

4:30 p.m. Special Meeting of the City Council.

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. National Big Brothers Big Sisters' Month
2. National Senior Center Month Proclamation
3. Suicide Prevention Month

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 August 27, 2024
2. Approve the Accounts Payable Register of September 10, 2024, as presented.
3. Accept the resolutions to transfer title of three out lots, vacate Austin Lake Trail unused permanent easements, and acquire trail and right-of-way deeds; place the resolution to transfer title and vacate on file with City Clerk for at least 28 days; and take final action on October 8, 2024.
4. Regarding the Portage Road Lake Center Corridor Project:
  - a. Award a contract to perform design engineering services for Portage Road Lake Center Corridor to Wightman, of Kalamazoo, Michigan, in the not-to-exceed amount of \$1,406,888;
  - b. Amend the Fiscal Year 2024-2025 Capital Improvement Program budget in the amount of \$400,000 to be funded via a Kalamazoo County Brownfield reimbursement related to the Lovers Lane 4-to-3 lane conversion and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Approve the intergovernmental agreement for housing service provision and amend the 2024-25 General Fund Budget by allocating \$500,000 from the fund balance to address the unforeseen expense, and authorize the City Manager to execute all documents related to this action on behalf of the city.
6. Approve the disposition of surplus City property to transfer ownership of two end-of-life Crown Victoria Vehicles (a 2010 Ford-Taurus, mileage 111,826; and a 2011 Ford-Taurus, mileage 105,168) to Kalamazoo Township Police Department at a price to be consistent with current value (\$4,000 each) and authorize the City Manager to execute all documents related to this action on behalf of the city.
7. Minutes of Boards & Commissions:
  - a. Park Board of July 10, 2024
  - b. Human Services Board of April 4, 2024
8. Materials Transmitted.
9. Calendar of Meetings:
  - Park Board: Wednesday, September 11 at 6:30 p.m. at Portage Creek Bicentennial Park.
  - Environmental Board: Wednesday, September 11 at 7:00 p.m. in Conference Room 1.

- Senior Citizens Advisory Board: Wednesday, September 18 at 2:30 p.m at the Portage Zhang Senior Center.
- Planning Commission: Thursday, September 19 at 7:00 p.m. in the City Council Chambers.

C. Communications:

1. Presentation by members of the Senior Citizens Advisory Board on the 2023/2024 Year.

D. Public Hearings:

E. Regular Business Agenda:

F. Unfinished Business:

G. Council Committee Reports:

H. New Business:

I. Statements of City Council and City Manager.

Adjournment.



# CITY OF PORTAGE PROCLAMATION

## Big Brothers Big Sisters Proclamation

- WHEREAS,** the health and educational well-being of children is the responsibility of all citizens; and
- WHEREAS,** by strengthening our children through mentoring, we are building a stronger future for them, our communities, and our state; and
- WHEREAS,** the efforts of one citizen mentoring through Big Brothers Big Sisters of Southwest Michigan will help ensure that a child realizes their own personal value and potential, and instill within them the hope for a bright future; and
- WHEREAS,** relationships with caring Big Brothers and Big Sisters offer youth valuable encouragement, motivation, and support to guide them in making positive choices; and
- WHEREAS,** Big Brothers Big Sisters' success indicators show that youth with a Big Brother or a Big Sister in their lives are more likely to have a successful future and become a good citizen; and
- WHEREAS,** in connection with the national mentoring effort, our local Big Brothers Big Sisters Agency is challenging residents of Portage, Michigan to step forward to become a mentor.

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Patricia M. Randall, Mayor of the City of Portage, hereby proclaim September 2024 as National Big Brothers Big Sisters Month in the City of Portage and urge citizens to use this time to recognize the need to help guide a local child to reach his or her full potential.

**FURTHERMORE,** I congratulate Big Brothers Big Sisters of Southwest Michigan for their continued success in helping meet the mentoring needs of children in our community.

Signed this 10th day of September, 2024.

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Patricia M. Randall, Mayor



# CITY OF PORTAGE PROCLAMATION

## National Senior Center Month

- WHEREAS,** older Americans are significant members of our society, investing their wisdom and experience to help enrich and strengthen our community; and
- WHEREAS,** the Portage Zhang Senior Center has acted as a catalyst for mobilizing the creativity, energy, vitality, and commitment of the older residents of Kalamazoo County; and
- WHEREAS,** through a wide array of services, programs, and activities, senior centers empower older citizens of the City of Portage and beyond to contribute to their own health and well-being and the health and well-being of their fellow citizens of all ages; and
- WHEREAS,** the Portage Zhang Senior Center has been a community partner in ensuring that older adults in our community are able to stay connected, safe, and healthy; and
- WHEREAS,** the Portage Zhang Senior Center serves over 4,000 older adults annually, providing opportunities for education, recreation, and socialization; and
- WHEREAS,** the Portage Zhang Senior Center affirms the dignity, self-worth, and independence of older persons by facilitating their decisions and actions; tapping their experiences, skills, and knowledge; and enabling their continued contributions to the community.

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Patricia M. Randall, Mayor of the City of Portage, hereby proclaim September 2024 as National Senior Center Month in the City of Portage, and call upon all citizens to recognize the special contributions of the senior center participants and the special efforts of the staff and volunteers who work every day to enhance the well-being of the older citizens of our community.

Signed this 10<sup>th</sup> day of September, 2024.

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Patricia M. Randall, Mayor



# CITY OF PORTAGE PROCLAMATION

## National Suicide Prevention Month

- WHEREAS,** suicide is a public health issue and is one of the most preventable types of death; and
- WHEREAS,** suicide is the tenth leading cause of death in the United States and the second leading cause of death among individuals between the ages of ten and thirty-four; and
- WHEREAS,** Gryphon Place, a nonprofit organization established in 1970, helps people in conflict and crisis, and is dedicated to saving lives and bringing hope to those affected by suicide; and
- WHEREAS,** Gryphon Place serves the Kalamazoo region through a variety of suicide prevention programs and services including the 9-8-8 Suicide and Crisis Lifeline, suicide prevention trainings, Survivors of Suicide Loss Support Group, and Gatekeeper, a school-based youth suicide prevention program; and
- WHEREAS,** Gryphon Place is a leader in suicide prevention in the area, with staff expertly trained in suicide prevention and are fully certified by the American Association of Suicidology; and
- WHEREAS,** over sixty thousand calls are handled annually through 9-8-8, and over two hundred adults and three thousand students are trained to be gatekeepers to suicide prevention; and
- WHEREAS,** Gryphon Place serves as a support system for those in conflict twenty-four hours per day, seven days per week, and three hundred sixty-five days per year.

**NOW, THEREFORE, BE IT RESOLVED THAT** I, Patricia M. Randall, Mayor of the City of Portage, proclaim September 2024 as National Suicide Prevention Month in the City of Portage, and encourage citizens to familiarize themselves with the signs of suicide and reach out to those who may need support, and that those who struggling find the courage to carry on and reach out for help. You are not alone.

Signed this 10th day of September 2024.

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Patricia M. Randall, Mayor

## CITY COUNCIL MEETING MINUTES FROM AUGUST 27, 2024

**CALL TO ORDER:** Mayor Patricia Randall called the Regular Meeting to order at 06:00 PM in the Council Chambers at Portage City Hall.

**ROLL CALL:** Councilmembers Chris Burns, Victor Ledbetter, Nicole Miller, Terry Urban (6:03 PM), Jihan Young, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

**ABSENT:** None.

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

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the upcoming Labor Day holiday and the economic achievements of the American worker. Following the moment of silence, the City Council recited the Pledge of Allegiance.

### PETITIONS AND STATEMENTS OF CITIZENS:

1. Alan Loveridge (23965 88th Avenue, Marcellus) expressed concerns with the ability of citizens to relay potential improvement ideas to those in upper management or leadership at all levels of government and business.
2. Jessica Swartz (2115 Waite Avenue, Kalamazoo) announced her 4th District Congressional Representative campaign.

**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 Burns, 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 Burns, to approve the City Council Meeting Minutes of the Regular Meeting of August 13, 2024. Upon a roll call vote, motion carried 7 to 0.

**Accounts Payable Register:** Motion by Young, seconded by Burns, to approve the Accounts Payable Register of August 27, 2024, as presented. Upon a roll call vote, motion carried 7 to 0.

**PCES for Meredith Street Reconstruction Project - Tabulation of Proposals:** Motion by Young, seconded by Burns, to award a contract to perform engineering services for the Meredith Street Reconstruction Project to Williams & Works, Walker, Michigan in the amount not to exceed \$306,377 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.

**Board & Commission Interviews:** Motion by Young, seconded by Burns, to set a Special Meeting at 4:30 p.m. on October 8, 2024, to review Board and Commission appointments. Upon a roll call vote, motion carried 7 to 0.

**Minutes of Boards & Commissions:** Motion by Young, seconded by Burns, to approve the Zoning Board of Appeals minutes of July 8, 2024. Upon a roll call vote, motion carried 7 to 0.

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

### REGULAR BUSINESS AGENDA:

**Closed Session to Discuss a Matter of Property Acquisition:** Motion by Pearson, seconded by Burns, to go into closed session. Upon a roll call vote, motion carried 7 to 0. The City Council entered a closed session following the Statements of City Council and City Manager.

### UNFINISHED BUSINESS:

**Ordinance to adopt the 2021 International Property Maintenance Code:** Mayor Randall introduced the item and asked the members of the Council whether there were any additional questions or concerns. Seeing none, motion by Burns, seconded by Young, to approve the ordinance to adopt the 2021 International Property Maintenance Code. Upon a roll call vote, motion carried 7 to 0.

Mayor Randall encouraged the City Manager and staff to begin exploring usage of the new code with recent property maintenance concerns.

**COUNCIL COMMITTEE REPORTS:** Councilmember Miller provided an update regarding the Discover Kalamazoo Advisory Council's recent meeting and efforts.

Councilmember Young relayed the activity of the Small Business Committee and encouraged local businesses to sign up for the Portage Business Directory available on the city website.

Motion by Burns, seconded by Ledbetter, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Young spoke regarding the start of the school year and city park usage.

Councilmember Burns wished everyone a Happy Labor Day and expressed appreciation for American workers.

Councilmember Urban and Councilmember Ledbetter had no comment.

Councilmember Miller provided information regarding several of the upcoming Senior Center classes, including Aqua Yoga in collaboration with the Aqua Tots Swim School.

City Manager McGinnis noted the new "Bingocize" class at the Senior Center.

Mayor Pro Tem Pearson had no comment.

Mayor Randall began by wishing everyone a Happy Labor Day holiday. She then highlighted several upcoming events, including the annual Portage Art Award ceremony on September 5th, the Kalamazoo County Judge Charles A. Pratt Justice Center grand opening on September 7th, and the Kalamazoo Valley Museum Black History exhibit opening on September 5th. Mayor Randall closed with an advisement of the construction of the new City Hall parking lot.

**RECESSED INTO CLOSED SESSION:** 6:18 p.m.

**RESUMED REGULAR MEETING:** 8:32 p.m.

**Business from Closed Session Discussion:** Motion by Burns, seconded by Young, to set a Special Meeting at 4:30 p.m. on Tuesday, September 10th under MCL 15.268 Sec.8(d). Upon a roll call vote, motion passed 7 to 0.

**ADJOURNMENT:** Mayor Randall adjourned the meeting at 8:33 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 September 10, 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 August 18, 2024, through August 31, 2024, and notes \$961,973.06 in automated clearing house payments, \$425,726.63 in paper checks, \$24,064.54 in auto-pay payments and \$4,869,730.12 in electronic payments for a grand total of \$6,281,494.35.

