

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. World Polio Day

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 September 23, 2025
2. Approve the Accounts Payable Register of October 7, 2025, as presented.
3. Award a contract in the amount of \$1,626,424.06 to Quest Design Build for the construction of the Portage Farmer's Market and authorize the City Manager to execute all documents related to this action on behalf of the city.
4. Award a contract to Williams & Works of Grand Rapids, Michigan in the amount not to exceed \$193,640 to perform engineering services for the South 12th Street Block Lift Station Renovation Project and authorize the City Manager to execute all documents related to the contract on behalf of the city.
5. Award a construction contract for the Consolidated Drain Rehabilitation project to Hoffman Bros, Inc., Battle Creek, Michigan in an amount not to exceed \$168,740 and authorize the City Manager to execute all documents related to the contract on behalf of the city.
6. Approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated at a total cost of \$75,745 and authorize the City Manager to execute all related documents and future renewals if the price increase is no more than 10 percent.
7. Approve the Gift and Naming Rights Agreement for the Portage Farmers Market and authorize the City Manager to execute all documents related to this action on behalf of the city.
8. Schedule a public hearing for Wednesday, November 5, 2025, for both the City Centre and Lake Center Subarea Neighborhood Enterprise Zones and notify the City Assessor and taxing bodies of the hearing date.
9. Support City of Portage participation in the *Intergovernmental Agreement for Early Voting Election Services between Kalamazoo County and Associated Municipalities* and authorize the City Clerk to sign the Agreement on behalf of the city.
10. Receive the revised Solicitor and Canvassers Ordinance for first reading and set a second reading for October 21, 2025.
11. Receive the revised Secondhand Dealers Ordinance for first reading and set a second reading for October 21, 2025.
12. Adopt the Resolution for Charitable Gaming License recognizing Portage Northern Women's Basketball, Inc. (d.b.a. "Lady Huskies Hoops"), as a nonprofit organization in the City of Portage.
13. Minutes of Boards & Commissions.
14. Materials Transmitted.
15. Calendar of Meetings:

- Environmental Board: Wednesday, October 8 at 7:00 p.m. at Portage City Hall in Conference Room

- Zoning Board of Appeals: Monday, October 13 at 7:00 p.m. at Portage City Hall in City Council Chambers
- Senior Citizens Advisory Board: Wednesday, October 15 at 2:30 at Portage City Hall in Conference Room 1
- Planning Commission: Thursday, October 16 at 7:00 p.m. at Portage City Hall in City Council Chambers

B. Communications:

1. Receive the Annual Report Presentation from the Planning Commission for the 2025/2026 Year.

C. Public Hearings:

1. Subsequent to the public hearing, consider adopting Resolution #4 to approve transfer of the Tax Abatement Certificate, Tax Abatement Agreement, and Affidavit of Fees for KalBlue Group, Inc. at 5870 S. Sprinkle Road, Unit 1, under existing Industrial Development Districts No. 34 and 62.

D. Regular Business Agenda:

1. Appoint individuals to the Construction Board of Appeals, Downtown Development Authority, Environmental Board, Human Services Board, Local Development Finance Authority, Park Board, Planning Commission, and Senior Citizens Advisory Board.

E. Unfinished Business:

F. Council Committee Reports:

G. New Business:

H. Statements of City Council and City Manager.

Adjournment.



QR Code to Access the Agenda & Agenda Packet

Use the camera on your phone or mobile device to scan the QR Code and then follow the instructions that appear on your screen.

The link will take you to <https://portagemi.portal.civicclerk.com/> where you can view the meeting agendas and agenda packets.

There is one opportunity for public comment during meetings. The Americans with Disabilities Act (ADA) requires reasonable accommodations for participation. Please contact the City Clerk regarding accommodations.



CITY OF PORTAGE PROCLAMATION

Rotary International Proclamation

- WHEREAS,** Rotary is a global network of neighbors, friends, leaders, and problem-solvers who unite and take action to create lasting change in communities across the globe; and
- WHEREAS,** the Rotary motto, Service Above Self, inspires members to provide humanitarian service, follow high ethical standards, and promote goodwill and peace in the world; and
- WHEREAS,** Rotary in 1985 launched PolioPlus and in 1988 helped establish the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF, the Bill & Melinda Gates Foundation, and Gavi, the Vaccine Alliance, to immunize the children of the world against polio; and
- WHEREAS,** polio cases have dropped by 99.9 percent since 1988 and the world stands on the threshold of eradicating the disease, with the polio remaining endemic in just two countries, Afghanistan and Pakistan; and
- WHEREAS,** to date, Rotary has contributed more than \$2.7 billion and countless volunteer hours to protecting nearly 3 billion children in 122 countries; and
- WHEREAS,** Rotary is working to raise an additional \$50 million per year, which will be leveraged for maximum impact by an additional \$100 million annually from the Gates Foundation; and
- WHEREAS,** these efforts are providing much-needed operational support, medical staff, laboratory equipment, and educational materials for health workers and parents; and
- WHEREAS,** the processes Rotary helped bring to fight polio have also been used to protect communities from COVID-19 and other diseases. This illustrates the 'Plus' in PolioPlus; and
- WHEREAS,** in addition, Rotary has played a major role in decisions by donor governments to contribute more than \$10 billion to the effort; and
- WHEREAS,** there are over 1.4 million Rotary members in 46,000 clubs throughout the world who sponsor service projects to address critical issues such as poverty, disease, hunger, illiteracy, and the environment in their local communities and abroad.

NOW, THEREFORE, BE IT RESOLVED THAT I, Patricia M. Randall, and the City Council of the City of Portage, Michigan do hereby declare October 24, 2025, as World Polio Day in the City of Portage and do further direct that the lights on the Zhang Portage Senior Center be lit up "PURPLE FOR POLIO" from sunset on October 23 through dawn on October 25, 2025 to recognize this important designation.

Signed this 7th day of October 2025.

Patricia M. Randall, Mayor

CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 23, 2025

Mayor Pro Tem Jim Pearson 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, and Mayor Pro Tem Jim Pearson were present.

ABSENT: Mayor Patricia Randall.

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 Pro Tem Pearson, the audience observed a moment of silence to reflect on matters of personal importance. Following the moment of silence, the City Council recited the Pledge of Allegiance alongside Scouting Troop 244 from Pathfinder Church.

PETITIONS AND STATEMENTS OF CITIZENS:

1. Alan Loveridge (23965 88th Ave, Marcellus) spoke regarding concerns of microplastics and offered suggestions to address the issue.
2. Wayne Johnson (1418 Palmetto Drive), speaking as president of the Sterling Oaks condominium community noted the cost of the community's current contract for waste hauling and compared it to the proposed single waste hauler contract, noting Sterling Oaks residents currently pay less than they will under the new single-waste contract. He asked the City Manager to find out the expectations for the city's condo associations considering the new single hauler proposal.
3. Senior Pastor Paul Naumann (1749 Greenbriar) of St. Michael Lutheran Church (7211 Oakland Drive), alongside members Joe Magowski and Cindy Vanicks, announced the church's 2025 Celebration and Prayer for Life Rally.
4. Andrea Kidney (9475 Sebring Drive) noted she was also a resident of the Sterling Oaks Condominium community who had similar concerns regarding the single waste hauler proposal. She encouraged the City Council to consider not only condo associations during future negotiations, but also mobile home communities.
5. Les Minor (2514 East Shore Drive) complimented the city for the improvements adjacent to Daane's Party Store. He then asked about plans for behind the building, noting a build-up of garbage behind the building, which provide places for stagnant water to accumulate.

CONSENT AGENDA: Mayor Pro Tem Jim Pearson shared where the public can access the meeting agenda and asked if any would like an item removed from the Consent Agenda. Motion by Burns, seconded by Ledbetter, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 6 to 0.

Approval of Minutes: Motion by Burns, seconded by Ledbetter, to approve the City Council Minutes of the Regular Meeting of September 9, 2025. Upon a roll call vote, motion carried 6 to 0.

Accounts Payable Register of September 23, 2025: Motion by Burns, seconded by Ledbetter, to approve the Accounts Payable Register of September 23, 2025, as presented. Upon a roll call vote, motion carried 6 to 0.

Farmers Market Pavilion Structures: Motion by Burns, seconded by Ledbetter, to award a contract in the amount of \$1,388,856.36 to Penchura, LLC, of Brighton, MI, for the purchase of three pavilion structures for the Portage Farmers Market; and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Acquisition of Property from Comerica Bank: Motion by Burns, seconded by Ledbetter, to authorize the purchase of .03 acres of 7941 South Westnedge Avenue, owned by Comerica Bank, for the amount of \$1, for use in the development of the Portage Farmers Market, and authorize the City Manager to execute all documents related to this action. Upon a roll call vote, motion carried 6 to 0.

Bid Tabulation - Tree Planting and Maintenance: Motion by Burns, seconded by Ledbetter, to award a contract in the amount of \$182,517 to Twin Lakes Nursery, Inc., for the purchase of trees, planting and maintenance services in Celery Flats and Lexington Green Parks funded by the IRA Urban and Community Forestry Program grant, and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Police In-car Computer Replacement - Cooperative Purchasing Contract: Motion by Burns, seconded by Ledbetter, to approve the purchase of Panasonic Toughbook computers, docking stations, and power supplies from Baycom in the amount of \$137,818.00, and authorize the City Manager to execute all necessary documents on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Proposed Shared Emergency Management Staff Person: Motion by Burns, seconded by Ledbetter, to schedule a Committee of the Whole Meeting for Tuesday, October 21, 2025, at 5:00 p.m. to review, discuss and potentially take action on a proposed agreement for the provision of an emergency management staff person to be shared evenly between the City of Portage and Kalamazoo County. Upon a roll call vote, motion carried 6 to 0.

Transfer of Industrial Tax Abatement: Motion by Burns, seconded by Ledbetter, to accept the Industrial Facilities Tax Exemption Certificate application from KalBlue Group, Inc. to transfer the existing tax abatement certificate from Depatie Fluid Power, LLC, at 5870 S. Sprinkle Road, Unit 1, and set the public hearing on the certificate for October 7, 2025. Upon a roll call vote, motion carried 6 to 0.

City Wise Rental Housing Database Agreement: Motion by Burns, seconded by Ledbetter, to approve the City Wise Software LLC City Service & Licensing Agreement to establish a searchable database for renters to locate rental housing in the City of Portage and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Revised Investment Policy: Motion by Burns, seconded by Ledbetter, to adopt the Revised Investment Policy. Upon a roll call vote, motion carried 6 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Ledbetter, to receive the minutes of the Human Services Board of June 5, 2025; and the Environmental Board of August 13, 2025. Upon a roll call vote, motion carried 6 to 0.

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

COMMUNICATIONS:

Citizen Communication: Motion by Burns, seconded by Young, to receive the communication from Mary Redmond dated September 8, 2025. Upon a voice vote, motion carried 6 to 0.

PUBLIC HEARINGS:

Rezoning Application No. 25/26-1 to rezone 4815 W. Milham Avenue: Mayor Pro Tem Pearson introduced the matter, followed by a short presentation of the proposed rezoning by CDO Pete Dame. After CDO Dame finished, Mayor Pro Tem opened the public hearing.

1. Patricia Curtis (4736 Golden Ridge Trail) lives in the adjacent neighborhood and asked that development not abut against the neighborhood, and that light and noise pollution be considered.
2. Dane Davis (9902 Wexford) introduced himself as a resident of the city for the last 20 years and believes retail at that intersection is warranted.

Councilmember Urban asked about the zoned use permitting marijuana. Clerk Eklov responded that the zone could not have a dispensary, citing the proximity to adjacent Westfield Park.

Councilmember Burns asked about lot line adjustments and current ownership. CDO Dame elaborated that the lot had been modified to accommodate different zoning codes, which would provide a buffer between the rezoned parcel and the neighborhoods.

Councilmember Miller asked about the adjacent parcel, verifying only one parcel was up for rezoning. CDO Dame confirmed.

Councilmember Young noted the complementary housing coming to the area and the need to balance it by creating economic development as well.

Motion by Burns, seconded by Young, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Burns, seconded by Young, to approve Rezoning Application No. 25/26-1 to rezone 4815 West Milham Avenue from B-2 Community Business District to B-3 General Business District. Upon a roll call vote, motion carried 6 to 0.

REGULAR BUSINESS AGENDA:

Sale of 9246 Portage Industrial Drive to Kalamazoo County: Councilmember Urban explained his removal of the item from the Consent Agenda. He relayed his concerns about the storage provision included in the County agreement, ensuring the city did not lose money on its initial purchase of the property should the County be unable to honor the agreement in full. He removed the item from Consent to highlight the recent changes to the agreement and the County's guarantee.

City Manager McGinnis noted the collaborative efforts from Chief Operating Officer Herringa, Kalamazoo County Administrator Kevin Catlin, and City Attorney Kaufman to ensure the intent in writing ahead of the meeting. Councilmember Urban expressed his appreciation for the City's and County's Administrations' efforts.

Motion by Urban, seconded by Burns, to adopt the Resolution to sell city property addressed as 9246 Portage Industrial Drive to Kalamazoo County for \$600,000, place the resolution on file for 28 days with the City Clerk, and take final action on October 21, 2025. Upon a roll call vote, motion carried 6 to 0.

KNHS Agreement Employer-Assisted Housing Program: Councilmember Burns noted he removed the item from Consent as he wanted to highlight the city's effort, as well as discuss some questions regarding the income requirement and employee eligibility. City Manager McGinnis explained the development of the proposal.

Councilmember Burns suggested the City Administration consider an asset test or limiting the program to first-time home buyers. He also suggested caveats to avoid giving to short-retained employees and employees already receiving benefits priority to ensure the program reaches the target audience.

CDO Dame responded, ensuring the City Administration would first adopt an internal policy to guide which employees would qualify and how, based upon current conversations between the city

and county of Kalamazoo. He also noted that, as subject matter experts, Kalamazoo Neighborhood Housing Services (KNHS) will help guide the city in facilitating the program, but he welcomed recommendations as the city works to build a policy.

Mayor Pro Tem Pearson expressed concern about the part-time employee offer. CDO Dame responded, noting the partner organizations' support of including part-time employees.

Councilmember Young noted the comparison between Kalamazoo and Portage in terms of housing costs, and the incentive to attract people to live and work in Portage. CDO Dame noted the program is run dependent upon need and if the need is higher, the applicant may receive more assistance. There was additional discussion regarding employee retention and attraction.

Councilmember Urban asked where internal policies would apply to the agreement. Councilmember Burns noted Section 4 of the agreement related to employee eligibility, says that the employee will apply to KNHS, which then contacts the city as the employer with the sole discretion in determining eligibility. He believed the City Administration would be able to make more prescriptive guidelines and looked forward to assisting with the creation of those guidelines.

Motion by Burns, seconded by Miller, to approve the agreement with Kalamazoo Neighborhood Housing Services for an Employer-Assisted Housing Program and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Preferred Developer Agreement with Dynasty Management, LLC for Redevelopment of 7716 South Westnedge Avenue: Councilmember Urban stated he had removed the item from the Consent Agenda following an earlier request to the City Administration to summarize the agreement, highlighting the actions by the city or the developer and timing to better understand the proposal before the Council. He noted the subject property's proximity to the Police Division and discussions during the spring budget session which highlighted a need for improvements to public safety vehicle parking. As such, Councilmember Urban questioned whether the city needed to discuss retaining the property for city use. He further stated that the summary provided by the City Administration answered his questions, demonstrating a need for the developer to begin the due diligence process.

Councilmember Urban then asked the city staff to clarify the illustrations on Exhibit B included in the agenda. CDO Dame responded regarding the developer's intention to build a slightly larger development using part of the vacant parcel between the police property and the subject property to maintain a separate driveway and parking from that of the police property. CDO Dame also stated that the developer is flexible on the site plan and desires to collaborate with the Public Safety Department to coordinate how the triangular property is designed. There was additional discussion regarding the history of the police division property and the development of the City Centre area.

Motion by Urban, seconded by Young, to approve the Preferred Developer Agreement with Dynasty Management LLC for a due diligence period of six months to redevelop 7716 South Westnedge Avenue as a mixed-use project and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

UNFINISHED BUSINESS:

Ordinance to Enable Creation of Neighborhood Enterprise Zones: Mayor Pro Tem Pearson introduced the item. City Manager McGinnis and CDO Dame noted the ordinance would provide another method for redevelopment of mixed-use housing in the city. Councilmember Urban requested clarification regarding the two maps provided with the ordinance draft. CDO Dame responded that the two illustrated areas would be the first two zones that staff intended to propose, but that would occur at a later date.

Motion by Burns, seconded by Young, to accept for second reading and adopt the amendment

of Chapter 42 of the Code of Ordinances to enable the creation of Neighborhood Enterprise Zones (NEZ). Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Miller provided an update regarding the Discover Kalamazoo Board of Directors. Motion by Young, seconded by Burns, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 6 to 0.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban had no comments. Councilmember Ledbetter also had no comments.

Councilmember Miller elaborated on her earlier Discover Kalamazoo comments and her desire to work with city staff to support the creation of additional ice rinks and sheets in the region, stating that Kalamazoo County currently experiences the highest number of annual hotel stays on nights related to ice activities, such as hockey and figure skating, and the impact on the local economy recent closures might have. She then highlighted her attendance at the Michigan Municipal League (MML) Conference, where she was voted to the board of trustees for the League, and her desire to give a voice to Southwest Michigan from Portage. Councilmember Miller closed by noting the Farmer's Market pavilions purchase on the Consent Agenda.

Councilmember Young also spoke regarding the MML Conference and the impact a strong community can have on an individual. She then highlighted the Battle of the Bins competition as an example of the sense of community Portage offers. Councilmember Young also spoke about Beacon Health assuming the Borgess Health System and its arrival in the community. She also noted the League of Women Voters of Kalamazoo (LWVK) candidate forum on October 1, as well as the third annual Tricked-Out Halloween House contest.

Councilmember Burns also highlighted the upcoming LWVK candidate forum on October 1 and noted the League's upcoming *Voter's Guide*.

City Manager McGinnis spoke about the MML Conference and highlighted the emphasis on placemaking. He then spoke about the recent Fall Fest and other city events that support placemaking efforts.

Mayor Pro Tem Pearson echoed City Manager and Councilmember Miller mention of the Farmer's Market pavilion contract, as well as the \$150,000 grant for trees to replace those lost in the 2024 tornado from the Consent Agenda. The Mayor Pro Tem closed by highlighting the agreement, also passed on Consent, to establish a searchable database for renters to locate rental housing within the city.

ADJOURNMENT: Mayor Pro Tem Jim Pearson adjourned the meeting at 7:31 PM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of October 7, 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 September 14, 2025, through September 27, 2025, and notes \$3,260,169.59 in automated clearing house payments, \$600,687.42, in paper checks, \$141,206.30 in auto-pay payments, and \$30,789,376.15 in electronic payments for a grand total of \$34,791,439.46.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of October 7, 2025

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/14/2025 to 9/27/2025

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Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
09/15/2025	24939(A)	ACKERMAN & ACKERMAN, P.C.	LEGAL CLAIMS AUSTIN LAKE SETTLEMENT	1,356,350.00
09/19/2025	24940(A)	ADP, INC.	PAYROLL & ETIME SVCS, WORKFORCE NOW	7,648.42
09/19/2025	24941(A)	CHARTER COMMUNICATIONS	CABLE TV	169.99
09/19/2025	24942(A)	COMPLETE TEAM OUTFITTER, INC.	STAINLESS STEEL/INSULATED WATER BOTTLES	587.50
09/26/2025	24943(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULT LOCS	37,847.80
09/26/2025	24944(A)	ADVANTAGE ROOFING & EXTERIORS, INC	MI NEIGH - REPLACE ROOF & GUTTER SYS	21,314.00
09/26/2025	24945(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	3,919.86
09/26/2025	24946(A)	ALRO STEEL CORPORATION	TINK CLAW REPAIR SUPPLIES	96.25
09/26/2025	24947(A)	AMERICAN VILLAGE BUILDERS, INC	STANWOOD CROSSINGS DEVELOPMENT	994,503.00
09/26/2025	24948(A)	ANALYTICAL TESTING & CONSULTING	CDBG - LBP CLEARANCE TEST	500.00
09/26/2025	24949(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	760.00
09/26/2025	24950(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAM	90.00
09/26/2025	24951(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	520.00
09/26/2025	24952(A)	AVI SYSTEMS, INC.	CLERK MIC COVER	194.39
09/26/2025	24953(A)	BARKER, DAVID	PER DIEM-OAKLAND POLICE ACADEMY	160.00
09/26/2025	24954(A)	BAUCKHAM, THALL, SEEBER, KAUFMAN	POSTAGE, TRANSCRIPTS	138.84
09/26/2025	24955(A)	BENNETT, THOMAS L	SNAP REIMBURSEMENT	30.00
09/26/2025	24956(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	229,769.38
09/26/2025	24957(A)	C D W GOVERNMENT, INC.	LENOVO MONITOR	225.41
09/26/2025	24958(A)	CHARTER COMMUNICATIONS	INTERNET/VOICE	815.42
09/26/2025	24959(A)	CLARK LOGIC EARTHWORKS, LLC	LANDSCAPE BED MAINTENANCE	8,515.00
09/26/2025	24960(A)	CLEAN EARTH ENVIRONMENTAL SERV	MEREDITH ST SANITARY SEWER, STORM DRAIN CL	8,758.45
09/26/2025	24961(A)	COMPLETE TEAM OUTFITTER, INC.	PARKS FOUNDATION TABLE CLOTH	144.00
09/26/2025	24962(A)	COX, ELISA ROSE	PZSC ORIENTATION INSTRUCTOR	240.00
09/26/2025	24963(A)	CRAHAN, DEVON	YOGA IN THE PARK SESSION 2&3	552.00
09/26/2025	24964(A)	CROWN TROPHY	PCAA PLAQUE PLATES & ENGRAVING	148.00
09/26/2025	24965(A)	DATA CONSTRUCTS LLC	DNS FAILOVER SERVICES	80.50
09/26/2025	24966(A)	DEARBORN LIFE INSURANCE COMPANY	LIFE LTD AND STD INSURANCE	11,884.21
09/26/2025	24967(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	20,478.68
09/26/2025	24968(A)	DEMING, JONATHAN	PZSC FOOT CARE CLINIC	600.00
09/26/2025	24969(A)	DEPATIE FLUID POWER COMPANY	REPAIR & MAINTENANCE SUPPLIES	355.72
09/26/2025	24970(A)	DMOCH, ADAM	PER DIEM-RED DOT PISTOL INSTRUCTOR	160.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 9/14/2025 to 9/27/2025

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Check Date	Check	Vendor Name	Description	Amount
09/26/2025	24971(A)	DOSTER, KYLE	REIMB EXPS-SCHL RESOURCE OFFICER SUPV/MGMT	36.26
09/26/2025	24972(A)	DUNN, DEREK	REIMB EXPS-MFIS FALL CONFERENCE	662.40
09/26/2025	24973(A)	EARLE, SHELIA L	PZSC FITNESS INSTRUCTOR CHAIR YOGA, BARRE	936.00
09/26/2025	24974(A)	ENG., INC.	CONSOLIDATED DRAIN REHABILITATION	1,802.50
09/26/2025	24975(A)	ENGINEERED PROTECTION SYSTEMS, INC.	PRORATED CHARGES FOR CARD ACCESS	125.16
09/26/2025	24976(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	TINK CLAW REPAIRS	1,170.00
09/26/2025	24977(A)	ETNA SUPPLY, INC.	REPAIR & MAINTENANCE SUPPLIES	438.00
09/26/2025	24978(A)	FULL CIRCLE FARM	REIMBURSEMENT FOR SNAP & DUFB	40.00
09/26/2025	24979(A)	GABRIELLI, CARLIN	REIMB EXPS-POLICE SCHOOL STAFF & COMMAND	20.00
09/26/2025	24980(A)	GENUINE PARTS COMPANY INC	REPAIR & MAINTENANCE SUPPLIES	1,238.11
09/26/2025	24981(A)	GORDON WATER SYSTEMS	WATER SERVICES	725.32
09/26/2025	24982(A)	GRAHAM, WILLIAM	PER DIEM-EMU FIRE STAFF & COMMAND SCHL	1,538.06
09/26/2025	24983(A)	GREAT LAKES CHLORIDE, INC.	BOOST FOR WINTER MAINTENANCE	19,423.83
09/26/2025	24984(A)	GREATER KALAMAZOO UNITED WAY	UNITED WAY ELECTIVE CONTRIBUTIONS SEPT 25	81.04
09/26/2025	24985(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	164.00
09/26/2025	24986(A)	HAAN, MEGAN KATHLEEN	PZSC BARRE PILATES FUSION INSTRUCTOR	100.00
09/26/2025	24987(A)	HAMBRIGHT, BRANDON	PER DIEM-OAKLAND POLICE ACADEMY	160.00
09/26/2025	24988(A)	HOLCOMB, JOSHUA BARBER	PZSC UKULELE INSTRUCTOR	1,080.00
09/26/2025	24989(A)	INCREDIBLE KETTLE	SNAP REIMBURSEMENT	30.00
09/26/2025	24990(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	1,901.60
09/26/2025	24991(A)	INSIGHT PUBLIC SECTOR, INC.	MS365 CLOUD SERVICES	7,539.38
09/26/2025	24992(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING, TRIMMING & WEED CONTROL	10,273.50
09/26/2025	24993(A)	JB PRINTING	PORTAGER PRINTING	7,625.00
09/26/2025	24994(A)	JOHNSON, ANITA	PER DIEM-MIDWEST CLT CONF	158.00
09/26/2025	24995(A)	KALAMAZOO LANDSCAPE SUPPLIES	LAWN RESTORATION SUPPLIES	390.75
09/26/2025	24996(A)	KALAMAZOO PICKLEBALL	PICKLEBALL LEAGUE AND CLINIC INSTRUCTOR	6,140.00
09/26/2025	24997(A)	KEHOE, EDWARD J	PZSC TAI CHI & QIGONG INSTRUCTOR	575.00
09/26/2025	24998(A)	KENDALL ELECTRIC, INC.	REPLACEMENT LIGHT POLE FIXTURES	8,143.29
09/26/2025	24999(A)	KENDIG KEAST COLLABORATIVE	ZONING CODE UPDATE	8,738.00
09/26/2025	25000(A)	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTER LEASE & MAINTENANCE	785.68
09/26/2025	25001(A)	KURZAVA, MATTHEW STEPHEN	PZSC TAI CHI I & II INSTRUCTOR	660.00
09/26/2025	25002(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	478.08
09/26/2025	25003(A)	LOCALITY MEDIA, INC.	FIRE SOFTWARE	38,259.51

