

6:00 p.m. Call to Order.
Moment of Silence.
Pledge of Allegiance.
Roll Call.
Proclamations:
(Check phone line.) Petitions and Statements of Citizens (3 mins. per speaker).

A. Consent Agenda:

1. Approve the City Council Meeting Minutes of the:
 - a. Regular Meeting of July 22, 2025
2. Approve the Accounts Payable Register of August 12, 2025, as presented.
3. Appoint Bauckham, Thall, Seeber, Kaufman & Koches, P.C., as City Attorneys for General Municipal & Legal Prosecution Services, with Catherine P. Kaufman appointed as lead City Attorney and authorize the City Manager to execute all documents related to this action on behalf of the city.
4. Receive Rezoning Application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District, and set a public hearing for September 23, 2025.
5. Approve a 2-year Extension of the previously approved Final Preliminary Condominium Plan (engineering plans) for Copperleaf Planned Development Phase 6, 3800 West Milham Avenue.
6. Adopt the third amendment to the Youth Advisory Committee resolution.
7. Designate Councilmember Jihan Young as the Voting Representative and Councilmember Nicole Miller as the Alternate for the City of Portage at the Annual Meeting of the Michigan Municipal League to be held on September 17, 2025, in Grand Rapids, Michigan.
8. Minutes of Boards & Commissions:
 - a. Board of Review of July 22, 2025
9. Materials Transmitted.
10. Calendar of Meetings:
 - Environmental Board: Wednesday, August 13 at 7:00 p.m. in Conference Room 1, Portage City Hall
 - Senior Citizens Advisory Board: Wednesday, August 20 at 2:30 p.m. in Conference Room 1, Portage City Hall
 - Planning Commission: Thursday, August 21 at 7:00 p.m. in Council Chambers, Portage City Hall

B. Communications:

C. Public Hearings:

D. Regular Business Agenda:

E. Unfinished Business:

F. Council Committee Reports:

G. New Business:

H. Statements of City Council and City Manager.

Adjournment.

CITY COUNCIL MEETING MINUTES FROM JULY 22, 2025

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, 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 desirability and attraction of Portage. Following the moment of silence, the City Council recited the Pledge of Allegiance.

Following Roll Call, Mayor Randall noted a proposed change to the meeting order to formally modify the July 22, 2025, Regular Meeting agenda by adding "Citizen Comments Regarding the Single Waste Hauler Proposal (3 mins. per speaker)" as part of Item D.1 for the "Single Waste Hauler Proposal". Motion by Pearson, supported by Young, followed by a roll call vote of 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: None.

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 Miller, seconded by Ledbetter, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Miller, seconded by Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of July 8, 2025. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Miller, seconded by Ledbetter, to approve the Accounts Payable Register of July 22, 2025, as presented. Upon a roll call vote, motion carried 7 to 0.

Portage Road/Forest Drive Traffic Signal Project Bid Tabulation: Motion by Miller, seconded by Ledbetter, to award a construction contract for the Portage Road/Forest Drive Traffic Signal Project to Severance Electric Company, Kalamazoo, Michigan, in an amount not to exceed \$1,758,370.95; approve a budget transfer of \$850,000 from appropriations set-aside to Portage Road/Forest Drive Traffic Signal Project; 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.

Purchase and Upfitting of Public Works Equipment: Motion by Miller, seconded by Ledbetter, to approve the purchase of seven Department of Public Works vehicles and equipment as noted and the upfitting of two Western Star 47x dump trucks at a total cost of \$1,146,735.43 using the State of Michigan MiDEAL and Sourcewell Extended Purchasing Programs and authorize the City Manager to execute all documents related to these purchases on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Installation of Milham Well No. 4: Motion by Miller, seconded by Ledbetter, to award a contract for the installation of Milham Well No. 4 to Peerless Midwest, Mishawaka, Indiana, for an amount not to exceed \$148,880 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.

South Westnedge Avenue Reconstruction Project: Motion by Miller, seconded by Ledbetter, to award a contract to perform engineering services for the South Westnedge Avenue Reconstruction Project to Abonmarche Consultants, Inc., Kalamazoo, Michigan for an amount not to exceed \$146,450

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.

Minutes of Boards & Commissions: Motion by Miller, seconded by Ledbetter, to receive the minutes of the Park Board of June 4, 2025. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted: Motion by Miller, seconded by Ledbetter, to receive the Materials Transmitted of July 3, 2025. Upon a roll call vote, motion carried 7 to 0.

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

REGULAR BUSINESS AGENDA:

Single Waste Hauler Proposal: Mayor Randall introduced the item and relayed how the City Administration would present the information prior to the Council receiving comments. Councilmember Burns noted his conflict of interest and recused himself. At the Mayor's invitation, Assistant to the City Manager, Justin Williams, provided a presentation about the single waste hauler proposal, including its development and bidding results. Following the presentation, Mayor Randall invited Dave Wainscott of Waste Management (WM) to the podium and opened the floor for the Council to ask questions.

Councilmember Miller inquired about the services offered to the city and how those could benefit the taxpayers. Mr. Wainscott responded that WM provides garbage removal from all city buildings, such as City Hall, the Senior Center, and Fire Stations, as part of the contract, which is standard and built into their vendor model.

Councilmember Young asked Mr. Wainscott to address potential job loss for current providers. Mr. Wainscott denied any intention to be detrimental, highlighting that WM brought on four of Republic's drivers when they began a partnership with Mishawaka, Indiana, in January, and would do the same for staff from Best Way, Republic, etc., based on experience.

Councilmember Ledbetter asked how WM addressed consumer complaints. Mr. Wainscott relayed the availability of a customer service website, as well as the option of a call center. Councilmember Ledbetter also asked for clarification on the bulk pick-up regulations. Mr. Wainscott explained that all that was needed was advanced notice, which could be taken online or through the call center.

Councilmember Young inquired about several citizen concerns she had received, including WM's policies regarding vacation holds and provisions made by homeowners' associations. Mr. Wainscott replied that vacation holds are only available for trash service, with two allowed per year at no charge.

Mayor Pro Tem Pearson asked Mr. Wainscott to opine as to why WM had fewer customers in the area. Mr. Wainscott responded that he was unsure of the exact cause but confirmed the company was pushing to expand in Southwest Michigan.

Mayor Randall asked about the delivery of the garbage containers and fees. Mr. Wainscott responded that WM partners with a third-party organization to deploy carts to all city residents for no charge. WM, he explained, only charges customers for damaged carts on their return. Mayor Randall then asked for additional details regarding the weekly bulk pick-up, stating the city traditionally has a spring cleanup, which costs about \$80,000 per year. Mr. Wainscott responded that WM will pick up items such as carpet and appliances at no extra weekly charge, but certain items, such as items containing freon, necessitate extra safety precautions.

Councilmember Urban asked Mr. Wainscott whether the city had collaborated with WM in developing the proposed contract. Mr. Wainscott confirmed. Councilmember Urban then highlighted several deficiencies in the document, including tire disposal, holiday service collection, container weights, the rollout timeline, recyclable sizes, and yard waste. Mr. Wainscott responded to each item and confirmed that corrections or clarifications to the contract document would be made in response.

Councilmember Ledbetter asked about other cities that WM serves as a single-waste hauler. Mr. Wainscott highlighted several communities, comparable in size to Portage or larger, where WM acted as the sole provider. Councilmember Ledbetter asked about the most common customer complaints. Mr. Wainscott responded with the initial transition with resident education and route timings, noting customers could have missed collections, especially during this period. He emphasized that these mistakes would be addressed the following day, if not the same day.

Councilmember Urban noted the city ordinance does not require homeowners to use the service, simply dispose of refuse each week, and they can haul their waste to a dump or transfer station. There was additional discussion regarding the provision of recycling and yard waste services.

With no further questions from the Council, the Mayor opened the meeting for citizen comments regarding the proposal. Tim Earl (6862 Shallowford Way), Bill Fries (9007 West End Drive), Brian Harris (6314 Redfern Circle), Dick Hewitt (2732 Kalarama Street), and Jean Kimmel (6729 Cypress Street) expressed support for the proposal.

James Beaudoin (8645 Balmoral Street) requested to view the other bids. Sonja Cissell (2829 Coachlite Avenue) stated she had moved from Saginaw, which operates with a single waste hauler, and expressed hesitation, noting her desired improvements for the service based on her experience. Mark McKeon (6825 Cromwell Street) suggested the matter should be presented as a local ballot measure and determined by popular vote. Randy Smith (Brady Township Supervisor) stated that Kalamazoo Township had moved to a single hauler, and he anticipated it would spread countywide in a matter of time.

Michael Balkema (2567 Chestnut Ridge Avenue), Tom Belliotti (2524 Rolling Hill Avenue), Richard Black (1902 Vickery Road), Mark Blentlinger (9141 S. 12th Street), Dominick DiCesare (9864 Mariner Street), Danielle Dungey (10464 E. ML, Galesburg), Sue Garvey (2514 E. Shore Drive), Brenda Gentry (6418 Oakland Drive), Kim Harris (5790 Bay Meadow Trail), Patricia Hawke (9928 Pine View Drive), Amy Johnston (8765 S. 12th Street), Roger McMillan (5206 Brennerton Drive), Scott McQueen (225 Larkspur Avenue), Jason Mikkelsen (6834 Manhattan Street), Les Minor (2514 E. Shore Drive), Jim Moiles (10828 Autumn View Lane), Carly Orent (6316 Surrey Street), Leah Owens (723 W. Van Hoesen Boulevard), Bill Patterson (9309 Sassafras Trail), Chris Phillips (5137 Ridgebrook Street), Carrie Prendergast (7751 Innisbrook Drive), Michelle Rasler (720 W. Osterhout Avenue), Jessica Routley (9960 S. 6th Street, Schoolcraft), Kelly Sackett (7396 Morganshire Court, Texas Township), Cheryl Secor (10429 Oakland Drive), Patti Slack (10203 Terry Lane), Mary and Larry Stillman (1830 Forest Drive), Jason Swinehart (6923 Keystone Street), Melissa VanderMeeden (633 Roseview Drive) via phone, Bob Visser (10454 Hammock Circle), Jerry Warnemuende (3143 St. Anthony Drive), Mari Wielopolski (8836 E. Shore Drive), and Karen Williams (5588 Downing Street) spoke against the proposal.

Following these comments, the Mayor asked the City Manager to respond to questions raised by the public during the comments and listed what she had noted. City Manager McGinnis answered the questions as Mayor Randall asked them. He provided further insight into the bidding process and highlighted that Waste Management's monthly price for garbage collection was \$14.04 for trash and \$10.50 for yard waste, Republic's monthly price was \$14.95 for trash and \$20.06 for yard waste, and Best Way's monthly price at \$17.12 for trash and \$21.84 for yard waste. He further noted the impracticality of a one-year contract but that the five-year agreement limits increases to 4 percent per year. City Manager McGinnis also stated that bulk pickup is included in the contract, with one item per week allowed with notice, and that citizens would be billed by the waste company directly each quarter. He relayed that the Council discussed putting the cost on property taxes but decided against it as it's not a good user fee based on property value. Mr. McGinnis also stated that WM included the cost of dumpsters at city facilities in their overall bid.

After hearing the City Manager's responses, the Mayor explained that the Council would now discuss what was ultimately being presented, reiterating that the public comment portion of the meeting had passed. The Mayor encouraged decorum and stated that the public comment time was shifted to allow for questions specifically related to the single hauler issue. The Mayor insisted on the

transparency of the process, which had started as a Council goal several years previously. Mayor Randall then opened the discussion to the Council.

Councilmember Young reiterated the Council meeting rules and procedures to the audience. She noted that in 2021, Best Way had become the single waste hauler for the City of South Haven with no interest given to South Haven residents' "freedom of choice". She insisted the Portage Council has a fiduciary responsibility to be proactive with tax dollars. She also expressed equity concerns regarding billing amounts for trash services and that the City Council needed to take all residents into account.

Mayor Pro Tem Pearson provided statements regarding property taxes, relaying that the city's share is only 25 percent of the tax bill, with the remainder supporting the schools, county, state, and public infrastructure. He disagreed with several comments highlighting the social and economic values of a free market and stated that trash haulers locally subscribe to an open market, where they can charge what the market will bear. He also noted his current bill with Best Way would be higher than WM under the proposed contract.

Councilmember Urban noted that the Council has reviewed waste hauling during the extent of his tenure on the Council and relayed his bill amounts. He addressed an overall citizen concern about a lack of transparency in the process, noting that most of the information was provided as part of the July 22 City Council agenda packet. He also stated that the Council had given the direction to staff to put waste hauling out to bid. Councilmember Urban addressed citizen concerns of further government involvement in other industries by explaining that local government regulation of waste hauling is assigned as a municipal service by the state government, whereas other services, such as cellular and cable, are not. He then spoke further regarding the bidding process and the three responsive vendors with their business discrepancies.

Councilmember Ledbetter asked the City Manager to provide further insight into the bidding process and review of the contract terms. City Manager McGinnis responded, noting the City Administration's pursuit of the lowest bidder and that its inclusion in the agenda had not been intended for the Council to compare the three bidders in a public session. He closed by noting the Council could disregard the City Administration's recommendation and choose its desired vendor, though Councilmember Urban questioned the legality of the Council to pursue the suggestion.

Councilmember Young expressed concern about setting a precedent for disregarding city policies, procedures, and ordinances on purchasing to entertain a vendor that may complain about not receiving a bid. Councilmember Miller noted that the city does not have a local preference purchase ordinance, but highlighted that those jurisdictions that do typically also have a five percent variant limit. She relayed that the Best Way proposal would not have met those parameters, but she planned to review a potential ordinance to provide preference toward local businesses with city staff.

Mayor Randall then provided her comments, beginning with that the city's current trash collection schedule would not change as it is mandated by city ordinance. She explained that the City Administration's review of waste company billing found price gouging by at least one of the companies and prompted the Council to consider single-hauler waste collection. While Mayor Randall stated her desire that Best Way would have been the lowest bidder, she viewed the single hauler bidding as collective bargaining, leveraging all 15,500 households for the best price. She closed by stressing the Council's duty to manage taxpayer funds responsibly over the long term, and that switching to a single hauler now could save the city on costly infrastructure repairs later.

Motion by Pearson, seconded by Young, to authorize the selection of Waste Management of Michigan, Inc., as the City's single provider for the Citywide Residential and Yard Waste Collection and Recycling Services; and authorize the award of a five-year contract with an estimated value of \$29,431,900 (City cost estimated at \$4,724,875 for the recycling component) to Waste Management of Michigan, Inc. (WM) for Citywide Residential and Yard Waste Collection and Recycling Services beginning March 1, 2026, and authorize the City Manager to execute all documents related to this action on behalf of the city. Councilmember Urban stated that the Council needs to decide whether to

include the recommended contract changes or table the contract for revision. Mayor Pro Tem Pearson asked the City Manager whether a third part could be added to his motion to address the changes regarding the description of holiday services (shifting every day, not just the day after); resolution of how weight will be determined; change the education period to end April 30; address the size of non-recyclables; and clarifying yard waste pick-up residents who move to Portage during the middle of a tax year, as well as the prohibition of tires as a bulk item. The City Manager confirmed that the City Administration would address the issues. Mayor Pro Tem Pearson motioned to amend the resolution into three parts, and Councilmember Young seconded the amended motion.

Councilmember Urban made a motion to table the item until the next regular meeting to review various legal avenues possible for the city. There was no second. Councilmember Urban then elaborated regarding his reasoning for offering to table, stating he was hoping to see whether the City had legal recourse against price gouging of residents. Seeing no additional discussion, Mayor Randall requested the Clerk call the roll. Upon a roll call vote, motion carried 6 to 0, with Councilmember Burns recused/abstaining. Following the vote, Councilmember Burns returned to the meeting.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban disagreed with many of the citizen comments accusing him of having decided on the meeting, and stressed his pursuit to listen to all parties, review the information provided, and independently decide on matters.

Councilmember Ledbetter began by requesting that the City Administration revisit allowing citizens to remove excess wood from downed trees on city properties after the 2024 and 2025 storms. He then expressed disappointment with Best Way Disposal's response to losing the single hauler bid. He encouraged more mature responses and exercising displeasure responsibly by voting in the November election.

Councilmember Miller thanked the public for attending the meeting, while reminding citizens that disagreement didn't equate to the City Council discounting concerns. She then relayed her research on the matter for an informed decision and encouraged Best Way Disposal to continue their work in their other communities across Michigan, Indiana, and Kentucky. Councilmember Miller closed by highlighting the upcoming Senior Center Centenarian Brunch for Kalamazoo County residents.

Councilmember Young began with a reminder that, as Portage residents, the change in waste hauling models would also affect those on Council, but highlighted that the contract allows the city to hold WM accountable with better oversight and stronger standards. She then relayed that she and Councilmember Miller were able to meet the new president of Western Michigan University and closed by acknowledging several other events around the city.

Councilmember Burns began by noting that, while he had stepped off the dais, he had watched the meeting. He highlighted the consensus for the local waste hauler and echoed Councilmember Miller's suggestion for a local preference purchase ordinance. He also stressed his goal as an elected official to ease citizens' financial burdens while maintaining quality services. Councilmember Burns closed by stating that Mr. Wainscott had heard the city's high expectations for services in the city of Portage, and the City Administration would ensure these expectations were met during the contract term.

City Manager McGinnis began by thanking the City Council for their time and patience. He reiterated the response to one additional citizen's question, confirming that trash carts are included in the contract at the outset of the program, unless damaged. He then advised of a construction detour on Milham Avenue.

Mayor Pro Tem Pearson first recognized the single waste hauler research completed by City Manager McGinnis and Assistant City Manager Justin Williams. He then thanked everyone for attending the long meeting. Mayor Pro Tem Pearson highlighted that Best Way Disposal was the preferred vendor, but noted they responded with the highest bid. He closed by echoing others in that the contract will allow the city to hold WM accountable with better oversight and stronger standards.

Mayor Randall acknowledged the difficult meeting and discontent in the crowd, likening the response to the prior meetings that saw the change to single-stream recycling, which had since developed into a great success. She closed by thanking everyone, including the Council, who remained until the close of the meeting.

ADJOURNMENT: Mayor Randall adjourned the meeting at 10:12 PM.

Erica L. Eklov, City Clerk

DRAFT

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of August 12, 2025, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register, which includes automated clearing house payments, paper checks, auto-pay payments and electronic payments. The attached Accounts Payable Register covers the period July 13, 2025, through August 2, 2025, and notes \$1,755,537.55 in automated clearing house payments, \$4,613,675.63 in paper checks, \$176,767.99 in auto-pay payments and \$4,610,087.27 in electronic payments for a grand total of \$11,156,068.44.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of August 12, 2025

ACCOUNTS PAYABLE REGISTER
Check Dates From: 7/13/2025 to 8/02/2025

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Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
07/18/2025	24463(A)	13 COOKIES LLC	SNAP REIMBURSEMENT	24.00
07/18/2025	24464(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SVCS - MULT LOCS	11,783.20
07/18/2025	24465(A)	ADP, INC.	ADP PAYROLL & ETIME SERVICES	7,501.38
07/18/2025	24466(A)	ALL-TRONICS, INC.	SERVICE MONITORING	159.00
07/18/2025	24467(A)	AMAZON.COM SALES, INC.	EVIDENCE BASE MOB-PZSC; OFC SUP-FN; OP SUP-FD	1,079.30
07/18/2025	24468(A)	AMERICAN HYDROGEOLOGY CORP.	AMBERLY WELL FIELD EVALUATION	5,282.50
07/18/2025	24469(A)	ANALYTICAL TESTING & CONSULTING	CDBG-LEAD PAINT TESTING	950.00
07/18/2025	24470(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAMS	727.00
07/18/2025	24471(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	490.00
07/18/2025	24472(A)	AVI SYSTEMS, INC.	ANNOTATION REPLACEMENT PROJECT	4,663.93
07/18/2025	24473(A)	AXON ENTERPRISES, INC.	TASER UNITS & TASER CERTIFICATION BUNDLE	52,064.50
07/18/2025	24474(A)	BAREITHER, CHAD	STRATEGIC PLANNING	2,620.83
07/18/2025	24475(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM	65,427.93
07/18/2025	24476(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	221,049.12
07/18/2025	24477(A)	BOGARD, SCOTT T	REIMB EXPS-EFC TRAINING	124.20
07/18/2025	24478(A)	BURLESON, KEVIN	REIMB EXPS-SCHOOL SAFETY COURSE	41.46
07/18/2025	24479(A)	CARLETON EQUIPMENT CO.	REPAIR & MAINTENANCE SUPPLIES	801.36
07/18/2025	24480(A)	CHARTER COMMUNICATIONS	CABLE TV	1,065.07
07/18/2025	24481(A)	CLARK LOGIC EARTHWORKS, LLC	LANDSCAPE BED MAINTENANCE-MULT LOCS	3,600.00
07/18/2025	24482(A)	CONSOLIDATED ELECTRICAL DIST INC	ELECTRICAL SVCS	27.01
07/18/2025	24483(A)	COX, ELISA ROSE	PZSC SUPERVISED FITNESS INSTRUCTOR	330.00
07/18/2025	24484(A)	CROWN TROPHY	NAME PLATES TAGS UNIFORM ONLY	100.00
07/18/2025	24485(A)	DEPATIE FLUID POWER CO., INC.	HYDRAULIC REPAIRS	586.12
07/18/2025	24486(A)	E J USA, INC.	ADA PLATES	11,712.80
07/18/2025	24487(A)	EARLE, SHELIA L	PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR	1,680.00
07/18/2025	24488(A)	ENGINEERED PROTECTION SYSTEMS, INC.	ALARM MONITORING SVCS	456.75
07/18/2025	24489(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	UPFITTING VEHICLES, REPAIRS	4,554.24
07/18/2025	24490(A)	FELDT, ERIC	PER DIEM - MTPA CONFERENCE	96.00
07/18/2025	24491(A)	FERGUSON US HOLDINGS, INC	BUILDING MAINT SUPPLIES	70.77
07/18/2025	24492(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,435.44
07/18/2025	24493(A)	GABRIELLI, CARLIN	PER DIEM-POLICE STAFF & COMMAND SCHOOL	333.00
07/18/2025	24494(A)	GARRISON, AUSTIN	PER DIEM-ALICE INSTRUCTOR CERT TRAINING	432.00
07/18/2025	24495(A)	GENUINE PARTS COMPANY INC	REPAIR & MAINTENANCE SUPPLIES	880.02

ACCOUNTS PAYABLE REGISTER
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Check Date	Check	Vendor Name	Description	Amount
07/18/2025	24496(A)	GORDON WATER SYSTEMS	WATER SERVICES	39.59
07/18/2025	24497(A)	GORNO FORD	FORD F-150 LIGHTENING ELEC PICKUP TRUCK	45,356.00
07/18/2025	24498(A)	GRAINGER INC	REPAIR & MAINTENANCE SUPPLIES	372.99
07/18/2025	24499(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SVCS	432.00
07/18/2025	24500(A)	H&P TECHNOLOGIES	LIFT STATION MAINTENANCE	8,518.85
07/18/2025	24501(A)	HOFFMAN BROTHERS, INC.	S WESTNEDGE-RELIEF STORM SEWER INSTALL	15,360.00
07/18/2025	24502(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	1,196.55
07/18/2025	24503(A)	INSIGHT PUBLIC SECTOR, INC.	MS365 CLOUD SERVICES	7,576.61
07/18/2025	24504(A)	J & H OIL COMPANY	BULK FUEL DELIVERY & PURCHASES	24,162.34
07/18/2025	24505(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING, TRIMMING & WEED CONTROL	11,665.78
07/18/2025	24506(A)	JB PRINTING	PZSC JULY/AUGUST 2025 NEWSLETTER	4,207.29
07/18/2025	24507(A)	KALAMAZOO LANDSCAPE SUPPLIES	RESTORATION SUPPLIES FOR PARKS	600.00
07/18/2025	24508(A)	KEHOE, EDWARD J	PZSC INSTRUCTOR TAI CHI & QIGONG	240.00
07/18/2025	24509(A)	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTER LEASE	1,562.68
07/18/2025	24510(A)	KURZAVA, MATTHEW STEPHEN	PZSC INSTRUCTOR TAI CHI	730.00
07/18/2025	24511(A)	KUSHNER & COMPANY, INC.	COBRA AND FSA ADMINISTRATION	533.87
07/18/2025	24512(A)	MAPLE HILL SPRINKLING, INC.	SPRINKLER REPAIRS	422.00
07/18/2025	24513(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE-MULT LOCS	618.87
07/18/2025	24514(A)	MEJEUR ELECTRIC LLC	FUSES FOR MILLENIUM PARK POND WELL	314.00
07/18/2025	24515(A)	METRONET HOLDINGS LLC	INTERNET FIBER SERVICES	4,167.73
07/18/2025	24516(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE OPERATING SUPPLIES	3,885.83
07/18/2025	24517(A)	MY GREEN MICHIGAN	MGM FOOD WASTE COMPOST SVC AGREEMENT	1,284.00
07/18/2025	24518(A)	NYE UNIFORM CO	MISC UNIFORMS	5,948.49
07/18/2025	24519(A)	O'REILLY AUTO PARTS	MISC AUTO REPAIR SUPPLIES	342.44
07/18/2025	24520(A)	OFF THE CUFF CATERING	PZSC VOLUNTEER APPRECIATION DAY	1,425.00
07/18/2025	24521(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	106.68
07/18/2025	24522(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	5,719.21
07/18/2025	24523(A)	PARIS CLEANERS	LAUNDRY SERVICES	1,004.02
07/18/2025	24524(A)	PEARSON, GERALD	PARK FACILITY CLEANING-MULT LOCS	7,365.00
07/18/2025	24525(A)	PETERS CONSTRUCTION CO.	EMERGENCY SINK HOLE REPAIR	22,018.00
07/18/2025	24526(A)	PLASKO, PATRICIA MARIE	PZSC BEMOVED INSTRUCTOR	480.00
07/18/2025	24527(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	675.48
07/18/2025	24528(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SERVICES	606.17
07/18/2025	24529(A)	PRINTING SERVICES INC	PRINTING SERVICES	252.00

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07/18/2025	24530(A)	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	214.08
07/18/2025	24531(A)	R W LAPINE INC.	NEW PIPE FITTINGS-MILHAM CEMETERY	3,184.00
07/18/2025	24532(A)	REED, BRENT LESLIE	RETENTION BASIN MAINTENANCE-MULT LOCS	5,230.00
07/18/2025	24533(A)	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	8,166.66
07/18/2025	24534(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES	1,612.63
07/18/2025	24535(A)	ROE-COMM, INC.	FIRE RADIOS	882.00
07/18/2025	24536(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	400.00
07/18/2025	24537(A)	S B F ENTERPRISES, INC.	PRINT, PROCESS, MAIL SP ASSESSMENTS	503.49
07/18/2025	24538(A)	SAFETY COMPANY, LLC	WINDSHIELD REPAIRS - SWEEPER	920.23
07/18/2025	24539(A)	SARKOZY BAKERY LLC	SNAP REIMBURSEMENT	84.00
07/18/2025	24540(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	14,852.82
07/18/2025	24541(A)	SHINY BRITE WASHING SYSTEMS LLC	CAR WASHES	438.00
07/18/2025	24542(A)	SIMPLIFILE LLC	DOCUMENT RECORDING FEES	108.35
07/18/2025	24543(A)	SMITH GARSON, INC.	FEDERAL ADVOCACY SERVICES	5,000.00
07/18/2025	24544(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR CHAIR YOGA BARRE	300.00
07/18/2025	24545(A)	SULLIVAN, WHITNEY	CITY HALL PLANT CARE	125.00
07/18/2025	24546(A)	TMK WORLDWIDE, LLC	METER SERVICE	552.42
07/18/2025	24547(A)	TRUCK & TRAILER SPECIALTIES	VMAC COMPRESSOR REPAIR/MUNCIE PTO REPAIR	763.84
07/18/2025	24548(A)	UNITED PARCEL SERVICE	UPS WEEKLY	37.11
07/18/2025	24549(A)	VANDERVEEN, LAUREN	REIMB EXPS-GFOA ANNUAL CONFERENCE	1,737.19
07/18/2025	24550(A)	VANDYKEN, JUSTIN	REIMB EXPS-FTO TRAINING	44.00
07/18/2025	24551(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER SYS CHEMICALS, MCAP RECONCILIATION	46,230.25
07/18/2025	24552(A)	VITOGALICIA, PAOLO	MCOLES EXAM REIMBURSEMENT	72.00
07/18/2025	24553(A)	WEST MICHIGAN STAMP & SEAL, INC	REPLACEMENT NAME PLATE	30.00
07/18/2025	24554(A)	WIGHTMAN	ENGINEERING SVCS-MULT LOCS	132,401.83
07/18/2025	24555(A)	XEROX CORPORATION	COPIER FEES	185.80
08/01/2025	24556(A)	13 COOKIES LLC	SNAP REIMBURSEMENT	17.00
08/01/2025	24557(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SVCS-W CENTRE CONSTRUCTION	13,297.50
08/01/2025	24558(A)	AMAZON.COM SALES, INC.	OFFICE SUPPLIES-FN	16.35
08/01/2025	24559(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	400.00
08/01/2025	24560(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAMS	180.00
08/01/2025	24561(A)	AXON ENTERPRISES, INC.	AXON CAMERA HELMET POINT OF VIEW	349.75
08/01/2025	24562(A)	BARRETT, KIMBERLY	PZSC ART INSTRUCTOR CERAMIC BIRD FEEDER	540.00
08/01/2025	24563(A)	BARRON, DIANE E	PZSC TAP CLASS INSTRUCTOR	240.00

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08/01/2025	24564(A)	CARLETON EQUIPMENT CO.	BRAKE REPAIR - DOOSAN LOADER	10,529.22
08/01/2025	24565(A)	CHARTER COMMUNICATIONS	CABLE TV	535.26
08/01/2025	24566(A)	CLEAN EARTH ENVIRONMENTAL SERV	WATER TREATMENT PLANT IRON SLUDGE REMOVAL	5,390.65
08/01/2025	24567(A)	CODY, STEVEN B	CDBG-REPLACE TUB WITH SHOWER	18,382.00
08/01/2025	24568(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR & MAINTENANCE SUPPLIES	480.80
08/01/2025	24569(A)	COX, ELISA ROSE	PZSC FITNESS PERSONAL TRAINER	570.00
08/01/2025	24570(A)	CROWN TROPHY	NAME PLATES TAGS UNIFORM ONLY	90.00
08/01/2025	24571(A)	DATA CONSTRUCTS LLC	DNS FAILOVER SERVICES	80.50
08/01/2025	24572(A)	DEARBORN LIFE INSURANCE COMPANY	LIFE LTD AND STD INSURANCE	11,819.23
08/01/2025	24573(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	20,875.40
08/01/2025	24574(A)	DEPATIE FLUID POWER CO., INC.	REPAIR & MAINTENANCE SUPPLIES	134.60
08/01/2025	24575(A)	EARLE, SHELIA L	PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR	1,358.00
08/01/2025	24576(A)	ENG., INC.	AUSTIN LAKE TRAIL A&E DESIGN	3,498.62
08/01/2025	24577(A)	ETEA LLC	PZSC VENDOR PAYMENT ETEA LLC 07.29.25	15,397.15
08/01/2025	24578(A)	FERGUSON US HOLDINGS, INC	REPAIR & MAINTENANCE SUPPLIES	88.34
08/01/2025	24579(A)	FIDELITY SECURITY LIFE INSURANCE CO	VISION INSURANCE	1,410.56
08/01/2025	24580(A)	GENUINE PARTS COMPANY INC	REPAIR & MAINTENANCE SUPPLIES	1,123.80
08/01/2025	24581(A)	GORDON WATER SYSTEMS	WATER SERVICES	710.33
08/01/2025	24582(A)	GORNO FORD	FORD LIGHTNING POWER CABLE	545.00
08/01/2025	24583(A)	GRAHAM, WILLIAM	REIMB EXPS, PER DIEM-EMU FIRE STAFF & CMD SCH	968.36
08/01/2025	24584(A)	GRAINGER INC	BUILDING MAINTENANCE/REPAIR SUP	91.98
08/01/2025	24585(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY DEDUCTIONS FOR JULY 2025	81.04
08/01/2025	24586(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SVCS	512.00
08/01/2025	24587(A)	GRYPHON PLACE	FY 24-25 HUMAN SERVICES BOARD	2,000.00
08/01/2025	24588(A)	INTEGRAL PARTNERS LLC	LAKEVIEW PARK PROPERTY SURVEY	950.00
08/01/2025	24589(A)	J & H OIL COMPANY	DIESEL EXHAUST FLUID	97.89
08/01/2025	24590(A)	JB PRINTING	JULY PORTAGER NEWSLETTER	3,497.13
08/01/2025	24591(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS FOR CONCERT	600.00
08/01/2025	24592(A)	KALAMAZOO LANDSCAPE SUPPLIES	LAWN RESTORE & LANDSCAPING	1,042.75
08/01/2025	24593(A)	KEHOE, EDWARD J	PZSC FITNESS INSTRUCTOR TAI CHI, QIGONG	485.00
08/01/2025	24594(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	125.76
08/01/2025	24595(A)	MACQUEEN EQUIPMENT, LLC	REPAIR & MAINTENANCE SUPPLIES FLEET	698.65
08/01/2025	24596(A)	MALZ, DIANE	PER DIEM-PROPERTY ROOM MGMT TRAINING	200.00
08/01/2025	24597(A)	MAPLE HILL SPRINKLING, INC.	IRRIGATION REPAIRS	454.00

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08/01/2025	24598(A)	MCGUIRE, INGRID	REIMB EXPS-ASSOC PUB TREASURERS CONF	1,008.25
08/01/2025	24599(A)	MCLAUGHLIN, GARRETT	PZSC AGILE ADVANTAGE PICKLEBALL INSTRUCT	320.00
08/01/2025	24600(A)	MCNALLY ELEVATOR CO.	ELEVATOR SAFETY INSPECTION, REPAIRS	2,698.76
08/01/2025	24601(A)	MICHIGAN OFFICE EQUIPMENT INC	OFFICE FURNITURE	963.50
08/01/2025	24602(A)	MICHIGAN PAVING & MATERIALS CO.	LOCAL STREETS RECONSTRUCTION	333,377.88
08/01/2025	24603(A)	MUNICIPAL EMERGENCY SERVICES INC	FIRE TURNOUT GEAR PPE	3,957.69
08/01/2025	24604(A)	NYE UNIFORM CO	MISC UNIFORMS	301.50
08/01/2025	24605(A)	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	28.78
08/01/2025	24606(A)	OFF THE CUFF CATERING	PZSC FITNESS GRADUATION EVENT	956.00
08/01/2025	24607(A)	ONE WAY PRODUCTS	CITY PARKS JANITORIAL SUPPLIES	4,766.08
08/01/2025	24608(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	9,548.61
08/01/2025	24609(A)	OPENGOV, INC	OPENGOV RENEWAL	40,516.88
08/01/2025	24610(A)	PLASKO, PATRICIA MARIE	PZSC FITNESS INSTRUCTOR BE MOVED, YOGA	550.00
08/01/2025	24611(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	213.15
08/01/2025	24612(A)	PORTAGE COMMUNITY OUTREACH CENTER	FY 24-25 HUMAN SERVICES BOARD	16,150.00
08/01/2025	24613(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR JULY 2025	2,100.00
08/01/2025	24614(A)	PORTAGE POLICE COMMAND OFFICERS	PPCOA UNION DUES FOR PARTIAL JULY 2025	32.50
08/01/2025	24615(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR JULY 2025	693.00
08/01/2025	24616(A)	PRINTING SERVICES INC	PRINTING SERVICES	440.00
08/01/2025	24617(A)	PROGRESSIVE AE, INC	CONSULTING SERVICES-AQUATIC NUISANCE	4,375.00
08/01/2025	24618(A)	REED, BRENT LESLIE	FENCE INSTALLATION-S CEMETERY	51,050.00
08/01/2025	24619(A)	RENDEVER, INC.	PZSC EQUIPMENT VIRTUAL REALITY PROG SUB	9,794.00
08/01/2025	24620(A)	RIETH-RILEY CONSTRUCTION CO., INC	S WESTNEDGE RECONSTRUCTION PROJ	140,764.66
08/01/2025	24621(A)	ROGERS, MATTHEW	CDBG-REPAIR WATER SERVICE	4,275.00
08/01/2025	24622(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	400.00
08/01/2025	24623(A)	S B F ENTERPRISES, INC.	PROCESS & MAIL WATER/SEWER & SUM TAX BILLS	5,586.62
08/01/2025	24624(A)	SAFEBUILT MICHIGAN, LLC	FILL IN INSPECTIONS FOR BLDG SVCS	7,920.00
08/01/2025	24625(A)	SARKOZY BAKERY LLC	SNAP REIMBURSEMENT	8.00
08/01/2025	24626(A)	SEVERANCE ELECTRIC COMPANY, INC	WEST CENTRE TRAFFIC SIGNAL IMPROVEMENTS	122,780.53
08/01/2025	24627(A)	SHINY BRITE WASHING SYSTEMS LLC	VEHICLE CAR WASHES	35.00
08/01/2025	24628(A)	SMART SOURCE, LLC	PRINTING SERVICES	40.78
08/01/2025	24629(A)	SMART SOURCE, LLC	PRINTING SERVICES	969.38
08/01/2025	24630(A)	STOUT, MELISSA JOY	PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARR	600.00
08/01/2025	24631(A)	TAYLOR, GRANT	REIMB EXPS-ASSOC PUB TREASURERS CONF	1,026.85