**FUNDING:** Not Applicable

**Attachments:** 1. Accounts Payable Register of September 10, 2024

ACCOUNTS PAYABLE REGISTER  
Check Dates From: 8/18/2024 to 8/31/2024

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Check Type: ACH Transaction

| Check Date | Check    | Vendor Name                      | Description                                  | Amount    |
|------------|----------|----------------------------------|----------------------------------------------|-----------|
| 08/23/2024 | 22235(A) | AMAZON.COM SALES, INC.           | TORNADO - OUTDOOR TOOL SHED                  | 429.98    |
| 08/23/2024 | 22236(A) | HALLBERG, JONATHON               | REIMB EXPS-2024 MEDA CONF                    | 17.29     |
| 08/23/2024 | 22237(A) | MCGUIRE, INGRID                  | REIMB EXPS-ASSOC OF PUB TREASURERS CONF      | 1,078.85  |
| 08/23/2024 | 22238(A) | TAYLOR, GRANT                    | REIMB EXPS-ASSOC OF PUB TREASURERS CONF      | 1,079.03  |
| 08/30/2024 | 22239(A) | 13 COOKIES LLC                   | SNAP REIMBURSEMENT                           | 5.00      |
| 08/30/2024 | 22240(A) | A I S CONSTRUCTION EQUIP. CO.    | MAINTENANCE SUPPLIES                         | 328.99    |
| 08/30/2024 | 22241(A) | A NEW LEAF                       | CITY HALL PLANT CARE                         | 118.50    |
| 08/30/2024 | 22242(A) | ABONMARCHE CONSULTANTS, INC      | ENGINEERING SERVICES - MULT LOCS             | 62,744.01 |
| 08/30/2024 | 22243(A) | AIRGAS USA LLC                   | WELDING SUPPLIES                             | 124.98    |
| 08/30/2024 | 22244(A) | ALL-TRONICS, INC.                | TRANSFORMER & BATTERY REPLACEMENT            | 366.00    |
| 08/30/2024 | 22245(A) | ALRO STEEL CORPORATION           | FABRICATION SUPPLIES                         | 327.50    |
| 08/30/2024 | 22246(A) | AMAZON.COM SALES, INC.           | BLDG/OPERATING SUP-FD; EVENT SIGN HOLDERS-PD | 2,635.80  |
| 08/30/2024 | 22247(A) | VOID                             |                                              | 0.00      |
| 08/30/2024 | 22248(A) | AMERICAN ARBOR LLC               | TREE REMOVAL SERVICES                        | 1,750.00  |
| 08/30/2024 | 22249(A) | AMERICAN SAFETY & FIRST AID      | FIRST AID SUPPLIES                           | 282.19    |
| 08/30/2024 | 22250(A) | ARMOLD, NICHOLAS                 | PER DIEM-FBI NAA MICHIGAN CHAPTER FALL CONF  | 140.00    |
| 08/30/2024 | 22251(A) | AUNALYTICS INC                   | MONTHLY DISASTER RECOVERY SERVICES           | 1,918.00  |
| 08/30/2024 | 22252(A) | B S & A SOFTWARE                 | PERMIT APPLICATIONS                          | 3,060.00  |
| 08/30/2024 | 22253(A) | BARRON, DIANE E                  | PZSC DANCE INSTRUCTOR                        | 420.00    |
| 08/30/2024 | 22254(A) | C D W GOVERNMENT, INC.           | LENOVO COMPUTER MONITOR                      | 153.98    |
| 08/30/2024 | 22255(A) | CARLETON EQUIPMENT CO.           | REPAIR & MAINTENANCE SUPPLIES                | 232.77    |
| 08/30/2024 | 22256(A) | CHARTER COMMUNICATIONS           | INTERNET/VOICE                               | 750.32    |
| 08/30/2024 | 22257(A) | COLLIER, MICHAEL                 | PER DIEM-MACP FALL ACCREDITATION CONF        | 88.50     |
| 08/30/2024 | 22258(A) | CONSOLIDATED ELECTRICAL DIST INC | REPAIR/MAINTENANCE SUPPLIES                  | 469.57    |
| 08/30/2024 | 22259(A) | CONTINENTAL LINEN SERVICES       | PZSC PROGRAM & ACTIVITIES SUPPLIES           | 31.40     |
| 08/30/2024 | 22260(A) | COX, ELISA ROSE                  | PZSC FITNESS INSTRUCTOR                      | 240.00    |
| 08/30/2024 | 22261(A) | DATA CONSTRUCTS LLC              | DNS FAILOVER SERVICES                        | 80.50     |
| 08/30/2024 | 22262(A) | DEER CONTRACTING & LANDSCAPE     | REPAIR PICKLEBALL NET POSTS @ RAMONA PAR     | 3,490.00  |
| 08/30/2024 | 22263(A) | DELTA DENTAL PLAN OF MICHIGAN    | DENTAL INSURANCE                             | 20,527.68 |
| 08/30/2024 | 22264(A) | DEPATIE FLUID POWER CO., INC.    | HYDRAULIC REPAIRS                            | 197.35    |
| 08/30/2024 | 22265(A) | EARLE, SHELIA L                  | PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR     | 775.00    |
| 08/30/2024 | 22266(A) | ED & TED'S EXCELLENT ADVENTURES  | PZSC VENDOR PAYMENT 24.09.21                 | 47,645.00 |
| 08/30/2024 | 22267(A) | EKLOV, ERICA                     | REIMB-STAFF LUNCH/DINNER-ELEC, OFFICE CART   | 330.92    |

ACCOUNTS PAYABLE REGISTER  
Check Dates From: 8/18/2024 to 8/31/2024

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| Check Date | Check    | Vendor Name                         | Description                                  | Amount     |
|------------|----------|-------------------------------------|----------------------------------------------|------------|
| 08/30/2024 | 22268(A) | ENG., INC.                          | ENGINEERING SVCS-RAMONA SANITARY SEWER       | 13,844.10  |
| 08/30/2024 | 22269(A) | ENGINEERED PROTECTION SYSTEMS, INC. | CITYWIDE SVCS, ALARM MONITORING SVCS         | 22,579.65  |
| 08/30/2024 | 22270(A) | ENTENMANN-ROVIN CO.                 | FIRE UNIFORMS, BADGES                        | 5,337.90   |
| 08/30/2024 | 22271(A) | ESCAPE FIRE & SAFETY SERVICES, INC. | PARTS/MAINTENANCE SUPPLIES                   | 613.58     |
| 08/30/2024 | 22272(A) | ETNA SUPPLY, INC.                   | REPAIR & MAINTENANCE SUPPLIES                | 385.02     |
| 08/30/2024 | 22273(A) | EVANS, JESSICA                      | PZSC PARKINSONS EXERCISE GROUP INSTRUCTOR    | 1,000.00   |
| 08/30/2024 | 22274(A) | FISHBECK THOMPSON CARR & HUBER, INC | AUSTIN LAKE TRAIL GIEM WETLAND DELINEATION   | 3,900.00   |
| 08/30/2024 | 22275(A) | FOREMOST SALES COMPANY LLC          | PARKS FACILITY CLEANING                      | 6,850.00   |
| 08/30/2024 | 22276(A) | GORDON WATER SYSTEMS                | WATER SERVICES                               | 642.00     |
| 08/30/2024 | 22277(A) | GRAINGER INC                        | FUEL TRANSFER PUMP                           | 542.66     |
| 08/30/2024 | 22278(A) | GRAND ELK RAILROAD                  | 2023 RR SIGNAL MAINTENANCE                   | 24,686.00  |
| 08/30/2024 | 22279(A) | GRIFFIN PEST SOLUTIONS              | PEST CONTROL SERVICES                        | 341.00     |
| 08/30/2024 | 22280(A) | HANOSH, CRAIG                       | REIMB-MI PERMIT LICENSE PLAN REVIEW          | 225.00     |
| 08/30/2024 | 22281(A) | HOFFMAN BROTHERS, INC.              | S WESTNEDGE RELIEF STORM SEWER INSTALLATION  | 387,738.74 |
| 08/30/2024 | 22282(A) | HOLCOMB, JOSHUA BARBER              | PZSC MUSIC INSTRUCTOR                        | 1,080.00   |
| 08/30/2024 | 22283(A) | INCREDIBLE KETTLE                   | REIMBURSEMENT FOR SNAP                       | 93.00      |
| 08/30/2024 | 22284(A) | INDUSCO SUPPLY CO., INC.            | JANITORIAL SUPPLIES                          | 20.64      |
| 08/30/2024 | 22285(A) | INSIGHT PUBLIC SECTOR, INC.         | MS365 CLOUD SVC, WEBEX RENEWAL, PH ROUTER PJ | 11,725.98  |
| 08/30/2024 | 22286(A) | IRISH AYRES ENTERPRISES, LLC        | MOW, TRIM & LANDSCAPE BED SVCS               | 7,447.89   |
| 08/30/2024 | 22287(A) | J & H OIL COMPANY                   | BULK FUEL DELIVERY                           | 17,268.86  |
| 08/30/2024 | 22288(A) | J & J LAWN SERVICE, INC.            | RETENTION BASIN MAINTENANCE                  | 425.00     |
| 08/30/2024 | 22289(A) | JBM TECHNOLOGY                      | KVCC POLICE ACADEMY CADET ATTIRE             | 424.00     |
| 08/30/2024 | 22290(A) | KAHN, WILM                          | PZSC WRITING INSTRUCTOR                      | 415.00     |
| 08/30/2024 | 22291(A) | KALAMAZOO PICKLEBALL                | PZSC PICKLEBALL CLINIC                       | 80.00      |
| 08/30/2024 | 22292(A) | KEHOE, EDWARD J                     | PZSC FITNESS INSTRUCTOR TAI CHI, QIGONG      | 735.00     |
| 08/30/2024 | 22293(A) | KSS ENTERPRISES                     | JANITORIAL SUPPLIES                          | 409.78     |
| 08/30/2024 | 22294(A) | KURZAVA, MATTHEW STEPHEN            | PZSC TAI CHI & PARKINSONS INSTRUCTOR         | 760.00     |
| 08/30/2024 | 22295(A) | LAWSON PRODUCTS, INC                | REPAIR & MAINTENANCE SUPPLIES                | 347.20     |
| 08/30/2024 | 22296(A) | LENDING HANDS OF MICHIGAN, INC.     | MEDICAL EQUIPMENT AGREEMENT                  | 5,000.00   |
| 08/30/2024 | 22297(A) | LOWE'S HOME CENTER                  | REPAIR & MAINTENANCE SUPPLIES                | 202.26     |
| 08/30/2024 | 22298(A) | LRE                                 | ENGINEERING SERVICES-HAMPTON CREEK BOG       | 9,026.25   |
| 08/30/2024 | 22299(A) | MAPLE HILL SPRINKLING, INC.         | IRRIGATION REPAIRS                           | 1,992.00   |
| 08/30/2024 | 22300(A) | MATTISON, MEGAN                     | PZSC BAKING INSTRUCTOR                       | 720.00     |
| 08/30/2024 | 22301(A) | MCGINNIS, PATRICK                   | REIMBURSE EXPENSES                           | 994.43     |