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09/26/2025	25004(A)	LOWE'S HOME CENTER	MOMASH HALLOWEEN DECORATIONS	1,934.36
09/26/2025	25005(A)	MACQUEEN EQUIPMENT, LLC	GUTTER BROOMS FOR SWEEPERS	4,120.00
09/26/2025	25006(A)	MCCI LLC	JUSTFOIA SUBSCRIPTIONS	11,812.50
09/26/2025	25007(A)	MCMILLAN, BRANDON	PER DIEM-OAKLAND POLICE ACADEMY	160.00
09/26/2025	25008(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	171.59
09/26/2025	25009(A)	MEJEUR ELECTRIC LLC	MISC ELECTRICAL SERVICES	2,534.00
09/26/2025	25010(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	330.82
09/26/2025	25011(A)	MY GREEN MICHIGAN	MGM FOOD WASTE COMPOST SVC AGREEMENT	2,558.00
09/26/2025	25012(A)	NETBRAIN TECHNOLOGIES, INC.	NETBRAIN RENEWAL	2,677.33
09/26/2025	25013(A)	NYE UNIFORM CO	MISC UNIFORMS	7,115.90
09/26/2025	25014(A)	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	174.27
09/26/2025	25015(A)	ONE WAY PRODUCTS	JANITORIAL SUPPLIES	1,091.54
09/26/2025	25016(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	10,785.76
09/26/2025	25017(A)	PARIS CLEANERS	LAUNDRY/DRY CLEANING SERVICES	966.51
09/26/2025	25018(A)	PEARSON, GERALD	PARK FACILITY CLEANING	7,480.00
09/26/2025	25019(A)	PETERS CONSTRUCTION CO.	REPAIR DRIVEWAY & STORM STRUCTURES	18,698.00
09/26/2025	25020(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR SEPTEMBER 2025	2,100.00
09/26/2025	25021(A)	PORTAGE POLICE COMMAND OFFICERS	PPCOA UNION DUES FOR SEPTEMBER 2025	65.00
09/26/2025	25022(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR SEPTEMBER 2025	742.00
09/26/2025	25023(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SERVICES	641.08
09/26/2025	25024(A)	PRINTING SERVICES INC	PRINTING SERVICES	1,578.75
09/26/2025	25025(A)	PURITY CYLINDER GASES, INC	WELDING SUPPLIES	374.28
09/26/2025	25026(A)	REED, BRENT LESLIE	RETENTION BASIN REPAIRS & MAINTENANCE	24,310.00
09/26/2025	25027(A)	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	8,166.66
09/26/2025	25028(A)	REYNHOUT, BRENT	PER DIEM-RED DOT PISTOL INSTRUCTOR	160.00
09/26/2025	25029(A)	ROSE BRAND WIPERS INC	REPLACEMENT HAYLOFT STAGE CURTAINS	4,511.29
09/26/2025	25030(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	600.00
09/26/2025	25031(A)	S B F ENTERPRISES, INC.	PRINT, PROCESS & MAIL WATER/SEWER BILLS	572.72
09/26/2025	25032(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL-SPLIT PHASES SHAVER@CENTRE	750.00
09/26/2025	25033(A)	SHINY BRITE WASHING SYSTEMS LLC	VEHICLE CAR WASHES	580.00
09/26/2025	25034(A)	SIMPLIFILE LLC	AUGUST 2025 RECORDING & SUBMISSION FEES	199.50
09/26/2025	25035(A)	SLAVIN, NATHAN	PER DIEM-OAKLAND POLICE ACADEMY	160.00
09/26/2025	25036(A)	SMITH GARSON, INC.	FEDERAL ADVOCACY SERVICES	5,000.00

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Check Date	Check	Vendor Name	Description	Amount
09/26/2025	25037(A)	STOUT, MELISSA JOY	PZSC CHAIR YOGA, BARRE & MAT YOGA INSTRUCT	600.00
09/26/2025	25038(A)	SUBSURFACE REFLECTIONS LLC	LEAF A LEGACY	2,730.00
09/26/2025	25039(A)	SULLIVAN, WHITNEY	CITY HALL PLANT CARE	125.00
09/26/2025	25040(A)	TANNER, STEVE	REIMB EXPS-MFIS FALL CONFERENCE	662.40
09/26/2025	25041(A)	TEAM SUPPORT SERVICES, LLC	PROJ MGMT, ELECTRONIC & RECORD STORAGE	919.00
09/26/2025	25042(A)	TMK WORLDWIDE, LLC	METER SERVICE	184.09
09/26/2025	25043(A)	TROWBRIDGE FARM LLC	SNAP REIMBURSEMENT	8.00
09/26/2025	25044(A)	TRUCK & TRAILER SPECIALTIES	REPAIR & MAINTENANCE SUPPLIES	2,610.25
09/26/2025	25045(A)	UNDERWOOD, TAMARA ANJANETTE	PZSC FITNESS INSTRUCTOR	190.00
09/26/2025	25046(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR SEPTEMBER 2025	926.28
09/26/2025	25047(A)	UNITED PARCEL SERVICE	UPS WEEKLY	12.00
09/26/2025	25048(A)	UNITED PETROLEUM	GAS AND DIESEL PUMP SUPPLIES	1,896.21
09/26/2025	25049(A)	US SIGNAL COMPANY, LLC	INTERNET FIBER SERVICES	900.00
09/26/2025	25050(A)	VANDERVEEN, BRADY	PER DIEM-COCM FALL 2025	298.79
09/26/2025	25051(A)	VANGUARD FIRE & SUPPLY LLC	FIRE FACILITY MAINT	1,525.27
09/26/2025	25052(A)	VANPORTFLIET, DEREK	PER DIEM - SIMUNITION INSTRUCTOR SCHOOL	160.00
09/26/2025	25053(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY SYSTEM OPERATION	216,198.03
09/26/2025	25054(A)	WEST MICHIGAN INT'L LLC	REPAIR & MAINTENANCE SUPPLIES	609.05
09/26/2025	25055(A)	WEST MICHIGAN STAMP & SEAL, INC	STAMP RENEWAL	24.75
09/26/2025	25056(A)	WIGHTMAN	ENGINEERING SERVICES - MULT LOCS	76,250.00
09/26/2025	25057(A)	WOLFE, MATTHEW	REIMB EXPS-FBINAA FALL TRAINING CONF	1,045.35
09/26/2025	25058(A)	XEROX CORPORATION	XEROX COPIER FEES	177.97
Total ACH				3,260,169.59

Check Type: Paper

09/17/2025	331785	USPS	REFILL POSTAGE METER	10,000.00
09/19/2025	331786	AT&T	ELECTRONIC COMMUNICATIONS	81.96
09/19/2025	331787	BLANDFORD NATURE CENTER	ANIMAL INTERACTIONS - WILDLIFE PROGRAMS	1,038.00
09/19/2025	331788	HUNTINTON, JASON	2025 SUMMER TAX REFUND - PRE CHANGE	3,969.75
09/19/2025	331789	KENNEDY, DAN	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/19/2025	331790	RUTHERFORD JR., DONALD	2025 SUMMER TAX REFUND - PRE CHANGE	2,010.36
09/19/2025	331791	VERIZON WIRELESS	WIRELESS CARDS	543.75
09/19/2025	331792	WEDEL'S INC.	LANDSCAPE MAINTENANCE	4,518.90

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09/26/2025	331793	A BETTER WAY TREE CARE LLC	TREE REMOVAL/TRIMMING SERVICES	3,700.00
09/26/2025	331794	ACE PARKING LOT STRIPING, INC.	RESTRIPING AT CITY HALL	830.00
09/26/2025	331795	ACE-TEX ENTERPRISES, INC.	WIPING CLOTHS	920.64
09/26/2025	331796	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,847.00
09/26/2025	331797	ALLIED MECHANICAL SERVICE	HVAC SERVICES - MULT LOCS	3,660.79
09/26/2025	331798	AMERICAN HOIST AIR & LUBE EQUIP INC	ANNUAL HOIST INSPECTIONS	1,300.50
09/26/2025	331799	AMLD CONSULTING LLC	NETWORK PENETRATION TEST AND ASSESS	2,375.00
09/26/2025	331800	BAILEY'S MEATS	SNAP REIMBURSEMENT	61.00
09/26/2025	331801	BAKER, MARY ANN	SCHRIER BLD DEPOSIT REFUND	150.00
09/26/2025	331802	BALKEMA EXCAVATING, INC.	EMERGENCY REPAIRS - SINK HOLES	14,406.69
09/26/2025	331803	BEACON ATHLETICS	PITCHERS MOUNDS & HOME PLATES	1,703.20
09/26/2025	331804	BONAMEGO, LOUIS	REIMBURSEMENT FOR SNAP & DUFB	66.00
09/26/2025	331805	BONGERS, JUDITH	PZSC TRIP DEPARTMENT REFUND 25.09.10	25.00
09/26/2025	331806	BRINN, CHAUNCEY J.	CULINARY ACADEMY	360.00
09/26/2025	331807	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	400.00
09/26/2025	331808	BROWN, GREG	WHEEL ALIGNMENT	85.00
09/26/2025	331809	BUNNELL, PAULA	2025 SUMMER TAX REFUND	1,142.76
09/26/2025	331810	CERTIFIED LABORATORIES	RADIATOR & TRUCK WASH	284.45
09/26/2025	331811	CITY OF PORTAGE	WATER USE/METER PERMIT	2,360.00
09/26/2025	331812	COTALITY COMMERCIAL TAX	OVER PMT SUMMER TAX25	4,003.06
09/26/2025	331813	COX, BILL & ANN	REIMBURSEMENT FOR IRRIGATION DAMAGES	672.00
09/26/2025	331814	CT ELECTRICAL SERVICES, INC.	EMERG REPAIR FROM POWER OUTAGE-WESTFIELD	7,995.00
09/26/2025	331815	CUNNINGHAM, DANIEL R	PZSC COOKING INSTRUCTOR	631.24
09/26/2025	331816	CUSTOM PLUMBING	CDBG - REPLACE WATER HEATER	2,795.00
09/26/2025	331817	DEVON TITLE AGENCY	OVER PMT WATER/SEWER BILL	43.10
09/26/2025	331818	DICK, ROBERT	REIMBURSEMENT FOR SNAP & DUFB	102.00
09/26/2025	331819	DUTCHMAN ORCHARDS, LLC	REIMBURSEMENT FOR SNAP & DUFB	388.00
09/26/2025	331820	EDWARDS INDUSTRIAL SALES, INC.	LAWN & GARDEN V-BELT	174.70
09/26/2025	331821	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIR & MAINTENANCE	4,645.80
09/26/2025	331822	FLETCHER ENTERPRISES	GRAFFITI REMOVAL/REPAINT	800.00
09/26/2025	331823	GAUTHIER, BENJAMIN	FARMER'S MARKET MUSIC PERFORMANCE	100.00
09/26/2025	331824	GORDON FOOD SERVICE	PZSC OPERATING SUPPLIES	785.59
09/26/2025	331825	GREAT LAKES RECREATION CO.	STRAIGHT TUNNEL SLIDE - LAKEVIEW PARK	3,785.00

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09/26/2025	331826	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA UNION DUES-SEPT 2025	3,624.72
09/26/2025	331827	GROTHAUSE, DAVID	SNAP REIMBURSEMENT	59.00
09/26/2025	331828	HALL, WILLIAM G	PZSC - HANDICAP POST SLEEVES	1,200.00
09/26/2025	331829	HALLAM, ROXANNE	SCHRIER BLD DEPOSIT REFUND	150.00
09/26/2025	331830	HARSHMAN, GABRIEL	SCHRIER BLD DEPOSIT REFUND	150.00
09/26/2025	331831	HERRIMAN, SCOTT E	PZSC MUSICAL PRESENTER	400.00
09/26/2025	331832	HOEKSTRA ROOFING CO.	PZSC-REPAIRS FOR ROOF LEAK	836.25
09/26/2025	331833	HOME DEPOT	REPAIR & MAINTENANCE SUPPLIES	1,020.47
09/26/2025	331834	VOID		0.00
09/26/2025	331835	HOWELL, JERRY	REFUND OVER PAYMENT SUMMER TAX25	450.00
09/26/2025	331836	INGALLS, ANDRIANA	SCHRIER BLD DEPOSIT REFUND	150.00
09/26/2025	331837	JOHNSON, DENNIS	SWP TOURNAMENT FEES & DEPOSITS	425.00
09/26/2025	331838	JOHNSON, YOLANDA	PZSC RENTAL SECURITY DEP REFUND 09.11.25	250.00
09/26/2025	331839	JOZWIK, HEATHER	REIMB EXPS-MFIS FALL CONFERENCE	662.40
09/26/2025	331840	KALAMAZOO CO. CONSOLIDATED DISPATCH	KCCDA IMPRIVATA LICENSING	11,605.40
09/26/2025	331841	KALAMAZOO COUNTY CLERK	EQUIP & SOFTWARE LICENSING-EARLY VOTING	2,569.40
09/26/2025	331842	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES AUGUST 2025 MOBILE HOME TX	250.00
09/26/2025	331843	KALAMAZOO COUNTY TREASURER	ADMIN FEE REFUND FOR VETERAN EXEMPT	6,258.00
09/26/2025	331844	KALAMAZOO VALLEY COMMUNITY COL	TUITION FOR POLICE ACADEMY	8,300.00
09/26/2025	331845	KZOO TIRE COMPANY	VEHICLE REPAIR & MAINTENANCE	1,055.13
09/26/2025	331846	LARCINESE, WYATT	UST "A" AND "B" OPERATOR SERVICES	175.00
09/26/2025	331847	LENS EQUIPMENT LLC	GPS TRACKERS ANNUAL SERVICE	998.00
09/26/2025	331848	LERETA LLC	OVER PMT SUMMER TAX25	28,121.90
09/26/2025	331849	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	150.00
09/26/2025	331850	MAXWELL PRODUCTS, INC.	CRACKSEAL MATERIALS	27,898.35
09/26/2025	331851	MCDONALD'S TOWING & RESCUE, INC.	POLICE - TOWING SERVICES	45.00
09/26/2025	331852	MENON, DEEPAK	PZSC RENTAL SECURITY DEPOSIT REFUND	250.00
09/26/2025	331853	MEZO, ALLISON	LAKEVIEW PAVILION FEES REFUND	100.00
09/26/2025	331854	MI-TOKEN INC.	MI-TOKEN TWO FACTOR AUTHENTICATION	600.00
09/26/2025	331855	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	2,914.72
09/26/2025	331856	MICHIGAN DISASTER RESPONSE	TORNADO RELIEF REIMBURSE AFTER THE STORM	208,280.41
09/26/2025	331857	MIDWEST CUSTOM EMBROIDERY COMPANY	LOGO EMBROIDERY	30.00
09/26/2025	331858	MORAN, BRANDY	REFUND FIRE ESCROW FUNDS	15,520.00

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09/26/2025	331859	MOVATIC, INC.	REMAINDER BIKESHARE SOFTWARE	504.00
09/26/2025	331860	MULDER'S NURSERY LLC	TREE REPLACEMENTS	3,599.95
09/26/2025	331861	OFFICE DEPOT, INC.	OFFICE SUPPLIES	181.54
09/26/2025	331862	ON DUTY GEAR, LLC	BALLISTIC VESTS, CARRIERS, MISC SUPPLIES	270.00
09/26/2025	331863	PDL PROPERTY MANAGEMENT LLC	CITY WIDE BOULEVARD MOWING SERVICES	20,448.27
09/26/2025	331864	PEST PROS OF MICHIGAN	MOSQUITO TREATMENTS FOR PARK EVENTS	897.00
09/26/2025	331865	PETERMAN CONCRETE CO.	SIDEWALK REPL, CONCRETE	800.14
09/26/2025	331866	PETTY CASH-KELLY REED	REPLENISHMENT CHECK	227.47
09/26/2025	331867	PHOENIX SAFETY OUTFITTERS, LLC	KVCC POLICE ACADEMY CADET UNIFORMS	353.12
09/26/2025	331868	PORTAGE LIONS CLUB	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/26/2025	331869	RADER, LINNEA	DPW MANAGEMENT TRAINING	1,093.40
09/26/2025	331870	RATHCO SAFETY SUPPLY, INC.	ROAD SIGNS LOCALS	252.00
09/26/2025	331871	RAY ALLEN MANUFACTURING, LLC	CANINE EQUIPMENT	199.98
09/26/2025	331872	REDMON, TIMOTHY	FARMERS MARKET MUSIC PERFORMANCE	100.00
09/26/2025	331873	RIVERRUN PRESS	COURAGE COVER-ELECTION MASTER CARDS	130.69
09/26/2025	331874	RYAN, LLC	OVER PMT SUMMER TAX25	2,161.95
09/26/2025	331875	SCHULTZ, GREGORY	SWP TOURNAMENT DEPOSIT REFUND	100.00
09/26/2025	331876	SCHULTZ, KYLIE	PZSC FITNESS INSTRUCTOR BARRE	120.00
09/26/2025	331877	SCHUMANN, PIERRE A.	FARMERS MARKET MUSIC PERFORMANCE	100.00
09/26/2025	331878	SITEONE LANDSCAPE SUPPLY LLC	IRRIGATION REPAIR SUPPLIES	4.24
09/26/2025	331879	SOLITUDE LAKE MANAGEMENT, LLC	AUSTIN LAKE HERBICIDE APPLICATION	13,287.00
09/26/2025	331880	SOUTH COUNTY NEWS	QUARTER PAGE ADVERTISEMENT	190.00
09/26/2025	331881	SPARTAN DISTRIBUTORS INC.	REPAIR & MAINTENANCE SUPPLIES	816.99
09/26/2025	331882	SPECTRUM PRINTERS, INC.	AV APPLICATIONS W/POSTAGE, ENVELOPES	6,460.13
09/26/2025	331883	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	254.00
09/26/2025	331884	STATE OF MICHIGAN (DOT)	WEST MILHAM AVENUE - CONTRACT	122,510.66
09/26/2025	331885	STEENSMA LAWN & POWER EQUIPMENT	REPAIR & MAINTENANCE SUPPLIES	2,414.40
09/26/2025	331886	TATE, ERIC	PORTAGE COMMUNITY ART AWARDS CATERING	950.00
09/26/2025	331887	TELOCIN GROUP INC	GENERATOR SERVICE	829.76
09/26/2025	331888	THORNTON, JACQUIE	PZSC RENTAL SECURITY DEP REFUND 09.14.25	250.00
09/26/2025	331889	TIMMER, NELSON & JOAN	2025 SUMMER TAX REFUND DUE TO VETERAN EX	4,789.28
09/26/2025	331890	TORRES LAWN CARE & SNOW REMOVAL LLC	TALL GRASS & WEED ABATEMENT	100.00
09/26/2025	331891	ULINE, INC.	POSTS FOR CITY TRAILS	1,278.60

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09/26/2025	331892	US HYD LLC	SHOP PALLET JACK REPAIR	250.00
09/26/2025	331893	WASHCO, LLC	POWER WASH BICENTENNIAL OVERPASS BRIDGE	925.00
09/26/2025	331894	WEDNIG, MATT	GRAIN ELEVATOR DEPOSIT REFUND	150.00
09/26/2025	331895	WRAPS N SIGNS	GRAPHIC DESIGN/PRINTS	950.00
09/26/2025	331896	YOUNG MEN'S CHRISTIAN ASSOCIATION	TENNIS CAMP SESSION 3	720.00
09/26/2025	331897	ZITO, LOIS	PZSC TRIP DEPT REFUND 25.12.09	100.00
09/26/2025	331898	ZOLMAN TIRE INC.	REPAIR/MAINTENANCE SUPPLIES/TIRES	2,357.46
Total Paper Checks				600,687.42
Check Type: Auto-Pay Payments				
09/15/2025		FINTECHEF	PZSC PROGRAM SUPPLIES	194.98
09/15/2025		PRINCIPAL LIFE	UNION PENSIONS	48,583.19
09/16/2025		CONSUMERS ENERGY	GAS-ELECTRIC	6,167.28
09/16/2025		MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	86,005.03
09/19/2025		CONSUMERS ENERGY	GAS-ELECTRIC	255.82
Total Auto-Pay Payments				141,206.30
Check Type: Electronic Payments				
09/11/2025		COMERICA	INVESTMENT PURCHASE	11,757.00
09/15/2025		MULTIPLE	PPCOA, PPOA PENSION PAYMENTS	75,888.68
09/15/2025		GOURDNECK LAKE MGMT	LAKE SPECIAL ASSESSMENTS	100.00
09/16/2025		HUNTINGTON NATIONAL BANK	DEBT SERVICE FEES	1,000.00
09/17/2025		MULTIPLE	WEEKLY TAX DISBURSE - PORTAGE ONLY - 9/12/25	1,974,252.80
09/19/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT - 9/12/25	17,314,930.44
09/22/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT - 9/16/25	11,181,968.24
09/23/2025		MULTIPLE	WEEKLY TAX DISBURSE - PORTAGE ONLY - 9/19/25	229,478.99
Total Electronic Payments				30,789,376.15
Grand Total				34,791,439.46

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Farmers Market Pavilion Structures

SUPPORTING PERSONNEL: Adam Herringa, Chief Operating Officer
Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Award a contract in the amount of \$1,626,424.06 to Quest Design Build for the construction of the Portage Farmer's Market and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Portage Farmers Market, currently operating in the City Hall parking lot, has experienced significant growth since its inception in 2016 with approximately 5,000 participants to more than 30,000 patrons in 2023 and 2024. The vendor base has concurrently grown from 12 vendors to a current capacity of approximately 38 businesses. The market also implements four state and federal food assistance programs, including SNAP, Double Up Food Bucks, WIC, and Senior Project Fresh, and has a consistent entertainment base of musicians at each market. Due to this growth, Portage Parks & Recreation seeks a new and permanent covered facility that can accommodate not only the farmers market but also outdoor arts and craft fairs.

On November 18, 2022, City Council recognized the potential for further growth and improvement of this widely enjoyed asset and directed staff to seek a permanent site for the market to accommodate the increasing demand for vendor participation and to offer a wider range of products. Since designating a new market as a priority, numerous meetings were held, a City Council subcommittee was established, Abonmarche was hired to design and engineer the facility, and a site was selected. Additionally, thanks to former State Representative Christine Morse, the city received a grant of \$1.75 million from the State of Michigan for the construction of a farmers market. A local philanthropist has informally pledged \$1,000,000 toward the project in exchange for naming rights (a formal agreement proposal will be presented to City Council as a separate agenda item). The FY 2025-2026 Capital Improvement Program (CIP) budget contains \$750,000 in support of this project.

Market Construction

Following design and engineering completion, a request for proposals was advertised to numerous firms for construction of the market facility. The City Administration was pleased with the level of interest in the project, as eight proposals were submitted and reviewed. The two lowest bidders were invited and participated in an in-person interview session. Both firms provided excellent responses to questions and excelled during the interview process and each firm was deemed to be capable of successfully completing the project. Following a review of the bids and the interviews, the City Administration recommends the low bidder - Quest Design Build. Founded in 2022, Quest is a relatively new company in West Michigan; however, its employees have significant experience in the industry. The firm also has a specialty in pre-engineered metal buildings and has completed numerous projects in West Michigan.

Should they be awarded the contract, they would begin construction efforts this month.

Market Structures

The Portage Farmers Market project includes three open-air structures as cover for the vendor space. In addition to the pavilions, the market includes 50 covered market spaces, pedestrian walkways which meet ADA standards, a performance location for musicians, picnic tables, and space for three food trucks. Following City Council approval on September 23, 2025, the pavilion structures have been ordered.

It is recommended that City Council award a contract in the amount of \$1,626,424.06 to Quest Design Build for the construction of the Portage Farmers Market and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Funding is available via a combination of grant funding, sale of naming rights and approved capital funds.

