

6:00 p.m. Call to Order.

Moment of Silence.

Pledge of Allegiance.

Roll Call.

Proclamations:

1. Resolution of Respect for Nicholas J. Arnold

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 November 18, 2025
2. Approve the Accounts Payable Register of December 2, 2025, as presented.
3. Set a Special Meeting for Tuesday, January 13, 2026, at 4:00 p.m. to interview applicants for Boards and Commissions.
4. Receive for first reading the Ordinance Amendment to amend the Code of Ordinances, City of Portage, Chapter 38 Historic Preservation, and schedule second reading for December 16, 2025.
5. Approve the purchase of the comprehensive five-year Drone First Responder System from Axon in the amount of \$255,043 using the Sourcewell cooperative purchasing agreement #101223-AXN and authorize the City Manager to execute all documents related to this action.
6. Adopt:
 - a. 2026 Proposed Freedom of Information Act fees,
 - b. 2026 Proposed Cemetery Fees Schedule,
 - c. 2026 Proposed Community Development and Building Permit fees,
 - d. 2026 Proposed Recreation and Park Facility fees, and
 - e. 2026 Proposed Special Assessment Rates.
7. Approve the revised Resolution to receive a grant of \$400,000 from the Natural Resources Trust Fund and commit matching funds toward construction of the Austin Lake Trail Project, and authorize the City Manager to execute all documents related to this action on behalf of the city.
8. Amend the General Appropriations Act for the fiscal year ending June 30, 2026.
9. Minutes of Boards & Commissions:
 - a. Environmental Board of October 8, 2025
 - b. Zoning Board of Appeals of October 13, 2025
10. Materials Transmitted of November 18, 2025.
11. Calendar of Meetings:
 - Historic District Commission: Wednesday, December 3 at 8:30 a.m. at the Heritage Room, Portage District Library (300 Library Lane).
 - Park Board: Wednesday, December 3 at 6:30 p.m. at the Portage Parks & Recreation Building (320 Library Lane).
 - Human Services Board: Thursday, December 4 at 5:30 p.m. in Conference Room 1.
 - ~~Planning Commission: Thursday, December 4 at 7:00 p.m. in the City Council Chambers. CANCELED~~

- ~~Zoning Board of Appeals: Monday, December 8 at 7:00 p.m. in the City Council Chambers.~~
CANCELED
- Environmental Board: Wednesday, December 10 at 7:00 p.m. in Conference Room 1.

B. Communications:

1. Communication from the Environmental Board - Bee City USA.

C. Public Hearings:

D. Regular Business Agenda:

E. Unfinished Business:

F. Council Committee Reports:

G. New Business:

H. Statements of City Council and City Manager.

Adjournment.



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 COUNCIL MEETING MINUTES FROM NOVEMBER 18, 2025

Mayor Patricia Randall called the Regular Meeting to order at 06:02 PM in the Council Chambers at Portage City Hall.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the function of the democratic process. Following the moment of silence, the City Council recited the Pledge of Allegiance.

30TH CITY COUNCIL

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

ABSENT: None.

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

PROCLAMATIONS:

Portage Central High School Men's Soccer Division 1 State Champs: The proclamation was read in part by the team captains Gavan Sherman, Max Bailey, and Marshall Neumann.

Approval of the City Council Meeting Minutes:

Motion by Pearson, seconded by Urban, to approve the Regular Meeting of November 5, 2025. Upon a roll call vote, motion carried 7 to 0.

Motion by Urban, seconded by Ledbetter, to approve the Special Meeting of November 8, 2025. Upon a roll call vote, motion carried 7 to 0.

November 4, 2025 City General Election Board of Canvassers Report: Motion by Ledbetter, seconded by Burns, to receive the November 4, 2025 City General Election Report from the Kalamazoo County Board of Canvassers as information only. Upon a voice vote, motion carried 7 to 0.

Statements of Citizens regarding the 30th City Council: Margaret O'Brien (1703 Forest Drive), Lori Knapp (3131 Woodhams Avenue), Claudette Reid (4563 W. Hammett, Pentwater), and Dave Anderson, Mayor of the City of Kalamazoo, all relayed compliments, personal stories, and praise regarding outgoing Councilmember Terry Urban.

Comments from Councilmembers: Councilmember Young thanked Councilmember Urban for his service, integrity, and friendship during his time on the Council. She stated that his contributions and dedication helped shaped the city.

Councilmember Burns highlighted his comments from the prior meeting, reiterating his gratitude for Councilmember Urban and plan to continue soliciting his input.

Councilmember Ledbetter noted his adjacent seat and meetings spent witnessing and appreciating Councilmember Urban's deliberation process. He thanked Councilmember Urban for his treatment of others with dignity and compassion.

Councilmember Miller complimented Councilmember Urban for various ways in which his leadership has inspired her as a fellow Councilmember. She also noted the impact Councilmember Urban's service has had on the Portage community.

Mayor Pro Tem Pearson noted his service on the Zoning Board of Appeals with Councilmember Urban and the sincerity with which he regarded the position. Mayor Pro Tem Pearson also highlighted Councilmember Urban's tenure and dedication to the city.

Mayor Randall began by expressing her respect for Councilmember Urban and his commitment to the Council position. She also noted that the Council would miss having his historical knowledge.

Mayor Randall then presented Councilmember Urban with the flags that had flown outside City Hall during his last full meeting and announced the naming of the city dog park in honor of Mr. Urban, unveiling the sign with his name.

Councilmember Urban began by stating his arrival to Portage came as a chemist for the Upjohn company in 1980. He then reviewed his start in city service with the Park Board in 1981, followed by the Zoning Board of Appeals in 1990, both while working as a Cable Access camera operator, then running for City Council in 1995 and losing. He ran again for Council in 1997 and has served since that time. Councilmember Urban noted his campaigns have been mostly self-funded, and he thanked everyone who supported him through the years. He stated his tenure had witnessed the terms of four Mayors and seven City Managers. Councilmember Urban then thanked the current Council, as well as former Councilmembers Claudette Reid and Margaret O'Brien, and several city staff members. He closed by thanking everyone for their kind words and a joking warning of returning in two years.

Adjournment of Sine Die of 30th City Council: Mayor Randall adjourned sine die the retiring City Council at 06:43 PM.

31ST CITY COUNCIL

Oaths of Office: City Clerk Eklov administered the Oath of Office to Patricia M. Randall as Mayor and Vic Ledbetter, Kathleen Olmsted, and Jihan Young as Councilmembers.

Seating of Mayor and Councilmembers: The Mayor and City Council took their respective seats at the dais. Mayor Randall called the meeting to order at 6:48 PM.

Roll Call of the 31st City Council: Councilmembers Chris Burns, Victor Ledbetter, Nicole Miller, Kathleen Olmsted, Jim Pearson, Jihan Young, and Mayor Patricia Randall were present. City Manager Pat McGinnis, Chief Operating Officer Adam Herringa, Chief Development Officer Peter Dame, City Attorney Catherine Kaufman, and City Clerk Erica Eklov remained present.

Election of Mayor Pro Tempore: Mayor Randall reviewed the process for selecting the Mayor Pro Tem, then entertained nominations for the position. Councilmember Young nominated Councilmember Jim Pearson. Councilmember Burns supported the nomination. There were no further nominations. Clerk Eklov reading the individual Council ballots aloud. Councilmember Pearson was selected as Mayor Pro Tem by a vote of 7 to 0.

Adopt the City Council Rules of Order and Procedure: Motion by Burns, seconded by Miller, to adopt the City Council *Rules of Order and Procedure*. Upon a roll call vote, motion carried 7 to 0.

Resolution of Respect for Terry R. Urban: Citizen Tim Earl read the resolution. Mayor Randall then presented Mr. Urban with the Resolution.

Petitions and Statements of Citizens:

1. Jay Woodhams (2223 Bay Side) made comments regarding the single-hauler ordinance, asked for a moratorium.
2. David Anderson, City of Kalamazoo Mayor, congratulated and welcomed the Mayor and Councilmembers. He stated his gesture of goodwill as the neighboring city, thanking Councilmember Ledbetter for similarly attending the City of Kalamazoo's swearing-in ceremony the day prior.
3. Margaret O'Brien (1220 Forest Drive) congratulated the re-elected and newly elected members of the Council, urging them all to remember the passion that spurred them to campaign.
4. Devin Loker (2410 Portside), Masters of Michigan, Treasurer of Michigan Anchor Lodge from Schoolcraft, stood with several fellow Masons and expressed interest in the city building at 9125 Portage Road.

5. Terry Tessari (6047 Marlow) stated he wanted to comment on national, natural, and neighborly issues; however, he only had time to discuss natural matters regarding tree loss.

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

Accounts Payable Register: Motion by Young, seconded by Burns, to approve the Accounts Payable Register of November 18, 2025, as presented. Upon a roll call vote, motion carried 7 to 0.

City Council Code of Ethics and Values Policy: Motion by Young, seconded by Burns, to adopt and sign the *City Council Code of Ethics and Values Policy*. Upon a roll call vote, motion carried 7 to 0.

Vehicle Purchase: Motion by Young, seconded by Burns, to authorize the purchase of six (6) all-wheel drive police vehicles through the State of Michigan MiDEAL Extended Purchasing Program from Gorno Ford in the amount of \$311,970. Upon a roll call vote, motion carried 7 to 0.

Brownfield Redevelopment Plan Amendment No. 16, Centreport Apartments (7920 Portage Road): Motion by Young, seconded by Burns, to receive the Centreport Apartments Brownfield Redevelopment Plan Application, with Brownfield Redevelopment Plan Amendment No. 16, Centreport Apartments, 7920 Portage Road, Portage MI, and set a public hearing for December 16, 2025, at 6:00 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards and Commissions: Motion by Young, seconded by Burns, to receive the minutes of the Park Board of October 1, 2025, and the Historic District Commission of October 1, 2025. Upon a roll call vote, motion carried 7 to 0.

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

UNFINISHED BUSINESS:

Ordinance Amendment to IPMC: Councilmember Burns noted a 48-hour street parking limitation for personal vehicles, recommending that the City Administration review the stipulation and address it further at a later date.

Motion by Burns, seconded by Young, to adopt the proposed ordinance to amend the Code of Ordinances, Chapter 24 Community Quality, Article 5, Safety, Sanitation and Health. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Young congratulated the newly sworn members, stating that this time was bittersweet as her husband's stepfather had recently passed. She then spoke about the upcoming holiday season and issued a reminder about the need for donations and generosity during this time of year. Councilmember Young closed by noting the upcoming annual City Council goal session and retreat.

Councilmember Burns provided a reminder about the No Shave November fundraiser for MaggiesWigs4Kids. He then congratulated the Portage Central High School Boys Soccer champions. Councilmember Burns closed by recognizing the November 12 Kalamazoo Biosolids Sewer Conference with information about sewer cost increases and staff research towards solutions and capital projects to lessen the effects on residents.

Councilmember Olmsted thanked those in attendance for their support.

Councilmember Ledbetter noted the following week would see many people celebrating Thanksgiving, but that people would also be struggling with food insecurity. He alternatively acknowledged the National Day of Mourning for Indigenous peoples. Councilmember Ledbetter closed by wishing safe travels for anyone traveling for the holiday and welcomed new Councilmember Olmsted.

Councilmember Miller thanked CDO Dame for a Stanwood Crossings house tour and congratulated the Portage Central Boys Soccer Team, noting the last "Mr. Soccer" award was in 2005. She also welcomed new Councilmember Olmsted. Councilmember Miller closed by wishing everyone a safe and happy Thanksgiving.

City Manager McGinnis thanked the staff for attending and highlighted No Shave November. He then responded to the 48-hour parking question from Councilmember Burns, promising follow-up.

Mayor Pro Tem Pearson agreed with Councilmember Burns regarding the 48-hour parking matter and expressed curiosity about how many tickets are issued. He closed with congratulations to re-elected members, as well as the newly elected member.

Mayor Randall noted the upcoming meeting reception, thanked voters for her re-election. She closed by highlighting the annual tree-lighting ceremony scheduled for Saturday, December 6.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:37 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 December 2, 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, electronic payments and credit card payments. The attached Accounts Payable Register covers the period November 9, 2025, through November 22, 2025, and notes \$1,014,913.39 in automated clearing house payments, \$612,324.87 in paper checks, \$210,291.10 in auto-pay payments, \$451,121.43 in electronic payments and \$39,039.99 in credit card payments (October) for a grand total of \$2,327,690.78.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of December 2, 2025

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 1 of 14

Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
11/14/2025	25386(A)	ADP, INC.	ADP PAYROLL & ETIME SERVICES	4,947.00
11/14/2025	25387(A)	BAUCKHAM, THALL, SEEGER, KAUFMAN	ATTORNEY FEES NOVEMBER 2025	27,083.33
11/14/2025	25388(A)	GOVOS INC	SEAMLESS DOCS RENEWAL	22,362.47
11/14/2025	25389(A)	EMPLOYEE ISSUED	WAGE GARNISHMENT RETURNED	19.48
11/14/2025	25390(A)	KUHN, RACHEL	PER DIEM-FIERCE CRASH COURSE VILLAGE	111.00
11/14/2025	25391(A)	RAMSEY, KELSEY	REIMB EXPS-MGFOA GOVERNMENTAL BUDGETING	116.06
11/14/2025	25392(A)	REPUBLIC SERVICES OF WEST MICHIGAN	WASTE SERVICES FOR CITY FACILITIES	1,564.57
11/14/2025	25393(A)	WOLF, SARAH	REIMB EXPS-BACKGROUND INVESTIGATIONS TR	32.57
11/21/2025	25394(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES - MULT LOCS	15,730.05
11/21/2025	25395(A)	ACTIVE INTERNET TECHNOLOGIES LLC	PORTAGE ALERT SYSTEM	15,878.00
11/21/2025	25396(A)	ADP, INC.	ADP WORKFORCE NOW	2,356.20
11/21/2025	25397(A)	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD CONTRACT	4,883.12
11/21/2025	25398(A)	AMAZON.COM SALES, INC.	OFFICE SUPPLIES	602.96
11/21/2025	25399(A)	AMERICAN HYDROGEOLOGY CORP.	S WESTNEDGE PARK - PFAS	780.00
11/21/2025	25400(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES	795.16
11/21/2025	25401(A)	AMERICAN SOCIETY OF EMPLOYERS INC.	2026 MEMBERSHIP DUES	1,578.00
11/21/2025	25402(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	2,054.00
11/21/2025	25403(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAM	90.00
11/21/2025	25404(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	445.00
11/21/2025	25405(A)	B S & A INTERMEDIATE LLC	BS&A SOFTWARE RENEWAL, PERMIT APPL	78,757.00
11/21/2025	25406(A)	BAREITHER, CHAD	STRATEGIC PLANNING	1,250.00
11/21/2025	25407(A)	BATTERIES PLUS	MISC BATTERIES	139.84
11/21/2025	25408(A)	BEST WAY DISPOSAL, INC.	CURBSIDE RECYCLING PROGRAM EXTENSION	70,446.50
11/21/2025	25409(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	227,308.40
11/21/2025	25410(A)	C D W GOVERNMENT, INC.	PANASONIC UDE SUBSCRIPTION, MONITORS	2,718.67
11/21/2025	25411(A)	CAPITOL STRATEGIES, LLC	CONSULTING SERVICES	6,000.00
11/21/2025	25412(A)	CAPSTONE HOME IMPROVEMENT, LLC	MI NEIGH - REPL BASEMENT & SLIDER DOORS	5,245.00
11/21/2025	25413(A)	CARLETON EQUIPMENT CO.	LEAF PICKUP RENTAL LOADERS & UPFITTING	27,656.85
11/21/2025	25414(A)	CHARTER COMMUNICATIONS	CABLE TV	667.34
11/21/2025	25415(A)	CLARK LOGIC EARTHWORKS, LLC	LANDSCAPE BED MAINTENANCE	30,960.00
11/21/2025	25416(A)	CLAUD HEFFRON HEATING & COOLING LLC	CDBG - FURNACE REPLACEMENT	4,192.00
11/21/2025	25417(A)	DEARBORN LIFE INSURANCE COMPANY	LIFE LTD & STD INSURANCE	12,063.76