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08/01/2025	24632(A)	TMK WORLDWIDE, LLC	METER SERVICE	1,226.11
08/01/2025	24633(A)	TRUMAN, JACQUELINE	NOTARY FEE REIMBURSEMENT	10.00
08/01/2025	24634(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR JULY 2025	964.53
08/01/2025	24635(A)	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
08/01/2025	24636(A)	US SIGNAL COMPANY, LLC	MONTHLY INTERNET FIBER SERVICES	900.00
08/01/2025	24637(A)	VEOLIA WATER CONTRACT OPERATIONS	WATER SVC REPL, WATER MAIN BREAK REPAIRS	41,499.00
08/01/2025	24638(A)	WARNER NORCROSS & JUDD LLP	LEGAL SERVICES	220.00
08/01/2025	24639(A)	WIGHTMAN	ENGINEERING SVCS-PORTAGE RD PLANNED DEV	16,678.79
08/01/2025	24640(A)	YOUNGS, KENNETH M	K-9 KENNELING	500.00
Total ACH				1,755,537.55

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07/18/2025	331158	7900 MOORSBRIDGE LLC	TEMPORARY PUMPING EASEMENT	2,730.00
07/18/2025	331159	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,414.00
07/18/2025	331160	ALLIED MECHANICAL SERVICE	HVAC REPAIRS/SVC CALLS-MULT LOCS	4,178.38
07/18/2025	331161	ALTA EQUIPMENT CO.	REPAIR & MAINTENANCE SUPPLIES	1,514.99
07/18/2025	331162	ANDERSON, ANDREW	RAMONA PARKING VOUCHERS REFUND	45.00
07/18/2025	331163	ANDERSON, GREG	PZSC TRIP DEPT REFUND 25.06.21	50.00
07/18/2025	331164	AT&T	ELECTRONIC COMMUNICATIONS	97.52
07/18/2025	331165	BAILEY'S MEATS	SNAP REIMBURSEMENT	96.00
07/18/2025	331166	BARKER, KERRI	FOREST BATHING INSTRUCTOR FEES	200.00
07/18/2025	331167	BATES, JESSICA	PZSC RENTAL SECURITY REFUND 7.13.25	250.00
07/18/2025	331168	BELSON OUTDOORS, LLC	LEXINGTON GR PK FURN, S CEMETERY BENCHES	7,642.06
07/18/2025	331169	BINGHAM, SHIRLEY	PZSC TRIP DEPARTMENT REFUND 25.06.21	50.00
07/18/2025	331170	BMC HELIX, INC.	TRACK-IT RENEWAL	1,389.74
07/18/2025	331171	BONENFANT-JUWONG, KIMBERLY	RAMONA PAVILION #2 FEES REFUND	100.00
07/18/2025	331172	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	700.00
07/18/2025	331173	BRUCE'S TRUCK & AUTO ACCESSORIES	VEHICLE UPFITTING	2,845.00
07/18/2025	331174	CENTRAL MICHIGAN PAPER COMPANY	PAPER ORDER	1,440.00
07/18/2025	331175	CHAMBERLIN, JOSEPH J.	CONCERT JULY 31 OPENER	400.00
07/18/2025	331176	CHICAGO TITLE OF MICHIGAN, INC.	CDBG TITLE SEARCHES	450.00
07/18/2025	331177	CHINESE AMERICAN ASSOC OF GREATER	QIGONG SPRING/SUMMER 2025	392.00
07/18/2025	331178	CHU, STEVEN	INTERMEDIATE PICKLEBALL REFUND	25.00
07/18/2025	331179	CITY OF KALAMAZOO TREASURER	WATER SERVICES	51.93

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07/18/2025	331180	CITY OF PORTAGE	WATER & SEWER USE PERMITS-9617 PORTAGE RD	11,916.80
07/18/2025	331181	CLASSIC GLASS, INC.	REPLACEMENT WINDSHIELD INSTALL	425.00
07/18/2025	331182	COLLINS, JACK	INTERMEDIATE PICKLEBALL REFUND	25.00
07/18/2025	331183	CONSUMERS ENERGY	REFUND ROW PERMIT	5,000.00
07/18/2025	331184	COSBY, LAURA	SCHRIER BUILDING DEPOSIT REFUND	150.00
07/18/2025	331185	CT ELECTRICAL SERVICES, INC.	WESTFIELD WELL SITE GENERATOR INSTALL	11,613.13
07/18/2025	331186	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIR/MAINTENANCE	237.50
07/18/2025	331187	EMPSON, MINDY JO	REIMBURSEMENT FOR SNAP & DUFB	22.00
07/18/2025	331188	ENCODEPLUS, LLC	ENCODE PLUS ZONING NAVIGATOR ANNUAL FEE	14,250.00
07/18/2025	331189	EVENT PRODUCTION SERVICES OF MI LLC	MOVIE SCREEN & PROJECTION	1,350.00
07/18/2025	331190	FITZPATRICK, DANA	JULY DENTAL REIMBURSEMENT	114.85
07/18/2025	331191	FLANDERS, MONICA	SCHRIER BUILDING DEPOSIT REFUND	150.00
07/18/2025	331192	FLETCHER ENTERPRISES	MISC PAINTING SERVICES	1,500.00
07/18/2025	331193	GEORGES, CHRISTOPHER	FRIDAY-AT-FLATS JULY MUSICIAN	200.00
07/18/2025	331194	GORDON FOOD SERVICE	RAMONA CONCESSION, EVENT SUPPLIES	3,482.58
07/18/2025	331195	GREEN EARTH ELECTRONICS RECYCLING	HARD DRIVE DESTRUCTION	90.00
07/18/2025	331196	GROTHAUSE, DAVID	SNAP REIMBURSEMENT	53.00
07/18/2025	331197	GUMTOW, GREG	SCHRIER BUILDING DEPOSIT REFUND	150.00
07/18/2025	331198	HAAS, NANCY & TERRY	PZSC TRIP DEPT REFUND 25.05.12	2,898.00
07/18/2025	331199	HAFFENDEN, JOAN	PZSC TRIP DEPT REFUND 25.05.12	1,899.00
07/18/2025	331200	HOME DEPOT	REPAIR & MAINTENANCE SUPPLIES	1,456.50
07/18/2025	331201	VOID		0.00
07/18/2025	331202	VOID		0.00
07/18/2025	331203	HRADSKY, JANET	PZSC TRIP DEPT REFUND 25.07.16	85.00
07/18/2025	331204	HYLAND ASSOCIATES, LLC	BD BOND REFUND	5,170.00
07/18/2025	331205	JONES, NORMAN ANDRE	FARMERS MARKET MUSIC	100.00
07/18/2025	331206	JOSHUA, GEORGE	LAKEVIEW PAVILION #2 REFUND	110.00
07/18/2025	331207	K2AVL INC	PZSC MULTI PURPOSE ROOM LIGHTING	1,105.58
07/18/2025	331208	KACHUN, MICHELL ALAN	FARMERS MARKET MUSIC	100.00
07/18/2025	331209	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES JUNE 2025 MOBILE HOME TAX	250.00
07/18/2025	331210	KALAMAZOO LAWN & GARDEN EQUIPMENT	CHAIN TENSIONER COVER ASSEMBLY	15.95
07/18/2025	331211	KALAMAZOO SYMPHONY ORCHESTRA	PZSC CONCERT IN WEST	600.00
07/18/2025	331212	KALAMAZOO VALLEY COMMUNITY COL	MCOLES FITNESS TESTING	55.00
07/18/2025	331213	KARABREAD, LLC	SNAP REIMBURSEMENT	14.00

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07/18/2025	331214	KISZKA, SUZANNE	GRAIN ELEVATOR DEPOSIT REFUND	335.00
07/18/2025	331215	KZOO TIRE COMPANY	POLICE VEHICLE REPAIR/MAINTENANCE	193.59
07/18/2025	331216	LEADS ONLINE LLC	CELLHAWK MAPPING SUBSCRIPTION	5,145.00
07/18/2025	331217	LECHNER, LAYNE	MI NEIGH-REPL ENTRY DOORS, ENCLOSURE	4,950.00
07/18/2025	331218	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	150.00
07/18/2025	331219	MALZ, MEGAN	RECREATIONAL PICKLEBALL LEAGUE REFUND	50.00
07/18/2025	331220	MASKO, BRANDI	PZSC REFUND EXPS FOR GIRLFRIEND HOUR PROG	234.23
07/18/2025	331221	MASON, SASHA	SCHRIER BUILDING DEPOSIT REFUND	150.00
07/18/2025	331222	METRO CONSULTING ASSOCIATES, LLC	ROW/LAND ACQUISITION SERVICES	195.00
07/18/2025	331223	MICH ECONOMIC DEVELOPERS ASSOC	MEDA CONFERENCE REGISTRATION	335.00
07/18/2025	331224	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	3,199.27
07/18/2025	331225	MILLER, GENE & ZOE	PZSC TRIP DEPT REFUND 25.06.19	310.00
07/18/2025	331226	MLIVE MEDIA GROUP	AFFIDAVIT & LEGAL NOTICES	1,675.24
07/18/2025	331227	MML UNEMPLOYMENT FUND	UNEMPLOYMENT CONTRIBUTION	313.04
07/18/2025	331228	MODERNISTIC CARPET CLEANING CO	PZSC-FITNESS CENTER CARPET CLEANING	438.50
07/18/2025	331229	OFF THE BLOCKS, LLC	MI NEIGH-HVAC EQUIPMENT	10,622.00
07/18/2025	331230	OFFICE DEPOT, INC.	OFFICE SUPPLIES	627.85
07/18/2025	331231	OLIVA, JOE	FRIDAY-AT-FLATS JULY MUSICIAN	200.00
07/18/2025	331232	ORLEBEKE MACKRAZ PC	LEGAL COUNSEL/COMMUNITY LAND TRUST	3,584.80
07/18/2025	331233	PALMER, DIANE	PZSC TRIP DEPT REFUND 25.07.16	95.00
07/18/2025	331234	PAVEMENT MAINTENANCE SYSTEMS, LLC	CHIP SEAL -PAVEMENT MAINT	345,927.62
07/18/2025	331235	PDL PROPERTY MANAGEMENT LLC	CITY WIDE BOULEVARD MOWING SVCS	27,327.04
07/18/2025	331236	PENCHURA, LLC	PARKS PATIO FURNITURE SUPPLIES	1,108.00
07/18/2025	331237	PEST PROS OF MICHIGAN	MOSQUITO TREATMENTS FOR PARK EVENTS	299.00
07/18/2025	331238	PETERSON, THAD VICTOR	HIDDEN BITESUIT-K9 TRAINING	2,518.35
07/18/2025	331239	PIERLUISSI VENTURES, LLC	PZSC CRAFT CLASS INSTRUCTOR	550.00
07/18/2025	331240	POLSTRA, PATRICIA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
07/18/2025	331241	PORTAGE GLASS & MIRROR	RAMONA PK-CONCESSION STAND WINDOWS	4,226.00
07/18/2025	331242	PRECISION CONCRETE, INC.	LOCAL & MAJOR STREETS - SIDEWALK REPAIRS	23,392.00
07/18/2025	331243	QUASARANO, MARY KATHERINE	PICKLEBALL INTERMEDIATE CLINIC REFUND	40.00
07/18/2025	331244	RATHCO SAFETY SUPPLY, INC.	ROAD SIGNS-MAJOR & LOCAL STREETS	6,249.90
07/18/2025	331245	SAMSARA INC.	GPS TRACKING SOFTWARE	24,567.00
07/18/2025	331246	SCHINDLER ELEVATOR CORPORATION	PZSC EQUIPMENT REPAIR	2,685.53
07/18/2025	331247	SCHNEIDER, RONALD ALBERT	CONCERT JULY 31 ELIMINATOR	2,375.00

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07/18/2025	331248	SHAMBAUGH & SON, LP	BUILDING & MAINT REPAIRS-MULT LOCS	8,886.00
07/18/2025	331249	SHELDON, ASHLEY ELIZABETH	PZSC DANCE INSTRUCTOR RENTAL SPACE	175.00
07/18/2025	331250	SHI INTERNATIONAL CORP.	SOLARWINDS SEM & CLOUD SUB	7,755.39
07/18/2025	331251	SITEONE LANDSCAPE SUPPLY LLC	FIELD LINE CHALK-SWP FIELDS	2,453.26
07/18/2025	331252	SKILLQUEST INTERNATIONAL LLC	SKILLQUEST TEST	60.00
07/18/2025	331253	SOUTH COUNTY NEWS	QUARTER PAGE ADVERTISEMENT	190.00
07/18/2025	331254	ST EXTERIORS LLC	CDBG-REPLACE PATIO GARDEN DOOR	4,680.00
07/18/2025	331255	STATE OF MICHIGAN	SEX OFFENDERS REGISTRATION FEES	30.00
07/18/2025	331256	STATE OF MICHIGAN (TREASURY)	2021 IFT DISBURSE-STATE OF MI REF OVER CAPTURE	368,986.49
07/18/2025	331257	STATE OF MICHIGAN (TREASURY)	2024 IFT DISBURSE-STATE OF MI SET & SCHOOL OP	2,636,077.92
07/18/2025	331258	STATE SYSTEMS RADIO, INC	MTHLY RADIO SERVICES FEES	473.00
07/18/2025	331259	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINTENANCE	2,087.89
07/18/2025	331260	STRYKER CORPORATION	RAMONA PARKING VOUCHERS REFUND	135.00
07/18/2025	331261	SUITS U TAILOR SHOP INC	UNIFORM TAILORING	1,777.00
07/18/2025	331262	SWANK MOTION PICTURES, INC.	MOVIES JULY AND AUGUST	545.00
07/18/2025	331263	THIEL, DAVID	PZSC TRIP DEPT REFUND 25.07.16	85.00
07/18/2025	331264	THILL, AMY	SCHRIER BUILDING DEPOSIT REFUND	150.00
07/18/2025	331265	TOMKOWIAK, ALLEN	GRAIN ELEVATOR DEPOSIT REFUND	150.00
07/18/2025	331266	TORRES LAWN CARE & SNOW REMOVAL LLC	MOWING SERVICES	675.00
07/18/2025	331267	TRUGREEN AND ACTION PEST CONTROL	HERBICIDE APPLICATIONS - CITY WIDE	9,731.80
07/18/2025	331268	UNDERGROUND SECURITY COMPANY	ANNUAL RECORD STORAGE FEE	3,005.70
07/18/2025	331269	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	544.25
07/18/2025	331270	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	339.88
07/18/2025	331271	UNITED STATES TREASURY	IRS FORM 720 - PCORI FEE YEAR ENDED 6/30	548.26
07/18/2025	331272	VANDAM & KRUSINGA	CITY HALL LEAK - DEDUCTIBLE	1,000.00
07/18/2025	331273	VANDERMEER, KAITLYN	SUP YOGA INSTRUCTOR FEE	150.00
07/18/2025	331274	VERHAGE FRUIT FARMS	SNAP REIMBURSEMENT	88.00
07/18/2025	331275	VERIZON WIRELESS	WIRELESS CARDS	543.75
07/18/2025	331276	WASTE MANAGEMENT	WTP IRON WASTE REMOVAL	458.50
07/18/2025	331277	WEST HILLS ATHLETIC CLUB	FIRE FITNESS PROGRAM	4,200.00
07/18/2025	331278	WIND WILLOW CONSORTIUM	SOUND 'SCAPES WORKSHOPS	750.00
07/18/2025	331279	YOST, MELISSA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
07/18/2025	331280	YOUNG MEN'S CHRISTIAN ASSOCIATION	TENNIS CAMP INSTRUCTION FEE	1,680.00
07/24/2025	331281	CITY EMPLOYEE	HOURS MISSED ON TIMECARD FOR 7/24 PR	886.01

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Check Date	Check	Vendor Name	Description	Amount
07/25/2025	331282	BEHRE, CHRISTOPHER	RAMONA BONFIRE PERFORMANCE	350.00
07/25/2025	331283	HALLAHAN & ASSOCIATES, P.C.	ASSESSING LEGAL SERVICES	206.60
08/01/2025	331284	10TH DISTRICT COURT	OUT OF COUNTY BOND	380.00
08/01/2025	331285	7TH DISTRICT COURT	OUT OF COUNTY BOND	250.00
08/01/2025	331286	A BETTER WAY TREE CARE LLC	TREE & LIMB REMOVAL	2,600.00
08/01/2025	331287	A M LEONARD	LEAF PICKUP - OPERATION SUPPLIES	419.55
08/01/2025	331288	A-1 CLIMBERS TREE SERVICE LLC	TREE REMOVAL FOR LOCAL STREETS PROJ	2,600.00
08/01/2025	331289	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	4,025.00
08/01/2025	331290	ALTA EQUIPMENT CO.	CIMLINE DURAPATCHER	100,604.40
08/01/2025	331291	ALTSCHUL, DUSTIN	RENOVATIONS FOR ST 3	4,050.00
08/01/2025	331292	AMLD CONSULTING LLC	NETWORK PENETRATION TEST & ASSESS	2,375.00
08/01/2025	331293	ANDERSON, JESSICA	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/01/2025	331294	APPLIED CONCEPTS	STALKER LASER REPAIR	227.50
08/01/2025	331295	ARROWHEAD SCIENTIFIC, INC.	MISC EVIDENCE SUPPLIES	144.07
08/01/2025	331296	AUSTIN BUILDING & DESIGN INC - MI	BD BOND REFUND	49,386.00
08/01/2025	331297	BAILEY'S MEATS	SNAP REIMBURSEMENT	126.00
08/01/2025	331298	BANAAG, ASIOLE MAE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/01/2025	331299	BARNES & NOBLE #2588	2024 SUMMER & WINTER TAX REFUND	5,489.27
08/01/2025	331300	BAUMAN, DAVID M.	CONCERT-THE WINDBREAKERS	2,600.00
08/01/2025	331301	BELEW, GINGER	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/01/2025	331302	BLAKE, KYLE	GRAIN ELEVATOR DEPOSIT REFUND	185.00
08/01/2025	331303	BONAMEGO, LOUIS	DUFB REIMBURSEMENT	56.00
08/01/2025	331304	BRUCE'S TRUCK & AUTO ACCESSORIES	RHINO BED LINING APPLICATION & NERF BARS	1,235.00
08/01/2025	331305	BURDICK, MINDY	ADVANCED ANGLERS FEES REFUND	105.00
08/01/2025	331306	BUSS, DAVID & CARLEEN	PZSC TRIP DEPARTMENT REFUND 07.29.25	2,238.00
08/01/2025	331307	CALIBER HOLDINGS LLC	FIRE VEHICLE REPAIR/MAINTENANCE	1,952.20
08/01/2025	331308	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
08/01/2025	331309	CARPENTER, JILL	GRAIN ELEVATOR DEPOSIT REFUND	150.00
08/01/2025	331310	CATHOLIC FAMILY SERVICES	FY 24-25 HUMAN SERVICES BOARD	5,500.00
08/01/2025	331311	CENTER FOR INTERNET SECURITY, INC.	ALBERT RENEWAL-INTRUSION DETECTION	16,800.00
08/01/2025	331312	CHAPIN SERVICES, LLC	TREE REMOVAL SERVICES-MULT LOCS	8,000.00
08/01/2025	331313	CHICAGO TITLE OF MICHIGAN, INC.	6510 LOVERS LANE CLOSING FEES	105.00
08/01/2025	331314	CHINESE AMERICAN ASSOC OF GREATER	CHINESE TEA CEREMONY	224.00
08/01/2025	331315	COMMUNITY HEALING CENTERS	FY 24-25 HUMAN SERVICES BOARD	3,700.00

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08/01/2025	331316	COMMUNITY LIVING OPTIONS	COMMUNITY LIVING ASSISTANCE	2,500.00
08/01/2025	331317	CONSUMERS ENERGY	POLE ATTACHMENT FEE	287.98
08/01/2025	331318	CRAFT, ROBIN	RAMONA PARKING VOUCHERS REFUND	50.00
08/01/2025	331319	CUNNINGHAM, DANIEL R	PZSC COOKING INSTRUCTOR CULINARY CLASSES	1,091.35
08/01/2025	331320	DEBELAK, THERESA	PZSC TRIP DEPARTMENT REFUND 08.02.25	25.00
08/01/2025	331321	DECKER, KATHY	SCHRIER BLD DEPOSIT REFUND	150.00
08/01/2025	331322	DEVON TITLE AGENCY	OVER PMT FINAL UTILITY BILL	159.04
08/01/2025	331323	DICK, ROBERT	REIMBURSEMENT FOR SNAP AND DUFB	52.00
08/01/2025	331324	DISABILITY NETWORK SOUTHWEST MICH	FY 24-25 HUMAN SERVICES BOARD	7,000.00
08/01/2025	331325	DIXON, DAVID J	FARMERS MARKET MUSICIAN	100.00
08/01/2025	331326	DORRANCE FORD INC	REPAIR & MAINTENANCE SUPPLIES	601.37
08/01/2025	331327	DTN, LLC	WEATHER SERVICES	1,218.67
08/01/2025	331328	DUNLOP, JOHN W	FISH CAMP INSTRUCTOR	200.00
08/01/2025	331329	ECO-COMPTEUR INC.	ECO-COUNTER REPLACEMENT PNEUMATIC TUBES	223.00
08/01/2025	331330	ELLIS, STEVEN RICHARD	PZSC PRESENTER ALL NEW WEEKEND ESCAPES	100.00
08/01/2025	331331	EMERGENCY VEHICLE PRODUCTS	EMERGENCY TRANSMISSION REPAIR	10,624.57
08/01/2025	331332	ENVIRONMENTAL RESOURCES GROUP, LLC	STORM WATER MONITORING PROGRAM	15,783.39
08/01/2025	331333	FLETCHER ENTERPRISES	PZSC - FITNESS ROOM PAINTING	200.00
08/01/2025	331334	FORMULA K EQUIPMENT LLC	HURRICANE BLOWER PARTS	421.72
08/01/2025	331335	FRIENDS OF PORTAGE SENIOR CENTER	PZSC FRIENDS OF PORTAGE CENTER DONATIONS	980.00
08/01/2025	331336	FUN SERVICES	MOMASH CARNIVAL GAMES & PRIZES	2,397.50
08/01/2025	331337	FUSCIARDI, CHRIS	RAMONA TOURNAMENT DEPOSIT REFUND	100.00
08/01/2025	331338	GALLS PARENT HOLDINGS, LLC	RANGER UNIFORMS	568.00
08/01/2025	331339	GORDON FOOD SERVICE	RAMONA CONCESSION SUPPLIES	1,425.18
08/01/2025	331340	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES FOR JULY	3,432.50
08/01/2025	331341	GREGG'O ELECTRIC	BD PAYMENT REFUND	250.00
08/01/2025	331342	GROTHAUSE, DAVID	SNAP REIMBURSEMENT	72.00
08/01/2025	331343	HAGEMAN, TRACY	PZSC CENTENARIAN BRUNCH PERFORMER	300.00
08/01/2025	331344	HERRIMAN, SCOTT E	PZSC PERFORMER MUSICAL BINGO 7.31.25	400.00
08/01/2025	331345	HOME DEPOT	REPAIR & MAINTENANCE SUPPLIES	1,546.53
08/01/2025	331346	VOID		0.00
08/01/2025	331347	HOUSING RESOURCES, INC.	FY 24-25 HUMAN SERVICES BOARD	12,500.00
08/01/2025	331348	IRISH ROOFING & EXTERIORS	CDBG-REPLACE ROOFING ON HOUSE & GARAGE	13,470.00
08/01/2025	331349	JAQUA, DEVIN	PZSC RENTAL SECURITY DEPOSIT 07.17.25	150.00

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Check Date	Check	Vendor Name	Description	Amount
08/01/2025	331350	JUNKINS, TREY	RAMONA SOFTBALL DEPOSIT & FEES	145.00
08/01/2025	331351	K2AVL INC	SOUND SYSTEM FOR JULY CONCERT	1,740.00
08/01/2025	331352	KALAMAZOO AREA TRANSPORTATION STUDY	TRAFFIC TECH SERVICES	2,500.00
08/01/2025	331353	KALAMAZOO COUNTY TREASURER	OAKBROOK JULY 2025 MOBILE HOME TAXES	285.00
08/01/2025	331354	KALAMAZOO ISLAMIC CENTER	PZSC RENTAL SECURITY REFUND 07.27.25	250.00
08/01/2025	331355	KALAMAZOO LITERACY COUNCIL	FY 24-25 HUMAN SERVICES BOARD	2,500.00
08/01/2025	331356	KEENAN, CHRIS	RAMONA SPRING TOURNAMENT DEPOSIT	100.00
08/01/2025	331357	KUIPER, MATTHEW	NEW TILE FLOORING-PARKS HQ	9,100.00
08/01/2025	331358	LEXIPOL, LLC	ANNUAL FEE POLICE ONE ONLINE TRAINING	3,022.14
08/01/2025	331359	LIFE LINE SCREENING	SCHRIER BLD FEES & DEPOSIT REFUND	630.00
08/01/2025	331360	MANUEL, TREVOR	LAKEVIEW SOFTBALL DEPOSIT REFUND	100.00
08/01/2025	331361	MAYR, URSULA	PZSC SPANISH INSTRUCTOR	540.00
08/01/2025	331362	MCCREERY, SUSAN LAIDLAW	STUART MANOR DEPOSIT REFUND	150.00
08/01/2025	331363	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	45.00
08/01/2025	331364	MCKERNAN, COLIN	FARMERS MARKET MUSICIAN	100.00
08/01/2025	331365	MELANIE'S WATER GARDENS LLC	FOUNTAIN REPAIR	260.97
08/01/2025	331366	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	2,042.35
08/01/2025	331367	MICHIGAN PAVEMENT MARKINGS LLC	PAVEMENT LINE STRIPING & SPECIALTY MARKINGS	127,138.75
08/01/2025	331368	MICHIGAN STATE FIREMANS ASSOC.	FIRE TRAINING MATERIALS	272.96
08/01/2025	331369	MOHAMED, IMAN	2025 SUMMER TAX REFUND - PRE CHANGE	3,732.58
08/01/2025	331370	MORGAN, STEPHANIE	SCHRIER BLD DEPOSIT REFUND	150.00
08/01/2025	331371	NATIONAL FIRE PROTECTION ASSOC	FIRE CODE SUBSCRIPTION	1,552.50
08/01/2025	331372	NATIONAL HOSE TESTING SPECIALTIES	FIRE HOSE TESTING	12,722.70
08/01/2025	331373	NIBLOCK, TROY	GOLF CART RENTAL FOR JULY CONCERT	500.00
08/01/2025	331374	OBERLIN, THOMAS	FINAL WATER BILL REFUND	179.78
08/01/2025	331375	OFFICE DEPOT, INC.	OFFICE SUPPLIES	981.93
08/01/2025	331376	PAVEMENT MAINTENANCE SYSTEMS, LLC	CHIP SEAL SPRING 2025	300,159.71
08/01/2025	331377	PETERMAN CONCRETE CO.	SIDEWALK REPLACEMENT	628.30
08/01/2025	331378	PETTY CASH-ANTONIA ALEMAN	REPLENISHMENT CHECK	296.19
08/01/2025	331379	PIAM	FALL CONFERENCE REGISTRATION	400.00
08/01/2025	331380	PINON, PATRICIA	SCHRIER BLD DEPOSIT REFUND	150.00
08/01/2025	331381	PORTAGE PUBLIC SCHOOLS (TRANS)	TRANSPORTATION-FIELD TRIP FOR FISH CAMP	334.81
08/01/2025	331382	PRINCE OF PEACE LUTHERAN CHURCH	FY 24-25 HUMAN SERVICES BOARD	8,500.00
08/01/2025	331383	PROPERTY MANAGEMENT SYSTEMS	MANAGEMENT FEES	690.00

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Check Date	Check	Vendor Name	Description	Amount
08/01/2025	331384	RENTALEX OF MICHIGAN, INC.	TENT & SETUP FOR CONCERT	550.60
08/01/2025	331385	ROBINSON, SHELBY M.	2025 SUMMER TAX REFUND - PRE CHANGE	1,544.79
08/01/2025	331386	ROCHHOLZ, STEPHEN	SCHRIER BLD DEPOSIT REFUND	150.00
08/01/2025	331387	SAJIVE, PRIYA	LAKEVIEW PARK FEES REFUND	100.00
08/01/2025	331388	SCHULTZ, GREGORY	SWP SOFTBALL TOURNAMENT REFUND	100.00
08/01/2025	331389	SCOTT, CRAIG R.	REFUND FOR ONE CEMETERY PLOT	1,075.00
08/01/2025	331390	SEMI U INC.	PROFESSIONAL TRUCK DRIVING TRAINING	5,000.00
08/01/2025	331391	SENIOR SERVICES, INC.	FY 24-25 HUMAN SERVICES BOARD, CENT BRUNCH	12,029.79
08/01/2025	331392	SHERRIFF-GOSLIN CO.	CDBG-ROOFING SERVICE HOUSE & GARAGE	18,955.00
08/01/2025	331393	SHIPP, THOMAS C II	PZSC CONCERT PERFORMER 7.17.25	600.00
08/01/2025	331394	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIR SUPPLIES	339.65
08/01/2025	331395	SOIL & MATERIALS ENGINEERS INC	MAST ARM FABRICATION INSPECTION	18,937.50
08/01/2025	331396	SOLITUDE LAKE MANAGEMENT, LLC	AUSTIN LAKE HERBICIDE APPLICATION	1,113.00
08/01/2025	331397	SPARTAN DISTRIBUTORS INC.	REPAIR & MAINTENANCE SUPPLIES	423.60
08/01/2025	331398	STATE OF MICHIGAN (DOT)	WEST MILHAM AVENUE - CONSTRUCTION	42,905.41
08/01/2025	331399	STATE OF MICHIGAN (LARA)	BOILER INSPECTION	160.00
08/01/2025	331400	STATE SYSTEMS RADIO, INC	PORTAGE REPEATER SERVICE	88.00
08/01/2025	331401	STEENSMA LAWN & POWER EQUIPMENT	SMALL EQUIPMENT REPAIR/MAINTENANCE	3,440.62
08/01/2025	331402	STEK, STANLEY J.	AUSTIN LAKE TRAIL LEGAL SERVICES	75,259.28
08/01/2025	331403	STURGIS BANK PORTAGE BANK CENTER	2024 SUMMER & WINTER TAX REFUND	127.45
08/01/2025	331404	SUITS U TAILOR SHOP INC	UNIFORM TAILORING SVCS	1,177.00
08/01/2025	331405	SUN TITLE AGENCY OF MI, LLC	REFUND OVER PMT FINAL WATER BILL	47.22
08/01/2025	331406	SUN TITLE AGENCY, LLC	REFUND OVER PMT FINAL WATER BILL	112.15
08/01/2025	331407	T-MOBILE USA INC	MISC CELL PHONE CHARGES	3,365.68
08/01/2025	331408	TALBOT, MICHAEL J.	CONCERT PERFORMANCE	300.00
08/01/2025	331409	TAYLOR, JOSH	RAMONA SOFTBALL FEES & DEPOSIT	160.00
08/01/2025	331410	THE CCIM INSTITUTE	MEMBERSHIP FEES	810.00
08/01/2025	331411	TORRES LAWN CARE & SNOW REMOVAL LLC	MOWING SVCS-TALL GRASS & WEEDS	875.00
08/01/2025	331412	ULINE, INC.	MISC EVIDENCE SUPPLIES	210.13
08/01/2025	331413	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	782.03
08/01/2025	331414	VERDUZCO, DAVID	RAMONA SOFTBALL DEPOSIT REFUND	100.00
08/01/2025	331415	VERHAGE FRUIT FARMS	SNAP REIMBURSEMENT	105.00
08/01/2025	331416	WEBSTER, JOANN H	2025 SUMMER TAX REFUND - PRE CHANGE	1,255.24
08/01/2025	331417	WEDELS FLORAL SHOP	PZSC-FLOWERS FOR CENTENARIAN BRUNCH	1,091.86

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08/01/2025	331418	WINTER, DAVID AND ROBIN	REFUND FOR CEMETERY PLOT	1,075.00
08/01/2025	331419	WOLZ, MARI-CLARE	SCHOOLHOUSE DEPOSIT REFUND	50.00
08/01/2025	331420	YWCA INC	FY 24-25 HUMAN SERVICES BOARD	10,000.00
08/01/2025	331421	ZOLMAN TIRE INC.	TIRE RE-TREAD, SVC CALL	2,128.00
Total Paper Checks				4,613,675.63

Check Type: Auto-Pay Payments

07/14/2025		CONSUMERS ENERGY	GAS-ELECTRIC	793.43
07/14/2025		FINTECHEFT	PZSC PROGRAM SUPPLIES	140.04
07/15/2025		CONSUMERS ENERGY	GAS-ELECTRIC	11,945.75
07/16/2025		CONSUMERS ENERGY	GAS-ELECTRIC	347.98
07/16/2025		MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	95,176.08
07/17/2025		CONSUMERS ENERGY	GAS-ELECTRIC	6,193.00
07/21/2025		CONSUMERS ENERGY	GAS-ELECTRIC	249.26
07/23/2025		CONSUMERS ENERGY	GAS-ELECTRIC	8,813.08
07/25/2025		MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	51,368.69
08/01/2025		CONSUMERS ENERGY	GAS-ELECTRIC	851.48
08/01/2025		BLUE CROSS/BLUE SHIELD OF MI	HEALTH INSURANCE	889.20
Total Auto-Pay Payments				176,767.99

Check Type: Electronic Payments

07/21/2025		MULTIPLE	IAFF, PPCOA, PPOA, UAW PENSION PAYMENTS	113,246.23
07/23/2025		ASU GROUP	WORKERS COMP FUNDING	65,000.00
07/25/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 7/12/25	1,278,646.05
08/01/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 7/25/25	3,151,826.23
08/01/2025		SBF	POSTAGE-WATER/SEWER BILLS	1,368.76
Total Electronic Payments				4,610,087.27

Grand Total **11,156,068.44**

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Legal Services Contract

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer

ACTION RECOMMENDED: Appoint Bauckham, Thall, Seeber, Kaufman & Koches, P.C., as City Attorneys for General Municipal & Legal Prosecution Services, with Catherine P. Kaufman appointed as lead City Attorney and authorize the City Manager to execute all documents related to this action on behalf of the city.

The five-year contract between the City of Portage and Bauckham, Thall, Seeber, Kaufman & Koches, P.C., expires on August 31, 2025. The City Council identified the review and provision of legal services as a key priority for the 2024-2025 fiscal year. At a Committee of the Whole Meeting of November 19, 2024, City Council indicated a desire for City Administration to solicit bids for legal services for another five-year period. On May 6, 2025, City Council interviewed three of the subsequent bidders. Following the interviews, it was the consensus of City Council that the contract again be awarded to Bauckham, Thall, Seeber, Kaufman & Koches, P.C. with Catherine Kaufman designated as City Attorney. Additionally, City Council asked that the contract include a provision regarding an annual evaluation process along with the provision of a Periodic Status Report. The provision requiring a Periodic Status Report can be found in Section 2.3 - Other Services Required. The provision regarding the annual performance review can be found in Exhibit D - Additional Terms and Conditions under item 17.

As background, the Charter of the City of Portage addresses the issue of how a City Attorney is appointed. Section 6.2(a) states “the Council shall appoint the City Manager and the City Attorney who shall each serve at the pleasure of the Council.” As a result of that Charter requirement, the City Attorney is appointed directly by the City Council in a manner similar to that of the City Manager. The City Attorney’s duties are also outlined by the City Charter; Section 6.6 states in part that the City Attorney “shall act as the legal advisor of and be responsible to the Council in all respects concerning the performance of its official duties.” The City Attorney also serves as an advisor to the City Manager concerning legal issues affecting the City Administration. The City Attorney prosecutes all ordinance violations, as well as prepares and reviews all ordinances, regulations, contracts and bonds. The City Attorney attends and advises all City Council meetings. The City Attorney also serves the various boards and commissions of the city. The City Attorney performs other duties as prescribed by the Charter and the Council as needed.

Therefore, it is recommended that City Council, consistent with Section 6.2 of the City Charter, appoint Bauckham, Thall, Seeber, Kaufman & Koches, P.C. as the City Attorney for General Municipal and Prosecution Legal Services, with Catherine P. Kaufman designated as the lead City Attorney and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: The FY 2025-2026 City Council approved budget allocates sufficient funds for city legal services.

Attachments: 1. BTSKKPC Legal Services Contract - Kaufman Signed

LEGAL SERVICES CONTRACT

THIS CONTRACT effective September 1, 2025 by and between **Bauckham, Thall, Seeber, Kaufman & Koches P.C.**, 470 W. Centre, Suite A, Portage, MI 49024, hereinafter called "Firm," and City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter called "City."