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|------------|----------|------------------------------------|-------------------------------------------|-----------|
| 08/30/2024 | 22302(A) | MCLAUGHLIN, GARRETT                | PZSC FITNESS TOTAL FIT FUSION             | 240.00    |
| 08/30/2024 | 22303(A) | MCNALLY ELEVATOR CO.               | ELEVATOR MAINTENANCE                      | 164.15    |
| 08/30/2024 | 22304(A) | MEJEUR ELECTRIC LLC                | PARKING LOT LIGHTING REPAIRS              | 660.00    |
| 08/30/2024 | 22305(A) | MIDWEST ENERGY & COMMUNICATIONS    | STREETLIGHT ENERGY COSTS                  | 324.04    |
| 08/30/2024 | 22306(A) | MOTOR PARTS AND EQUIPMENT CORP     | EQUIP REPAIR & MAINT SUPPLIES             | 1,435.45  |
| 08/30/2024 | 22307(A) | NYE UNIFORMS                       | MISC UNIFORMS                             | 335.50    |
| 08/30/2024 | 22308(A) | OFF THE CUFF CATERING              | CATERING-MULT EVENTS                      | 3,626.00  |
| 08/30/2024 | 22309(A) | ONE WAY PRODUCTS                   | PARKS JANITORIAL SUPPLIES                 | 2,042.40  |
| 08/30/2024 | 22310(A) | ONSTAFF GROUP SERVICES LLC         | TEMPORARY EMPLOYEE SERVICES               | 5,580.78  |
| 08/30/2024 | 22311(A) | PARIS CLEANERS                     | LAUNDRY SERVICES                          | 901.22    |
| 08/30/2024 | 22312(A) | PECKELS, CHRISTINE                 | PZSC FITNESS INSTRUCTOR                   | 560.00    |
| 08/30/2024 | 22313(A) | PERCEPTIVE CONTROLS, INC.          | SCADA MAINTENANCE SERVICES                | 3,485.86  |
| 08/30/2024 | 22314(A) | PETERS CONSTRUCTION CO.            | STORM SEWER REPAIR                        | 12,255.00 |
| 08/30/2024 | 22315(A) | PHILLIPS, KIMBERLY                 | REIMB-PZSC FOR EXPENSES                   | 157.54    |
| 08/30/2024 | 22316(A) | PIERMAN, BRANNON                   | PER DIEM-CELLEBRITE CCPO TRAINING         | 276.50    |
| 08/30/2024 | 22317(A) | PLASKO, PATRICIA MARIE             | PZSC FITNESS INSTRUCTOR BEMOVED & YOGA    | 480.00    |
| 08/30/2024 | 22318(A) | PLM LAKE & LAND MANAGEMENT         | AQUATIC WEED MANAGEMENT                   | 215.25    |
| 08/30/2024 | 22319(A) | PORTAGE FIREFIGHTERS               | IAFF UNION DUES FOR AUGUST 2024           | 2,040.00  |
| 08/30/2024 | 22320(A) | PORTAGE ON-CALL FIREFIGHTERS       | ON CALL FF UNION DUES FOR AUGUST 2024     | 20.00     |
| 08/30/2024 | 22321(A) | PORTAGE POLICE OFFICERS ASSOC      | PPOA UNION DUES FOR AUGUST 2024           | 728.00    |
| 08/30/2024 | 22322(A) | PRECISION PRINTER SERVICES INC     | PRINTER SUPPORT SERVICES                  | 832.26    |
| 08/30/2024 | 22323(A) | PREIN & NEWHOF                     | ENGINEERING SVCS-COOLEY DRIVE             | 143.00    |
| 08/30/2024 | 22324(A) | R W LAPINE INC.                    | VAV CONTROLLER REPAIRS                    | 690.00    |
| 08/30/2024 | 22325(A) | REPUBLIC SERVICES OF WEST MICHIGAN | DEMOLITION CONST MAT DISP, DEBRIS REMOVAL | 10,809.05 |
| 08/30/2024 | 22326(A) | RIESGRAF, ALEXANDRA                | PER DIEM-TECHNICAL TRAFFIC CRASH INVEST   | 704.00    |
| 08/30/2024 | 22327(A) | ROE-COMM, INC.                     | MISC RADIO SERVICES                       | 175.00    |
| 08/30/2024 | 22328(A) | ROSE, SANDRA K.                    | PZSC CARDIO DRUMMING INSTRUCTOR           | 300.00    |
| 08/30/2024 | 22329(A) | SEVERANCE ELECTRIC COMPANY, INC    | TRAFFIC SIGNAL MAINTENANCE                | 6,363.86  |
| 08/30/2024 | 22330(A) | SHINY BRITE WASHING SYSTEMS LLC    | VEHICLE CAR WASHES                        | 132.00    |
| 08/30/2024 | 22331(A) | SIMPLIFILE LLC                     | DOCUMENT RECORDING FEE                    | 99.75     |
| 08/30/2024 | 22332(A) | SMITH DAWSON & ANDREWS, INC.       | FEDERAL ADVOCACY SERVICES                 | 5,000.00  |
| 08/30/2024 | 22333(A) | SNELL, DEBRA                       | PZSC FITNESS REBOUND & LINE DANCING INST  | 480.00    |
| 08/30/2024 | 22334(A) | STOMMEN, MCKENZIE                  | PER DIEM-CELLEBRITE CCPO TRAINING         | 276.50    |
| 08/30/2024 | 22335(A) | STOUT, MELISSA JOY                 | PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR  | 510.00    |

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| Check Date       | Check    | Vendor Name                         | Description                                  | Amount            |
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| 08/30/2024       | 22336(A) | TELUS COMMUNICATIONS (U.S.) INC     | SKYHAWK GPS ACCESS/SERVICE FEES              | 851.45            |
| 08/30/2024       | 22337(A) | TERMINAL SUPPLY CO.                 | FLEET SAFETY LIGHTS                          | 3,037.06          |
| 08/30/2024       | 22338(A) | TMK WORLDWIDE, LLC                  | METER SERVICE                                | 961.49            |
| 08/30/2024       | 22339(A) | UNITED AUTO. IMPLEMENT WORKERS 2290 | UAW UNION DUES FOR AUGUST 2024               | 881.43            |
| 08/30/2024       | 22340(A) | UNITED PETROLEUM                    | NEW KEY PAD FOR FUEL SYSTEM                  | 180.00            |
| 08/30/2024       | 22341(A) | VANDERVEEN, BRADY                   | REIMB-MI PERMIT LICENSE PLAN REVIEW          | 225.00            |
| 08/30/2024       | 22342(A) | VEOLIA WATER CONTRACT OPERATIONS    | UTILITY SYSTEM OPERATION                     | 210,509.13        |
| 08/30/2024       | 22343(A) | VIRIDIS DESIGN GROUP                | A&E EAST CENTRAL TRAIL                       | 2,500.00          |
| 08/30/2024       | 22344(A) | WAYNE COUNTY APPRAISAL LLC          | JULY SPECIAL BILLING SERVICES                | 503.84            |
| 08/30/2024       | 22345(A) | WEST MICHIGAN STAMP & SEAL, INC     | PZSC STAFF NAME BADGES                       | 41.00             |
| 08/30/2024       | 22346(A) | WOLFE, MATTHEW                      | PER DIEM-MACP FALL ACCRED CONF, FBI NAA CONF | 228.50            |
| 08/30/2024       | 22347(A) | XEROX CORPORATION                   | XEROX COPER FEES                             | 179.00            |
| 08/30/2024       | 22348(A) | YOUNGS, KENNETH M                   | K-9 KENNELING SVCS                           | 140.00            |
| <b>Total ACH</b> |          |                                     |                                              | <b>961,973.06</b> |

Check Type: Paper

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|------------|--------|---------------------------------|------------------------------------------|-----------|
| 08/23/2024 | 328319 | AT&T                            | ELECTRONIC COMMUNICATIONS                | 437.84    |
| 08/23/2024 | 328320 | DEIBOLD, ADAM ELISABETH J       | BD PAYMENT REFUND                        | 225.00    |
| 08/23/2024 | 328321 | PREMIER COLUMBARIA LLC          | COLUMBARIUMS @ SOUTH CEMETERY            | 17,667.00 |
| 08/23/2024 | 328322 | USPS                            | REFILL POSTAGE METER                     | 5,000.00  |
| 08/23/2024 | 328323 | VERIZON WIRELESS                | WIRELESS CARDS                           | 398.61    |
| 08/26/2024 | 328324 | DEARBORN LIFE INSURANCE COMPANY | LIFE, LTD, AND STD INSURANCE             | 107.60    |
| 08/26/2024 | 328325 | CITY EMPLOYEE                   | REISSUE REJECTED DIRECT DEPOSIT          | 402.15    |
| 08/26/2024 | 328326 | CITY EMPLOYEE                   | REISSUE REJECTED DIRECT DEPOSIT          | 19.15     |
| 08/27/2024 | 328327 | CITY EMPLOYEE                   | REISSUE REJECTED DIRECT DEPOSIT          | 19.15     |
| 08/30/2024 | 328328 | A BETTER WAY TREE CARE LLC      | TORNADO - TREE REMOVAL MULTIPLE LOCATION | 22,925.00 |
| 08/30/2024 | 328329 | ALLEGRA PRINT & IMAGING         | PRINTING SERVICES                        | 1,125.22  |
| 08/30/2024 | 328330 | ALLIED MECHANICAL SERVICE       | HVAC SERVICES-MULT LOCS                  | 2,487.10  |
| 08/30/2024 | 328331 | ALTA EQUIPMENT CO.              | SCR/DEF SYSTEM REPAIR                    | 3,828.57  |
| 08/30/2024 | 328332 | BAILEY'S MEATS                  | REIMBURSEMENT FOR SNAP                   | 107.00    |
| 08/30/2024 | 328333 | BLACKFORD, LAUREN               | SCHRIER PARK BLD DEPOSIT REFUND          | 150.00    |
| 08/30/2024 | 328334 | BRIGHAM, LORRAINE               | RAMONA PICKLEBALL DEPOSIT REFUND         | 100.00    |
| 08/30/2024 | 328335 | BRONKEMA, BRIAN                 | PZSC CONCERT PERFORMER                   | 1,800.00  |
| 08/30/2024 | 328336 | BRONSON HEALTHCARE GROUP        | LEGAL BLOOD DRAWS                        | 400.00    |

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| Check Date | Check  | Vendor Name                        | Description                                   | Amount    |
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| 08/30/2024 | 328337 | BRUSH, BENJAMIN                    | REIMBURSEMENT FOR SNAP                        | 62.00     |
| 08/30/2024 | 328338 | BUSINESS SPEAKERS BUREAU LLC       | BLACK HISTORY MO SPEAKER JACKIE JOYNER-KERSEE | 10,000.00 |
| 08/30/2024 | 328339 | C-COMM OF KALAMAZOO, INC.          | MISC RADIO REPAIRS                            | 203.20    |
| 08/30/2024 | 328340 | CENTRAL MICHIGAN PAPER COMPANY     | COPY/PRINT PAPER                              | 1,125.00  |
| 08/30/2024 | 328341 | CERTIFIED LABORATORIES             | PREMALUBE RED GREASE                          | 969.85    |
| 08/30/2024 | 328342 | CHAUDHARY, IMTIAZ                  | PZSC RENTAL SECURITY DEPOSIT REFUND           | 250.00    |
| 08/30/2024 | 328343 | CHICAGO TITLE OF MICHIGAN          | REIMB PMT-WATER & SEWER                       | 242.92    |
| 08/30/2024 | 328344 | CLASSIC GLASS, INC.                | WINDSHIELD REPLACEMENT                        | 899.22    |
| 08/30/2024 | 328345 | COMPLETE TEAM OUTFITTER, INC.      | PARK STAFF APPAREL                            | 415.00    |
| 08/30/2024 | 328346 | CONSUMERS ENERGY                   | POLE ATTACHMENT FEE                           | 287.98    |
| 08/30/2024 | 328347 | D L GALLIVAN INC.                  | COPY MACHINE USAGE CHARGES                    | 335.48    |
| 08/30/2024 | 328348 | D L Z MICHIGAN INC                 | ENG SERVICES - WEST MILHAM                    | 7,256.00  |
| 08/30/2024 | 328349 | DAME, PETER                        | REIMBURSEMENT FOR MML CONVENTION REG          | 595.00    |
| 08/30/2024 | 328350 | DELUCA, ANN                        | PZSC REFUND FOR TRIP 24.09.21                 | 25.00     |
| 08/30/2024 | 328351 | DICK, ROBERT                       | REIMBURSEMENT FOR SNAP AND DUFB               | 72.00     |
| 08/30/2024 | 328352 | DOAN, SUSAN                        | PZSC RENTAL SECURITY REPOSIT REFUND           | 250.00    |
| 08/30/2024 | 328353 | DRIESEN & ASSOCIATES INC           | STATION 3 RAMP PROJECT                        | 2,618.75  |
| 08/30/2024 | 328354 | DTN, LLC                           | WEATHER SERVICES                              | 1,171.80  |
| 08/30/2024 | 328355 | DUNLOP, JOHN W                     | FISH CAMP INSTRUCTOR                          | 220.00    |
| 08/30/2024 | 328356 | EAST, KYLIE                        | SCHRIER BLD DEPOSIT REFUND                    | 150.00    |
| 08/30/2024 | 328357 | EMERGENCY VEHICLE PRODUCTS         | FIRE APPARATUS MAINT, POL VEH REPAIR & MAINT  | 2,226.69  |
| 08/30/2024 | 328358 | FADER EQUIPMENT, INC.              | CONCRETE RENTAL SAW BLADE                     | 848.75    |
| 08/30/2024 | 328359 | FAWLEY OVERHEAD DOOR, INC.         | DPW OVERHEAD DOOR REPAIR                      | 1,047.23  |
| 08/30/2024 | 328360 | FIORIO, KRISTIN                    | STAND-UP-PADDLEBOARD YOGA INSTRUCTOR FEE      | 300.00    |
| 08/30/2024 | 328361 | FITZGERALD, KATERI                 | STAND-UP-PADDLEBOARD YOGA REFUND              | 30.00     |
| 08/30/2024 | 328362 | FLEIS & VANDENBRINK ENGINEERING    | ENGINEERING SVCS-RAMONE PARK PIER             | 5,300.00  |
| 08/30/2024 | 328363 | FREIGHTLINER OF GRAND RAPIDS, INC. | REPAIR & MAINTENANCE SUPPLIES                 | 730.70    |
| 08/30/2024 | 328364 | FREIMAN, RICHARD L.                | FARMERS MARKET MUSIC PERFORMANCE              | 100.00    |
| 08/30/2024 | 328365 | GALLS PARENT HOLDINGS, LLC         | RANGER UNIFORM                                | 146.16    |
| 08/30/2024 | 328366 | GORDON FOOD SERVICE                | RAMONA CONCESSION SUP, PZSC COFFEE BAR SUP    | 1,639.25  |
| 08/30/2024 | 328367 | GRAND RAPIDS WILBERT BURIAL VAULT  | LEXINGTON GREEN PK-WATER METER PIT NEW SVC    | 2,066.00  |
| 08/30/2024 | 328368 | GREATER KALAMAZOO FOP LODGE 98     | FOP PORTION OF PPOA UNION DUES AUG 2024       | 3,459.96  |
| 08/30/2024 | 328369 | GROTHAUSE, DAVID                   | REIMBURSEMENT FOR SNAP                        | 33.00     |
| 08/30/2024 | 328370 | H & H PAINTING CO., INC.           | PZSC COURTYARD RESURFACING                    | 2,365.00  |