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 2 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	25418(A)	DEMING, JONATHAN	PZSC FOOT CARE CONSULTANT	800.00
11/21/2025	25419(A)	DEPATIE FLUID POWER COMPANY	REPAIR & MAINTENANCE SUPPLIES	440.19
11/21/2025	25420(A)	DURIAN, TAMMY	REIMB-ELECTION SATURDAY STAFF BREAKFAST	28.83
11/21/2025	25421(A)	EKLOV, ERICA	REIMB-ELECTION SATURDAY STAFF LUNCH	57.83
11/21/2025	25422(A)	ENGINEERED PROTECTION SYSTEMS, INC.	SECURITY QTLY MINT CHRQ, ALARM MONITORING	22,968.34
11/21/2025	25423(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	BANDSAW BLADES	1,600.70
11/21/2025	25424(A)	FERGUSON US HOLDINGS, INC	MISC BUILDING SUPPLIES	99.98
11/21/2025	25425(A)	FERRELLGAS, LP	GENERATOR RENTAL-CITY HALL	49.00
11/21/2025	25426(A)	GENUINE PARTS COMPANY INC	FLEET - REPAIR/MAINTENANCE SUPPLIES	646.97
11/21/2025	25427(A)	GORDON WATER SYSTEMS	WATER SERVICES	757.91
11/21/2025	25428(A)	GRAINGER INC	GLOVES & SAFETY GEAR	85.72
11/21/2025	25429(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	223.00
11/21/2025	25430(A)	HAAN, MEGAN KATHLEEN	PZSC BARRE PILATES INSTRUCTOR	300.00
11/21/2025	25431(A)	HARMON, JAMIE	PER DIEM/REIMB EXPS-APWA LEADERSHIP	245.20
11/21/2025	25432(A)	INDUSCO SUPPLY CO., INC.	JANITORIAL SUPPLIES	2,909.72
11/21/2025	25433(A)	INSIGHT PUBLIC SECTOR, INC.	MS365 CLOUD SERVICES	7,539.38
11/21/2025	25434(A)	J & H OIL COMPANY	FUEL PURCHASES	9.67
11/21/2025	25435(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING, TRIMMING & WEED CONTROL	11,695.65
11/21/2025	25436(A)	JB PRINTING	PORTAGER NEWSLETTER	7,719.45
11/21/2025	25437(A)	JONS TO GO PORTABLE RESTROOM	PORTABLE RESTROOMS FOR WINTER USE @ PARKS	800.00
11/21/2025	25438(A)	KALAMAZOO ELECTRIC MOTOR INC	DEWALT 20V DRILL REPAIR	108.17
11/21/2025	25439(A)	KEHOE, EDWARD J	PZSC TAI CHI & QIGONG INSTRUCTOR	615.00
11/21/2025	25440(A)	KENDALL ELECTRIC, INC.	MISC ELECTRICAL SVCS-MUL LOCS	2,178.45
11/21/2025	25441(A)	KENDIG KEAST COLLABORATIVE	ZONING CODE UPDATE	4,003.07
11/21/2025	25442(A)	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTER MAINTENANCE	785.68
11/21/2025	25443(A)	KUHN, RACHEL	REIMB EXPS-FIERCE CRASH COURSE VILLAGE	10.00
11/21/2025	25444(A)	KUIPER, MATTHEW	PARKS HQ - NEW VINYL & TILE FLOORING	10,316.00
11/21/2025	25445(A)	KURZAVA, MATTHEW STEPHEN	PZSC TAI CHI & PARKINSON'S INSTRUCTOR	800.00
11/21/2025	25446(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	536.75
11/21/2025	25447(A)	MACQUEEN EQUIPMENT, LLC	REPAIR & MAINTENANCE SUPPLIES	2,254.02
11/21/2025	25448(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	174.83
11/21/2025	25449(A)	METRONET HOLDINGS LLC	CABLE ACCESS, INTERNET FIBER & PHONE SVCS	4,409.72
11/21/2025	25450(A)	MIDDLETON, KIMBERLY	PER DIEM-MI ASSOC SR CENTERS CONF	60.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 3 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	25451(A)	MRG HOSPITALITY SERVICES LLC	PZSC VETERANS DAY BREAKFAST	9,082.26
11/21/2025	25452(A)	MY GREEN MICHIGAN	MGM FOOD WASTE COMPOST SVC AGREEMENT	2,558.00
11/21/2025	25453(A)	NYE UNIFORM CO	MISC UNIFORMS	544.50
11/21/2025	25454(A)	O'BOYLE-COLWELL-BLALOCK & AS.	LAKEVIEW PARK PHASE 1 A&E SERVICES	1,090.00
11/21/2025	25455(A)	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	61.68
11/21/2025	25456(A)	OFF THE CUFF CATERING	2025 CITY COUNCIL RECEPTION	347.25
11/21/2025	25457(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	13,422.41
11/21/2025	25458(A)	PARIS CLEANERS	LAUNDRY SERVICES	1,103.18
11/21/2025	25459(A)	PEARSON, GERALD	PARKS FACILITY CLEANING	7,285.00
11/21/2025	25460(A)	PHILLIPS, KIMBERLY	PER DIEM/REIMB EXPS-MI ASSOC SR CTR, MDSA	657.33
11/21/2025	25461(A)	PLASKO, PATRICIA MARIE	PZSC BE MOVED & YOGA BONES INSTRUCTOR	720.00
11/21/2025	25462(A)	PLAYFORD, LOUIE	PER DIEM-USFA ALL HAZARDS INCIDENT COURSE	440.00
11/21/2025	25463(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SERVICES	759.47
11/21/2025	25464(A)	PRINTING SERVICES INC	PRINTING SERVICES	57.25
11/21/2025	25465(A)	QUADIENT LEASING USA, INC	LEASE PAYMENT	732.30
11/21/2025	25466(A)	REED, BRENT LESLIE	RETENTION BASIN & TRANS STATION MAINT	3,670.00
11/21/2025	25467(A)	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	8,166.66
11/21/2025	25468(A)	ROAD EQUIPMENT PARTS CENTER	REPAIR & MAINTENANCE SUPPLIES	97.68
11/21/2025	25469(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	400.00
11/21/2025	25470(A)	SAFEBUILT MICHIGAN, LLC	INSPECTIONS FOR OCTOBER 2025	7,062.00
11/21/2025	25471(A)	SAFETY COMPANY, LLC	REPAIR & MAINTENANCE SUPPLIES	3,194.28
11/21/2025	25472(A)	SCHULTZ, KYLIE	PZSC MONDAY BARRE INSTRUCTOR	180.00
11/21/2025	25473(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	5,003.33
11/21/2025	25474(A)	SIMPLIFILE HOLDINGS, INC	RECORDING, SUBMISSION & LICENSE FEES	198.75
11/21/2025	25475(A)	SLIWA, DAVID	PER DIEM-IAEI MI CHAPTER EDUC MEETING	148.00
11/21/2025	25476(A)	SMITH GARSON, INC.	FEDERAL ADVOCACY SERVICES	5,000.00
11/21/2025	25477(A)	SNELL, DEBRA	PZSC BODY REBOUND INSTRUCTOR	540.00
11/21/2025	25478(A)	SPC SPECIALTY PRODUCTS, LLC	AQUA PATCH	5,994.00
11/21/2025	25479(A)	STEPHENS, TAMARA	REIMB SUPPLIES FOR STANWOOD SHOWINGS	29.67
11/21/2025	25480(A)	STOUT, MELISSA	PZSC CHAIR YOGA & BARRE INSTRUCTOR	450.00
11/21/2025	25481(A)	SULLIVAN, WHITNEY	CITY HALL PLANT CARE	125.00
11/21/2025	25482(A)	SUNBELT RENTALS, INC.	MOMASH SOLAR MESSAGE BOARD RENTAL	1,736.20
11/21/2025	25483(A)	TMK WORLDWIDE, LLC	METER SERVICE	815.91

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 4 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	25484(A)	TRALIAN OPERATING, LLC	COMPLIANCE TRAINING PLATFORM	6,509.40
11/21/2025	25485(A)	TRUCK & TRAILER SPECIALTIES	REPAIR & MAINTENANCE SUPPLIES	3,188.12
11/21/2025	25486(A)	TRUGREEN AND ACTION PEST CONTROL	HERBICIDE APPLICATIONS - CITY WIDE	2,473.38
11/21/2025	25487(A)	UNDERWOOD, TAMARA ANJANETTE	PZSC ENHANCED FITNESS & BARRE & DRUMS	650.00
11/21/2025	25488(A)	UNITED PARCEL SERVICE	UPS WEEKLY	46.75
11/21/2025	25489(A)	US SIGNAL COMPANY, LLC	INTERNET FIBER SERVICES	900.00
11/21/2025	25490(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY SYSTEM OPERATION	216,198.03
11/21/2025	25491(A)	WAYNE COUNTY APPRAISAL LLC	ASSESSING SERVICES	42,969.25
11/21/2025	25492(A)	WEST MICHIGAN STAMP & SEAL, INC	PLANNING COMMISSION NAMEPLATE	43.50
11/21/2025	25493(A)	WIGHTMAN	ENGINEERING SERVICES - MULT LOCS	6,021.81
11/21/2025	25494(A)	XEROX CORPORATION	XEROX COPIER FEES	177.48
Total ACH				1,014,913.39

Check Type: Paper

11/14/2025	332251	JOZWIK, HEATHER	PER DIEM-FIERCE CRASH COURSE VILLAGE	111.00
11/21/2025	332252	A BETTER WAY TREE CARE LLC	TREE TRIMMING SERVICES	5,900.00
11/21/2025	332253	ADP SCREENING & SELECTION SERVICES	BACKGROUND SERVICES	35.99
11/21/2025	332254	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	1,944.00
11/21/2025	332255	ALLIED MECHANICAL SERVICE	HVAC SERVICES-MULT LOC	882.21
11/21/2025	332256	ALTA EQUIPMENT CO.	REPAIR & MAINTENANCE SUPPLIES	1,269.10
11/21/2025	332257	AMERICAN PLANNING ASSOCIATION	MEMBERSHIP FEES	701.00
11/21/2025	332258	AMERICAN VAN EQUIPMENT	UPFITTING SUPPLIES	5,804.06
11/21/2025	332259	ANDERSON, ANDREW	RAMONA PARKING VOUCHERS REFUND	45.00
11/21/2025	332260	AT&T	ELECTRONIC COMMUNICATIONS	91.65
11/21/2025	332261	BARBER, MICHELLE	GRAIN ELEVATOR DEPOSIT REFUND	150.00
11/21/2025	332262	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	439.00
11/21/2025	332263	BEARING SERVICE	STAINLESS STEEL REPLACEMENT BEARINGS	10,411.06
11/21/2025	332264	BRINKHUIS, STEPHANIE	SNAP REIMBURSEMENT	32.00
11/21/2025	332265	CALIBER HOLDINGS LLC	POLICE VEHICLE REPAIRS	2,454.00
11/21/2025	332266	CALVARY CHAPEL OF KALAMAZOO VALLEY	PRECINCT RENTAL PAYMENT	200.00
11/21/2025	332267	CENTRAL MICHIGAN PAPER COMPANY	COPIER PAPER	62.01
11/21/2025	332268	CHAPEL HILL UNITED METHODIST CHURCH	PRECINCT RENTAL PAYMENT	200.00
11/21/2025	332269	CITY OF KALAMAZOO TREASURER	WATER SERVICES	46.96