WITNESSETH, THAT Firm and City for the consideration stated herein agree as follows:

ARTICLE I – STATEMENT OF WORK

Firm shall perform work described in Exhibit A and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all professional services required to perform and complete in a workmanlike manner all the work required for **2025 RFP – Legal Services** all in strict compliance with Firm's proposal and other contract documents herein mentioned which are a part of this contract; and Firm shall do everything required by this contract and the other documents constituting a part hereof.

ARTICLE II - COMPENSATION TO BE PAID TO FIRM

In consideration of the completion of the work described herein and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of City, City shall pay and the said Firm further agrees to receive and accept payment based on the in the Exhibit C – Pricing Schedule, the sum of which shall be, **one million seven hundred twenty five thousand four hundred and sixty six dollars (\$1,725,466.00)** years as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and bonds and for doing all the work contemplated and specified in this contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof, in full compliance with the Exhibit A and the requirements under it. Payments are to be made to Firm in accordance with and subject to the provisions embodied in the contract documents hereto attached.

<u>Fee Schedule</u>	<u>Annual Fee</u>
September 1, 2025 – August 31, 2026	\$325,000.00
September 1, 2026 – August 31, 2027	\$334,750.00
September 1, 2027 – August 31, 2028	\$344,792.90
September 1, 2028 – August 31, 2029	\$355,135.90
September 1, 2029 – August 31, 2030	\$365,789.90
Contract Total	\$1,725,466.00

ARTICLE III - CONTRACT TERM

The initial term of this Agreement shall begin September 1, 2025 ("Effective Date") and end on August 31, 2026 ("Initial Term") for a base period of twelve (12) months.

OPTION TO EXTEND. City shall have the option to extend the term of this Agreement for four (4) increments of one (1) year each for a total of four (4) years beyond the expiration of the Initial Term, not to exceed August 31, 2030, pursuant to Exhibit C or other applicable pricing provisions of this Agreement. Unless City notifies Contractor in writing not less than sixty (60) days prior to the expiration date that City does not intend to extend the Agreement, the Agreement will be automatically extended for the next option period.

ARTICLE IV - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

1. Contract (this document)
2. [City of Portage Contract Conditions and Specifications](#)
3. Exhibit A – Statement of Work
 - a. Attachment 1 Relevant City Documents
 - b. Attachment 2 Attorney Access Policy
4. Exhibit B – Insurance Requirements
5. Exhibit C – Pricing Schedule
6. Exhibit D – Additional Terms and Conditions
7. Exhibit E – Firm Proposal

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed the day and year first above written.

**BAUCKHAM, THALL, SEEGER,
KAUFMAN & KOCHES P.C.**

CITY OF PORTAGE

By: 
Catherine Kaufman, Managing Partner

By: _____
Patrick McGinnis, City Manager

Date: 7-27-2025

Date: _____

EXHIBIT A – RFP STATEMENT/SCOPE OF WORK/SPECIFICATIONS

1 Background

Historically, contracts for legal services are currently based on an annual retainer, which includes costs to provide all legal services.

Annual Expenditures for Current Contract

2020/21	2021/22	2022/23	2023/24	2024/25
\$225,718.00	\$225,718.00	\$237,003.90	\$237,003.90	\$237,003.90

During calendar year 2024, City attorney and Prosecuting Attorney work is summarized as follows:

CATEGORY OF SERVICE	ANNUAL ESTIMATES
Opinions (formal opinions & legal advice)	125
Ordinances/Amendments:	
Zoning Text	5
Zoning Map	10
Other	
FOIA's	
Police	200
Other	60
Police Department	650
Prosecutions	
Ordinance Enforcement:	
Orders of Compliance prepared	35
Show Cause Hearings	6
Resolutions	20
Attendance at Meetings	
City Council	30
Planning Commission	24
Zoning Board of Appeals	12
Meetings with City Staff	Numerous
Agreements/Contracts reviewed and/or modified	150
Agreements/Contracts prepared	25
Bankruptcies	10
Discharge of Taxes	20

Communications with City Staff and others regarding city matters (includes telephone calls, emails, facsimiles)	Daily
---	-------

2 Scope of Service

Firm will be expected to provide its own clerical assistance and office supplies, have and maintain its own legal subscription services, and provide for its own fringe benefits package. Conferences and training concerning municipal affairs shall also be included as part of the total proposal price that includes all costs. City Attorney Services have been provided as follows:

Firm shall perform professional legal counsel services in strict accordance with the Portage City Charter and other professional city attorney legal services as indicated below:

2.1 Portage City Charter Requirements:

City Attorney:

- 2.1.1 Shall act as the legal advisor of and be responsible to the Council in all respects concerning the performance of its official duties.
- 2.1.2 Shall advise City Manager concerning legal problems affecting City administration, and the Clerk, Treasurer, and Assessor concerning their statutory and Charter duties, when required, and shall file with the Clerk a copy of all written opinions given by him/her.
- 2.1.3 Shall prosecute ordinance violations and shall represent City in cases before courts and other tribunals.
- 2.1.4 Shall prepare or review all ordinances, regulations, contracts, bonds, and such other instruments that may be required by this Charter or by the Council, and shall promptly give his opinion as to the legality thereof.
- 2.1.5 Shall attend the meetings of the Council.
- 2.1.6 Shall be the attorney for the several boards of City and shall give opinions to such boards upon the written request of the chairmen thereof.

- 2.1.7 Shall perform such other duties as may be prescribed for him by this Charter of the Council.
- 2.1.8 And the Council shall agree upon the basic compensation for any or all of the foregoing functions and duties of the attorney office as agreed to be covered thereby and upon the basis of compensating City Attorney for services rendered which are not covered by such basic compensation. All such agreements shall be made before the services to be covered thereby are rendered.
- 2.1.9 Recommend to Council, or Council upon its own initiative, may provide for an assistant to City Attorney and may retain special legal counsel to handle any matter in which City has an interest, or to assist City Attorney in connection therewith.
 - (a) In the event a separate Attorney/Firm is chosen for prosecution services, a separate contract and scope for that attorney's/firm's services will be created, and City Attorney will not be responsible for prosecution.
- 2.2 Professional City Attorney Legal Services: As part of, or in addition to the Charter requirements, City Attorney will be required to perform the following professional legal services:
 - 2.2.1 Advise City Council at all meetings, including committee meetings, when needed, pursuant to Attachment 2, City Attorney Access Policy.
 - 2.2.2 Advise City Manager and Department Heads, pursuant to Attachment 2, City Attorney Access Policy.
 - 2.2.3 Review and/or review and approve all contracts.
 - 2.2.4 Prepare and/or review and approve all easements and licenses.
 - 2.2.5 Prosecute community quality and zoning ordinance violations.
 - 2.2.6 Negotiate property acquisition.
 - 2.2.7 Conduct proper defense for City against any and all claims where legal counsel is not provided through a valid insurance contract or self-insured agreement. Represent City and provide proper defense in all cases where a dispute or reservation of rights exists or is expressed by any insurance carrier or self-funded contract administration.

- 2.2.8 Assist city in working with liability/property/automobile insurance providers to facilitate their providing proper coverages.
- 2.2.9 Advise Planning Commission and the Zoning Board of Appeals with attendance at all meetings.
- 2.2.10 Prepare and/or review and approve all charter and ordinance amendments.
- 2.2.11 Provide services to Community Development Department for code enforcement and zoning issues.
- 2.2.12 Render oral and/or written legal opinions at the request of City Council, City Manager, or Department Heads pursuant to Attachment 2, City Attorney Access Policy.
- 2.2.13 Service contract shall include providing legal service continuation for all matters pending as of August 31, 2025.
- 2.2.14 Provide all required prosecuting attorney services.
- 2.2.15 Review and respond to all FOIA requests and advise the FOIA Administrator.
- 2.2.16 Prepare and/or review all resolutions.
- 2.2.17 Handle all bankruptcies for City.
- 2.2.18 Be available as first priority to conduct meetings with administration.
- 2.2.19 Handle all controlled substances forfeitures.
- 2.2.20 Must possess, and be able to operate technology, to facilitate digital execution of City agreements (City is implementing digital execution of agreements).
- 2.2.21 In the event a separate Attorney/Firm is chosen for prosecution services, a separate contract and scope for that attorney's/firm's services will be created, and City Attorney will not be responsible for prosecution.
- 2.2.22 Firm will keep a record of basic breakdown of services provided on a monthly basis and shall be able to provide such a report when requested by City.

2.3 Other Services Required:

- 2.3.1 Periodic Status Report: Notwithstanding the provisions of Section 2.2.22, the provider agrees to provide to the City Manager for distribution to City Council a basic report and breakdown of services provided not more often than monthly nor less frequently than quarterly. Such breakdown shall include general updates on work performed during reporting period, ordinances, contracts, opinions or policies drafted or reviewed, cases prosecuted, FOIA reviews, etc. Report shall also include hourly estimates of time spent on City services (or actuals if these records are kept and maintained by firm). This document will be distributed to City Council by the Office of the City Manager following standard information sharing practices.

Attachment 1 - Relevant City Documents

Organization Chart: [Portage Org Chart](#)

Current Fiscal Year Budget and other Financial Documents: [Budgets and Financial Documents | Portage, MI](#)

Boards and Commissions: [Boards & Commissions | Portage, MI](#)

Attachment 2 – City Attorney Access Policy

As prescribed in the City's Charter, the City Attorney shall act as the legal advisor of and be responsible to the Council in all respects concerning the performance of its official duties. The Charter also provides that the Attorney shall advise the City Manager on all matters affecting the City Administration and also is the Attorney for the several boards of the City and gives opinions to such boards upon the written request of the chair thereof.

The City Attorney is appointed directly by the City Council, and the Charter contemplates the Attorney being accessed by the Council, the City Manager or the Chairs of the several Boards and Commissions.

To clarify the proper approach to accessing the services of the City Attorney and to avoid duplication of efforts and exhaustive use of the Attorney's time, this policy controls the proper approach to requesting and sharing the advice of the City Attorney.

The City's contract with the City Attorney's law firm contains a retainer arrangement that allows staff to consult with the attorney when necessary to conduct ongoing operations and provides separate billing provisions for larger issues or time-consuming matters.

To respect the Attorney's time and to allow proper oversight of monthly billing statements, staff must communicate with the City Manager prior to contacting the City Attorney with any matter that will require research or involve more than one conversation.

Because it is not always practical to seek advice during sessions of the City Council when an expedient response is required, the Mayor and/or any three members of the City Council may request legal opinions in writing outside of regular meetings. Such requests and the resulting opinion or work product shall be immediately shared with the full City Council.

The Attorney shall immediately share requests for opinions and advice received from the several Chairs of City boards with the entire board, the Mayor and City Council and the City Manager. Resulting advice shall be shared in the same manner.

Members of the public seeking to speak with the City Attorney should be referred to the City Manager or City Clerk for an explanation of the City Attorney's role as advisor to the city as an entity and not to individual residents.

EXHIBIT B – INSURANCE REQUIREMENTS

The Contractor will be required to furnish to City of Portage, upon notice from the Purchasing Manager and prior to commencement of work, *a Certificate of Insurance as well as any required endorsements*. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

The Contractor, and their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to City of Portage. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Professional Liability** in an amount not less than \$2,000,000 per claim. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 years after the termination of this contract.
2. **Workers’ Compensation Insurance**, including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
3. **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include, but not limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable.
4. **Automobile Liability**, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
5. **Professional Liability** in an amount not less than \$2,000,000 per claim. If this policy is claims made form, then Firm shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 years after the termination of this contract.
6. **Excess/Umbrella Liability**, Commercial General Liability and Automobile Liability Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies), including but not limited to additional insured and primary/non-contributory coverage.

7. **Additional Insured:** Commercial General Liability Insurance shall include an endorsement stating **City of Portage, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers**, shall be **Additional Insured**. It is understood and agreed by naming City of Portage as additional insured, coverage afforded is considered to be primary and any other insurance City of Portage may have in effect shall be considered secondary and/or excess.
8. **Cancellation Notice:** Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation or Non-Renewal shall be sent to the Certificate Holder to purchasing@portagemi.gov.
9. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to City of Portage at least ten (10) days prior to the expiration date.
10. Indemnification

To the fullest extent permitted by law Firm agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Portage, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Portage against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Portage, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

EXHIBIT C – PRICING SCHEDULE

Firms may subcontract elements of this contract to other qualified firms; however, the contract will remain between City and main Firm.

		TOTALS
Base Term	<u>September 1, 2025 – August 31, 2026</u>	<u>\$325,000.00</u>
Option Year 1	<u>September 1, 2026 – August 31, 2027</u>	<u>\$334,750.00</u>
Option Year 2	<u>September 1, 2027 – August 31, 2028</u>	<u>\$344,792.90</u>
Option Year 3	<u>September 1, 2028 – August 31, 2029</u>	<u>\$355,135.90</u>
Option Year 4	<u>September 1, 2029 – August 31, 2030</u>	<u>\$365,789.90</u>
Contract Total		<u>\$1,725,466.00</u>

Note: If it becomes necessary to perform extra work as defined in Section 9. Amendments in Exhibit D – Additional Terms and Conditions, these hourly rates will apply. Rates quoted should be inclusive of all expenses including, but not limited to personnel services, fringe benefits, overhead, and profit required by Firm.

EXHIBIT D - ADDITIONAL TERMS AND CONDITIONS

1. Coordination of Work Required

Unless specifically identified as work to be provided by City staff, Firm shall furnish supervision and all labor, equipment, supplies, materials (except as otherwise noted herein), and perform satisfactorily the professional services at the frequencies and during the times specified herein. The professional service shall include all functions normally considered a part of completing this work in a satisfactory manner. Compensation to cover any and all expenses shall be included in the project cost.

2. Termination for Default

City may, by written notice to Firm, terminate the right to proceed as to the whole or any part of the contract (1) if Firm fails to perform the services within the time specified or any extension thereof, (2) so fails to make progress as to endanger performance of the contract in accordance with its terms, or (3) Firm fails to perform any other provisions of the contract. Firm shall not be subject to this provision if failure to perform the contract arises out of any cause beyond its control and without any fault or negligence by Firm or subcontractors.

3. Termination for Convenience

This agreement may be terminated by City upon not less than 30 days' written notice to Firm. In the event of termination not the fault of Firm, Firm shall be compensated for services performed prior to termination. Termination not the fault of Firm shall not give rise to any claim against City for damages or for compensation in addition to that provided under this contract. Such payment so made to Firm shall be in full settlement for services rendered pursuant to this agreement.

4. Status of Firm

Firm and its employees at all times shall be considered as independent contractors and not as City employees. In delivering services, Firm shall exercise all supervisory control and general control over all day-to-day operations, including control over all workers' duties, payment of all wages to its employees, and the right to hire, fire, and discipline all employees. As an independent contractor, payment to Firm under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall Firm or employees of Firm be entitled to any City of Portage fringe benefit programs.

5. Employees of Firm

Firm shall at all times be responsible for the conduct and discipline of its employees and/or any subcontractor or persons employed by Firm. All workers must have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any

worker employed by Firm, who in the opinion of City Contract Administrator, does not perform work in a skilled manner, or acts in a disorderly or intemperate manner, or engages in sexual harassment or other forms of inappropriate behavior as defined by City Contract Administrator, shall, at the written request of City Contract Administrator, be removed immediately from the project and shall not be utilized again in any portion of the work without approval of City Contract Administrator.

6. Laws and Municipal Ordinances

Firm shall keep fully informed of all laws and municipal ordinances and regulations in any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Firm shall at all times observe and comply with all such existing laws, codes, ordinances, regulations, orders, and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, City Ordinances, as well as all other bodies having jurisdictional authority.

7. Supervision by Firm

Firm will supervise and direct the work of its employees. Firm will be solely responsible for the means, methods, techniques, sequences, and procedures of the professional services performed. Firm will appoint a Project Supervisor who shall have been designated in writing by Firm at the time the Request for Proposal is submitted. The Project Supervisor shall have full authority to act on behalf of Firm and all communications given to the Project Supervisor shall be as binding as if given to Firm. The Project Supervisor shall be present to the extent necessary so as to perform adequate supervision and coordination of the work.

8. Billing and Payment

Firm shall present an invoice in duplicate at the appropriate identified times, billing for services rendered. The billing shall be at the contracted price. The billing shall reference the appropriate purchase order number. The billing shall contain, if applicable, adjustments for additions, deletions, or changes in service. City will strive to pay the billed amount within thirty (30) days after receipt of invoice, but City will not pay any interest penalties for late payments.

For more timely payments, we strongly encourage you to enroll in ACH payment. To enroll in ACH payment please complete and submit the **VENDOR ACH AUTHORIZATION FORM** to AccountsPayable@portagemi.gov

All invoices **MUST** be sent directly to AccountsPayable@portagemi.gov or

Attn: Finance Department
Accounts Payable

7900 South Westnedge Avenue
Portage, MI 49002

If invoices are sent to the contract administrator for this project or their department, City is not responsible for any delayed payment.

Please make sure to clearly reference the name of the project.

9. Assignability

Firm agrees that the work proposed shall be accomplished by Firm identified in the Cover Page. Firm agrees that any work under the contract to be assigned to another firm, and/or subcontractor, shall be done only with the prior approval of City Contract Administrator.

10. Amendments

During the period of this contract there may be occasions when extra services related to the Statement of Work or changes to the Statement of Work or Specifications will be required via written amendment agreed upon by both parties. Costs for services provided in these situations will be based on the rates quoted in the Exhibit C and/or the proposal or may be negotiated at the time of each occurrence. Any such work must have pre-approval of City Contract Administrator. City will not be responsible for additional invoices for work or materials that did not have written pre-approval.

11. City Contract Administrator

City Manager, or their designated representative, shall be City Contract Administrator. City Contract Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

Designated Representative: Pat McGinnis, City Manager
Phone: (269) 329-4401 | Email: mcginnip@portagemi.gov

12. Non-Discrimination: Firm agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

13. City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

14. Severability

Firm agrees that this Contract is the completed and exclusive statement of the Contract between the parties. A judicial or administrative declaration on the invalidity of any one or more of the provisions of the Contract shall not invalidate the remaining provisions of this agreement.

15. Survival of Obligations

All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with the Contract Documents, as well as all continuing obligations indicated in the Contract Documents, will survive final payment, completion and acceptance of the Work and termination or completion of the Agreement.

16. Access to Records

Firm agrees to full transparency for this project and will provide access of any records and documents associated with this contract to City upon request. Such access to records shall include, but not be limited to, invoices, payroll, receipts, timecards, etc. City shall have access to such records during normal business hours and Firm shall cooperate fully with any and all audits requested by City.

17. Annual Review Session

The firm agrees to participate in an annual review session of services conducted by the City Council or subcommittee, with input from City administration and the various boards and commissions the Attorney may interact with.

EXHIBIT E - FIRM PROPOSAL

**CITY OF PORTAGE
DEPARTMENT OF CITY MANAGER
REQUEST FOR PROPOSAL COVER PAGE
2025 RFP – LEGAL SERVICES**

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

Firm Name: Bauckham, Thall, Seeber, Kaufman & Koches P.C.

Address: 470 W Centre Ave, Suite A, Portage, MI 49024

Telephone: (269) 382-4500

Website: www.michigantownshiplaw.com

Representative Authorized to Sign Offer and Contract:

Name: Catherine Kaufman **Title:** Managing Partner

Email: kaufman@michigantownshiplaw.com **Telephone:** (269) 382-4500

Address: 470 W Centre Ave, Suite A, Portage, MI 49024

Authorized Point of Contact (POC)/Project Supervisor:

Name: Catherine Kaufman **Title:** Managing Partner

Email: kaufman@michigantownshiplaw.com **Telephone:** (269) 382-4500

Address: 470 W Centre Ave, Suite A, Portage, MI 49024

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

SIGNATURE

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

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


Authorized Representative Signature


Date

BAUCKHAM, THALL, SEEGER, KAUFMAN & KOCHES P.C.
ATTORNEYS AT LAW

470 W. CENTRE AVE., SUITE A
PORTAGE, MI 49024-5362

155 E. THIRD ST.
HARBOR SPRINGS, MI 49740

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ROBERT E. THALL
ROXANNE C. SEEGER
CATHERINE P. KAUFMAN
T. SETH KOCHES
LORI COATES HAY
JOSHUA E. THALL
MICHAEL W. BILA
ERIN GESCHWENDT
BRYAN E. GRAHAM (Of Counsel)

JOHN H. BAUCKHAM
1923 – 2015

HARRY F. SMITH
1906 – 1972

Proposal for General Legal Services (3/9/2025)

1. Organization Experience, Qualifications and Capacity.

A. Overview. Our firm's specialty for over 75 years has been representing municipal governments. This office currently serves as general legal counsel to more than 150 municipalities across Michigan. We are also frequently called upon to represent municipalities throughout the State on specific issues which local municipal attorneys do not feel comfortable handling or for which a municipality seeks co-counsel.

We represent municipalities in local District and Circuit Courts throughout the State, in the Michigan Court of Appeals, Michigan Supreme Court, the Federal District Court in Eastern and Western Michigan, the Federal Courts of Appeals, the State Tax Tribunal, the State Boundary Commission, the State Unemployment Commission, the Public Service Commission and the United States Supreme Court. We estimate that 95 percent of our practice involves representing Michigan municipalities.

Our firm consists of seven full-time attorneys, one part time attorney and one Of Counsel attorney, all of whom are knowledgeable and experienced in municipal law. All attorneys in our firm possess a Juris Doctorate and have graduated from a law school accredited by the American Bar Association. Each of our attorneys has expertise in different aspects of municipal law, including, but not limited to, the Freedom of Information Act, criminal prosecution, planning and zoning, tax matters, personnel issues, public utility projects, special assessments, utility franchising, building code and ordinance enforcement, the Right to Farm Act, municipal regulation of marijuana, Open Meetings Act, and ordinance drafting. In addition, members of our firm frequently lecture on current municipal issues.

B. Similar Scope Projects. (Section 2.1) – Through our firm's representation of many Michigan Municipalities, we have participated in all of following projects in recent years:

1. Filing amicus briefs on behalf of the Michigan Townships Association and the Michigan Municipal League in the Supreme Court of Michigan and Michigan Court of Appeals.
2. Serving on state Advisory Panel for medical marihuana, representing municipalities (townships).
3. Active members and teach for the Government Law Section, the Cannabis Law Section, the Michigan Association of Planning, the Michigan Association of Municipal Attorneys; speaker for Cannabis Regulatory Agency municipal webinar.
4. Led ordinance enforcement efforts regarding zoning and building code violations, that led to demolition of Shaver Motel (City of Portage) and Arby's (Westnedge, north of I-94, City of Portage) and clean up of longstanding nuisance property on Orchard Street.
5. Established numerous special assessment districts for municipal clients, for water, sewer, private/public road improvements, aquatic weed control.
6. Assisted City with identifying attorney with Community Land Trust experience and working with City to effectuate land divisions, approve development agreements and other related contracts for Stanwood Crossings.
7. Working with City staff to finalize plans for Farmers Market adjacent to Zhang Senior Center.
8. Active in representing municipalities regarding renewable energy projects, PA 233 of 2023 and served as participant in MPSC advisory meetings on implementation of PA 233 of 2023.
9. Representation of municipalities on application of Right to Farm Act to development, including review of Top Hat Crickets; established working relationship with MDARD RTFA staff.
10. Participate in development/review of legislation (as MTA general counsel) regarding short term rental, land division act revisions, amendments to the Michigan Zoning Enabling Act, renewable energy regulation, marihuana regulation.

C. References. Below, please find five (5) municipal references.

- A. Village of Vicksburg.

- a. Contact Person: Jim Mallery, Village Manager
 - i. (269) 649-1919
 - ii. jmallery@vicksburgmi.org

B. Charter Township of Kalamazoo.

- a. Contact Person: Tracie Moored, Township Superintendent
 - i. (269) 381-8085
 - ii. tmoored@ktwp.org

C. Charter Township of Bedford, Calhoun County

- a. Contact Person: Barry Beamish II, Township Superintendent
 - i. Office: (269) 965-4343
 - ii. Cell: (269) 209-1139
 - iii. superintendent@bedfordchartertwpmi.gov

D. Ross Township, Kalamazoo County [Contact]

- a. Contact Person: Township Supervisor Christina Hutchings
 - i. Office: (269) 731-4888
 - ii. supervisor@rosstownshipmi.gov

E. Prairieville Township

- a. Contact Person: Supervisor Jim Stoneburner
 - i. Office: 269-381-2360
 - ii. Cell: 269-569-999

D. Subcontractors. N/A.

E. Legal Team. Our office is comprised of seven full-time attorneys, one part-time attorney, one Of-Counsel attorney and four staff members, all of whom will provide services to the City of Portage, as needed. Attorney Catherine Kaufman would serve as City Attorney, with Partner Seth Koches and Associate Attorney Erin Geschwendt serving as the primary Assistant City Attorneys. However, due to the breadth of expertise among all attorneys in our office, Attorneys Kaufman, Koches and Geschwendt will frequently refer questions to other attorneys in the firm based on their particular expertise, to ensure that the City receives the best legal representation. Below are summaries of our attorneys and staff.

- (1) **Attorney Catherine Kaufman** would serve as lead City Attorney. Attorney Kaufman has served as City Attorney since September 1, 2020. Catherine has been a practicing attorney for 30 years and has been with the firm for more than 15 years. Attorney Kaufman handles all aspects of municipal law, with a concentration in planning and zoning matters. Before attending law school at Wayne State University, Attorney Kaufman practiced as a city

planner. Attorney Kaufman is a member of the American Institute of Certified Planners (AICP) and the Michigan Association of Planning. She is active in statewide planning and municipal law organizations and is a frequent instructor on municipal issues for the Michigan Townships Association (MTA), Michigan Association of Planning, Michigan State University Extension, Michigan Association of Municipal Attorneys, ICLE and the Government Law and Marijuana Sections of the Michigan Bar. Attorney Kaufman is the lead counsel for several area municipalities and is one of the leading attorneys in the state on the municipal regulation of marijuana and the Right to Farm Act. Catherine also served on the State of Michigan's Medical Marijuana Advisory panel. She is a member of the Government Law, Cannabis and Real Property Sections of the Bar.

- (2) **Attorney Robert Thall** has been with the firm since 1991. Rob is lead counsel for the MTA, and also serves as general or special counsel to many municipalities including cities, villages, townships, and sewer/water authorities throughout the state. He is a Michigan State University alumni and a graduate of Thomas M. Cooley Law School.

His practice includes all areas of municipal law. He is the firm's lead attorney for water/sewer issues and tax issues. He also advises the firm's clients on issues such as franchise agreements, the METRO Act, installment purchase agreements, real estate matters, bankruptcy collections, road funding and right-of-way related matters, assessing, tax tribunal, and other municipal finance matters. Rob offers invaluable insight into new legislation and trends impacting local governments and municipal law. He is regularly involved with the MTA on proposed legislation that will affect municipalities.

Rob has extensive experience representing municipal issues before the Michigan Court of Appeals and Michigan Supreme Court, and is sought out for his knowledge on municipal matters. He has authored numerous amicus briefs on behalf of the Michigan Municipal League and the MTA. He has even filed as an amicus representing local governments in the United States Supreme Court. Rob also frequently teaches classes for the MTA and other municipal groups statewide.

- (3) **Attorney Roxanne Seeber** has been with the firm since 1997, and has been practicing municipal law in Michigan since she was admitted to the bar in 1994. Roxanne is a 40+ year resident of the City of Portage, a graduate of Western Michigan University and is a cum laude graduate of the University of Toledo College of Law. Her areas of expertise are ordinance enforcement and drafting. Together with Kalamazoo County clients, Roxanne and the judges of the 8th District Court developed Kalamazoo County's Municipal Civil Infraction Ordinance Enforcement System. Roxanne teaches on this subject (and many others) throughout the state. Roxanne also advises the firm's clients on dangerous buildings,

ordinance violations, and zoning and planning issues. Roxanne is a long time resident of the City of Portage.

- (4) **Attorney T. Seth Koches** joined Bauckham Thall in 2015 after serving as a prosecutor in Kalamazoo and Oakland Counties. He has extensive experience in Michigan's district, circuit and probate courts.

Seth's practice focuses on a wide range of municipal matters including criminal prosecution, ordinance enforcement, general zoning, and land use. Seth has extensive experience in civil litigation, contract review, conditional transfer of property agreements, annexation and installment purchase agreements. Seth also defends municipalities against civil rights complaints. His broad range of municipal work also includes reviewing contracts, ordinance drafting, and attending municipal Board, Planning Commission and ZBA meetings.

Seth has lectured for the MTA as well as at our municipal client conferences. In addition to his law degree from Cooley Law, Seth attended Misericordia University and earned an MBA from Wilkes University.

- (5) **Attorney Joshua Thall** joined Bauckham Thall as an Associate Attorney in 2021 after graduating from Michigan State University College of Law. Joshua also received his Bachelor of Arts in Journalism from Michigan State University in 2016. Joshua has a broad range within the municipal practice and does everything from assisting with brief writing, to conducting research projects, and prosecuting ordinance and criminal offenses. Joshua has further developed a focus on reviewing franchising issues, handling Freedom of Information Act requests and advising municipal clients regarding marijuana and renewable energy.

- (6) **Attorney Michael Bila** joined Bauckham Thall in 2022 after graduating from the University of Michigan Law School. As a Law Student, Michael gained government-law experience working for the City of Ann Arbor, the Michigan Department of Attorney General Criminal Trials & Appeals Division, and the Michigan Department of Attorney General Corporate Oversight Division. In addition to his government work, Michael also served as a defense attorney with the University of Michigan's Juvenile Justice Clinic representing underserved youth. Michael works on a wide range of issues for Bauckham Thall, with a focus on legal research and writing, the Freedom of Information Act and Michigan Election Law. Michael is a resident of the City of Portage.

- (7) **Attorney Erin Geschwendt** joined Bauckham Thall as an Associate Attorney in 2023. After graduating from WMU Cooley Law School in 2020, Erin spent two and a half years in the Kalamazoo Public Defender's Office where she gained significant trial and negotiation experience. At Bauckham Thall, Erin works on a wide variety of variety of issues and focuses on police

prosecution and ordinance enforcement. Erin is a resident of the City of Portage.

- (8) **Staff.** Bauckham Thall has two dedicated legal assistants and several other support staff, all of whom provide a wide range of services for our attorneys and our clients. Three of our support staff are residents of the City of Portage.

2. **Technical Approach.**

Bauckham Thall agrees to all perform all work contained in Exhibit A – Statement of Work without exception.

In response to Section 3.2 of the RFP, Bauckham Thall offers the following: (section numbers below reference to Exhibit A to the RFP):

Bauckham Thall has served as City Attorney since July 1, 2020. Catherine Kaufman has served as City Attorney since September 1, 2020. City Attorney Kaufman helped guide the City through the challenges of governing during COVID. She has served the City under 2 city managers and one interim city manager during her tenure. Attorney Kaufman and her firm have worked very hard to raise the level of municipal legal representation provided to the City of Portage, including, by way of example:

1. Responding to and processing FOIA requests timely, including some FOIA requests that are over 8,000 pages.
2. Actively initiating open communications with Public Safety to improve prosecution success, improve response on warrant and gun forfeiture requests, improve representation of the City in district and circuit courts and become conversant with firearm purchase requests. Attorney Kaufman also assisted Public Safety through a money forfeiture process during her term as City Attorney.
3. Active engagement with Community Development staff regarding ordinance enforcement, violations, administrative search warrants, training for the Planning Commission.
4. Assisted Parks Department with multiple contract reviews, as well as involved land exchange process recently completed regarding the Austin Lake Trail.
5. Worked with Victoria Barboza to move towards standardizing contract templates, so that City has standardized contracts.
6. Responsive interaction with City Council and staff regarding day to day City operations.

Below, please find an explanation of how the services contained in Section 2.1 and Section 2.2 of Exhibit A to the RFP will be internally managed and delegated. “Lead Attorney” refers to Attorney Kaufman, or to the attorney who has been delegated these duties under the current contract by Attorney Kaufman. Any delegated duties would

continue as presented below, unless the City requests a change. The "Backup Attorney" would not do the task listed below unless expressly asked to do so by either Attorney Kaufman or the Lead Attorney for that task.

2.1 Portage City Charter Requirements:

2.1.1. Shall act as legal advisor of and be responsible to the Council in all respects concerning the performance of its official duties.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches

Description: Attorney Kaufman would continue to attend all City Council meetings to advise the City Council on all matters that come before it.

2.1.2. Advise the City Manager and Clerk, Treasurer and Assessor and file a copy of all written legal opinions with the Clerk.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches

Description: Attorney Kaufman has developed a strong working relationship with City Manager Pat McGinnis and other City staff. Catherine has a monthly meeting with Manager McGinnis to keep lines of communication open, to identify current city issues and to discuss strategies to ensure the City is best able to navigate those issues. Attorney Kaufman attends Department Head meetings regularly. Additionally, Attorney Kaufman is available to all members of City Council and City staff at any time, as needed.

2.1.3. Shall Prosecute ordinance violations and shall represent the City in cases before courts and other tribunals.

Description: Please see the response to Section 2.2.5 concerning ordinance violations and 2.2.14 concerning prosecution services.

2.1.4. Prepare and review all ordinances, regulations, contracts, bonds, and such other instruments required by the Charter or by the Council and furnish legal opinions regarding the same.

Lead Attorney: Catherine Kaufman

Backup Attorney: Robert Thall, Seth Koches

Description: City staff often do the initial drafting or outlining on many of these matters and will present draft ordinances, regulations and contracts

to Attorney Kaufman for final review and comment. This approach is beneficial to the City as it helps eliminate delay and allows city staff with thorough subject matter knowledge to identify the issues. Conversely, if the City prefers that Attorney Kaufman draft ordinances, policies or regulations, our firm has an extensive library of similar documents from our broad municipal practice. Attorney Kaufman has worked with the City staff in each capacity since her appointment in 2020.

2.1.5. Shall attend meetings of the Council.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Roxanne Seeber

Description: Attorney Kaufman would continue to attend all City Council meetings to advise the City Council on all matters that come before it. In the event that Attorney Kaufman was unavailable to attend a meeting for some reason, Attorneys Seth Koches or Roxanne Seeber would serve as a backup. In order to prepare for City Council meetings, Attorney Kaufman attends City department head meetings, reviews the meeting agenda ahead of time and consults with City staff about any potential issues or questions that might arise regarding agenda items.

2.1.6. Shall be the attorney for the several boards of the City and shall give opinions to such boards upon the written request of the chairmen thereof.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Erin Geschwendt, Josh Thall

Description: Attorney Kaufman would continue to attend all meetings of the boards and commissions of the City, when available. In her absence, one of the Backup Attorneys would attend these meetings with the replacement attorney being selected based on availability and complexity of issues that will be discussed at any such meeting. Attorney Kaufman regularly communicates with City staff and administration when there will be a Backup Attorney in attendance at a board or commission meeting.

2.1.7. Shall perform such other duties as may be prescribed for him by this Charter of the Council.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Roxanne Seeber

Description: Attorney Kaufman is willing and able to perform other duties as requested by City administration pursuant to the recently adopted City

Attorney Access Policy.

2.1.8. Bauckham Thall acknowledges and accepts the statement in this section.

2.1.9. Bauckham Thall acknowledges and accepts the statement in this section.

2.2 Professional City Attorney Legal Services:

2.2.1. Advise City Council at meetings when needed.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Roxanne Seeber

Description: Attorney Kaufman would continue to attend all City Council meetings to advise the City Council on all matters that come before it.

2.2.2. Advise City Manager and Department Heads.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Roxanne Seeber, Robert Thall

Description: See response to 2.1.2.

2.2.3. Review/approve all contracts.

Lead Attorney: Catherine Kaufman

Backup Attorney: Robert Thall, Seth Koches

Description: See response to 2.1.4.

2.2.4. Prepare and/or review and approve all easements and licenses.

Lead Attorney: Catherine Kaufman

Backup Attorney: Josh Thall, Michael Bila

Description: Attorney Kaufman will continue to prepare and/or review all easements or licenses, as requested by City staff. Additionally, Attorneys Josh Thall and Michael Bila each have experiencing drafting and reviewing easements or licenses for municipal clients and will serve as backup to Attorney Kaufman in this regard.

2.2.5. Prosecute community quality violations.

Lead Attorney: Roxanne Seeber

Backup Attorney: Erin Geschwendt

Description: Attorney Roxanne Seeber has a strong rapport with the judges at the 8th District Court for Kalamazoo County from her many years of ordinance prosecutions before those judges. Attorney Seeber works with Chris Boshaw and Jeff Mais to prosecute zoning ordinance violations throughout the City. She also works with Brady Vanderveen and Terry Novak to enforce building code or other construction regulations and codes. Over the past five years, Attorney Seeber has assisted the City in dealing with several longstanding zoning violations including enforcement of zoning and building code regulations at the Shaver Motel (leading to demolition of the motel); enforcement of building code violations at Arby's Restaurant (north of I-94) which led to the demolition of the restaurant and successful enforcement of building code and zoning violations for a house on Orchard Street, that was illegally used as a motel for transient residents, resulting in extensive complaints and problems for neighbors for years.