Attachments:

1. Portage Farmers Market Imagery 2025.09.17
2. Bid Tab 2025 RFB Farmers Market Constructionv



OVERALL SITE AERIAL VIEW



AERIAL VIEW CLOSER



MAIN PAVILION SOUTH



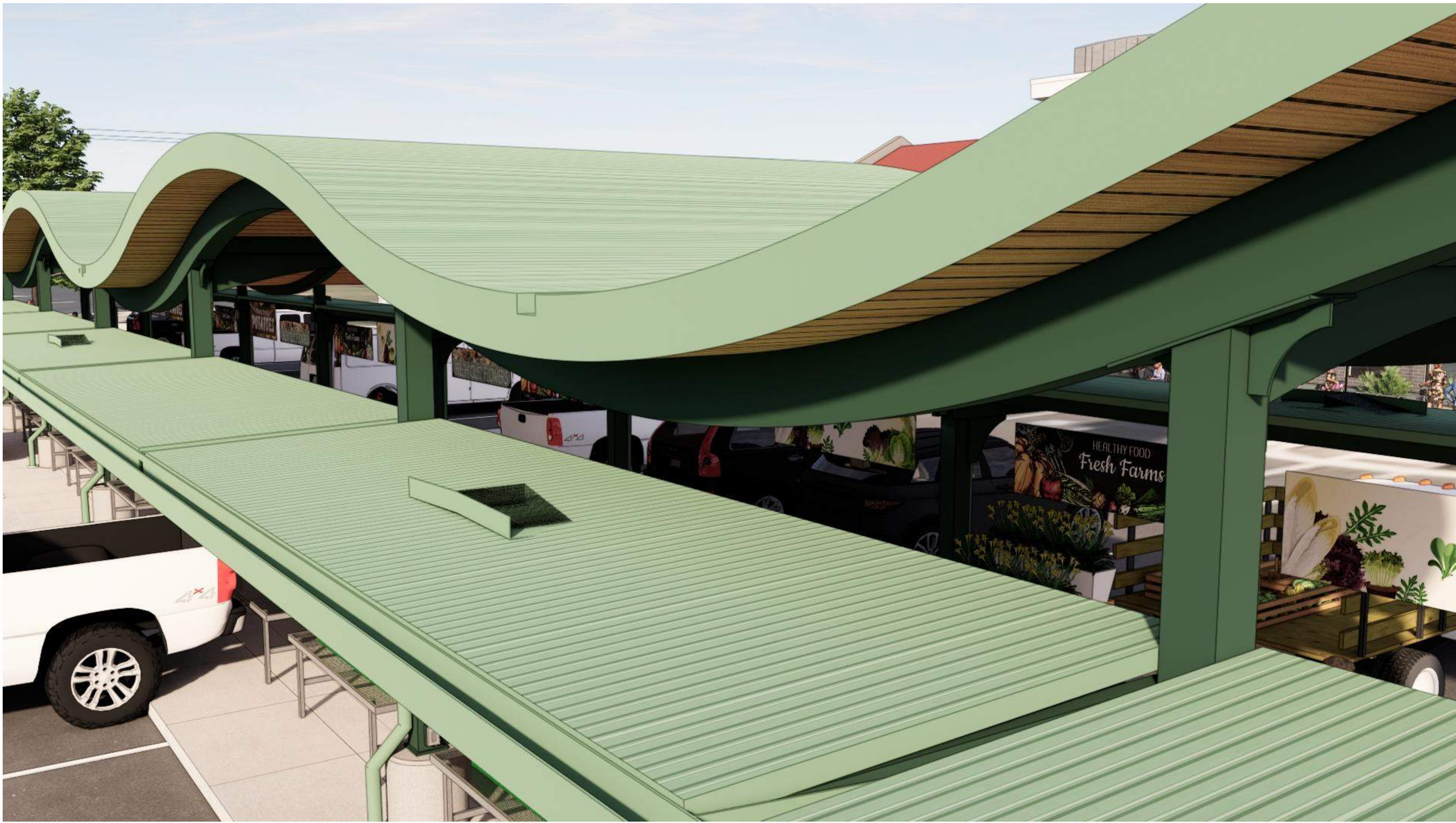
MAIN PAVILION SOUTH CENTER



SMALL PAVILION - CENTRE AVE SIGNAGE



SMALL PAVILION CLOSER



UPPER ROOF SHADE SCREEN



TYPICAL VISOR ROOF FRAMING



MAIN PAVILION NIGHT MARKET



NIGHT MARKET



PAVILION PEDESTAL BASE AND ROOF DOWNSPOUT



MAIN PAVILION FROM THE SENIOR CENTER

**2025 RFB FARMERS MARKET GENERAL CONTRACTOR
CONSTRUCTION SERVICES
BID TABULATION**
BID OPENING ON SEPTEMBER 12, 2025 AT 11 AM

Quest Design Build 3015 Sangra Ave. SW Suite E Grandville, Michigan 49418	\$	1,626,424.06
Brussee Brady Inc 110 West St. Three Rivers, Michigan 49093	\$	1,759,527.10
CarbonSix Construction 6200 Wing Ave. Grand Rapids, Michigan 49344	\$	1,849,230.00
Miller-Davis Company 1029 Portage Street Kalamazoo, Michigan 49001	\$	1,851,824.00
Cornerstone Construction Management 450 W. Centre Ave. Portage, Michigan 49024	\$	1,888,000.00
JG Morris Jr. 22021 Commerce Suite B1 Woodhaven, Michigan 48183	\$	1,897,007.00
AVB Construction, LLC 4200 W. Centre Ave. Portage, Michigan 49024	\$	1,925,682.03
FCC Construction Inc. 8182 Broadmoor Ave. SE Caledonia, Michigan 49316	\$	2,132,388.00

Opened by: Justin Williams
Justin Williams, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: South 12th Street Block Lift Station Renovation Project - Bid Tabulation

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a contract to Williams & Works of Grand Rapids, Michigan in the amount not to exceed \$193,640 to perform engineering services for the South 12th Street Block Lift Station Renovation Project and authorize the City Manager to execute all documents related to the contract on behalf of the city.

The Fiscal Year 2022-2023 Capital Improvement Program budget includes funding for the South 12th Street Block Lift Station Renovation Project. Routine maintenance is performed each year on sanitary sewer lift stations. However, renovation is needed periodically to improve the efficiency, reliability and overall appearance of the lift stations. This heavily used lift station was installed in 1970 and major renovations are required.

The city received two proposals on February 23, 2023, for design and construction engineering services for the South 12th Street Block Lift Station Renovation Project. A contract for engineering services was awarded to Abonmarche Consultants. Due to staff turnover, Abonmarche Consultants is unable to fulfill their contract. The request for proposals was re-issued and on September 25, 2025, two proposals were received. This project was published in MLive, on the City of Portage website, and on BidNet where 48 firms were matched and notified of this project. Additionally, three local firms were also notified. Six firms attended the pre-proposal station walk-through and demonstrated interest in participating.

Staff reviewed the proposals and determined that the lowest proposal from Williams & Works of Grand Rapids, Michigan, best fits the needs of the project. Williams & Works has successfully completed several projects for the city.

It is recommended that City Council award a contract to Williams & Works of Grand Rapids, Michigan, to perform engineering services for the South 12th Street Block Lift Station Renovation Project in an amount not to exceed \$193,640 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding exists in the 2022-2023 Capital Improvement Program budget.

Attachments: 1. Bid Tab_2025 RFP PES South 12th Street Block Lift Station Rehab

**2025 RFP 12TH STREET BLOCK LIFT STATION REHABILITATION
PROFESSIONAL ENGINEERING SERVICES
PROPOSALTABULATION**

PROPOSAL OPENING ON SEPTEMBER 25, 2025 AT 3 PM

Williams & Works	\$	193,640.00
549 Ottawa Ave NW, Ste 310		
Grand Rapids, Michigan 49503		

The Mannik & Smith Group, Inc.	\$	218,844.00
2365 Haggerty Road South		
Canton, Michigan 48188		

Opened by: Justin Williams
Justin Williams, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Consolidated Drain Rehabilitation Project

SUPPORTING PERSONNEL: Kendra Gwin, Director of Transportation & Utilities

ACTION RECOMMENDED: Award a construction contract for the Consolidated Drain Rehabilitation project to Hoffman Bros, Inc., Battle Creek, Michigan in an amount not to exceed \$168,740 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

In 1998, the City of Portage conducted a stormwater study to identify sources of pollution to Portage Creek, a tributary to the Kalamazoo River. This study was completed in preparation of Phase II Storm Water regulations and a total maximum daily load (TMDL) phosphorus reduction program for the Kalamazoo River. The Consolidated Drain, an open channel waterway which conveys storm water runoff from approximately 750 acres of the urban core surrounding the retail hub, was identified as the single largest contributor of nonpoint source pollution to Portage Creek within the city. The Consolidated Drain outlets to Portage Creek in the vicinity of the Celery Flats Historical Area and Garden Lane.

A Consolidated Drain Improvement project was completed in 2001, which included the creation of a regional storm water recharge facility through the establishment of approximately 10 acres of wetland along with sedimentation devices south of Romence Road and west of South Westnedge Avenue, elimination of several small private storm water retention basins, and construction of Millennium Park with a new recreational trail along the new wetland. The 2020-2021 Capital Improvement Program includes funds for the rehabilitation of the Consolidated Drain. Preliminary investigation was required to complete the request for engineering proposals. This investigation included, but was not limited to, video inspection of storm sewer pipe and culverts. The preliminary investigation found that repairs are required to a section of the large diameter storm water pipe and removal of debris was necessary at the South Westnedge Avenue culvert crossing. The removal of debris was completed.

On June 28, 2022, a contract was awarded to Eng., Incorporated for engineering services. The plans for the replacement of a broken section of pipe have been finalized for bidding, the necessary review by the Michigan Department of Environment, Great Lakes and Energy has been completed and on September 25, 2025, three responsive bids were received, with the low bid being submitted by Hoffman Bros, Inc in the amount of \$168,740. Hoffman Bros, Inc. has successfully completed many projects in the city.

It is recommended that City Council award a construction contract to Hoffman Bros, Inc for the Consolidated Drain Rehabilitation project in the amount not to exceed \$168,740 and authorize the City Manager to execute all documents related to the contract on behalf of the city.

FUNDING: Sufficient funding exists in the FY 2020-2021 Capital Improvement Program budget.

Attachments: 1. Bid Tab_2025 RFB Consolidated Drain Rehabilitation (1)

**2025 RFB CONSOLIDATED DRAIN REHABILITATION
CONSTRUCTION SERVICES
BID TABULATION**

BID OPENING ON SEPTEMBER 25, 2025 AT 3 PM

Hoffman Brothers, Inc.	\$ 168,740.00
8574 Verona Road	
Battle Creek, Michigan 49014	

Peters Construction Co.	\$ 288,358.33
3325 E. Kilgore Road	
Kalamazoo, Michigan 49001	

Cripps Fontaine Excavating, Inc.	\$ 338,150.00
7729 Douglas Avenue	
Kalamazoo, Michigan 49009	

Opened by: Justin Williams
Justin Williams, Purchasing Manager

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Annual BS&A Integrated Municipal Software Licensing and Maintenance Fees - Single Source Purchase

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services

ACTION RECOMMENDED: Approve payment of the annual licensing and software maintenance services fees with BS&A, Incorporated at a total cost of \$75,745 and authorize the City Manager to execute all related documents and future renewals if the price increase is no more than 10 percent.

The City of Portage utilizes the BS&A enterprise municipal software system, which includes 19 integrated applications for core financials, complaint tracking, cemetery management, utility billing, fixed assets, assessing, planning and zoning, permitting and online payment services. Annual renewal of licensing and software maintenance is required for continued use of this software.

In March 2022, Community Development was approved to add BS&A Online modules to help streamline the permitting process and expedite permit and inspection services that are now accessible 24 hours a day, seven days a week instead of only during business hours. The new online modules also have automated scheduling of inspections and site reviews, as well as eliminating numerous manual forms and trips to City Hall by residents and commercial developers. Community Development reports more than \$176,000 of annual permit fees revenue in 2024, with a portion of this revenue used to partially offset the renewal costs.

BS&A qualifies as a single source because, while multiple enterprise municipal software systems exist, the city has standardized with this vendor and the cost and effort of migrating to another supplier would not be advantageous to the city. The city is satisfied with the functionality and support provided by BS&A.

It is recommended that City Council approve the annual licensing and maintenance services agreement with BS&A, Incorporated in the amount of \$75,745 and authorize the City Manager to execute all related documents and future renewals if the price increase is no more than 10 percent.

FUNDING: Funds are budgeted and available in the Fiscal Year 2025/26 Technology Services operating budget for this purpose.

Attachments: 1. Portage City Kalamazoo MI- 2026 Annual Service & Support Fees 9.30.25

Proposal to...
City of Portage, Kalamazoo County MI
September 30, 2025

Annual Service & Support Fees Coverage Dates 11/1/2025-11/1/2026

BS&A Online Services	\$9,152
BS&A Building Online Services	\$9,427
BS&A Online Financial	\$3,274
Accounts Payable .NET	\$3,169
Assessing .NET	\$3,758
Community Development (Building) .NET	\$7,187
Cemetery Management .NET	\$657
Cash Receipting .NET	\$3,169
Complaint Tracking .NET	\$2,614
Delinquent Personal Property .NET	\$1,207
Fixed Assets .NET	\$3,169
Field Inspection .NET	\$1,789
General Ledger .NET	\$3,732
Miscellaneous Receivables .NET	\$5,270
Purchase Order .NET	\$3,169
Special Assessment .NET	\$1,745



Tax .NET	\$3,111
Utility Billing .NET	\$6,977
Work Orders .NET	\$3,169

Total Proposed	\$75,745
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Signature constitutes an order for products and services as quoted.

Signature	Date
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TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Gift and Naming Rights Agreement for Portage Farmers Market

SUPPORTING PERSONNEL: Pat McGinnis, City Manager

ACTION RECOMMENDED: Approve the Gift and Naming Rights Agreement for the Portage Farmers Market and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Farmers Market project has gone from concept to pilot to success story over the past decade. It began in the parking lot of what was then the Senior Center (now the Department of Parks & Recreation building) in 2016, and later moved to the parking lot at City Hall in 2018. In November 2022, the Mayor and City Council set a new priority: to find a location for a permanent Farmers Market with protection from the elements and ample parking. The next phases were:

1. Site selection
2. Financing
3. Architect engineer selection
4. Design
5. Bidding and contract awards
6. Construction

City Council awarded a contract to Penchura to purchase the Poligon structures at the Regular Meeting held on September 23, 2025. The agenda for October 7, 2025, contains a recommendation to hire Quest Design Build to execute construction before May 22, 2026.

The final step in Phase 2 is the approval of a Gift and Naming Rights Agreement to secure a \$1 million philanthropic contribution in support of the market's construction. Charles and Lynn Zhang have once again demonstrated their extraordinary commitment to the Portage community by stepping forward to help bring this important civic asset to fruition.

The Zhang's have a long and distinguished history of supporting initiatives in Portage, most notably the Charles & Lynn Zhang Portage Community Senior Center. Their philanthropic impact extends across the region, including major contributions to Western Michigan University, Bronson Healthcare, animal welfare, economic development, underserved populations, and the arts. Upon approval, the new facility will be named the Portage Zhang Farmers Market in recognition of their generous support.

It is therefore recommended that City Council approve the Gift and Naming Rights Agreement for the Portage Farmers Market and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: N/A

Attachments:

1. 2025.9.22 Portage Zhang Farmers Market (2025-2029)
2. Resolution

GIFT AND NAMING RIGHTS GRANT

THIS AGREEMENT is made effective as of September 22, 2025 (the "Effective Date") between Charles C. Zhang and Lynn L. Chen-Zhang (collectively, "Donor") and the City of Portage, a Michigan municipality (the "City") for the use by the City exclusively for the benefit of the Portage Zhang Farmers Market (the "Market").

Background

Donor wishes to make a charitable gift to the City for the use by the City exclusively for the benefit of the Market, as set forth in this Agreement. The City desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the terms and conditions stated herein, the parties agree as follows:

Terms and Conditions

1. Gift. Donor hereby gifts and pledges to the City for the use by the City exclusively for the benefit of the Market, the following gift: One Million Dollars (\$1,000,000) (the "Gift"). The Gift is subject to acceptance by the City and the grant of the naming rights in Section 4 by resolution of the Portage City Council.
2. Payment of the Gift. The Gift will be paid to the City over a period of five (5) years, as follows:
 - a. Donor shall pay Two Hundred Thousand Dollars (\$200,000) upon approval of this Agreement and the Naming Rights in Section 4 by resolution of the Portage City Council; and
 - b. Donor shall make additional payments of \$200,000 per year annually thereafter for each of the next four (4) years, provided that construction of the Market has started and is continuing in a reasonable fashion.

Donor may accelerate the payment of any pledge amounts at any time in Donor's discretion so long as the cumulative total of the gift payments matched the Gift amount specified above. Payments may be paid by Donor to the City by check, electronic funds transfer, transfer of stocks or other securities, or other methods acceptable to Donor and the City, and such payments shall be made prior to December 31st of each year. All donation payments under this Agreement made by Donor to the City shall become the property of the City upon delivery and are non-refundable.

3. Use of the Gift. The Gift shall be used by the City exclusively for the purpose of building and maintaining a new market space to house the Market, including costs and expenses of land acquisition, design and architecture, construction and materials, maintenance, and

furnishings, equipment, furniture, and personal property to be used in the market space, and is conditioned on such use. The Gift may not be used for programmatic costs of the Market or for other uses by the City.

4. Acknowledgment. In consideration for the Gift, the City and the Market shall acknowledge the Gift by naming the Market the "Portage Zhang Farmers Market" (the 'Naming Rights'). The Naming Rights shall continue in perpetuity, or until the Market constructed with the Gift is demolished, and shall continue after any alterations, renovation, or remodeling of the market space. Any reasonable modifications to the Naming Rights, as may be requested by the City, shall be subject to approval by Donor.
 - a. Extent. The City agrees to use the full name or an abbreviation acceptable to Donor in all references to the Market in any media or other form created or disseminated by the City, including websites, newsletters, and promotions.
 - b. No Conflicting Naming Rights. The City shall not grant to others any naming rights that would conflict with or detract from the Naming Rights granted in this Agreement. The City may grant naming rights for features of the Market that would not conflict with or detract from the Naming Rights of Donor.
 - c. Signage. The City shall install and maintain in good condition prominent signage at and within the market space in appearance, size, and style reasonably acceptable to Donor.
 - d. Termination by Donor. Donor may terminate the Naming Rights at any time upon written notice to the City, and the City agrees to remove such name usage within six (6) months after such notice.
 - e. Decisions by Donor. As used herein, any decision to be made by Donor shall be made thereby in writing, and if deceased, by their direct lineal descendants.
5. Publicity. Donor grants the City the right to publicly announce and recognize this Gift and support to the City by Donor, provided such publicity shall be done in a tasteful manner and holding Donor in a good and positive light. Any additional publicity may be done by the City with Donor's reasonable approval, except Donor reserves the right to restrict or modify any publicity request.
6. Miscellaneous. This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party. The rights and obligations of this Agreement shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors, and assigns. This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. This Agreement will be governed by, and interpreted and enforced in accordance with, the laws of the State of Michigan, without regard to its principles of conflicts of laws.

This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures of the parties transmitted by facsimile or via PDF format will be deemed to be their original signatures for all purposes.

ACCEPTED AND AGREED TO:

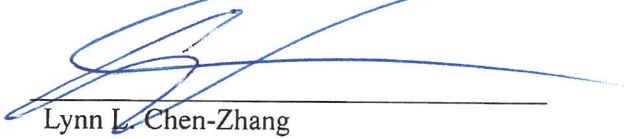
DONOR:

CITY:



Charles C. Zhang

By: _____
Pat McGinnis, City Manager



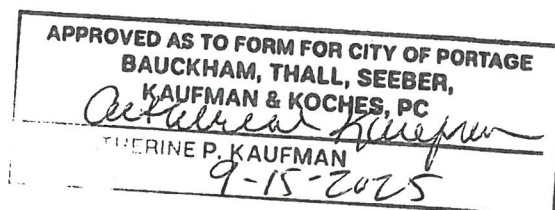
Lynn L. Chen-Zhang

Patricia M. Randall, Mayor

CERTIFICATION

I hereby certify that the foregoing was approved by Resolution No. _____, dated _____, 2025, during a regular meeting of the City Council of the City of Portage, Kalamazoo County, Michigan held on _____, 2025.

Erica L. Eklov, City Clerk



RESOLUTION #R-21-2025
CITY OF PORTAGE, MICHIGAN
RESOLUTION ACCEPTING DONATION FROM CHARLES & LYNN ZHANG
SUPPORTING THE PORTAGE FARMERS MARKET

Minutes of a regular meeting of the City Council of the City of Portage, Michigan, held on October 7, 2025, at 6:00 p.m. local time at City Hall in the City of Portage, Kalamazoo County, Michigan.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

COUNCILMEMBER: _____ and supported by

COUNCILMEMBER: _____.

WHEREAS, the Portage Farmers Market (the "Market") was established in 2016;

WHEREAS, the Market began in the parking lot of the former Portage Senior Center (now Parks & Recreation Department offices), before relocating to the parking lot of City Hall;

WHEREAS, the Market now offers access to dozens of local vendors on a weekly basis, with farm-fresh produce, specialty foods, handmade crafts, unique gifts, and live music to Portage residents as well as the Kalamazoo region;

WHEREAS, according to the U.S. Department of Agriculture, farmers markets have been shown to bolster local and regional food sales (including farmers and ranchers), help local businesses increase annual sales, bring people together by creating links between urban and rural communities - vendors and consumers, increase health and wellness by increasing access to fruit and vegetables, and finally, creates a community centerpiece;

WHEREAS, the Market, similar to other farmers markets in the area, participates in the various types of food assistance programs such as: SNAP, Double Up Food Bucks, Senior Project Fresh, and WIC to ensure the full community has access to the benefits offered with the Market;

WHEREAS, the Market has operated for almost a decade without a permanent home, or the appropriate facilities needed to be considered a fully operational community attraction;

WHEREAS, Charles C. Zhang and Lynn L. Chen-Zhang (the "Zhangs") have indicated their intent to make a generous charitable gift to the City of Portage exclusively for the benefit of the Portage Farmers Market in the amount of One Million Dollars (\$1,000,000);

WHEREAS, the substantial and important contribution by the Zhang's helps to make the Portage Farmers Market a reality for the present and future generations of Portage residents.

NOW THEREFORE, BE IT RESOLVED THAT the City Council hereby accepts the Zhang's charitable donation to be used exclusively for the benefit of the Market and further confirms and ratifies the Gift and Naming Rights Grant executed by the Zhangs, Portage City Manager Pat McGinnis, and Portage City Mayor Patricia M. Randall.

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

ADOPTED: YEAS: _____

NAYS: _____

ABSENT: _____

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

Erica L. Eklov, City Clerk

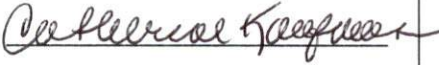
CERTIFICATION

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting City Clerk of the City of Portage, Kalamazoo County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a special meeting of the City Council of said City, held on the _____ day of October 2025, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereto affixed my signature this _____ day of October 2025.

Erica L. Eklov, City Clerk

Approved as to Form:
Date: 10/2/2025

Catherine Kreeger
City Attorney

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Designation of Neighborhood Enterprise Zones in the City Centre and the Lake Center Subarea

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer
Jonathon Hallberg, Deputy Director of Economic Development

ACTION RECOMMENDED: Schedule a public hearing for Wednesday, November 5, 2025, for both the City Centre and Lake Center Subarea Neighborhood Enterprise Zones and notify the City Assessor and taxing bodies of the hearing date.

The City Council approved an ordinance on September 23, 2025, enabling the creation of Neighborhood Enterprise Zones (NEZ) to create additional housing development opportunities in the City of Portage. In order to designate a specific area in which an NEZ project may be considered, a public hearing must be held on each proposed zone. The city proposes to establish a zone in the commercial areas of the Lake Center Subarea that are zoned as Mixed Use Edge and Mixed Use Core (see Exhibit A). The city also proposes to establish a zone in the commercial areas of the City Center Subarea that are not single-family (see Exhibit B).

The city is required by statute to hold a public hearing not later than 45 days after the date that it sends notice to the City Assessor and affected taxing jurisdictions of its intent to establish an NEZ. As a result, the city proposes to hold the hearing at the Wednesday, November 5, 2025, City Council meeting and to immediately notify by letter the City Assessor and affected taxing bodies of the hearing on November 5. After that, the city anticipates that consideration of resolutions of approval will take place on Tuesday, December 16, 2025, which would be more than the required period of 60 days from date of notification.

Establishing this incentive in these two areas will help encourage housing development and mixed-use development that would not have occurred without this designation. This objective is consistent with the goals of the Master Plan. The two proposed areas were shared with the Planning Commission in August and members expressed either support or no objection to this initiative, and general agreement that the designations were consistent with the Master Plan. Adopting an NEZ in both of these locations will be consistent with the requirement under state law that no more than 15% of the area of a municipality can be included in an NEZ.

If these zones are approved after the public hearing, any particular project within a designated zone would need to apply for an NEZ certificate, with a requested length of abatement, detailing the type of project proposed in the application. Any qualified certificate would undergo staff review and be subject to hearing and approval by the City Council.

It is therefore recommended that City Council schedule a public hearing for Wednesday, November 5,

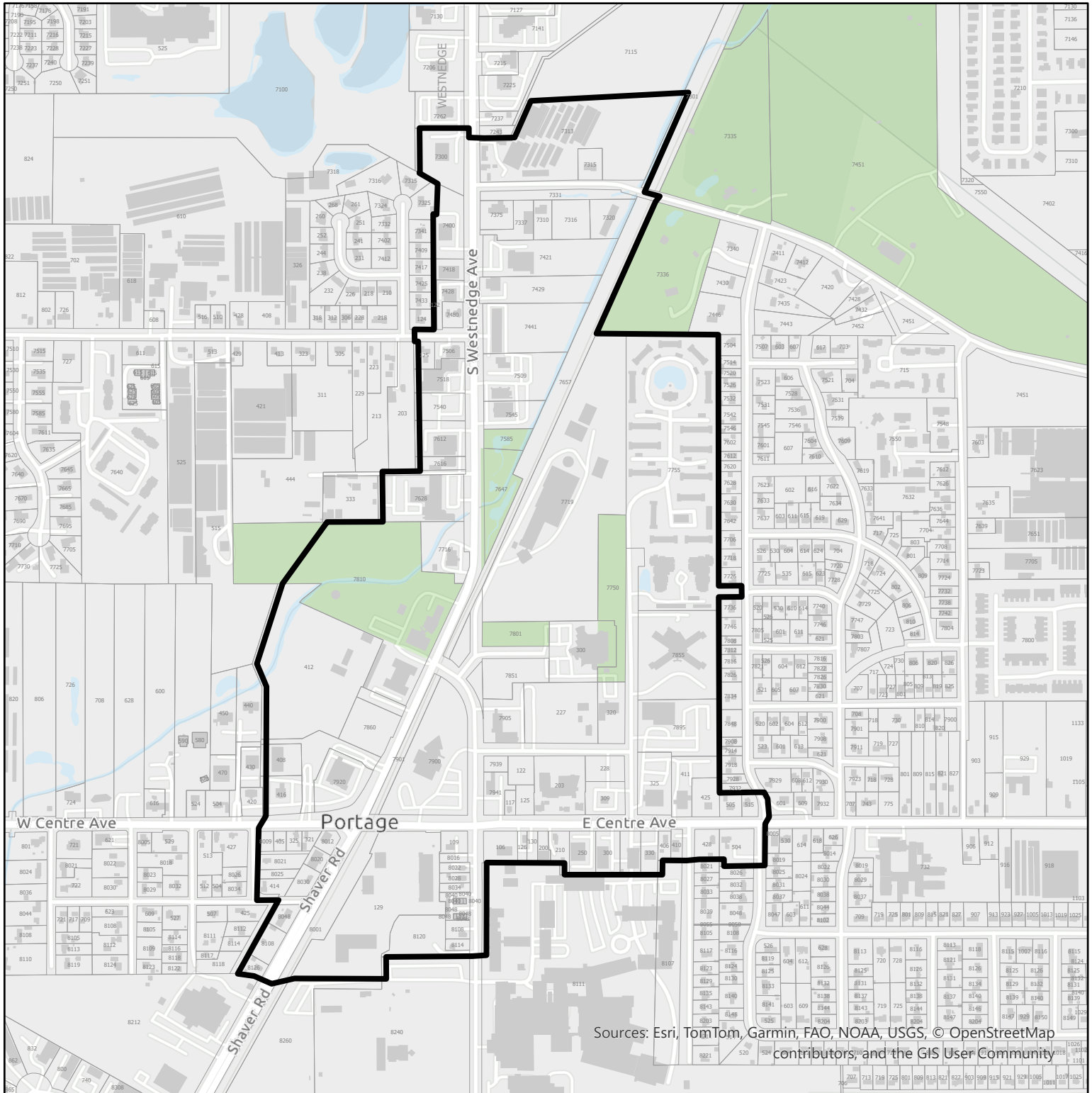
2025, for both the City Centre and Lake Center Subarea Neighborhood Enterprise Zones and notify the City Assessor and taxing bodies of the hearing date.