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 5 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	332270	CRIME PREVENTION ASSOC OF MICHIGAN	CPAM CONFERENCE REGISTRATION	500.00
11/21/2025	332271	CUMMINGS, LAUREN	GRAIN ELEVATOR FEES & DEPOSIT REFUND	440.00
11/21/2025	332272	DORRANCE FORD INC	REPAIR & MAINTENANCE SUPPLIES	21.65
11/21/2025	332273	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIR/MAINTENANCE	2,961.54
11/21/2025	332274	EMPCO, INC	WRITTEN EXAMS	3,355.00
11/21/2025	332275	FIRST DAY SHOE FUND	FY25-26 HUMAN SERVICES BOARD	4,500.00
11/21/2025	332276	FISH WINDOW CLEANING	WINDOW CLEANING SERVICES	300.00
11/21/2025	332277	FLETCHER ENTERPRISES	MISC PAINTING-MULT LOCS	2,875.00
11/21/2025	332278	FREIGHTLINER OF GRAND RAPIDS, INC.	REPAIR & MAINTENANCE SUPPLIES	422.88
11/21/2025	332279	GORDON FOOD SERVICE	PZSC PROGRAM & CAFE SUPPLIES	805.72
11/21/2025	332280	HALL, WILLIAM G	FENCE REPAIR @ DRY PRAIRIE	221.00
11/21/2025	332281	HALLAHAN & ASSOCIATES, P.C.	ASSESSING LEGAL SERVICES	950.36
11/21/2025	332282	HANDY, NIKI	SCHRIER BLD DEPOSIT REFUND	150.00
11/21/2025	332283	HOME DEPOT CREDIT SERVICES	REPAIR & MAINTENANCE SUPPLIES	4,349.64
11/21/2025	332284	VOID		0.00
11/21/2025	332285	VOID		0.00
11/21/2025	332286	VOID		0.00
11/21/2025	332287	INT'L SOCIETY OF FIRE SERVICE INSTR	INSTRUCTORS MEMBERSHIP	150.00
11/21/2025	332288	IVERSEN, EVELYN	PZSC PROGRAM PAYMENT REFUND	45.00
11/21/2025	332289	J & J LOCKSMITHS	LOCK REPL/REPAIR SVC CALL-MULT LOCS	2,045.00
11/21/2025	332290	JERGENS PIPING CORPORATION	FIRE STATION 2 BACKFLOW REPAIR	715.85
11/21/2025	332291	JOHNSON POURED WALLS, INC	CITY HALL PARKING LOT - CURB REPAIR/SEAL	4,980.00
11/21/2025	332292	JOZWIK, HEATHER	REIMB EXPS-FIERCE CRASH COURSE VILLAGE	134.67
11/21/2025	332293	K2AVL INC	TRAD HOL SOUND AT 2 LOCATIONS	374.00
11/21/2025	332294	KALAMAZOO AREA TRANSPORTATION STUDY	KATS MEMBERSHIP DUES	1,800.00
11/21/2025	332295	KALAMAZOO COUNTY DRAIN COMMISSIONER	AT LARGE AUSTIN LAKE CONSOLIDATED	6,900.00
11/21/2025	332296	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES OCT 2025 MOBILE HOME TXS	242.50
11/21/2025	332297	KALAMAZOO COUNTY TREASURER	MTT 24-003128 TAXABLE VALUE CHANGE	31,419.44
11/21/2025	332298	KALAMAZOO COUNTY TREASURER	ADMIN FEE REFUND FOR ASSESSOR PRE CHANGE	49.03
11/21/2025	332299	KALAMAZOO FIRST ASSEMBLY OF GOD	PRECINCT RENTAL PAYMENT	200.00
11/21/2025	332300	KALAMAZOO FLAG COMPANY, LLC	CITY HALL FLAGS	668.00
11/21/2025	332301	KALAMAZOO LAWN & GARDEN EQUIPMENT	REPAIR & MAINTENANCE SUPPLIES	425.68
11/21/2025	332302	KALAMAZOO NATURE CENTER, INC.	TERRA TALKS SPEAKER FEES	200.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 6 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	332303	KENT COMMUNICATIONS INC.	MAILING OF PERSONAL PROPERTY STMTS	242.57
11/21/2025	332304	KEYES, KEVIN J	BS&A ASSESSMENT/EDUCATION	1,094.43
11/21/2025	332305	LAKELAND ASPHALT CORP.	2024-2025 MILL AND FILL	323,712.84
11/21/2025	332306	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	150.00
11/21/2025	332307	LIBERTY SQUARE FURNITURE	STANWOOD FURNITURE FOR MODEL HOMES	3,000.00
11/21/2025	332308	LIFE LINE SCREENING	SCHRIER BLD FEES & DEPOSIT REFUND	630.00
11/21/2025	332309	LORD OF LIFE LUTHERAN CHURCH	PRECINCT RENTAL AGREEMENT	200.00
11/21/2025	332310	LYNCH, JORDAN MICHAEL	ARBORIST SERVICES	400.00
11/21/2025	332311	M DEWEY LLC	EASEMENT-PORTAGE ROAD RECONSTRUCTION	10,487.00
11/21/2025	332312	MAXEY, KATHARINE	2025 SUMMER TAX REFUND DUE TO PRE CHANGE	297.17
11/21/2025	332313	MCCANN INDUSTRIES, INC.	HYD LEAK SVC CALL - BACKHOE	1,297.28
11/21/2025	332314	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	135.00
11/21/2025	332315	MCENDAFFER, CAROLYN	PZSC TRIP DEPT REFUND 25.11.20	20.00
11/21/2025	332316	MENARDS	REMODEL, REPAIR/MAINT SUPPLIES	388.92
11/21/2025	332317	MEYER, LAURA	PZSC TRIP DEPT REFUND 25.12.03	50.00
11/21/2025	332318	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	5,567.01
11/21/2025	332319	MILESTONES	AMPHITHEATRE DEPOSIT REFUND	150.00
11/21/2025	332320	MLIVE MEDIA GROUP	AFFIDAVIT & LEGAL NOTICES	720.84
11/21/2025	332321	NIEBOER HEATING AND COOLING	BD PAYMENT REFUND	105.00
11/21/2025	332322	NOSEWICZ, DOUG	2025 SUMMER TAX REFUND	1,431.08
11/21/2025	332323	OAKLAND COMMUNITY COLLEGE	SIMUNITION SCENARIO INSTRUCT COURSE REG	750.00
11/21/2025	332324	OAKLAND COMMUNITY COLLEGE	SIMUNITION SCENARIO INSTRUCT COURSE REG	2,025.00
11/21/2025	332325	OFFICE DEPOT, INC.	OFFICE SUPPLIES	877.99
11/21/2025	332326	ON DUTY GEAR, LLC	BALLISTIC VESTS & CARRIERS, MISC SUP	3,080.00
11/21/2025	332327	PATHFINDER CHURCH	PRECINCT RENTAL PAYMENT	200.00
11/21/2025	332328	PDL PROPERTY MANAGEMENT LLC	CITY WIDE BOULEVARD MOWING	19,631.91
11/21/2025	332329	PEST PROS OF MICHIGAN	MOSQUITO TREATMENTS FOR PARK EVENTS	299.00
11/21/2025	332330	PETERMAN CONCRETE CO.	SUPPLIES FOR PILLARS-LAKEVIEW	204.81
11/21/2025	332331	PETTY CASH-DANA FAIR	REPLENISHMENT CHECK	707.81
11/21/2025	332332	PETTY CASH-MEGAN HUBER	REPLENISHMENT CHECK	1,012.41
11/21/2025	332333	PORTAGE CENTRAL BOYS SOCCER	PZSC RENTAL SECURITY DEPOSIT REF 11.13.25	250.00
11/21/2025	332334	PORTAGE NORTHERN CROSS COUNTRY	PZSC RENTAL SECURITY DEPOSIT REF 11.5.25	250.00
11/21/2025	332335	PORTAGE ROTARY	ROTARY QRTL Y LUNCHES	900.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 7 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	332336	POUND, JANELLE	PER DIEM-MI ASSOC SR CENTERS CONF	60.00
11/21/2025	332337	PRAIRIE EDGE CHURCH	PRECINCT RENTAL PAYMENT	200.00
11/21/2025	332338	PRINCE OF PEACE LUTHERAN CHURCH	PRECINCT RENTAL PAYMENT	400.00
11/21/2025	332339	RATHCO SAFETY SUPPLY, INC.	ROAD SIGNS MAJORS	1,238.75
11/21/2025	332340	ROMANO, WEN-D	PZSC TRIP DEPT REFUND 25.11.20	20.00
11/21/2025	332341	S & T LAWN SERVICE	TURF RESTORATION & WEED CONTROL-RAMONA	8,726.50
11/21/2025	332342	SALON CENTRIC INC	REFUND OVER PMT SUMMER TAX 25	1,517.42
11/21/2025	332343	SCHULTZ, ROGER M	EASEMENTS-PORTAGE ROAD RECONSTRUCTION	3,628.00
11/21/2025	332344	SEELYE FORD, INC.	DIPSTICK - INDICATOR ASSY FOR OIL LEVEL	28.51
11/21/2025	332345	SHAMBAUGH & SON, LP	REPAIR DEFICIENCIES TO BRING TO CODE	4,422.00
11/21/2025	332346	SHI INTERNATIONAL CORP.	LUCID CHART RENEWAL	1,409.80
11/21/2025	332347	SOUTH COUNTY NEWS	PORTAGE POCKET PAY ADVERTISING	190.00
11/21/2025	332348	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	20.00
11/21/2025	332349	STATE OF MICHIGAN (BOILER DIV)	CITY HALL - BROILER INSPECTION FEES	85.00
11/21/2025	332350	STATE OF MICHIGAN (EGLE)	PUBLIC WATER SUPPLY ANNUAL FEE 2026	13,895.94
11/21/2025	332351	STATE SYSTEMS RADIO, INC	HANDHELD RADIO, REPEATER SVC	766.60
11/21/2025	332352	STEENSMA LAWN & POWER EQUIPMENT	WESTERN PLOW OIL	26.31
11/21/2025	332353	SUITS U TAILOR SHOP INC	FIRE UNIFORMS	88.00
11/21/2025	332354	SWAN CHARLIE FIRST, LLC	REF DUPLICATE PMT OF WINTER TAX	174.42
11/21/2025	332355	THE BRIDGE CHURCH	PRECINCT RENTAL PAYMENT	400.00
11/21/2025	332356	ULINE, INC.	ICE MELT-CITY SIDEWALKS, MISC SUPPLIES	2,584.03
11/21/2025	332357	UNITED WAY OF NORTHWEST MICHIGAN	TRI-SHARE CHILDCARE	3,080.46
11/21/2025	332358	US HYD LLC	TINK CYLINDER REBUILDS	1,722.50
11/21/2025	332359	USPS	REFILL POSTAGE METER	5,000.00
11/21/2025	332360	USPS	PORTAGE POSTAGE PERMIT REFILL	38,200.00
11/21/2025	332361	VANDERCOOK, DEBBIE	PZSC PROGRAM PAYMENT REFUND	95.00
11/21/2025	332362	VERIZON WIRELESS	WIRELESS CARDS	543.79
11/21/2025	332363	VK ENDEAVOURS LLC	ENG SVCS-DESIGN SEWER LEAD	2,950.00
11/21/2025	332364	W MICH CRIMINAL JUSTICE TRAINING CO	DEFENSIVE DRIVING COURSE NO SHOW FEE	75.00
11/21/2025	332365	W. SOULE & COMPANY	VACTOR ELBOW FABRICATION	4,902.00
11/21/2025	332366	WASTE MANAGEMENT OF MICHIGAN	WTP IRON WASTE REMOVAL	2,605.01
11/21/2025	332367	WEDEL'S INC.	FALL TREE PLANTING	9,714.80
11/21/2025	332368	WEIS, JAMES MICHAEL JR.	TERRA TALKS	250.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 8 of 14

Check Date	Check	Vendor Name	Description	Amount
11/21/2025	332369	WESTMINSTER PRESBYTERIAN CHURCH	PRECINCT RENTAL PAYMENT	200.00
11/21/2025	332370	WILLIAMS, LINDA	REFUND CREDIT BAL ON FINAL BILL	28.96
11/21/2025	332371	WMU HOMER STRYKER MD SCHOOL OF MED	CPR CERTIFICATION CARDS	312.00
11/21/2025	332372	WOODLEY-PENN, MARVINETTA	PZSC LOVE IN ACTION PRESENTER	150.00
11/21/2025	332373	YEO & YEO	2024-2025 AUDIT & ACFR PREPARATION	19,000.00
11/21/2025	332374	ZOLMAN TIRE INC.	TIRE REPAIR EXCAVATOR SVC CALL	365.00
Total Paper Checks				612,324.87
Check Type: Auto-Pay Payments				
11/10/2025		CONSUMERS ENERGY	GAS-ELECTRIC	2,323.58
11/12/2025		CONSUMERS ENERGY	GAS-ELECTRIC	745.42
11/13/2025		CONSUMERS ENERGY	GAS-ELECTRIC	8,029.89
11/14/2025		MISSIONSQUARE	EMPLOYEE RETIREMENT WITHHOLDINGS	47,616.44
11/14/2025		PRINCIPAL LIFE	UNION PENSIONS	49,750.09
11/17/2025		MISSIONSQUARE	EMPLOYER RETIREMENT CONTRIBUTIONS	96,006.95
11/17/2025		CONSUMERS ENERGY	GAS-ELECTRIC	5,534.76
11/19/2025		CONSUMERS ENERGY	GAS-ELECTRIC	283.97
Total Auto-Pay Payments				210,291.10
Check Type: Electronic Payments				
11/06/2025		FIRST AMERICAN TITLE	LAND PURCHASE	2,380.24
11/10/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 10/31/25	262,299.41
11/14/2025		MULTIPLE	PPCOA, PPOA PENSION PAYMENTS	75,874.74
11/14/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 11/07/25	43,203.25
11/17/2025		ASU GROUP	WORKERS COMP FUNDING	27,000.00
11/21/2025		MULTIPLE	WEEKLY TAX DISBURSEMENT 11/14/25	40,363.79
Total Electronic Payments				451,121.43
Check Type: Credit Card Payments				
10/01/2025		CPS HR CONSULTING	PURCHASING TRAINING REGISTRATION	199.00
10/01/2025		GOVERNMENT FINANCE OFFICE	GFOA BUDGET AWARD APPLICATION FEE	495.00
10/01/2025		AMAZON MKTPL NJ1BJ1EW2	OFFICE SUPPLIES	27.88
10/01/2025		AMAZON MKTPL NJ06E9B61	SAFETY GEAR SUPPLIES	33.95

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 9 of 14

Check Date	Check	Vendor Name	Description	Amount
10/01/2025		MICHAELS STORES 9849	PROGRAM SUPPLIES	72.03
10/01/2025		HOBBY LOBBY #536	CREATIVE CORNERS SUP-MOMASH TOMBSTONES	118.20
10/01/2025		STATE MI EGLE MIENVIRO	DEMOLITION PERMIT - 8323 EDGEWATER	102.00
10/01/2025		STATE MI EGLE MIENVIRO	DEMOLITION PERMIT - 8323 EDGEWATER	10.20
10/01/2025		GRAND TRAVERSE RESORT	HOTEL EXP-CODE CONFERENCE	526.52
10/02/2025		SP BESTCHOICEPRODUCT	TRAD HOL CHRISTMAS DECORATIONS - PAVILION	2,035.07
10/02/2025		AMAZON MKTPL NJ9WH4741	COUNTER CALENDARS	6.86
10/02/2025		DOLLAR TREE	PROGRAM SUPPLIES	69.13
10/02/2025		AMAZON MKTPL NJ9YK47B1	HAYLOFT - CLEANING SUPPLIES	119.36
10/02/2025		AMAZON.COM NJ3XZ5UV1	SHARK VACUUM FOR PARKS OFFICE	284.99
10/02/2025		TST FRANCOS	TEAM MEETING LUNCH	59.97
10/02/2025		FSP KALAMAZOO HUMAN RESOU	KHRMA LEGISLATIVE UPDATE MEETING REG	25.00
10/02/2025		FSP KALAMAZOO HUMAN RESOU	KHRMA LEGISLATIVE UPDATE MEETING REG	25.00
10/02/2025		FARM & FLEET OF PORTAGE	UAW UNIFORM PANTS	164.97
10/03/2025		USPS.COM CLICKNSHIP	USPS PARCEL POSTAGE (PZSC)	8.40
10/03/2025		SAMSClub.COM	LEXINGTON GREEN RIBBON CUTTING SUPPLIES	97.48
10/03/2025		AMAZON MKTPL NV1JB0B30	MOMASH GHOSTBUSTER PHOTO OP DECORATIONS	132.51
10/03/2025		AMAZON MKTPL NJ5C85652	FITNESS CENTER CLEANING SUPPLIES	65.80
10/03/2025		HOBBY LOBBY #536	PROGRAM SUPPLIES	59.70
10/03/2025		AMAZON MKTPL NV9JG4M50	HAYLOFT - IRONING BOARD & DUST MOP	95.48
10/03/2025		AMAZON.COM NJ0KI6WT1	HANDHELD VACUUM - PARKS OFC	85.99
10/03/2025		MICHAELS STORES 9849	CREATIVE CORNERS SUP-MOMASH TOMBSTONES	67.78
10/03/2025		MS CAREERS	JOB POSTING TO IACP	399.00
10/03/2025		JIM ANNIS TOOLS	SHOP SPECIALTY TOOL	290.00
10/06/2025		O'REILLY 3432	COOLANT	21.98
10/06/2025		SP BESTCHOICEPRODUCT	TRADHO DECORE-STUART MANOR & SCHOOL HS	421.85
10/06/2025		AMAZON MKTPL NV5KN87F0	RIBBON CUTTING & EVENT SUPPLIES	441.20
10/06/2025		AMAZON MKTPL NV5TF7BG1	MOMASH DECORATIONS & SUPPLIES FOR EVENT	694.54
10/06/2025		AMAZON MKTPL NV1RV7S30	FITNESS PROGRAM SUPPLIES	93.04
10/06/2025		MICHIGAN ASSOCIATION OF C	ACCREDITATION FALL CONFERENCE REG	175.00
10/07/2025		MICHAELS #9490	FARMERS MARKET GROUND BREAKING SUPPLIES	12.00
10/07/2025		FSP MGFOA	FINANCE ANNUAL MEMBERSHIP DUES	420.00
10/07/2025		FSP MGFOA	FINANCE TRAINING REGISTRATION	115.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 10 of 14