2.2.6. Negotiate property acquisitions.

Lead Attorney: Catherine Kaufman

Backup Attorney: Rob Thall, Josh Thall, Michael Bila

Description: During the term of the current contract, City administration has lead the City's negotiations for property acquisitions. Attorney Catherine Kaufman has reviewed contracts related to these property acquisitions and has advised City administration on the terms of such agreements. Attorney Kaufman can take a more active role in property acquisition negotiations, if the City desires for that.

2.2.7. Conduct proper defense for the City against claims against the City not covered by insurance

Lead Attorney: Catherine Kaufman

Backup Attorney: Robert Thall, Michael Bila

Description: Attorney Kaufman will handle all litigation or other claims brought forward against the City that are not covered by insurance.

2.2.8. Assist City in working with liability/property/automobile insurance providers to facilitate their providing proper coverages.

Lead Attorney: Catherine Kaufman

Backup Attorney: Robert Thall, Josh Thall

Description: If requested by the City staff, Attorney Kaufman will represent

the City in any dealing with insurance carriers to advance the City's interests in each case.

2.2.9. Advise the Planning Commission and Zoning Board of Appeals with attendance at all meetings.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Josh Thall, Erin Geschwendt

Description: Attorney Kaufman currently attends all ZBA and Planning Commission that she is able to. When conflicts arise, one of the Backup Attorneys attend the meeting in her place. Attorney Kaufman ensures that City staff knows which attorney will be present for these meetings and discusses the agenda with the attending attorney to ensure they are apprised of all issues to best advise the ZBA and Planning Commission.

2.2.10 Prepare and/or review and approve all charter and ordinance amendments.

Lead Attorney: Catherine Kaufman

Backup Attorney: Robert Thall, Roxanne Seeber, Michael Bila

Description:

2.2.11. Provide services to Community Development Department for code enforcement and zoning issues.

Lead Attorney: Roxanne Seeber

Backup Attorney: Erin Geschwendt

Description: Please see the response to Section 2.2.5 above.

2.2.12. Render oral and/or written legal opinions at the request of the City Council, City Manager, and Department Heads.

Lead Attorney: Catherine Kaufman

Backup Attorney: All Bauckham Thall attorneys, as assigned by Catherine Kaufman

Description: Attorney Kaufman or any other firm attorney as directed by Attorney Kaufman will provide legal opinions to City Council, City Manager McGinnis or any department heads, as requested.

2.2.13 Bauckham Thall acknowledges and accepts that an award of the contract by the City of Portage shall include the provision of legal services to

continue all matters pending as of August 31, 2024.

2.2.14. Provide all required prosecuting attorney services.

Lead Attorney: Erin Geschwendt

Backup Attorney: Josh Thall, Seth Koches, Michael Bila

Description: Attorney Erin Geschwendt has been providing prosecution services to the City for over one year. Prior to joining Bauckham Thall, Attorney Geschwendt was a defense attorney at the Kalamazoo County Public Defender Office. Because of her prior employment, Attorney Geschwendt has developed a strong relationship with the judges and staff of the 8th District Court. This relationship translates into additional credibility for the City. Attorney Geschwendt works closely with the Department of Public Safety to ensure that our firm is handling matters in a satisfactory manner, including giving officers her phone number so they can contact her about ongoing prosecutions, when needed. Attorney Geschwendt is typically at the 8th District Court three to four days per week representing Portage for its prosecutions.

Attorney Josh Thall covers court dockets for Attorney Geschwendt when she has a conflict and was the primary prosecutor for approximately two years prior to Attorney Geschwendt joining the firm.

Attorney Koches covers the Portage court docket when necessary. Attorney Koches has over 10 years of prosecution experience serving as a prosecutor for both Kalamazoo and Oakland Counties.

2.2.15. Review and Respond to all FOIA requests and advise the FOIA Administrator

Lead Attorney: Josh Thall

Backup Attorney: Michael Bila, Catherine Kaufman

Description: Public Safety Services Manager Jacqueline Truman and City Clerk Erika Eklov send our office questions and direct FOIA requests to our attention using the JustFOIA system. Once alerted to a request, or a question about a request, Attorneys Thall and Bila work diligently to ensure that the FOIA request is reviewed in a timely manner. Many of the FOIA requests are relatively simple and do not take more than thirty minutes to complete. However, our office has received several requests each year that contain several thousand documents and/or require us to watch many hours of police camera footage. For shorter requests, Attorney Thall tries to review them the same day that they are assigned in JustFOIA, when possible.

2.2.16 Prepare and/or review all resolutions.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Robert Thall

Description: As requested by City staff, Attorney Kaufman will prepare and/or review all resolutions.

2.2.17 Handle all bankruptcies for the City.

Lead Attorney: Robert Thall

Backup Attorney: Catherine Kaufman

Description: Attorney Robert Thall works with Finance Director Lauren VanderVeen to monitor bankruptcy cases that the City has an interest in. As the case progresses, they track deadlines for submissions of claims and ensure that claims are filed timely and that the City receives payment. Involvement in these cases vary.

2.2.18 Be available as first priority to conduct meetings with administrators.

Lead Attorney: Catherine Kaufman

Backup Attorney: Seth Koches, Josh Thall, Michael Bila, Roxanne Seeber

Description: Attorney Kaufman and her firm's attorneys are available for immediate consultation with the City on any matter of importance. Our firm's office is located nearly adjacent to City Hall. Additionally, Attorney Kaufman has provided her cell phone number to city staff and city council members, so that she may be reached easily. Attorney Kaufman's legal assistant, Sandi Bosse, is also readily available to City staff and elected officials. With the increased use of virtual meeting technologies, Attorney Kaufman and/or an attorney from the firm should be available at most times to the City. This availability was validated after the May 2024 tornado, when even though our firm's office was out of power for several days, we continued to be readily available to City staff and elected officials.

2.2.19 Handle all controlled substance forfeitures.

Lead Attorney: Catherine Kaufman

Backup Attorney: Erin Geschwendt, Josh Thall

Description: Attorney Kaufman will work with Public Safety staff to assist in any controlled substance forfeitures or other public safety assigned projects/tasks, as requested.

2.2.20 Bauckham Thall affirms that it possesses and is able to operate technology

to facilitate digital execution of City agreements.

2.2.21 Bacukham Thall accepts the statement contained in this section.

2.2.22 Firm will keep a record of basic breakdown of services provided on a monthly basis and shall be able to provide such a report when requested by the City.

Lead Attorney: Catherine Kaufman

Description: During the term of the current contract, this has not been requested by the City administration. All tasks completed under the contract are compiled in our billing system as completed and a list of monthly services could be prepared and presented to the City upon request.

Added Value Activities.

In addition to the tasks and responsibilities contained above, Attorneys Catherine Kaufman, Josh Thall and Erin Geschwendt assist Police Service Technicians Diane Malz and Jenny Evans in reviewing weapon dispositions and requests for licenses to purchase firearms. These are very serious tasks and Attorneys Kaufman, Thall and Geschwendt work together to ensure that the proper response is given to those requests.

The weapon disposition reviews are situations where a firearm is seized during an arrest or wellness check and your Department of Public Safety has to determine whether the firearm should be returned to the owner upon request, or if the firearm should be forfeited pursuant to law. Attorneys Kaufman, Thall and Geschwendt review all facts from the case (if charges were brought) to determine whether the firearm is legally forfeited or if the owner is entitled to a return of the firearm.

The applications for a license to purchase a firearm are reviewed by our office when requested by Diane or Jenny. Generally, they request our review if there is ambiguity in whether the person qualifies for a license to purchase a firearm or if they do not qualify for any of the statutorily disqualifying reasons.

We take great care when reviewing these types of requests because we do not want to return a gun to an individual or grant a license to purchase a firearm and then have something tragic happen to either the owner of the firearm or someone else.

Additionally, Attorney Kaufman, who is an AICP certified Planner, has provided training for the City Planning Commission.

Accessibility and Responsiveness.

Attorney Kaufman will make it a priority to readily available to the City for any inquiries and requests for service. Attorney Kaufman has already provided her

personal cell phone number to members of City administration and to several Council members, as requested. Our firm strives to respond to any call or email within 24 hours, but often does so much sooner.

Because of the structure of our firm, and in order to maximize our responsiveness, Attorney Kaufman may direct questions from the City to other attorneys in our firm, as discussed herein. This may be done because that attorney has a particular expertise in that area or simply to ensure that the City's question is answered promptly.

Furthermore, because our office is located in Portage, Attorney Kaufman is readily available to attend scheduled or special meetings on relatively short notice. If Attorney Kaufman is unavailable to attend a meeting on short notice, another attorney from our firm will cover that meeting.

3. **Technical Approach:** Bauckham Thall agrees to the requirements in Exhibit A Scope of Work as stated.
4. **Pricing.** Please see attached Exhibit C.
5. **Terms and Conditions; and Compliance.**

- a. Bauckham Thall hereby confirms acceptance of the proposed City Terms and Conditions and insurance requirements as presented in the RFP, without exception.

- i. **NOTE 1:** Bauckham Thall has used a different billing and payment method with the City of Portage since 2020. Bauckham Thall is willing to update billing and payment methods to align to the process contained in Section 7 of the Additional Terms and Conditions (Exhibit D). The firm does currently use ACH payment. There is no benefit or negative of this note for the City. This note is intended only clarify the existing practice and to confirm that our firm agrees to comply with the City's desired billing and payment procedure, if awarded the contract.

6. **Insurance Requirements.** Bauckham Thall accepts the proposed City Terms and Conditions and insurance requirements as presented in the RFP.

Bauckham Thall thanks the City of Portage for the opportunity to be considered to continue serving as City Attorney.

EXHIBIT C – PRICING SCHEDULE

Firms may subcontract elements of this contract to other qualified firms; however, the contract will remain between City and main Firm.

TOTALS

Base Term	<u>325,000</u>
Option Year 1	<u>334,750</u>
Option Year 2	<u>344,792</u>
Option Year 3	<u>355,135</u>
Option Year 4	<u>365,789</u>
Contract Total	<u>1,725,466</u>

Note: If it becomes necessary to perform extra work as defined in Section 9. Amendments in Exhibit D – Additional Terms and Conditions, these hourly rates will apply. Rates quoted should be inclusive of all expenses including, but not limited to personnel services, fringe benefits, overhead, and profit required by Firm.

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Rezoning Application No. 25/26-1 to rezone 4815 W. Milham Avenue

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Receive Rezoning Application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District, and set a public hearing for September 23, 2025.

The applicant, CESO LLC, seeks rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development. See attached existing and proposed zoning maps. This property is located at the SE corner round-a-bout intersection of S. 12th Street and W. Milham Avenue along the City's western boundary adjacent to Texas Township.

The 1.4-acre site is located near a variety of businesses at a busy intersection and the City's Westfield Park. The site has been vacant and for sale for many years. By rezoning it to B-3, it will increase its commercial potential and be better positioned for future development.

Prior to 2007, the property contained a large single-story, multi-tenant building and large parking lot fronting W. Milham Avenue. Around 2007, the property was sold and the building was demolished. Since then, the area of the former building and parking lot has been maintained as lawn space. The property continues to be vacant and for sale. No improvements to the site have been made.

In March 2025, a Parcel Line Adjustment was filed, approved, and later recorded to split off a southern portion of the property ('dog leg' area), resulting in a more rectangular shape. It also reduced the property size from 2.4 acres to 1.4 acres. The recorded parcel adjustment drawing is attached and reflects the subject site boundary for the rezone. The remaining dog leg area was combined with the southern vacant parcel (6027 S. 12th Street), under the same ownership: Milham Crossings LLC.

Neighborhood uses consist of a convenience store (Sunny Mart) and a City of Portage park (Westfield Park) to the north. There are two vacant parcels to the south, and a residential neighborhood further south. To the east, there is a small vacant parcel and a retirement living facility (Bickford of Portage). To the west (within Texas Township), there is a large landscape nursery (Wedel's Nursery, Florist, and Garden Center), a small office building (closed: Next Home One), and a multi-tenant commercial building.

Existing Conditions

Existing Land Use/ Zoning	• The subject site is vacant and zoned B-2 Community Business (See Existing Zoning map). • <u>North (across W. Milham Ave)</u>: Convenience Store, 4824 W. Milham Ave, Zoned B-3 General Business; and City Westfield Park, 4500 W. Milham Ave, Zoned R-1A One Family Residential. • <u>South</u>: Vacant parcels - 6027 and 6035 W. Milham Ave, Zoned B-2 Community Business • <u>East</u>: Vacant Parcel – 4721 W. Milham Ave., Zoned B-2 Community Business; and a retirement living facility, 4613 W. Milham Ave., Zoned OS-1 Office Service • <u>West (across S. 12th St.; in Texas Twp and its zoning.)</u>: Vacant Office Building, 6040 S. 12th St.; Zoned Commercial; and a multi-tenant commercial building, 6080 S. 12th Street; Zoned Commercial
Public Streets	2025 W. Milham Ave near round-a-bout recorded 11,287 total AADT trip counts (count taken in front of subject site). (AADT - Annual Average Daily Trips) Recorded by Kalamazoo Area Transportation Study (KATS).
Public Utilities	City sanitary sewer and water are available along W. Milham Avenue.
Environment	No mapped environmental hazards on site.
Unique Conditions	No mapped wetlands, flood hazards, or identified historic structures/buildings exist.

Applicable Zoning Regulations

The following section of Chapter 42. Division 8. Subsection 651 *Amendments to this Article*. Procedures and regulations apply and are addressed further in this report:

- [Sec. 42-651. Amendments to this Article](#)

Under this article, the rezoning request shall file a rezoning application, narrative explaining the purpose of rezoning, and fee. The request shall be scheduled for review during public hearings for the Planning Commission and City Council consideration. The Planning Commission determined that the rezoning is appropriate based on the Master Plan, surrounding development patterns, and general land use considerations at the July 17, 2025, Planning Commission meeting. Items analyzed include consistency with the Future Land Use Map, suitability of the existing zoning classification, neighborhood harmony, impacts of the proposed zoning classification, and impacts on adjacent streets and utilities.

As seen in the attached existing zoning map, there are several different commercial districts in the area, allowing for a variety of businesses. There is a small B-3 General Business district located across (north) W. Milham Ave at the NE corner. Staff note that this commercial district allows the greatest variety of businesses of all the commercial districts. Whereas, the nearby OS-1 Office Service district to the east allows the least amount of businesses. In general, corner properties tend to offer the greatest commercial potential, the highest value, and are most desirable due to the double street frontages. Therefore, those landowners seek the broadest zoning possible to attract and retain businesses for the premium location.

By matching the B-3 district found across the street, the subject site could provide greater zoning flexibility and become more desirable for future development than what is permitted in the existing underlying B-2 Community Business district.

Existing & Proposed Zoning Districts

The following table provides a comparison of summarized allowed uses, prohibited uses, special land use permit uses, and some development standards of the existing B-2 Community Business district and proposed B-3 General Business district.

	<u>Existing</u> B-2 Community Business District	<u>Proposed</u> B-3 General Business District
Allowed Uses	Offices, Retail, Theaters, Churches, Breweries, Clubs, Restaurants, etc.	All B-2 Uses + Many Special Land Uses become allowed uses; plus: Hotels, Motels, Drive-thru and Drive-in establishments, marijuana businesses, etc.
Prohibited Uses	No residential, industrial, drive-thrus, marijuana businesses, gas stations, animal veterinarians, etc.	No residential, industrial uses, self-storage businesses, etc.
Special Land Use Permit Uses	Auto Repair, car washes, car sales, bowling alleys and indoor recreation, drive-in (ex. drive-in movies)	Car sales, animal veterinaries/hospitals, gas stations, kennels, contractor showrooms, Lab/Tech offices
Max. Building Height	35' (30' if abutting residential district)	35' (30' if abutting residential district)
Building Setbacks	Front: 75' Sides: 0' (15' where abutting Residential) Rear: 20' (75' if abutting Residential District)	Front: 30' Sides: 0 (15' where abutting Residential) Rear: 20'
Screening Required to Residences	Yes – 6' tall fence + trees	Yes – 6' tall fence + trees

Applicable Site Standards: B-2, B-3 Districts

Further, under the B-2 district, additional site standards apply (listed below), regardless of use:

1. All business establishments in this district shall be retail or service establishments dealing directly with consumers.
2. All goods produced on the premises shall be sold at retail on the premises where produced.
3. All business servicing or processing, except for off-street loading or parking, shall be conducted in a completely enclosed main building.

4. Lot, yard and building requirements shall be governed by the requirements of division 4, subdivision 10 of this article.
5. Parking, signs, landscaping, and lighting shall be governed by the requirements of division 6 of this article.
6. Site plan review shall be governed by the requirements of division 5, subdivision 2 of this article.

For the proposed B-3 district, site standards 4-6 above apply; no additional standards apply.

Master Plan

Rezone applications should be consistent with the City's Master Plan's goals/guidelines and Future Land Use Map and should provide uses which are appropriate within surrounding neighborhoods.

The Future Land Use Map classifies the subject property as 'Mixed-Use', which supports residential and commercial developments, which may be within one or multiple buildings. This classification is mapped in certain areas of Portage to provide greater development flexibility. These areas may be around certain street intersections to support future commercial businesses desiring street frontage while allowing residential uses on the upper floors or behind commercial buildings. Or, mapped in select areas to spur cohesive, integrated mixed-use developments such as along Portage Road, near City Hall, and around the Crossroads Mall.

Staff note that the site abuts other parcels classified as Mixed-Use. Thus, meeting the mixed-use goal may be achieved on each parcel or collectively having separate uses per parcel.

The following strategies and goals of the Master Plan are relevant to the proposed rezone:

Goal 1: Maintain the existing residential, commercial, and industrial land use pattern while repositioning strategic areas as redevelopment opportunities with additional focus on creating mixed-use nodes throughout the City.

- 1.3. Update zoning regulations to allow more diverse uses such as mixed-use development and address housing needs in strategic locations.

Goal 3: Maximize the potential of commercial corridors throughout the City by encouraging more dense, focused development along previously established commercial corridors.

1. Encourage mixed-use nodes throughout the City to increase economic activity at a neighborhood level.

Ch. 7 Economic Development

- Recommendation: Market and promote sites identified as mixed-use in the Future Land Use Plan to developers to encourage this type of development.

Staff find that the rezone is consistent with the strategies and goals of the Master Plan and Future Land Use Map.

Suitability of B-3 District/ Neighborhood Harmony

Facilitating this rezone will increase business opportunity and promote new commercial growth on a stagnant corner commercial property. Future business growth will benefit from the overall existing

businesses in the area, regional residential neighborhoods, and the adjacent regional streets of S. 12th Street and W. Milham Avenue.

Impacts on City Services, Utilities, ROWs

If the rezone is approved, future businesses will benefit from the nearby City utilities, streets, and sidewalk network. City staff will ensure utility and access management compliance of any future commercial development during the required Site Plan application review process.

Rezoning 4815 W. Milham Avenue

Overall, staff support rezoning this property from B-2 Community Business District to B-3 General Business District based on the following:

- Consistency with the Master Plan goals of supporting greater commercial investments along commercial corridors.
- Consistency with the Future Land Use Map classification within the Master Plan.
- Future development would be supported by the adjacent street network and utilities.

Planning Commission Public Hearing

At the July 17, 2025, meeting, the Planning Commission reviewed the Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development. The applicant's representative, Mandy Gauss, Senior Project Manager, CESO, LLC, was present. No public comment was received at the meeting.

After careful consideration, the Planning Commission voted unanimously (9-0) to recommend to City Council the approval of the Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

It is therefore recommended that the City Council receive the Rezoning Application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development, and set up a public hearing for September 23, 2025.

FUNDING: Not Applicable

- Attachments:**
1. Rezone Application
 2. Recorded Parcel Line Adjustment; 6.5.2025
 3. Existing Zoning Map
 4. Proposed Zoning Map
 5. Applicant's Rezone Narrative
 6. Master Plan Future Land Use Map
 7. 7.3.25 Staff's Site Pictures
 8. Owner Consent Letter
 9. Planning Commission Transmittal
 10. Draft Planning Commission 7.17.2025 Minutes
 11. Approved as to Form Rezoning Ordinance

APPLICATION FOR ZONING AMENDMENT

Application number 25/26-1

Date 6/6/2025

APPLICATION INFORMATION:

Meetings of the Portage Planning Commission are held on the first and third Thursday of each month at 7:00 p.m. in the Council Chambers of Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan. All zoning amendment applications must be properly filled out and submitted to the Department of Community Development and the zoning amendment fee paid at least 15 working days prior to the meeting at which the public hearing is held. The applicant will be notified in writing of all such public hearing/meetings. *Please note: City Staff and/or Planning Commissioners may visit the subject property while the application is under review.*

For more detailed information about the zoning amendment process, please refer to Portage Land Development Regulations, Article 4, Division 8, Subdivision 2.

TO THE PLANNING COMMISSION:

I (WE), the undersigned, do hereby respectfully make application and petition the Portage Planning Commission to amend the Zoning Ordinance and/or change the Zoning Map as hereinafter requested. In support of this application, the following is submitted:

ZONING MAP AMENDMENT

1. a. Platted Land:

The property is part of the recorded plat: The property sought to be rezoned is located at 4815 Milham Avenue between N/A Street and N/A Street on the southeast corner side of the street, and is known as Lot Number(s) Parcel 2 of 39-10-00007-120-A Plat (Subdivision). It has a frontage of 379 feet and a depth of 188 feet.

b. Unplatted Land:

The property is in acreage, and is not therefore a part of a recorded plat. The property sought to be rezoned is located and described as follows: (Indicate total acreage and parcel number).

N/A

2. a. Do you own the property to be rezoned? Yes ☐ No ☒

b. Name of the owner of the property to be rezoned: MILHAM CROSSINGS, LLC

Address 241 East Michigan Ave, Suite 135, Kalamazoo, MI 49007

3. My (our) interest in the property and purpose for submitting the proposed Zoning Amendment:

4. CURRENT ZONING: B2 community general business district PROPOSED ZONING: B-3 general business district

ZONING TEXT AMENDMENT

1. The proposed language to be considered is (attach additional sheets as necessary):

N/A

2. The Zoning Code Chapter and Section wherein the proposed text would be modified/inserted.

N/A

3. My (our) interest in and purpose for submitting the proposed Zoning Ordinance Amendment.

See attached narrative

We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such amendment will advance the public health, safety and welfare. An assessment of the impact of the proposal on the community and property of other persons in the vicinity of the amendment or affected by the amendment is also attached.



CESO c/o Paul Hanson

(Signature of Applicant)

(Signature of Applicant)

241 East Michigan Ave, Suite 135, Kalamazoo, MI 49007

(Address)

7777 Bonhomme Ave, Suite 1853, Clayton MO 63105

(Address)

618-604-7157

(Phone)

(Phone)

A copy of all actions taken regarding this application shall be attached and shall be considered a part of this application.

SURVEY

2025-014546
KALAMAZOO COUNTY MI
MEREDITH PLACE
REGISTER OF DEEDS

OFFICIAL LAND RECORD

Document Number: 2025-014546

Arrival Date and Time: 6/5/2025 8:08:00 AM

Recording Date and Time: 6/5/2025 8:10:26 AM

GRANTOR: MATKO ROBERT

I hereby certify that this instrument was RECEIVED and
RECORDED on the date and times stamped above in the
OFFICIAL PUBLIC RECORDS of the REGISTER OF DEEDS,
Kalamazoo County, Michigan.



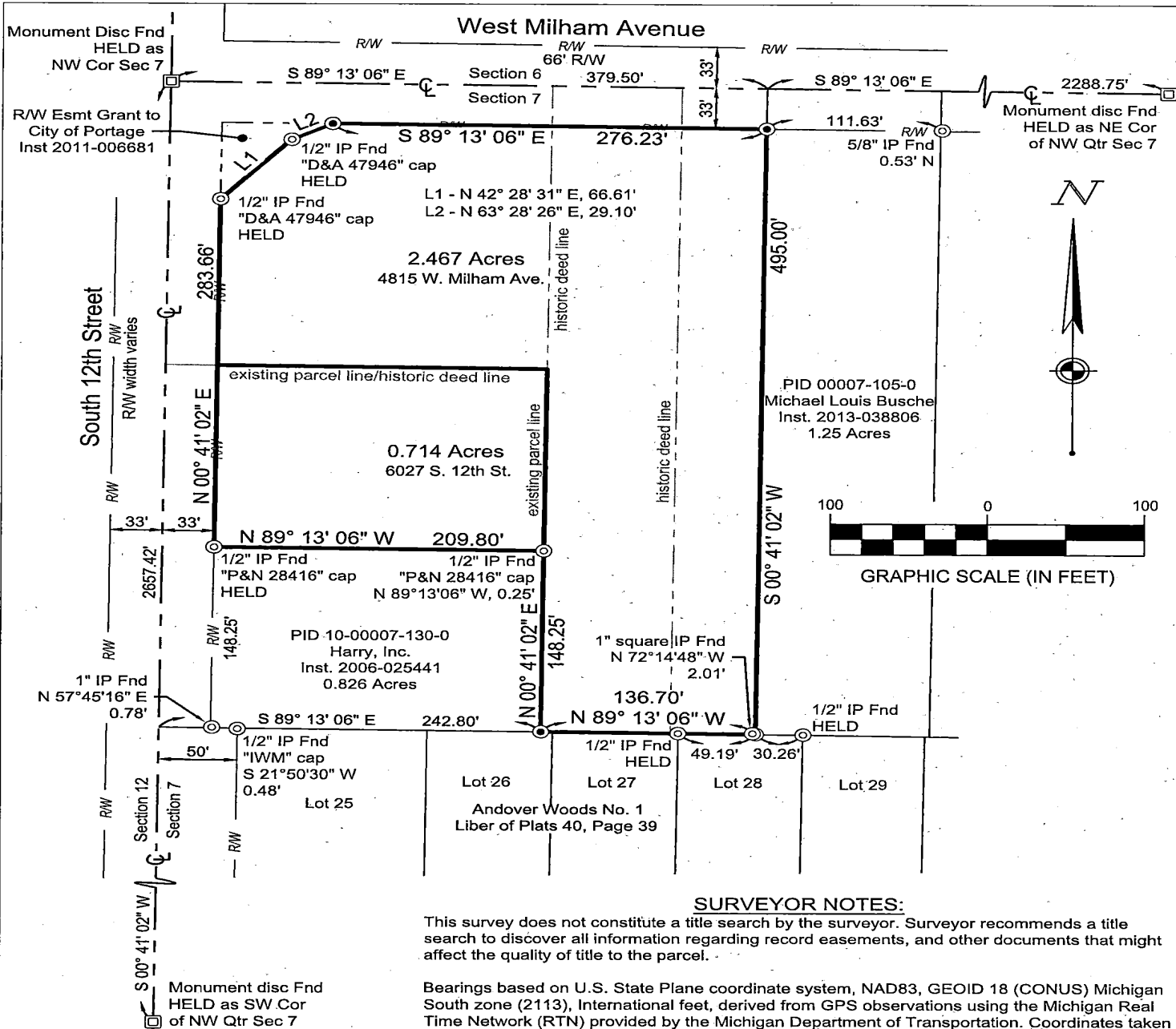
Meredith Place, Clerk/Register
Clerk / Register of Deeds
Kalamazoo County Michigan

For Internal Use ONLY:

DocId: 20197347

TxId: 40168965

Page 1 of 6



SURVEY MONUMENT LEGEND

- - 5/8" Iron Pin Set w/cap "Matko 4001054055"
- - Mag Nail Set
- - Monument Found as Described
- ⊙ - Iron Pin Found as Described

Robert Matko
 Robert Matko, PE PS Michigan PS# 4001054055 Date 06-04-2025
 matko@cesoinc.com
 13060 S. U.S. Hwy. 27, Suite D
 DeWitt, Michigan 48820
 (517) 212-4188



Drawing Title:

**Plat of Survey
Existing**

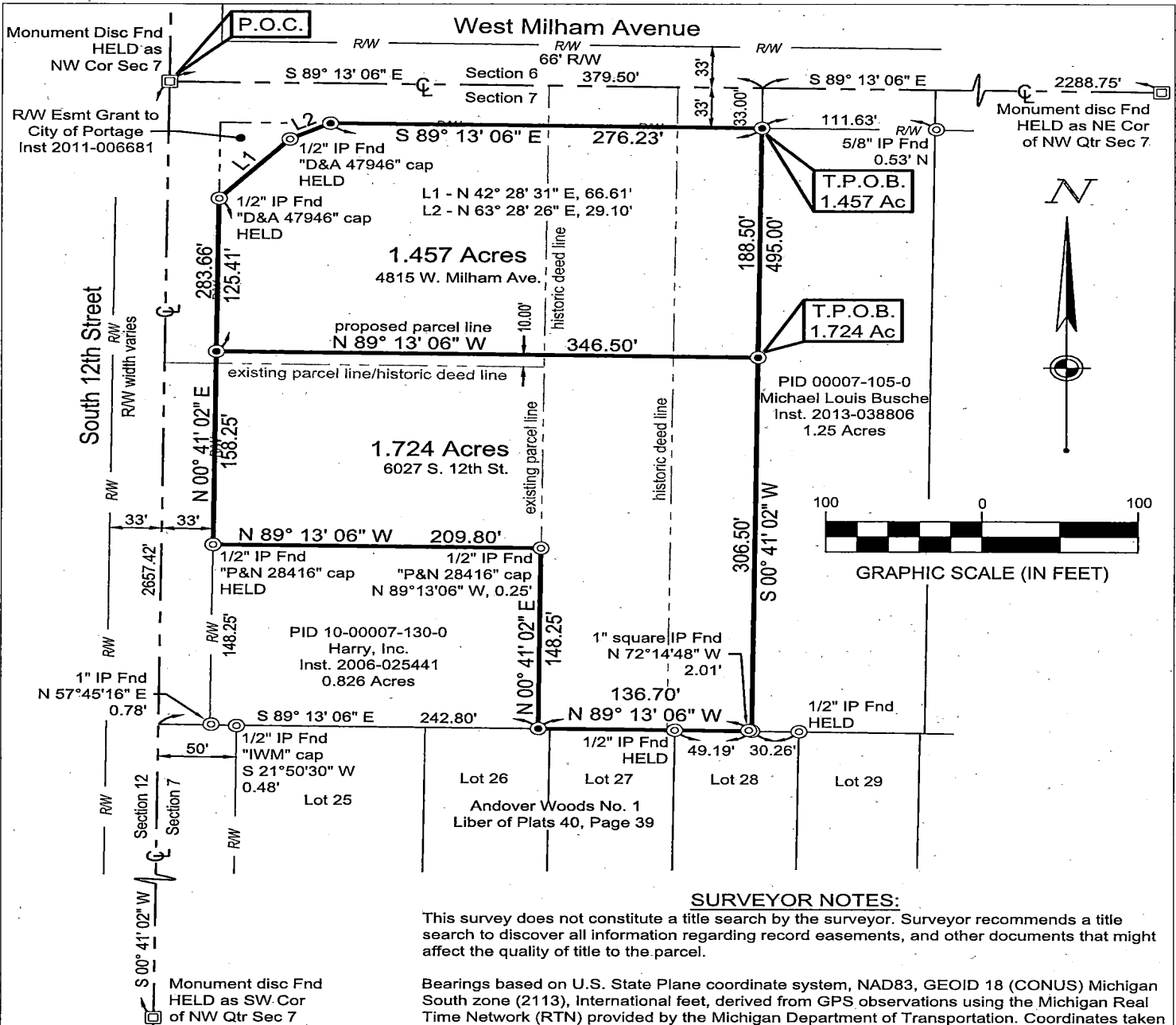
1 / 3

Project Number: 765037-02
 Scale: 1" = 100'
 Drawn By: RLC
 Checked By: STB
 Date: 4/04/2025
 Issue:

3.181 Acres Total

Northwest Quarter Section 7, Town 3 South, Range 11-West
 City of Portage, Kalamazoo County, Michigan
 © 2024 CESO, INC.





SURVEYOR NOTES:

This survey does not constitute a title search by the surveyor. Surveyor recommends a title search to discover all information regarding record easements, and other documents that might affect the quality of title to the parcel.

Bearings based on U.S. State Plane coordinate system, NAD83, GEOID 18 (CONUS) Michigan South zone (2113), International feet, derived from GPS observations using the Michigan Real Time Network (RTN) provided by the Michigan Department of Transportation. Coordinates taken to ground at latitude N42°13'48.23068", longitude W85°38'49.72860", project height 823.300', with a ground scale factor 1.00006761602353.

Monumentation found in good condition, unless noted otherwise.

Occupation generally follows boundary, unless noted otherwise.

SURVEY MONUMENT LEGEND

- ⊙ - 5/8" Iron Pin Set w/cap "Matko 4001054055"
- - Mag Nail Set
- - Monument Found as Described
- ⊙ - Iron Pin Found as Described

Robert Matko
 Robert Matko, PE PS Michigan PS# 4001054055 Date 06-04-2025
 matko@cesoinc.com
 13060 S. U.S. Hwy. 27, Suite D
 DeWitt, Michigan 48820
 (517) 212-4188



Drawing Title:

**Plat of Survey
Proposed**

2 / 3

Project Number: 765037-02
 Scale: 1" = 100'
 Drawn By: RLC
 Checked By: STB
 Date: 4/04/2025
 Issue:

3.181 Acres Total

Northwest Quarter Section 7, Town 3 South, Range 11 West
 City of Portage, Kalamazoo County, Michigan
 © 2024 CESO, INC.



PROPOSED BOUNDARY DESCRIPTION

4815 Milham Road
1.457 Acres

Situated in the northwest quarter of Section 7, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, being part of the 3.774-acres of land conveyed to Milham Crossing, LLC by deed recorded in Instrument 2010-008915, all deed references are of record in the Kalamazoo County, Michigan Recorder's Office, and being more particularly described as follows:

Commencing at a monument with a disc found at the northwest corner of said Section 7, said point also being the centerline intersection of Milham Avenue (a varying width public right-of-way) and South 12th Street (a varying width public right-of-way);

Thence along the north line of said Section 7 and centerline of said West Milham Avenue, South 89°13'06" East, a distance of 379.50 feet to a point;

Thence South 00°41'02" West, a distance of 33.00 feet to set iron pin on the south right-of-way line of said West Milham Avenue, said point also being the northwest corner of a 1.25-acre parcel of land conveyed to Michael Louis Busche by deed recorded in Instrument 2013-038806, and the **TRUE POINT OF BEGINNING** for this description;

Thence along the west line of said 1.25-acre parcel of land, **South 00°41'02" West**, a total distance **188.50 feet** to a set iron pin;

Thence along a new division line through the aforementioned 3.774-acre parcel of land, **North 89°13'06" West**, passing a set iron pin in the east right-of-way line of aforementioned South 12th Street at 346.50 feet, a total distance of **346.50 feet** to a set iron pin on the east right-of-way line of aforementioned South 12th Street;

Thence along said east right-of-way line of South 12th Street, **North 00°41'02" East**, a distance of **125.41 feet** to a found 1/2" iron pin with a "D&A 47946" cap at the south corner of a right-of-way easement grant to the City of Portage by deed recorded in Instrument 2011-006681;

Thence along the southeast lines of said right-of-way easement grant, **North 42°28'31" East**, a distance of **66.61 feet** to a found 1/2" iron pin with a "D&A 47946" cap;

Thence continuing along the southeast lines of said right-of-way easement grant, **North 63°28'26" East**, a distance of **29.10 feet** to a set iron pin on the aforesaid south right-of-way line of West Milham Avenue;

Thence along the south right-of-way line of West Milham Avenue, **South 89°13'06" East**, a distance of 276.23 feet to the **TRUE POINT OF BEGINNING**.

Containing 1.457 acres of land. Subject to all covenants, restrictions, reservations and easements contained in any instrument of record pertaining to the above-described parcel of land.

All iron pins called as set are 5/8" x 30" rebar with yellow cap stamped "Matko 4001054055."

Bearings based on the U.S. State Plane Coordinate System, NAD83 (2011), GEOID 18 (CONUS), Michigan South zone (2113), International feet, derived from GPS observations using the Michigan Real Time Network (RTN) provided by the Michigan Department of Transportation. Coordinates taken to ground at latitude N42°13'48.23068", longitude W85°38'49.72860", project height 823.300, with a ground scale factor of 1.00006761602353.

This description is based on an actual field survey conducted in September 2024 under my direct supervision, and that all monuments, found or set, correctly represent the boundaries herein described.



CESO, Inc.