FUNDING: n/a

Attachments:

1. Potential NEZ City Centre Mixed-Use Subarea (1)
2. Potential NEZ Lake Centre Mixed-Use Subarea

Proposed Neighborhood Enterprise Zone (NEZ) Eligible Areas Map City Centre Area



N

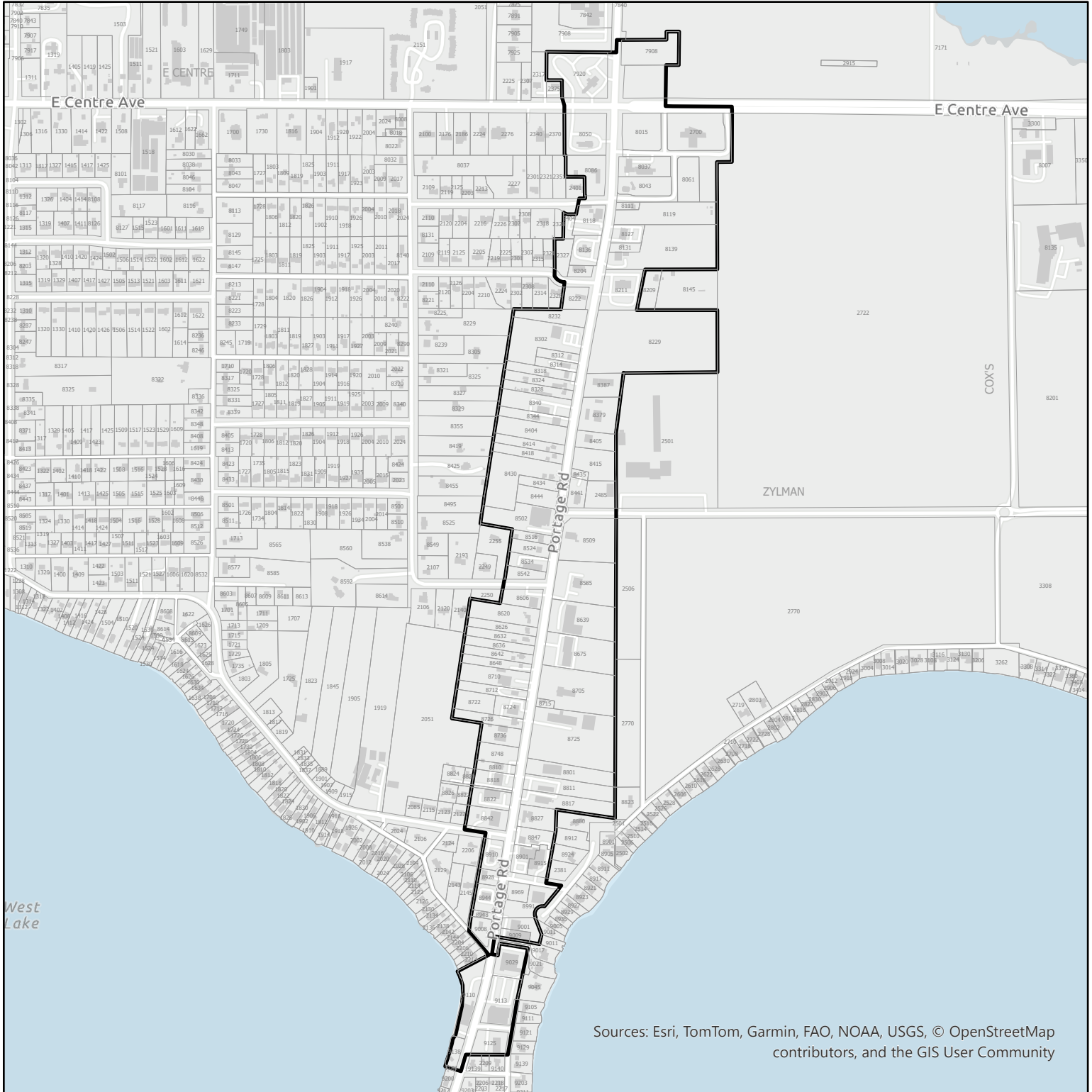


1 inch equals 1,000 feet

City Centre Area

Proposed Neighborhood Enterprise Zone (NEZ) Eligible Areas Map

Lake Centre Edge, Core Areas Mixed Use Zoning



Lake Centre Mixed Use Zoning (Edge, Core areas)



N



1 inch equals 1,200 feet

(42)

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: 2026-27 Kalamazoo County Early Voting Agreement

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Support City of Portage participation in the *Intergovernmental Agreement for Early Voting Election Services between Kalamazoo County and Associated Municipalities* and authorize the City Clerk to sign the Agreement on behalf of the city.

In 2022, voters statewide amended the Michigan Constitution under Proposal 2022-2 to introduce the requirement of early voting (EV) for all federal and statewide elections. Prop 22-2 passed with 60 percent support statewide in November 2022, making Michigan the only state that offers all three options (absentee/mail voting, early voting, and election day precinct voting). Under Early Voting, voters have the same rights and are subject to the same requirements as voters at polling places on Election Day. Each early voting site must be open for nine consecutive days prior to an election, beginning on the second Saturday before an election and ending on the Sunday before the election. Sites must be open for at least eight hours for each of these nine days with results held until after 8:00 p.m. on Election Day.

If a local clerk does not host their own early voting site for every federal and statewide election in their jurisdiction, then they must enter into a joint municipal or countywide agreement. In 2023, clerks from 18 of the 19 jurisdictions of Kalamazoo County drafted an agreement to create a network consisting of four early voting sites around the county, supported by each clerk's office, to serve their voters. The two-year agreement covered the 2024 and 2025 calendar years and successfully facilitated the 2024 February 27 Presidential Primary, August 6 State Primary, and November 5 Presidential Elections (there were no state or federal elections scheduled for 2025.)

Under the county agreement, all four sites were open to the 18 participating jurisdictions. This offered those voters the option of casting their vote while running errands or going to work, with 97.5 percent of county residents receiving consistent messaging, served by the same four sites, with the same operating hours, and the same polling place operations. The countywide agreement also eased the burden on local municipalities by sharing the new responsibilities brought about under the new law. If Early Voting (EV) is hosted individually, the local clerk is responsible for performing as Site Supervisor for nine consecutive days (including two weekends) preceding Election Day for ten hours each (a total of 90 staff hours), additionally conducting pre-election equipment testing, and the post-election canvass of the results. Under the shared, countywide model, the required Site Supervisor role can be spread among the staff of all the participating municipalities. This allows local clerks more time to focus on their individual offices, absentee voting operations, and Election Day preparations. Furthermore, an EV location must function the same as an Election Day precinct. This includes appointing "at least three election inspectors" to operate the location. Under the individual model, a local clerk would be

responsible for coordinating the appointment and scheduling of three or more election workers for the nine early voting shifts. Using the countywide model, the participating municipalities can share the burden of securing election workers and schedule coordination with each other, as well as the County Clerk.

As evident below, Early Voting was widely accepted by voters in Kalamazoo County for the three elections it was in use in Kalamazoo County in 2024 (Pavilion Township performed Early Voting as a singular jurisdiction).

JURISDICTION	DOUGLASS COMM ASSOC	KALAMAZOO COUNTY EXPO CENTER	PAVILION TOWNSHIP	PORTAGE PARKS AND RECREATION OFFICE	THE FETZER CENTER	(blank)	Grand Total
ALAMO	76	65		27	102		270
BRADY	3	35		278	5		321
CHARLESTON	4	118		13	1		136
CITY OF KALAMAZOO	1608	1741		575	2506		6430
CLIMAX	2	83		33	4		122
COMSTOCK	116	1505		121	47		1789
COOPER	290	417		29	187		923
GALESBURG	5	100		7	4		116
KALAMAZOO TOWNSHIP	746	698		84	745		2273
OSHTOMO	322	194		254	1141		1911
PARCHMENT	59	71		14	21		165
PAVILION			1022				1022
PORTAGE	79	256		5148	281		5764
PRAIRIE RONDE	5	15		167	11		198
RICHLAND	82	800		49	87		1018
ROSS	23	347		41	34		445
SCHOOLCRAFT	7	49		819	35		910
TEXAS	47	130		1371	416		1964
WAKESHMA	1	14		29	5		49
(blank)							
Grand Total	3475	6638	1022	9059	5632		25826

With the success of the first two-year agreement, Kalamazoo County area clerks have come together again for a subsequent two-year agreement to cover the calendar years of 2026 and 2027. As early voting is no longer new to the state, there have been several changes since 2023 regarding aspects of election law and funding sources, and some factors have changed. While five jurisdictions have chosen to pursue hosting early voting individually since 2023, the goal remains the same. The proposed agreement maintains hosting the same four sites around the county for the same nine days and hours of operation, with shared supervisory duties, and election workers, cost and asset sharing, and consistent messaging.

Therefore, it is recommended that City Council support the City of Portage's participation in the *Intergovernmental Agreement for Early Voting Election Services between Kalamazoo County and Associated Municipalities* for the calendar years 2026-2027 and authorize the City Clerk to sign the Agreement on behalf of the city.

FUNDING: There will be no state grant funding for this agreement period, nor will there be start-up costs this time. With the loss of the five prior participating jurisdictions, the City of Portage's portion will be \$103,126.18 over the two-year agreement period. Funding proportions are calculated by each municipality's registered voter impact. The City of Portage carries 23 percent of Kalamazoo County's registered voters.

Attachments: 1. Intergovernmental Agreement for Early Voting Election Services between Kalamazoo County and Associated Municipalities

INTERGOVERNMENTAL AGREEMENT FOR EARLY VOTING ELECTION SERVICES
BETWEEN KALAMAZOO COUNTY AND ASSOCIATED MUNICIPALITIES

This county agreement (hereinafter the "Agreement"), is made the date the last party signs the Agreement (hereinafter the "Effective Date") as authorized by Article VII, section 28 of the 1963 Michigan Constitution which authorizes two or more counties, townships, cities, villages, or districts or any combination thereof to enter into contractual undertakings or agreements with one another for the joint administration of any functions or powers which each would have the power to perform separately, to share the costs and responsibilities of functions and services with one another which each would have the power to perform separately, to transfer functions and services to one another upon the consent of each unit involved and to cooperate with one another and 1951 PA 35, as amended (hereinafter "Act 35") and MCL 124.1, et. seq., which authorizes municipal corporations to enter into contracts with other municipal corporations "for the ownership, operation, or performance, jointly, or by any 1 or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately." The Agreement is between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, located at 201 W. Kalamazoo Avenue, Kalamazoo, Michigan 49007 (hereinafter "Kalamazoo County") and the following municipalities located in Kalamazoo County: Cities of Kalamazoo, Parchment, Portage; the Charter Townships of Kalamazoo, Oshtemo, Texas; and the Townships of Alamo, Charleston, Prairie Ronde, Richland, Ross, Schoolcraft, and Wakeshma (hereinafter the "Participating Jurisdictions").

- A. Early voting sites are required by the Michigan Constitution, Article II § 4 (1)(m) and MCL 168.720b(2) to remain open for at least nine (9) consecutive days for in-person voting for each statewide and federal election beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight (8) hours each day.
- B. Article II § 4 (1)(m) of the Michigan Constitution, provides that a jurisdiction conducting an election may enter into an agreement with the clerk of the county in which it is located, authorizing the county clerk to conduct early voting on behalf of the jurisdiction.
- C. The Participating Jurisdictions identified in this Agreement have requested that the Kalamazoo County Clerk (hereinafter the "County Clerk") conduct early voting (as described and defined in this Agreement) on their behalf, and have agreed to comply with all terms and conditions of this Agreement, including the obligation to reimburse Kalamazoo County for all Reimbursable Expenses (defined below) and as provided in this Agreement.
- D. Kalamazoo County, acting through the County Clerk, is willing to assist the Participating Jurisdictions conducting elections within Kalamazoo County by providing the requested early voting services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Participating Jurisdictions and Kalamazoo County agree as follows:

1. **DEFINITIONS** The following words and expressions used in this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:

- 1.1** **Agreement** means the terms and conditions of this Agreement, or any other mutually agreed upon written and executed modification, amendment, exhibit, and/or attachment to this Agreement.
- 1.2** **Early Vote Coordinator** means the individual appointed by the County Clerk to provide oversight, to ensure sufficient resources are available and timely dispatched to each early voting site, and to monitor the administrative requirements of early voting for the Participating Jurisdictions.
- 1.3** **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality which shall include but not be limited to all of the following:
- 1.3.1** Description of whether the Early Voting Plan covers a municipality, a municipal agreement, or a county agreement.
 - 1.3.2** The name of each municipal clerk and county clerk, executing the Early Voting Plan.
 - 1.3.3** The number of precincts and registered electors in the Agreement.
 - 1.3.4** The number of early voting sites, the location of each early voting site, if available, and the municipality or municipalities the early voting sites serve.
 - 1.3.5** The name, position, and contact information of the coordinator for the Agreement, if applicable.
 - 1.3.6** Any additional early voting days that will be offered before the required nine (9) consecutive days of early voting, along with the hours the early voting sites will be open on those additional early voting days.
 - 1.3.7** Beginning January 1, 2026, whether early voting will be offered on the Monday before election day.
 - 1.3.8** The communication strategy for informing electors of the opportunity for early voting.
 - 1.3.9** The process to ensure that the secretary of state has the information necessary to include the location, along with the dates and hours of operation, of each early voting site on the department of state's website.
 - 1.3.10** A copy of this Agreement.
 - 1.3.11** Any other information as the secretary of state or County Clerk considers necessary.
- 1.4** **Participating Jurisdiction** means one (1) or more municipalities located in Kalamazoo County, created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. Clerks in the Participating Jurisdictions are referred to herein as "Participating Jurisdiction Clerks."
- 1.5** **QVF** means the Qualified Voter File as described in MCL 168.509o.
- 1.6** **QVF Controller** means the individual appointed by the County Clerk and identified as the QVF administrator of early voting information within the QVF.

- 1.7 Reimbursable Expenses** include, but are not limited to, all reasonable costs incurred by Kalamazoo County in connection with the facilitation of early in-person voting on behalf of all Participating Jurisdictions to this Agreement and as described in Sections 9.1, 10.2.3, and 11.2 of this Agreement.
- 1.8 Site Supervisor** means the responsible Participating Jurisdiction Clerk or their designated representative who shall act as Site Supervisor for each site for early voting for each day of early voting. The County Clerk may appoint a different Participating Jurisdiction Clerk, or their designee to act as a Site Supervisor for different days of early voting.
- 1.9 Proportional Share** means the number of registered electors for costs, except as it pertains to Site Supervisor shifts, equipment testing, and general advertising, which should mean the number of Participating Jurisdictions.

2. PURPOSE OF THE AGREEMENT

- 2.1** Kalamazoo County, acting through the County Clerk and in consultation with the Participating Jurisdictions, agrees to conduct and administer, in accordance with the constitution and laws of the State of Michigan, no more than four (4) early voting sites per applicable state or federal election, on behalf of the Participating Jurisdictions. The early voting sites shall be administered by the County Clerk, or their designated representative, who shall organize, approve, and monitor the administrative requirements of early voting. Kalamazoo County agrees to perform the services and to provide the materials and equipment of this Agreement through its employees, elected officials, and resources, subject to all terms and conditions of this Agreement, including, but not limited to, the right to payment for Reimbursable Expenses from Participating Jurisdictions.

3. SCOPE OF THE AGREEMENT

- 3.1** The Agreement shall begin on the Effective Date and shall include any Participating Jurisdictions' applicable state or federal elections scheduled to occur between January 1, 2026, and December 31, 2027.

4. PRECINCTS AND REGISTERED ELECTORS

- 4.1** The following table represents the Participating Jurisdictions and the number of precincts, registered electors, and percentage of participating registered voters per Participating Jurisdiction to be used to calculate each Participating Jurisdiction's proportional costs as described in Section 10.2 of this Agreement and any equitable distribution should the County withdraw from the Agreement (as of August 26, 2025):

Participating Jurisdictions	Address	Number of precincts	Number of registered electors	% of Participating registered voters

Alamo Township	7901 North 6 th St. Kalamazoo, MI 49009	2	3307	1.90%
Charleston Township	1499 South 38 th St. Galesburg, MI 49053	1	1628	0.94%
City of Kalamazoo	241 West South St. Kalamazoo, MI 49007	27	53623	30.82%
Kalamazoo Township	1720 Riverview Dr. Kalamazoo, MI	10	18014	10.35%

Oshtemo Township	7275 West Main St. Kalamazoo, MI 49009	10	18420	10.59%
City of Parchment	650 S. Riverview Dr. Parchment, MI 49004	1	1505	0.86%
City of Portage	7900 S. Westnedge Ave. Portage, MI 49002	13	40104	23.05%
Prairie Ronde Township	14050 S 6 th St., Schoolcraft, MI 49087	1	2028	1.17%
Richland Township	7401 N. 32 nd St.	3	7288	4.19%

	Richland, MI 49083			
Ross Township	12086 M-89 Richland, MI 49083	2	4360	2.51%
Schoolcraft Township	50 East VW Ave. Vicksburg, MI 49097	4	7599	4.37%
Texas Charter Township	7227 West Q Ave. Kalamazoo, MI 49009	6	15087	8.67%
Wakeshma Township	13988 South 42nd St. Fulton, MI 49052	1	1052	0.60%

5. COORDINATOR

- 5.1** The County Clerk shall provide an Early Vote Coordinator who shall organize and monitor the administrative requirements, including staffing, of early voting for Participating Jurisdictions. The Early Vote Coordinator will be a Kalamazoo County employee, and Kalamazoo County shall pay all wages, salaries, fringe benefits, workers' compensation insurance, unemployment compensation, and tax and social security withholdings, within the guidelines and policies of Kalamazoo County and the County Clerk.
- 5.2** The County Clerk intends to appoint an employee of the County's Elections Division to serve as the Early Vote Coordinator for the purposes of this Agreement.
- 5.3** The Early Vote Coordinator position shall, at all times, be held by an individual who is certified, qualified, and trained in accordance with all administrative requirements of early voting and is deputized as a deputy county clerk.

- 5.3.1** If the Early Vote Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the County Clerk may designate early voting Site Supervisors to assist with the staffing and supervision of early voting.
- 5.4** If the Early Vote Coordinator becomes unavailable for any reason, the County Clerk shall appoint a new Early Vote Coordinator.
- 6. QVF CONTROLLER**
- 6.1** The County intends to appoint an employee of the County's Elections Division who shall also serve as the Qualified Voter File (QVF) Controller of early voting information within the QVF for the purposes of this Agreement. The QVF Controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement.
- 6.2** The QVF Controller shall always meet the security requirements of a QVF user. If the QVF Controller becomes unavailable for any reason, the County Clerk will appoint a new QVF Controller.
- 7. EARLY VOTING SITES**
- 7.1** The County Clerk, by way of the Early Vote Coordinator, shall administer no more than four (4) early voting sites for each Participating Jurisdictions for all applicable state or federal elections that fall within the term of this Agreement.
- 7.2** The County Clerk, after consulting the Participating Jurisdiction Clerks, shall submit each early voting site location to the Kalamazoo County Board of Election Commissioners for approval. The early voting site locations shall be finalized no later than sixty (60) days before the applicable election day.
- 7.3** There shall be a minimum of two (2) early voting sites located within the legal boundaries of the City of Kalamazoo. The City of Kalamazoo shall pay the full cost of a second early voting site located within the legal boundaries of the City of Kalamazoo, in addition to its proportional share of costs on all other early voting sites pursuant to Section 4.1
- 8. EARLY VOTING HOURS**
- 8.1** All early voting sites shall be open for the required nine (9) consecutive days, beginning on the second Saturday before a statewide or federal election and ending on the Sunday before a statewide or federal election, for a minimum of eight (8) hours per day.
- 8.2** Early voting will not be offered on the Monday before election day.
- 8.3** To remain clear for the public and to minimize costs to all parties to the Agreement, the County Clerk will not approve any additional days or hours of early voting; however, each Participating Jurisdiction Clerk has the right to offer early voting on additional days and at their own set hours outside what is described in this Agreement.
- 9. COMMUNICATION STRATEGY**
- 9.1** The County Clerk, or their designee, shall launch a communication strategy to promote, motivate, encourage, and build confidence with local voters regarding participation in early voting. The detailed provisions of the communication strategy will keep the public informed as to early voting site locations, the hours of early voting, early voting education,

and may include publications, press releases, brochures, billboards, radio spots, social media posts and ads, newsletters, and/or mailings. All reasonable costs incurred in connection with the communication strategy for the benefit of all Participating Jurisdictions shall be considered a Reimbursable Expense.

9.2 Not less than forty-five (45) days before Election Day, the County Clerk and each Participating Jurisdiction Clerk shall give public notice of the dates and hours for early voting at the early voting site or sites by posting notices on Kalamazoo County's and each Participating Jurisdiction's website and/or by any other publication or posting as the County Clerk determines to be necessary.

9.3 If there is a change to an early voting site location or hours of early voting, the County Clerk shall provide notice of any such change, to each registered elector of the Participating Jurisdictions entitled to vote at the early voting site no later than twenty-one (21) days before the first day of early voting as to the new early voting site. The notice shall include the location of the new early voting site or hours change and such notice shall be by mail or other method designed to provide actual notice to the registered elector. The County Clerk, or designated staff, shall also post a sign at the location of the former early voting site that identifies the location of the new early voting site.

10. BUDGET AND COST SHARING

10.1 Projected Cost Summary. The parties to this Agreement developed a projected cost summary for costs associated with performance under this Agreement that is incorporated herein by reference and attached as **Exhibit C**. For the term of this Agreement, Kalamazoo County shall provide annually a revised projected cost summary within the guidelines of Kalamazoo County's total budget. The parties acknowledge that the costs set forth in Kalamazoo County's projected cost summary are only estimates. Kalamazoo County will attempt to keep billings to the Participating Jurisdictions as close to the original projected cost summary as is practicable considering the overall County Clerk's budget, Kalamazoo County's staffing policies and activities, and cost demands for performance under this Agreement. Kalamazoo County reserves the right to modify the projected cost summary if the projected and/or actual costs change for any reason, including, but not limited to, if any of the Participating Jurisdictions withdraws from the Agreement in accordance with Section 18 of this Agreement, subject to the requirement that Kalamazoo County give advance written notice pursuant to the notice requirements of this Agreement.

10.2 Responsibilities of Participating Jurisdictions: Each Participating Jurisdiction shall pay its portion of Kalamazoo County's actual costs for services and equipment estimated in **Exhibit C**, determined on a proportional basis by share of registered voters among Participating Jurisdictions (see Section 4.1), less costs paid for by available and awarded grant funding. Kalamazoo County shall bill Participating Jurisdictions after each election according to Section 4.1, and Participating Jurisdictions shall pay Kalamazoo County within thirty (30) business days following receipt of the invoice.

10.2.1 Any disputed charges must be addressed in writing to the County Clerk within the thirty (30) business day window.

- 10.2.2** The City of Kalamazoo shall pay the full cost of a second early voting site located within the legal boundaries of the City of Kalamazoo, in addition to its proportional share of costs on all other early voting sites pursuant to Section 4.1.
- 10.2.3 County Reimbursable Expenses:** The Participating Jurisdictions shall pay Kalamazoo County for all Reimbursable Expenses. Reimbursable Expenses will be invoiced to the Participating Jurisdiction in sufficient detail and with supporting documentation, as may be reasonably required by the Participating Jurisdictions. Reimbursable Expenses, include, but are not limited to, Participating Jurisdiction's proportional share of administrative fee, office supplies, printing, publishing, postage, mileage, communication, website posting, and other reasonable costs incurred by Kalamazoo County in performance of this Agreement for the benefit of the Participating Jurisdictions.

11. EQUIPMENT AND SUPPLIES

- 11.1** The County Clerk shall purchase all necessary equipment and supplies to administer early voting per this Agreement and shall maintain and secure the equipment for future use.
- 11.2** Kalamazoo County shall coordinate all ongoing maintenance costs for the tabulators, voter assist terminals, and print-on-demand devices which shall be charged back to Participating Jurisdictions proportionately as indicated in Sections 10.2.2 and 4.1 as Reimbursable Expenses.
- 11.3** If Kalamazoo County withdraws from this Agreement, all assets purchased and billed back to Participating Jurisdictions as Reimbursable Expenses under the Agreement (see Section 10.2.3) shall be distributed to remaining Participating Jurisdictions in an equitable and timely manner, as mutually agreed upon by the remaining Participating Jurisdictions. Distribution shall have a rational relationship to each Participating Jurisdiction's contribution. Participating Jurisdictions that withdraw from the Agreement shall not receive a distribution of assets. Assets secured by Kalamazoo County through grants or other funding not billed back to Participating Jurisdictions shall remain assets of Kalamazoo County and are not subject to distribution. However, if Kalamazoo County withdraws from this Agreement to the extent possible and considering Kalamazoo County's obligation to provide early voting on its own behalf, Kalamazoo County will work with former Participating Jurisdictions to allow for the temporary use of Kalamazoo County-owned, grant-funded equipment to facilitate local early voting.