Check Date	Check	Vendor Name	Description	Amount
10/08/2025		AMAZON RETA NV75W9H62	FIRE EXTINGUISHER ROOM SUPPLIES	104.85
10/08/2025		WMED	EMS STROKE & NEURO SUMMIT	40.00
10/08/2025		MICHIGAN ASSOCIATION O	WMFCA MEMBERSHIP MEETING	50.00
10/08/2025		HOLIDAY INN EXPRESS	HOTEL EXPS-SIMUNITION INSTRUCTOR SCHOOL	1,250.78
10/08/2025		PSHRA PUBLIC SECTOR HR	FAIR & EFFECTIVE WORKPL INVESTIGATIONS FEE	399.00
10/08/2025		STATE MI EGLE MIENVIRO	DEMOLITION PERMIT - 7716 S WESTNEDGE	102.00
10/08/2025		AMAZON RETA NV1NL1502	SHOP SPECIALTY TOOL	18.74
10/09/2025		USPS.COM CLICKNSHIP	POSTAGE-PZSC PRIORITY MAIL	8.40
10/09/2025		AMAZON MKTPLACE PMTS	CREDIT FOR RETURNED CLEANING ITEMS	(65.80)
10/09/2025		AMAZON MKTPL NF50A0AJ1	OPERATING SUPPLIES	210.58
10/09/2025		ROTARY MULTIFORMS	LAND & WATER PLAQUE DNR-LEXINGTON GR PK	275.50
10/09/2025		AMAZON MKTPL NV5F81UF2	SUPPLIES FOR CULINARY CLASS	103.13
10/09/2025		MCALISTER'S 105065	DINNER FOR COUNCIL MEETING	162.82
10/09/2025		HOLIDAY INN EXP & SUITES	HOTEL EXP-PATROL RIFLE INSTRUCTOR	495.04
10/10/2025		AMAZON MKTPL NF89T0GW1	OPERATING SUPPLIES	37.98
10/10/2025		SAMS CLUB #6661	SUPPLIES FOR LUNCHEONS	153.58
10/10/2025		HOLIDAY INN EXPRESS	HAMBRIGHT - SIMS HOTEL TAX REFUND	(14.04)
10/10/2025		HOLIDAY INN EXPRESS	VANPORTFLIET - SIMS HOTEL TAX REFUND	(14.04)
10/10/2025		FRESH THYME #607	MIND OVER MATTER SUPPLIES	19.46
10/10/2025		THE WEBSTAURANT STORE INC	COFFEE BAR & KITCHEN SUPPLIES	424.05
10/10/2025		MSU PAYMENT ONLINE	MSU SHORELINE TRAINING	95.00
10/10/2025		UPCODES	ONLINE CODE RESOURCES-DEPT & BLDG OFFICIAL	708.00
10/10/2025		BATTERIES + BULBS-#0385	BATTERY FOR FIELD EQUIPMENT	26.49
10/13/2025		MMTA	FINANCE ANNUAL MEMBERSHIP DUES	297.00
10/13/2025		MMTA	FINANCE ANNUAL MEMBERSHIP DUES	99.00
10/13/2025		AMAZON MKTPL NF4LR5LW2	AV EQUIPMENT	30.99
10/13/2025		AMAZON MKTPL NF7H97UH0	DISPLAY RACK SUPPLIES	53.96
10/13/2025		AMAZON MKTPL NF82H2BY1	PRINTER SUPPLIES	128.16
10/13/2025		THE WEBSTAURANT STORE INC	FITNESS CENTER CLEANING SUPPLIES	20.34
10/13/2025		COURSERA 571433265	COURSERA COURSEWORK CATALOG	1,995.00
10/13/2025		OFFICEMAX/OFFICEDEPT#3382	FITNESS SCHEDULE PAPER	34.99
10/13/2025		FARM & FLEET OF PORTAGE	UAW STAFF UNIFORM PANTS	381.54
10/13/2025		BEST WESTERN PREMIER P	HOTEL EXPS-THE CLT CONFERENCE	364.20

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 11 of 14

Check Date	Check	Vendor Name	Description	Amount
10/13/2025		SPOTIFY P3B5C2FCEF	SPOTIFY SUBSCRIPTION FOR PARKS EVENTS	11.99
10/13/2025		FASTSIGNS OF KALAMAZOO	MEMORIAL TREE PLAQUES	253.84
10/14/2025		GREAT LAKES H.O.T. 202	GREAT LAKE HOT FIRE CONF REGISTRATIONS	2,000.00
10/14/2025		AMAZON MKTPL NM8VG1P60	PRECINCT & OFFICE SUPPLIES	32.80
10/14/2025		AMAZON MKTPL NM5VD1XX0	GHOSTBUSTER T-SHIRTS MOMASH	34.98
10/14/2025		AMAZON MKTPL NM72V5XG0	STAY PUFT COSTUME FOR MOMASH	24.97
10/14/2025		AMAZON MARK NM2QY0N11	HR OFFICE SUPPLIES	13.89
10/14/2025		AMAZON MARK NM08P6X40	HR OFFICE SUPPLIES	88.22
10/14/2025		FARM & FLEET OF PORTAGE	UAW STAFF UNIFORM PANTS	359.94
10/14/2025		FARM & FLEET OF PORTAGE	SALES TAX REFUND	(381.54)
10/14/2025		ULINE SHIP SUPPLIES	OFFICE CABINETS	1,743.04
10/15/2025		O'REILLY 3432	WASHER FLUID FOR APPARATUS	19.74
10/15/2025		FIRE DEPT TRAINING NETWOR	FDTN DEPARTMENT MEMBERSHIP	300.00
10/15/2025		SMEMSIC	EMS INSTRUCTOR LICENSE	75.00
10/15/2025		SQ KORTOKRAX PUMPKIN LOT	PUMPKINS FOR DECORATING PROGRAM	61.80
10/15/2025		DOLLAR TREE	SUPPLIES FOR PUMPKIN DECORATING PROGRAM	19.08
10/15/2025		AMAZON MKTPL NM3UW78I0	HOOK & LOOP STRAPS, PLANNER	42.79
10/15/2025		AMAZON MKTPL NM8HG50N1	GHOSTBUSTER T-SHIRTS MOMASH	26.34
10/15/2025		WEB MLIVE.COM	MLIVE SUBSCRIPTION	145.00
10/15/2025		AMAZON MKTPL NM5CL30S1	FTO OFFICE LIGHTS	20.12
10/16/2025		HOBBY LOBBY #536	SUPPLIES FOR PUMPKIN DECORATING PROGRAM	20.24
10/16/2025		AMAZON MKTPL NM7TV5K40	TRASH LINER SUPPLIES	302.32
10/16/2025		HOMEWOOD SUITES	HOTEL EXP-STREET SURVIVAL II	171.28
10/16/2025		HOMEWOOD SUITES	HOTEL EXP-READING PEOPLE	171.28
10/16/2025		MEIJER STORE #196	ART PROGRAM SUPPLIES	16.97
10/16/2025		MEIJER STORE #196	CITY HALL VENDING MACHINE SUPPLIES	104.61
10/17/2025		AMAZON MKTPL NM8647DU1	CHARGERS FOR PROPERTY/EVIDENCE	33.46
10/17/2025		FS OBNEX.COM	SQL SPREADS BASIC DESIGNER ANNUAL SUB	445.20
10/17/2025		MICHIGAN ASSOCIATION OF C	MACP WINTER CONFERENCE REG	280.00
10/20/2025		FACEBK MC7ZT59LM2	FACEBOOK ADS	18.00
10/20/2025		AMAZON MKTPL NM5HH0MD2	CORKBOARDS-ADMIN OFFICE	165.70
10/20/2025		JIMMY JOHNS - 2982 - ECOM	FOOD FOR MONSTER MASH VOLUNTEERS	211.99
10/20/2025		AMAZON MKTPL NU4269C71	FOLDERS FOR ELECTION DOCUMENTS	15.63

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 12 of 14

Check Date	Check	Vendor Name	Description	Amount
10/20/2025		AMAZON MKTPL NU2RO4GS0	ELECTION & CLERKS OFFICE SUPPLIES	93.43
10/20/2025		AMAZON MKTPL NU9U76061	ADDITIONAL PRECINCT AMERICAN FLAGS	24.95
10/20/2025		SOUTHWEST MICHIGAN FIRST	SOUTHWEST MICH FIRST EVENT REGISTRATION	657.10
10/20/2025		FS OBNEX.COM	SQL SPREADS BASIC DESIGNER ANNUAL SUB REF	(25.20)
10/20/2025		PARK PLACE HOTEL	HOTEL EXP-CRIME PREV ASSOC OF MI CONF	369.51
10/20/2025		FAIRFIELD INN & SUITES	HOTEL EXP-STAFF & COMMAND SCHOOL	611.00
10/20/2025		B2G, LLC O #160805	ADV TRAFFIC STOP REGISTRATION	225.00
10/20/2025		MAILCHIMP MISC	MAIL SERVICE MONTHLY FEE	78.20
10/20/2025		ZOOM.COM 888-799-9666	ZOOM FEES FOR ONLINE PROGRAMMING	129.97
10/20/2025		ROAD EQUIPMENT PARTS CEN	REPAIR/MAINTENANCE SUPPLIES	623.14
10/20/2025		AMAZON RETA NM07R96W2	UAW UNIFORM PANTS	182.94
10/21/2025		DROPBOX RW6YW7N29T41	DROPBOX FILE SHARING ANNUAL	540.00
10/21/2025		FACEBK ND5UQ5DLM2	FACEBOOK AD	6.00
10/21/2025		FSP MGFOA	FINANCE TRAINING REGISTRATION	25.00
10/21/2025		FREE CONFERENCE CALL GLOB	CABLE ACCESS FREE CONFERENCE CALL SERVICE	17.61
10/21/2025		SAFARILAND TRAINING GR	LESS LETHAL INSTRUCTOR REGISTRATION	995.00
10/21/2025		MISENIORCENTERS.ORG	MICHIGAN ASSOC OF SENIOR CENTERS CONF	900.00
10/22/2025		FACEBK 8NMW55DKM2	FACEBOOK AD	7.00
10/22/2025		COMFORT INNS	HOTEL EXPS-MI RD SCHOLAR PROG TRAININGS	882.00
10/22/2025		AMER CRIME PREV INST	CRIME PREV THROUGH ENVIR DESIGN REG	475.00
10/23/2025		AMAZON MKTPL NU8742201	OFFICE SUPPLIES	62.71
10/23/2025		MEIJER.COM #196	HALLOWEEN DANCE PARTY SUPPLIES	98.12
10/23/2025		HOBBY LOBBY #536	ART CLASS SUPPLIES	23.29
10/23/2025		JIMMY JOHNS - 2982 - ECOM	DINNER FOR 10/21/25 COUNCIL MEETING	186.74
10/23/2025		AMAZON RETA NU2N85DW1	ASSET TAGS	194.97
10/23/2025		ULINE SHIP SUPPLIES	RETURNED OFFICE CABINETS	(1,743.04)
10/24/2025		AMAZON MKTPL NU7BP7PB2	TRAINING ROOM SUPPLIES	19.49
10/24/2025		SAMSClub.COM	HALLOWEEN DANCE PARTY SUPPLIES	27.22
10/24/2025		TST FRANCOIS	HALLOWEEN DANCE PARTY FOOD	247.02
10/24/2025		MEIJER STORE #196	HALLOWEEN DANCE PARTY SUPPLIES	36.36
10/24/2025		WAL-MART #5280	HALLOWEEN DANCE PARTY SUPPLIES	26.87
10/24/2025		GFS STORE #0492	SUPPLIES FOR EMPLOYEE CHILI COOK-OFF	41.74
10/27/2025		AMAZON MKTPL NU8S35KF2	BUILDING OPERATING SUPPLIES	117.99

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 13 of 14

Check Date	Check	Vendor Name	Description	Amount
10/27/2025		SQ ONEFACE	BODY LANGUAGE REGISTRATION REFUND	(249.00)
10/27/2025		SQ ONEFACE	BODY LANGUAGE REGISTRATION	747.00
10/28/2025		SMK SURVEYMONKEY.COM	SURVEY MONKEY ANNUAL FEE	468.00
10/28/2025		WWW.IAFC.ORG	ANNUAL MEMBERSHIP FEE	203.75
10/28/2025		AMAZON MKTPL N40UA06W1	OFFICE SUPPLIES	85.49
10/28/2025		AMAZON MKTPL N417G9SX0	ELECTION PRECINCT SUPPLIES	164.21
10/28/2025		AMAZON MKTPL N462K76J1	ELECTION PRECINCT SUPPLIES	9.45
10/28/2025		AMAZON MKTPL N47OH32H0	IPHONE CHARGER	20.98
10/28/2025		FRESH THYME #607	MIND OVER MATTER SUPPLIES	8.98
10/29/2025		ACTIVE911 INC	ANNUAL SUBSCRIPTION	1,460.00
10/29/2025		AMAZON MKTPL N428R3NP2	ADMIN OFFICE SUPPLIES	12.34
10/29/2025		AMAZON MKTPL N44XR69Q1	ELECTION PRECINCT SUPPLIES	5.99
10/29/2025		SQ EASTFORK RANCH LTD	HORSEMANSHIP PROGRAM	480.00
10/29/2025		AMAZON MKTPL N48WF8TH2	OPERATING SUPPLIES	40.40
10/29/2025		AMAZON RETA N47RJ3KH1	BOXES FOR FOIA	124.46
10/29/2025		WAL-MART #5280	BREATH MINTS FOR ADMIN & HQ LOBBY	32.75
10/29/2025		AMAZON MKTPL N41G10980	CHRISTMAS LIGHT SUPPLIES	431.76
10/29/2025		FSP KALAMAZOO HUMAN RESOU	NETWORKING EVENT REGISTRATION	25.00
10/29/2025		ULINE SHIP SUPPLIES	OFFICE CABINETS	2,502.78
10/30/2025		AMAZON MKTPL N40OH3052	OFFICE SUPPLIES	50.67
10/30/2025		MICHAELS #9490	TRICKED OUT HOME CONTEST EXPS	22.99
10/30/2025		AMAZON MKTPL NK5507FH1	OFFICE SUPPLIES	24.98
10/30/2025		BUZZSPROUT INV8168130	PODCAST HOSTING FEES	24.00
10/30/2025		MIDWEST COMMUNICATIONS	RADIO ADVERTISING-PORTAGE POCKET PAY	400.00
10/30/2025		AMAZON MKTPL N483S8182	TRAINING BOOK FOR DEPARTMENT	68.12
10/30/2025		WALMART.COM	FISHING POLES FOR FISH CAMP	247.60
10/30/2025		WALMART.COM	FISHING POLES FOR FISH CAMP	61.90
10/30/2025		EGLD DW TRAIN AND CERT	WATER OPERATOR CERTIFICATION RENEWAL	95.00
10/30/2025		AMAZON RETA 7P8159N83	UNIFORM PANTS RETURN	(147.40)
10/30/2025		AMAZON MKTPL N472U0142	OFFICE SUPPLIES	90.87
10/30/2025		AMAZON MKTPL N45EZ0XY2	KEystone ETHERNET JACKS	34.65
10/30/2025		PARK PLACE HOTEL	HOTEL EXP-MIAHN CONFERENCE	282.50
10/30/2025		AMAZON MKTPL N49788WM1	SIGN HOLDER FOR EVENT SIGNS	366.72

ACCOUNTS PAYABLE REGISTER
Check Dates From: 11/09/2025 to 11/22/2025

Page 14 of 14

Check Date	Check	Vendor Name	Description	Amount
10/30/2025		AMAZON MKTPL N486Q2VC2	HOT COCOA LIDS-TRAD HOLIDAY	38.82
10/30/2025		JIMMY JOHNS - 2982 - MOTO	JIMMY JOHNS FOR PLANNING MEETING	222.01
10/31/2025		ADOBE INC	ADOBE STOCK CREDITS	29.99
10/31/2025		POSITIVE PROMOTIONS	GIVEAWAY ITEMS-JUNETEENTH AT MLK JR PARK	56.95
10/31/2025		AMAZON MKTPL NK0UT1NZ1	OPERATING SUPPLIES	244.03
10/31/2025		AMAZON MKTPL N40LO26E2	HOLIDAY DECOR FOR BAZAAR	602.74
10/31/2025		AMAZON MKTPL NK6K38AA0	HOLIDAY BAZAAR SUPPLIES	30.27
10/31/2025		BLAIN'S FARM & FLEET	HOLIDAY BAZAAR SUPPLIES	19.96
10/31/2025		SEC OF STATE ESERVICES	STATE NOTARY FEE	10.17
10/31/2025		AMAZON MKTPL NK73S44D1	TARIFOLD DESK ORGANIZER	51.98
10/31/2025		AMAZON MKTPL N445H9DK2	KITCHEN & OFFICE SUPPLIES	26.74
10/31/2025		NATIONAL OSHA FDN.	OSHA BLOODBORNE PATHOGENS TRAINING	435.00
			Total Credit Card Payments	39,039.99
			Grand Total	2,327,690.78

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Board and Commission Interviews

SUPPORTING PERSONNEL: Erica Eklov, City Clerk

ACTION RECOMMENDED: Set a Special Meeting for Tuesday, January 13, 2026, at 4:00 p.m. to interview applicants for Boards and Commissions.

The City of Portage relies on citizen participation on many Boards and Commissions that help serve the community. The advice received from these groups assists the City Council and City Administration in making Portage *A Natural Place to Move!* These citizens provide the talent and experience needed to meet the community's diverse challenges. Interviews of Board and Commission applicants are performed each year in January, May, and October.

Per the City Council Policy for Appointments to Citizen Advisory Boards, the Council will interview applicants to fill vacancies on the following Boards and Commissions.

- **Environmental Board:** Four open seats.
- **Human Services Board:** Two open seats.
- **Park Board:** Three open seats.
- **Senior Citizens Advisory Board:** Five open seats.
- **Zoning Board of Appeals:** Four open seats.