Robert Matko, PE, PS
Michigan Professional Surveyor No. 4001054055

06-04-2025

Date



765307_Lot Split
4/4/2025

PROPOSED BOUNDARY DESCRIPTION

6027 South 12th Street
1.724 Acres

Situated in the northwest quarter of Section 7, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, being part of the 3.774-acres of land conveyed to Milham Crossing, LLC by deed recorded in Instrument 2010-008915, all deed references are of record in the Kalamazoo County, Michigan Recorder's Office, and being more particularly described as follows:

Commencing at a monument with a disc found at the northwest corner of said Section 7, said point also being the centerline intersection of Milham Avenue (a varying width public right-of-way) and South 12th Street (a varying width public right-of-way);

Thence along the north line of said Section 7 and centerline of said West Milham Avenue, South 89°13'06" East, a distance of 379.50 feet to a point;

Thence South 00°41'02" West, a distance of 33.00 feet to set iron pin on the south right-of-way line of said West Milham Avenue, said point also being the northwest corner of a 1.25-acre parcel of land conveyed to Michael Louis Busche by deed recorded in Instrument 2013-038806;

Thence along the west line of said 1.25-acre parcel of land, South 00°41'02" West, a distance 188.50 feet to a set iron pin and the **TRUE POINT OF BEGINNING** for this description;

Thence continuing along the west line of said 1.25-acre parcel of land, **South 00°41'02" West**, a distance of **306.50 feet** to a set iron pin on the north line of Lot 28 of Andover Woods No. 1 subdivision as recorded in Liber of Plats 40, Page 39;

Thence along the said north line of Lot 28, the north line of Lot 27 and a portion of the north line of Lot 26 of said Andover Woods No. 1 subdivision, **North 89°13'06" West**, passing a found 1/2" iron pin at 49.19 feet, a total distance of **136.70 feet** to a set iron pin at the southeast corner of a 0.826-acre parcel of land conveyed to Harry, Inc. by deed recorded in Instrument 2006-025441,

Thence along the east line of said 0.826-acre parcel of land, **North 00°41'02" East**, a distance of **148.25 feet** to a point being witnessed by a found 1/2" iron pin with a "P&N 28416" cap lying North 89°13'06" West, 0.25 feet;

Thence along the north line of said 0.826-acre parcel of land, **North 89°13'06" West**, a distance of **209.80 feet** to a found 1/2" iron pin with a "P&N 28416" cap on the east right-of-way line of aforementioned South 12th Street;

Thence along the east right-of-way line of said South 12th Street, **North 00°41'02" East**, a distance of **158.25 feet** to a set iron pin;

Thence along a new division line through the aforementioned 3.774-acres of land, **South 89°13'06" East**, a distance of **346.50 feet** to the **TRUE POINT OF BEGINNING**.

Containing 1.724 acres of land. Subject to all covenants, restrictions, reservations and easements contained in any instrument of record pertaining to the above-described parcel of land.

All iron pins called as set are 5/8" x 30" rebar with yellow cap stamped "Matko 4001054055."

Bearings based on the U.S. State Plane Coordinate System, NAD83 (2011), GEOID 18 (CONUS), Michigan South zone (2113), International feet, derived from GPS observations using the Michigan Real Time Network (RTN) provided by the Michigan Department of Transportation. Coordinates taken to ground at latitude N42°13'48.23068", longitude W85°38'49.72860", project height 823.300, with a ground scale factor of 1.00006761602353.

This description is based on an actual field survey conducted in September 2024 under my direct supervision, and that all monuments, found or set, correctly represent the boundaries herein described.



CESO, Inc.


Robert Matko, PE, PS
Michigan Professional Surveyor No. 4001054055

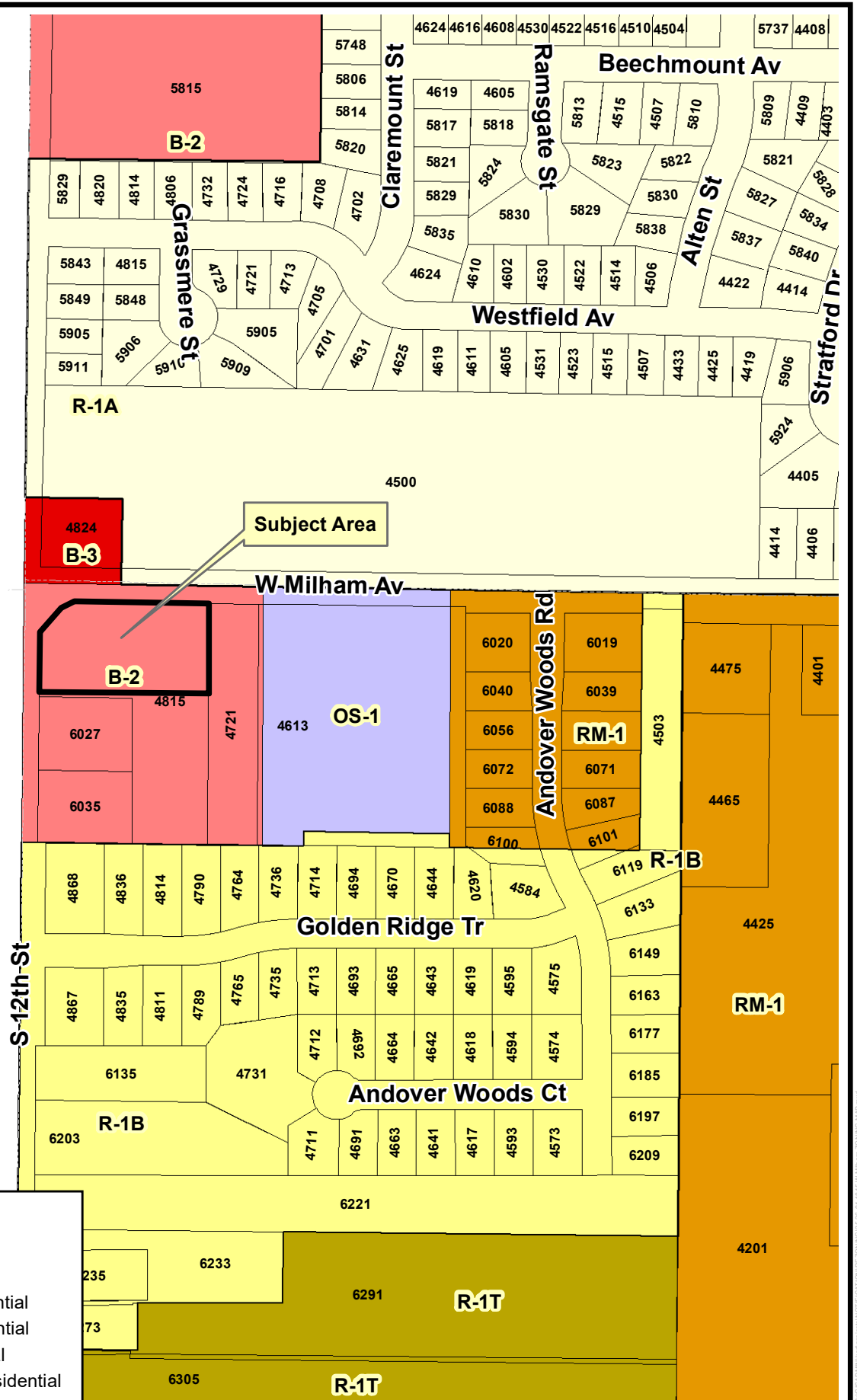
06-04-2025

Date

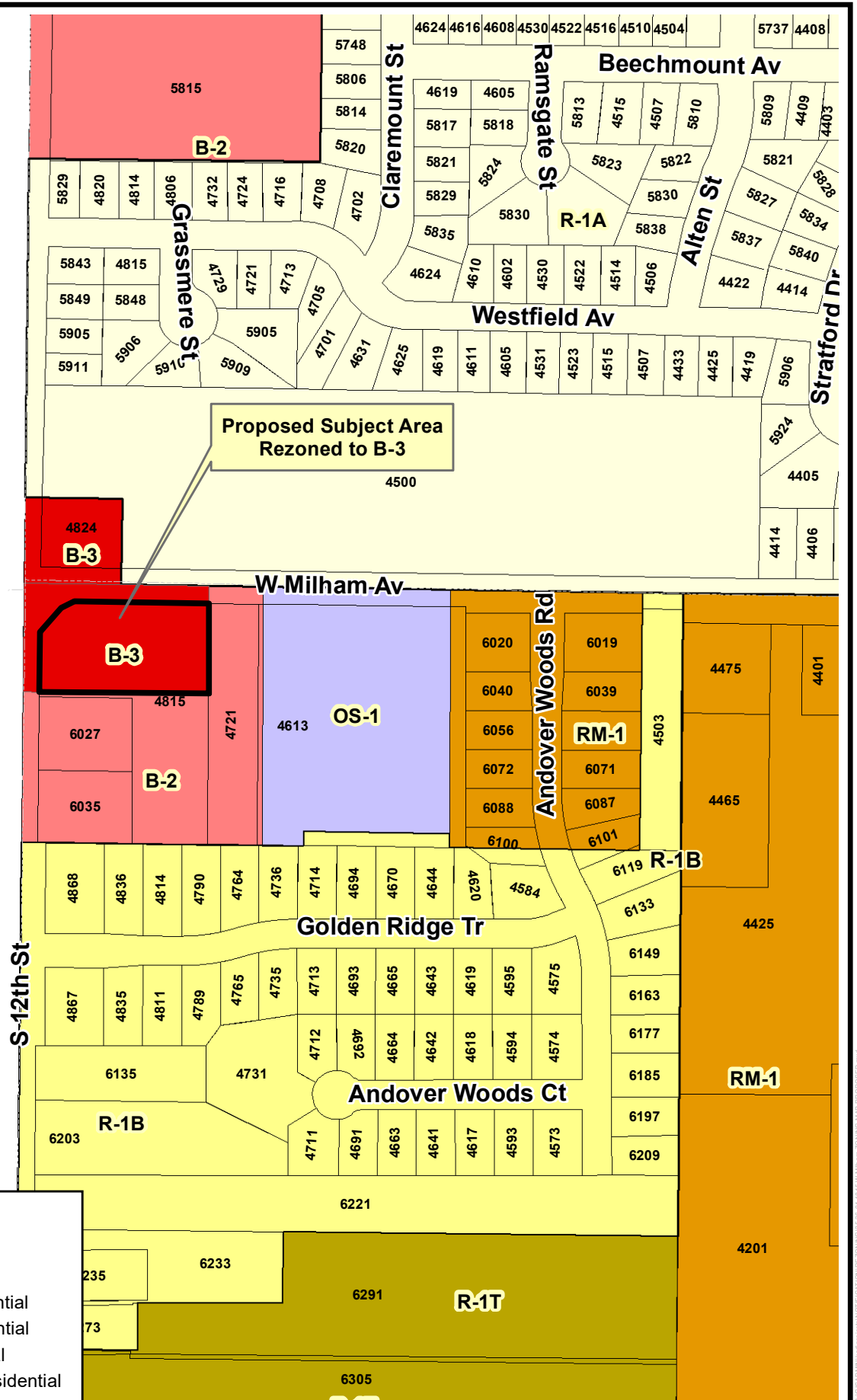


765307_Lot Split
4/4/2025

Texas Township



Texas Township



- B-2 Community Business
- B-3 General Business
- OS-1 Office Service
- R-1A One Family Residential
- R-1B One Family Residential
- R-1T Attached Residential
- RM-1 Multiple Family Residential

Proposed Zoning Map 4815 West Milham Avenue



1 inch = 300 feet

Date: 7/7/2025

This is a request to change the zoning for 4815 W. Milham Avenue, Portage, Michigan from B-2 to B-3.

This rectangular shaped vacant lot containing 1.45 acres is located on the southeast corner of the intersection of West Milham Avenue and South 12th Street. It is surrounded by vacant land on the south zoned B-2, vacant land on the east zoned B-2, and by the Bickford Assisted Living facility zoned OS-1.

Directly across Milham Avenue is a small parcel zoned B-3 and a park zoned R-1A.

The property to the west and northwest of the intersection is zoned C-3 in Texas Township.

The Portage Future Land Use Plan designates this parcel and the vacant land around it for Mixed Use. (p. 39)

Mixed Use development is defined in the Master Plan to ...“consist of commercial/retail uses located adjacent to residential and/or office uses”. Granting the zoning change for this parcel from B-2 to B-3 will accomplish this by increasing the retail uses allowed and therefore increase the attractiveness of the property for economic development in keeping with Economic Development Goal 2 “Marketing and promoting sites identified as mixed-use in the Land Use Plan to developers to encourage this type of development”.

Granting this petition to change the zoning of this parcel from B-2 to B-3 will further the aims of Goal 3.1 of the Portage Master Plan which states a key policy is to “Encourage mixed-use nodes throughout the City to increase economic activity at a neighborhood level.”

The Zoning Alignment Map in the Master Plan (p. 104) shows that this vacant parcel and those immediately surrounding it are currently “Not Aligned” with the Future Land Use Plan.

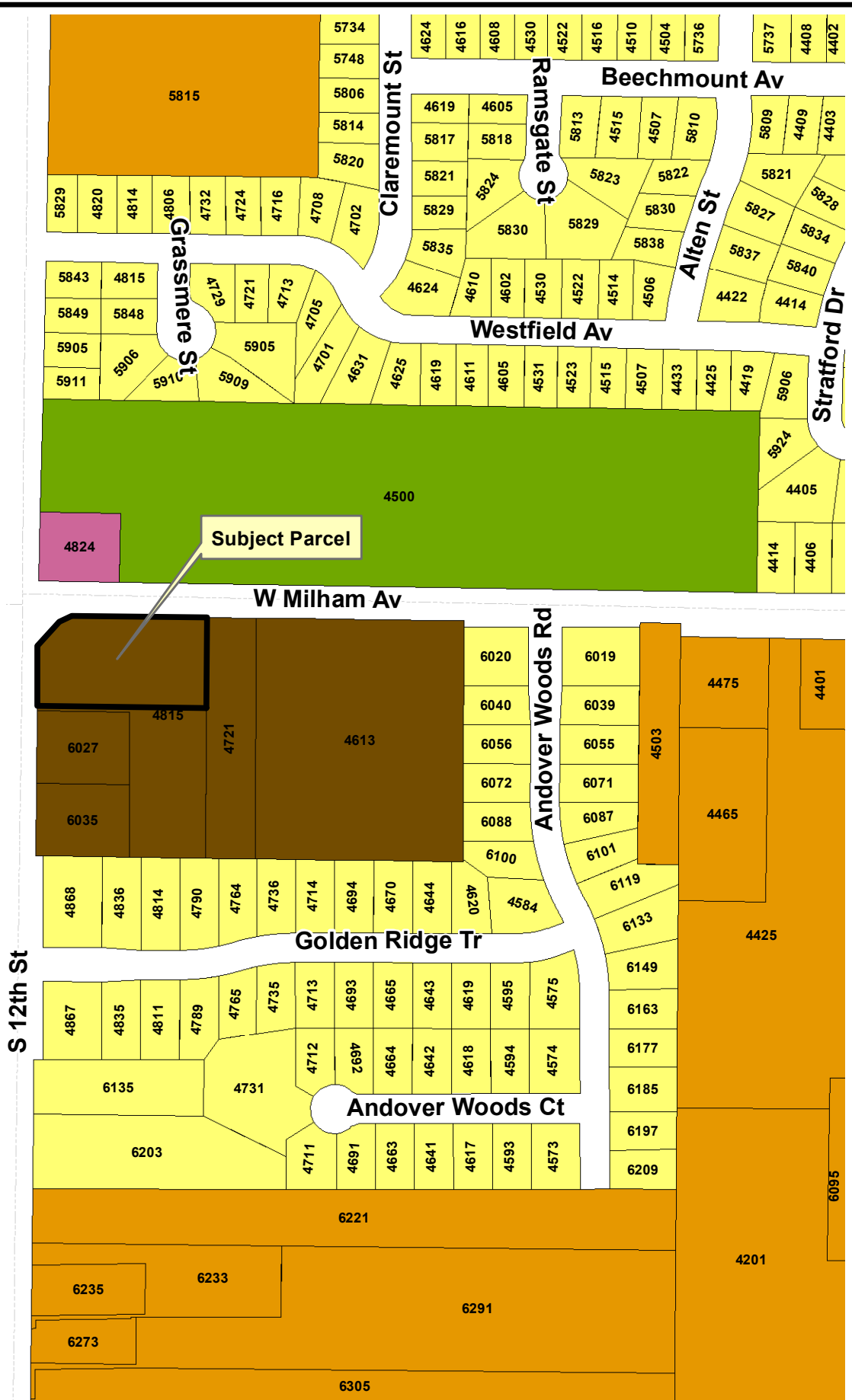
The Master Plan holds that ensuring that the Future Land Use Plan and the zoning code complement each other is a pivotal element in guaranteeing the success of the Master Plan and that it is critical that the City updates the zoning regulations to allow more diverse uses.

For all the above reasons, the requested zoning change from B-2 to B-3 will preserve and enhance substantial property rights and will further the achievement of the goals of the Portage Master Plan by making the property more attractive for development.

Texas Township

Future Land Use

- Local Commercial
- Mixed Residential
- Mixed Use
- Parks / Open Space
- Single Family Residential



Future Land Use Map 4815 West Milham Avenue



1 inch = 300 feet
Date: 6/23/2025
(75)

Staff's Site Pictures – July 3, 2025

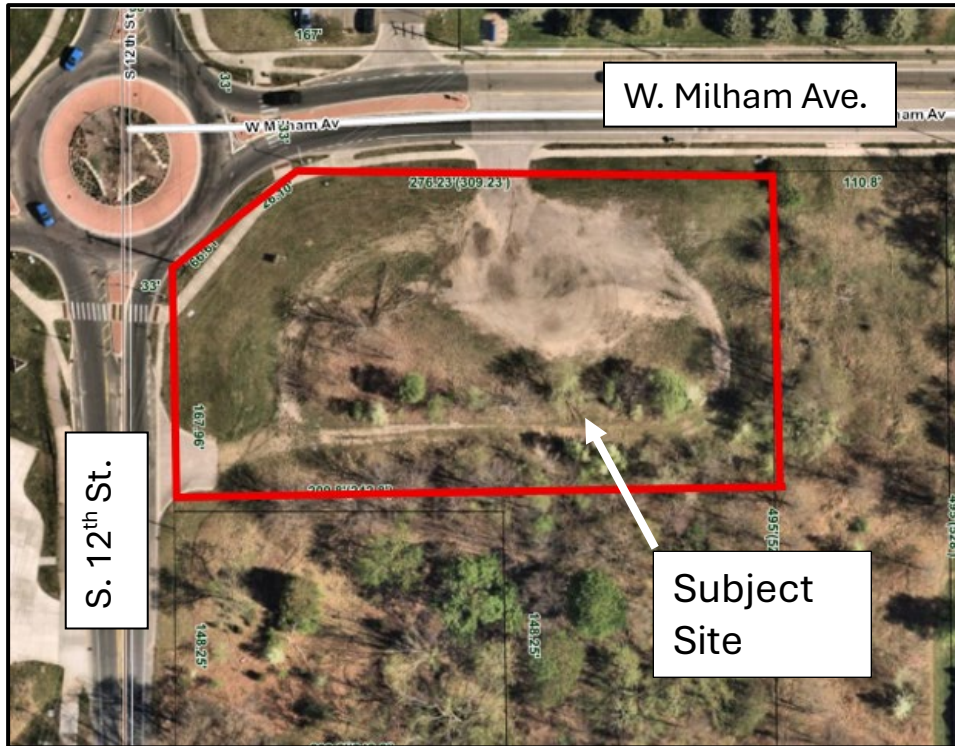


Figure 1: Subject site (4815 W. Milham Ave.) shown adjacent to street round-a-bout in the SE intersection corner.



Figure 2: Looking south at subject site. Tall trees in background located near back of site. Buildings in background located in Texas Township.



Figure 3: Looking east at subject site. Tall trees in background located eastern side boundary. Dirt clearing near middle of site.



Figure 4: Looking west at subject site.

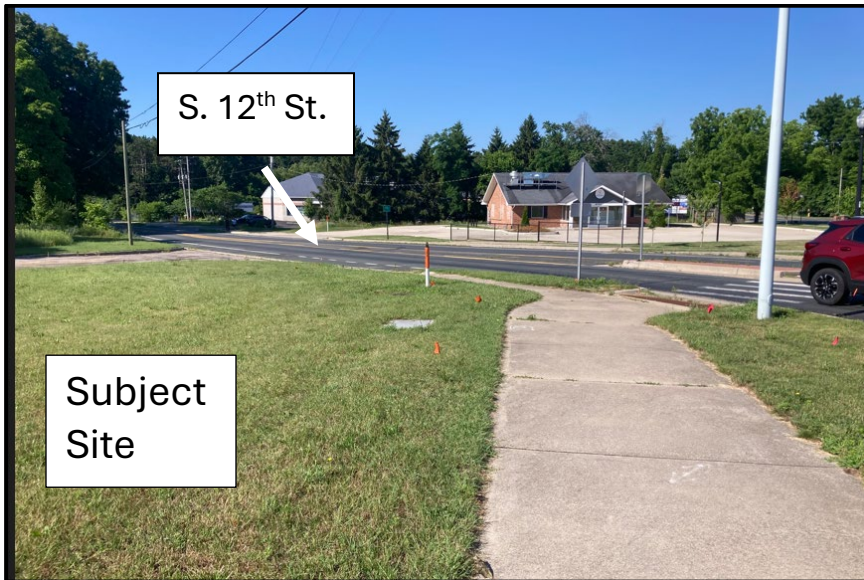


Figure 5: Looking south at subject site toward S. 12th Street. Buildings in background are located in Texas Township.



Figure 6: Looking south along S. 12th Street. Grass between back edge of driveway and powerline pole is approx. southern property line.

Consent of Property Owner

I (WE) MILHAM CROSSINGS, LLC

After being duly sworn, depose and say:

1. That I (we) are the owner(s) of real estate located at:

4315 W. MILHAM PORTAGE MI 49024
Address City State Zip Code

2. That I (we) have read and examined the Application and are familiar with its contents.
3. That I (we) have no objections to, and consent to such request as set forth in the application.

Robert M Brown Jr

Owner's Name (Print)

Robert M Brown Jr

Owner's Signature

State of Michigan

SS:

County of Kalamazoo

Subscribed and sworn to me this 20th day of June, 2025

My Commission expires: 4/21/29

Rachel Krasinski
NOTARY PUBLIC - STATE OF MICHIGAN
County of Kalamazoo
My Commission Expires April 21, 2029
Acting in the County of Kalamazoo

Rachel Krasinski
Notary Public

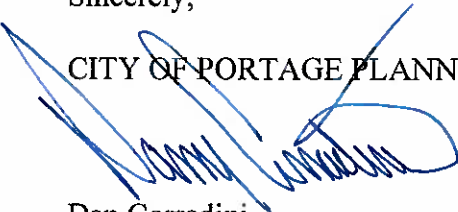
TO: Honorable Mayor and City Council
FROM: City of Portage Planning Commission
DATE: July 22, 2025

SUBJECT: Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

At the July 17, 2025 meeting, the Planning Commission reviewed the Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development. The applicant's representative, Mandy Gauss, Senior Project Manager, CESO, LLC, was present. No public comment was received at the meeting.

After careful consideration, the Planning Commission voted unanimously (9-0) to recommend to City Council the approval of the Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

Sincerely,



CITY OF PORTAGE PLANNING COMMISSION

Dan Corradini
Chairman

Attachments: Draft July 17, 2025 Planning Commission meeting minutes.

CITY OF PORTAGE PLANNING COMMISSION

**Thursday, July 17, 2025
7:00 PM
Portage City Hall Council Chambers**

The City of Portage Planning Commission meeting of July 17, 2025, was called to order by Chair Corradini at 7:00 p.m.

IN ATTENDANCE

- Biqi Zhao, Deputy Director of Planning and Zoning
- Eric Feldt, Senior City Planner
- Peter Dame, Chief Development Officer
- Josh Thall, Assistant City Attorney

ROLL CALL

Staff called the roll: Chairman Corradini (yes); Vice Chair Baldwin (yes); Secretary Freiman (yes), Adams (yes); Copp (yes); Orwig (yes); Fries (yes); Youngs (yes); and Crowell (yes).
9-Present; 0-Absent.

APPROVAL OF MINUTES

1. Minutes dated June 26, 2025

Motion by Vice Chair Baldwin, seconded by Secretary Freiman to approve June 26, 2025, minutes as submitted. Upon a voice vote, motion carried 9-0.

PUBLIC HEARINGS

1. Rezoning application No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

Mr. Feldt provided a presentation outlining the proposal, site information, maps of the area, site pictures, the rezoning process, review analysis, applicable zoning code districts and sections, public noticing, and recommended action. He concluded the presentation by recommending the Planning Commission to recommend to the City Council the approval of the Rezoning No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development.

The applicant's representative, Mandy Gauss, Senior Project Manager for CESO, LLC, indicated no additional information was needed beyond what Mr. Feldt provided.

Chair Corradini opened the public hearing. No one spoke for or against the request. Motion by Commissioner Copp, seconded by Vice Chair Baldwin to close the public hearing. Upon a voice vote, motion carried 9-0.

Commissioner Copp inquired if the site plan would come back in front of the Planning Commission and noted the importance of the future site plan to follow the Master Plan and the Future Land Use map. Mr.

Feldt stated that if the use is a principle permitted use in the new zoning district, it will go through normal site plan procedures and be reviewed by each of the applicable city departments. If the use is a Special Land Use, or if the building is of a certain size threshold, it would come back in front of the Planning Commission and that's when staff and the Commission can review it for consistency with the Master Plan and FLUP.

Commissioner Youngs inquired as to what the proposed development is going to be and Mr. Feldt stated that there are no projects submitted yet.

Commissioner Adams asked the applicant why they would not rezone the parcel to the south as well. Mandy Gauss stated that one of their goals was to keep a respectable barrier area from the residents and target the higher commercial uses to be closer to the intersection.

Commissioner Orwig inquired if this new rezone would align with the Master Plan and if there would need to be a buffer. Mr. Feldt stated there are required buffers built into the code and staff review them on the site plan. Staff can recommend more of a buffer and usually do depending on the proposed and surrounding uses and intensities. He also stated that the city is currently undergoing the rewrite of the Unified Development Ordinance and will be updating the zoning map as well, which will include more mixed-uses and we will be rezoning areas at that time.

Chair Corridini wondered if this parcel of land develops, if it would be required to connect to city or county utilities. Mr. Feldt stated that it depends on many aspects and can be discussed in more detail when there's a proposal in front of the Commission.

Motion by Secretary Freiman, supported by Commissioner Adams, to recommend to the City Council the approval of the Rezoning No. 25/26-1 to rezone 4815 W. Milham Avenue from B-2 Community Business District to B-3 General Business District to facilitate future development as presented. Upon voice vote, motion carried 9-0.

SITE/FINAL PLANS

None.

OLD BUSINESS

None.

NEW BUSINESS

1. Election of Officers

Motion by Commissioner Fries, supported by Commissioner Adams, to keep the officers the same with Chair Corridini, Vice Chair Baldwin, and Secretary Freiman. Upon voice vote, motion carried 9-0.

STATEMENT OF CITIZENS

1. Dominic Iocca, 6230 Surrey St.

Mr. Iocca expressed concern about Crossroads Mall and the roads/parking lots surrounding it. He wondered if the city was doing anything to keep it from becoming more dilapidated.

Mr. Feldt stated that the city is trying to work with the mall owner to fix the roads. Each mall anchor owns their own parking lot in front of them. The Ring Road is on the mall owner to fix it. Inside the mall, the Planning Commission recently approved ZapZone in the old Sears and they will be required to repave their own lot. Different roads are owned by different entities so there are many people involved.

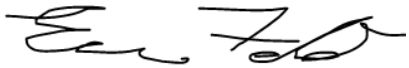
STATEMENT OF COMMISSIONERS/ STAFF

Mr. Feldt stated that the next Planning Commission meetings are scheduled for August 7 and 21.

ADJOURNMENT

There being no further business to come before the Commission, Chair Corradini adjourned the meeting at 7:34p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt", written in a cursive style.

Eric Feldt
Senior City Planner

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF
PORTAGE, MICHIGAN BY AMENDING ARTICLE 4 OF CHAPTER 42,
LAND DEVELOPMENT REGULATIONS OF THE CODIFIED ORDINANCES
OF PORTAGE, MICHIGAN**

THE CITY OF PORTAGE ORDAINS:

That Article 4 (Zoning) of Chapter 42, of the Codified Ordinances of Portage, Michigan, Official Zoning Map, be amended as follows:

Property Address: 4815 W. Milham Avenue

Parcel Number: 00007-120-B

Legal Description:

Situated in the northwest quarter of Section 7, Town 3 South, Range 11 West, City of Portage, Kalamazoo County, Michigan, being part of the 3.774-acres of land conveyed to Milham Crossing, LLC by deed recorded in Instrument 2010-008915, all deed references are of record in the Kalamazoo County, Michigan Recorder's Office, and being more particularly described as follows:

Commencing at a monument with a disc found at the northwest corner of said Section 7, said point also being the centerline intersection of Milham Avenue (a varying width public right-of-way) and South 12th Street (a varying width public right-of-way);

Thence along the north line of said Section 7 and centerline of said West Milham Avenue, South 89°13'06" East, a distance of 379.50 feet to a point;

Thence South 00°41'02" West, a distance of 33.00 feet to set iron pin on the south right-of-way line of said West Milham Avenue, said point also being the northwest corner of a 1.25-acre parcel of land conveyed to Michael Louis Busche by deed recorded in Instrument 2013-038806, and the TRUE POINT OF BEGINNING for this description;

Thence along the west line of said 1.25-acre parcel of land, South 00°41'02" West, a total distance 188.50 feet to a set iron pin;

Thence along a new division line through the aforementioned 3.774-acre parcel of land, North 89°13'06" West, passing a set iron pin in the east right-of-way line of aforementioned South 12th Street at 346.50 feet, a total distance of 346.50 feet to a set iron pin on the east right-of-way line of aforementioned South 12th Street;

Thence along said east right-of-way line of South 12th Street, North 00°41'02" East, a distance of 125.41 feet to a found 1/2" iron pin with a "D&A 47946" cap at the south corner of a right-of-way easement grant to the City of Portage by deed recorded in Instrument 2011-006681;

Thence along the southeast lines of said right-of-way easement grant, North 42°28'31" East, a distance of 66.61 feet to a found 1/2" iron pin with a "D&A 47946" cap;

Thence continuing along the southeast lines of said right-of-way easement grant, North 63°28'26" East, a distance of 29.10 feet to a set iron pin on the aforesaid south right-of-way line of West Milham Avenue;

Thence along the south right-of-way line of West Milham Avenue, South 89°13'06" East, a distance of 276.23 feet to the TRUE POINT OF BEGINNING.

Containing 1.457 acres of land. Subject to all covenants, restrictions, reservations and easements contained in any instrument of record pertaining to the above-described parcel of land.

All iron pins called as set are 5/8" x 30" rebar with yellow cap stamped "Matko 4001054055."

Bearings based on the U.S. State Plane Coordinate System, NAD83 (2011), GEOID 18 (CONUS), Michigan South zone (2113), International feet, derived from GPS observations using the Michigan Real Time Network (RTN) provided by the Michigan Department of Transportation. Coordinates taken to ground at latitude N42°13'48.23068", longitude W85°38'49.72860", project height 823.300, with a ground scale factor of 1.00006761602353.

From B-2 Community Business District to B-3 General Business District.

Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

Effective Date

The zoning amendment shall become effective 15 days after publication of the notice of adoption unless a different effective date is approved by council.

COUNCIL SETS PUBLIC HEARING:

PUBLIC HEARING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage, and that the foregoing Ordinance was adopted by the City of Portage on the _____ day of _____, 2025.

Erica Eklov, City Clerk

Approved as to Form:

Date: 8/4/2025

By: [Signature]
City Attorney

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Copperleaf Planned Development - Phase 6 (3800 W. Milham Ave.) Final Preliminary Condominium Plan (engineering plans) Requested Extension

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Approve a 2-year Extension of the previously approved Final Preliminary Condominium Plan (engineering plans) for Copperleaf Planned Development Phase 6, 3800 West Milham Avenue.

The developer (Allen Edwin Homes) requests a 2-year extension to the previously-approved Final Preliminary Condominium Plan (engineering plans) of Copperleaf Planned Development Phase 6 located at 3800 West Milham Avenue. The Council approved this project on September 5, 2023, consisting of 38 condominium lots for future single-family detached homes. The approved Council memo and plans are attached. Further, the applicant will need to separately seek State approval to renew or re-apply for the associated permits of the water main and sewer main for Phase 6.

The recommendation is to provide the developer with a 2-year extension to start developing the last phase (Phase 6) of the Copperleaf 'Planned Development' site condos. An extension does not change the plan. The existing approval was granted on 9/5/23 and will expire on 9/5/25 if the extension is not approved. The developer requested the extension due to the current rate of home sales within the overall Copperleaf development. Phase 6 is located very close to the interchange of Highway 131 and I-94. The developer remains optimistic about actually beginning construction of this phase, just at a later time.

The Development Review Team consisting of the departments of Community Development, Transportation and Utilities, the Fire Division of Public Safety, the Department of Parks and Recreation, and the Office of the City Assessor, have reviewed the extension request, find the developer's request reasonable, and have determined that the plans are in conformance with city requirements, therefore, support the requested two-year extension.

Sec.42-885(3).e. of the Condominium Projects Ordinance states: *"Approval of the plan shall be effective for a period of two years from the date of approval. The two-year period may be extended if applied for by the developer prior to the expiration of the engineering plans and granted by the council in writing."*

It is therefore recommended that City Council approve a 2-year extension to the Final Preliminary Condominium Plan (engineering plans) for Copperleaf Planned Development Phase 6, 3800 West Milham Avenue.

FUNDING: Not Applicable

- Attachments:**
1. Applicant's Extension Request Letter
 2. September 5, 2023 Council memo and approved Copperleaf Phase 6 Final Preliminary Plan (engineering plans)



2186 E Centre Ave., Portage, MI 49002

Eric Feldt, AICP, CFM
City Senior Planner
Department of Community Development
7900 South Westnedge Avenue
Portage, Michigan 49002

July 10, 2025

Re: Copperleaf PUD, Phase 6 – Final Preliminary Condominium Plan Approval Extension
Request (3800 W. Milham Avenue, Parcel #00006-145-G)

Dear Eric,

On September 5, 2023, the Portage City Council approved the Final Preliminary Site Condominium Plan (engineering plans) for Phase 6 of the Copperleaf Planned Unit Development single family subdivision on approximately 15 acres located near the southeast corner of the highway interchange of I-94 and US-131. Due to the challenging location of this final phase of Copperleaf combined with slower sales velocities within this subdivision, we unfortunately will not begin construction of Phase 6 within the 24 month approval period.

Pursuant to Section 42-885(3)(e) of the Condominium Projects Ordinance, we would like to respectfully request a 2-year extension to this Final Preliminary Condominium Plan approval. No changes to the previously approved plans are proposed and we understand that EGLE sanitary sewer and water permits will need to be extended/re-approved. We are expecting this final phase of the Copperleaf subdivision to be under construction sometime in 2026, however, it is possible that construction may not commence until early 2027.

Thank you for your consideration of this request and please contact me if you have any questions or require additional information.

Sincerely,

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

Michael West, AICP
Land Planning Manager
Allen Edwin Homes
2186 East Centre Avenue
Portage, Michigan 49002
(269) 365-8548
mwest@allenedwin.com

Attachments: September 5, 2023 City Council Memorandum
Approved Final Preliminary Site Condominium Plan Set – Phase 6, Copperleaf (2023)

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Final Preliminary Condominium Plan (engineering plans) for Copperleaf Planned Development Phase 6, 3800 West Milham Avenue

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Approve the Final Preliminary Condominium Plan (engineering plans) for Copperleaf Planned Development Phase 6, 3800 West Milham Avenue.

The developer (Westview Capital, LLC) has submitted for review and approval of a Final Preliminary Condominium Plan (engineering plans) for the development of Copperleaf Planned Development Phase 6 located at 3800 West Milham Avenue in the northwest area of Portage near the highway interchange of Interstate I-94 and US 131. The proposal consists of 38 condominium lots for future single-family detached homes on 15.1 acres with a density of 2.52 units/acre.

The Copperleaf Condominium Planned Development was originally approved in 2013, consisting of a total of 204 single-family detached homes of 1- and 2-story floor plans across 74 acres with a density of 2.5 units/acre. Five construction phases of the Copperleaf Development were approved, detailed as the following:

- Phase 1, final approval by City Council on November 3, 2015, for 39 new homes

Construction of all homes is complete.

- Phase 2, final approval by City Council on August 8, 2017, for 32 new homes

Construction of all homes is complete.

- Phase 3, final approval by City Council on August 28, 2018, for 27 new homes

Construction of all homes is complete.

- Phase 4, final approval by City Council on December 3, 2019, for 30 new homes

Construction of all homes is complete.

Phases 1- 4: 128 homes were constructed.

- Phase 5, final approval by City Council on March 22, 2022, for 38 new homes

New roads are finished, and new homes are under construction.