12. TABULATORS, VOTER ASSIST TERMINALS, EARLY VOTING POLL BOOK, AND EARLY VOTING ELECTRONIC POLL BOOK AT EARLY VOTING SITE(S)

- 12.1** The County Clerk, Participating Jurisdiction Clerk, or their designee shall configure all tabulators, voter assist terminals (VAT), and early voting poll book laptops used at each early voting site in one of the following configuration sets:
- 12.1.1** For an early voting site covering the entire county, in the same manner as an early voting site of a municipality conducting early voting as contemplated by MCL 168.720e.

- 12.1.2** For an early voting site covering less than the entire county, in the same manner as an early voting site for municipalities that are parties to a municipal agreement as contemplated by MCL 168.720f.
- 12.2** Preliminary logic and accuracy testing shall be coordinated by the County Clerk and performed by all parties to this agreement. The County will coordinate, manage, organize all testing. At a minimum, each Participating Jurisdiction will be responsible for testing their jurisdiction's ballots including VAT testing.
- 12.3** The County Clerk, or designated representative, shall program all electronic voting equipment no later than forty-five (45) days before each applicable election day.
- 12.4** The Kalamazoo County Board of Election Commissioners or their authorized designated representative, shall conduct all public logic and accuracy testing of the electronic voting equipment used at early voting sites in Kalamazoo County no later than five (5) days before the start of early voting in accordance with State of Michigan legal and administrative requirements.
- 12.5** The County Clerk, Participating Jurisdiction Clerk, or their designee, shall set up the early voting poll book and early voting electronic poll book throughout the duration of early voting provided under this Agreement.

13. EARLY VOTING STAFFING

- 13.1** The County Clerk, with the assistance of the Participating Jurisdiction Clerks, shall staff each of the early voting sites with trained election inspectors¹. All election inspectors shall be selected and appointed by Kalamazoo County Board of Election Commissioners if as contemplated in MCL 168.674.
- 13.1.1** The Kalamazoo County Board of Election Commissioners shall notify appointed election inspectors of their appointment a minimum of thirty-one (31) days, but not more than fifty (50) days, before each applicable statewide and federal election.
- 13.2** The Kalamazoo County Board of Election Commissioners shall designate one (1) appointed election inspector from each early voting site as Chairperson and one (1) as Assistant Chairperson.
- 13.3** Each Participating Jurisdiction Clerk shall provide the County Clerk with the list of election inspectors recruited by the Participating Jurisdiction Clerk to serve at early voting locations a minimum of ninety (90) days before each applicable statewide and federal election.
- 13.4** All election inspectors appointed for early voting shall be Kalamazoo County appointees. Kalamazoo County shall pay all hourly rates for appointed election inspectors within the guidelines and policies of Kalamazoo County and the County Clerk, in accordance with the rates noted in **Exhibit C**.
- 13.5** The Early Vote Coordinator shall ensure each early voting site is staffed by a minimum of one (1) Participating Jurisdiction Clerk, selected by the County Clerk or one (1) individual

¹ The minimum number of trained election inspectors per site per day is estimated in **Exhibit A** but may be modified and adjusted by the County Clerk based on need and so long as modifications are communicated in advance of any adjustments in a written notice sent via email to the Participating Jurisdiction Clerks.

from Kalamazoo County serving in their place, to act as Site Supervisor for each day of early voting during each applicable state or federal election. Each Participating Jurisdiction Clerk shall submit their availability to act as Site Supervisor for the duration of early voting to the County Clerk upon request. The County Clerk, based on these availabilities, shall select a minimum of one (1) Site Supervisor per early voting site daily to supervise and operate the site in the same manner as the Participating Jurisdiction Clerk does for an election day polling place. The Participating Jurisdiction Clerks selected may delegate the responsibilities of Site Supervisor to a trained member of the Participating Jurisdiction Clerk's staff, subject to advance notification to the County Clerk. See **Exhibit B** outlining the number of site supervisor shifts each local jurisdiction is responsible for fulfilling during each election.

- 13.6** The Participating Jurisdiction Clerk shall be notified of Site Supervisor appointments a minimum of four (4) weeks prior to the second Saturday before the election. All Participating Jurisdiction Clerks shall be considered as acting only in furtherance of their own Participating Jurisdiction's governmental interests and shall not be considered employees of Kalamazoo County for purposes of this Agreement and will not be paid by Kalamazoo County for services rendered under this Agreement.
- 13.7** The Early Vote Coordinator, or their designee, shall monitor and help administer early voting by traveling to each early voting site as necessary.
- 13.8** Kalamazoo County agrees to seek funding to support a contract with its identified voting equipment vendor to provide technical support during the early voting period. In the event Kalamazoo County is unable to secure such funding, Kalamazoo County may but is not required to pursue a contract with its identified voting equipment vendor to provide technical support during the early voting period either through Kalamazoo County funds, or as a Reimbursable Expense as mutually agreed upon by the parties to this Agreement.

14. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 14.1** The Early Vote Coordinator shall:
 - (1) be responsible for compliance with the closing procedures contemplated by MCL 168.720j(8) and 720j(9) and any applicable instructions issued by the Secretary of State during early voting;
 - (2) secure specified election materials as contemplated by MCL 168.720j(10) and any applicable instructions issued by the Secretary of State; and
 - (3) oversee the conclusion of Election Day, including compliance with the closing procedures at the conclusion of Election Day as contemplated by MCL 168.720j(11) and any applicable instructions issued by the Secretary of State.

15. EARLY VOTING RECEIVING BOARD

- 15.1** The County Clerk, with the assistance of Participating Jurisdiction Clerks, shall submit the names of potential trained election inspectors to the Kalamazoo County Board of Election Commissioners.
- 15.2** The Kalamazoo County Board of Election Commissioners shall appoint an Early Vote Receiving Board.

15.2.1 The Early Vote Receiving Board is required to arrive at a site designated by the County Clerk by 7:15 PM on the applicable Election Day to complete end-of-election-day procedures in compliance with canvass and reporting requirements at 8:00 PM, as contemplated by MCL 168.720j(11)-(14) and MCL 168.801-810.

15.2.2 The Early Vote Receiving Board shall canvass the early vote returns on Election Day and report early voting results to the County Clerk.

16. PROCESS TO NOTICE SECRETARY OF STATE

16.1 The County Clerk, or designated representative, shall submit the Early Voting Plan, attached as **Exhibit A**, as well as any amendments to that early voting plan as described in one (1) or more amendments to this Agreement, to the Michigan Secretary of State no later than one-hundred twenty (120) days before the first statewide or federal election in an even-numbered year.

16.2 The County Clerk, or designated representative, shall submit to the Michigan Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by Kalamazoo County and Participating Jurisdictions a minimum of forty-five (45) days before the first early voting day allowed by statute to facilitate the proper posting of information on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

16.3 The Early Vote Coordinator shall transmit all communications regarding changes to locations, days, and hours of early voting to Participating Jurisdiction Clerks a minimum of forty-eight (48) hours prior to submission to the Michigan Secretary of State.

17. TERM OF AGREEMENT

17.1 The Effective Date of this Agreement shall be the date the last party signs the Agreement and applies to state or federal elections occurring between January 1, 2026, and continuing through December 31, 2027. This Agreement may be renewed thereafter for one (1) additional two (2) year term, by mutual written agreement of the parties, which shall be obtained a minimum of one hundred twenty-five (125) days before the first regularly scheduled statewide or federal election in 2028.

18. NOTICE OR WITHDRAWAL

18.1 Participating Jurisdictions may withdraw from this Agreement by providing a thirty (30) calendar day advance written notice to Kalamazoo County and all other parties in accordance with the terms of this Agreement. A Participating Jurisdiction Notice to Withdraw, or any other notice/communication required, or permitted under this Agreement from a Participating Jurisdiction to Kalamazoo County shall be deemed compliant with the notice requirements of this Agreement if the Participating Jurisdiction sending the notice/communication hand delivers the notice or communication to the County Clerk, or their authorized designee, or if the Participating Jurisdiction sends the notice/communication through First Class United States Postal Service to Kalamazoo County. The parties agree that notices and communications from Participating Jurisdictions to Kalamazoo County shall be sent to the following addresses:

Office of the Kalamazoo County Clerk & Register of Deeds
ATTN: Meredith Place, Kalamazoo County Clerk/Register of Deeds
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007

Notices to all other parties shall be directed to the addresses for Participating Jurisdictions as shown in Section 4.1 of this Agreement.

- 18.2** This Agreement is an intergovernmental cooperative agreement and not a personal services agreement. If an elected or appointed clerk is no longer serving in his/her capacity, the obligations under this Agreement shall continue unless a notification to withdraw is provided in accordance with Section 18, herein. Kalamazoo County or the Participating Jurisdiction that has a new or different person in their respective clerk's position identified herein shall provide notification to all other entities hereto within thirty (30) business days of such appointment/election and shall verify or provide new contact information within the same timeframe.
- 18.3** Kalamazoo County may withdraw from this Agreement by providing a thirty (30) calendar day advance written notice to all Participating Jurisdictions in accordance with the terms of this Agreement. A Kalamazoo County Notice to Withdraw, or any other notice/communication required, or permitted under this Agreement from Kalamazoo County to a Participating Jurisdiction shall be deemed to satisfy the notice requirements of this Agreement if Kalamazoo County hand delivers the notice or communication to a representative of the Participating Jurisdiction, or their authorized designee, or if Kalamazoo County sends the notice/communication through First Class United States Postal Service to a Participating Jurisdiction. The parties agree that notices and communications from Kalamazoo County to Participating Jurisdictions shall be sent to the addresses shown in Section 4.1 of this Agreement for each Participating Jurisdiction.
- 18.4** A Participating Jurisdiction Notice to Withdraw, Kalamazoo County Notice to Withdraw, or action in any other notice/communication sent by a party to another party shall be considered received on the actual date received via First Class United States Postal Service, with the exception that notices/communications received on Saturdays, shall be considered received on Monday, to the extent Monday is not a Kalamazoo County recognized holiday, whereas notices/communications received on Saturdays, followed by a holiday, shall be considered received on the next business day (hereinafter "Receipt Date").
- 18.5** The County Clerk shall send a withdrawing Participating Jurisdiction an approval letter for withdrawal, with a simultaneous copy to all other parties to the Agreement, if the thirty (30) calendar day advance written notice requirement described in this Agreement was met. The Agreement as to the withdrawing parties shall terminate thirty (30) calendar days from the Receipt Date described in Section 18.3 if all deadlines are satisfied. (hereinafter "Termination Date").
- 18.6** If the request of a Participating Jurisdiction Notice to Withdraw Receipt Date falls within the one hundred fifty (150) calendar days before the statewide general November

election in an even-numbered year and before the completion of the county canvass for that statewide general November election in that even-numbered year, the County Clerk shall send the Participating Jurisdiction a letter rejecting the termination of the Agreement; the Participating Jurisdiction shall continue to perform all responsibilities as outlined in this Agreement as the Participating Jurisdictions and Kalamazoo County agree that they may not withdraw from this Agreement during the period beginning one-hundred fifty (150) calendar days before the first statewide general November election in an even-numbered year and ending on the completion of the county canvass for that statewide general November election in that even-numbered year. A Participating Jurisdiction that withdraws from this Agreement is still obligated to reimburse Kalamazoo County for any proportional share of costs incurred by Kalamazoo County through the Termination Date.

- 18.7** A Participating Jurisdiction that terminates this Agreement acknowledges and agrees that withdrawal from this Agreement shall result in forfeiture of the Participating Jurisdiction's right to recover any costs, including those incurred by a Participating Jurisdiction for supplies and/or equipment, or any other expenditure made in connection with this Agreement, including any distribution contemplated under Section 11.3 herein.
- 18.8** If Kalamazoo County withdraws from the Agreement for any reason, the Agreement will cease to exist, on the Termination Date, and each Participating Jurisdiction Clerk shall submit a revised early voting plan to the Kalamazoo County Clerk who will submit to Michigan Secretary of State to outline how they will meet their legal and administrative obligations for early voting.
- 18.9** If a Participating Jurisdiction withdraws from the Agreement for any reason, the Agreement shall terminate on the Termination Date, provided all requirements of the Agreement are satisfied. Upon termination, the withdrawing Participating Party shall submit a revised early voting plan to the Kalamazoo County Clerk who will submit to Michigan Secretary of State to outline how they will meet their legal and administrative obligations for early voting.
- 18.10** Regardless of whether withdrawal is initiated by Kalamazoo County or a Participating Jurisdiction, both parties acknowledge and agree all legal and administration obligations provided through mutual cooperation of the parties, or by one (1) party on behalf of the other pursuant to this Agreement shall cease with respect to the terminating parties, as of the Termination Date and each party shall assume all of their own legal and administrative responsibilities as if the Agreement had not been executed.
- 18.11** If a party seeks to enter this Agreement after it is already in effect within the limitations of the laws of the State of Michigan, a jurisdiction may enter into this Agreement for the remaining statewide and federal elections to be held in that year and the following year, and for any other elections included in the Agreement. The agreement entered into may be a new written agreement, or a written amendment to this Agreement if all of the parties to the agreement agree to the amendment.
- 18.12** Kalamazoo County reserves the right to terminate a Participating Jurisdictions participation in this Agreement for any of the following reasons which shall constitute a material breach of this Agreement:

18.12.1 Failure to perform obligations of this Agreement in good faith including, but not limited to, the requirement to execute the timely obligations of this Agreement, failure to submit required information and documentation to Kalamazoo County, failure to select necessary individuals to staff early election sites and to serve as Site Supervisors as required by the terms of this Agreement, and/or failure to adhere to mutually agreed upon communication strategy implemented by Kalamazoo County.

18.12.2 Failure to timely remit payment for Reimbursable Expenses in accordance with the terms and conditions of the Agreement.

19. INDEMNIFICATION AND HOLD HARMLESS

19.1 To the extent permitted by law, and without waiving governmental immunity, each party to this Agreement shall defend, indemnify, and hold the other parties, and their officers, employees, agents, and assigns, harmless from claims and any liability which arise out of and/or are the result of an alleged error, mistake, negligence, or intentional act or omission of the indemnifying party, its officers, employees, agents, and assigns arising out of and occurring with the term of the Agreement.

20. INSURANCE

20.1 The Participating Jurisdictions, to the extent possible, shall include Kalamazoo County, the County Clerk and its officers, employees, agents, and assigns as additional named insureds on a policy of liability insurance. The required insurance policy shall have commercial general liability policy limits of not less than \$1,000,000. Written proof of the existence of such insurances will be supplied by the Participating Jurisdictions and Kalamazoo County to each other as of the effective date of this Agreement, and at such times during the term thereafter, as Kalamazoo County or the Participating Jurisdictions may reasonably require per this Agreement.

20.2 To the extent the parties are self-insured the parties agree to seek the equivalent of adding the other party as an additional insured to a certificate of insurance as permitted.

21. MISCELLANEOUS

21.1 Severability. If one (1) or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions of this Agreement. Any such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, which shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

21.2 Entire Agreement and Amendment. In conjunction with matters covered by this Agreement, the Agreement contains the entire understanding and agreement of the parties. There have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth in this Agreement. The parties acknowledge that terms within this Agreement may be altered, amended, as allowed by statute, but only by an instrument in writing, executed by the duly authorized representatives of the

parties to this Agreement. Each party to this Agreement waives its future right to claim or assert that this Agreement has been modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver, or estoppel.

The parties recognize and agree that the Early Vote Coordinator, in developing the early voting plan, shall submit addendums to this Agreement, listing any of the above terms that may change due to subsequent legislation, all early voting site locations that are approved by Kalamazoo County Board of Election Commissioners, and any cost adjustments incurred as a result of any additional costs or any Participating Jurisdiction withdrawing from the Agreement.

21.3 Successors and Assigns. All representations, covenants, and warranties set forth in the Agreement, by or on behalf of or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of any or all such parties, and their successors and assigns.

21.4 Terms and Conditions. The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against any party considered to be the drafter of this Agreement.

21.5 Execution of Counterparts. This Agreement may be executed in any number of counterparts; all such counterparts shall for all purposes be deemed to be an original. All such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one (1) and the same instrument.

In witness whereof the parties have executed this Agreement as of the indicated date(s).

_____	_____	_____
Printed name of County Clerk	Signature of County Clerk	Date

Date: _____

By: _____
Alamo Township
Barbara Venema, Clerk

Date: _____

By: _____
Charleston Township
Alese LePert, Clerk

Date: _____

By: _____
City of Kalamazoo
Scott A. Borling, Clerk

Date: _____

By: _____
Kalamazoo Township
Lisa Mackie, Clerk

Date: _____

By: _____
Oshtemo Township
Dusty Farmer, Clerk

Date: _____

By: _____
City of Parchment
Shannon Stutz, Clerk

Date: 10/7/25

By: _____
City of Portage
Erica L. Eklov, Clerk

Date: _____

By: _____
Prairie Ronde Township
Dale Smith, Clerk

Date: _____

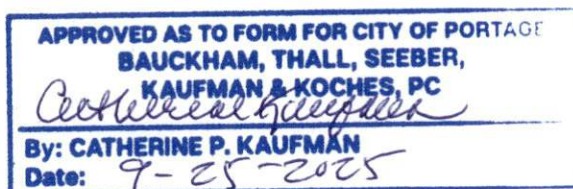
By: _____
Richland Township
Art White, Clerk

Date: _____

By: _____
Ross Township
Mary Stage, Clerk

Date: _____

By: _____
Schoolcraft Township
Eska Brown, Clerk



Date: _____

By: _____

Texas Township
Emily R. Beutel, Clerk

Date: _____

By: _____

Wakeshma Township
Michael Fry, Clerk

Exhibit A:
Kalamazoo County Early Voting Plan
2026-2027

No later than 110 days before the first statewide or federal election in each even numbered year, each county clerk is responsible for ensuring the following is submitted to the Secretary of State:

- This Countywide Early Voting Plan;
- A copy of any Early Voting Plans submitted by single municipalities in the county;
- A copy of any Early voting Plans submitted by municipal coordinators in the county;
- A copy of the county Early Voting Plan, if the county is entering into a County Agreement with any municipalities.

Not less than forty-five (45) days before the first early voting day allowed by statute, the Election Coordinator, as defined by the Agreement shall be responsible for providing the Michigan Secretary of State with any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by Kalamazoo County and the Participating Jurisdictions to ensure correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

All information current as of August 26, 2025:

Plan Coverage: County Agreement

Early Vote Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
TBD	Member, Kalamazoo County Elections Division	elections@kalcounty.gov	269-384-8080

County:

Name of county	Clerk of County
Kalamazoo	Meredith Place

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality

Alamo Township	Barbara Venema	2	3307
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Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charleston Township	Alese LePert	1	1628

Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Kalamazoo	Scott Borling	27	53623

Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Kalamazoo Township	Lisa Mackie	10	18014

Municipality 5:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Oshtemo Township	Dusty Farmer	10	18420

Municipality 6:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Parchment	Shannon Stutz	1	1505

Municipality 7:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Portage	Erica Eklov	13	40104

Municipality 8:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Prairie Ronde Township	Dale Smith	1	2028

Municipality 9:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Richland Township	Art White	3	7288

Municipality 10:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Ross Township	Mary Stage	2	4360

Municipality 11:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Schoolcraft Township	Eska Brown	4	7599

Municipality 12:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Texas Township	Emily Beutel	6	15087

Municipality 13:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Wakeshma Township	Michael Fry	1	1052

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4

Location of site	<i>Kalamazoo County Expo Center</i>	<i>Portage Parks' & Recreation Building</i>	<i>Fetzer Center at Western Michigan University</i>	<i>Douglass Community Center</i>
Municipalities served at site	13	13	13	13
Number of Election Workers at site	9 + 1 Chair, 1 Assistant Chair	9 + 1 Chair, 1 Assistant Chair	9 + 1 Chair, 1 Assistant Chair	9 + 1 Chair, 1 Assistant Chair
Is this an EV site for all 9 days of Constitutionally required early voting? (Y/N)	Y	Y	Y	Y
Hours for 9 days of Constitutionally required early voting	9:00AM – 5:00PM	9:00AM – 5:00PM	9:00AM – 5:00PM	9:00AM – 5:00PM
How many (if any) additional days of early voting will be provided at this site?	0	0	0	0
Hours for any additional days of early voting	-	-	-	-
Is this site ADA compliant?	Y	Y	Y	Y
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes	Yes	Yes

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4
Number of tabulators at site	4	4	4	4
Municipality responsible for providing tabulators	County	County	County	County
Number of early voting electronic poll books (EV EPBs) and ballot on demand (BOD) systems	2 EV EPBs + 2 BOD Systems	2 EV EPBs + 2 BOD Systems	2 EV EPBs + 2 BOD Systems	2 EV EPBs + 2 BOD Systems
Municipality responsible for providing early voting poll book laptops	County	County	County	County

Clerk responsible for taking necessary steps to set up the early voting poll book laptops	TBD	Erica Eklov	Scott Borling	Scott Borling
--	-----	-------------	---------------	---------------

Describe the communication strategy for informing electors of their opportunity for early voting:

If there is a change to an early voting site location or hours of early voting, the County Clerk shall provide notice of any such change. Kalamazoo County and Participating Jurisdictions will issue joint news releases. Kalamazoo County will invest in paid digital communication to voters to educate them about early voting under Proposal 2. All communication will include an asterisk to note that any Kalamazoo County voter can vote at any of these sites with the exception of the voters in the six (6) other Kalamazoo County jurisdictions not participating in this agreement. The Participating Jurisdictions agreed to execute a county agreement with universal voting centers in large part because it facilitates simple communication to voters – if you live in a participating jurisdiction in Kalamazoo County, you can vote at any one of these early voting sites.

No notices, communications (written or verbal), media releases, or social media posts shall be published by the County Clerk without opportunity for prior review by the Participating Jurisdictions to this Agreement.

The Participating Jurisdictions plan to collaborate to create content with a consistent message to be used to disseminate information to educate voters about early voting.

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

All Participating Jurisdictions' Clerks, or their trained designee are expected to serve as a Site Supervisor up to the number of shifts as outlined below:

JURISDICTION	SITE SUPERVISOR SHIFTS
ALAMO TOWNSHIP	2
CHARLESTON TOWNSHIP	1
KALAMAZOO CITY	15
KALAMAZOO TOWNSHIP	3
OSHTEMO TOWNSHIP	3
PARCHMENT CITY	2
PORTAGE CITY	4
PRAIRIE RONDE TOWNSHIP	1
RICHLAND TOWNSHIP	2
ROSS TOWNSHIP	2
SCHOOLCRAFT TOWNSHIP	1
TEXAS TOWNSHIP	3
WAKESHMA TOWNSHIP	1
Total	40*

*The number of shifts outlines an additional number of shifts to ensure adequate coverage.

Exhibit C:
**Kalamazoo County Early Voting Estimate of
Costs to Local Parties**

All costs represented in this Exhibit C are estimates generated by a series of focus group meetings between local clerks and the County Clerk's Office. All amounts are estimates only and are based on assumptions about the outcome of state funding to arrive at a realistic cost to be realized by local governments in executing early voting. The parties to this Agreement acknowledge and accept that grant award amounts and other unforeseen factors could significantly change the real costs to Kalamazoo County and the Participating Jurisdictions to this Agreement.

Item	Expo Center	Portage Parks Dept.	Fetzer Center	Douglass	Not Site Specific	Per Election	2 Year Total
POLL WORKERS							
Poll workers	\$ 15,884.95	\$ 15,884.95	\$ 15,884.95	\$ 15,884.95		\$ 63,539.78	\$ 127,079.57
Receiving Board					\$ 890.19	\$ 890.19	\$ 1,780.38
Training of Poll Workers					\$ 10,000.00	\$ 10,000.00	\$ 20,000.00
ADMINISTRATION/COORDINATING STAFF							
Administrative Fee					\$ 79,720.30	\$ 79,720.30	\$ 159,440.60
Vendor support					\$ 17,775.00	\$ 17,775.00	\$ 35,550.00
Election worker software management					\$ 5,675.00	\$ 5,675.00	\$ 11,350.00
POLLING PLACES							
Polling place rental/cleaning	\$ 4,602.00	\$ 2,310.00	\$ 5,500.00	\$ 5,000.00		\$ 17,412.00	\$ 34,824.00
EQUIPMENT							
Toner for Ballot on Demand	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00		\$ 1,320.00	\$ 2,640.00
Programming for Ballot on Demand					\$ 750.00	\$ 750.00	\$ 1,500.00
BOD Paper Stock	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00		\$ 3,000.00	\$ 6,000.00
VAT Ballot Stock	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00		\$ 500.00	\$ 1,000.00
EPB Internet Connectivity Access	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 800.00	\$ 1,600.00
SmartPhones for Facetime capability?						\$ -	\$ -
Toner	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 400.00	\$ 800.00
Copy Paper	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00		\$ 140.00	\$ 280.00
Precinct Kits	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00		\$ 1,400.00	\$ 2,800.00
Moving costs	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00		\$ 3,000.00	\$ 6,000.00
I Voted stickers	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Other Precinct Supplies (totes, pens, power cord)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 800.00	\$ 1,600.00
Tabulator/VAT Maintenance					\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
Contingency							\$ 45,424.45
TOTALS	\$ 23,326.95	\$ 21,034.95	\$ 24,224.95	\$ 23,724.95	\$ 134,810.49	\$ 247,122.27	\$ 499,669.00
Jurisdiction	Expo Center	Portage Parks Dept.	Fetzer Center	Douglass	Not Site Specific	Per Election	2 Year* (with Contingency)
ALAMO TOWNSHIP	\$ 443.31	\$ 399.75	\$ 460.37	\$ -	\$ 2,561.95	\$ 3,865.38	\$ 8,503.85
CHARLESTON TOWNSHIP	\$ 218.24	\$ 196.79	\$ 226.64	\$ -	\$ 1,261.22	\$ 1,902.89	\$ 4,186.35
KALAMAZOO CITY	\$ 7,188.24	\$ 6,481.95	\$ 7,464.96	\$ 23,724.95	\$ 41,542.07	\$ 86,402.16	\$ 190,084.75
KALAMAZOO TOWNSHIP	\$ 2,414.80	\$ 2,177.53	\$ 2,507.76	\$ -	\$ 13,955.56	\$ 21,055.65	\$ 46,322.44
OSHTOMO TOWNSHIP	\$ 2,469.23	\$ 2,226.61	\$ 2,564.28	\$ -	\$ 14,270.09	\$ 21,530.21	\$ 47,366.45
PARCHMENT CITY	\$ 201.75	\$ 181.92	\$ 209.51	\$ -	\$ 1,165.93	\$ 1,759.12	\$ 3,870.06
PORTAGE CITY	\$ 5,376.00	\$ 4,847.77	\$ 5,582.95	\$ -	\$ 31,068.82	\$ 46,875.54	\$ 103,126.18
PRAIRIE RONDE TOWNSHIP	\$ 271.86	\$ 245.14	\$ 282.32	\$ -	\$ 1,571.10	\$ 2,370.43	\$ 5,214.94
RICHLAND TOWNSHIP	\$ 976.97	\$ 880.97	\$ 1,014.58	\$ -	\$ 5,646.06	\$ 8,518.57	\$ 18,740.86
ROSS TOWNSHIP	\$ 584.46	\$ 527.04	\$ 606.96	\$ -	\$ 3,377.72	\$ 5,096.18	\$ 11,211.60
SCHOOLCRAFT TOWNSHIP	\$ 1,018.66	\$ 918.57	\$ 1,057.87	\$ -	\$ 5,886.99	\$ 8,882.09	\$ 19,540.59
TEXAS TOWNSHIP	\$ 2,022.43	\$ 1,823.72	\$ 2,100.29	\$ -	\$ 11,687.99	\$ 17,634.43	\$ 38,795.75
WAKESHMA TOWNSHIP	\$ 141.02	\$ 127.17	\$ 146.45	\$ -	\$ 814.99	\$ 1,229.63	\$ 2,705.19
Total	\$ 23,326.95	\$ 21,034.95	\$ 24,224.95	\$ 23,724.95	\$ 134,810.49	\$ 227,122.27	\$ 499,669.00

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Solicitor and Canvassers Ordinance Update

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Receive the revised Solicitor and Canvassers Ordinance for first reading and set a second reading for October 21, 2025.