It is recommended that the City Council set a Special Meeting on Tuesday, January 13, 2026, beginning at 4:00 p.m. to interview applicants for Boards and Commissions.

FUNDING: N/A

Attachments: None

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Ordinance Amendment to amend Code of Ordinances, City of Portage, Chapter 38
Historic Preservation

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer

ACTION RECOMMENDED: Receive for first reading the Ordinance Amendment to amend the
Code of Ordinances, City of Portage, Chapter 38 Historic
Preservation, and schedule second reading for December 16, 2025.

The proposed ordinance amendment is to ensure the city's historic preservation ordinance is compliant with Michigan's Local Historic District Act, Public Act 169 of 1970 (PA 169), as amended.

The Certified Local Government (CLG) program is jointly administered by the Michigan State Historic Preservation Office (SHPO) and the National Park Service (NPS) to provide an effective framework for promoting, supporting, and enhancing historic preservation activities at the local level. Communities that achieve CLG status gain access to exclusive grant funding, technical assistance, and training that support projects such as surveys, design guidelines, and educational programs. These benefits help communities preserve their cultural heritage, enhance local planning and economic development, and build public support for protecting historic places.

In 2022, staff initiated an inquiry to the SHPO regarding the CLG program. In order to be qualified for the program, the first step is to ensure that Ordinance, Chapter 38 Historic Preservation is compliant with Michigan's Local Historic District Act, Public Act 169 of 1970 (PA 169), as amended. SHPO staff reviewed the city's ordinance and made recommendations. However, further progress was not made due to staffing levels.

In 2025, work on the project resumed with new staff. Edits were made based on the previous comments from SHPO. Additional feedback was provided through the Historic District Ordinance Checklist (attached) and staff has been working closely with SHPO to finalize the document.

The proposed ordinance amendment approved by SHPO, would be compliant with Michigan's Local Historic District Act, Public Act 169 of 1970 (PA 169), as amended. See the attached ordinance prepared by the City Attorney. The adoption of the proposed ordinance amendment by the City Council would enable the administration to move forward with participation in the CLG program, which would benefit the City in Historic Preservation.

Historic District Commission Meetings

At the October 1, 2025, Historic District Commission meeting, city staff introduced the proposed ordinance amendment, which the Historic District Commission reviewed and discussed. No public comment was received during the meeting. At the November 5, 2025, meeting, after careful consideration, the Historic District Commission voted to recommend to the City Council approval of the

amendments to the Historic Preservation Ordinance Amendment (Chapter 38).

Recommendation

It is recommended that City Council receive for first reading the Ordinance Amendment to amend the Code of Ordinances, City of Portage, Chapter 38 Historic Preservation, and schedule second reading for December 16, 2025 and consider adoption at that time.

FUNDING: N/A

Attachments:

1. Certified Local Government Program Introduction
2. Historic District Ordinance Checklist
3. SHPO Approval Email
4. HDC Meeting minutes dated 10.1.2025
5. HDC DRAFT Meeting minutes dated 11.5.2025
6. HP Ordinance Amendment Approved to Form
7. HP Ordinance Amendment clean version

Preservation Through Partnership

an introduction to the Certified Local Government program



Michigan State Historic Preservation Office

300 North Washington Square
Lansing, Michigan 48913

517.335.9840
Michigan.gov/SHPO

December 2021



Welcome!

Thank you for your interest in joining the Certified Local Government (CLG) program!

If you are reading this, you are likely searching for ways to take your community's historic preservation program to the next level. Perhaps your community is just starting to look more seriously at how preservation can be coordinated with community development activities and you need ongoing technical assistance. Or, perhaps your community has been making strides in historic preservation for decades and you are interested in grant funding that can be used to support ongoing activities. No matter where your community is in its preservation journey, the CLG program might be the tool you need.

Jointly administered by the **Michigan State Historic Preservation Office (SHPO)** and the **National Park Service (NPS)**, the CLG program provides an effective framework for promoting, supporting, and enhancing historic preservation activities at the local level. Through the program, communities partner with SHPO to plan for, protect, and tell the story of important historic places. In exchange, they gain access to specialized technical assistance, exclusive grant funding opportunities, and other benefits that help them meet their goals.

Put simply, the CLG program provides a platform for communities to build strong local preservation programs and gives them access to the tools they need to be successful in their efforts.

Ready to learn more? We encourage you to review this brief guide, which will introduce you to the CLG program. As you do, consider the ways that the program can support your efforts to promote community character, sense of place, economic vitality, and quality of life through historic preservation.

Have questions? Want to talk further about the program or preservation in your community? Reach out to us. We're always happy to chat.

We look forward to working alongside your community in its preservation journey!

Alan Higgins
SHPO CLG Coordinator



CLG Program — Frequently Asked Questions

What is a Certified Local Government?

Broadly speaking, a CLG is a local unit of government that makes a commitment to historic preservation at the local level. CLGs demonstrate this commitment by engaging in a partnership with the State Historic Preservation Office to plan for and carry out preservation activities that are important to the community.

Which communities can become a Certified Local Government?

Any local unit of government (county, township, city, or village) of any size can become a CLG.

How many communities are in the program?

More than **2,000 communities** across the country have joined the CLG program in recognition of the important role historic preservation plays in community development. See the **SHPO website** for a current list of CLGs in Michigan.

Does it cost anything to become a Certified Local Government?

No, there are no application or program fees.

What are the benefits of becoming a Certified Local Government?

The CLG program provides a framework for communities to develop strong local preservation programs and offers participating communities access to exclusive benefits and tools from SHPO and the National Park Service, including prioritized technical assistance, grant funding opportunities, training and education, and more. See pages 4-5 for additional details.

What are the requirements to become a Certified Local Government?

Every community that participates in the CLG program must meet five simple requirements designed to provide a solid foundation for an effective local preservation program. These include enacting a local historic district ordinance, appointing a historic district commission, identifying important historic places in the community, engaging the public, and meeting SHPO standards. See page 6 for additional details.

How does my community become a Certified Local Government?

Interested communities complete a brief application through which they demonstrate that they meet program requirements and identify their historic preservation goals. SHPO works with your community during this process to outline a practical approach for local preservation. See page 7 for additional details.

When are applications accepted?

Communities can apply to become a CLG at any time. SHPO accepts applications year-round and reviews them on a continual basis.

Can SHPO help me figure this out, talk to my community, or assist with an application?

Yes! SHPO's CLG Coordinator is available to help communities build support for local preservation activities and complete the CLG certification process. If you are interested in discussing the program, contact **SHPO's CLG Coordinator**.

What if we already have a local historic district ordinance and are ready to move forward?

If your community already has a local historic district ordinance meeting state requirements, your community has a quick path to CLG certification! Reach out to **SHPO's CLG Coordinator** to discuss next steps and begin the application process.

How Does The CLG Program Help My Community?

The Preservation Framework

Rooted in preservation best practices, the CLG program gives credibility to local historic preservation activities, their importance, and their relationship to community planning and development initiatives. The program also promotes preservation activities consistent with national and state standards, which encourage responsible decision-making for important historic places in the community.

Participation in the CLG program also signals that a community is preservation-ready, supporting a vision for its future that respects the link between the community's built and cultural environment and its sense of place. At a basic level, the program helps communities to:

- Integrate preservation into local planning and decision-making processes;
- Identify, protect, and tell the story of important historic places in the community;
- Plan for and leverage historic resources as valuable community goods;
- Identify and facilitate opportunities for reinvestment and rehabilitation; and
- Partner with state and federal programs in support of local efforts.

The Preservation Partnership

CLG status signifies that your community is part of a larger movement built on a network of partnerships among local communities, the State Historic Preservation Office, and the National Park Service. Importantly, the partnership provides your community with exclusive access to dedicated and prioritized assistance from SHPO, which works closely with CLGs as they plan for, build, and engage local historic preservation programs. The partnership also gives your community access to annual grant funding opportunities, which are made available solely to communities that participate in the CLG program.

Through the program, SHPO actively works alongside your community to help you build and implement an effective local historic preservation program. SHPO's approach to this partnership is rooted in the following guiding principles:



Collaborative: SHPO is an active partner in the success of local preservation programs and believes that meaningful engagement with and assistance to our CLG partners is crucial to the success of the program. SHPO's CLG Coordinator provides ongoing support and assistance designed to help our communities succeed.



Flexible: Communities across the state vary widely in their size, capacity, and resources, and preservation tools and activities will look different in every community. While CLGs are required to meet minimum standards, SHPO works with each CLG to move preservation interests forward in a way that is practical, achievable, and meaningful for the community.



Incremental: The CLG program recognizes that preservation activities are not stagnant; they are part of dynamic, ongoing processes. Change takes time, and no community has everything figured out. Incremental, sustained progress toward preservation best practices is the goal.



Goal-oriented: The CLG program doesn't tell you what your community's preservation goals should be. Rather, the program is intended to help you put in place the tools necessary to meet the goals that are important to you. It's a bottom-up approach that recognizes that historic preservation is most meaningful and impactful at the local level.

What Are The Benefits Of Being a CLG?

The CLG program provides a unique opportunity for communities to leverage the skillset, assistance, and resources of the State Historic Preservation Office and National Park Service. A summary of the program's primary benefits is provided below, and additional detail on select benefits follows on the next page.

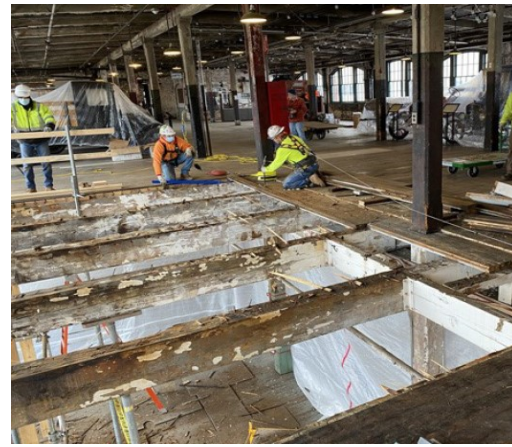
	CLG Community	Non-CLG Community
SHPO Technical Assistance	Prioritized support from SHPO CLG Coordinator	General SHPO support
Building Consultations with one of SHPO's Historical Architects	Yes, with brief report following visit	Yes, no report
Archaeological Advice		
Annual SHPO grant opportunities for rehabilitation projects		
Annual SHPO grant opportunities for planning, documentation, and education projects		
Access to SHPO CLG Virtual Resource Library, Program Bulletins, and more		
Dedicated email list and newsletters with news and notices of training and funding availability		
Access to Community Partnership Projects, which provide no-cost solutions for small preservation planning projects		
Program-specific training and educational opportunities		
Enhanced role in nominating properties to the National Register		
Scholarships from National Park Service to attend certain preservation conferences*		
Access to National Park Service Historic Preservation Fund grants*		Some

*Dependent on annual availability from NPS

CLG GRANTS

One of the greatest benefits of becoming a CLG is that participating communities are eligible to apply for annual grant funding set aside exclusively for CLGs. That's right, yearly grant funding is only available to CLGs! Non-profits and public entities in a CLG community can also apply in partnership with the CLG (local government).

Since the start of Michigan's CLG program, SHPO has provided more than 150 grants to CLGs across the state, supplementing local preservation activities and often serving as a catalyst for additional investment. Grants are provided for two categories of projects: (1) preservation planning, documentation, and education projects and (2) rehabilitation planning and rehabilitation projects. For more detailed information, see our [CLG Grants page at the SHPO website](#).



COMMUNITY PARTNERSHIP PROJECTS

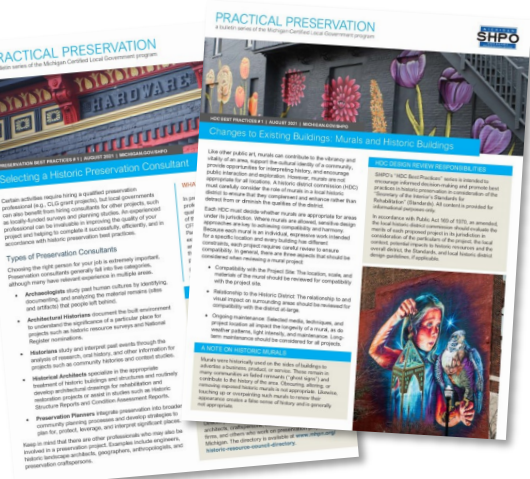
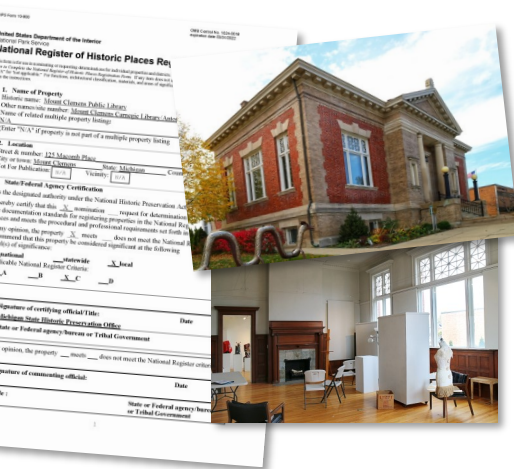
Intended to fill the gap between a community's desire to complete preservation projects and its lack of capacity to carry out projects on its own, **Community Partnership Projects** allow a CLG to leverage the expertise of SHPO to complete small projects that might not otherwise be possible and to do so at no cost. CLGs can apply for one of three project types: historic resource surveys, National Register nominations, or design guidelines.

At the end of the process, CLGs get a professionally finished product from SHPO that they can use to carry forward their preservation goals. Because this is both a technical assistance and educational initiative, participating CLGs also get hands-on experience and training in preservation activities, which better equip them to carry out future projects on their own.

SPECIALIZED TECHNICAL ASSISTANCE

While SHPO assists all communities, CLGs receive dedicated and prioritized assistance from SHPO's CLG Coordinator, who works daily with CLGs on their preservation programs; visits communities to have on-the-ground discussions about local preservation strategies; and develops special initiatives to help communities move their preservation programs forward.

The CLG Coordinator also works with other SHPO staff on collaborative efforts. These include, for example, working with the Survey Coordinator to help CLGs identify practical strategies for identifying and documenting important places in the community; coordinating with SHPO's historical architect to complete building consultations for "problem" properties; and coordinating with SHPO archaeologists to provide education and assistance with archaeological sites.



TRAINING AND EDUCATION

CLGs have access to a curated collection of training materials and technical resources available from SHPO, as well as ongoing program bulletins and newsletters. CLGs can also participate in workshops, regional roundtables, webinars, and other community outreach initiatives designed specifically for CLG staff, elected officials, and HDC members. Communities that want one-on-one support can work with SHPO's CLG Coordinator to arrange for community visits. These provide the opportunity to discuss local preservation strategies, request feedback on particular challenges the community may be facing, and provide the HDC and its staff with training on issues related to design review and administration of local historic districts.

What's Required To Be A CLG?

All communities across the country that participate in the CLG program agree to meet five basic requirements established by the National Park Service. Each State Historic Preservation Office then further defines the requirements based on its own standards and guidelines.

In total, these requirements provide an effective framework for integrating historic preservation into local decision-making processes and community development activities. They also provide the community with a solid foundation for identifying, planning for, protecting, and telling the story of important historic places.