City Council approved the Preliminary Condominium Plan for Phase 6 of Copperleaf on December 6, 2022, subject to the condition that a letter or document from the school board or school board superintendent indicating awareness of the proposal shall be submitted, per Sec. 42-883. (3).i. A letter from the Portage Public School acknowledging the proposed development (see the attachment) was submitted and complies with the City Council's condition from the Preliminary Plan approval. The developer, Westview Capital, LLC, is now requesting that the City Council approve engineering design and construction plans that include the following public improvements:

- Phase 6 will be accessed through a southerly extension of Landrum Court and a northerly/westerly extension of Byram Circle. Islands and other improvements proposed within the public street right-of-way will be owned and maintained by the condominium association with an appropriate maintenance/ indemnification agreement provided to the city.
- Four-foot-wide concrete sidewalks will be constructed along the eastern side of the Landrum Trail connecting to the existing paved trail. Additionally, an eight-foot-wide paved walking trail will be extended along the western side of the property (between the existing ramp for northbound US-131 and the lots on the western side of Landrum trail) to the existing paved trail, which connects to Harbors West Park. Construction of this recreational trail extension as part of Phase 6 will provide a complete pedestrian connection from West Milham Avenue to Harbors West Park, consistent with the approved PD tentative plan for this development.
- Per section 42-808(c) of the City's Land Development Ordinance, screening trees are shown on the plan. Additional trees may need to be planted along the MDOT ROW line in certain locations to screen the exit ramp for northbound US-131. The existing healthy mature trees shall be reserved to the extent possible on the western side of the proposed eight-foot-wide paved walking trail. The Department of Community Development will evaluate the adequacy of the buffering/screening located between the residential lots and the highway both prior to construction of the trail and after construction of the trail, to determine whether supplemental buffering/screening will need to be installed by the developer to satisfy this subdivision regulation requirement.
- The sanitary sewer and water system will connect to the existing city sewer and water system.
- Stormwater will be collected and conveyed to an existing infiltration basin located in the middle portion of the overall property. The infiltration basin is owned and maintained by the condominium association. The condominium association documents and maintenance/indemnification agreement will be revised to include Phase 6, as may be necessary.

The Development Review Team consisting of the departments of Community Development, Transportation and Utilities, the Fire Division of Public Safety, the Department of Parks and Recreation, and the Office of the City Assessor, have reviewed the construction drawings and have determined that the plans are in conformance with city requirements. Based on the administrative review, it is recommended that Final Preliminary Plan (detailed engineering plans) approval be granted.

This action will allow the developer to proceed with the construction of the infrastructure improvements. When construction is complete, the developer will request final approval from City Council and acceptance of the water and sanitary sewer mains as public facilities.

It is therefore recommended that City Council approve the Final Preliminary Condominium Plan (detailed engineering plans) for Copperleaf Planned Development Phase 6, 3800 West Milham Avenue.

FUNDING: Not Applicable

Attachments:

1. Copperleaf Phase 6 Final Preliminary Plan (detailed engineering plans) 230828
2. Letter from Portage Public School for Copperleaf Phase 6

CONSTRUCTION PLANS for PHASE SIX of 'COPPERLEAF'

NOTE: 'COPPERLEAF' IS A SITE CONDOMINIUM AND PLANNED
DEVELOPMENT WITH CITY OF PORTAGE PUBLIC STREETS

FIRE DEPT. NOTES

- 1) COMBUSTIBLE BUILDING CONSTRUCTION SHALL NOT COMMENCE UNTIL FIRE HYDRANTS ARE OPERABLE AND AN ALL WEATHER ROAD SURFACE IS IN PLACE.
- 2) THE FIRE FLOW FOR EACH BUILDING IS 1000 GPM FROM ONE HYDRANT WITHIN 400' OF ALL PORTIONS OF THE BUILDING. THIS FLOW IS BASED ON THE FLOOR AREA OF ALL FLOORS INCLUDING BASEMENT FOR A BUILDING OF TYPE V-B CONSTRUCTION. SHOULD A BUILDING EXCEED 3600 SQUARE FEET, THE MINIMUM FIRE FLOW WILL BE BASED ON THE SIZE AND TYPE OF CONSTRUCTION FOR THAT BUILDING.
- 3) FIRE APPARATUS ACCESS ROADS LESS THAN 26.0' WIDE SHALL BE POSTED ON BOTH SIDES AS A FIRE LANE.
- 4) "NO PARKING" SIGNS SHALL BE INSTALLED AS REQUIRED BY THE CITY.
- 5) TEMPORARY STREET SIGNS SHALL BE PROVIDED AS REQUIRED BY THE FIRE DEPARTMENT.
- 6) WIDTH OF IMPROVED STREETS SHALL BE A MINIMUM OF 26.0 FEET (BETWEEN BACKS OF CURBS).
- 7) AN ELECTRONIC COPY OF THE APPROVED SITE PLAN SHALL BE PROVIDED TO THE FIRE DEPARTMENT (JPEG FORMAT).



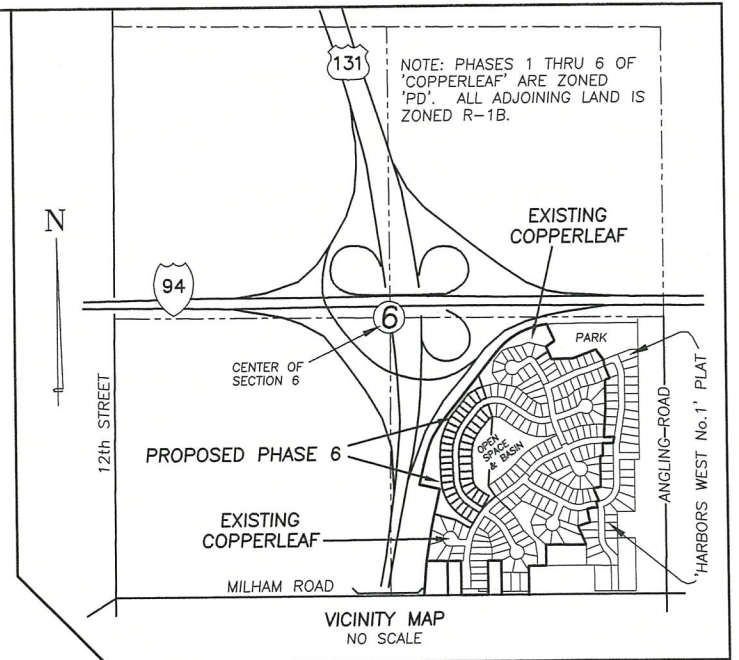
Bot Plan

EXISTING STORM WATER BASIN VOLUME (FROM 878 TO 888) = ±584,428 CF

AREA WITHIN 878 CONTOUR = 14,195 SF	VOLUME = 137,412 CF
AREA WITHIN 882 CONTOUR = 62,601 SF	VOLUME = 281,542 CF
AREA WITHIN 886 CONTOUR = 78,338 SF	VOLUME = 165,474 CF
AREA WITHIN 888 CONTOUR = 87,169 SF	TOTAL = 584,428 CF (878-888)

SITE DATA:

- ZONING OF PROPERTY = "PD"
- PHASE SIX AREA = 15.1 ACRES
- # OF UNITS IN PHASE SIX = 38
- DENSITY WITHIN PHASE SIX = 2.52 UNITS/ACRE
- DENSITY WITHIN PHASES ONE THRU SIX = 2.76 UNITS/ACRE ← 204 UNITS / 74.02 ACRES



GENERAL NOTES

- 1) PROPERTY IS CURRENTLY ZONED "PD".
- 2) PUBLIC WATER MAIN SHALL BE AN 8 INCH DUCTILE IRON MAIN WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. WATER SERVICES SHALL BE 1.25 INCH COPPER AND SHALL EXTEND FROM WATER MAIN TO CURB BOX.
- 3) PUBLIC SANITARY SEWER SHALL BE 8" PVC SEWER WITHIN A PUBLIC ROAD OR WITHIN AN EASEMENT TO THE CITY OF PORTAGE. SEWER LEADS SHALL BE 6 INCH PVC AND SHALL EXTEND FROM MAIN TO SEWER RISER.
- 4) STORM WATER DISPOSAL SHALL BE THROUGH SOLID WALL STORM SEWER PIPE WITH POSITIVE OUTLET TO THE DISPOSAL AREA. SYSTEM SHALL COMPLY WITH CITY SPEC'S AND CITY OF PORTAGE STORMWATER DESIGN CRITERIA MANUAL. PIPE JOINTS SHALL BE WATER-TIGHT AND CONNECTIONS AT MANHOLES SHALL BE WITH A RUBBER BOOT. STORMWATER RUN-OFF SHALL DRAIN TO THE EXISTING BASIN AREA LOCATED EAST OF PHASE SIX. STORM SEWER WITHIN PUBLIC ROADS & BETWEEN PUBLIC ROADS & STORM BASIN SHALL BE PUBLIC. STORM SEWER OUTSIDE OF PUBLIC ROADS & STORM BASIN SHALL BE PRIVATE.
- 5) ALL CONDOMINIUM STREETS SHALL BE PUBLIC, PAVED, AND HAVE A MINIMUM WIDTH OF 32 FEET FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT. (36' BETWEEN BACKS OF CURBS)
- 6) STREET LIGHTS, STREET SIGNS, AND HYDRANT SIGNS SHALL BE INSTALLED PER CITY ORDINANCE.
- 7) SITE IS COVERED WITH TREES AND BRUSH.
- 8) ELEVATION DATUM IS U.S.G.S. DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) PRIVATE DRIVEWAYS HAVE NOT BEEN SHOWN ON THIS PLAN.
- 10) A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE PRIOR TO ANY ON SITE GRADING ACTIVITIES.
- 11) LOT DIMENSIONS SUBJECT TO FINAL ADJUSTMENT.
- 12) PROPERTY DOES NOT CONTAIN ANY DESIGNATED WETLANDS OR FLOODPLAINS.
- 13) SHOWN STREET NAMES ARE SUBJECT TO CITY APPROVAL AND COUNTY APPROVAL.
- 14) MINIMUM HOUSING SIZES WITHIN THIS SITE CONDOMINIUM ARE 1400 SQUARE FEET FOR A RANCH HOME AND 1800 SQUARE FEET FOR A TWO-STORY HOME.
- 15) A MAINTENANCE AND INDEMNIFICATION AGREEMENT SHALL BE CREATED FOR THE LANDSCAPED ISLANDS WITHIN THE PUBLIC ROAD RIGHT-OF-WAYS AND ALSO FOR THE STORM WATER RETENTION AREA. THIS AGREEMENT SHALL BE INCLUDED IN THE MASTER DEED / CONDOMINIUM DOCUMENTS.

SHEET INDEX:

- 1) COVER SHEET
- 2) PLAN & PROFILE SHEET (NORTH HALF)
- 3) PLAN & PROFILE SHEET (SOUTH HALF)
- 4) GRADING PLAN / EROSION CONTROL PLAN
- 5) EROSION CONTROL DETAILS
- 6) CONSTRUCTION DETAILS & NOTES

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

REVISED: 8/28/2023
REVISED: 7/31/2023

COVER SHEET COPPERLEAF (PHASE 6) PART OF SECTION 6, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MI		DATE: 6/21/2023
MONUMENT ENGINEERING GROUP ASSOC., INC. Formerly Ingersoll, Watson & McMachen, Inc.		SHEET: 1 OF 6
1209 East Milham Road, Suite B • Portage, Michigan 49002 • Phone 269 344-6165		JOB No.: 36273-6

NOTE:
PER SECTION 42-883(2) OF THE CITY'S LAND
DEVELOPMENT ORDINANCE, ADDITIONAL SCREENING
TREES MAY NEED TO BE PLANTED ALONG THE MDOT
RIGHT-OF-WAY LINE IN CERTAIN LOCATIONS. EXISTING
HEALTHY MATURE TREES SHALL BE PRESERVED IN GENERAL.

ZONING & SETBACK INFORMATION:

- ZONING OF PROPERTY = "PD"
- MINIMUM WIDTH @ FRONT SETBACK = 60'
- REQUIRED FRONT SETBACK = 25'
- REQUIRED REAR SETBACK = 25'
- REQUIRED SIDE SETBACK = 5'
- (MINIMUM 15' BETWEEN DWELLINGS)
- MAXIMUM UNIT COVERAGE = 30%

* NOTE: FRONT SETBACK IS ONLY 15' ON LONG SIDE
OF CORNER UNITS.



SCALES:
PLAN VIEW: 1" = 40'
PROFILE: 1" = 40' HORIZ.
1" = 4' VERTICAL

BARRIER FREE RAMP NOTES:

- 1) SIDEWALK RAMP SHALL BE AT LEAST 5.0' WIDE
- 2) LANDINGS SHALL BE AT LEAST 5.0' BY 5.0'
- 3) IF A RAMP HAS A LONGITUDINAL SLOPE GREATER THAN 5.0%, THEN A LANDING IS REQUIRED AT THE TOP OF THE RAMP.
- 4) THE MAXIMUM SLOPE OF A RAMP SHALL BE 8.33% (OR 1" FALL OVER 12', OR 10" FALL OVER 10').
- 5) THE MAXIMUM CROSS SLOPE FOR ANY RAMP OR SIDEWALK SHALL BE 2.0%.
- 6) SIDEWALK RAMP ARE TO BE CONSTRUCTED IN ACCORDANCE WITH MDOT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES MUST BE CAST IRON WITH BLACK ASPHALT COATING.
- 7) SEE MDOT DETAIL FOR ANY ADDITIONAL REQUIREMENTS.
- 8) ANY RAMP AND LANDINGS THAT DO NOT COMPLY MAY NEED TO BE REMOVED AND REPLACED.

GENERAL NOTES:

- 1) LIGHT POLES AND ANY UTILITY POLE/BOX SHALL BE LOCATED AT LEAST 5.0 FEET OFF BACK OF CURB.
- 2) STREET NAME SIGNS SHALL BE AT LEAST 9" FROM TOP TO BOTTOM OF ACTUAL SIGN (& PLACED AT STOP SIGNS).
- 3) ALL PAVEMENT MARKINGS AND ALL TRAFFIC SIGNAGE SHALL COMPLY WITH STANDARDS IN THE M.U.I.T.C.D. (CURRENT EDITION).
- 4) U-CURB POSTS REQUIRED FOR ALL SIGNS.
- 5) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
- 6) PERMIT(S) SHALL BE OBTAINED FROM THE CITY OF PORTAGE AS REQUIRED.
- 7) E.C.L.E. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.
- 8) "NO PARKING THIS SIDE OF STREET" SIGNS SHALL BE INSTALLED ATOP THE FIRE HYDRANT SIGNS AND MIDWAY BETWEEN THE FIRE HYDRANTS ON THE HYDRANT SIDE OF THE STREETS.
- 9) FIVE INCH "STORM" FITTINGS SHALL BE USED ON FIRE HYDRANTS.
- 10) FOR ON-SITE DWELLINGS, BASEMENT FOOTINGS AND FOUNDATIONS SHALL COMPLY WITH BUILDING CODE REQUIREMENTS BASED ON TYPE OF SOIL PRESENT AND STABILITY OF SOIL.
- 11) FOR ON-SITE DWELLINGS, REQUIRED RADON VENTING SYSTEM BELOW BASEMENT FLOOR SHALL, AS A PRECAUTION, BE PLUMBED TO ALSO BE A DRAINAGE SYSTEM DURING PERIODS OF HIGH GROUNDWATER.
- 12) ALL PROPOSED STREET LIGHTS SHALL COMPLY WITH CITY OF PORTAGE STANDARDS AND CONSUMERS ENERGY STANDARDS WITH REGARD TO LOCATION AND LIGHT SPECIFICATION.
- 13) ON-SITE SPEED LIMIT SHALL BE 25 MILES PER HOUR.
- 14) UNDERGROUND GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES SHALL BE DESIGNED BY UTILITY OWNERS AND SHALL NOT BE LOCATED IN PROPOSED STREET RIGHT-OF-WAYS UNLESS UTILITY IS CROSSING STREET (SQUARE TO CENTER LINE).
- 15) AS-BUILT CONSTRUCTION PLANS SHALL BE SUBMITTED TO THE CITY UPON COMPLETION OF THE ROADWAY PROJECT.
- 16) PRIOR TO START OF CONSTRUCTION, PRE-CONSTRUCTION MEETING SHALL BE HELD AT CITY OF PORTAGE OFFICES.
- 17) THE STORM SEWER PIPE MUST BE CLEANED DIRECTLY BEFORE TELEVISIONING.
- 18) FIRE HYDRANT SIGNS SHALL BE LOCATED 4.0 FEET FROM THE CENTER OF THE FIRE HYDRANT.
- 19) IF A FIRE HYDRANT EXTENSION IS USED TO RAISE A HYDRANT, THE EXTENSION SHALL BE PAINTED THE SAME COLOR OF THE HYDRANT PER CITY OF PORTAGE SPECIFICATIONS.
- 20) ALL STREET TREES AND LANDSCAPING TREES SHALL COMPLY WITH THE CITY'S ORDINANCE AND THESE PLANS.
- 21) FOOTINGS AND FOUNDATIONS WITHIN THIS DEVELOPMENT WILL BE CONSTRUCTED ON NATURAL, NATIVE SOILS (AND NOT ON FILL SOIL).
- 22) A "STORM WATER BEST MANAGEMENT PRACTICES OPERATIONS & MAINTENANCE AGREEMENT" SHALL BE COMPLETED AND PREPARED PRIOR TO OBTAINING CITY FINAL APPROVAL.

SOIL/GROUNDWATER CONTAMINATION NOTES:

IF SOIL AND/OR GROUNDWATER CONTAMINATION IS ENCOUNTERED OR SUSPECTED DURING CONSTRUCTION THE FOLLOWING STEPS SHALL BE FOLLOWED:

- 1) CONTRACTOR SHALL STOP WORK IMMEDIATELY AND NOTIFY OWNER AND/OR OWNER'S REPRESENTATIVE.
- 2) OWNER AND/OR OWNER'S REPRESENTATIVE SHALL NOTIFY THE CITY.
- 3) OWNER SHALL ENGAGE THE SERVICES OF A QUALIFIED ENVIRONMENTAL CONSULTANT.
- 4) CONSULTANT SHALL CONDUCT A SITE ASSESSMENT AND REPORT TO THE ABOVE PARTIES.
- 5) CONSULTANT SHALL DEVELOP A PLAN TO ADDRESS ANY CONTAMINATION WHICH MAY BE FOUND DURING CONSTRUCTION.
- 6) THE CONSULTANT TOGETHER WITH THE DESIGN ENGINEER SHALL COMPLETE A SITE EVALUATION PROCESS FOLLOWING THE DOCUMENT ENTITLED IMPLEMENTING STORMWATER INFILTRATION PRACTICES AT VACANT PARCELS AND BROWNFIELD SITES (EPA, 2013) TO DETERMINE IF THE STORMWATER MANAGEMENT SYSTEM REQUIRES REDESIGN AND RESUBMITTAL TO THE CITY FOR REVIEW AND APPROVAL.
- 7) OWNER AND/OR OWNER'S REPRESENTATIVE SHALL SUBMIT TO THE CITY SUPPORTING DOCUMENTATION OF THE SITE EVALUATION PROCESS. A REVISED STORMWATER REVIEW PACKAGE MUST ALSO BE SUBMITTED IF IT BECOMES NECESSARY TO CHANGE THE DESIGN OF THE STORMWATER MANAGEMENT SYSTEM.
- 8) MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY (EGLE) REMEDIATION OF REDVELOPMENT DIVISION (RRD) STAFF SHALL BE NOTIFIED AS APPLICABLE.

SEE ADDITIONAL LANDSCAPING & TRAIL INFORMATION ON SHEETS 1 AND 4.

NOTE: ALL WATER MAINS & THEIR APPURTENANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF PORTAGE SPECIFICATIONS AND A.W.W.A. STANDARD C600.

NOTE: WATER MAIN FLUSHING SHALL PROVIDE A MINIMUM WATER VELOCITY OF 3.0 FEET PER SECOND IN ACCORDANCE WITH A.W.W.A. STANDARD C651.

NOTE: STORM SEWER THAT IS LOCATED OUTSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL BE PRIVATE (OWNED BY CONDO ASSOCIATION)

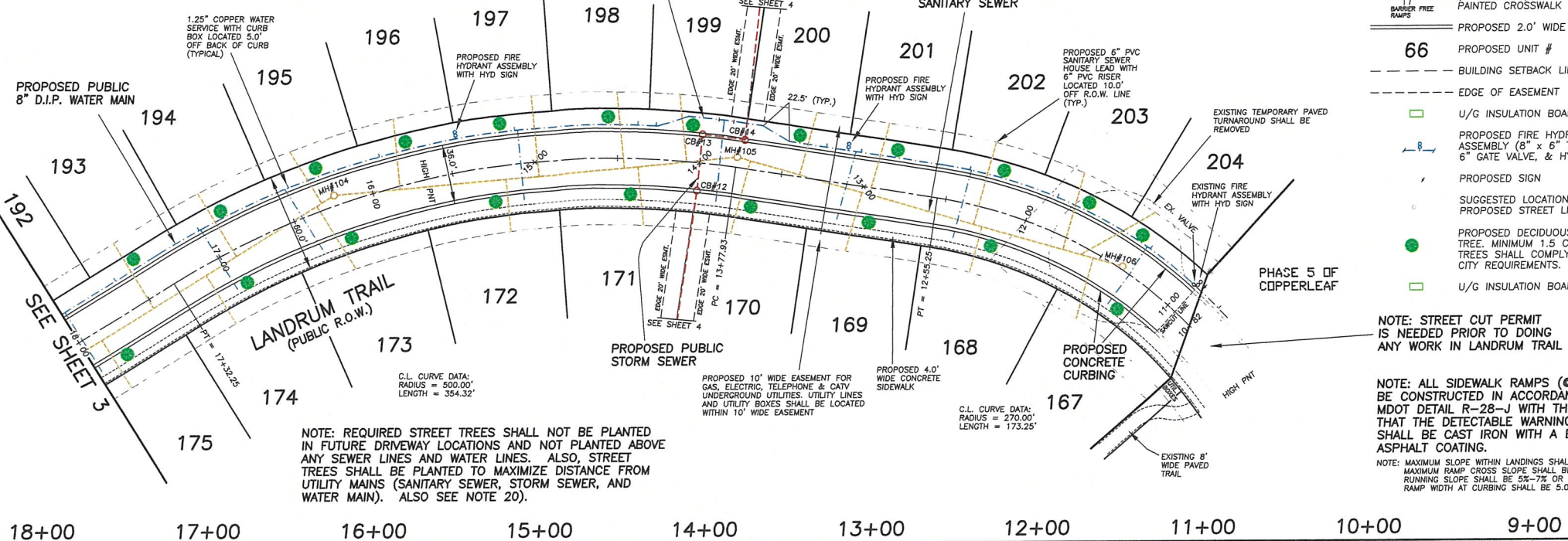
LEGEND

- EXISTING PUBLIC SANITARY SEWER
- PROPOSED 8" PUBLIC SANITARY SEWER OR PRIVATE 6" SEWER LEAD
- EXISTING PUBLIC STORM SEWER
- PROPOSED PUBLIC STORM SEWER
- EXISTING PUBLIC WATER MAIN
- PROPOSED 8" PUBLIC WATER MAIN OR PRIVATE 1.25" COPPER WATER SERVICE
- PROPOSED 4.0' WIDE CONCRETE SIDEWALK
- PROPOSED CROSSWALK WITH PEDESTRIAN CROSSING SIGNS (IF REQUIRED) & 1.0' WIDE PAINTED CROSSWALK STRIPES
- PROPOSED 2.0' WIDE CONCRETE CURB
- PROPOSED UNIT #
- BUILDING SETBACK LINE
- EDGE OF EASEMENT
- U/G INSULATION BOARD
- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 6" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED SIGN
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT
- PROPOSED DECIDUOUS STREET TREE, MINIMUM 1.5 CALIPER. TREES SHALL COMPLY WITH CITY REQUIREMENTS. (TYP.)
- U/G INSULATION BOARD

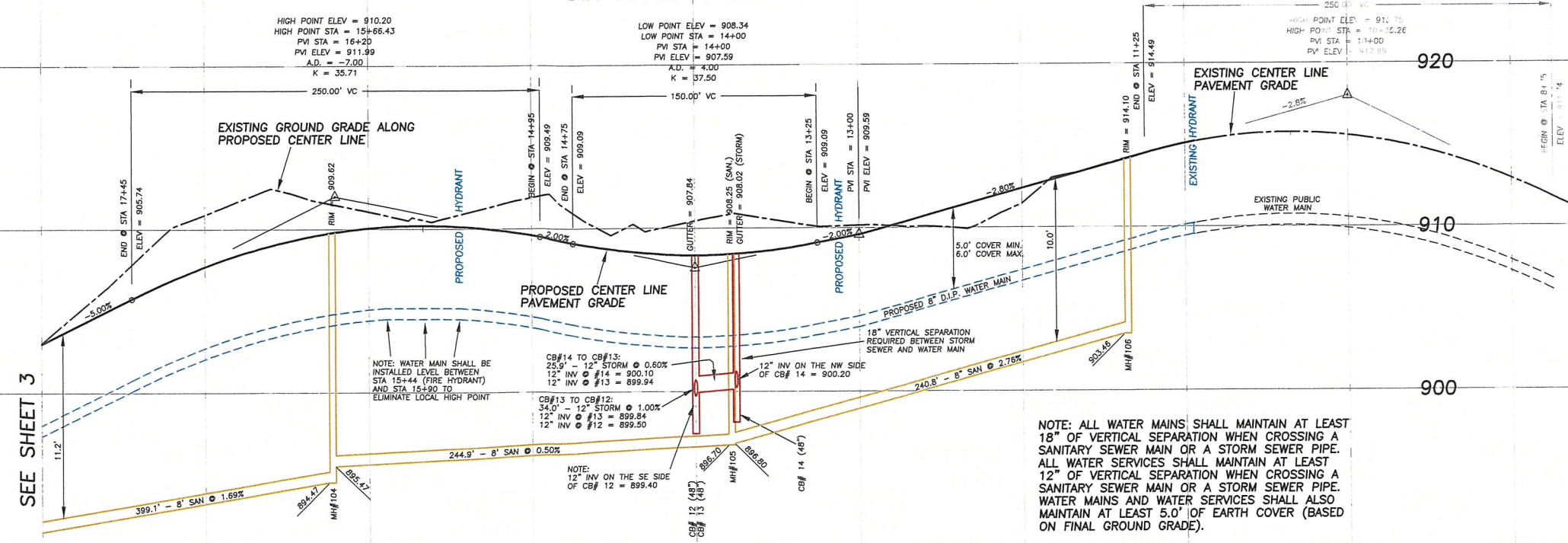
NOTE: STREET CUT PERMIT IS NEEDED PRIOR TO DOING ANY WORK IN LANDRUM TRAIL

NOTE: ALL SIDEWALK RAMP (C) CURB) TO BE CONSTRUCTED IN ACCORDANCE WITH MDOT DETAIL R-28-J WITH THE EXCEPTION THAT THE DETECTABLE WARNING PLATES SHALL BE CAST IRON WITH A BLACK ASPHALT COATING.

NOTE: MAXIMUM SLOPE WITHIN LANDINGS SHALL BE 2.0%. MAXIMUM RAMP CROSS SLOPE SHALL BE 2.0%. RUNNING SLOPE SHALL BE 5%-7% OR LESS (8.3% MAX.). RAMP WIDTH AT CURBING SHALL BE 5.0' MINIMUM.



**LANDRUM TRAIL
STA 10+82 TO STA 18+00**



NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE PER CITY OF PORTAGE SPEC'S. (ASTM C 76). 24" DIAMETER PIPE AND SMALLER MAY BE H.D.P. OR R.C.P. EXCEPT ANY STORM PIPE WITH 3.0' OF COVER OR LESS SHALL BE R.C.P. PIPE (ASTM C 76). SEE BELOW REQUIREMENTS FOR R.C.P. PIPE.

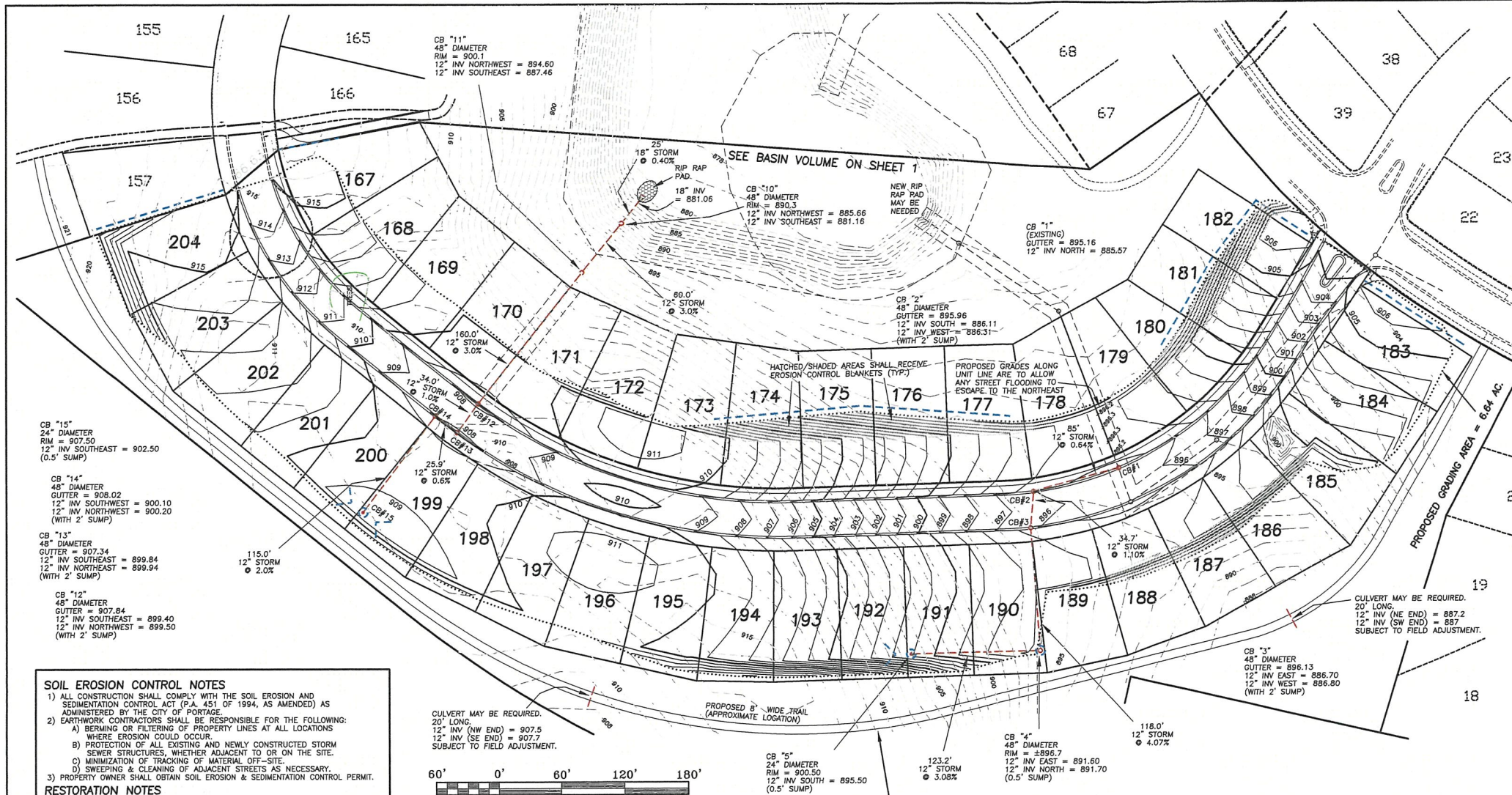
COVER OVER PIPE	REQUIRED R.C.P. PIPE CLASS IV OR V
0' - 3.0'	CLASS II
3.1' - 9.9'	CLASS III
10' - 15.9'	CLASS IV
16' - 22.9'	CLASS V
23' - 33'	CLASS V

NOTE: ANY STORM SEWER PIPE THAT WILL HAVE FINAL COVER OF 16 FEET OR GREATER SHALL BE REINFORCED CONCRETE PIPE (ASTM C-76 CLASS IV OR V).

NOTE: ALL PUBLIC STORM SEWER PIPE SHALL BE TELEVIEWED IN ACCORDANCE WITH SECTION 208.2.6 (TELEVISION) OF THE CITY'S SPECIFICATIONS.

NOTE: ALL WATER MAINS SHALL MAINTAIN AT LEAST 18" OF VERTICAL SEPARATION WHEN CROSSING A SANITARY SEWER MAIN OR A STORM SEWER PIPE. ALL WATER SERVICES SHALL MAINTAIN AT LEAST 12" OF VERTICAL SEPARATION WHEN CROSSING A SANITARY SEWER MAIN OR A STORM SEWER PIPE. WATER MAINS AND WATER SERVICES SHALL ALSO MAINTAIN AT LEAST 5.0' OF EARTH COVER (BASED ON FINAL GROUND GRADE).





SOIL EROSION CONTROL NOTES

- 1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
- 2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - A) BERMING OR FILTERING OF PROPERTY LINES AT ALL LOCATIONS WHERE EROSION COULD OCCUR.
 - B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 - C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - D) SWEEPING & CLEANING OF ADJACENT STREETS AS NECESSARY.
- 3) PROPERTY OWNER SHALL OBTAIN SOIL EROSION & SEDIMENTATION CONTROL PERMIT.

RESTORATION NOTES

- 1) ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL, GRASS SEED, AND MULCH, OR OTHER REQUIRED LANDSCAPING.
- 2) EXISTING STREETS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

TEMPORARY SOIL EROSION CONTROL MEASURES

- 1) EARTH GRADING AROUND ALL NEW SANITARY SEWER AND STORM SEWER MANHOLES/CATCH BASINS SHALL BE SUCH THAT RAIN WATER/EROSION RUN-OFF CANNOT ENTER MANHOLE/CATCH BASIN. MINIMUM ONE FOOT TALL EARTH BERM SHALL ENCIRCLE EACH MANHOLE/CATCH BASIN.
- 2) ONCE GRATE IS INSTALLED ON STORM SEWER STRUCTURE, A SILT SACK, DANDY SACK, OTHER CITY CITY APPROVED MEASURE SHALL BE USED TO KEEP EROSION OUT OF THE STORM SEWER SYSTEM.
- 3) ALL STREETS SHALL BE KEPT CLEAR OF SOIL AND MUD. CONTRACTOR SHALL SWEEP/CLEAN NEARBY STREETS AS NECESSARY.
- 4) ANY EVIDENCE OF SOIL EROSION SHALL BE EXAMINED AND ADDRESSED BY CONTRACTOR. INVOLVEMENT BY ENGINEER AND/OR CITY OF PORTAGE MAY BE NECESSARY.
- 5) SOIL EROSION SHALL NOT BE ALLOWED ONTO ADJOINING PROPERTIES OR ONTO NATURAL AREAS OUTSIDE OF PROPOSED CONSTRUCTION AREA.
- 6) SILTATION FENCING SHALL BE PLACED AS SHOWN.

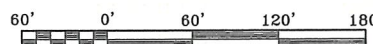
PERMANENT SOIL EROSION CONTROL MEASURES

- 1) ALL NEW ROADWAYS SHALL BE PAVED.
- 2) STORM SEWER SYSTEM SHALL CONVEY WATER RUN-OFF TO ON-SITE STORMWATER INFILTRATION BASIN.
- 3) ALL DISTURBED AREAS SHALL RECEIVE TOPSOIL AND SEEDING PER THE PROJECT CONSTRUCTION PLANS.

MAINTENANCE REQUIREMENTS (AFTER CONSTRUCTED):

- 1) ALL PUBLIC STREETS AND ALL PUBLIC STORM SEWER SHALL BE MAINTAINED BY THE CITY OF PORTAGE.
- 2) ALL PRIVATE STORM SEWER SHALL BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION.
- 3) ALL YARDS SHALL BE MAINTAINED BY HOMEOWNERS.
- 4) TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED ONLY AFTER ENTIRE SITE HAS BEEN STABILIZED.

CULVERT MAY BE REQUIRED.
20' LONG.
12" INV (NW END) = 907.5
12" INV (SE END) = 907.7
SUBJECT TO FIELD ADJUSTMENT.

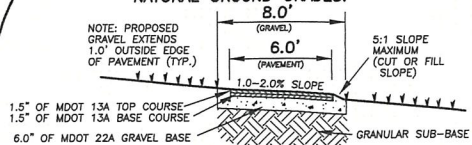


NOTE: GRADING AND EARTH MOVING IN AREAS OUTSIDE OF PROPOSED ROADWAY AREAS SHALL BE DONE IN STAGES SO THAT AN AREA CAN BE STRIPPED, SHAPED, TOPSOILED, AND SEEDED IN A MINIMAL AMOUNT OF TIME. THE AMOUNT OF DISTURBED GROUND SHALL BE KEPT TO A MINIMUM DURING THE CONSTRUCTION PROJECT. DISTURBED AREAS SHALL BE RESTORED BY THE CONTRACTOR AS SOON AS CONVENIENTLY POSSIBLE.

SOIL EROSION METHODS WILL BE MONITORED DURING CONSTRUCTION OF THE INFRASTRUCTURE AND THE RESIDENTIAL UNITS. IF LARGE AMOUNTS OF DIRT AND SEDIMENT ARE TRACKED ONTO THE ROADWAYS DURING CONSTRUCTION, THE STORM WATER TREATMENT SYSTEM MAY NEED TO BE CLEANED PRIOR TO ISSUANCE OF THE FINAL BUILDING PERMIT FOR THIS SITE. CONDOMINIUM. AN INSPECTION OF THE INFILTRATION BASIN WILL BE PERFORMED FOLLOWING COMPLETION OF CONSTRUCTION, AND IF THERE IS A BUILD-UP OF SEDIMENT ON THE BOTTOM OF THE BASIN, THE SEDIMENT WILL NEED TO BE REMOVED.