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| 08/30/2024 | 328371 | H & H PROPERTY MAINTENANCE, LLC     | LEAD TRUCK/TRAILER FOR DEMOLITION HAUL    | 4,912.83  |
| 08/30/2024 | 328372 | HERRIMAN, SCOTT E                   | PZSC ENTERTAINMENT SERVICES               | 800.00    |
| 08/30/2024 | 328373 | HOME DEPOT                          | REPAIR & MAINTENANCE SUPPLIES             | 2,107.03  |
| 08/30/2024 | 328374 | VOID                                |                                           | 0.00      |
| 08/30/2024 | 328375 | HOUSING RESOURCES, INC.             | RENTAL ASSISTANCE CDBG-CV                 | 2,059.00  |
| 08/30/2024 | 328376 | HOUSLER, SHANNEN                    | SCHRIER BLD FEES & DEPOSIT REFUND         | 500.00    |
| 08/30/2024 | 328377 | HULIN, KIM                          | REIMBURSEMENT FOR SNAP                    | 30.00     |
| 08/30/2024 | 328378 | IMPELLIZZERI, FRANCO                | REIMB-BACKWATER VALVE ON SEWER DRAIN      | 1,500.00  |
| 08/30/2024 | 328379 | J & J LOCKSMITHS                    | DOOR/KNOB REPAIR SVCS                     | 137.00    |
| 08/30/2024 | 328380 | JABCO LLC                           | STORM/JUNE - DEBRIS REMOVAL               | 2,805.00  |
| 08/30/2024 | 328381 | K2AVL INC                           | SOUND FOR SUMMER CONCERT SERIES           | 1,590.00  |
| 08/30/2024 | 328382 | KALAMAZOO CITY TREASURER            | AERIAL & TOWER PLACEMENT & OPS COURSE     | 1,000.00  |
| 08/30/2024 | 328383 | KALAMAZOO COUNTY TREASURER          | ASSESSOR PRE CHANGES FOR PRIOR YEARS      | 1,598.32  |
| 08/30/2024 | 328384 | KALAMAZOO LAWN & GARDEN EQUIPMENT   | ECHO BLOWER REPAIR                        | 70.90     |
| 08/30/2024 | 328385 | KENT COMMUNICATIONS INC.            | VOTING STICKERS                           | 42.15     |
| 08/30/2024 | 328386 | KIDNEY, MATTHEW                     | SCHRIER BLD DEPOSIT REFUND                | 150.00    |
| 08/30/2024 | 328387 | KISON, LORI                         | STUART MANOR DEPOSIT REFUND               | 150.00    |
| 08/30/2024 | 328388 | KZOO TIRE COMPANY                   | POLICE VEHICLE REPAIR/MAINTENANCE         | 1,965.50  |
| 08/30/2024 | 328389 | LAKELAND ASPHALT CORP.              | MILL & FILL LOCAL/MAJORS SPRING 2024      | 80,240.75 |
| 08/30/2024 | 328390 | LANDRUM, KAY                        | RAMONA PARKING VOUCHERS REFUND            | 20.00     |
| 08/30/2024 | 328391 | LEADS ONLINE LLC                    | CELLHAWK MAPPING                          | 4,995.00  |
| 08/30/2024 | 328392 | MALSOM, ANDREA JEAN                 | PZSC PARKINSONS GROUP FITNESS INSTRUCTOR  | 450.00    |
| 08/30/2024 | 328393 | MATHESON, TESS                      | GRAIN ELEVATOR DEPOSIT REFUND             | 150.00    |
| 08/30/2024 | 328394 | MCCANN INDUSTRIES, INC.             | REPAIR/MAINTENANCE SUPPLIES               | 320.26    |
| 08/30/2024 | 328395 | MCDONALD'S TOWING & RESCUE, INC.    | POLICE TOWING SERVICES                    | 15.00     |
| 08/30/2024 | 328396 | MCKERNAN, COLIN                     | FARMERS MARKET MUSIC PERFORMANCE          | 100.00    |
| 08/30/2024 | 328397 | MEDLER ELECTRIC COMPANY             | LEXINGTON GREEN PARK-SITE LIGHTING        | 5,409.28  |
| 08/30/2024 | 328398 | MENARDS                             | REPAIR & MAINTENANCE SUPPLIES             | 178.79    |
| 08/30/2024 | 328399 | METRO CONSULTING ASSOCIATES, LLC    | ROW/LAND ACQUISITION SERVICES             | 687.50    |
| 08/30/2024 | 328400 | MI ASSOC. OF CHIEFS OF POLICE       | MACP FALL ACCREDITATION CONFERENCE REG    | 250.00    |
| 08/30/2024 | 328401 | MICH MUNICIPAL POLICE & FIRE REPAIR | POLICE VEHICLE REPAIR & MAINTENANCE       | 4,377.99  |
| 08/30/2024 | 328402 | MICHIGAN ASSOC. OF PLANNING         | MICHIGAN ASSOC OF PLANNING ANNUAL RENEWAL | 780.00    |
| 08/30/2024 | 328403 | MIDWEST CUSTOM EMBROIDERY COMPANY   | STAFF APPAREL                             | 347.00    |
| 08/30/2024 | 328404 | NEW BLUE INC.                       | SEPTEMBER SUMMER CONCERT                  | 3,250.00  |

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| 08/30/2024 | 328405 | NIKITAS, JULIA                      | REFUND OVERPAYMENT WATER SEWER BILL       | 64.49     |
| 08/30/2024 | 328406 | OFFICE DEPOT, INC.                  | OFFICE SUPPLIES                           | 963.83    |
| 08/30/2024 | 328407 | VOID                                |                                           | 0.00      |
| 08/30/2024 | 328408 | ON DUTY GEAR, LLC                   | BP EXPIRED VEST REPLACEMENTS              | 4,058.98  |
| 08/30/2024 | 328409 | OSSENHEIMER, JESSLYN                | RAMONA PARKING VOUCHERS REFUND            | 30.00     |
| 08/30/2024 | 328410 | PAW PAW VETERINARY CLINIC, P.C.     | K9 VETERINARY APPT                        | 135.00    |
| 08/30/2024 | 328411 | PHOENIX SAFETY OUTFITTERS, LLC      | KVCC POLICE ACADEMY CADET UNIFORMS        | 686.24    |
| 08/30/2024 | 328412 | PIERLUISSI VENTURES, LLC            | PZSC INSTRUCTOR CRAFT CLASS               | 475.00    |
| 08/30/2024 | 328413 | PORTAGE GLASS & MIRROR              | PZSC GLASS REPLACEMENT OUTSIDE WINDOW     | 581.00    |
| 08/30/2024 | 328414 | PORTAGE PLUMBING SERVICES LLC       | EMER KAL CO-REPL TUB/SHOWER & PLUMBING    | 4,793.45  |
| 08/30/2024 | 328415 | PROGRESSIVE BUILDING SERVICES       | BID BOND REFUND                           | 5,902.50  |
| 08/30/2024 | 328416 | R S TECHNICAL SERVICES, INC.        | WATER TREATMENT PLANT CHEMICAL FEED PUMP  | 5,340.64  |
| 08/30/2024 | 328417 | RANDALL, PATRICIA                   | PER DIEM-MAM CONFERENCE                   | 308.92    |
| 08/30/2024 | 328418 | RATHCO SAFETY SUPPLY, INC.          | ROAD SIGNS LOCALS                         | 294.00    |
| 08/30/2024 | 328419 | RENEWED EARTH, INC.                 | TORNADO - ADDITIONAL COMPOST SITE MGMT    | 84,617.50 |
| 08/30/2024 | 328420 | ROAD COMMISSION OF KALAMAZOO COUNTY | T/S ENERGY & MAINTENANCE                  | 2,552.14  |
| 08/30/2024 | 328421 | S & T LAWN SERVICE                  | TORNADO - ROW STUMP REMOVAL               | 17,670.00 |
| 08/30/2024 | 328422 | SAFEBUILT MICHIGAN, LLC             | FILL-IN INSPECTIONS FOR BUILDING SVCS     | 1,498.42  |
| 08/30/2024 | 328423 | SAFETY COMPANY, LLC                 | REPAIR & MAINTENANCE SUPPLIES             | 612.00    |
| 08/30/2024 | 328424 | SCHAU, RANDALL                      | PZSC PRESENTER                            | 100.00    |
| 08/30/2024 | 328425 | SCHEIBER, SARAH                     | SCHRIER BLD DEPOSIT REFUND                | 150.00    |
| 08/30/2024 | 328426 | SCHRAUBEN, GLENN                    | LK SOFTBALL FEES & DEPOSIT REFUND         | 287.50    |
| 08/30/2024 | 328427 | SENIOR SERVICES, INC.               | PZSC CENTENARIAN BRUNCH                   | 1,131.55  |
| 08/30/2024 | 328428 | SF&R KALAMAZOO INC.                 | REPAIR GATE @ SWP DOG PARK                | 2,576.08  |
| 08/30/2024 | 328429 | SHANE MOHNEY MEMORIAL TOURNAMENT    | SWP TOURNAMENT DEPOSIT REFUND             | 100.00    |
| 08/30/2024 | 328430 | SIGN SHOP OF WESTERN MICHIGAN       | A-FRAME INSERTS-FARMERS MARKET RELOCATION | 450.00    |
| 08/30/2024 | 328431 | SITEONE LANDSCAPE SUPPLY LLC        | IRRIGATION REPAIR SUPPLIES                | 2.50      |
| 08/30/2024 | 328432 | SPIRIT SHOPPE, INC.                 | FIRE UNIFORMS                             | 20.00     |
| 08/30/2024 | 328433 | STEENSMA LAWN & POWER EQUIPMENT     | IRRIGATION REPAIR SUPPLIES                | 32,691.98 |
| 08/30/2024 | 328434 | SWANK MOTION PICTURES, INC.         | MOVIES IN THE PARK                        | 450.00    |
| 08/30/2024 | 328435 | SWETAY, LIA                         | REIMBURSEMENT FOR SNAP AND DUFB           | 17.00     |
| 08/30/2024 | 328436 | SYTEK AND DAVIES LLC                | PZSC PIANO TUNING                         | 195.00    |
| 08/30/2024 | 328437 | T-MOBILE USA INC                    | MISC CELL PHONE CHARGES                   | 3,286.44  |
| 08/30/2024 | 328438 | TEAM SUPPORT SERVICES, LLC          | RECORDS MANAGEMENT                        | 612.15    |