Program Requirement	Why Is It Important?
1. Enact a Local Historic District Ordinance meeting the requirements of Michigan's Local Historic Districts Act (Public Act 169 of 1970 [PA 169])	A local historic district ordinance is basic to the success of a community's preservation efforts. The ordinance formally demonstrates the local government's commitment to preservation and provides the legal authority for communities to protect single site and multi-resource historic districts.
2. Appoint and maintain an active Historic District Commission in accordance with PA 169	A local government appointed commission is vital to making informed decisions about changes to designated historic resources in the community and ensuring that due process is fairly applied to all property owners. The commission is also critical in helping guide the community's preservation planning goals and outreach.
3. Implement a strategy for ongoing, incremental survey of important historic places across the community	Effective planning begins with knowing what you have; preservation is no different. When we understand the sites important to our community, we are better equipped to plan for them. We are also better positioned to collaborate with local stakeholders in discussions about place, heritage stewardship, and community identity.
4. Provide for public participation in the local historic preservation program, including activities of the historic district commission	Public participation is key to the success of a local preservation program. It fosters public awareness and appreciation for our built and cultural environment and links preservation to broader community goals, priorities, and place-based initiatives. Public participation also includes ensuring that the activities of the historic district commission are transparent, consistent, and free of bias.
5. Satisfactorily meet program requirements , including compliance with SHPO goal setting and reporting requirements	A goal-oriented approach helps CLGs prioritize use of their resources and provides momentum for grant funding and technical assistance requests. Completing a brief annual report detailing basic preservation activities complements this approach and provides an easy way to capture preservation activities in the community, which can be used to boost support with the public and elected officials and identify important next steps.

How Does Our Community Become A CLG?

Step 1. Contact SHPO's CLG Coordinator

Communities are encouraged to contact SHPO's CLG Coordinator prior to applying to become a CLG. They should also review [Michigan's Certified Local Government Program Certification Manual](#) for full information on the program. SHPO's CLG Coordinator is here to help you at each step. They are available to meet with local stakeholders to discuss the program and talk through the application process, which can streamline the community's entry into the program.

Step 2. If not already completed:

2a. Enact a Local Historic District Ordinance

Adopt a local historic district ordinance complying with the requirements of Public Act 169 of 1970. Need a starting point? Use [SHPO's model ordinance](#), which you can adapt for your community.

2b. Appoint a Historic District Commission

Following adoption of the ordinance, appoint members to the historic district commission. Once established, the commission should hold its first meeting and approve bylaws.

Step 3. Complete the Application for CLG Certification

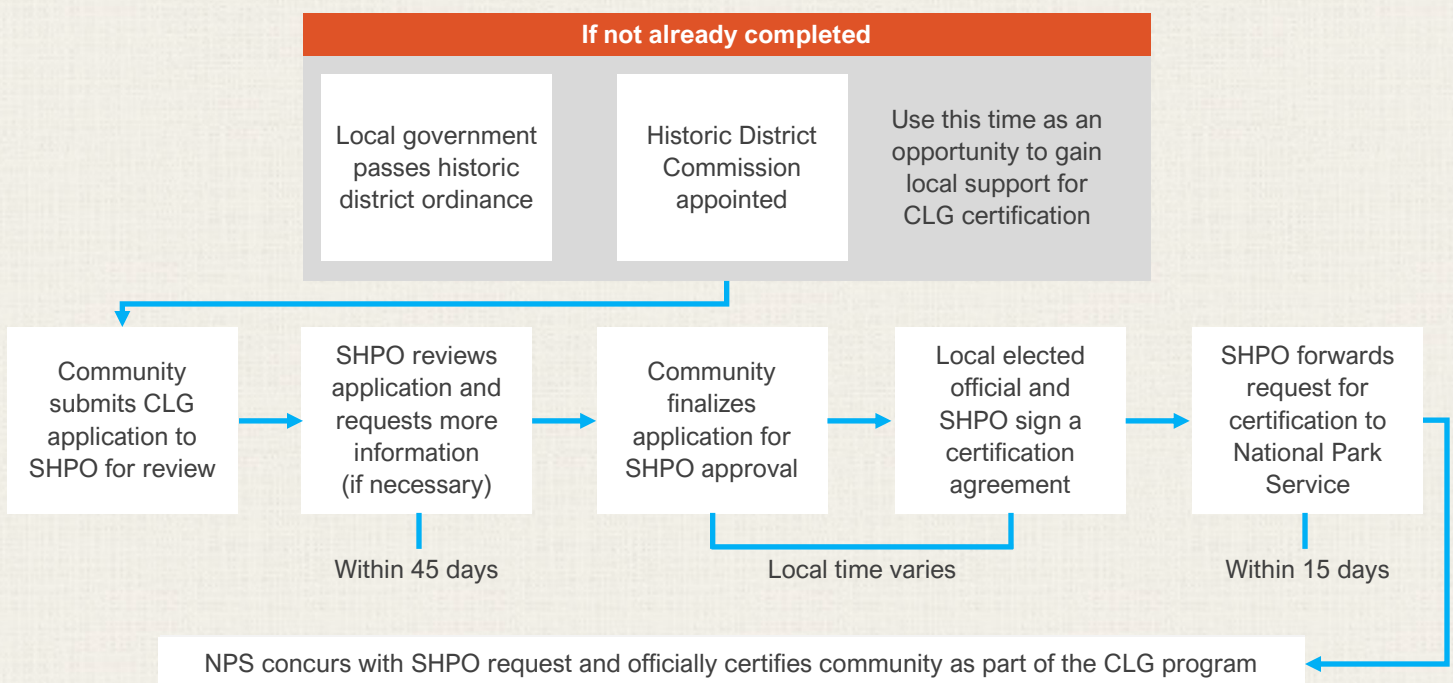
Once a community has its local district ordinance and historic district commission in place, it can apply for CLG certification. Applications can be requested from SHPO or accessed at the [SHPO CLG program webpage](#).

Step 4. SHPO Review of Application and Certification Agreement

SHPO reviews the application to make sure it's complete. If necessary, SHPO may request supplemental information. Once the application is satisfactory, SHPO prepares a certification agreement for signature by the chief elected official (e.g., mayor) of the local government and the State Historic Preservation Officer.

Step 5. NPS Review and Approval

SHPO compiles the community's information and requests certification from the National Park Service. Upon concurrence from NPS, the community is officially entered into the CLG program and eligible to take advantage of program benefits.



Ready To Be Michigan's Next CLG?

Does the CLG program sound like it might be a good fit for your community? Consider these questions:

- Are you exploring ways to promote historic preservation activities in your community?
- Are you looking for ways to encourage historic preservation as part of community planning and development processes?
- Are you searching for tools to enhance your ongoing efforts?
- Would grant funding opportunities be helpful to your community?
- Is your local government willing to make a commitment to meeting program guidelines?
- Does your community have a local historic district ordinance meeting state standards or is it willing to enact one?
- Has your community appointed a historic district commission or is it willing to do so?
- Is your community willing to collaborate with SHPO on discussions and preservation activities?

If so, let's continue the discussion! Reach out to SHPO's CLG Coordinator, Alan Higgins, at higginsS3@michigan.gov to learn more about the program. We're also happy to support local conversations with stakeholders and discuss how the CLG program can benefit your community.

We look forward to hearing from you!



WANT MORE INFO?

Check out SHPO's CLG program website at www.michigan.gov/CLGgrants. In addition to basic program information, the site includes detailed information on the CLG grant program; a discussion of program benefits; frequently asked questions; and information on Michigan's CLG communities.

In particular, these resources may be useful:

Michigan Certified Local Government Program: Requirements + Certification Handbook

The CLG program handbook discusses program requirements and benefits in detail. It also provides a deeper discussion of SHPO's approach to working with communities.

CLG Program Annual Reports

Our annual reports highlight some of the preservation work happening in CLG communities across the state, including ways in which the CLG program supports local efforts.

**State Historic Preservation Office
300 N. Washington Square
Lansing, Michigan 48913
www.michigan.gov/SHPO
preservation@michigan.gov
517.335.9840**

**Certified Local Government Program
Alan Higgins, CLG Coordinator
www.michigan.gov/CLGgrants
HigginsS3@michigan.gov**



The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan Strategic Fund, State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Chief, Office of Equal Opportunity Programs, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, MS-2740, Washington, D.C. 20240.

HISTORIC DISTRICT



ORDINANCE CHECKLIST

Community: Portage

Reviewer: Haley Schriber

Date: April 15, 2025

This checklist was designed as an aid for updating or creating a local historic district ordinance. Each of the items listed should appear in the ordinance to ensure it is compliant with Michigan's Local Historic District Act, Public Act 169 of 1970 (PA 169), as amended. The section numbers on the checklist correspond to the section numbers as they appear in PA 169. This is just a checklist, the official language for the ordinance should be taken directly from PA 169.

Section 1. Definitions

- x Alteration
- x Certificate of Appropriateness
- x Commission
- x Demolition
- x Demolition by neglect
- x Denial
- x Fire Alarm System
- x Historic district
- x Historic Preservation
- x Historic Resource
- x Notice to Proceed
- x Open Space
- x Ordinary Maintenance
- x Proposed Historic District
- x Resource
- x Smoke Alarm
- x Work

Section 2. Public Purpose -

Declares Historic Preservation is a Public Purpose for the following reasons:

- x Safeguard heritage
- x Stabilize and improve property values
- x Foster civic beauty
- x Strengthen local economy
- x Promote education, pleasure and welfare

Section 3. Historic District Study Committee

(1) Membership & Preliminary Report

Study committee membership requirements:

Study committee Members are appointed by the local unit of government

- x Majority of study committee members have a demonstrated interest in historic preservation
- x Representation from one or more local organized preservation groups, based on population size

Study committee responsibilities:

- x Conduct a photographic inventory
- x Conduct basic research
- x Count and percentage of historic and non-historic resources
- x Study committee shall be guided by the *U. S. Secretary of Interior's Standards and Guidelines for Inclusion in the National Register*

Study committee preliminary report must include at a minimum:

- ✗ Charge of the committee
- ✗ Composition of the committee
- ✗ Name of historic district(s) studied
- ✗ Boundary of district in writing
- ✗ Boundary of district on maps
- ✗ History of each proposed district
- ✗ Significance of each district and sufficient resources to fully represent district

(2) Official Transmittal and Public Hearing

Preliminary study committee report transmitted to:

- ✗ Local planning unit
- ✗ **State Historic Preservation Office**
- ✗ Michigan Historical Commission
- ✗ State Historic Preservation Review Board
- ✗ Public hearing held not less than 60 days after report transmittal
- ✗ Notice of time, date and place of hearing per Open Meetings Act (PA 267)
- ✗ Written notice of hearing to property owners First Class not less than 14 calendar days before hearing
- ✗ Study committee has one year after public hearing to submit a final report
- ✗ Draft ordinance is included with final report

(3) Final Report and Ordinance

- ✗ Local unit of government, at its discretion, may introduce, pass or reject ordinance
- ✗ If district is passed, file ordinance with legal boundary description must be sent to register of deeds
- ✗ If a written petition is used to establish district, local unit shall not pass an ordinance establishing a contiguous district less than 60 days after receipt of the petition

(4) Study Committee Meetings

- ✗ Study committee report is made available to the public per Freedom of Information Act (PA 442)

Section 4. Establishing the Historic District Commission

HDC Members:

- ✗ Must reside in the local unit of government
- ✗ 5-7 members for populations less than 5,000 or 7-9 members for populations more than 5,000
- ✗ Majority of HDC members must have a demonstrated interest in preservation
- ✗ HDC members are appointed by the head of local government
- ✗ HDC members are appointed for 3-year terms and initial appointments are staggered
- ✗ HDC members are eligible for reappointment
- ✗ HDC vacancy must be filled within 60 calendar days
- ✗ HDC must include members appointed from a list provided by an organized local preservation group: 1 if population less than 5,000 2 if population more than 5,000
- ✗ 1 member with architecture degree, if available
- ✗ **HDC meets at least quarterly**

Section 5. Permits, Appeals, Design Review, Rules of Procedure, Delegation of Work, Demolition by Neglect

(1) Permits

- ✗ Permit required for any work on the exterior of a resource in a historic district

- ✗ Certificate of Appropriateness (COA) filed with building inspector, commission or designated
- ✗ authority
- ✗ Person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing work must file permit
- ✗ Building inspector shall refer all work to the HDC
- ✗ Permit shall not be issued, and no work done until commission issues a COA or Notice to
- ✗ Proceed
- ✗ Local unit may charge an application fee
- ✗ Fire Suppression Language

(2) Appeal by Applicant

- ✗ Applicant for COA may appeal to the State Historic Preservation Review Board
- ✗ Appeal shall be filed within 60 calendar days after HDC decision
- ✗ Applicant aggrieved by the decision of the Review Board may appeal to circuit court.

(3) Design Review Standards & Guidelines

- ✗ HDC shall follow the *Secretary of Interior Standards and Guidelines for Rehabilitating Historic Buildings* as set forth in 36 CFR 67 when reviewing plans.
- ✗ HDC considerations:
 - ✗ Historic/architectural value and significance to the surrounding area
 - ✗ Relationship of any architectural features to rest of resource and area
 - ✗ General compatibility of the design, arrangement, texture, and materials
 - ✗ Other factors, such as aesthetic value, the HDC finds relevant
- ✗ Standards and guidelines for special design characteristics must be approved by SHPO
- ✗ Fire Suppression Language

(4) Review Exterior Work Only

- ✗ HDC shall review only exterior features unless otherwise authorized by the local unit of government

(5) Economically Feasible Plan

- ✗ If work will adversely affect the exterior of a resource that the HDC deems valuable
- ✗ HDC shall attempt to establish an economically feasible plan to preserve it

(6) Notice to Proceed

- ✗ HDC can issue a Notice to Proceed for inappropriate work if it finds retaining resource:
 - ✗ is a hazard to public safety
 - ✗ is a deterrent to major improvement program
 - ✗ will cause undue financial hardship to owner
 - ✗ is not in the interest of the majority of the community

(7) Commission Meetings

- ✗ HDC meetings held in compliance with Open Meetings Act (PA 267)
- ✗ HDC meeting notices shall include time, date & place, agenda, list of permit applications under review

(8) Commission Records

- ✗ HDC records shall be kept per Freedom of Information (PA 442)

(9) Rules and Procedures

- ✗ HDC adopts its own rules and procedures and design review guidelines and standards

(10) Delegation of Minor Classes of Work

- ✗ Delegate issuance of COA for minor work
- ✗ HDC must provide delegated authority with written standards
- ✗ HDC must review delegate's work on at least a quarterly basis

(11) Demolition by Neglect

- ✗ If HDC finds a resource in district is threatened by demolition by neglect it may:
 - ✗ Require the owner to repair all contributing conditions
 - ✗ Get a circuit court order to enter property after a reasonable time to make repairs
 - ✗ Local unit can charge owner or levy special assessment against property for work done

(12) Work Done without a Permit

- ✗ HDC can require owner to restore property to condition before work
- ✗ HDC must get circuit court order to enter property & make repairs
- ✗ Cost of repairs can be charged to owner or levied as special assessment on property

Section 6. Gifts and Grants

- ✗ Legislative body may accept grants and gifts or participate in preservation programs and
- ✗ may appoint the HDC as the agent to accept and administer such responsibilities

Section 7. Acquisition of Historic Resources

- ✗ Historic resource may be purchased by local unit upon HDC recommendation
- ✗ HDC or standing committee responsible for maintaining resource
- ✗ Under HDC recommendation, the local unit may sell acquired resources
- ✗ with protective easements

Section 9. Filings

- ✗ HDC shall file a COA, Notice to Proceed, and Denials with the building
- ✗ inspector or delegated authority
- ✗ Denial by HDC is binding on the building inspector
- ✗ Denial must be accompanied by a written explanation and notification of right to appeal and
 - ✗ notice that applicant can resubmit request with changes
- ✗ Failure of HDC to act within 60 calendar days is considered approval

Section 10. Ordinary Maintenance

- ✗ Nothing in the ordinance shall be construed to prevent ordinary maintenance

Section 11. Appeal by a Non-Applicant

- ✗ Any citizen or organized preservation organization can appeal a HDC decision to
- ✗ circuit court

Section 14. Establishing, Eliminating, or Modifying a District**(1) Procedure for establishing, eliminating, or modifying a district**

- ✗ Local unit of government may modify or eliminate a historic district
- ✗ Must appoint a study committee and follow procedure set forth in Section 3

(2) Elimination of a District

Study committee must consider if the district:

- ✘ Lost the physical characteristics that made it significant
- ✘ Is no longer significant as defined
- ✘ Was established pursuant to defective procedures

(3) Review of Work in a Proposed District

- ✘ Local unit of government can adopt resolution enabling HDC to review work in a
- ✘ proposed district for 6 months but not more than 1 year

(4) Emergency Moratorium

- ✘ Local unit of government can declare a moratorium of up to one year on all work

✘ **Section 15. Violations/Fines**

- ✘ Violators can be fined up to \$5,000
- ✘ Violators may be ordered by court to make repairs

SHPO Comments:

Note: In order for a community to qualify for the state historic preservation tax incentives or Certified Local Government (CLG) status, a historic district ordinance cannot contain clauses that restrict the HDC's review of resources in a designated local historic district. Some examples of such clauses include:

- A sunset clause where a district will be terminated on a specific date
- Owner consent clauses of any type
- Clause that allows voluntary participation in the review process
- A clause that limits review to a specified portion of a resource such as the front façade or to portions of the resource that are visible from the right of way
- A clause that limits the review to work that requires a building permit
- Limiting review to specific types of resources such as buildings only
- A clause that results in different levels or tiers of review in a historic district
- Provisions where hospitals, churches, publicly owned buildings, etc. are exempt from HDC review
- Provisions where the building inspector or city council have final approval for demolitions in local historic districts

From: [Alex Johnson](#)
To: [Peter Dame](#)
Cc: [Biqi Zhao](#)
Subject: FW: Portage Historic District Properties
Date: Thursday, November 13, 2025 3:56:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[Portage Local Historic District Ordinance Revised SHPO Review.docx](#)

Hello Pete,

Below you will find the email from our CLG Coordinator from the State Historic Preservation Office stating “all changes have been made to comply with Public Act 169!”