In the earlier part of 2025, the City Council underwent the first appeal review within recent record of a staff denial for a permit to solicit and canvass door-to-door in the City of Portage. Chapter 14 (Businesses) of the Code of Ordinances includes Article 4 "Solicitors and Canvassers," which guides how a person interested in soliciting or canvassing in the City of Portage must first obtain a permit by application to the City Clerk and the Police Division. As outlined in the ordinance, an application is required to allow for a review of an applicant's background for the "protection of the public good."

Per the current ordinance provisions (Sec. 14-143 through 147), the appeal was directed to the Council for "a hearing" during a regular public meeting and decided by a vote of the Council. Following the hearing, it was the consensus of the Council that the ordinance be revised to allow subsequent reviews of appeal denials to be under the purview of the City Manager. According to the minutes of the February 25, 2025, City Council Meeting, one Councilmember "expressed displeasure with the current framework of the ordinance and his desire to revise the procedure going forward." At the meeting of March 11, 2025, another Councilmember requested "an amendment to the ordinance by taking the decision from the Council and deferring it to the City Manager."

The matters that can contribute to a denial of a solicitor's permit have the potential to be personal and/or candid in nature, and the current ordinance route, which includes a public hearing before the Council, is not in the best interest of the applicant(s).

Staff have proposed the attached revisions as shown in the red-line/strikeout copy of the ordinance, as well as an approved-to-form version from the City Attorney for the approval of the Council. It is therefore recommended that the City Council receive the revised Solicitor and Canvassers Ordinance for first reading and set a second reading for October 21, 2025.

FUNDING: Not Applicable

Attachments:

1. Solicitor's and Canvassers Ordinance (clean)
2. Red-line/Strikeout Version

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES

OF THE CITY OF PORTAGE, MICHIGAN

BY AMENDING ARTICLE 4 ZONING, OF CHAPTER 14, SOLICITORS AND CANVASSERS

THE CITY OF PORTAGE ORDAINS:

That Chapter 14 of the Codified Ordinances of Portage, Michigan shall be amended as follows:

DIVISION 1. GENERALLY

Sec. 14-121. Definitions.

No Change.

Secs. 14-122—14-140. Reserved.

DIVISION 2. PERMIT

Sec. 14-141. Required.

No Change.

Sec. 14-142. Application and fee.

No Change.

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

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

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

- (1) Fraud, misrepresentation, or a false statement contained in the application for the permit; or
 - (2) A conviction of a crime or misdemeanor as it pertains to the nature of soliciting or canvassing.
- (c) If a permit is approved, the city clerk shall execute a permit addressed to the applicant and deliver such permit to the applicant. Such permit shall contain the signature and seal of the clerk, the date of issuance, and the length of time the permit is to be operative, as well

as the permit number and other identifying description of a vehicle used in the soliciting or canvassing. The clerk shall keep a permanent record of all permits issued.

- (d) Soliciting and canvassing are not permitted within the City of Portage between 8:00 p.m. and 8:00 a.m.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.04; Ord. No. O-2-2023, 1-9-2024)

Sec. 14-144. Records of violations.

No Change.

Sec. 14-145. Appeals.

Any applicant or permittee aggrieved by the denial or revocation of a permit, as set forth in section 14-143 or section 14-147, may appeal to and have a hearing before the City Manager. Such appeal shall be taken by filing with the city clerk, within 14 days after notice of the action complained of has been mailed to the applicant's/permittee's last known address, a written statement setting forth fully the grounds for the appeal. The city manager shall make a written determination, after investigation and a review with the applicant, as to whether the grounds for denial or revocation are sufficient. Should the grounds for denial or revocation be deemed sufficient, the permit shall be finally denied or revoked. Should the grounds be deemed insufficient, the permit shall be granted or reinstated.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.07; Ord. No. O-2-2023, 1-9-2024)

Sec. 14-146. Expiration.

No Change.

Sec. 14-147. Revocation.

No Change.

Sec. 14-148. Exceptions.

No Change.

Secs. 14-149—14-170. Reserved.

No. Change.

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

Dated: _____

Patricia M. Randall, Mayor

CERTIFICATION

I, Erica Eklov, 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 L. Eklov, City Clerk

Approved as to Form:

Date: 9/18/2025

Catherine Kaufman
City Attorney

Chapter 14 - BUSINESSES

ARTICLE 4. SOLICITORS AND CANVASSERS

DIVISION 1. GENERALLY

Sec. 14-121. Definitions.

No Change.

Secs. 14-122—14-140. Reserved.

DIVISION 2. PERMIT

Sec. 14-141. Required.

No Change.

Sec. 14-142. Application and fee.

No Change.

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

- (a) Upon receipt of the application provided for in section 14-142, the application shall be referred to the chief of police, who shall cause such investigation of the applicant's background to be made as ~~they~~ deems necessary for the protection of the public good.
- (b) A permit issued under this article may be denied by the city clerk for any of the following reasons:
 - (1) Fraud, misrepresentation, or a false statement contained in the application for the permit; or
 - (2) A conviction of a crime or misdemeanor as it pertains to the nature of soliciting or canvassing involving moral turpitude.
- (c) If a permit is approved, the city clerk shall execute a permit addressed to the applicant and deliver such permit to the applicant. Such permit shall contain the signature and seal of the clerk, the date of issuance and the length of time the permit is to be operative, as well as the permit number and other identifying description of a vehicle used in the soliciting or canvassing. The clerk shall keep a permanent record of all permits issued.
- (d) Soliciting and canvassing are not permitted within the City of Portage between 8:00 p.m. and 8:00 a.m.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.04; Ord. No. O-2-2023, 1-9-2024)

Sec. 14-144. Records of violations.

No Change.

Sec. 14-145. Appeals.

~~A person~~Any applicant or permittee aggrieved by the ~~action of the chief of police or the city clerk in the~~ denial or revocation of a permit, as set forth in section 14-143 or section 14-147, may appeal to and have a hearing before the City Manager ~~the council~~. Such appeal shall be taken by filing with the ~~council~~ city clerk, within 14 days after notice of the action complained of has been mailed to ~~such person~~ the applicant's/permittee's last known address, a written statement setting forth fully the grounds for the appeal. ~~The council shall set a time and place for a hearing on such appeal, and notice of such hearing shall be given to the appellant at his last known address by mail (postage prepaid) at least five days prior to the date set for the hearing.~~ The city manager shall make a written determination, after investigation and a review with the applicant, as to whether the grounds for denial or revocation are sufficient~~accurate. If the city manager determines that such grounds are supported by a preponderance of the evidence, the action of the city clerk or chief of police shall be sustained.~~ Should the grounds for denial or revocation be deemed sufficient, the permit shall be finally denied or revoked. Should the grounds be deemed insufficient, the permit shall be granted or reinstated.

(Min. Bk. 1979, p. 424, Vol. 8, 5-15-1979; Code 1983, § 860.07; Ord. No. O-2-2023, 1-9-2024)

Sec. 14-146. Expiration.

No Change.

Sec. 14-147. Revocation.

No Change.

Sec. 14-148. Exceptions.

No Change.

Secs. 14-149—14-170. Reserved.

No. Change.

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Secondhand Dealers Ordinance Update

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Receive the revised Secondhand Dealers Ordinance for first reading and set a second reading for October 21, 2025.

Similar to the update of the Solicitors and Canvassers ordinance, the ordinance guiding the licensing of Secondhand Dealers in the city dictates that applicants who have been denied a license by the City Administration may request a hearing before the City Council at a public meeting in an effort to receive a final decision on their application by a vote of the Council. Following the City Council's request to review the Solicitors and Canvassers ordinance, staff reviewed the Secondhand Dealers ordinance for potential conflicts. The matters that can contribute to a denial of a Secondhand Dealer's license are also likely to be personal and/or candid in nature, and the current ordinance route, which includes a public hearing before the Council, is not in the best interest of the applicant(s). As such, staff have drafted proposed revisions to the Secondhand Dealers ordinance to allow subsequent reviews of appeal denials to be under the purview of the City Manager.

As part of the revision process, staff also took the opportunity to make several updates to reflect recent changes in the review process. Modernizations to digital platforms negate the requirement for triplicate submissions, and state-level changes to individual background investigations have modified the required documentation.

Therefore, it is recommended that City Council receive the revised Secondhand Dealers Ordinance for first reading and set a second reading for October 21, 2025.

FUNDING: Not Applicable

Attachments:

1. Secondhand Dealers Ordinance (clean)
2. Red-line/Strikeout Version

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING CHAPTER 14 – BUSINESSES, ARTICLE 8. SECONDHAND DEALERS**

THE CITY OF PORTAGE ORDAINS:

That Chapter 8 *Businesses*, Article 8 *Secondhand Dealers*, be amended as follows:

Sec. 14-206. Application for license.

- (a) Any person, partnership or corporation desiring to secure a license shall make application to the city clerk. The application shall be dated by the city clerk. A copy of the completed application shall be distributed by the city clerk to department of public safety and department of community development.
- (b) The application for a license shall be upon a form provided by the city clerk. An applicant for a license, which shall include all partners or limited partners of a partnership applicant, all members of an LLC applicant, all officers and directors of a corporate applicant, all stockholders owning more than five percent of the stock of a corporate applicant, and any other person who is interested directly in the ownership or operation of the business, shall furnish the following information under oath:
 - (1) Name and address, including all aliases.
 - (2) Date of birth.
 - (3) Social security number.
 - (4) Written proof that the individual is at least 18 years of age.
 - (5) All residential addresses of the applicant for the past three years.
 - (6) The applicant's height, weight, color of eyes and hair.
 - (7) The business, occupation or employment of the applicant for five years immediately preceding the date of application.
 - (8) Whether the applicant previously operated in this or any other county, city, or state under a secondhand dealer license or similar business license; whether the applicant has ever had such a license revoked or suspended, the reason therefore and the business entity or trade name under which the applicant operated that was subject to the suspension or revocation.
 - (9) All criminal convictions, whether under federal or state statute or city ordinance (minor traffic violations are excepted); or any forfeiture of bond.
 - (10) The address of the secondhand dealership to be operated by the applicant.
 - (11) If the applicant is a corporation, the application shall specify the name of the corporation, the date and state of incorporation, the name and address of the registered agent and the name and address of all shareholders owning more than five percent of the stock in said corporation and all officers and directors of the corporation.
 - (12) The address which applicant desires to receive notification under the article.

- (c) An applicant for a license shall additionally submit to the city clerk with the application a copy of a Michigan Criminal History Access Tool (ICHAT) search report, dated no more than seven day[s] before the date the application is submitted to the city clerk, for applicant, including all partners or limited partners of a partnership applicant, all members of an LLC applicant, all officers and directors of a corporate applicant, all stockholders owning more than five percent of the stock of a corporate applicant, and any other person who is interested directly in the ownership or operation of the business.
- (d) Within 30 days of receiving an application for a license the city clerk shall notify the applicant whether the application is granted or denied.
- (e) Whenever an application is denied, the city clerk shall advise the applicant in writing of the reasons for such action. If the applicant requests a hearing in writing to the city clerk within ten days of receipt of notification of denial, a hearing shall be held within 30 days thereafter before the city manager, as hereinafter provided.
- (f) Failure or refusal of the applicant to give any information relevant to the investigation of the application or his or her refusal or failure to appear at any reasonable time and place for examination under oath regarding said application or his or her refusal to submit to or cooperate with any investigation required by this article shall constitute an admission by the applicant that he or she is ineligible for such license and shall be grounds for denial thereof by the city clerk.

(Ord. No. 12-01, 1-10-2012)

Sec. 14-210. Renewal of license or permit.

- (a) Every license issued pursuant to this article will terminate December 31 on the year of issuance, unless sooner revoked, and must be renewed before operation is allowed in the following year. Any secondhand dealer desiring to renew a license shall make application to the city clerk. The application for renewal must be filed not later than 60 days before the license expires. The application for renewal shall be filed with and dated by the city clerk. A copy of the application for renewal shall be distributed promptly by the city clerk to the city police department and to the secondhand business dealer. The application for renewal shall be upon a form provided by the city clerk and shall contain such information and data, given under oath or affirmation, as is required for an application for a new license, and shall be reviewed and approved in the same manner.
- (b) A license renewal fee set by resolution of city council shall be submitted with the application for renewal.

(Ord. No. 12-01, 1-10-2012)

Sec. 14-211. Revocation or suspension of license.

- (a) The city manager can revoke or suspend a license for any of the following reasons:
 - (1) Discovery that false or misleading information or data was given on any application or material facts were omitted from any application.
 - (2) The secondhand dealer or any employee of the secondhand dealer has violated any provision of this article or any rule or regulation adopted by the city council pursuant to this article; provided, however, that in the case of a first offense by an secondhand dealer where the conduct was solely that of an employee, the penalty shall not exceed a suspension of 30 days if the city manager shall find that the secondhand dealer had no actual or constructive

knowledge of such violation and could not by the exercise of due diligence have had such actual or constructive knowledge.

- (3) The secondhand dealer becomes ineligible to obtain a license or permit or the secondhand dealer is convicted of or pleads nolo contendere to any felony or any crime involving theft, dishonesty, receipt of stolen property or embezzlement.
- (4) Any cost or fee required to be paid by this article is not paid.
- (b) The city manager, before revoking or suspending any license shall give the secondhand dealer at least ten days written notice of the charges against the secondhand dealer, and the opportunity for a hearing before the city manager, as hereinafter provided:
 - (1) Before the city manager revokes or suspends a license issued herein the city manager shall cause written notice to be sent by certified mail to the licensee affected, at the address stated in the license informing such person of the right to a hearing upon request.
 - (2) If the licensee does not request a hearing within 14 days of the date the notice was sent, the license may be forthwith revoked or suspended. If the licensee requests a hearing before the city manager regarding said proposed revocation or suspension, said hearing shall be held within 21 days after the date of the written request.
- (c) Any license issued by the city may be immediately suspended by the city manager or his or her duly appointed designee if it is determined that the licensee has violated or someone at or upon the licensed location has violated the city ordinance or state law and that continued operation under the license is contrary to the public health, safety, and welfare. A licensee shall have the right to a hearing before the city manager on any license suspension by the city manager and notice thereof shall be given in accordance with subsection (b)(1) and (b)(2).
- (d) Both the city and the licensee shall be afforded a reasonable opportunity to present evidence on the issue at the hearing. Action taken by the city manager shall be final and any fees hereunder shall not be refunded to the applicant or licensee.
- (e) The transfer of a license or any interest in a license shall automatically and immediately revoke the license.
- (f) Any secondhand dealer whose license is revoked shall not be eligible to receive a license for one year from the date of revocation. No location or premises for which a license has been issued shall be used as business dealing in secondhand goods for six months from the date of revocation of the license.

(Ord. No. 12-01, 1-10-2012)

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:
EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, 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

PREPARED BY:
Erica L. Eklov, City Clerk
City of Portage
7900 S. Westnedge Avenue
Portage, MI 49024

Approved to Form

Catherine Kuehn

Date: 9-18-2025

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
BY AMENDING CHAPTER 14 – BUSINESSES, ARTICLE 8. SECONDHAND DEALERS

THE CITY OF PORTAGE ORDAINS:

That Chapter 8 *Businesses*, Article 8 *Secondhand Dealers*, be amended as follows:

Sec. 14-206. Application for license.

- (a) Any person, partnership or corporation desiring to secure a license shall make application to the city clerk. The application shall be dated by the city clerk. ~~A copy of the completed application shall be distributed by the city clerk to the office of the city manager, department of public safety, and department of community development and to the applicant.~~
- (b) The application for a license shall be upon a form provided by the city clerk. An applicant for a license, which shall include all partners or limited partners of a partnership applicant, all members of an LLC applicant, all officers and directors of a corporate applicant, all stockholders owning more than five percent of the stock of a corporate applicant, and any other person who is interested directly in the ownership or operation of the business, shall furnish the following information under oath:
 - (1) Name and address, including all aliases.
 - (2) Date of birth.
 - (3) Social security number.
 - (4) Written proof that the individual is at least 18 years of age.
 - (5) All residential addresses of the applicant for the past three years.
 - (6) The applicant's height, weight, color of eyes and hair.
 - (7) The business, occupation or employment of the applicant for five years immediately preceding the date of application.
 - (8) Whether the applicant previously operated in this or any other county, city, or state under a secondhand dealer license or similar business license; whether the applicant has ever had such a license revoked or suspended, the reason therefore and the business entity or trade name under which the applicant operated that was subject to the suspension or revocation.
 - (9) All criminal convictions, whether under federal or state statute or city ordinance (minor traffic violations are excepted); or any forfeiture of bond.
 - ~~(10) Fingerprints and two portrait photographs at least two inches by two inches of the applicant.~~
 - ~~(1110)~~ The address of the secondhand dealership to be operated by the applicant.
 - ~~(1211)~~ If the applicant is a corporation, the application shall specify the name of the corporation, the date and state of incorporation, the name and address of the registered agent and the name and address of all shareholders owning more than five percent of the stock in said corporation and all officers and directors of the corporation.

(1312) The address which applicant desires to receive notification under the article.

- (c) An applicant for a license shall additionally submit to the city clerk with the application a copy of a Michigan Criminal History Access Tool (ICHAT) search report, dated no more than seven day[s] before the date the application is submitted to the city clerk, for applicant, including all partners or limited partners of a partnership applicant, all members of an LLC applicant, all officers and directors of a corporate applicant, all stockholders owning more than five percent of the stock of a corporate applicant, and any other person who is interested directly in the ownership or operation of the business.
- (d) Within 30 days of receiving an application for a license the city clerk shall notify the applicant whether the application is granted or denied.
- (e) Whenever an application is denied, the city clerk shall advise the applicant in writing of the reasons for such action. If the applicant requests a hearing in writing to the city clerk within ten days of receipt of notification of denial, a hearing shall be held within 30 days thereafter before the city council-city manager, as hereinafter provided.
- (f) Failure or refusal of the applicant to give any information relevant to the investigation of the application or his or her refusal or failure to appear at any reasonable time and place for examination under oath regarding said application or his or her refusal to submit to or cooperate with any investigation required by this article shall constitute an admission by the applicant that he or she is ineligible for such license and shall be grounds for denial thereof by the city clerk.

(Ord. No. 12-01, 1-10-2012)

Sec. 14-210. Renewal of license or permit.

- (a) Every license issued pursuant to this article will terminate at the expiration of one year from the date December 31 on the year of issuance, unless sooner revoked, and must be renewed before operation is allowed in the following year. Any secondhand dealer desiring to renew a license shall make application to the city clerk. The application for renewal must be filed not later than 60 days before the license expires. The application for renewal shall be filed in triplicate with and dated by the city clerk. A copy of the application for renewal shall be distributed promptly by the city clerk to the city police department and to the secondhand business dealer. The application for renewal shall be upon a form provided by the city clerk and shall contain such information and data, given under oath or affirmation, as is required for an application for a new license, and shall be reviewed and approved in the same manner.
- (b) A license renewal fee set by resolution of city council shall be submitted with the application for renewal.

(Ord. No. 12-01, 1-10-2012)

Sec. 14-211. Revocation or suspension of license.

- (a) The city council-city manager can revoke or suspend a license for any of the following reasons:
 - (1) Discovery that false or misleading information or data was given on any application or material facts were omitted from any application.
 - (2) The secondhand dealer or any employee of the secondhand dealer has violated any provision of this article or any rule or regulation adopted by the city council pursuant to this article; provided, however, that in the case of a first offense by an secondhand dealer where the

conduct was solely that of an employee, the penalty shall not exceed a suspension of 30 days if the ~~city council~~ city manager shall find that the secondhand dealer had no actual or constructive knowledge of such violation and could not by the exercise of due diligence have had such actual or constructive knowledge.

- (3) The secondhand dealer becomes ineligible to obtain a license or permit or the secondhand dealer is convicted of or pleads nolo contendere to any felony or any crime involving theft, dishonesty, receipt of stolen property or embezzlement.
- (4) Any cost or fee required to be paid by this article is not paid.
- (b) The ~~city council~~ city manager, before revoking or suspending any license shall give the secondhand dealer at least ten days written notice of the charges against the secondhand dealer, and the opportunity for a hearing before the ~~city council~~ city manager, as hereinafter provided:
 - (1) Before the ~~city council~~ city manager revokes or suspends a license issued herein the ~~city council~~ city manager shall cause written notice to be sent by certified mail to the licensee affected, at the address stated in the license informing such person of the right to a hearing upon request.
 - (2) If the licensee does not request a hearing within 14 days of the date the notice was sent, the license may be forthwith revoked or suspended. If the licensee requests a hearing before the ~~city council~~ city manager regarding said proposed revocation or suspension, said hearing shall be held within 21 days after the date of the written request.
- (c) Any license issued by the city may be immediately suspended by the city manager or his or her duly appointed designee if it is determined that the licensee has violated or someone at or upon the licensed location has violated the city ordinance or state law and that continued operation under the license is contrary to the public health, safety, and welfare. A licensee shall have the right to a hearing before the ~~city council~~ city manager on any license suspension by the city manager and notice thereof shall be given in accordance with subsection (b)(1) and (b)(2).
- (d) Both the city and the licensee shall be afforded a reasonable opportunity to present evidence on the issue at the hearing. Action taken by the ~~city council~~ city manager shall be final and any fees hereunder shall not be refunded to the applicant or licensee.
- (e) The transfer of a license or any interest in a license shall automatically and immediately revoke the license.
- (f) Any secondhand dealer whose license is revoked shall not be eligible to receive a license for one year from the date of revocation. No location or premises for which a license has been issued shall be used as business dealing in secondhand goods for six months from the date of revocation of the license.

(Ord. No. 12-01, 1-10-2012)

Dated: _____

Patricia M. Randall, Mayor

FIRST READING:
SECOND READING:
ORDINANCE #:

EFFECTIVE DATE:

CERTIFICATION

I, Erica Eklov, 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

PREPARED BY:
Erica L. Eklov, City Clerk
City of Portage
7900 S. Westnedge Avenue
Portage, MI 49024

Approved to Form

Date: _____

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Resolution for Charitable Gaming License - Portage Northern Women's Basketball

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Adopt the Resolution for Charitable Gaming License recognizing Portage Northern Women's Basketball, Inc. (d.b.a. "Lady Huskies Hoops"), as a nonprofit organization in the City of Portage.

Public Act 382 of 1972 requires that groups desirous of obtaining a gaming license from the State of Michigan secure a resolution from the local governing body recognizing the group as a nonprofit organization operating in the community. A gaming license permits a group to conduct raffles and raise funds in support of the organization for a period of one year.

A request was received from Portage Northern Women's Basketball, which recently changed their organization's name to "Lady Huskie Hoops," to be recognized as a nonprofit organization operating in the community and allow for 50/50 raffles at games in 2025. The attached Resolution has been provided by the State of Michigan to recognize Lady Huskie Hoops as a nonprofit organization operating in the City of Portage. The main purpose of Lady Huskie Hoops is to support the players of the Portage Northern High School Girls Basketball program by:

1. inspiring and maintaining an enthusiastic interest in the program,
2. organizing and coordinating volunteer efforts,
3. helping and supporting the players, coaches and staff of the program, and
4. raising funds to support the needs of the program.

Lady Huskie Hoops has provided the Raffle License Application, a copy of the Articles of Incorporation, a copy of the nonprofit status from the Department of the Treasury Internal Revenue Service (IRS), a copy of the 2024 IRS file documentation and proof of a current bank account in the name of the organization.

FUNDING: N/A

Attachments: 1. Local Governing Body Resolution for Charitable Gaming Licenses



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103a(i)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R4/24)

TO: Planning Commission

DATE: August 14, 2025

FROM: Peter J. Dame, Chief Development Officer

SUBJECT: Current FY 24-25 Planning Commission Work Program; Proposed FY 25-26 Work Program.