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| 08/30/2024                | 328439 | TOP GRADE AGGREGATES, LLC          | CONCRETE & AGGREGATE/DISPOSAL                | 2,517.06          |
| 08/30/2024                | 328440 | ULINE, INC.                        | MISC EVIDENCE SUPPLIES                       | 4,035.83          |
| 08/30/2024                | 328441 | UNITED DISTRIBUTION GROUP          | RAMONA CONCESSION SUPPLIES                   | 519.22            |
| 08/30/2024                | 328442 | UNITED PARCEL SERVICE              | UPS WEEKLY                                   | 18.16             |
| 08/30/2024                | 328443 | US HYD LLC                         | JUNE/STORM-TINK CYLINDER & GEAR PUMP REBUILD | 4,106.42          |
| 08/30/2024                | 328444 | VAN BUREN YOUTH CAMP, INC          | ARCHERY MANAGEMENT FEE                       | 1,560.00          |
| 08/30/2024                | 328445 | VANBELKUM COMPANIES, LLC.          | NETWORK CABLE INSTALLATION                   | 201.00            |
| 08/30/2024                | 328446 | VENTURE TACTICAL, LLC              | TACTICAL HEAD SETS                           | 5,960.00          |
| 08/30/2024                | 328447 | WAGNER, KAREN                      | PZSC TRIP REFUND 24.08.28                    | 150.00            |
| 08/30/2024                | 328448 | WEATHERTECH CONSULTING GROUP, INC. | ROOF REPLACEMENT CONSULTANT                  | 4,827.00          |
| 08/30/2024                | 328449 | WILD, JED                          | REIMB EXPS-EMU FIRE STAFF AND COMMAND        | 595.00            |
| 08/30/2024                | 328450 | WT BERESFORD CO.                   | NETBADGE CREDITS                             | 232.00            |
| 08/30/2024                | 328451 | YOUNG MEN'S CHRISTIAN ASSOCIATION  | YMCA YOUTH TENNIS CAMP                       | 720.00            |
| <b>Total Paper Checks</b> |        |                                    |                                              | <b>425,726.63</b> |

Check Type: Auto-Pay Payments

|                         |                              |                       |           |
|-------------------------|------------------------------|-----------------------|-----------|
| 08/26/2024              | FINTECHEFT                   | PZSC PROGRAM SUPPLIES | 145.98    |
| 08/27/2024              | CONSUMERS ENERGY             | GAS-ELECTRIC          | 441.53    |
| 08/28/2024              | BLUE CROSS/BLUE SHIELD OF MI | HEALTH INSURANCE      | 7,205.33  |
| 08/29/2024              | CONSUMERS ENERGY             | GAS-ELECTRIC          | 707.94    |
| 08/30/2024              | CONSUMERS ENERGY             | GAS-ELECTRIC          | 15,563.76 |
| Total Auto-Pay Payments |                              |                       | 24,064.54 |

Check Type: Electronic Payments

|                           |                          |                                         |              |
|---------------------------|--------------------------|-----------------------------------------|--------------|
| 08/23/2024                | MULTIPLE                 | WEEKLY TAX DISBURSEMENT 8/16/24         | 1,792,743.59 |
| 08/23/2024                | MULTIPLE                 | IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS | 452.03       |
| 08/29/2024                | SBF                      | POSTAGE - WATER/SEWER BILLS             | 2,515.67     |
| 08/30/2024                | HUNTINGTON NATIONAL BANK | DEBT SERVICES PAYMENTS                  | 434,625.00   |
| 08/30/2024                | MULTIPLE                 | WEEKLY TAX DISBURSEMENT 8/16/24         | 2,639,393.83 |
| Total Electronic Payments |                          |                                         | 4,869,730.12 |

**Grand Total** **6,281,494.35**

**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Austin Lake Trail Easements Vacation

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

**ACTION RECOMMENDED:** Accept the resolutions to transfer title of three out lots, vacate Austin Lake Trail unused permanent easements, and acquire trail and right-of-way deeds; place the resolution to transfer title and vacate on file with City Clerk for at least 28 days; and take final action on October 8, 2024.

In preparation for the engineering and design of the northern section of the Austin Lake Trail, we have identified several easement adjustments and acquisitions that will make for a safer, more direct alignment. The owner of the abutting property north of Austin Lake agrees with a mutually beneficial exchange that is more fully described below.

The City prefers to locate the Austin Lake Trail on the east side of Cox, instead of the west side. Moving this planned trail segment to the east is more desirable as it eliminates a trail crossing over Cox's Drive and avoids an impact with utility lines on the west side. This was the original plan of the City; however, the previous property owner originally declined this request. The current owner of the property, Zylman Avenue Ventures, LLC, indicates agreement with moving an easement planned for the future Austin Lake Trail from the west to the east side of Cox's Drive. The agreement will require releasing .67 acres of City permanent easement back to the landowner; however, the city would retain .25 acres, which feature 13.50 feet for future right-of-way needs. The city would then acquire approximately 23.5 feet (.375 acres) on the east side of Cox's Drive for the trail.

In light of this change as well as the fact that a trail was recently constructed along Zylman Avenue, city staff also recommends releasing additional easements it no longer plans to use for the trail to Zylman Avenue Ventures, LLC, and has requested additional frontage along East Shore Drive for future road and utility improvements from the property owner. The releasing of additional unused easements and acquiring right-of-way deeds along East Shore Drive and Highland Drive will result in the city releasing 2.84 acres of land and acquiring 5.97 acres of land. Due to the calculated land values, the city will receive approximately \$122,850 in additional land, and release \$136,240 in land value for a net cost to the city of \$13,390. This difference is made up by Zylman Ventures paying for survey costs and the net benefit to the City of an enhanced trail network and optimal development potential for the remnant properties.

There is significant precedence in Portage for exchanging real estate to accommodate private investment and improve public infrastructure at the same time. Three recent instances are:

- Crossroads Mall - City deeded a parcel to the Mall in exchange for a neighboring parcel to improve storm drainage in the area and create a viable lot for the Mall.
- Trade Center Way - City deeded property for a hotel (Springhill Suites) in 2020 in exchange for the location and construction of a new storm drainage retention pond.
- Walgreens/River Caddis - City vacated parcels to create access for internal lots and Walgreens traffic circulation.

Staff recommends proceeding with the release of unused easements and out lots and acquisition of land for trail and right-of-way purposes. The attached map outlines the land currently in consideration. It is therefore recommended that City Council accept the resolutions to transfer title of three out lots, vacate Austin Lake Trail unused permanent easements, and acquire trail and right-of-way deeds; place the resolution to transfer title and vacate on file with City Clerk for at least 28 days; and take final action on October 8, 2024.

**FUNDING:** None Required

**Attachments:**

1. Austin Lake Trail Property Conveyance Resolution
2. Austin Lake Trail Ownership Map
3. Resolution Accepting Donation of Property.040617

**CITY OF PORTAGE, MICHIGAN  
RESOLUTION TO SELL REAL ESTATE**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on \_\_\_\_\_, 2024 at 6:00 p.m. local time at City Hall in the City of Portage, Michigan.

PRESENT:

ABSENT:

The following resolution was offered by:

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

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

**WHEREAS**, Zylman Avenue Ventures, LLC, a Michigan Corporation, desires to acquire and the City desires to convey certain City owned property as described below;

**BE IT RESOLVED** that the City of Portage conveys the following described properties to Zylman Avenue Ventures, LLC., a Michigan corporation, of Byron Center, Michigan, in exchange for the release of certain easements and the conveyance of other property to the City of Portage as described in Attached Exhibit A.

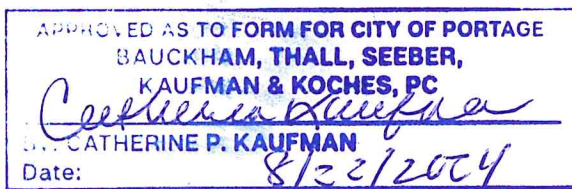
**BE IT FURTHER RESOLVED** that notice, in substantially the form attached as Exhibit B, be published in a newspaper of general circulation within the City, giving notice of the City's intent to convey the above described premises.

AYES: Councilmember \_\_\_\_\_

NAYS: Councilmember \_\_\_\_\_

ABSENT: Councilmember \_\_\_\_\_

RESOLUTION DECLARED ADOPTED: \_\_\_\_\_



\_\_\_\_\_  
Erica Eklov, City Clerk

CERTIFICATION

STATE OF MICHIGAN     )  
                                          )  
COUNTY OF KALAMAZOO )

I, the undersigned, the duly qualified City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of said City, held on the \_\_\_\_ day of \_\_\_\_\_, 2024, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of \_\_\_\_\_, 2024.

Erica Eklov, City Clerk

\_\_\_\_\_

## EXHIBIT A

### PROPERTY TO BE CONVEYED BY CITY OF PORTAGE TO ZYLMAN AVENUE VENTURES, LLC.

The following property owned by the City of Portage is proposed to be conveyed to Zylman Avenue Ventures, LLC in exchange for easements and other property to be conveyed by Zylman Avenue Ventures, LLC, to the City of Portage.

Parcel 4: Zylman Avenue Ventures LLC owns property described below, over which City has a 50 foot easement. The City will release 36.5 feet of the 50 foot easement on the property described below. Zylman Avenue Ventures LLC will convey by deed the 13.5 feet of area to City.

#### PORTION OF "BIKEWAY, TRAILWAY, UTILITY EASEMENT AND RIGHT-OF-WAY GRANT" PER INSTRUMENT NO. 2019-000752 WEST OF COX'S DRIVE TO BE RELEASED

Part of the SE 1 /4 of Section 23, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 corner of said Section 23; thence S89°47'48"W 171.50 feet along the East-West 1/4 line of said Section; thence S00°53'03"E 33.00 feet to a point on the South right-of-way line of Zylman Avenue (66 foot wide public right-of-way) and the Point of Beginning; thence S00°53'03"E 804.60 feet; thence S89°07'58"W 36.50 feet; thence N00°53'03"W 805.03 feet; thence N89°47'48"E 36.50 feet along said South right-of-way line of Zylman Avenue to the Point of Beginning. Contains 0.67 acres. Subject to easements, restrictions and rights-of-way of record.

Parcels 10 and 11: City of Portage will release an easement on the following parcels as described below:

#### PORTION OF "BIKEWAY, TRAILWAY, UTILITY EASEMENT AND RIGHT-OF-WAY GRANT" PER INSTRUMENT NO. 2019-000752 WEST OF SPRINKLE ROAD TO BE RELEASED

Part of the SW 1/4 of Section 24, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the West 1/4 corner of said Section 24; thence N89°18'34"E 2396.41 feet along the East-West 1/4 line of said Section; thence S00°05'43"E 33.00 feet to a point on the South right-of-way line of Zylman Avenue (66 foot wide public right-of-way) and the Point of Beginning; thence N89°18'34"E 35.00 feet along said South right-of-way line; thence S00°05'43"E 235.57 feet; thence N88°52'17"E 171.33 feet; thence S00°05'43"E 85.74 feet along the West right-of-way line of Sprinkle Road (variable width public right-of-way) to reference Point "A"; thence S89°18'34"W 35.00 feet; thence N00°05'43"W 50.47 feet; thence S88°52'17"W 171.33 feet; thence N00°05'43"W 270.84 feet to the Point of Beginning.

Also commencing at Reference Point "A"; thence S00°05'43"E 66.00 feet along said West right-of-way line to the Point of Beginning; thence S00°05'43"E 320.00 feet along said West right-of-way line to Reference Point "B"; thence S89°18'34"W 35.00 feet; thence N00°05'43"W 320.00 feet; thence N89°18'34"E 35.00 feet to the Point of Beginning.