NOTE: DISTURBED AREAS SHALL RECEIVE 'KALAMAZOO LANDSCAPE SUPPLY' VALUE MIX GRASS SEED AT A RATE OF AT LEAST 5 POUNDS PER 1000 SQUARE FEET.

NOTE: IN GENERAL, FINAL PAVEMENT SURFACE SHALL BE APPROXIMATELY 3" ABOVE SURROUNDING NATURAL GROUND GRADES.

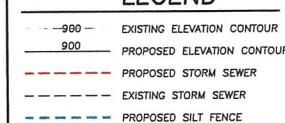


CROSS-SECTION for ASPHALT PATH

NOTE: ON-SITE SOIL CONDITIONS BELOW PROPOSED PAVEMENT AREAS MAY REQUIRE UNDERCUTTING (REMOVAL OF POOR SOILS AND REPLACEMENT WITH M.D.O.T. CLASS III MATERIAL) AND/OR USE OF GEOTEXTILE FABRICS.

NOTE: All work must comply with the provisions of Part 91 of the Erosion and Sedimentation Control Act of the Natural Resources and Environmental Protection Act P.A. 451 of 1994, as amended, and as administered by the City of Portage.

LEGEND



NOTE: ALL STORM SEWER WITHIN THE PUBLIC ROAD R/W SHALL BE PUBLIC (CITY OF PORTAGE). ALL OTHER STORM SEWER SHALL BE PRIVATE (COPPERLEAF CONDOMINIUM ASSOCIATION).

NOTE: PLAN REVISIONS MAY BE REQUIRED DURING THE SESC PERMITTING PROCESS.

NOTE: GRASS SEED SHALL BE PLANTED NO MORE THAN 10 WORKING DAYS AFTER TOPSOIL HAS BEEN RESPREAD AND FINE GRADED.

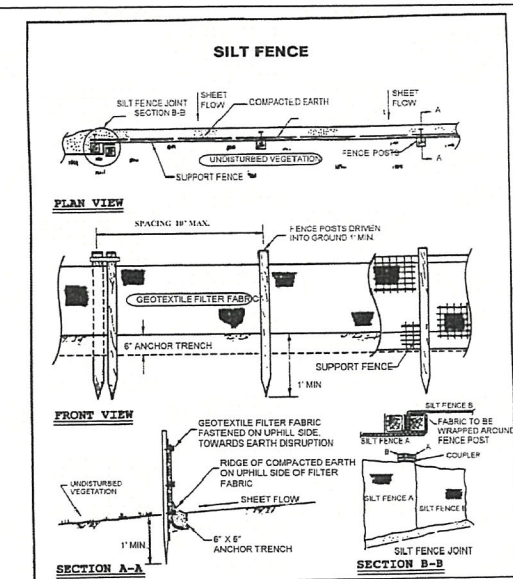
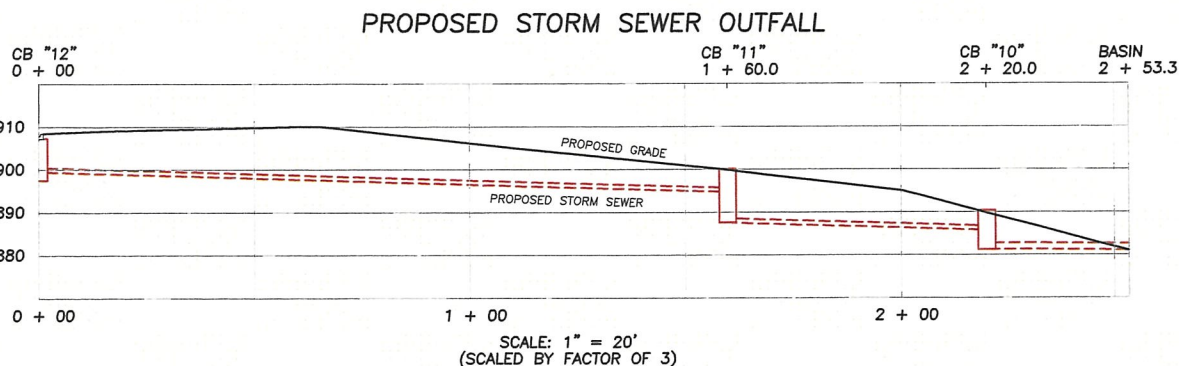
SOILS ON SITE ARE SHOWN AS OsC (OSHTAMO SANDY LOAM) IN THE USDA'S SOIL SURVEY OF KALAMAZOO COUNTY.

SEE M.D.O.T. EROSION CONTROL DETAILS ON SHEET 5. ALL SESC MEASURES SHALL COMPLY WITH MDOT SESC DETAILS.

ESTIMATED CONSTRUCTION SCHEDULE:

	12/23	01/24	02/24	03/24	04/24	05/24
EARTHMOVING						
SANITARY SEWER						
STORM SEWER						
WATER MAIN						
CURBING & PAVING						
PRIVATE UTILITIES						
RESTORATION						

NOTE: CONSTRUCTION SCHEDULE SUBJECT TO CHANGE BASED ON MARKET CONDITIONS, WEATHER, AND OTHER FACTORS.



Source: Adapted from Oakland County (Michigan) Erosion Control Manual

NOTE: SOIL EROSION CONTROL PERMIT SHALL BE OBTAINED FROM THE CITY OF PORTAGE. TWO COPIES OF THESE PLANS, AN APPLICATION FORM, AND FEES SHALL BE SUBMITTED AS REQUIRED. PERMIT SHALL BE OBTAINED PRIOR TO ANY EARTHMOVING OPERATIONS.

NOTE: EROSION CONTROL BLANKETS SHALL BE PROPERLY INSTALLED ON ANY DISTURBED SLOPE AS SHOWN ON THIS SHEET.

GRADING NOTE: DURING HOUSE CONSTRUCTION, FINAL GRADING NEAR HOUSE (& WITHIN LOT) SHALL BE COMPLETED SUCH THAT RUN-OFF WATER WILL NOT BE DIRECTED TOWARDS ANY HOUSE AND WILL NOT BE DIRECTED ONTO ADJOINING PROPERTIES.

NOTE: SPOILS PILE(S) SHALL BE SEEDED AND ENCIRCLED WITH SILT FENCE IF SPOIL PILE WILL NOT BE DISTURBED FOR A PERIOD OF 30 DAYS OR MORE.

NOTE: SILT FENCE AND OTHER TEMPORARY SESC MEASURES MAY BE REMOVED FROM SITE ONLY AFTER SITE HAS BECOME STABILIZED WITH VEGETATION RELATED TO UTILITY & ROADWAY CONSTRUCTION.

S.E.S.C. INSTALLATION NOTE: ALL PROPOSED EROSION CONTROL MEASURES SHALL BE INSTALLED IN ACCORDANCE WITH DETAILS AND SPECIFICATIONS CONTAINED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S SOIL EROSION AND SEDIMENTATION CONTROL MANUAL (MOST CURRENT EDITION). MANUAL IS AVAILABLE ON-LINE OR AT THIS OFFICE.

NOTE: THE OWNER AND/OR CONDOMINIUM ASSOCIATION SHALL BE RESPONSIBLE FOR CONTINUED MAINTENANCE OF ALL ON-SITE PERMANENT EROSION CONTROL MEASURES. INSPECTIONS SHALL OCCUR AT LEAST ONCE PER YEAR. MAINTENANCE SHALL BE DONE BY COMPANY THAT HAS BEEN AUTHORIZED BY THE OWNER/CONDO ASSOCIATION.



NOTE: SILT SACKS, OR OTHER MEASURE APPROVED BY THE CITY OF PORTAGE, SHALL BE USED AT EVERY CATCH BASIN AND EACH DRAIN LOCATION.

NOTE: PROPOSED SILT FENCE LOCATIONS SUBJECT TO CITY OF PORTAGE REVIEW. ADDITIONAL SILT FENCE MAY BE REQUIRED ON-SITE.

OWNER/APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
KALAMAZOO, MI 49009
269-321-2610

GRADING/EROSION CONTROL PLAN "COPPERLEAF" PHASE 6 PART OF THE SW. 1/4 OF SEC. 6, T3S, R11W, CITY OF PORTAGE, KALAMAZOO COUNTY, MI		REVISED: 8/01/2023
MONUMENT ENGINEERING GROUP ASSOC., INC. Formerly Ingersoll, Watson & McEachen, Inc. 1209 East Milham Road, Suite B • Portage, Michigan 49002 • Phone 269 344-6165		DATE: 6/22/2023
		SHEET: 4
		JOB No.: 36273-6

APPLICABLE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES

(COMPREHENSIVE DETAILS ARE LOCATED IN SECTION 6 OF THE SOIL EROSION & SEDIMENTATION CONTROL MANUAL)

A = SLOPES

B = STREAMS AND WATERWAYS

C = SURFACE DRAINAGEWAYS

D = ENCLOSED DRAINAGE INLET & OUTFALL CONTROL

E = LARGE FLAT SURFACE AREAS

F = BORROW AND STOCKPILE AREAS

G = DUNE PERMIT MAY BE REQUIRED

KEY	DETAIL	CHARACTERISTICS	A	B	C	D	E	F	G
1		A Turbidity Curtain is used when slack water area is necessary to isolate construction activities from the watercourse. The still water area contains the sediments within the construction limits.		*					
2		Retains existing root mat which assists in stabilizing slopes. Assists in the revegetation process by providing sprout growth. Reduces sheet flow velocities preventing rilling and gullying. Discourages off-road vehicle use.		*				*	
3		Inexpensive but effective erosion control measure to stabilize flat areas and mild slopes. Permits runoff to infiltrate soil, reducing runoff volumes. Proper preparation of the seed bed, fertilizing, mulching and watering is critical to its success.		*	*			*	
4		Dust control can be accomplished by watering, and/or applying calcium chloride. The disturbed areas should be kept to a minimum. PERMANENT/TEMPORARY SEEDING (KEY 3) should be applied as soon as possible.		*				*	
5		Provides immediate vegetative cover such as at pathways and ditch bottoms. Proper preparation of the sod, placement of the sod, and watering is critical to its success.		*				*	
6		Reduces sheet flow velocities preventing rilling and gullying. Assists in the collection of sediments by filtering runoff. Assists in the establishment of a permanent vegetative cover.		*				*	

MDOT

DESIGN DIVISION

DESIGNED BY: J.L.L.

CHECKED BY: J.L.L.

APPROVED BY: John C. Fink

ENGINEER OF DESIGN

APPROVED BY: [Signature]

ENGINEER OF REVIEW

MICHIGAN DEPARTMENT OF TRANSPORTATION

BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

SOIL EROSION & SEDIMENTATION CONTROL MEASURES

9-10-2010 6-3-2010 R-96-E SHEET 1 OF 6

KEY	DETAIL	CHARACTERISTICS	A	B	C	D	E	F	G
7		Used where vegetation cannot be established. Very effective in protecting against high velocity flows. Should be placed over a geotextile liner.	*	*	*	*	*	*	*
8		Can be used in any area where a stable condition is needed for construction operations, equipment storage or in heavy traffic areas. Reduces potential soil erosion and fugitive dust by stabilizing raw areas.	*	*	*	*	*	*	*
9		Reduces sheet flow velocities preventing rilling and gullying. Assists in the collection and filtering of sediments. Provides access for stabilizing slopes.	*	*	*	*	*	*	*
10		Assists in the diversion of runoff to a stable outlet or sediment control device. Reduces sheet flow velocities preventing rilling and gullying. Collects and diverts runoff to properly stabilized drainage ways. Works well with INTERCEPTING DITCH (KEY 11).	*	*	*	*	*	*	*
11		Assists in the diversion of runoff to a stable outlet or sediment control device. Reduces sheet flow velocities preventing rilling and gullying. Works well with DIVERSION DIKE (KEY 10).	*	*	*	*	*	*	*
12		Assists in the diversion of runoff to a stable outlet or sediment control device. Reduces sheet flow velocities preventing rilling and gullying.	*	*	*	*	*	*	*
13		Useful in filtering flow prior to its reentry into a lake, stream or wetland. Works well with SEDIMENT TRAP (KEY 20) and TEMPORARY BYPASS CHANNEL (KEY 35). Not to be used in lieu of a CHECK DAM (KEY 37) in a ditch.	*	*	*	*	*	*	*
14		Provides a stable access to roadways minimizing fugitive dust and tracking of materials onto public streets and highways.	*	*	*	*	*	*	*

MICHIGAN DEPARTMENT OF TRANSPORTATION

BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

SOIL EROSION & SEDIMENTATION CONTROL MEASURES

9-10-2010 6-3-2010 R-96-E SHEET 2 OF 6

KEY	DETAIL	CHARACTERISTICS	A	B	C	D	E	F	G
15		Excellent device for carrying water down slopes without creating an erosive condition. Generally used in conjunction with DIVERSION DIKE (KEY 10), INTERCEPTING DITCH (KEY 11) and INTERCEPTING DITCH AND DIVERSION DIKE (KEY 12) to direct flow to a stable discharge area or SEDIMENT TRAP (KEY 20).	*	*	*	*	*	*	*
16		Trees, shrubs and perennials can provide low maintenance long term erosion protection. These plants may be particularly useful where site aesthetics are important along the roadside slopes.	*	*	*	*	*	*	*
17		Effective way to allow water to drop in elevation very rapidly without causing an erosive condition. Also works as a sediment collector device. May be left in place as a permanent erosion control device.	*	*	*	*	*	*	*
18		It may be necessary to dewater from behind a cofferdam or construction dam to create a dry work site. Discharged water must be pumped to a filter bag. A GRAVEL FILTER BERM (KEY 13) may be placed downslope of the filter bag to provide additional filtration prior to entering any stream or wetland.	*	*	*	*	*	*	*
19		A device to prevent the erosive force of water from eroding soils. Used at outlets of culverts, drainage pipes or other conduits to reduce the velocity of the water. Prevents structure scouring and undermining.	*	*	*	*	*	*	*
20		Used to intercept concentrated flows and prevent sediments from being transported off site or into a watercourse or wetland. The size of a Sediment Trap is 5 cubic yards or less. Works well when used with CHECK DAM (KEY 37).	*	*	*	*	*	*	*
21		A Sediment Basin is used to trap sediments from an upstream construction site. Requires periodic inspections, repair, and maintenance. Where practical, sediments should be contained on site. A Sediment Basin should be the last choice of sediment control. The size of a Sediment Basin is greater than 5 cubic yards.	*	*	*	*	*	*	*
22		This practice is used to maintain a vegetative buffer adjacent to a watercourse. When utilized with SILT FENCE (KEY 25) it will, under normal circumstances, prevent sediment from leaving the construction site.	*	*	*	*	*	*	*

MICHIGAN DEPARTMENT OF TRANSPORTATION

BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

SOIL EROSION & SEDIMENTATION CONTROL MEASURES

9-10-2010 6-3-2010 R-96-E SHEET 3 OF 6

KEY	DETAIL	CHARACTERISTICS	A	B	C	D	E	F	G
23		A detail depicting the proper procedures for stream relocation. Maintains same width, depth, and flow velocity as the natural stream. Revegetate banks with PERMANENT/TEMPORARY SEEDING (KEY 3), MULCHING AND MULCH ANCHORING (KEY 28), MULCH BLANKETS AND HIGH VELOCITY MULCH BLANKETS (KEY 33) and woody plants to shade the stream.	*	*	*	*	*	*	*
24		Sand and stone bags are a useful tool in the prevention of erosion. Can be used to divert water around a construction site by creating a DIVERSION DIKE (KEY 10). Works well for creating a CONSTRUCTION DAM (KEY 36) and temporary culvert and fill.	*	*	*	*	*	*	*
25		A Sand Fence traps blowing sand by reducing wind velocities. Can be used to prevent sand from blowing onto roads. Must be maintained until sand source is stabilized.	*	*	*	*	*	*	*
26		A permeable barrier erected below disturbed areas to capture sediments from sheet flow. Can be used to divert small volumes of water to stable outlets. Ineffective as a filter and should never be placed across streams or ditches where flow is concentrated.	*	*	*	*	*	*	*
27		Plastic Sheets can be used to create a liner in temporary channels. Can also be used to create a temporary cover to prevent erosion of stockpiled materials.	*	*	*	*	*	*	*
28		Arched mulch provides erosion protection against rain and wind. Mulch must be used on seeded areas to promote water retention and growth. Should be inspected after every rainstorm and repaired as necessary until vegetation is well established.	*	*	*	*	*	*	*
29		Provides settling and filtering of silt laden water prior to its entry into the drainage system. Can be used in median and side ditches where vegetation will be disturbed. Allows for early use of drainage systems prior to project completion.	*	*	*	*	*	*	*
30		Provides settling and filtering of silt laden water prior to its entry into the drainage system. Should be used in paved areas where drainage structures are existing or proposed. Allows for early use of drainage systems prior to project completion.	*	*	*	*	*	*	*

MICHIGAN DEPARTMENT OF TRANSPORTATION

BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

SOIL EROSION & SEDIMENTATION CONTROL MEASURES

9-10-2010 6-3-2010 R-96-E SHEET 4 OF 6

KEY	DETAIL	CHARACTERISTICS	A	B	C	D	E	F	G
31		An Inlet Protection Sediment Trap is a temporary device that can be used in areas where medium flows are anticipated. Effective in trapping small quantities of sediments prior to water entering the drainage system. Can be used in areas such as median and side ditches.	*	*	*	*	*	*	*
32		A simple and economical way to reduce soil erosion by wind and water. Can be accomplished by harrowing with a disk, back blading, or tracking with a dozer perpendicular to the slope.	*	*	*	*	*	*	*
33		Mulch blankets provide an immediate and effective cover over raw erodible slopes affording excellent protection against rain and wind erosion. High velocity mulch blankets work well for stabilizing the bottom of ditches in waterways.	*	*	*	*	*	*	*
34		Used to create a dry construction area and protect the stream from raw erodible areas. Must be pumped dry or dewatered according to DEWATERING WITH FILTER BAG (KEY 18).	*	*	*	*	*	*	*
35		Utilized when a dry construction area is needed. Isolates stream flows from raw erodible areas minimizing erosion and subsequent siltation. Can incorporate SEDIMENT BASIN (KEY 21), CHECK DAM (KEY 37), and GRAVEL FILTER BERM (KEY 13) to remove sediments from water. Construction sequence of events may be necessary.	*	*	*	*	*	*	*
36		Used to create a dry or slack water area for construction. Isolates the stream from raw erodible areas. Can be created out of any non-erodible materials such as SAND AND STONE BAGS (KEY 24), a gravel dike with clay core or plastic liner, steel plates or plywood.	*	*	*	*	*	*	*
37		Can be constructed across ditches or any area of concentrated flow. Promotes vegetation in early stages of growth. A Check Dam is intended to reduce water velocities and capture sediment. A Check Dam is not a filtering device.	*	*	*	*	*	*	*

MICHIGAN DEPARTMENT OF TRANSPORTATION

BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

SOIL EROSION & SEDIMENTATION CONTROL MEASURES

9-10-2010 6-3-2010 R-96-E SHEET 5 OF 6

NOTES:

THIS STANDARD PLAN WILL SERVE AS A KEY IN THE SELECTION OF THE APPROPRIATE SOIL EROSION AND SEDIMENTATION CONTROL DETAILS. THIS PLAN ALSO PROVIDES THE KEY TO THE STANDARD EROSION CONTROL ITEMS SPECIFIED ON THE CONSTRUCTION PLANS. REFER TO THE MOST SOIL EROSION & SEDIMENTATION CONTROL MANUAL, SECTION 6 FOR SPECIFIC DETAILS, CONTRACT ITEMS (P&T ITEMS) AND PAY UNITS.

COLLECTED SILT AND SEDIMENT SHALL BE REMOVED PERIODICALLY TO MAINTAIN THE EFFECTIVENESS OF THE SEDIMENT TRAP, SEDIMENT BASIN, AND SILT FENCE. AGGREGATES PLACED IN STREAMS SHOULD CONTAIN A MINIMUM OF FINESS.

TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE COORDINATED WITH THE PERMANENT CONTROL MEASURES TO ENSURE EFFECTIVE CONTROL OF SEDIMENTS DURING CONSTRUCTION OF THE PROJECT.

ALL TEMPORARY EROSION CONTROL DEVICES SHALL BE REMOVED AFTER VEGETATION ESTABLISHMENT OR AT THE DISCRETION OF THE ENGINEER. CARE SHALL BE TAKEN DURING REMOVAL TO MINIMIZE SILTATION IN NEARBY DRAINAGE COURSES.

MICHIGAN DEPARTMENT OF TRANSPORTATION

BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

SOIL EROSION & SEDIMENTATION CONTROL MEASURES

9-10-2010 6-3-2010 R-96-E SHEET 6 OF 6

NOTE: ALL SESC MEASURES AND PROVISIONS SHALL COMPLY WITH DETAILS ON THIS SHEET.

EROSION CONTROL DETAILS

PHASE 6 of "COPPERLEAF"

PART OF THE SOUTHEAST 1/4 OF SEC. 6, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICH.

MONUMENT ENGINEERING GROUP ASSOC., INC.

Formerly Ingersoll, Watson & McMachen, Inc.

1209 East Wilham Road, Suite B • Portage, Michigan 49002 • Phone 269 344-6165

DATE:

6/21/2023

SHEET:

5

JOB No.:

36273-6

GENERAL NOTES

- 1) CONTRACTOR SHALL NOTIFY MISS DIG AT 1-800-482-7171 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
- 2) LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST ON THIS SITE WHICH ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE AND PROTECT ALL UTILITIES ON SITE, WHETHER SHOWN ON THESE PLANS OR NOT.
- 3) CONTRACTOR SHALL PROVIDE ALL SIGNS, FENCING, LIGHTS, BARRICADES, ETC. NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING CONSTRUCTION.
- 4) REQUESTS FOR CONSTRUCTION STAKING SHALL BE DIRECTED TO THE ENGINEER A MINIMUM OF 48 HOURS PRIOR TO THEIR ACTUAL NEED.
- 5) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES FOR THE PROTECTION AND/OR RELOCATION OF EXISTING UTILITIES.
- 6) ALL MATERIALS PLACED DURING CONSTRUCTION SHALL BE IN NEW CONDITION, SHALL BE FREE FROM DEFECTS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY AND THEIR INSPECTOR.
- 7) ALL CONSTRUCTION SHALL BE SUBJECT TO CONSTRUCTION INSPECTION BY OWNER, OWNER'S REPRESENTATIVE, AND THE CITY OF PORTAGE.
- 8) ELEVATIONS SHOWN ON THESE PLANS ARE BASED ON USGS DATUM AS PROMULGATED WITHIN THE CITY OF PORTAGE.
- 9) ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF PORTAGE CONTRACT CONDITIONS AND SPECIFICATIONS.
- 10) A SOIL EROSION CONTROL PERMIT NEEDS TO BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY GRADING ACTIVITIES.

CONSTRUCTION NOTES

- 1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
- 2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH REQUIREMENTS OF THE CITY OF PORTAGE STANDARD SPECIFICATIONS AND THE REQUIREMENTS INDICATED ON THE CONSTRUCTION DRAWINGS.
- 3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

WATER MAIN NOTES

- 1) ALL 8" OR 10" WATER MAIN SHALL BE AWWA C151, CLASS 52 DUCTILE IRON PIPE. ALL 12" WATER MAIN SHALL BE AWWA C151, CLASS 53 DUCTILE IRON PIPE. ALL PIPE SHALL HAVE CEMENT LINING AND SHALL BE INSTALLED ACCORDING TO THE CITY OF PORTAGE STANDARD SPECIFICATIONS (AVAILABLE AT CITY OF PORTAGE WEBSITE: www.portagemi.gov).
- 2) ALL WATER MAIN CONSTRUCTION SHALL BE SUBJECT TO INSPECTION BY A CITY OF PORTAGE APPROVED INSPECTOR.
- 3) MINIMUM 5.0' AND MAXIMUM 6.0' OF COVER OVER NEW WATER MAIN PIPE IS REQUIRED ONCE FINAL SITE GRADING IS COMPLETE.
- 4) WATER SERVICES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-153, TYPICAL SERVICE LINE AND METER BOX INSTALLATIONS. PLUMBING PERMIT REQUIRED.
- 5) HYDRANT ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-144, AUXILIARY VALVE LOCATION.
- 6) HYDRANT SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH CITY OF PORTAGE STANDARD DETAIL SD-145, STANDARD HYDRANT SIGN.

SANITARY SEWER NOTES

- 1) ALL SANITARY SEWER PIPE SHALL BE SDR26 PVC AND SHALL COMPLY WITH ASTM D 3033 OR ASTM D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
- 2) ALL SANITARY SEWER CONSTRUCTION, INCLUDING MAINLINES, LATERALS, MANHOLES, AND APPURTENANCES, WITHIN THE CITY OF PORTAGE REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION.

PRIVATE UTILITY NOTES

- 1) UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED AND INSTALLED BY UTILITY OWNERS.

STORM SEWER NOTES

- 1) STORM SEWER PIPE SHALL BE EITHER CORRUGATED POLYETHYLENE (C.P.E.), REINFORCED CONCRETE (R.C.P.), OR OTHER TYPES MEETING MDOT AND CITY OF PORTAGE APPROVAL.
- 2) CORRUGATED POLYETHYLENE (C.P.E.) PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M 294 TYPE S (DUAL WALL, SMOOTH INSIDE, CORRUGATED OUTSIDE, NO PERFORATIONS). THE JOINTS SHALL BE WATER TIGHT AND COMPLY WITH ASTM D 3212. (HANCOR H-0, ADS N-12, OR EQUIVALENT)
- 3) REINFORCED CONCRETE PIPE (R.C.P.) SHALL MEET THE REQUIREMENTS OF ASTM C 76. THE JOINTS SHALL BE WATER TIGHT AND COMPLY WITH ASTM C 443.
- 4) NON-REINFORCED CONCRETE PIPE (N.R.C.P.) SHALL MEET THE REQUIREMENTS OF ASTM C 443. GRADE 250 CONCRETE SHALL BE WATER TIGHT AND COMPLY WITH ASTM C 443.
- 5) PREMIUM WATER TIGHT JOINTS (RUBBER OR SLIP SEAL) ARE REQUIRED AT EACH STORM SEWER PIPE JOINT IN ACCORDANCE WITH CITY OF PORTAGE REQUIREMENTS.
- 6) PIPE CONNECTIONS AT ALL SOLID WALLED STRUCTURES SHALL BE MADE WITH A WATER TIGHT RESILIENT CONNECTOR (RUBBER TYPE BOOT WITH STAINLESS STEEL BANDS, OR OTHER TYPE AS APPROVED BY CITY OF PORTAGE).
- 7) STORM SEWER PIPE SHALL HAVE A MINIMUM OF 24 INCHES OF COVER.
- 8) ALL STORM SEWER PIPE AND INSTALLATION SHALL COMPLY WITH CITY OF PORTAGE "CONSTRUCTION SPECIFICATIONS AND STANDARDS".
- 9) ALL STORM SEWER PIPE, JOINTS, AND GASKETS SHALL BE INSPECTED. ANY DEFECTIVE PRODUCTS SHALL NOT BE INSTALLED AND SHALL BE REMOVED FROM THE SITE.
- 10) ALL SOLID WALLED STRUCTURES SHALL HAVE CONCRETE BOTTOMS.
- 11) DEFLECTION TESTS SHALL BE PERFORMED ON ALL FLEXIBLE PIPE. THE TEST SHALL BE CONDUCTED AFTER THE BACKFILL HAS BEEN PLACED AND PRIOR TO INSTALLING ANY ASPHALT OR CONCRETE SURFACE. NO PIPE SHALL EXCEED A DEFLECTION OF FIVE (5) PERCENT. THE DEFLECTION TEST SHALL BE RUN USING A RIGID BALL OR MANIREL HAVING A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE. DEFLECTION SHALL BE CONDUCTED AFTER FINAL BACKFILL HAS BEEN IN PLACE FOR AT LEAST 30 DAYS.
- 12) ALL PUBLIC STORM SEWER PIPE SHALL BE TELEVIEWED IN ACCORDANCE WITH SECTION 208.2.6 (TELEVIEWING) OF THE CITY'S SPECIFICATIONS.

SOIL EROSION CONTROL NOTES (SEE SHEET 5)

- 1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE CITY OF PORTAGE.
- 2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - a) BERMING OR FILTERING OF RUNOFF AT PROPERTY LINES WHERE EROSION COULD OCCUR.
 - b) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO THE SITE OR ON THE SITE.
 - c) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - d) SWEEPING AND CLEANING OF ADJACENT STREETS AS NECESSARY.
- 3) OWNER SHALL OBTAIN "SOIL EROSION CONTROL PERMIT" FROM THE CITY OF PORTAGE.

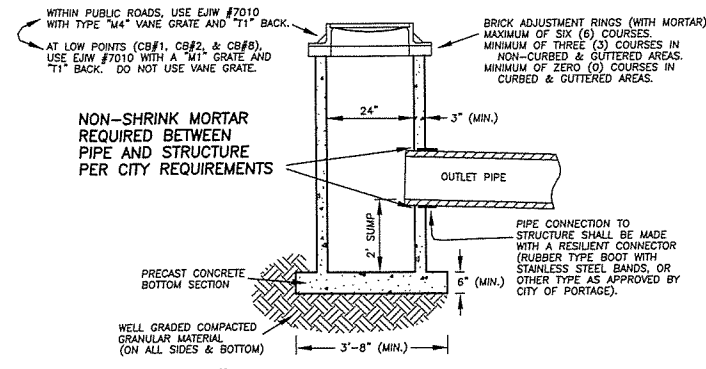
RESTORATION NOTES

- 1) ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL AND GRASS SEED, OR OTHER REQUIRED LANDSCAPING.
- 2) EXISTING STREETS AND YARDS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

STREET LIGHTS & STREET SIGNS

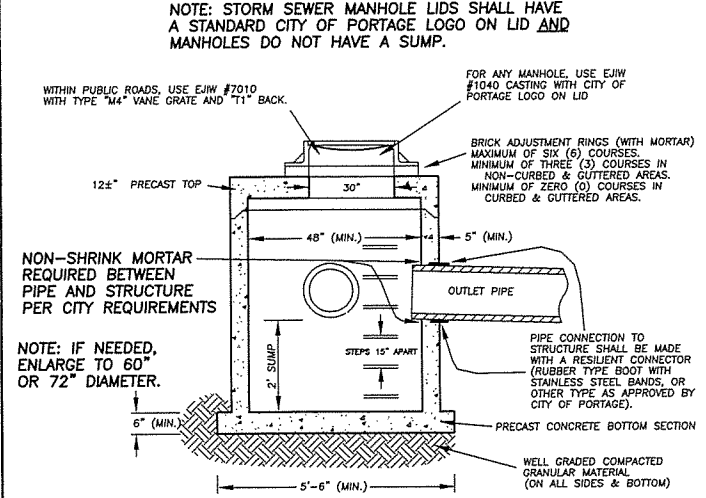
- 1) DECIDUOUS TREES AT PLANTING SHALL HAVE A MINIMUM CALIPER OF 1.5" AT 6" ABOVE THE ROOT BALL, A CLEAR STEM OF 4 FEET, AND A BURLAP BALL SIZE OF AT LEAST 10 TIMES THE CALIPER. ALLOWED TREES INCLUDE SARAGENT CHERRY, AMUR CORNKREE, GOLDENRAH TREE, MAPLES (HEDGE, PACIFIC SUNSET, TRIDENT, TATARIAN MAPLE), AMERICAN & EUROPEAN HORNBEAM, KATSURA TREE, IVORY SILK JAPANESE TREE, LILAC, & ORNAMENTAL PEARS (CLEVELAND AND REDSPIRE CALLEA PEAR).
- 2) STREET LIGHTS SHALL BE 8500 LUMEN, HIGH PRESSURE SODIUM VAPOR. DECORATIVE LIGHT POLES SHALL HAVE A HEIGHT OF 19 FEET. ALL LIGHT STANDARDS AND UTILITY POLES SHALL BE LOCATED AT LEAST 5 FEET OFF PROPOSED BACK OF CURB.
- 3) ALL PAVEMENT MARKINGS AND TRAFFIC SIGNS MUST CONFORM TO THE STANDARDS SET FORTH IN THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES ("M.M.U.T.C.D.").
- 4) ALL STREET SIGNS SHALL CONFORM TO CITY OF PORTAGE PUBLISHED REQUIREMENTS. ALL SIGNS SHALL BE INSTALLED ON 3 POUND GALVANIZED U-CHANNEL POSTS AND SHALL HAVE A MINIMUM POST BURIED OF 36 INCHES. DISTANCE FROM BOTTOM OF SIGN TO GROUND SHALL BE 7 FEET. ANYTHING NOT SPECIFIED IN THESE PLANS SHALL BE IN ACCORDANCE WITH THE M.M.U.T.C.D. STREET NAME SIGNS SHALL BE 9 INCHES TALL (VERTICAL DIMENSION OF ACTUAL SIGN).

NOTE: ALL STORM SEWER PIPE THAT IS LARGER THAN 24" DIAMETER SHALL BE REINFORCED CONCRETE PIPE PER CITY OF PORTAGE REQUIREMENTS.



24" STORM SEWER INLET

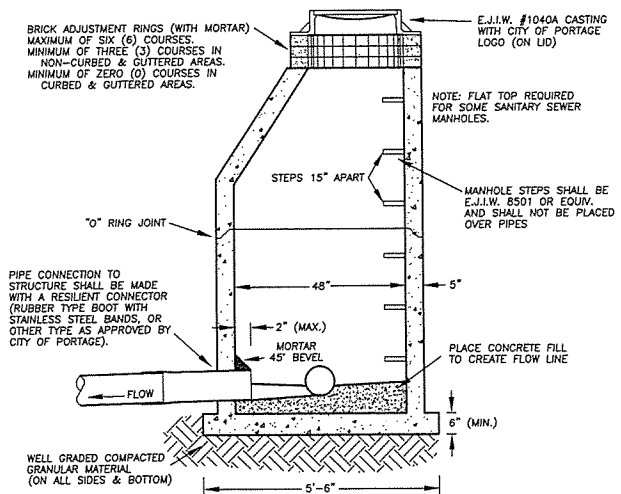
- NO SCALE
- NOTES:
- 1) STRUCTURE SHALL HAVE A 2 FOOT SUMP UNLESS SLOPE OF OUTLET PIPE EQUALS OR EXCEEDS THREE (3) PERCENT.
 - 2) HEIGHT OF STRUCTURES WILL VARY BUT SHALL NOT EXCEED FIVE (5.0) FEET.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-102, 24" CATCH BASIN
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROP CURB INLET CASTING



48" STORM SEWER STRUCTURE W/FLAT TOP

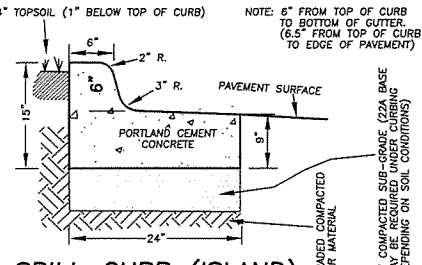
- NO SCALE
- NOTES:
- 1) MANHOLE STRUCTURES SHALL NOT HAVE A SUMP AND SHALL REQUIRE EJM #1040A CASTING WITH CITY OF PORTAGE LOGO PER CITY STANDARDS.
 - 2) HEIGHT OF STRUCTURES WILL VARY.
 - 3) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478.
 - 4) SOME STRUCTURES MAY HAVE TO BE ENLARGED TO ACCOMMODATE PIPES AND RESILIENT CONNECTORS. STRUCTURAL DIMENSIONS FOR LARGER DRAINAGE STRUCTURES SHALL CONFORM TO ASTM C-478.
 - 5) MANHOLE STEPS SHALL BE EJM #8501 OR EQUIVALENT.
 - 6) INSTALL STEPS AFTER STRUCTURE IS IN PLACE TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH/BOTTOM OF STRUCTURE.
 - 7) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-101, STANDARD 48" DRAINAGE STRUCTURE
 - SD-103, STANDARD CURB INLET CASTING
 - SD-104, STANDARD DROP CURB INLET CASTING
 - SD-105, STANDARD MANHOLE STEP

NOTE: SANITARY SEWER MANHOLE LIDS SHALL HAVE A STANDARD CITY OF PORTAGE LOGO ON LID.