I. INTRODUCTION:

The Planning Commission adopts an annual work program that includes the duties and responsibilities of the Commission for the next fiscal year per statute and local ordinance. The Commission also works towards addressing the annual Council's priorities, which are listed below:

Current Council FY 25/26 Goals

1	Housing Focus to Create New Units
2	Plan Future DPW Site
3	Expand Recreation Based Tourism
4	Mitigate Road Construction Impacts
5	Stabilize, Improve Rental Housing Supply
6	Build on 2024 Progress: - Increase Small business-friendly policies - Maintain & Expand Trail Network - Facilitate Reinvestment in the Mall Areas

II. SUMMARY OF CURRENT FY 2024-25 WORK PROGRAM:

- 1) *With the acceptance of the Lake Center District Corridor and Placemaking Study, prepare ordinances and economic development tools to implement identified goals and objectives.*

In July 2021, Council accepted the Lake Center District Corridor and Place-making Study (Lake Center Plan). City staff and Council began implementing the plan, consisting of the following:

- 1) Rezoning the Portage Road into three new Lake Center Mixed Use Districts called the Edge, Core, and Business to align with the plan's land use goals. This was approved in January 2025.
- 2) Approving CIP allocation, distributing RFP for various road reconstruction projects, and site acquisitions along Portage Road. This included the purchasing of 8847 Portage Road for a new traffic signal at the intersection of Portage Road & Forest Drive. Council approved this design in July, 2025.

3) Redesigning portions of Portage Road corridor into a safer, slower-speed, pedestrian-/ bicycle-friendly, village-like design. Public planning efforts of this endeavor are currently underway and are expected to finish plan in 2025 and bid out first phase for construction in 2026.

2) *Conduct five-year review/update of the 2014 Comprehensive Plan.*

On August 15, 2024, the Planning Commission adopted the new Comprehensive Plan called Portage Forward Together 2045. One of the goals of the Plan is to realign the city's zoning code, zoning map, and other development standards with the Plan's Future Land Use Map and land use goals. This aligning is expected to result in a variety of future housing types to capture today's high housing demand, increase greater development/ redevelopment opportunities in residential and nonresidential sectors, assist in new/ redevelopment opportunities along struggling commercial corridors, reduce certain development barriers, and create new standards to guide development towards meeting various subareas planning efforts. The realigning zoning effort is currently underway with the assistance of Kendig Keast Collaborative (KKC), planning consultants, and is expected to be finished with new zoning standards in mid-2026.

3) *Continue to assist the City Administration and City Council to achieve Redevelopment Ready Communities (RRC) certification, a program sponsored by the Michigan Economic Development Corporation (MEDC). Once documents are created by staff and certification requirements are met, the Commission will review remaining documents needed for certification including an updated economic development strategy; and an overarching marketing strategy to promote redevelopment ready sites and economic development in general.*

Redevelopment Ready Communities (RRC) certification is underway in the progress. Staff is currently pursuing RRC prerequisite criteria such creating an economic marketing plan and strategies to grow local businesses, support joint-meetings among City boards, provide greater accessibility of development permitting processes, and others. Continued RRC efforts include ongoing implementation efforts of the Master Plan regarding rezoning and other land use plans, improve internal permitting procedures, and others.

4) *Continue to guide development to appropriately planned area of the community and consider the protection of environmentally sensitive areas including regulated wetlands, groundwater and surface water, with the intent to achieve a well-organized, balanced, sustainable, and efficient use of land at densities that:*

- *Meets the current and future needs of city residents.*
- *Protects key natural and historic resources.*
- *Complements the existing and planned capacity of streets and infrastructure.*

The Planning Commission continues to guide development consistent with the Comprehensive Plan Update/Future Land Use Map and remains cognizant of the impacts of development may have on environmentally sensitive land areas. Additionally, the Planning Commission also continues to ensure new development projects are designed consistent with applicable ordinances through review of site plans, special land use permits, planned developments, plats, and other development proposals.

5) During project plan review, consider the following:

- *Implementation of Complete Streets Policy elements.*
- *Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.*
- *Adjacent residential neighborhood protection measures.*
- *Protection of environmentally sensitive areas including regulated wetlands, ground water and surface water through the use of green development practices or other appropriate measures.*

During FY 24/25, the Planning Commission reviewed and approved the following private development projects where one or more of the land use considerations listed above were incorporated to ensure increased transportation equity and choices, access management safety and efficiency, neighborhood harmony, and reduced/ preservation of sensitive environmental conditions.

No.	Permit Type	Location	Project Title
1	Adopt new Master Plan	City Wide	Master Plan Adoption
2	Accessory Building Size, Height	2813 Vanderbilt Ave.	Larger, Taller Pole Barn
3	PD Tentative Plan Amendment, Preliminary Condo	1075 Bacon Ave.	McConley Cove
4	Parking Reduction	6400 S. Westnedge Ave.	Chase Bank
5	Active Home Occupation	6743 Oakland Dr.	Lawn, Snow Maintenance Business
6	Parking Reduction	8939 S. Sprinkle Rd.	2-Tenant Contractor's Development
7	PD Final Plan	8150 Creekside Dr.	Creekside Housing PD
8	PD Final Plan	9617 Portage Rd.	Stanwood Crossing
9	Alternative Landscape Buffer	8935 Portage Industrial Dr.	Haffner Machinery
10	Special Land Use, Site Plan	6780 S. Westnedge Ave.	Zap Zone
11	Site Plan	8516 Shaver Rd.	Jiffy Lube

- 6) *Consider and act appropriately upon site-specific rezoning's in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.*

The Planning Commission and City Council reviewed and approved the following rezones.

No.	Permit Type	Location	Project Title
1	PD Rezone, Tentative Plan, Preliminary Condo	9617 Portage Rd	Stanwood Crossings
2	Rezoning, Text Amendment	172 Parcels along Portage Rd.	Lake Center Rezoning
3	Rezoning, Text Amendment	8120 S. Westnedge Ave; 129 W. Centre Ave.	City Center Rezoning

- 7) *Consider city-wide Zoning Code text amendments including, but not limited to, City Council referrals and ordinances.*

The Planning Commission and City Council reviewed and approved the following zoning amendment:

No.	Permit Type	Location	Project Title
1	Text Amendment	City-wide	Technical zoning code changes

- 8) *When appropriate, engage the Youth Advisory Committee (YAC) in the planning process.*

The YAC was involved in the public engagement of the new Master Plan and will continue to be involved in future City-wide land use planning efforts.

- 9) *Review the FY2025-2031 Capital Improvement Program.*

In April 2025, the Planning Commission reviewed and accepted the report on the proposed FY 2025-2031 Capital Improvement Program (CIP) in alignment with the City's Master Plan to support overall land use goals.

10) Continue to engage in continuing education through various Planning Commission training options including continued review of professional planning publications and information available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.

- The MAP ‘Michigan Planner’ bi-monthly newsletters continue to be provided to the Commission.
- On-line training and educational materials are also accessible to the Commission through the MAP and APA websites.

III. PROPOSED FY 2025-26 WORK PROGRAM:

The proposed FY 2025-26 Planning Commission Work Program is attached for review and consideration. If City Council requests the Commission consider/review additional topics/issues, the Commission can amend the Work Program.

The Commission is advised to review and discuss the attached materials during the August 21, 2025, meeting and, if no further changes, adopt the attached FY 25/26 Planning Commission Work Program.

Attachment: Proposed FY 25/26 Planning Commission Work Program

Proposed FY 2025-2026 Planning Commission Work Program

No.	Project	Description	Status	Next Steps	Associated City Council Priorities
1	Align with FY '25-26 City Councils priorities	Priorities: 1) Housing Creation, 2) Future Use of DPW Site, 3) Expand Recreation-based tourism, 4) Mitigate Road Construction Impacts, 5) Stabilize, Improve Rental Housing Supply, 6) Continue momentum of small business-friendly policies, trail expansions, and facilitate reinvestment in the mall area.	On-going	–	All Priorities
2	Master Plan Update	Master Plan guides future growth and development in the city. Public engagement include stakeholders and subgroups of the Planning Commission has been provided.	New Master Plan adopted August 2024	Implement Master Plan by updating zoning regulations and map, allocating CIP to increase trail network and other public infrastructure, etc.	Grow Housing; Stabilize, Improve Rental Housing; Continue momentum of business-friendly policies, trail expansions, and support reinvestment in the mall area.
3	Lake Center District Corridor rezoning on Portage Rd.	Improves Portage Road corridor from E. Centre Ave to E. Osterhout Ave. by creating a village-like streetscape design with a safer street for cars and non-motorized users, and an increase residential and commercial business growth to create a greater sense of place.	New Lake Center zoning district and map Council adopted January 2025	Implement the Plan by updating the zoning districts along the corridor to direct new buildings closer to the street, and to increase development of residential and commercial businesses. And redesign Portage Road to be people oriented -- slowing traffic speeds and providing greater pedestrian/ bicycle travel areas.	Grow Housing; and Continue momentum of business-friendly policies
5	Unified Code Ordinance (UDO)	The new UDO will update the zoning code, zoning map, and related development standards to align with new Master Plan. It will encourage more housing development, support mixed-use development in the three planned mixed-use subareas, and support more commercial opportunities. And, it will streamline permitting processes of development consistent with the Master Plan.	Planning process of creating the new UDO is under way.	Continue public participation, continue staff work with planning consultants.	Grow Housing; Expand Recreation-based tourism; Continue momentum of business-friendly policies, trail expansions, and support reinvestment in the mall area.

6	FY2025-31 Capital Improvement Program (CIP)	Review the City Council adopt the annual CIP.	Council approved	Determine project demands for staff's responsibilities to begin implementing Planning-related CIP items. Assist other Departments, as needed.	Future Use of DPW Site; Expand Recreation-based tourism; Mitigate Road Construction Impacts; and Continue momentum of trail expansions.
7	Planning Commission continuing education	Each Planning Commission member needs to engage in available training/educational opportunities available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites; participate in webinars and conferences sponsored by professional planning organizations; and participate in training sessions presented by staff and/or City Attorney.	Ongoing	Planning Commissioners should register for on-line courses, conferences, and in-person conferences when offered by MAP or other related organizations. Staff and the City Attorney can also provide in-person training sessions.	Grow Housing; Expand Recreation-based tourism; and Continue momentum of trail expansions and support reinvestment in the mall area.
8	Support PC members to attend other City Boards/Commission	By attending other Boards/ Commissions meeting, the Planning Commissioners can be better informed of other City-related events, processes, and general operations of City services.	Ongoing	—	—

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Transfer of Industrial Tax Abatement

SUPPORTING PERSONNEL: Jonathon Hallberg, Deputy Director of Economic Development
Andrew Falkenberg, Deputy City Assessor
Erica Eklov, City Clerk

ACTION RECOMMENDED: Subsequent to the public hearing, consider adopting Resolution #4 to approve transfer of the Tax Abatement Certificate, Tax Abatement Agreement, and Affidavit of Fees for KalBlue Group, Inc. at 5870 S. Sprinkle Road, Unit 1, under existing Industrial Development Districts No. 34 and 62.

A request for the transfer of an existing Industrial Facilities Tax Abatement Certificate from Depatie Fluid Power to Kal Blue Group, located at 5870 South Sprinkle Road, Unit 1 is attached. The location is within Industrial Development Districts (IDD) No. 34 and No. 62 and currently has an active Certificate for a nine-year real property tax abatement. The property owner, has signed a lease with Kal Blue Group for the condominium unit as Depatie Fluid Power Company will be consolidating its operation at 5960 South Sprinkle Road instead.

The portion of the project to complete Unit 1 includes the following components:

1. Occupancy of 30,000 square feet of a new 63,000-square-foot building valued at approximately \$3.23 million. (Of that space, \$2.61 million will be part of the Depatie Fluid work space, while \$620,000 will be part of a "flex" space for Depatie's operations.)
2. Purchase of new equipment, fixtures, furniture and other personal property valued at \$3.2 million. These improvements are considered Eligible Manufacturing Personal Property (EMPP) and are exempt from local taxation.
3. Creation of five new full-time jobs with an average annual salary of \$56,282 within the next two years. This will bring the total employment base from 23 full-time equivalent to 28.
4. The total level of investment in real property improvements in the portion to be occupied is approximately \$3.23 million.

Construction commenced on May 1, 2023, and was completed in August 2024.

As the request is for a transfer of an existing certificate, no construction years are warranted and no changes are occurring at the site. The transfer request is from one entity to another under the statute based upon a change in occupants, for the remainder of the certificate term, which will expire on December 30, 2033.

As such, following the public hearing, it is recommended that City Council consider adopting Resolution

#4 to approve the transfer of the Tax Abatement Certificate, Tax Abatement Agreement, and Affidavit of Fees for KalBlue Group, Inc. at 5870 S. Sprinkle Road, Unit 1, under existing Industrial Development Districts No. 34 and 62.

FUNDING: Not applicable

- Attachments:**
1. KalBlue Tax Abatement Application
 2. IFT Cover Letter KalBlueGroup
 3. 03 Exhibit A - parcel legal description
 4. 03 Exhibit B - Sketch of Units
 5. 03 Exhibit C - Districts Map
 6. Project Costs 5870 Sprinkle
 7. City Assessors Projections
 8. Tax Abatement Agreement
 9. Affidavit re Fees KALBLUE
 10. Resolution 4

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Erica J. Eklov</i>	Date Received by Local Unit RECEIVED By Erica Eklov at 4:58 pm, Sep 02, 2025
STC Use Only	
Date Received by STC	Application Number

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) KalBlue Group, Inc.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 2759													
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 5870 South Sprinkle Road, Unit 1		1d. City/Township/Village (indicate which) Portage	1e. County Kalamazoo												
2. Type of Approval Requested ☐ New (Sec. 2(5)) ☐ Speculative Building (Sec. 3(8)) ☐ Research and Development (Sec. 2(10))		3a. School District where facility is located Portage 3b. School Code 39140													
☒ Transfer ☐ Rehabilitation (Sec. 3(6)) ☐ Increase/Amendment		4. Amount of years requested for exemption (1-12 Years) 10 Years													
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. 29,000 SQFT UNIT 1 FACILITY. WIDE FORMAT AND NARROW FORMAT DIGITAL PRINTING AND FINISHING, WAREHOUSE, GRAPHIC FABRICATING, ASSEMBLY, AND SHIPPING.															
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		2,609,953 Real Property Costs													
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		Personal Property Costs													
6c. Total Project Costs * Round Costs to Nearest Dollar		2,609,953 Total of Real & Personal Costs													
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC. <table><tr><td></td><td>Begin Date (M/D/Y)</td><td>End Date (M/D/Y)</td><td></td></tr><tr><td>Real Property Improvements</td><td>05/01/2023</td><td>06/01/2024</td><td>☐ Owned ☒ Leased</td></tr><tr><td>Personal Property Improvements</td><td></td><td></td><td>☐ Owned ☐ Leased</td></tr></table>					Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements	05/01/2023	06/01/2024	☐ Owned ☒ Leased	Personal Property Improvements			☐ Owned ☐ Leased
	Begin Date (M/D/Y)	End Date (M/D/Y)													
Real Property Improvements	05/01/2023	06/01/2024	☐ Owned ☒ Leased												
Personal Property Improvements			☐ Owned ☐ Leased												
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No															
9. No. of existing jobs at this facility that will be retained as a result of this project. 23		10. No. of new jobs at this facility expected to create within 2 years of completion. 5													
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation. a. TV of Real Property (excluding land) b. TV of Personal Property (excluding inventory) c. Total TV															
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District															
12b. Date district was established by local government unit (contact local unit) DIST 34 11/9/1982, DIST 62 5/15/1990		12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No													

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name CHRISTOPHER YOUNG	13b. Telephone Number (269) 349-8681	13c. Fax Number	13d. E-mail Address kip.young@kalbluegroup.cc
14a. Name of Contact Person CHRISTOPHER YOUNG	14b. Telephone Number (269) 349-8681	14c. Fax Number	14d. E-mail Address kip.young@kalbluegroup.cc
▶ 15a. Name of Company Officer (No Authorized Agents) CHRISTOPHER YOUNG			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 5870 SOUTH SPRINKLE ROAD, UNIT 1 PORTAGE, MI 4		15f. Telephone Number (269) 349-8681	15g. E-mail Address kip.young@kalbluegroup.co

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☒ Abatement Approved for <u>9</u> Yrs Real (1-12), ____ Yrs Pers (1-12) After Completion ☐ Yes ☒ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☒ 1. Original Application plus attachments, and one complete copy ☒ 2. Resolution establishing district ☒ 3. Resolution approving/denying application. ☒ 4. Letter of Agreement (Signed by local unit and applicant) ☒ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☒ 1. Notice to the public prior to hearing establishing a district. ☒ 2. Notice to taxing authorities of opportunity for a hearing. ☒ 3. List of taxing authorities notified for district and application action. ☒ 4. Lease Agreement showing applicants tax liability.		
16c. School Code 39140		
17. Name of Local Government Body City of Portage		▶ 18. Date of Resolution Approving/Denying this Application 10/21/2025

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk 	19b. Name of Clerk Erica L. Eklov	19c. E-mail Address eklove@portagemi.gov
19d. Clerk's Mailing Address (Street, City, State, ZIP Code) 7900 S. Westnedge Avenue, Portage, MI 49002		
19e. Telephone Number (269) 329-4511	19f. Fax Number (269) 324-8070	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, *Industrial Facilities Tax Exemption (IFT) Application*

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability.

The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). **If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.**
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. **The resolution must include the number of years the local unit is granting the abatement and the statement “the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).**
5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).
6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: **www.legislature.mi.gov/**. For more information and Frequently Asked Questions, visit **www.michigan.gov/propertytaxexemptions**.



Portage City Council
7900 South Westnedge Ave
Portage, MI 49002

Dear Portage City Council

KalBlue Group has been in business for over 65 years serving the visual communications needs of businesses and people in the Kalamazoo area and beyond. Founded as a blueprinter in 1960 in Kalamazoo, Kalamazoo Blueprint and Supply has now grown into a multi-faceted visual communications company known as KalBlue Group. We currently provide graphics services throughout North America and have tax nexus in 18 states. All of these changes have driven double digit growth in 2023 and 2024.

Before our move to our new headquarters at 5870 South Sprinkle Road, KalBlue Group was located in two locations. Our main operations were located in Kalamazoo on Vine Street, and our narrow format operations were located in Portage on Centre Avenue. Our split operation was inefficient and costly.

In 2024, we decided to relocate all of our operations to 5870 South Sprinkle Rd, Portage. This move centralized all 24 employees and operations in a single location. It will also provide the infrastructure necessary for KalBlue Group to be more efficient, better execute our future growth strategies including acquisitions, and expand our visual communication services. All of which will provide long-term employment opportunities and benefits to the City of Portage.

KalBlue Group requests that the City of Portage transfer the Industrial Facilities Exemption currently issued to Depatie Fluid Power for the space located in Industrial Development Districts 34 and 62 at 5870 South Sprinkle Road, Unit 1, Portage, MI 49002 to KalBlue Group, Inc. KalBlue Group appreciates the support and consideration of the City of Portage and looks forward to providing further growth within the community.

KalBlue Group is compliant with applicable environmental requirements and is not under any enforcement action by the Michigan EGLE or US EPA.

Regards,

Christopher (Kip) Young
President & CEO
KalBlue Group, Inc.

EXHIBIT "A"
Legal Description

THE PREMISES:

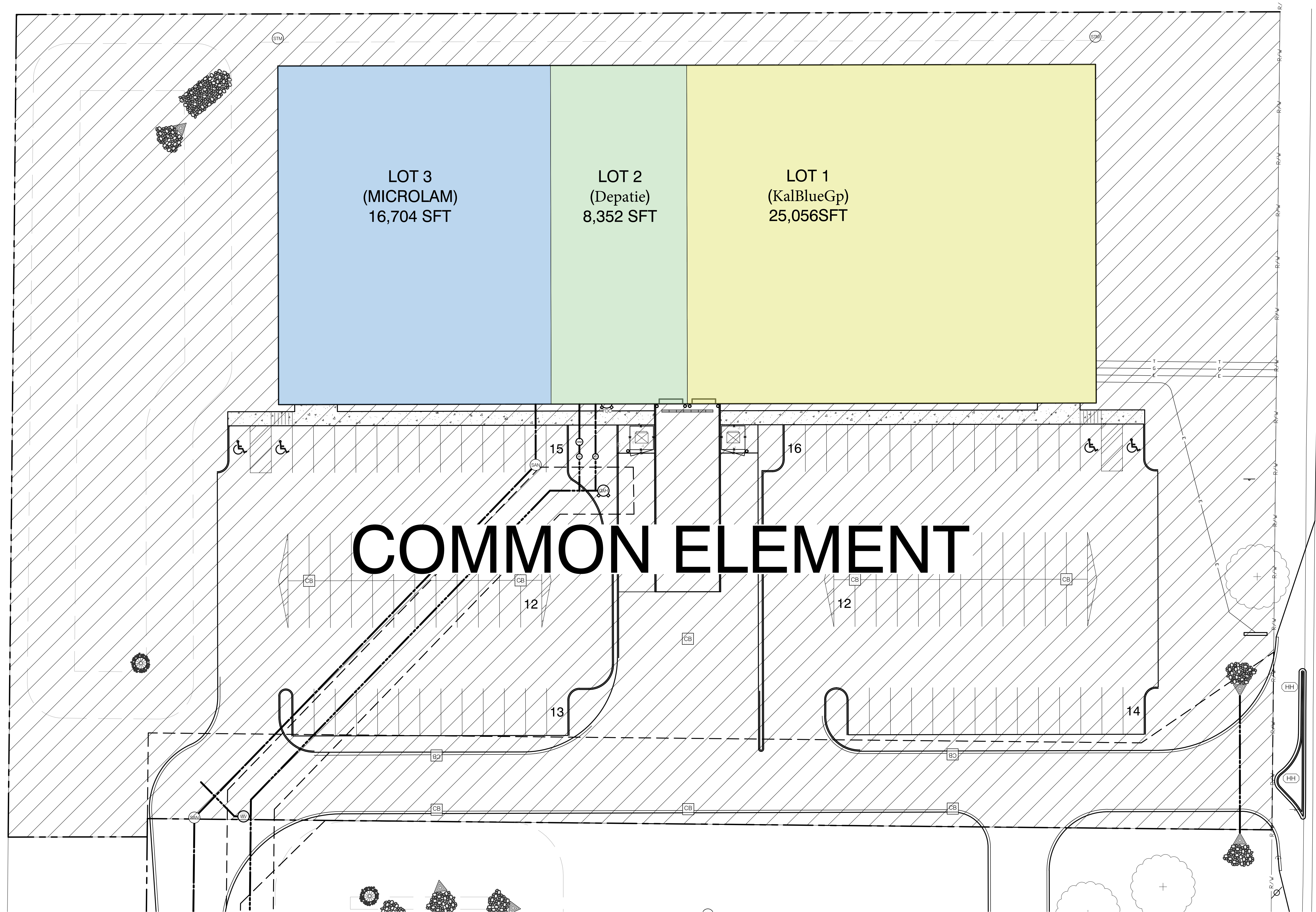
(Formerly PARCEL A)

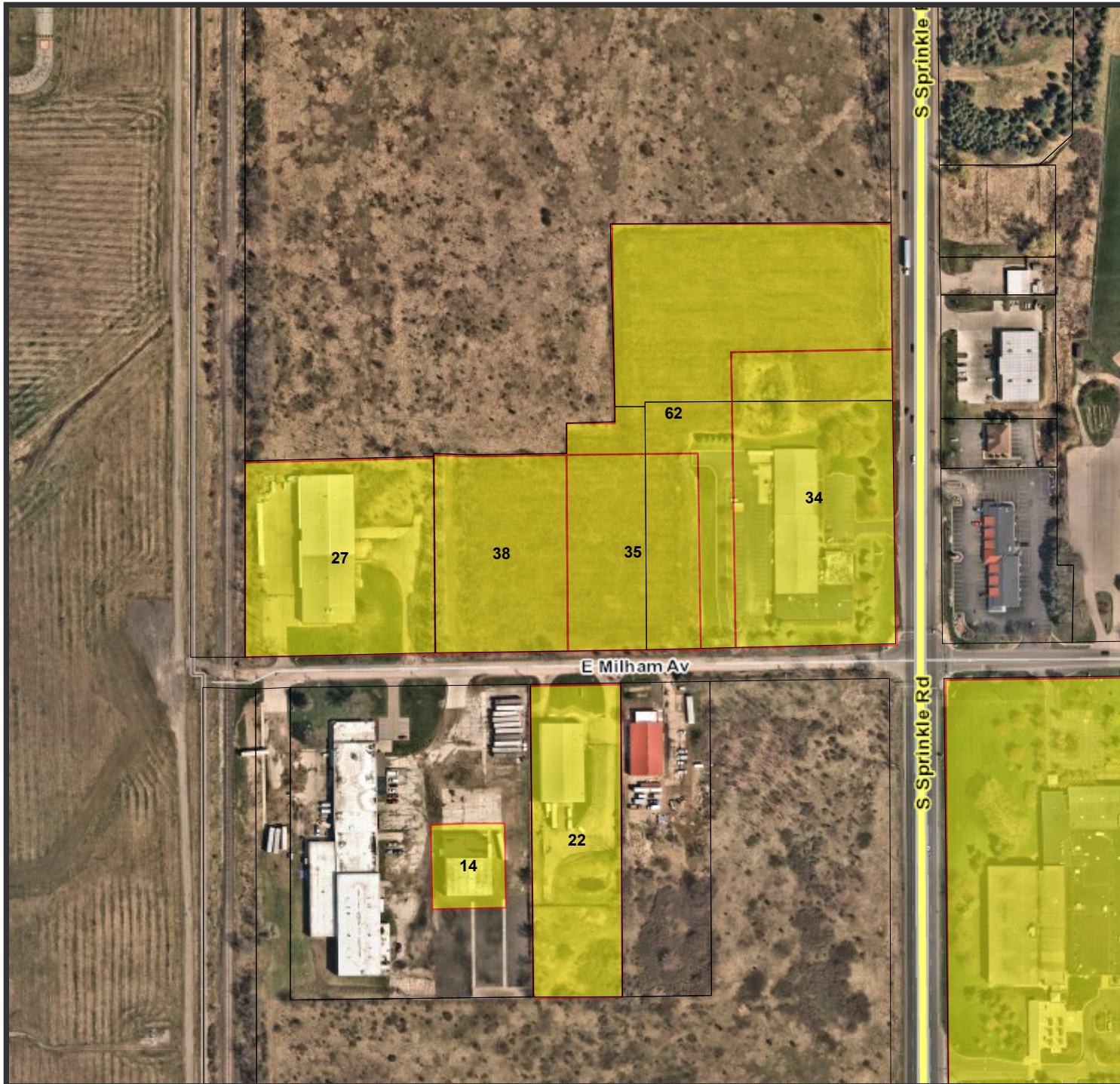
THAT PART OF THE SOUTHWEST 1/4 OF SECTION 01, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN DESCRIBED AS:

COMMENCING AT THE SOUTH 1/4 CORNER OF SECTION 01, TOWN 03 SOUTH, RANGE 11 WEST; THENCE ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION, NORTH 00 DEGREES 34 MINUTES 06 SECONDS EAST (PREVIOUSLY DESCRIBED AS NORTH 00 DEGREES 34 MINUTES 24 SECONDS EAST) 491.44 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 25 MINUTES 18 SECONDS WEST 528.72 FEET; THENCE SOUTH 00 DEGREES 36 MINUTES 03 SECONDS WEST 7.76 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 16 SECONDS WEST 59.15 FEET (PREVIOUSLY DESCRIBED AS SOUTH 89 DEGREES 52 MINUTES 54 SECONDS WEST 59.17 FEET); THENCE NORTH 00 DEGREES 34 MINUTES 28 SECONDS EAST 349.93 FEET (PREVIOUSLY DESCRIBED AS NORTH 00 DEGREES 34 MINUTES 24 SECONDS EAST 350.10 FEET); THENCE NORTH 89 DEGREES 52 MINUTES 50 SECONDS EAST 587.87 FEET (PREVIOUSLY DESCRIBED AS NORTH 89 DEGREES 52 MINUTES 54 SECONDS EAST 588.00 FEET) TO SAID 1/4 LINE; THENCE ALONG SAID 1/4 LINE, SOUTH 00 DEGREES 34 MINUTES 06 SECONDS WEST (PREVIOUSLY DESCRIBED AS SOUTH 00 DEGREES 34 MINUTES 24 SECONDS WEST) 348.68 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 4.67± ACRES (203,352± SQ. FT.) SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS OF WAY APPARENT OR OF RECORD.