Also commencing at Reference Point "B"; thence S00°05'43"E 66.00 feet along said West right-of-way line to the Point of Beginning; thence S00°05'43"E 162.79 feet along

said West right-of-way line; thence S89°20'31"W 1007.65 feet along the North line of Lakeland Plat No. 1, according to the plat thereof, as recorded in Liber 28, Page 31, Kalamazoo County Records; thence N03°52'54"W 35.06 feet; thence N89°20'31"E 974.96 feet; thence N00°05'43"W 127.77 feet; thence N89°18'34"E 35.00 feet to the Point of Beginning. Contains 1.57 acres. Subject to easements, restrictions and rights-of-way of record.

Parcel 12: The City owns a parcel that it is conveying to Zylman Avenue Ventures, LLC, as described below.

Part of the SW 1/4 of Section 24, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the West 1/4 corner of said Section 24; thence N89°18'34"E 1504.72 feet along the East-West 1/4 line of said Section; thence S00°05'43"E 33.00 feet to a point on the South right-of-way line of Zylman Avenue (66 foot wide public right-of-way) and the Point of Beginning; thence N89°18'34"E 66.00 feet along said South right-of-way line to Reference Point "A"; thence S00°05'43"E 135.00 feet; thence S89°18'34"W 66.00 feet; thence N00°05'43"W 135.00 feet to the Point of Beginning.

Also commencing at Reference Point "A"; thence N89°18'34"E 1032.00 feet along said South right-of-way line; thence S00°05'43"E 320.00 feet along the West right-of-way line of Sprinkle Road (variable width public right-of-way) to the Point of Beginning; thence S00°05'43"E 66.00 feet along said West right-of-way line to Reference Point "B"; thence S89°18'34"W 132.00 feet; thence N00°05'43"W 66.00 feet; thence N89°18'34"E 132.00 feet to the Point of Beginning.

Also commencing at Reference Point "B"; thence S00°05'43"E 320.00 feet along said West right-of-way line to the Point of Beginning; thence S00°05'43"E 66.00 feet along said West right-of-way line; thence S89°18'34"W 132.00 feet; thence N00°05'43"W 66.00 feet; thence N89°18'34"E 132.00 feet to the Point of Beginning. Contains 0.60 acres. Subject to easements, restrictions and rights-of-way of record.

EXHIBIT B

CITY OF PORTAGE, MICHIGAN  
NOTICE OF PUBLIC HEARING FOR INTENTION TO CONVEY REAL ESTATE  
IN THE CITY OF PORTAGE, MICHIGAN

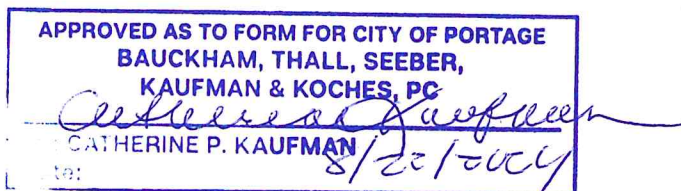
PLEASE TAKE NOTICE, that on the \_\_\_\_ day of \_\_\_\_\_, 2024, the City Council of the City of Portage voted to convey the following real property to Zylman Avenue Ventures, LLC., a Michigan corporation, of 3115 Railway Drive SW, Byron Center, MI 49315 in exchange for the conveyance of easements and other property to the City.

See attached Exhibit A.

PLEASE TAKE FURTHER NOTICE that the resolution authorizing this action is on file with the City Clerk and open for public inspection. Said documents will be so held by the City Clerk for twenty-eight (28) days after publication of this notice and may be inspected at the Clerk's office during regular working hours. Any person(s) objecting to this conveyance should make their objection known to the City Council within twenty-eight (28) days of the publication of this notice. After said twenty-eight (28) day period, the Council may take final action and sell said property.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Erica Eklov, City Clerk





**RESOLUTION  
CITY OF PORTAGE, MICHIGAN  
RESOLUTION ACCEPTING CONVEYANCE OF PROPERTY**

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on \_\_\_\_\_, 2024 at 6:00 p.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 owner of property located in the City of Portage ("City") has offered to convey the following described property ("Property") to the City in exchange for the City's conveyance of certain properties to Owner, which properties that Owner is conveying to City being more particularly described as:

All those certain pieces of real estate located in the City of Portage, County of Kalamazoo, State of Michigan as more fully described as follows:

1. # 1- ADDITIONAL HIGHLAND DRIVE RIGHT-OF-WAY

Part of the SE 1/4 of Section 23, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 corner of said Section 23; thence S89°47'48"W 2414.81 feet along the East-West 1 /4 line of said Section 23 to a point being N89° 4 7'48"E 211.50 feet along said East-West 1/4 line from Center of said Section 23; thence S00°00'00" W 33.00 feet parallel with the North-South 1/4 line of said Section 23 to the South right-of-way line of Zylman Avenue (66-foot wide public right-of-way) and the Point of Beginning; thence continuing S00° 00'00" W 1833.90 feet; thence S44°51'55"W 42.71 feet along the Northerly right-of-way line of East Shore Drive (33-foot wide public right-of-way); thence N00°04'15"E 103.86 feet; thence N89° 51 '25"W 30.00 feet; thence N00° 00'00"E 1760.02 feet; thence N89°47'48"E 13.50 feet along said South right-of-way line of Zylman Avenue; thence S00°00'00"W 933.00 feet; thence N89°47'48"E 16.50 feet; thence N00° 00'00"E 933.00 feet; thence N89°47'48"E 30.00 feet along said South right-of-way line to the Point of Beginning. Contains 2.13 acres. Subject to easements, restrictions, and rights-of-way of record.

2. # 2- ADDITIONAL EAST SHORE DRIVE RIGHT-OF-WAY EAST OF HIGHLAND DRIVE

Part of the SE 1/4 of Section 23, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 corner of said Section 23; thence

S89°47'48"W 2414.81 feet along the East-West 1/4 line of said Section 23 to a point being N89° 47'48"E 211.50 feet along said East-West 1/4 line from Center of said Section 23; thence S00° 00'00"W 1846.50 feet parallel with the North-South 1/4 line of said Section 23 to the Point of Beginning; thence N52° 33'13"E 682.80 feet; thence N58° 06'12"E 100.25 feet; thence S31 ° 52'41"E 15.00 feet; thence S58° 06'12"W 99.52 feet; thence S52° 33'13"W 685.65 feet; thence S44° 51'55"W 8.91 feet (previous 3 courses being along existing Northerly right-of-way line of East Shore Drive (33-foot wide public right-of-way)); thence N00° 00'00"E 20.40 feet to the Point of Beginning. Contains 0.27 acres. Subject to easements, restrictions, and rights-of-way of record.

3. # 3 - ADDITIONAL EAST SHORE DRIVE RIGHT-OF-WAY WEST OF COX'S DRIVE

Part of the S E 1/4 of Section 23, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 corner of said Section 23; thence S89° 47'48"W 158.00 feet along the East-West 1/4 line of said Section; thence S00° 53'03"E 852.45 feet along existing Westerly right-of-way line of Cox's Drive (33-foot wide public right-of-way); thence S89° 07'58"W 13.50 feet along existing Northerly right-of-way line of East Shore Drive (33-foot wide public right-of-way) to the Point of Beginning; thence S89° 07'58"W 716.54 feet; thence S62° 49'03"W 366.68 feet; thence S56° 58'42"W 348.31 feet; thence S58° 06'12"W 117.65 feet (previous 4 courses being along said existing Northerly right-of-way line); thence N31 ° 54'22"W 15.00 feet; thence N58° 06'12"E 117.51 feet; thence N56° 58'42"E 348.93 feet; thence N62° 49'03"E 370.95 feet; thence N89° 07'58"E 720.04 feet; thence S00° 53'03"E 15.00 feet to the Point of Beginning. Contains 0.53 acres. Subject to easements, restrictions, and rights-of-way of record.

4. #6, 7 and 13 (split and add roundabout). ADDITIONAL RIGHT-OF-WAY ALONG EAST SIDE OF COX'S DRIVE AND NORTHEASTERLY SIDE OF EAST SHORE DRIVE

Part of the S E 1/4 of Section 23 and part of the SW 1/ 4 of Section 24, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the East 1/4 corner of said Section 23; thence S89°47'48" W 125.00 feet along the East-West 1/4 line of said Section; thence S00° 53'03"E 33.00 feet to a point on the South right-of-way line of Zylman Avenue (66-foot wide public right-of-way) and the Point of Beginning; thence S00° 53'03"E 818.99 feet along existing Easterly right-of-way line of Cox's Drive; thence N89° 07'58"E 124.87 feet; thence S00° 52'57"E 27.17 feet; thence S72°24'00"E 174.68 feet; thence S73° 33'00"E 246.16 feet; thence S68°49'20"E 392.88 feet; thence S64° 42'27"E 318.84 feet; thence S59° 30'23"E 311.23 feet (previous 7 courses being along the existing Northerly right-of-way line of East Shore Drive (33 foot wide public right-of-way)); thence N00°29'43"W 29.16 feet; thence N59° 30'23"W 297.35 feet; thence N64°42'27"W 320.87 feet; thence N68°49'20"W 394.81 feet; thence N73°33'00"W 246.94 feet; thence N72°24'00"W 156.43 feet; thence N00°52'57"W 34.16 feet; thence S89°07'58"W 126.37 feet; thence N00°53'03"W 693.01 feet; thence N40°05'41"[ 87.67 feet; thence N74° 11'51"E 71.41 feet; thence N00°53'19"W 14.85 feet; thence S89° 18'34"W 25.25 feet along said South right-of-way line of Zylman Avenue; thence S89°47'48"W 124.75 feet along said South right-of-way line to the Point of Beginning. Contains 1.47 acres. Subject to easements, restrictions, and rights-of-way of record.

5. #8 and 9. AREA TO BE DEEDED TO CITY

Part of the SW 114 of Section 24, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, described as: Commencing at the West 114 corner of said Section 24; thence N89° 18'34"E 2652.72 feet along the East-West 114 line of said Section to Center of said Section; thence S00° 05'43"1: 967.82 feet along the North-South 114 line of said Section; thence S89° 20'31 "W 1057.65 feet along the North line of Lakeland Plat No. 1, according to the plat thereof, as recorded in Uber 28, Page 31, Kalamazoo County Records to the Point of Beginning; thence

N03° 52'54" W 35.00 feet; thence S89° 20'31 "W 210.96 feet; thence Southeasterly 8.40 feet along the Easterly right-of-way line of Grand Rapids and Indiana Railroad right-of-way (100 foot wide right-of-way) on a 1832.81 foot radius curve to the left, said curve having a central angle of 00° 15'45", and a chord bearing S08° 05'51"E 8.40 feet; thence S88° 55'52"W 100.75 feet; thence Southeasterly 101.84 feet along the Westerly right-of-way line of said Railroad right-of-way on a 1932.81-foot radius curve to the left, said curve having a central angle of 03° 01'08", and a chord bearing S09° 21'58"E 101.83 feet; thence S00° 29'43"E 360.19 feet; thence S59° 30'23"E 40.83 feet; thence N00° 29'43"W 226.34 feet along the East line of the West 112 of the SW 114 of said Section; thence Southeasterly 137.78 feet along the Westerly right-of-way line of said Railroad right-of-way on a 1932.81 foot radius curve to the left, said curve having a central angle of 04° 05'03", and a chord bearing S17°37'33" E 137.75 feet; thence N89°31'44" E 106.24 feet; thence Northwesterly 373.98 feet along the Easterly right-of-way line of said Railroad right-of-way on a 1832.81-foot radius curve to the right, said curve having a central angle of 11°41'28", and a chord bearing N14°54'52"W 373.33 feet; thence N89° 20'31"E 208.10 feet along the North line of said Lakeland Plat No. 1 to the Point of Beginning. Contains 1.32 acres. Subject to easements, restrictions, and rights-of-way of record.

WHEREAS, the owner of the above-described Properties is Zylman Avenue Ventures, LLC, 3115 Railway Drive SW, Byron Center, MI 49315 ; and

WHEREAS, the City has conducted appraisals, environmental assessments and title searches with regard to the Properties;

WHEREAS, that the City is exchanging certain properties with the Owner as part of the conveyance of the above properties to the City.