Alex Johnson
City Planner/Project Manager

From: Schriber, Haley (LEO) <SchriberH@michigan.gov>
Sent: Wednesday, August 13, 2025 2:22 PM
To: Alex Johnson <johnsona@portagemi.gov>
Subject: RE: Portage Historic District Properties

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER

Do not click on links or open attachments unless this is from a sender you know and trust.

Hi Alex,

I took another look at the ordinance and only find one minor correction—one reference was missing “State” as in the Michigan State Historic Preservation Review Board, so I went ahead and added it using tracked changes—otherwise, all changes have been made to comply with Public Act 169!

Next, you’ll begin the process of passing the historic district ordinance. Once the ordinance is enacted, you may begin the CLG application process. The application will require a copy of the enacted ordinance which must be signed and dated or accompanied by proof of its adoption (a resolution). You will also need to include any lists and maps of designated districts, design guidelines, preservation plan, or other preservation requirements or guidance (like blight ordinances, information on local façade grant programs, or technical guidance from the DDA). I will include a link to our [application/certification process webpage](#)! Please let me know if you have any questions or would like to hop on a call to discuss.

Thank you,

Haley Schriber
CLG & Community Preservation



Coordinator
State Historic Preservation Office
300 North Washington Square
Lansing, MI 48913
Office: (517) 335-9840
Direct: (517) 855-8585
michigan.gov/shpo

SHPO would like your help! The State of Michigan, through the SHPO, is gathering public input ahead of the creation of the next Statewide Historic Preservation Plan, which will span the years 2027-2034. Please attend one of our upcoming public meetings either virtually or in a city near you. Details on the plan and scheduled meetings can be found [here](#).

From: Alex Johnson <johnsona@portagemi.gov>
Sent: Wednesday, August 13, 2025 7:41 AM
To: Schriber, Haley (LEO) <SchriberH@michigan.gov>
Subject: RE: Portage Historic District Properties

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hello Haley,

I have revised the ordinance with the last two fixes – see attached. As an fyi, I plan to bring this in front of the HDC for approval in the September or October meeting and then it will need to go to our city council for acceptance.

Would you please check our ordinance to see if it meets requirements and then advise on next steps? Thank you for your help.

Alex Johnson
City Planner/Project Manager

From: Schriber, Haley (LEO) <SchriberH@michigan.gov>
Sent: Wednesday, August 6, 2025 1:47 PM
To: Alex Johnson <johnsona@portagemi.gov>
Subject: RE: Portage Historic District Properties

CAUTION: THIS EMAIL IS FROM AN EXTERNAL SENDER
Do not click on links or open attachments unless this is from a sender you know and trust.



City of Portage Historic District Commission Meeting Minutes
Wednesday, October 1, 2025, at 8:30 AM
Heritage Room at Portage District Library

Meeting Called to Order: 8:34 AM Chair VanLonkhuyzen called the meeting to order.

Members Present: Nick Meyle, Steve Rice, Martha Deming-Maytnier, Katie VanLonkhuyzen, Dusti Morton, Carol Dunleavy-Chandler

Members Absent: Suzanne M. Nemeth, Jessie Duniphin

Staff: Alex Johnson, City Planner/Project Manager

Approval of Minutes:

August 6, 2025, Meeting Minutes:

Commissioner Meyle made the motion, seconded by Commissioner Rice, to approve August 6, 2025, meeting minutes; motion approved 6-0.

Announcements:

Certified Local Government Program overview and ordinance review

Staff introduced the program and the revised Chapter 38 – Historical Preservation code. The Certified Local Government (CLG) Program is run by the Michigan State Historic Preservation Office (SHPO) in partnership with the National Park Service to strengthen historic preservation at the local level. Communities that achieve CLG status gain access to exclusive grant funding, technical assistance, and training that support projects such as surveys, design guidelines, and educational programs. These benefits help communities preserve their cultural heritage, enhance local planning and economic development, and build public support for protecting historic places. Staff informed the Commission of the timeline and at the next meeting the Commission will vote to recommend it to City Council for adoption.

New Business:

Unfinished Business:

FY25-26 Goals and Objectives

The Historic District Commission discussed the need for more time to narrow down and refine the goals/objectives to more effectively complete them.

Commissioner Rice made the motion, seconded by Commissioner Deming-Maytnier, to table the FY25-26 Goals and Objectives until next meeting; motion approved 6-0.

Member Comments: None.

Adjournment: There being no further comments or business, Chair VanLonkhuyzen adjourned the meeting at 9:54 AM.

Regards,

Alex Johnson
City Planner/Project Manager



City of Portage Historic District Commission Meeting Minutes
Wednesday, November 5, 2025, at 8:30 AM
Heritage Room at Portage District Library

Meeting Called to Order: 8:30 AM Chair VanLonkhuyzen called the meeting to order.

Members Present: Steve Rice, Martha Deming-Maytnier, Katie VanLonkhuyzen, Dusti Morton, Carol Dunleavy-Chandler, Suzanne M. Nemeth

Members Absent:, Jessie Duniphin, Nick Meyle

Staff: Alex Johnson, City Planner/Project Manager

Approval of Minutes:

October 1, 2025, Meeting Minutes:

Commissioner Dunleavy-Chandler made the motion, seconded by Vice Chair Nemeth, to approve October 1, 2025, meeting minutes; motion approved 6-0.

Announcements:

New Business:

Unfinished Business:

1. FY25-26 Goals and Objectives

The Historic District Commission discussed the need for more time to narrow down and refine the goals/objectives to more effectively complete them.

Commissioner Rice made the motion, seconded by Commissioner Deming-Maytnier, to table the FY25-26 Goals and Objectives until next meeting; motion approved 6-0.

2. Chapter 38 – Historical Preservation ordinance review and vote

Staff introduced the revised Chapter 38 – Historical Preservation ordinance at the previous meeting. No comments made. Staff informed the Commission that next steps are for City Council to have 1st and 2nd reading, to adopt it and continue application for the Certified Local Government Program.

Commissioner Rice made the motion, seconded by Commissioner Deming-Maytnier, to recommend to City Council the approval of the amended Chapter 38 - Historical Preservation Ordinance; motion approved 6-0.

Member Comments: None.

Adjournment: There being no further comments or business, Chair VanLonkhuyzen adjourned the meeting at 9:53 AM.

Regards,

Alex Johnson
City Planner/Project Manager

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
CHAPTER 38 HISTORIC PRESERVATION**

THE CITY OF PORTAGE ORDAINS:

SECTION 1 Amendments to the Code of Ordinances of the City of Portage, Michigan, Chapter 38 Historic Preservation as the following:

Chapter 38 HISTORICAL PRESERVATION[±]

Footnotes:

~~(1)~~

~~Cross-reference—Community quality, ch. 24; land development regulations, ch. 42.~~

ARTICLE 1. IN GENERAL

Secs. 38-1—38-30. Reserved.

ARTICLE 2. HISTORIC DISTRICTS

DIVISION 1. GENERALLY

Sec. 38-31. Purpose of article.

Pursuant to Public Act. No. 169 of 1970 (~~MCL 399.201 et seq., MSA 5.3407(1) et seq.~~), historic preservation is declared to be a public purpose and public necessity to do one or more of the following:

- (1) Safeguard the heritage of the city by preserving one or more historic districts in the local unit that reflect elements of the city's history, architecture or archaeology.
- (2) Stabilize and improve property values in each district and the surrounding areas.
- (3) Foster civic beauty.
- (4) Strengthen the local economy.
- (5) Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city.

(Code 1983, § 282.01; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.~~201-202 et seq., MSA 5.3407(2).~~

Sec. 38-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means work that changes the detail of a resource but does not change its basic size or shape.

Certificate of appropriateness means the written approval of a permit application for work that is appropriate and that does not adversely affect a resource.

Committee means a historic district study commission appointed by the council.

Demolition means the razing or destruction, whether entirely or in part, of a resource, and includes but is not limited to demolition by neglect.

Demolition by neglect means neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

Denial means the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.

Fire alarm system means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarm.

Historic district means an area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering or culture.

Historic preservation means the identification, evaluation, establishment and protection of resources significant in history, architecture, archaeology, engineering or culture.

Historic resource means a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this city, state, or a community within this state, or of the United States.

Notice to proceed means written permission to issue a permit for work that is inappropriate and that adversely affects a resource, pursuant to a finding under this article.

Open space means undeveloped land, a naturally landscaped area, or a formal or manmade landscaped area that provides a connective link or a buffer between other resources.

Ordinary maintenance means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for purposes of this article.

Proposed historic district means an area, or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.

Repair means to restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for purposes of this article.

Resource means one or more publicly or privately owned historic or nonhistoric buildings, structures, sites, objects, features or open spaces located within a historic district.

Smoke alarm means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding device into a single unit, operated from a power supply either in the unit or obtained at the point of installation. "Multiple-station alarm" means 2 or more single-station alarms that are capable of interconnection such that actuation of 1 alarm causes all integrated separate audible alarms to operate.

Work means construction, addition, alteration, repair, moving, excavation or demolition.

(Code 1983, § 282.02; Ord. No. 093-05, 5-11-1993)

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

State law reference(s)—Similar provisions, MCL 399.201, ~~MSA 5.3407(1).~~

Sec. 38-33. Ordinary maintenance; work under existing permits.

Nothing in this article shall be construed to prevent ordinary maintenance or repair of a resource within a historic district or to prevent work on any resource under a permit issued by the department of community development or other duly delegated authority before May 11, 1993.

(Code 1983, § 282.12; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.210, ~~MSA 5.3407(10).~~

Sec. 38-34. Enforcing agency.

The department of community development shall be charged with the enforcement of the provisions of this article.

(Code 1983, § 282.15; Ord. No. 093-05, 5-11-1993)

Sec. 38-35. District established; boundaries.

A historic district within the city is hereby created, which district shall include the following described lands and the structures situated thereon:

- (a) Property Address: 5029 Angling Road
Tax ID No. 03580-049-O

Legal Description:

HILL N BROOK VILLAGE LOT 49 & 50 EXC NELY 25 FT OF LOT 50 ALSO BEG AT NE COR LOT 44 TH S ON E LI SD LOT 57.60 FT TH SWLY 248.55 FT TO A PT ON W LI LOT 43 146.34 FT N OF SW COR TH N ALG SD W LI 11.43 FT TO NW COR SD LOT TH NELY ALG N LI SD LOT 67.39 FT TH CONT NELY ALG N LI LOT 44 190.19 FT TO PL OF BEG.

- (b) Property Address: 5260 Angling Road
Tax ID No. 00006-015-A

Legal Description:

SECTION 6-3-11 BEG AT A PT 132 FT S OF NE COR S ½ NE ¼ SEC 6, TH S 198 FT TH W 233 FT, TH N 198 FT, TH E 233 FT TO P.O.B., EXC E 33 FT FOR HWY.

- (c) Property Address: 5719 Angling Road
Tax ID No. 00761-042-O

Legal Description:

SUPERVISORS PLAT OF BOYLANS ACRES #1 LOT 42 AND LOT 43. ALSO BEG AT SE COR SD LOT 43, TH N ALG E LI LOTS 43 AND 42 TO NE COR SD LOT 42, TH E 19 FT, TH S 75 FT, TH E 30 FT, TH S 10 FT, TH E 100 FT, TH S 85 FT, TH W 149 FT TO P.O.B.

- (d) Property Address: 6638 Angling Road
Tax ID No. 00007-286-O

Legal Description:

SEC 7-3-11 COM NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT FOR PL OF BEG TH N 56 DEG 34 MIN 20 SEC W 233 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH S 61 DEG 09 MIN 50 SEC E 200.64 FT TH S 56 DEG 34 MIN 20 SEC E 33 FT TH S 33 DEG 25 MIN 40 SEC W 227.51 FT TO PL OF BEG. ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT TH N 56 DEG ;b2; 34 MIN 20 SEC W 328 FT FOR PL OF BEG TH S 56 DEG 34 MIN 20 SEC E 95 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH N 61 DEG 09 MIN 50 SEC W TO A PT TH SWLY TO P.O.B., ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES, TH N 33 DEG 25 MIN 40 SEC E 789.44 FT TO P.O.B., TH N 56 DEG 34 MIN 20 SEC W 33 FT, TH N 61 DEG 09 MIN 50 SEC W 300.97 FT, TH N 33 DEG 25 MIN 40 SEC E 197.88 FT, TH SELY 129.99 FT, ALG A CURVE TO THE RIGHT WITH A RADIUS OF 227 FT, TH S 56 DEG 34 MIN 20 SEC E 210 FT TO CTR LI ANGLING RD, TH S 33 DEG 25 MIN 40 SEC W ALG SD CTR LI 210 FT TO P.O.B.

- (e) Property Address: 506 Bacon Avenue
Tax ID No. 00034-055-O

Legal Description:

SEC 34-3-11 W 8 R OF N 10 R of NE ¼ NW ¼ SEC 34.

- (f) Property Address: 704 Bacon Avenue
Tax ID No. 04740-005-C

Legal Description:

LUDINGTON ACRES N 238 FT OF LOT 5.

- (g) Property Address: 515 East Centre Avenue
Tax ID No. 04200-003-O

Legal Description:

LAKEWOOD HOMES LOT 3.

- (h) Property Address: 903 East Centre Avenue
Tax ID No. 00015-465-O

Legal Description:

SEC 15-3-11 BEG AT S ¼ POST SEC 15 TH E 6 R TH N 40 R TH W 6 R TH S 40 R TO BEG EXC W 1 R OF S 30 R & W 2 R OF N 10 R FOR HWY.

- (i) Property Address: 1521 East Centre Avenue
Tax ID No. 00015-570-O

Legal Description:

SEC 15-3-11 BEG 21 R W OF SE COR SEC 15 TH W ON SEC LI 7 R TH N 80 R TH E 7 R TH S 80 R TO BEG.

- (j) Property Address: 7328 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W ¼ POST SEC 15, TH E 650 FT TO THE E LI OF CONRAIL RR ROW TO P.O.B., TH NLY ALG SD ROW 812.85 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 162.3 FT, THE S 24 DEG 43 MIN W 760 FT, TH W 190 FT TO P.O.B.

- (k) Property Address: 8009 Cox's Drive
Tax ID No. 00024-081-O

Legal Description:

SEC 24-3-11 COM AT NW COR SEC 24, TH S 132 FT TO P.O.B., TH CONT S TO NW COR OF S $\frac{1}{4}$ OF W $\frac{1}{2}$ OF NW $\frac{1}{4}$ SEC 24, TH E 420 FT, TH N TO N LI OF SD SEC, TH W 120 FT TH S 137 FT, TH W 199.39 FT, TH N 5 FT, TH W 100.61 FT TO P.O.B., RES COX DR AND CENTRE AVE FOR ROW.