PARCEL NO. 00001-087-C

COMMONLY KNOWN AS 5870 S. SPRINKLE RD., PORTAGE, MI 49002





Former North American Color

IDD Districts (varied)



Map Publication:
04/11/2023 12:16 PM

100m
300ft

powered by
FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. City of Portage expresses no warranty for the information displayed on this map document.

Project Costs - 5870 South Sprinkle Road, Portage, MI 49002

Project Cost		Total	Unit 3 MicroLam	Unit 2 Flex - Depatie	Unit 1 KalBlue Group
Site Work, Curb, Parking, Roads		\$1,141,630.00	\$458,269.00	\$152,708.00	\$530,654.00
Building Including Mezziane		\$3,979,196.00	\$2,144,344.00	\$309,282.00	\$1,525,570.00
Electrical		\$537,179.00	\$304,163.00	\$52,071.00	\$180,945.00
Utilities and Hookup Fees		\$105,116.00	\$42,195.00	\$14,061.00	\$48,860.00
Soft Costs, Site Plans, Interest		\$323,980.00	\$130,051.00	\$43,336.00	\$150,593.00
Landscaping		\$100,000.00	\$40,142.00	\$13,376.00	\$46,482.00
Contingency		\$272,899.00	\$110,837.00	\$35,213.00	\$126,849.00
Totals:		\$6,460,000.00	\$3,230,001.00	\$620,047.00	\$2,609,953.00

CITY OF PORTAGE

COMMUNICATION

TO: Peter Dame, Chief Development Officer

DATE: September 28, 2023

FROM: Aaron Powers, Director of Assessing

SUBJECT: Depatie Fluid Power Company Tax Abatement Request

A completed PA-198 application was received from Depatie Fluid Power Company for real property improvements and costs to incur at 5870 S Sprinkle Rd Unit 1.

Amount Requested: Real Property Only: \$2,609,953

Location: IDD 34 & IDD 62

Real Property Improvements: Building, Unit 1 of building.

Personal Property Improvements: \$0 (exempt under EMPP)

Estimated First Year TV: \$652,488 (partial construction - first year)
\$1,318,026 (year fully complete – second year)

Estimated Percent of Tax Base Containing IFT Abated: 5.95% before approval; 6.08% after approval

Annual Job Reports: Not currently required to report

Tax Appeals: No current MTT appeals

Maximum Allowable Fee (Statute): \$7,717

Application Fee per City Policy: \$2,000

Note: the company has two applications for the site due to the number of units in the building. One fee of \$2,000 is applicable for both applications.

Abatement Period Allowed: 9 Years + 1 year for construction

Estimated Financial Impact: -\$385,857 (All taxing units); -\$74,208 (City)

Based on the investment reported, the estimated potential tax revenue generated by all taxing units over the 10-year period is \$852,771 without the abatement and \$466,913 with the abatement. An estimate of property taxes for each year is summarized in the attached schedules. Note: Estimates are based on the reported costs at the time of application. Market conditions will determine the SEV and taxable value for each year of the abatement.

Attachments

c: Lauren VanderVeen, Director of Finance
Erica Eklov, City Clerk

Depatie Fluid Power Company
5870 S Sprinkle Rd - Unit 1

Summary of Total Taxes Abated and Maximum Application Fee Calculation

Real & Personal Property

Total Real Property Taxes Abated (9 Years + 1 Year for construction):	\$385,857
Total Personal Property Taxes Abated:	EMPP Exempt
Total Taxes Abated:	\$385,857
2% Application Fee Calculation:	2%
Maximum Allowable Fee Under Statute:	\$7,717
Application Fee per City Policy:	\$2,000

* The Taxation of all New Eligible Manufacturing Personal Property is Exempt per MCL 211.9m

Note: the company has two applications for the site due to the number of units in the building. One fee of \$2,000 is applicable for both applications.

NOTE: The total financial impact to all taxing units as well as the financial impact to the City (including admin fees) are summarized below.

	Accumulative TV	Est. Tax Rate	All Taxing Units	City of Portage (includes admin fee)
Total Non-Abated Tax	13,509,345	63.1245	\$852,771	\$148,416
Total Abated Tax	13,509,345	34.5622	\$466,913	\$74,208
<u>Total Taxes Abated</u>			<u>\$385,857</u>	<u>\$74,208</u>

Report Created by City Assessor's Office 09-28-2023

Note: Estimates are based on the reported costs at the time of application. Market conditions will determine the SEV and taxable value for each year of the abatement.

Depatie Fluid Power Company

5870 S Sprinkle Rd - Unit 1

Real Property Investment: 2,609,953

9 Years + 1 Year for construction - No Abatement

Estimated Real Property Non-Abated Tax Liability						
	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	
Initial Cost						
Year 1 - assuming 50% complete						
Year 2 - fully complete	\$1,304,977	\$2,636,053				
Estimated TV	652,488	1,318,026	1,344,387	1,371,275	1,398,700	
Estimated Tax Rate	0.0631245	0.0631245	0.0631245	0.0631245	0.0631245	
Taxes Abated	\$41,188	\$83,200	\$84,864	\$86,561	\$88,292	
	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033	Totals Over 10 - Year Abatement Period
Estimated TV	1,426,674	1,455,207	1,484,312	1,513,998	1,544,278	
Estimated Tax Rate	0.0631245	0.0631245	0.0631245	0.0631245	0.0631245	
Estimated Taxes	\$90,058	\$91,859	\$93,696	\$95,570	\$97,482	\$852,771

Esitmated Real Property Non-Abated Tax Breakdown			
Taxing Jurisdiction Name Tax Levy Description	Regular 100% Rate Tax Rate	10-Year Combined TV	Total 10-Year Taxes
CITY OF PORTAGE	10.6400	13,509,345	\$143,739
SCHOOL OPERATING	17.5695	13,509,345	\$237,352
SCHOOL BUILDING/DEBT	6.8500	13,509,345	\$92,539
SCHOOL SITE SF	0.4988	13,509,345	\$6,738
STATE EDUCATION	6.0000	13,509,345	\$81,056
KVCC	2.7802	13,509,345	\$37,559
KRESA	6.9935	13,509,345	\$94,478
KALAMAZOO COUNTY	4.6318	13,509,345	\$62,573
KCTA TRANSPORTATION	0.3110	13,509,345	\$4,201
CCTA TRANSPORTATION	0.8935	13,509,345	\$12,071
PORTAGE DIST LIBRARY	1.4959	13,509,345	\$20,209
LIBRARY EXTRA	0.4986	13,509,345	\$6,736
CNTY JUVENILE	0.1613	13,509,345	\$2,179
CNTY HOUSING FND	0.7453	13,509,345	\$10,069
CNTY SENIOR	0.3462	13,509,345	\$4,677
CNTY PUBLIC SAFETY	1.4380	13,509,345	\$19,426
CNTY 911	0.6459	13,509,345	\$8,726
City of Portage 1% Tax Administration Fee	0.6250	13,509,345	\$8,443
Total - All Taxing Entities	63.1245		\$852,771

Report Created by City Assessor's Office 09-28-2023

Estimated annual growth in taxable value 2%

Note: Estimates are based on the reported costs at the time of application. Market conditions will determine the SEV and taxable value for each year of the abatement.

Depatie Fluid Power Company

5870 S Sprinkle Rd - Unit 1

Real Property Investment: 2,609,953

9 Year Abatement + 1 Year for construction

Estimated Real Property Abated Tax Liability						
	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028	
Initial Cost						
Year 1 - assuming 50% complete						
Year 2 - fully complete	\$1,304,977	\$2,636,053				
Estimated TV	652,488	1,318,026	1,344,387	1,371,275	1,398,700	
Estimated Abated Tax Rate	0.0346	0.0346	0.0346	0.0346	0.0346	
Taxes Abated	\$22,551	\$45,554	\$46,465	\$47,394	\$48,342	
	Year 6 2029	Year 7 2030	Year 8 2031	Year 9 2032	Year 10 2033	Totals Over 10 - Year Abatement Period
Estimated TV	1,426,674	1,455,207	1,484,312	1,513,998	1,544,278	
Estimated Abated Tax Rate	0.0346	0.0346	0.0346	0.0346	0.0346	
Taxes Abated	\$49,309	\$50,295	\$51,301	\$52,327	\$53,374	\$466,913

Estimated Real Property Abated Tax Breakdown			
Taxing Jurisdiction Name Tax Levy Description	PA-198 Est. Tax Rate	10-Year Combined TV	Total 10-Year Abated Tax
CITY OF PORTAGE	5.32000	13,509,345	\$71,870
SCHOOL OPERATING	8.78475	13,509,345	\$118,676
SCHOOL BUILDING/DEBT	3.42500	13,509,345	\$46,270
SCHOOL SITE SF	0.24940	13,509,345	\$3,369
STATE EDUCATION <i>not abated</i>	6.00000	13,509,345	\$81,056
KVCC	1.39010	13,509,345	\$18,779
KRESA	3.49675	13,509,345	\$47,239
KALAMAZOO COUNTY	2.31590	13,509,345	\$31,286
KCTA TRANSPORTATION	0.15550	13,509,345	\$2,101
CCTA TRANSPORTATION	0.44675	13,509,345	\$6,035
PORTAGE DIST LIBRARY	0.74795	13,509,345	\$10,104
LIBRARY EXTRA	0.24930	13,509,345	\$3,368
CNTY JUVENILE	0.08065	13,509,345	\$1,090
CNTY HOUSING FND	0.37265	13,509,345	\$5,034
CNTY SENIOR	0.17310	13,509,345	\$2,338
CNTY PUBLIC SAFETY	0.71900	13,509,345	\$9,713
CNTY 911	0.32295	13,509,345	\$4,363
City of Portage 1% Tax Administration Fee	0.31250	13,509,345	\$4,222
Total - All Taxing Entities	34.56225		\$466,913

Report Created by City Assessor's Office 09-28-2023

Estimated annual growth in taxable value

2%

Note: Estimates are based on the reported costs at the time of application. Market conditions will determine the SEV and taxable value for each year of the abatement.

TAX ABATEMENT AGREEMENT

This Agreement is made between THE CITY OF PORTAGE, a Michigan Municipal Corporation, of 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter referred to as "CITY", and KALBLUE GROUP, INC., a Michigan corporation, of 5870 South Sprinkle Road, Unit #1 Portage, Michigan 49002, hereinafter referred to as "APPLICANT."

THE PARTIES AGREE AS FOLLOWS:

2. The CITY has established Industrial Development District #34 and #62 in which the APPLICANT proposes to locate a facility in the City of Portage, County of Kalamazoo, State of Michigan and which is described as follows:

See attached.

2. The APPLICANT has filed an application (which is incorporated herein by reference) with the CITY requesting to transfer an industrial facilities exemption certificate ("certificate") for real property and building improvements ("facility") located at 5870 S. Sprinkle Road, Unit #1, Portage, Michigan, within Industrial Development Districts #34 and #62.

3. The APPLICANT has represented that the application relates to a new or replacement facility within the meaning of Public Act 198 of 1974, MCLA 207.551, et seq.

4. The term of the certificate granted by the CITY shall be nine (9) years after completion of the facility (building). This agreement shall remain in force as to each certificate granted for the term of said certificate.

5. The APPLICANT has represented to the CITY that granting of the certificate will enable the facility to be completed, which will have the reasonable likelihood to create employment, retain employment, and prevent a loss of employment within the CITY.

6. The APPLICANT agrees to maintain at least 23 existing employees. Failure to maintain these positions shall be considered a material breach of this Agreement unless APPLICANT can show by clear and convincing evidence that the breach was caused by unfavorable economic business conditions, loss of business, or some other reason beyond the control of APPLICANT.

7. The APPLICANT agrees to maintain the facility for the entire period of the Certificate within the CITY and not to move or relocate the facility, business, or any material portion of either outside the CITY without replacing the relocated portion with real property improvements of equal or greater value, and without first obtaining the permission of the CITY. If the APPLICANT relocates the facility, business, or any material portion of either without this replacement and without the CITY's consent outside of the CITY during the period in which the industrial facilities exemption certificate is in effect, the APPLICANT is liable to the CITY for an amount equal to the difference between the industrial facilities tax to be paid by the owner or lessee of that relocated facility for the tax years remaining under the industrial facilities exemption certificate that is in effect and the general ad valorem property tax that the Applicant would have paid if the Applicant did not have an industrial facilities exemption certificate in effect for those years. The CITY will not impose this liability without first giving the APPLICANT an opportunity to meet with CITY representatives. The payment provided in this section shall be distributed in the same manner as the industrial facilities tax is distributed.

8. The APPLICANT agrees that during the term of the certificate, all CITY taxes shall be timely paid. Further, APPLICANT agrees that by accepting the benefits of the tax abatement, it waives appeal of personal and/or real property tax assessments concerning property which is the subject of the certificate. Appeal of the personal and/or real property taxes which is the subject of the certificate during the term of the certificate shall result in revocation of the certificate and/or termination of the district and APPLICANT

shall repay to the CITY and all taxing authorities the amount of taxes that were abated by reason of the certificate. This waiver does not apply to the first annual assessment after completion of construction.

9. The APPLICANT further agrees that during the term of the certificate, the APPLICANT shall be in full compliance with all applicable CITY codes.

10. The APPLICANT further agrees that during the term of the certificate, the APPLICANT shall not discriminate against any person on the basis of race, creed, color, sex, religious orientation, or other criteria not reasonably related to the job.

11. The APPLICANT further agrees to submit an annual project performance report to the CITY, addressed to the City Council, provided under oath, setting forth the progress in attaining and maintaining the requirements of this Agreement and the provisions of the certificate application. Such reports shall be furnished in duplicate on or before July 1 of each year and shall contain if applicable, at minimum, the following:

- (a) The number of new jobs promised in the certificate and the actual number of new jobs created.
- (b) The number of employees at the time of the application and the current number of employees.
- (c) If projection for creation or retention of jobs was not reached, give explanation.
- (d) The estimated project cost given in the application and the actual project cost.
- (e) If actual project costs differ substantially from projected cost, give explanation.

12. The APPLICANT agrees that if employment has not been retained or reached as represented, the construction and/or expansion project has not been completed or expenditures made as described in the Application, or if APPLICANT fails to fulfill any other provision of this Agreement as well as the provisions of Act 198 of 1974, the CITY shall have the right (after giving APPLICANT an opportunity to meet with CITY representatives) to reduce the term or revoke the certificate and APPLICANT shall repay to the CITY and all taxing authorities the amount of taxes that were abated by reason of the certificate plus all accrued interest, penalties and administrative fees applicable to said tax exemptions in the amount as would be collected if the same were considered delinquent. Any payments due under this paragraph may be collected by either court proceedings or by adding to the next taxes due against the APPLICANT'S property on the next tax roll of the CITY. This section does not apply to the extent that the APPLICANT demonstrates to the CITY by clear and convincing evidence that the failure was caused by unfavorable economic business conditions, loss of business, or some other reason beyond the control of APPLICANT.

13. After the certificate is issued, the CITY agrees to maintain the same in full force and effect during the term of the certificate, subject to any regulations and requirements of state law, and subject to any breach of the provisions of this agreement by APPLICANT.

14. The parties agree that the CITY, in approving the tax abatement, has relied on the actions, representations and promises (including the Application) of the APPLICANT. Default of any of the provisions of this Agreement may be enforced in law or equity. The parties agree that exclusive jurisdiction to resolve any disputes on this contract shall be Kalamazoo County, Michigan.

15. If the various sections and provisions of this Agreement shall be deemed to be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Agreement as a whole or any section or provision hereof other than the section or provision so declared to be unconstitutional or invalid.

17. The APPLICANT further agrees that should ownership of the business and/or facility for which the Public Act 198 exemption certificate is issued be changed in the future, thereby requiring a hearing in front of the City of Portage Council under state law, that the transferee or new owner shall abide by all the terms and conditions of this Agreement, and that APPLICANT will communicate all terms and conditions of this Agreement to the transferee or new owner and assist the CITY in obtaining the signature of the authorized agent of the transferee or new owner on this Agreement or an identically worded Agreement.

By signatures of representatives of both the APPLICANT and the CITY below, it is understood that both the APPLICANT's investment in the project and the CITY's investment through the granting of a certificate is to encourage economic growth. It is also acknowledged that certain economic conditions can, at times, prohibit the maintenance of the APPLICANT's targeted status. It is understood that if such conditions exist at the time of the designated APPLICANT reports, the governing body of the CITY will carefully evaluate the APPLICANT's situation, and will inform the APPLICANT if any action is considered in order to give the APPLICANT an opportunity for correction.

KALBLUE GROUP INC.

By: Christopher Young
Its President & CEO

WITNESSED:

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

On this 30 day of September, 2025 before me personally came the above named Christopher Young on behalf of KaiBlue Group Inc. who acknowledges that he has read the foregoing Tax Abatement Agreement by him subscribed and knows the contents thereof, and that he has the authority of said corporation to execute this Agreement, and acknowledges that he executed the same as his free act and deed.



 Aaron Carl Thiel, Notary Public
 Kalamazoo County, Michigan
 My Commission Expires: August 23, 2029
 Acting in Kalamazoo County, Michigan

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

CITY OF PORTAGE, a Michigan Municipal Corporation

By: Patricia M. Randall

Its: Mayor

By: Erica Eklov
Erica Eklov
Its: Clerk

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

On this 30 day of September, 2025 before me personally came the above named Patricia M. Randall and Erica Eklov, to me personally known, who being duly sworn, did and each for themselves say that they are respectively the Mayor and Clerk of the municipal corporation named in and who executed the within instrument and that said instrument was signed on behalf of said corporation by authority of its City Council; and said Patricia M. Randall and Erica Eklov acknowledge said instrument to be the free act and deed of said municipal corporation.

Aaron Carl Thiel
Aaron Carl Thiel, Notary Public
Kalamazoo County, Michigan
My Commission Expires: August 23, 2029

Prepared by:
Catherine P. Kaufman (P65412)
Portage City Attorney
470 W. Centre Ave, Suite A
Portage, Michigan 49024

Approved as to Form:
Date: 9-10-2025
By: Catherine Kaufman
City Attorney

**AFFIDAVIT WITH REGARD TO FEES
PA 198 of 1974
APPLICATION FOR KALBLUE GROUP, INC.**

STATE OF MICHIGAN)
)ss.
COUNTY OF KALAMAZOO)

NOW COME Affiants, Erica Eklov and Christopher Young and state as follows:

1. Erica Eklov is the City Clerk and an official for the City of Portage.
2. Christopher Young is the President and CEO of the applicant, KalBlue Group Inc., who is an applicant for an industrial facilities exemption certificate.

3. Affiants are aware of the following provision, being Section 5(3) of Act No. 198 of the Public Acts of 1974, as amended:

The local government unit may charge the applicant an application fee to process an application for an industrial facilities exemption certificate. The application fee shall not exceed the actual cost incurred by the local government or unit in processing the application or 2% of the total property taxes stated under this Act for the term that the industrial facilities exemption certificate is in effect, whichever is less. A local government unit shall not charge an applicant any other fee under this Act.

4. Affiants state that no payment of any kind in excess of the fee allowed by the above provision of Act 198 as amended has been made or promised in exchange for favorable consideration of an exemption certificate application.

5. Affiants realize that any fee, payment in lieu of taxes, donations, or any other such payments as a condition precedent to approving industrial facilities exemption certificates would be contrary to the legislative intent of Act 198.

6. Each affiant has the authority to make this affidavit on behalf of the entity he or she represents.

CITY OF PORTAGE, a Michigan Municipal
Corporation

Date: 9/30/, 2025

By: Erica Eklov
ERICA EKLOV
Its: City Clerk

Subscribed and sworn to before me this 30 day of September, 2025.

Aaron Carl Thiel
Notary Public
Kalamazoo County, Michigan
My commission expires: August 23, 2029
Acting in Kalamazoo County, Michigan

KALBLUE GROUP, INC.
A Michigan Corporation

Date: 9/30/, 2025

By: Christopher Young
Christopher Young
Its: President & CEO

Subscribed and sworn to before me this 30 day of September, 2025.

Aaron Carl Thiel
Notary Public
Kalamazoo County, Michigan
My commission expires: August 23, 2029
Acting in Kalamazoo County, Michigan

APPROVED AS TO FORM:

DATE 9-10-2025
Catherine P. Kaufman
CITY ATTORNEY

Prepared by:
Catherine P. Kaufman (P654120)
Bauckham Sparks
470 W. Centre Ave., Suite A
Portage, MI 49024

**CITY OF PORTAGE, MICHIGAN
RESOLUTION NO. 4**

**APPROVING THE APPLICATION OF
KALBLUE GROUP INC.
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
FOR THE FACILITY IN PORTAGE INDUSTRIAL DEVELOPMENT
DISTRICTS NO. 34 and 62**

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on the 7th day of October 2025 at 6:00 p.m., local time at the City Hall in the City of Portage.

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember _____, and supported by

Councilmember _____.

WHEREAS, pursuant to 1974 PA 198, MCL Sec. 207.551 et seq., after a duly noticed public hearing, the City Council, by resolution, established Portage Industrial Development Districts No. 34 and 62; and;

WHEREAS, by resolution adopted September 23, 2025 the City Council accepted the application of KalBlue Group Inc. to transfer an Industrial Facilities Exception Certificate for a facility in Portage Industrial Development Districts No. 34 and 62, and directed the City Clerk to notify the City Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the property located within Industrial Development Districts No. 34 and 62, that the application for the Facilities Exemption Certificate would be considered at a meeting of the City Council on October 7, 2025, and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified; and

WHEREAS, during a regular meeting of the City Council held October 7, 2025, the applicant, the Assessor and representative of the affected taxing units were afforded an opportunity to be heard:

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. That this City Council finds:

- (a) That completion of facility was calculated to, at the time of issuance of the certificates, have the reasonable likelihood to create employment, retain employment, or prevent a loss of employment in the City of Portage;
- (b) That the application applies to transfer of an existing certificate;
- (c) That the aggregate SEV of real and personal property exempt from ad valorem taxes under 1974 PA 198, as amended, within the City of Portage, including the requested exemption, exceeds 5% of the sum of the SEV of the City; however, the City Council specifically finds that the granting of the exemption applied for will not substantially impede the operation of, or impair the financial soundness of any unit of local government or affected taxing unit.

That the application of KalBlue Group Inc. for the transfer of the Industrial Facilities Exemption Certificate with regard to the construction within an existing facility located in Portage Industrial Development Districts No. 34 and 62 be and is hereby approved with an ending date of December 30, 2033, and is conditioned upon execution of an agreement between KalBlue Group Inc. and the City. KalBlue Group Inc. may, within the final year in which the certificate is effective, apply for another certificate. If the City disapproves of said application, there is no right of appeal of that decision.

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

ADOPTED: AYES: COUNCILMEMBER _____

NAYS: COUNCILMEMBER _____

ABSENT: COUNCILMEMBER _____

Erica Eklov, City Clerk

Certificate

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

Erica Eklov, City Clerk

Prepared by:
Erica Eklov, City Clerk
City of Portage
7900 S. Westnedge Avenue
Portage MI 49002

Approved as to Form:

Date: 10/2/2025

By: Catherine K. Karpman
City Attorney

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Appointments to Citizen Advisory Boards

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Appoint individuals to the Construction Board of Appeals, Downtown Development Authority, Environmental Board, Human Services Board, Local Development Finance Authority, Park Board, Planning Commission, and Senior Citizens Advisory Board.

This evening, October 7, 2025, the Portage City Council interviewed applicants to serve on the Construction Board of Appeals, Downtown Development Authority, Environmental Board, Human Services Board, Local Development Finance Authority, Park Board, Planning Commission, and Senior Citizens Advisory Board. The following actions are recommended:

Appoint _____, with a term ending May 30, 2028, to the **Construction Board of Appeals**.

Appoint _____, with a term ending March 31, 2028, to the **Downtown Development Authority**.

Appoint _____, _____, _____, and _____, with terms ending October 1, 2028, to the **Environmental Board**.

Appoint _____, with a term ending March 31, 2029, to the **Local Development Finance Authority**.

Appoint _____, _____, and _____, with terms ending October 1, 2028, and _____, with a term ending October 1, 2026, to the **Park Board**.

Appoint _____, with a term ending May 31, 2026, to the **Planning Commission**.

Appoint _____, _____, _____, and _____, with terms ending October 1, 2028, to the **Senior Citizens Advisory Board**.

FUNDING: N/A

Attachments: None