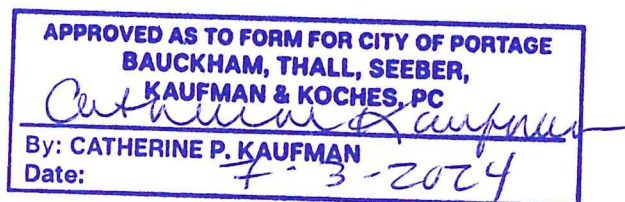
Resolution declared adopted.

\_\_\_\_\_  
City Clerk

**CERTIFICATION**

I, \_\_\_\_\_, do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, Michigan, and that the foregoing resolution was adopted by the City of Portage on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
City Clerk



**EXHIBIT "A"**