NOW THEREFORE, BE IT RESOLVED:

1. The City accepts the conveyance of the above-described Properties.
2. The conveyance(s) is subject to the delivery of a properly executed Warranty Deed(s) of the Properties from all record owners to the City.
3. That City will pay any outstanding due and owing property taxes and real estate transfer taxes if applicable.

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

ADOPTED: \_\_\_\_\_

AYES: Councilmember \_\_\_\_\_

NAYS: Councilmember \_\_\_\_\_

ABSENT: Councilmember \_\_\_\_\_

\_\_\_\_\_  
Erica Eklov, City Clerk

CERTIFICATION

I, Erica Eklov, 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 the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Erica Eklov, City Clerk

**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Portage Road Lake Center Corridor Project - Tabulation of Engineering Proposals

**SUPPORTING PERSONNEL:** Peter Dame, Chief Development Officer  
Kendra Gwin, Director of Transportation & Utilities

**ACTION RECOMMENDED:** Regarding the Portage Road Lake Center Corridor Project:

- a. Award a contract to perform design engineering services for Portage Road Lake Center Corridor to Wightman, of Kalamazoo, Michigan, in the not-to-exceed amount of \$1,406,888;
- b. Amend the Fiscal Year 2024-2025 Capital Improvement Program budget in the amount of \$400,000 to be funded via a Kalamazoo County Brownfield reimbursement related to the Lovers Lane 4-to-3 lane conversion and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Fiscal Year 2024-2025 Capital Improvement Program budget includes funding for design engineering of the Portage Road Lake Center Corridor Project. The Portage Road Lake Center Corridor is an important area within the City of Portage as Portage Road is a major arterial street that serves as a connection between residential, industrial, and commercial areas. The vision that was approved by City Council on July 13, 2021, of a more attractive, multimodal Portage Road anchored by the Lake Center Corridor will be the foundation of the design. This vision was reaffirmed in the Subarea Plan contained in the recently adopted 2024 Master Plan. A proactive design for the future of the Portage Road Lake Center Corridor will benefit the community, property owners, and area businesses and will create a vibrant and fulfilling environment.

On July 23, 2024, the city received four proposal for design engineering services for the Portage Road Lake Center Corridor Project. One of the proposals, EGIS BLN USA, was non-responsive to the requirements of the requested services. Upon initial review of the four proposals, it was also agreed that Abonmarche Consultants did not have the capacity to undertake such a major project at this time due to internal resources. Abonmarche voluntarily withdrew its proposal. City staff held interviews with the two most responsive consultants. Through the interview process, it was determined that the proposal from Wightman best fits the needs of the project.

While there was substantial public participation in the Lake Center District Corridor and Placemaking Study process, as part of the 2024 Portage Road Lake Center Corridor Reconstruction RAISE grant application denial debrief, the federal review committee thought the city's application was deficient in

public participation in the conceptual design. Wightman's proposal includes a comprehensive engagement process with the community instead of a direct-to-design approach which informs the public rather than engaging with them in meaningful conversation. The proposed approach focuses on building consensus and support for the desired project, provides opportunities for a two-way conversation, delivers a process for managing change, and allows for a non-linear design process to occur. Also, in the RAISE grant debrief, the city was found to be deficient in documenting a reduction in vehicle miles traveled. Wightman's proposal includes an entire network approach to the traffic study and analysis, including a comprehensive speed study. During the interview process, the staff was better able to define the expectations and scope of work, which prompted Wightman to reduce their proposal to \$1,406,888.

It is recommended that City Council award a contract to perform design engineering services for Portage Road Lake Center Corridor to Wightman, of Kalamazoo, Michigan, in the not-to-exceed amount of \$1,406,888, amend the Fiscal Year 2024-2025 Capital Improvement Program budget in the amount of \$400,000, and authorize the City Manager to execute all documents related to the contract on behalf of the city.

**FUNDING:** 2024-2025 Capital Improvement Program, including a \$400,000 budget amendment to be funded via a Kalamazoo County Brownfield reimbursement related to the Lovers Lane 4-to-3 lane conversion.

**Attachments:** 1. Bid Tab\_2024 RFP Portage Road Lake Center Corridor

**2024 RFP PORTAGE ROAD LAKE CENTER CORRIDOR  
PROFESSIONAL ENGINEERING SERVICES  
PROPOSAL TABULATION**  
PROPOSAL OPENING ON JULY 23, 2024 AT 3 PM

|                                                                                                    |    |                |
|----------------------------------------------------------------------------------------------------|----|----------------|
| <b>Abonmarche Consultants, Inc.</b><br>261 East Kalamazoo Avenue, Suite 100<br>Kalamazoo, MI 49007 | \$ | 826,750.00     |
| <b>Prein&amp;Newhof</b><br>3355 Evergreen Dr NE<br>Grand Rapids, MI 49525                          | \$ | 829,900.00     |
| <b>Wightman</b><br>433 E. Ransom St.<br>Kalamazoo, MI 49007                                        | \$ | 1,522,308.00   |
| <b>Egis BLN USA, Inc.</b><br>8320 Craig Street<br>Indianapolis, IN 46250                           |    | Non-Responsive |

Opened by:   
Beth Hyland for Victoria Barboza, Purchasing Manager

**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Intergovernmental Housing Provision Agreement and Budget Amendment

**SUPPORTING PERSONNEL:** Pat McGinnis, City Manager

**ACTION RECOMMENDED:** Approve the intergovernmental agreement for housing service provision and amend the 2024-25 General Fund Budget by allocating \$500,000 from the fund balance to address the unforeseen expense, and authorize the City Manager to execute all documents related to this action on behalf of the city.

Michigan State Housing Development Authority announced that the U.S. Department of Housing and Urban Development Housing Choice Voucher (HCV) program will not release any new vouchers for the foreseeable future due to budget shortages. As of July 1, 2024, all HCV wait lists will be closed to new additions and names cannot be added via the homeless preference order of selection. Re-certifications of homelessness of those who were on the list will also not be accepted.

According to initial analysis of the 2024 Point-In-Time Count (a literal count of all individuals experiencing homelessness on a single night in January), 2024 represents the largest increase in individuals considered homeless since 2019. The largest increase can be seen in families with children. The 13% increase is similar to national trends.

With family homelessness on the rise and the voucher system closed, there will be an immediate and increasing need for emergency/residential shelter space to prevent families with children from seeking shelter in substandard housing.

Immediate action is needed for the creation of transitional and emergency housing solutions that address critical community needs. This agreement would support Kalamazoo County with the necessary gap financing to leverage Kalamazoo County funding, including the Housing Millage, to implement strategies addressing homelessness within the City of Portage.

Representatives from the City of Kalamazoo, City of Portage, Kalamazoo County, Continuum of Care and Southwest Michigan First are meeting to identify challenges and opportunities related to housing and our collective goal of reducing homelessness. This group has been actively meeting over the past five months and intends to continue to collaborate in the future.

It is therefore recommended that City Council approve the intergovernmental agreement for housing service provision and amend the 2024-25 General Fund Budget by allocating \$500,000 from the fund balance to address the unforeseen expense, and authorize the City Manager to execute all documents related to this action on behalf of the city.

**FUNDING:** A \$500,000 transfer from General Fund Balance can be absorbed without going below the 20% fund balance policy adopted by City Council in 2023.

**Attachments:** 1. Kalamazoo County Shelter Agreement AATF - FINAL

**INTERGOVERNMENTAL AGREEMENT FOR PROVISION OF  
HOUSING SERVICES**

**THIS INTERGOVERNMENTAL AGREEMENT FOR PROVISION OF HOUSING SERVICES** (hereinafter referred to as the “Agreement”) made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the **COUNTY OF KALAMAZOO**, a municipal corporation and political subdivision of the State of Michigan, (hereinafter referred to as the “County”) and the **CITY OF PORTAGE**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “City”).

**WITNESSETH:**

**WHEREAS**, the County and City desire to provide emergency/residential shelter space that would prevent families with children from seeking shelter in substandard housing; and

**WHEREAS**, ensuring safe shelter for the residents of the City is providing for the general health, safety and welfare of citizens in the City and County; and

**WHEREAS**, the City wishes to contribute to the County’s investment in shelter space, and has identified finances in its operating budget for this purpose; and

**WHEREAS**, the parties may enter this Agreement pursuant to MCL 124.501, et seq.; and

**WHEREAS**, the parties desire to enter in to this Agreement to memorialize the parties’ understanding of their financial and other obligations.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Agreement Term.** This Agreement shall go into effect, and performance thereon shall commence on complete execution. All funds shall be obligated no later than December 31, 2024, and all funds shall be expended no later than December 31, 2026.
2. **City Funding.** The City will provide up to \$500,000 to the County to be used for the acquisition and/or construction of a shelter for families with children in Kalamazoo County. In the event that the funds granted in this Agreement or any portion thereof are found to be unauthorized by the laws of the State or United States, the Uniform Guidance, or in any future audit of the City, the County shall reimburse the City for all such funds found to be unauthorized.
3. **Responsibility of the County.** The County will be responsible for:
  - A. Acquiring property to provide for shelter for the unhoused;
  - B. Ensure the ongoing operation of the shelter;

- C. Providing services to residents of the City of Portage in the same manner of all other recipients of said housing services.
4. **Compensation.** The County shall invoice the City and the City shall pay the County those expenses it approves on a reimbursement basis. It is expressly understood and agreed that in no event will the total compensation to be paid by the City to the County under this Agreement exceed the sum in Section 2 herein.
5. **Expenditure and Receipt Reports.** The County shall prepare and submit expenditure and receipt reports as requested by the City.
6. **Maintenance of Records.** The County shall keep and maintain records covering persons served, the services rendered and expenditures made pursuant to this Agreement for three (3) years after termination of this Agreement or until a final audit has been performed, whichever occurs later. In the event an audit has not been performed within said three (3) year period, the County shall notify the City in writing and request such an audit or permission to dispose of the records.
7. **Liability.**
- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the County in the performance of this Agreement shall be the responsibility of the County, and not the responsibility of the City, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the County, anyone directly or indirectly employed by the County, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the County or its employees by statutes or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the City in the performance of this Agreement shall be the responsibility of the City and not the responsibility of the County if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any City employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the City or its employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the City in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the City in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as

a waiver of any governmental immunity by the County, the City or their employees, respectively, as provided by statute or court decisions.

D. Nothing herein will be construed as a waiver of any governmental immunity, as provided by statute or modified by court decisions, by either the County, its agencies, elected or appointed officers, and employees or the City, and its agencies, elected or appointed officers and employees.

8. **Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. Breach of this covenant shall be regarded as a material breach of this Agreement.
9. **Compliance with the Law.** The parties hereto mutually agree to comply with all applicable Federal, State and local laws, ordinances, rules and regulations in performing their obligations pursuant to the Agreement.
10. **Venue.** This Agreement is governed by Michigan Law. Any and all suits for any breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the State of Michigan pursuant to applicable statutes and court rules.
11. **Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereinunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege.
12. **Modification of Agreement.** Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.
13. **Assignment or Subcontracting.** The Parties to the Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.
14. **Disregarding Titles.** The titles of the sections set for this Agreement are inserted for the convenience of reference only and shall not be disregarded when construing or interpreting any of the provisions of this Agreement.
15. **Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or binding any of the parties hereto.
16. **Non-beneficiary Contract.** Nothing in this Agreement is intended to nor shall be construed as creating a right for any third-party to the Agreement.

17. **Invalid Provisions.** If any provision of this Agreement is held to be invalid, it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of the Agreement, this Agreement shall be considered to have terminated as of the date on which the provision was declared invalid.
18. **Certification of Authority to Sign Agreement.** The person signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that said parties have authorized this Agreement.