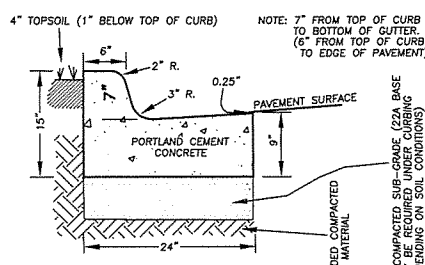
48" SANITARY SEWER MANHOLE

- NO SCALE
- NOTES:
- 1) HEIGHT OF STRUCTURES WILL VARY.
 - 2) STRUCTURES SHALL BE PRECAST CONCRETE AND CONFORM TO ASTM C-478 WITH O-RING RUBBER GASKET TYPE JOINTS, ASTM C-443. RUBBER GASKETS SHALL NOT BE REMOVED.
 - 3) INSTALL STEPS AFTER STRUCTURE IS IN PLACE, IF NECESSARY, TO INSURE STEPS ARE LOCATED UNDER OPENING. TOP STEP SHALL BE NO MORE THAN 24 INCHES FROM TOP OF CASTING. BOTTOM STEP SHALL BE NO MORE THAN 24 INCHES FROM BENCH.
 - 4) SEE RELATED CITY OF PORTAGE STANDARD DETAILS:
 - SD-105, STANDARD MANHOLE
 - SD-106, SANITARY SEWER STANDARD MANHOLE CASTING
 - SD-107, SANITARY SEWER PRESSURE-TIGHT MANHOLE CASTING
 - SD-108, STANDARD MANHOLE STEP



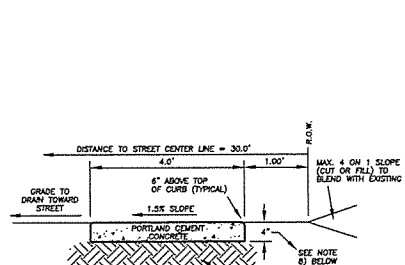
SPILL CURB (ISLAND)

- NO SCALE
- NOTES:
- 1) CONCRETE SHALL BE MDOT GRADE 3500, AND MEET THE FOLLOWING REQUIREMENTS:
 - ALL AGGREGATES SHALL BE Limestone OR SLAG MATERIAL
 - ENTRAINED AIR, 6 TO 8 PERCENT
 - COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - SLUMP = 1.5 TO 3 INCHES
 - MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
 - 2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
 - 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.
 - 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.



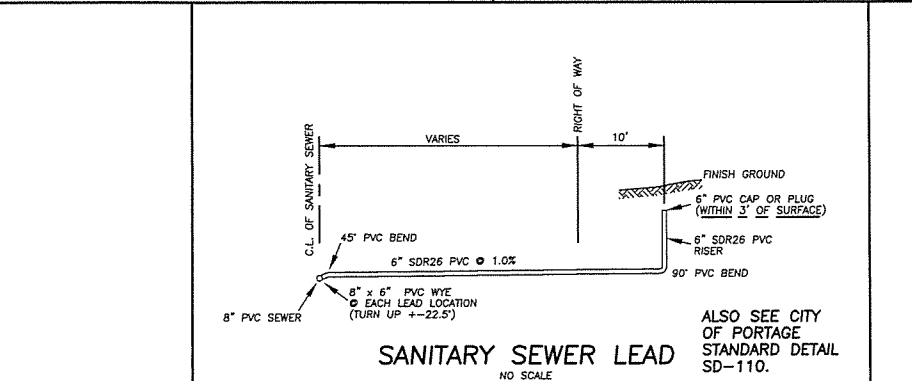
CURB & GUTTER

- NO SCALE
- NOTES:
- 1) CONCRETE SHALL BE MDOT GRADE 3500, AND MEET THE FOLLOWING REQUIREMENTS:
 - ALL AGGREGATES SHALL BE Limestone OR SLAG MATERIAL
 - ENTRAINED AIR, 6 TO 8 PERCENT
 - COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - SLUMP = 1.5 TO 3 INCHES
 - MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
 - 2) EXPANSION JOINTS SHALL BE PLACED AT SPRING POINTS AND UNIFORM INTERVALS OF NOT MORE THAN 100 FEET.
 - 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF TEN (10) FEET. IRREGULAR SECTIONS SHALL NOT BE LESS THAN EIGHT (8) FEET.
 - 4) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
 - 5) SEE RELATED CITY OF PORTAGE STANDARD DETAIL: SD-113, STANDARD CURB



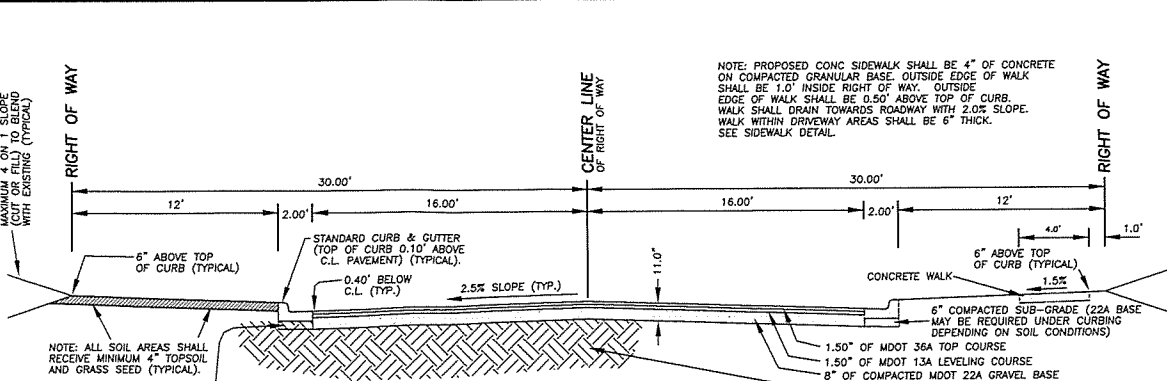
SIDEWALK

- NO SCALE
- NOTES:
- 1) CONCRETE SHALL BE MDOT GRADE 3500, AND MEET THE FOLLOWING REQUIREMENTS:
 - ALL AGGREGATES SHALL BE Limestone OR SLAG MATERIAL
 - ENTRAINED AIR, 6 TO 8 PERCENT
 - COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 - SLUMP = 1.5 TO 3 INCHES
 - MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 - MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
 - 2) ONE (1) INCH TRANSVERSE EXPANSION JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF NOT MORE THAN 50 FEET.
 - 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR (4) FEET.
 - 4) ALL JOINTS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE CENTERLINE OF THE WALK.
 - 5) ALL EDGES AND JOINTS SHALL BE PROPERLY TOOLED.
 - 6) THE SURFACE SHALL BE FINISHED WITH A WOOD FLOAT OR BRUSH TO PROVIDE A NON-SLIP SURFACE.
 - 7) CONCRETE SHALL BE CURED IN A MANNER APPROVED BY THE CITY OF PORTAGE.
 - 8) WALK WITHIN DRIVEWAY AREAS SHALL BE SIX (6) INCHES THICK.
 - 9) SEE RELATED CITY OF PORTAGE STANDARD DETAILS: SD-117, RESIDENTIAL DRIVEWAY APPROACH WITH CURBED LOCAL STREET



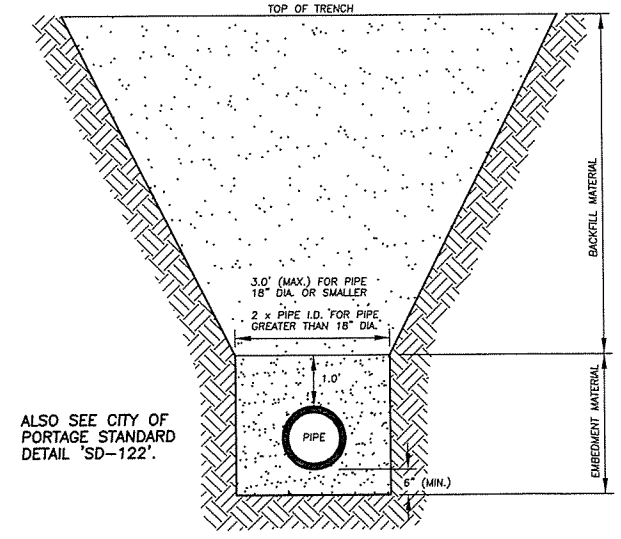
SANITARY SEWER LEAD

- NO SCALE
- NOTES:
- 1) 4" x 4" RISER MARKER STAKE REQUIRED AT EACH RISER LOCATION.
 - 2) BEDDING AND COMPACTION SHALL BE PER CITY STANDARD SPECIFICATIONS.
 - 3) SEE RELATED CITY OF PORTAGE STANDARD DETAILS: SD-110, SANITARY SEWER STANDARD HOUSE CONNECTIONS (PROPERTY LINE RISER)
 - 4) MAIN LINE RISERS REQUIRED WHEN DEPTH OF SEWER MAIN IS 15' OR GREATER.



PUBLIC ROAD CROSS-SECTION

- NO SCALE
- NOTE: CONTRACTOR SHALL SPECIFY UNDERCUTTING PROVISIONS AND PRICES WITHIN BID.
- NOTE: PROPOSED CONC SIDEWALK SHALL BE 4" OF CONCRETE ON COMPACTED GRANULAR BASE. OUTSIDE EDGE OF WALK SHALL BE 1.0' INSIDE RIGHT OF WAY. OUTSIDE EDGE OF WALK SHALL BE 0.50' ABOVE TOP OF CURB. WALK SHALL DRAIN TOWARDS ROADWAY WITH 2.0% SLOPE. WALK WITHIN DRIVEWAY AREAS SHALL BE 6" THICK. SEE SIDEWALK DETAIL.
- NOTE: COMPACTED MATERIAL SHALL BE COMPACTED TO 95 PERCENT OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.



UTILITY TRENCH DETAIL

- NO SCALE
- NOTES:
- 1) LARGE ROCKS, BOULDERS, AND STONES OVER ONE (1.0) INCH IN DIAMETER SHALL BE REMOVED TO PROVIDE A CLEARANCE OF SIX (6) INCHES (MIN.) FROM ANY PART OF THE PIPE.
 - 2) ALL EMBEDMENT AND BACKFILL MATERIALS SHALL BE FREE FROM FROZEN EARTH, ICE, SNOW, TOPSOIL, MUCK, CINDERS, ASHES, REFUSE, OR OTHER MATERIALS WHICH, IN THE OPINION OF THE ENGINEER, ARE UNSUITABLE.
 - 3) EMBEDMENT MATERIAL SHALL BE GRANULAR MATERIAL WITH MAXIMUM PARTICLE SIZE OF 1.0" COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
 - 4) BACKFILL MATERIAL UNDER PAVEMENT AREAS AND AREAS WITHIN TRENCH INFLUENCE OF BACK OF CURB OR EDGE OF PAVEMENT SHALL BE GRANULAR MATERIAL COMPACTED TO 95% OF MAXIMUM UNIT WEIGHT AS DETERMINED BY THE MODIFIED PROCTOR METHOD.
 - 5) BACKFILL MATERIAL FOR PIPE TRENCHES NOT UNDER PAVEMENT AREAS AND AREAS OUTSIDE OF TRENCH INFLUENCE MAY BE NONGRANULAR NATIVE MATERIAL WHICH, IN THE OPINION OF THE ENGINEER, IS ACCEPTABLE MATERIAL AND IS ADEQUATELY COMPACTED TO PREVENT SETTLEMENT.
 - 6) BACKFILL MATERIAL MAY BE PLACED, SPREAD, AND COMPACTED WITH EQUIPMENT OPERATED LONGITUDINALLY ALONG THE PIPE LINE. PUSHING MATERIAL INTO THE TRENCH FROM THE SIDE WITHOUT LONGITUDINAL SPREADING AND COMPACTION SHALL NOT BE ALLOWED.
 - 7) SEE RELATED CITY OF PORTAGE STANDARD DETAIL: SD-122, STANDARD TRENCH DETAIL

CONSTRUCTION DETAILS & NOTES PHASE 6 of 'COPPERLEAF' PART OF THE SE 1/4 OF SEC. 6, T3S, R11W, CITY OF PORTAGE, KALAMAZOO CNTY., MICHIGAN		REVISED: 7/31/2023 DATE: 6/21/2023 SHEET: 6
MONUMENT ENGINEERING GROUP ASSOC., INC. Formerly Ingersoll, Watson & McMachen, Inc. 1209 East Wilham Road, Suite B • Portage, Michigan 49002 • Phone 269 344-8165		JOB No.: 36273-6



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Youth Advisory Committee Establishing Resolution - Third Amendment

SUPPORTING PERSONNEL: Erica Eklov, City Clerk
Tammy Durian, Deputy City Clerk

ACTION RECOMMENDED: Adopt the third amendment to the Youth Advisory Committee resolution.

The membership of the Youth Advisory Committee (YAC) has grown significantly over the past few years. With the growing interest in the YAC, it is suggested to outline the member requirements, along with the process of appointing youth participants to the various city Advisory Boards, to be consistent with the current membership trend of the YAC.

The current establishing resolution (first created in 2009) for the Youth Advisory Committee reads: "*All members of the Committee shall be full-time residents of the City of Portage and be full-time students. Members shall not be less than 13 years of age and be no more than 18 years of age at the start of his or her term. A member of the Committee may complete his or her term even if the member turns 18 during the term.*"

The proposed modification to the resolution would read: *All members of the Committee shall be full-time residents of the City of Portage or full-time residents within the Portage Public Schools district and be full-time high school students.* This change would more accurately represent the current membership. YAC consists of students who are residents of the City of Portage, students who live outside the City of Portage but within the Portage Public Schools (PPS) district, and some who live within the City of Portage but attend a school outside the PPS district. The proposed change to the resolution clarifies the intended membership requirements, allowing all eligible students to join YAC.

In addition, changing Section B of the resolution from: "*the Mayor, subject to approval of City Council, may appoint one (1) member of the Youth Advisory Committee to also serve as the Youth Participant to each of the following: Environmental Board, Historic District Commission; Human Services Board, Park Board and Senior Citizens Advisory Board (collectively referred to as 'Board')*" to state instead: *The Committee may appoint a member(s) of the Youth Advisory Committee to also serve as the Youth Participant to each of the following: Environmental Board, Historic District Commission, Human Services Board, Park Board, and Senior Citizens Advisory Board (collectively referred to as "Board") contingent upon meeting times.* The suggested changes for the youth participants and Boards outline the current process, allowing members more decision-making opportunities within the group, and addressing the consistent unavailability to serve on the Historic District Committee due to their meeting times consistently falling during school hours.

FUNDING: N/A

- Attachments:**
1. 2025 08 12 Resolution
 2. YAC Resolution History

CITY OF PORTAGE

**THIRD AMENDMENT TO THE RESOLUTION TO CONTINUE THE YOUTH
ADVISORY COMMITTEE AND THE APPOINTMENT OF YOUTH PARTICIPANTS TO CITY
BOARDS AND COMMISSIONS**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on
August 12, 2025, at 6:00 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

WHEREAS, on May 13, 2008, City Council passed a “Resolution Establishing a Youth
Advisory Committee and Authorizing the Appointment of Youth Participants to City Boards and
Commissions” (hereinafter “Resolution”)

WHEREAS, on March 24, 2009, City Council passed a “Resolution to Continue the Youth
Advisory Committee and the Appointment of Youth Participants to City Boards and Commissions”;
and,

WHEREAS, on June 9, 2009, City Council passed the first “Resolution to Amend the Youth
Advisory Committee and the Appointment of Youth Participants to City Boards and Commissions”;
and,

WHEREAS, on May 24, 2011, City Council passed the second “Resolution to Amend the
Youth Advisory Committee and the Appointment of Youth Participants to City Boards and
Commissions”.

NOW THEREFORE BE IT RESOLVED that the following amendment to the Resolution
be adopted:

1. Paragraph 5 of Section A, Youth Advisory Committee, of the Resolution, as amended, is hereby amended to read as follows:

A.

YOUTH ADVISORY COMMITTEE

5. All members of the Committee shall be full-time residents of the City of Portage or full-time residents within the Portage Public Schools district and be a full-time student. Members shall be a high school student and be no more than 18 years of age at the start of his or her term. A member of the Committee may complete his or her term even if the member completes high school during the term.

BE IT FURTHER RESOLVED THAT the following amendment to the Resolution also be adopted:

2. Paragraphs 11 and 14 of Section B, Youth Participants, of the Resolution, as amended, is hereby amended to read as follows:

B.

YOUTH PARTICIPANTS

- 11. The Mayor, subject to approval of City Council, may appoint one (1) member of the Youth Advisory Committee to also serve as the Youth Participant to each of the following: Environmental Board, Human Services Board, Park Board and Senior Citizens Advisory Board (collectively referred to as "Board").*
- 14. All members of the Committee shall be full-time residents of the City of Portage or full-time residents within the Portage Public Schools district and be a full-time student. Members shall be a high school student and be no more than 18 years of age at the start of his or her term. A member of the Committee may complete his or her term even if the member completes high school during the term.*

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

EFFECTIVE DATE: _____, 2025.

Erica L. Eklov, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 2025, the original of which is in the official proceedings of the City Council.

Erica L. Eklov, City Clerk

CITY OF PORTAGE

**RESOLUTION ESTABLISHING A YOUTH ADVISORY COMMITTEE
AND AUTHORIZING THE APPOINTMENT OF YOUTH PARTICIPANTS TO CITY BOARDS
AND COMMISSIONS**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on
May 13, 2008 at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: Campbell, DeShazor, O'Brien, Reid, Sackley, Strazdas, Urban

ABSENT: None.

The following resolution was offered by:

Councilmember: O'Brien, and supported by:

Councilmember: Reid.

WHEREAS, the involvement and participation of youthful members of our community in City government is beneficial to both youth and the community as a whole;

WHEREAS the establishment of a Youth Advisory Committee consisting of members who meet the eligibility requirements as set forth herein can provide insight and perspective on numerous issues relating to city government as well as issues important to the community at large;

WHEREAS, the appointment of persons meeting the eligibility requirements below to become non-voting guests of several City boards and commissions will enable those persons to take part in the operations of government through the particular board and commission and, further, will provide the board and commission with insight and perspective not otherwise available;

WHEREAS, it is important that youthful members of our City gain knowledge and understanding of how their elected government functions and, with that understanding, become active and involved citizens in the community as adults;

NOW, THEREFORE, BE IT RESOLVED:

A.
YOUTH ADVISORY COMMITTEE

1. There is hereby established a Youth Advisory Committee ("Committee") whose mission is to serve in an advisory capacity to City Council and the City Administration and other City Officials.

2. The Committee shall identify issues and concerns of the community's youth and make recommendations for projects and programs to address them for the betterment of the community.

3. The Committee shall also provide input to the City Council, City Administration and other City Officials regarding programs, services, projects and issues which are assigned to it for review.

4. The Committee shall consist of up to thirteen (13) members to be appointed by the Mayor subject to the approval of Council.

5. All members of the Committee shall be full-time residents of the City of Portage and be a full-time student. Members shall not be less than 13 years of age and be no more than 18 years of age at the start of his or her term. A member of the Committee may complete his or her term even if the member turns 18 during the term.

6. The term of office of the members of the Committee shall be one year or until a successor is appointed and approved.

7. The majority of Members of the Committee shall constitute a quorum for the transaction of business. The Committee shall annually elect a Chairperson, Vice Chairman and Secretary and such other officers as it deems necessary.

8. The Committee shall have the power to adopt by-laws subject to the approval of the Council and shall hold such regular meetings as it deems advisable. However, it shall generally hold at least once meeting per month which dates and times to be determined by the Committee.

9. All business of the Committee shall be conducted at a public hearing of the Committee held in compliance with Public Act 267 of 1976 (MCLA 15.261, et. seq., the Open Meetings Act. The public notice of the time, date and place of the meeting of the Committee shall be given in the manner required by such Act.

10. The Committee shall file a report with the Council at such times as the City Administration or Council requires which shall consist of a concise statement of the activities of the Committee and a list of suggested topics of study for the upcoming year. The Council, upon receipt of the annual report of the Committee, or at any other time, shall determine principal tasks, topics of study and priorities of the Committee for the upcoming year.

B.
YOUTH PARTICIPANTS

11. The Mayor, subject to the approval of City Council, may appoint one (1) Youth Participant to each of the following: Environmental Board; Historic District Commission; Human Services Board, Parks Board and Senior Citizens Advisory Board (collectively referred to as "Board").

12. The Youth Participant shall be a nonvoting guest of the Board and his or her responsibility shall be limited to attending and participating at public meetings of the Board.

13. The Youth Participant's term shall be a period of one (1) year or until his or her successor is appointed.

14. All Youth Participants shall be full-time residents of the City of Portage and be a full-time student. Members shall not be less than 13 years of age and be no more than 18 years of age at the start of his or her term. A Youth Participant may complete his or her term even if the Youth Participant turns 18 during the term.

15. Any charter provision, law, ordinance or rule which applies to the regular members of the Board shall not be applicable to the Youth Participant.

16. The Youth Participant may be removed by the Chairperson of the Board after consultation with the City Manager and Mayor, with or without cause.

17. The Youth Participant's degree of participation at any public meeting is subject to the discretion of the chairperson.

18. The Youth Participant shall not be given any documents or materials in relation to the Youth Participant's activities at the public meeting which, as determined by the City Administration and/or the chairperson, contains confidential or sensitive information even if such document and/or materials may be available to the public upon request.

19. Any member of the public interested in any matter before a board in which a Youth Participant is involved may request that the chairperson direct that the Youth Participant not participate in any manner or that the Youth Participant's involvement be limited. Such request shall be granted by the chairperson.

C. GENERAL

19. The Council may remove any member of the Committee and any Youth Participant with or without cause.

20. No member of the Committee, nor any Youth Participant shall be considered, for any purpose, a city administrative or appointive officer or employee of the City as a result of his or her appointment to the Committee or as a Youth Participant.

21. Members of the Committee and Youth Participants shall serve without compensation and are volunteers.

22. The appointment of the members of the Youth Advisory Committee as well as Youth Participants shall be reviewed after one (1) year to determine the continuation of the youth involvement in local government program.

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

AYES: Councilmember Campbell, DeShazor, O'Brien, Reid, Sackley, Strazdas, Urban

NAYS: Councilmember None.

ABSENT: Councilmember None.

EFFECTIVE DATE: May 13, 2008.


James R. Hudson City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at
a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on
May 13, 2008, the original of which is in the official proceedings of the City Council.


James R. Hudson, City Clerk

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APPROVED AS TO FORM

DATE 5/5/08
Ken
CITY ATTORNEY

CITY OF PORTAGE

**RESOLUTION TO CONTINUE THE YOUTH ADVISORY COMMITTEE
AND THE APPOINTMENT OF YOUTH PARTICIPANTS TO CITY BOARDS AND
COMMISSIONS**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on
March 24, 2009 at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: Campbell, O'Brien, Reid, Sackley, Strazdas, Urban, Vliek

ABSENT: None.

The following resolution was offered by:

Councilmember: O'Brien, and supported by:

Councilmember: Campbell.

WHEREAS, on May 13, 2008, City Council passed a Resolution Establishing a Youth Advisory Committee and Authorizing the Appointment of Youth Participants to City Boards and Commissions. This Resolution provided that the establishment of a youth advisory committee and the appointment of youth participants to City boards and commissions be reviewed after one year to determine whether these programs would be continued;

WHEREAS, the involvement and participation of youthful members of our community in city government is beneficial to both youth and the community as a whole and the programs contained in this Resolution are to be continued;

WHEREAS the establishment of a Youth Advisory Committee consisting of members who meet the eligibility requirements as set forth herein can provide insight and perspective on numerous issues relating to city government as well as issues important to the community at large;

WHEREAS, the appointment of persons meeting the eligibility requirements below to become non-voting guests of several City boards and commissions will enable those persons to take part in the operations of government through the particular board and commission and, further, will provide the board and commission with insight and perspective not otherwise available;

WHEREAS, it is important that youthful members of our City gain knowledge and understanding of how their elected government functions and, with that understanding, become active and involved citizens in the community as adults;

NOW, THEREFORE, BE IT RESOLVED:

A.
YOUTH ADVISORY COMMITTEE

1. There is hereby established a Youth Advisory Committee ("Committee") whose mission is to serve in an advisory capacity to City Council and the City Administration and other City Officials.

2. The Committee shall identify issues and concerns of the community's youth and make recommendations for projects and programs to address them for the betterment of the community.

3. The Committee shall also provide input to the City Council, City Administration and other City Officials regarding programs, services, projects and issues which are assigned to it for review.

4. The Committee shall consist of up to fifteen (15) members to be appointed by the Mayor subject to the approval of Council.

5. All members of the Committee shall be full-time residents of the City of Portage and be a full-time student. Members shall not be less than 13 years of age and be no more than 18 years of age at the start of his or her term. A member of the Committee may complete his or her term even if the member turns 18 during the term.

6. The term of office of the members of the Committee shall be one year.

7. So as to not unduly interfere with the studies and extra-curricular activities of members, a majority of members of the Committee shall not be necessary to discuss and vote on matters brought before the Committee. However, a quorum of the Committee, which is a majority

of the members appointed, shall be needed to vote on recommendations to City staff or City Council.

8. The Committee shall have the power to adopt by-laws subject to the approval of the Council and shall hold such regular meetings as it deems advisable. However, it shall generally hold at least once meeting per month which dates and times to be determined by the Committee.

9. The Committee may file a report with the Council which shall consist of a concise statement of the activities of the Committee and a list of suggested topics of study for the upcoming year. The Council or City staff, upon receipt of the annual report of the Committee, or at any other time, may determine principal tasks, topics of study and priorities of the Committee for the upcoming year.

B. YOUTH PARTICIPANTS

10. The Mayor, subject to the approval of City Council, may appoint one (1) Youth Participant to each of the following: Environmental Board; Historic District Commission; Human Services Board, Parks Board and Senior Citizens Advisory Board (collectively referred to as "Board").

11. The Youth Participant shall be a nonvoting guest of the Board and his or her responsibility shall be limited to attending and participating at public meetings of the Board.

12. The Youth Participant's term shall be a period of one (1) year or until his or her successor is appointed.

13. All Youth Participants shall be full-time residents of the City of Portage and be a full-time student. Members shall not be less than 13 years of age and be no more than 18 years of age at the start of his or her term. A Youth Participant may complete his or her term even if the Youth Participant turns 18 during the term.

14. Any charter provision, law, ordinance or rule which applies to the regular members of the Board shall not be applicable to the Youth Participant.

15. The Youth Participant may be removed by the Chairperson of the Board after consultation with the City Manager and Mayor, with or without cause.

16. The Youth Participant's degree of participation at any public meeting is subject to the discretion of the chairperson.

17. The Youth Participant shall not be given any documents or materials in relation to the Youth Participant's activities at the public meeting which, as determined by the City Administration and/or the chairperson, contains confidential or sensitive information even if such document and/or materials may be available to the public upon request.

18. Any member of the public interested in any matter before a board in which a Youth Participant is involved may request that the chairperson direct that the Youth Participant not participate in any manner or that the Youth Participant's involvement be limited. Such request shall be granted by the chairperson.

C.
GENERAL

19. The Council may remove any member of the Committee and any Youth Participant with or without cause.

20. The City Manager, without Council approval, may remove a member of the committee for incurring three (3) or more unexcused absences within that member's term. All excused absences shall be submitted to the staff liaison in writing before the meeting date.

21. No member of the Committee, nor any Youth Participant shall be considered, for any purpose, a city administrative or appointive officer or employee of the City as a result of his or her appointment to the Committee or as a Youth Participant.

22. Members of the Committee and Youth Participants shall serve without compensation and are volunteers.

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

AYES: Councilmember Campbell, Reid, Sackley, Strazdas, Urban, Vliek, O'Brien

NAYS: Councilmember None.

ABSENT: Councilmember None.

EFFECTIVE DATE: May 14, 2009.


James R. Hudson City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at
a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on
March 24, 2009, the original of which is in the official proceedings of the City Council.


James R. Hudson, City Clerk

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APPROVED AS TO FORM

DATE 3/19/09


CITY ATTORNEY

CITY OF PORTAGE

**RESOLUTION TO AMEND THE YOUTH ADVISORY COMMITTEE
AND THE APPOINTMENT OF YOUTH PARTICIPANTS TO CITY BOARDS AND
COMMISSIONS**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on
June 9, 2009 at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: Campbell, O'Brien, Urban, Vliek, Strazdas

ABSENT: Reid, Sackley

The following resolution was offered by:

Councilmember: O'Brien, and supported by:

Councilmember: Campbell.

WHEREAS, on March 24, 2009, City Council passed a "Resolution to Continue the Youth Advisory Committee and the Appointment of Youth Participants to City Boards and Commissions";

WHEREAS, given the number of youth who have shown their interest in becoming involved and participating in city government, Council desires to increase the number of members of the Youth Advisory Committee;

NOW, THEREFORE, BE IT RESOLVED that paragraph 4 of Section A, **Youth Advisory Committee**, of the Resolution to Continue the Youth Advisory Committee and the Appointment of Youth Participants to City Boards and Commissions is hereby amended to read as follows:

**A.
YOUTH ADVISORY COMMITTEE**

4. The Committee shall consist of up to twenty-one (21) members to be appointed by the Mayor subject to the approval of Council.

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

AYES: Councilmember Campbell, O'Brien, Urban, Vliek, Strazdas

NAYS: Councilmember None.

ABSENT: Councilmember Reid, Sackley

EFFECTIVE DATE: June 9, 2009.


James R. Hudson City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on June 9, 2009, the original of which is in the official proceedings of the City Council.


James R. Hudson, City Clerk

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APPROVED AS TO FORM

DATE 6/16/09


CITY ATTORNEY

CITY OF PORTAGE

**SECOND AMENDMENT TO RESOLUTION TO CONTINUE THE YOUTH ADVISORY
COMMITTEE AND THE APPOINTMENT OF YOUTH PARTICIPANTS TO CITY BOARDS
AND COMMISSIONS**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on May 24, 2011 at 7:30 p.m. local time at the City Hall in the City of Portage, Michigan.

PRESENT: Bailes, Randall, Sackley, Strazdas, Urban

ABSENT: Campbell, Reid

The following resolution was offered by:

Councilmember: Urban, and supported by:

Councilmember: Sackley.

WHEREAS, on March 24, 2009, City Council passed a "Resolution to Continue the Youth Advisory Committee and the Appointment of Youth Participants to City Boards and Commissions" (hereinafter "Resolution");

WHEREAS, on June 9, 2009, City Council passed a "Resolution to Amend the Youth Advisory Committee and the Appointment of Youth Participants to City Boards and Commissions";

WHEREAS, given the number of youth who have shown their interest in participating in city government, City Council desires to increase the number of members of the Youth Advisory Committee;

WHEREAS, City Council desires to allow for youth participants to serve as both a non-voting member of selected City Boards or Commissions as well as a voting member of the Youth Advisory Committee;

NOW THEREFORE BE IT RESOLVED that the following amendments to the Resolution are adopted:

1. Paragraph 4 of Section A, Youth Advisory Committee, of the Resolution, as amended, is hereby amended to read as follows:

A.

YOUTH ADVISORY COMMITTEE

4. The Committee shall consist of up to thirty (30) members to be appointed by the Mayor subject to the approval of Council.

2. Paragraph 10 of Section B, Youth Participants, of the Resolution, as amended, is hereby amended to read as follows:

B.

YOUTH PARTICIPANTS

10. The Mayor, subject to approval of City Council, may appoint one (1) member of the Youth Advisory Committee to also serve as the Youth Participant to each of the following: Environmental Board, Historic District Commission; Human Services Board, Park Board and Senior Citizens Advisory Board (collectively referred to as "Board").

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

AYES: Councilmember Bailes, Randall, Sackley, Strazdas, Urban

NAYS: Councilmember None.

ABSENT: Councilmember Campbell, Reid

EFFECTIVE DATE: May 24, 2011.


James R. Hudson City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of this resolution adopted at a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on May 24, 2011, the original of which is in the official proceedings of the City Council.



James R. Hudson, City Clerk

Approved as to Form:

Date 5/13/11

per

City Attorney

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TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Michigan Municipal League Annual Meeting

SUPPORTING PERSONNEL: Pat McGinnis, City Manager

ACTION RECOMMENDED: Designate Councilmember Jihan Young as the Voting Representative and Councilmember Nicole Miller as the Alternate for the City of Portage at the Annual Meeting of the Michigan Municipal League to be held on September 17, 2025, in Grand Rapids, Michigan.

The Michigan Municipal League (MML) Annual Convention will be held in Grand Rapids from September 17–19, 2025. The League's Annual Meeting is scheduled for 4:30 p.m. in the Pantlind Ballroom of the Amway Grand Plaza Hotel.

Representatives will vote to elect five members to the MML Board of Trustees. Members present will also vote on the MML Core Legislative Policies. It is recommended that City Council designate Councilmember Jihan Young as the Voting Representative and Councilmember Nicole Miller as the Alternate for the City of Portage at the Annual Meeting of the Michigan Municipal League to be held on September 17, 2025, in Grand Rapids, Michigan.

FUNDING: N/A

Attachments: 1. Convention Representative Designation

June 27, 2025

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 17-19, 2025. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, September 17 in the Pantlind Ballroom at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

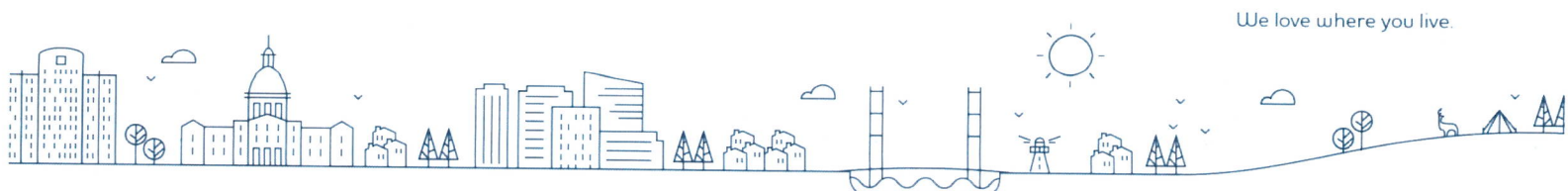
B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2025.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, **you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate.** Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than August 17, 2025.**



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **August 17, 2025**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 16, 2025, at the Amway Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

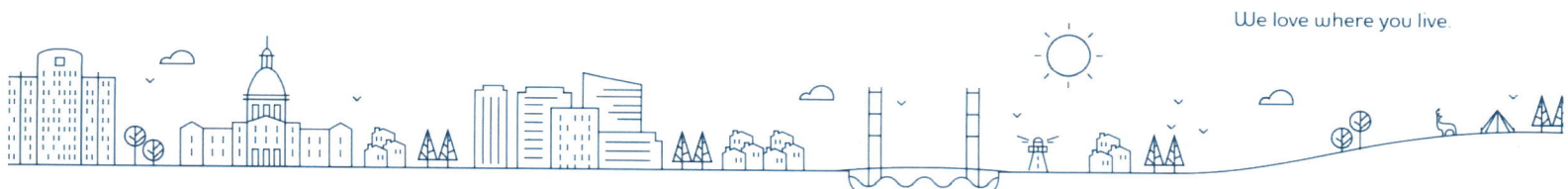
Sincerely,



Donald Gerrie
President
Mayor, Sault Sainte Marie



Daniel P. Gilmartin
Executive Director & CEO



Minutes of Boards & Commissions



**CITY COUNCIL AGENDA ITEM A.8.A.
AUGUST 12, 2025**

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT:

SUPPORTING PERSONNEL:

ACTION RECOMMENDED: Approve

FUNDING:

Attachments: 1. 2025 07 22 BOR Minutes



**City of Portage
Board of Review—2025 July Session**

Official Session Minutes – July 22, 2025

Panel Members present: 3 members – Board Chair Orville Smith, Board Vice-Chair Carol Eddy, Board Member Charlie Eldred

Panel Members absent: None

Others present: Andrew Falkenberg, Deputy Assessor/WCA Regional Assessing Manager/ Board Secretary; Cathy Weissert, WCA Appraiser;

1. **Call to order** – by Orville Smith Board Chair, at 9:00 a.m. noting that the meeting has been properly noticed as required by state law.
2. **Determination of quorum.** The Secretary determined and announced that a quorum of at least three members of the selected three-member panel is present. Note: This is pursuant to the following action taken by the full Board at its session held March 25, 2025: *The Chair and Secretary shall determine the dates, times, and locations of the 2025 July and December sessions, and the Secretary shall properly issue and post notices of those sessions. The Chair, upon consultation with the Secretary, shall select three-member panels to constitute the July and December sessions of the Board, and such panels are hereby authorized to consider and decide on all matters properly brought before them, including approval of the minutes of those sessions as part of the final adjournment. Attendance by two of the three members of those panels shall constitute a quorum, and the Chair shall have full power to replace panel members as necessary.*
3. **Public comment period.** There was none.
4. **Review of Board's Authority for July and December Sessions.** The Secretary reviewed the Board's authority to act in its July and December sessions.
5. **Consideration of Items for Decision.** The Secretary presented the various decision items for the panel's consideration, consisting of the qualified errors, poverty exemption requests, and other items as detailed on the attached listing, hereby made a part of these minutes. The panel considered each item before it and approved the Assessor's recommended action. The form confirming each adjustment was signed by the Board members.

6. **Correspondence.** The Secretary announced that no correspondence was received other than the items already considered.
7. **Recess.** The Board Chair recessed the panel briefly while the Secretary prepared the minutes of this meeting.
8. **Final Action.** The Board Chair reconvened the panel. The Secretary presented the minutes of this meeting. MOTION by Member Eddy, supported by Member Eldred, to approve the minutes of this meeting (including this motion and the session adjournment) and to declare the final adjournment of the 2025 July Session of the Board of Review; motion carried unanimously, and the Board Chair declared final adjournment of the 2025 July Session, at 9:45 a.m.

Prepared July 22, 2025


Andrew WC Falkenberg,
Deputy City Assessor/Board Secretary


Orville Smith, Board Chair