[Signature page to follow]

IN WITNESS THEREOF, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

COUNTY OF KALAMAZOO  
BOARD OF COMMISSIONERS

\_\_\_\_\_, Chairperson

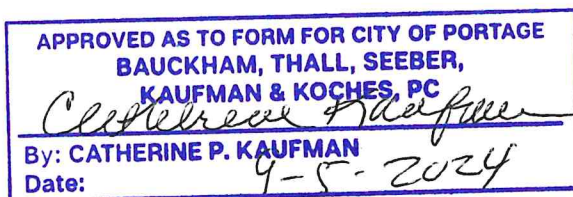
\_\_\_\_\_  
Date

CITY OF PORTAGE

\_\_\_\_\_  
Pat McGinnis, City Manager

\_\_\_\_\_  
Date

Article VII § 28 Governmental functions and powers; joint administration, costs and credits, transfers. Sec. 28. The legislature by general law shall authorize two or more counties, townships, cities, villages or districts, or any combination thereof among other things to: enter into contractual undertakings or agreements with one another or with the state or with any combination thereof for the joint administration of any of the functions or powers which each would have the power to perform separately; share the costs and responsibilities of functions and services with one another or with the state or with any combination thereof which each would have the power to perform separately; transfer functions or responsibilities to one another or any combination thereof upon the consent of each unit involved; cooperate with one another and with state government; lend their credit to one another or any combination thereof as provided by law in connection with any authorized publicly owned undertaking. Officers, eligibility. Any other provision of this constitution notwithstanding, an officer or employee of the sta



**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:** Disposition of Surplus Vehicles

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

**ACTION RECOMMENDED:** Approve the disposition of surplus City property to transfer ownership of two end-of-life Crown Victoria Vehicles (a 2010 Ford-Taurus, mileage 111,826; and a 2011 Ford-Taurus, mileage 105,168) to Kalamazoo Township Police Department at a price to be consistent with current value (\$4,000 each) and authorize the City Manager to execute all documents related to this action on behalf of the city.

Public Safety Director Nicholas Arnold was approached by Kalamazoo Township Officials with a request for any out-of-service, end-of-life vehicles. The Township can use these vehicles for undercover surveillance. We would typically send these vehicles for auction and, given their current condition and past use, would likely fetch less than \$4,000 each at auction.

Providing these retired vehicles to our partner agency without bidding requirements is in the spirit of mutual aid and requires the approval of the City Council. It is therefore recommended that City Council approve the disposition of surplus City property to transfer ownership of two end-of-life Crown Victoria Vehicles (a 2010 Ford-Taurus, mileage 111,826; and a 2011 Ford-Taurus, mileage 105,168) to Kalamazoo Township Police Department at a price to be consistent with current value (\$4,000 each) and authorize the City Manager to execute all documents related to this action on behalf of the city.

**FUNDING:** N/A

**Attachments:** 1. Request to Donate Vehicles

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Pat McGinnis, City Manager

**DATE:** August 29, 2024

**FROM:** Nicholas Arnold, Director of Public Safety

**SUBJECT:** Request to Donate

The Portage Department of Public Safety – Police Division recently retired and removed two vehicles from its Detective Bureau fleet. These vehicles, a 2010 and 2011 Ford Taurus, have over 105,000 miles each and have reached their end-of-life usefulness in their current functions. Typically, these vehicles would be transitioned into the department vehicle pool. We currently already have a sufficient number of vehicles in the pool for staff use and we would prefer not to expend funds to maintain vehicles of this age that will likely never be used.

While these vehicles could be sent to auction and sold, we were approached by one of our partner agencies, the Kalamazoo Township Police Department, inquiring if we had any older vehicles they could purchase which they could then use as utility or special function vehicles.

In the spirit of cooperation and lending help to a neighboring community, I am requesting the City of Portage please consider donating these two vehicles to our law enforcement partner, the Kalamazoo Township Police Department.

- 2010 Ford-Taurus, 4 Door, mileage 111,826 VIN: 1FAHP2HW4AG130865
- 2011 Ford-Taurus, 4 Door, mileage 105,168 VIN: 1FAHP2DW9BG159950

C: Jeff VanderWiere, Deputy Public Safety Director  
Steve Clark, Administrative Services Lieutenant

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



**TO:** Honorable Mayor and City Council

**FROM:** Pat McGinnis, City Manager

**SUBJECT:**

**SUPPORTING PERSONNEL:**

**ACTION RECOMMENDED:**

**FUNDING:**

**Attachments:** 1. 2024 07 10 Park Board

## **Portage Park Board Meeting Minutes**

**July 10, 2024**

**Board Present:** Tara Gish – Chair, Dawn Smith – Vice Chair, Elanor Riley – Secretary, Angelique McGuire – Treasurer, Tim Young, Jen Gomes, Josh Piotter, Tara Barber, Josh Suarez, Ainsley Boes – Youth Advisory Committee Representative

**Board Absent (Excused):**

**Board Absent (Unexcused):**

**Guests:** Kathleen Hoyle – Director of Parks and Recreation

Meeting was called to order at 6:32 PM by Chair Gish

### **I. INTRODUCTION OF NEW MEMBERS AND GUESTS**

1. Josh Suarez - new board member

### **II. APPROVAL OF AGENDA**

1. Motion to approve by Smith
2. Second by Gomes
3. Motion approved

### **III. APPROVAL OF JUNE PARK BOARD MEETING MINUTES**

1. Motion to approve by Young
2. Second by Piotter
  - a. Riley requested amendment: adjournment info was not filled out and typos
3. Young agreed to modify his motion to accept the minutes as amended
4. Riley will send amended minutes with these minutes for publication with the next packet
5. Motion approved

### **IV. NEW BUSINESS**

1. Financial Report – McGuire
  - a. No major changes; garlic mustard pull was recorded
2. Park Department Report – Hoyle
  - a. All projects are going along despite the weather
    - i. Lexington Green - trail dug up and sub base is done along most of trail. Pavilion is next. Playground delayed since it is close to the construction zone just for safety concerns.
    - ii. Lakeview Park - construction is in progress.
    - iii. East Central Trail - materials arriving soon
    - iv. Austin Lake Trail land acquisition complete - to engineering design for RFP
    - v. Farmers Market Design is still progressing
    - vi. Dam - Army corps of engineers feasibility study
  - b. Rentals are already booking for next year
  - c. Hayloft Repairs - working through insurance at the moment
3. Bicycle Advisory Committee Update – Bike Representative

- a. Move Portage activity - promote it more actively
- b. LCI training - still only has 2 people signed up
- c. Prince of Peace church is holding a Bike Rodeo - discussing how to include them in the bike committee activities
- d. Going for Gold bike status - the city has some funding available, the city will make a draft plan for a Bike event (tentative May 31, 2025)
- 4. Portage Cultural Arts Committee Update – Hoyle
  - a. Have not met since last meeting
- 5. Youth Advisory Committee Update – YAC Representative
  - a. Not present to provide report
- 6. Portage Parks Foundation Report – Gish
  - a. Chair Gish presented budget report from parks for funding request
    - i. Event support for food / supplies
    - ii. Seed Library / Lending library in parks
    - iii. Walking Sticks & medallions
    - iv. Pins or Mr. Krispy stickers or other giveaway items
  - b. Oktoberfest prep & discussion - September 14
    - i. Second annual event
    - ii. Discussion around admission cost - remove admission and focus on food / beer sales
    - iii. Location change - South Westnedge Park
    - iv. McGuire asked if the board had discussed additional activities during the event
- 7. Individual Park Reports – As assigned
  - a. Piotter asked about the status of Gourdneck state game area and safety after the tornado. Hoyle reports that cleanup is in progress
  - b. Board members reassigned park assignments
    - i. Suarez will adopt Harbor's West, Gourdneck State Game
    - ii. Riley will adopt Eliason Nature Preserve from Smith
- 8. Subcommittee Reports
  - a. Picnic in the Park – Westfield (May 9) Riley/Smith
    - i. Discussed rescheduling event but timing does not work out well
  - b. Breakfast in the Park – Ramona (June 22) Barber/Riley/Smith
    - i. Not many attendees for event
    - ii. Board members discussed feedback and comments from citizens
  - c. Oktoberfest (September 14) Gish
    - i. Discussed many updates during foundation report previously mentioned
  - d. Monster Mash (October 19) Young
    - i. Board members discussed whether to support or buy candy
    - ii. Young suggested having candy available to support various tables
    - iii. Hoyle stated that candy should be available regardless
  - e. Traditional Holiday (December 7) Riley

- i. Nothing to report at this time
- 9. Youth Scholarship for Tennis Camp
  - a. \$150 for two scholarships to support kids attending Tennis Camp
  - b. Motion by Riley
  - c. Second by Young
  - d. Motion approved

**V. SUMMARY ACTIVITY**

- 1. Board members reviewed summary activity

**VI. COMMENTS FROM BOARD MEMBERS**

- 1. Gish: presented goals to Council in June - well received by the city. Mayor asked how they can support the board. Gish responded that seeing council members at events is very helpful.
- 2. Riley: Welcome Josh!
- 3. McGuire: Welcome Josh!
- 4. Young: awesome ranger experience at Lakeview - Steve was friendly and greeted people and provided a great experience to park attendees

Meeting adjourned at 7:16pm

**Next meeting is on August 7, 2024 at Ramona Park**

Respectfully Submitted,

Elanor Riley  
Park Board Secretary

## **CITY OF PORTAGE HUMAN SERVICES BOARD**

Minutes of the Meeting – April 4, 2024

Conference Room 1

**CALL TO ORDER:** The City of Portage Human Services Board meeting of April 4, 2024, was called to order by Vice Chairperson Brian Plescher, at 5:33 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue, Portage MI.

**MEMBERS PRESENT:** Vice Chairperson Brian Plescher, Martha Perry, John Dillworth, Sue Beasley, Julie Pryor, Chelsea Huber

**MEMBERS ABSENT:** Chairperson Brooke Kolodzieczyk, Pamela Kanouse

**STAFF PRESENT:** Tina Perry

**OTHERS PRESENT:** Pat Maye, Fair Housing Center of Southwest Michigan

**APPROVAL OF MINUTES:** The Minutes of March 7, 2024, were approved by a motion made by John Dillworth and supported by Sue Beasley. Chelsea Huber abstained as she was not present at the meeting. The motion passed.

**OTHER BUSINESS:** Fair Housing Discussion. Pat Maye, specialist from the Fair Housing Center of Southwest Michigan presented an update of current events. Serving nine counties, 23 training courses were completed this year, with two of them in Portage. The highest number of complaints received is from renters, first with disabilities and second people with children. The HSB thanked Ms. Maye for her valuable information.

April is Fair Housing month and 2024 is the 56<sup>th</sup> anniversary of the Federal Fair Housing Act. A Proclamation declaring April Fair Housing Month will be presented to the City Council on Tuesday, April 9, 2024 at 6 p.m. The proclamation declaring April as Fair Housing month will be presented to City Council Tuesday, April 9.

Vice Chair Brian Plescher announced his intended resignation from the Human Services Board after this meeting, as he has taken a new position outside of the City of Portage.

**NEW BUSINESS:** Public Hearing on CDBG Annual Action Plan. Notice was posted as required for 30 days beginning February 20, 2024, ending March 22, 2024, to receive comments on the proposed Annual Action Plan. This is the fourth annual plan of the 5-year Consolidated Plan. No changes are proposed to activities that address housing, including housing rehabilitation supporting low and moderate income persons; a neighborhood improvement program in low/mod income census locations throughout the City; public services to support transportation assistance for low/moderate income persons to get to work or other necessary appointments and administration of the program including the creation of the Annual Action Plan, the CAPER report, Consolidated Plan, supporting Fair Housing, and reporting to HUD as necessary to receive the Entitlement Funds. Vice Chair Brian Plescher asked for a motion to open the public hearing. Sue Beasley made a motion to open the public hearing, John Dillworth

supported the motion, and it was unanimously approved 6-0. No comments were received on the Annual Action Plan.

Vice Chair Brian Plescher asked for a motion to close the public hearing. Chelsea Huber made a motion to close the public hearing, Julie Prior supported the motion, and it was unanimously approved 6-0.

The Annual Action Plan will be presented to the City Council for consideration in April, 2024 and then to HUD as required to review and receive the FY24-25 Grant Agreement.

**ADJOURN:** Motion to adjourn was made at 6:22 p.m. by Martha Perry, second by Sue Beasley and unanimously supported 6-0.

Respectfully Submitted,



Tina Perry

Neighborhood and Housing Specialist Community Development, City of Portage

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