- (l) Property Address: 2106 Forest Drive
Tax ID No. 00340-086-A

Legal Description:

AMES WEST LAKE PARK A PART OF LOT 86 DESC AS FOL BEG AT SE COR LOT 86 TH NELY ALG SELY LI SD LOT 188.71 FT TO NE COR LOT 86 TH WLY ALG NLY LI SD LOT 220 FT TH SLY 112.26 FT TO A PT IN SLY LI SD LOT 144 FT SWLY OF SE COR LOT 86 TH SELY ALG SLY LI SD LOT 144 FT TO PL OF BEG.

- (m) Property Address: 7706 Innisbrook Drive
Tax ID No. 09402-036-O

Legal Description:

WOODBIDGE HILLS #2 LOT 36.

- (n) Property Address: 2663 Mandigo Avenue
Tax ID No. 00035-145-Z

Legal Description:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SECTION 35 THAT IS 1810.00 FEET NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST OF THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 320.91 FEET; THENCE NORTH 00 DEGREES 21 MINUTES 04 SECONDS EAST 200.88 FEET; THENCE NORTH 38 DEGREES 50 MINUTES 31 SECONDS EAST 202.44 FEET; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST PARALLEL WITH SAID SOUTH LINE 234.48 FEET; THENCE SOUTH 38 DEGREES 50 MINUTES 31 SECONDS WEST 108.48 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 274.73 FEET TO SAID SOUTH LINE; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 101.59 FEET; THENCE NORTH 00 DEGREES 12 MINUTES 25 SECONDS WEST 440.88 FEET TO A POINT PREVIOUSLY DESCRIBED AS BEING 448 FEET NORTH OF SAID SOUTH SECTION LINE; THENCE NORTH 67 DEGREES 24 MINUTES 50 SECONDS EAST 654.53 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 699.41 FEET TO THE POINT OF BEGINNING.

- (o) Property Address: 6825 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 527 FT N OF S $\frac{1}{4}$ POST SEC 12, TH N 150 FT, TH E 300 FT, TH S 150 FT, TH W 300 FT TO P.O.B.

- (p) Property Address: 2027 East Milham Avenue
Tax ID No. 00002-050-O

Legal Description:

SEC 2-3-11 COM AT A PT 80 R E OF SW COR SEC 2 TH N 358.22 FT TH W 152 FT TH S 358.22 FT TH E 152 FT TO PL OF BEG.

- (q) Property Address: 4415 East Milham Avenue
Tax ID No. 00001-145-O

Legal Description:

SEC 1-3-11 COM S $\frac{1}{4}$ POST SEC 1 TH N 33 FT TH N 89 DEG 37 MIN 40 SEC E 1168.13 FT TO PL OF BEG TH N 138.73 FT TH E 93 FT TH S 138.73 FT TH S 89 DEG 37 MIN 40 SEC W 93 FT TO PL OF BEG.

- (r) Property Address: 1705 West Milham Avenue
Tax ID No. 00008-003-A

Legal Description:

SEC 8 & 9-3-11 BEG AT A POT 82.5 FT W OF NE COR SEC 8 TH E ALG N LI SECTIONS 8 & 9 A DISTANCE OF 165 FT TH S 297 FT TH W 165 FT TH N 297 FT TO PL OF BEG. EXC N 33 FT FOR HWY.

- (s) Property Address: 3221 West Milham Avenue
Tax ID No. 00008-250-O

Legal Description:

SEC 8-3-11 BEG N W COR SEC 8 TH E 283 FT TH S 240 FT TH W TO W LI SD SEC TH N ALG SD W LI 240 FT TO PL OF BEG. RES N & W 33 FT FOR HWY PURP.

- (t) Property Address: 8021 Oak Street
Tax ID No. 07200-113-O

Legal Description:

ROSE DALE SUBDIVISION LOTS 113 & 114 EXC S 5 FT OF LOT 114, ALSO INCLUDING THE W $\frac{1}{2}$ OF THE ABUTTING VACATED ALLEY.

- (u) Property Address: 5134 Oakland Drive
Tax ID No. 00005-010-O

Legal Description:

SEC 5-3-11 COM AT NE COR OF W $\frac{1}{2}$ NE FR $\frac{1}{4}$ SEC 5 TH S O DEG 32 MIN E 783 FT FOR PL OF BEG TH S O DEG 32 MIN E 363 FT TH S 89 DEG 28 MIN W 313.5 FT TH N O DEG 32 MIN W 363 FT TH N 89 DEG 28 MIN E 313.5 FT TO BEG.

- (v) Property Address: 5720 Oakland Drive
Tax ID No. 00005-085-A

Legal Description:

SEC 5-3-11 BEG AT A PT IN E LI W $\frac{1}{2}$ SE $\frac{1}{4}$ SEC 5 1190 FT S OF EW $\frac{1}{4}$ LI SD SEC TH W 283 FT TH N 200 FT TH W 113 FT TH S 432.64 FT TH E 113 FT TH N 100 FT TH E 283 FT TH N 132.64 FT TO PL OF BEG. EXC E 33 FT FOR HWY.

- (w) Property Address: 6235 Oakland Drive
Tax ID No. 00008-110-O

Legal Description:

SEC 8-3-11 COM AT NW COR E $\frac{1}{2}$ NE $\frac{1}{4}$ SEC 8 TH S ALG W LI SD E $\frac{1}{2}$ 1320 FT FOR PL BEG TH S ALG SD W LI 132 FT TH E 200 FT TH N 132 FT TH W 200 FT TO BEG.

- (x) Property Address: 7119 Oakland Drive
Tax ID No. 6060-009-O

Legal Description:

PERRY ACRES LOT #9.

- (y) Property Address: 7336 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W $\frac{1}{4}$ POST SEC 15, THE E 960 FT TO P.O.B., TH N 24 DEG 43 MIN E 720 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 100 FT, TH S 15 DEG 05 MIN W 672.41 FT, TH W 185 FT TO P.O.B.

- (z) Property Address: 703 East Osterhout Avenue
Tax ID No. 00034-120-O

Legal Description:

SEC 34-3-11 COM C $\frac{1}{4}$ POST SEC 34 TH W 551.46 FT FOR PL OF BEG TH N 720.52 FT TH W 194.54 FT TH S 720.52 FT TH E 194.54 FT TO PL OF BEG.

- (aa) Property Address: 922 West Osterhout Avenue
Tax ID No. 00033-120-O

Legal Description:

SEC 33-3-11 E 32 R OF W 66 R OF E $\frac{1}{2}$ NW $\frac{1}{4}$ SEC 33.

- (bb) Property Address: 5830 Portage Road
Tax ID No. 00002-065-O

Legal Description:

SEC 2-3-11 COM AT THE S $\frac{1}{4}$ POST OF SEC 2 TH N 4 DEG 22 MIN W ALG CTR LI OF PORTAGE ROAD 616.53 FT FOR P O B CONT N 34.12 FT TH N O DEG 24 MIN E 230 FT TH N 89 DEG 36 MIN W 330 FT TH S O DEG 24 MIN W 264 FT TH S 89 DEG 36 MIN E TO PL OF BEG.

- (cc) Property Address: 10209 Portage Road
Tax ID No. 00035-025-O

Legal Description:

SEC 35-3-11 BEG AT PT 1000 FT N & 198 FT E OF W $\frac{1}{4}$ POST SEC 35 TH N 396 FT TH W TO CL PORTAGE RD TH NELY ALG SD CL 214 FT MOL TO S LI WETHERBEE AVE. TH E ALG SD S LI 717.6 FT TH S 331.78 FT TH SWLY 99.09 FT TH SWLY 204.66 FT TH S 89 DEG 57 MIN W 475.94 FT TO PL OF BEG.

- (dd) Property Address: 904 Schuring Road
Tax ID No. 00016-405-O

Legal Description:

SECTION 16, TOWN 3 SOUTH, RANGE 11 WEST: BEGINNING AT CENTER $\frac{1}{4}$ POST SECTION 16, THENCE WEST 90 FT, THENCE NORTH 120 FT, THENCE EAST 90 FT, THENCE SOUTH 120 FT TO PLACE OF BEGINNING.

- (ee) Property Address: 6869 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 327 FT N OF S $\frac{1}{4}$ POST SEC 12, TH N 200 FT, TH E 300 FT, TH S 200 FT, TH W 300 FT TO P.O.B.

- (ff) Property Address: 9844 Sprinkle Road
Tax ID No. 00025-190-O

Legal Description:

SEC 25-3-11 BEG AT PT 429 FT N OF SE COR SEC 25 TH N ALG E LI SD SEC 178.57 FT TH W 639.12 FT TH S 11 DEG E 182.17 FT TH E 602.95 FT TO PL OF BEG. RES E 33 FT FOR HWY.

(gg) Property Address: 2112 Vanderbilt Avenue
Tax ID No. 00029-105-O

Legal Description:

SEC 29-3-11 BEG N $\frac{1}{4}$ POST SEC 29 TH S ALG NS $\frac{1}{4}$ TO CTR LI VANDERBILT RD TH E ALG SD CTR LI 1065 FT FOR PL OF BEG TH CONT E 255 FT TH N 343 FT TH W 262 FT TH S 34 FT TH E 7 FT TH S 309 FT TO PL OF BEG.

(hh) Property Address: 7719 South Westnedge Avenue
Tax ID No. 00015-275-O

Legal Description:

SEC 15-3-11 W 150 FT OF N 1000 FT E $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ & ALL THAT PART OF N 1000 FT OF W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ LYING ELY OF NYC RR ROW ALSO BEG AT A PT IN W LI SD SEC 66 R N OF SW COR SD SEC TH E 660 FT TH N 551 FT TH W 458 FT TO ELY LI NYC RR ROW TH SWLY ALG SD ROW TO INTERSECTION WITH S WESTNEDGE AVE TH S ALG W LI SD SEC TO PL OF BEG.

(ii) Property Address: 8643 South Westnedge Avenue
Tax ID No. 00022-250-O

Legal Description:

SEC 22-3-11 BEG IN W LI SEC 22 AT A PT 931.5 FT S OF W $\frac{1}{4}$ POST SD SEC TH S ALG W LI SD SEC 149.25 FT TH E PAR TO E & W $\frac{1}{4}$ LI SD SEC 561 FT TH N PAR TO W LI SD SEC 149.25 FT TH W 561 FT TO PL OF BEG RES W 33 FT FOR HWY PURPOSES.

(jj) Property Address: 9426 South Westnedge Avenue
Tax ID No. 00028-022-O

Legal Description:

SEC 28-3-11 COM E $\frac{1}{4}$ POST SEC 28 TH N 160 FT FOR PL OF BEG, TH W 163 FT TH N 170 FT TH E 163 FT TH S 170 FT TO PL OF BEG. RES E 33 FT FOR HWY.

(kk) Property Address: 10401 South Westnedge Avenue
Tax ID No. 00034-080-O

Legal Description:

SEC 34-3-11 BEG AT PT 165 FT N OF W $\frac{1}{4}$ POST SEC 34 TH E PAR EW $\frac{1}{4}$ LI 629.63 FT TH N 555.57 FT TH W TO W LI SD SEC TH S ALG W LI SD SEC 555.52 FT TO PL OF BEG.

(ll) Property Address: 10234 East Shore Drive
Tax ID No. 36-020-O

Legal Description:

THE W $\frac{1}{2}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 EXC THE SW $\frac{1}{2}$ OF THE SE $\frac{1}{4}$.

THE N $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11.

THAT PORTION OF THE S $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 LYING ELY OF THE FORMER WLY ROW LI OF THE GR & IN RR CO.

THE S $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF SEC 36-3-11 EXC: PART OF THE NE $\frac{1}{4}$ OF SEC 36-3-11: COM AT THE S $\frac{1}{4}$ POST OF SD SEC 36; TH N 00 DEG 00 MIN 00 SEC E ON THE N & S $\frac{1}{4}$ LI SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S $\frac{1}{4}$ LI 619.52 FT TO POB OF THE LAND HEREIN DESCRIBED; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S $\frac{1}{4}$ LI 105.34 FT TO THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL; TH S 37 DEG 41 MIN 59 SEC E ON SD CTR LI 88.33 FT TO THE N EDGE OF PAVEMENT ON EAST SHORE DRIVE; TH S 56 DEG 15 MIN 14 SEC W 52.19 FT TO THE SE COR OF LOT 1, SUNNY HEIGHTS; TH S 58 DEG 41 MIN 43 SEC W ON THE SLY LI OF SD LOT 1 A DIS OF 12.43 FT

TO THE POB. EXC PART OF THE NE ¼ OF SEC 36-3-11: COM AT THE S ¼ POST OF SD SEC 36, TH N 00 DEG 00 MIN 00 SEC E ON THE N & S ¼ LI OF SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 619.52 FT TO THE SELY LI OF LOT 1, SUNNY HEIGHTS; TH N 58 DEG 41 MIN 43 SEC E ON THE SELY LI OF SAID LOT 1 A DIS OF 12.43 FT TO THE SE COR OF SD LOT 1; TH N 56 DEG 15 MIN 14 SEC E 52.19 FT TO A POINT ON THE NLY EDGE OF PAVEMENT OF EAST SHORE DRIVE & POB; TH N 37 DEG 41 MIN 59 SEC W ON THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL 88.33 FT TO SD N & S ¼ LI; TH N 00 DEG 00 MIN 00 SEC E ON SD N & S ¼ LI 43.88 FT TO AN INTERMEDIATE TRAVERSE LI; TH N 42 DEG 30 MIN 58 SEC E ON SD INTERMEDIATE TRAVERSE LI 172.13 FT TO A MEANDER COR; TH S 46 DEG 20 MIN 20 SEC E 156.64 FT TO THE NLY EDGE OF PAVEMENT OF SD EAST SHORE DRIVE; TH S 52 DEG 58 MIN 04 SEC W 220.00 FT TO POB. ALSO ALL THAT LAND LYING BETWEEN SD INTERMEDIATE TRAVERSE LI, THE N & S ¼ LI OF SD SEC 36 EXTENDED TO THE WATER'S EDGE OF AUSTIN LAKE, THE WATER'S EDGE OF AUSTIN LAKE & A LI EXTENDING N 46 DEG 20 MIN 20 SEC W FROM SD MEANDER CORNER. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 46° 20' 20" WEST 156.64 FEET TO MEANDER CORNER "A"; THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B"; THENCE SOUTH 54° 26' 09" EAST 176.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 46° 20' 20" WEST FROM SAID MEANDER CORNER "A", AND A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B".

CONTAINING 0.52 OF AN ACRE MORE OR LESS. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 54° 26' 09" WEST 176.46 FEET TO MEANDER CORNER "B"; THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C"; THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 63.12 FEET; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B", AND A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C". CONTAINING 0.65 OF AN ACRE MORE OR

LESS. SUBJECT TO A 15.00 FOOT WIDE BUILDING RESTRICTION LYING ADJACENT TO AND PARALLEL WITH THE NORTHEASTERLY LINE OF THE ABOVE DESCRIBED PARCEL.

(mm) Property Address: 3821 West Milham Avenue
Tax ID No. 00007-025-A

Legal Description:

THAT PART OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 7, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

COMMENCING AT THE NORTH 1/4 POST OF SECTION 7, T. 3 S., R. 11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE SOUTH 89° - 42' - 49" EAST ALONG THE NORTH LINE OF SAID SECTION, 868.34 FEET FOR THE PLACE OF BEGINNING OF THE LAND HEREINAFTER DESCRIBED; THENCE CONTINUING SOUTH 89° - 42' - 49" EAST ALONG SAID NORTH LINE, 77.75 FEET TO THE WEST LINE OF THE HOMESTEAD OF PORTAGE NORTH, AS RECORDED IN LIBER 42 OF PLATS ON PAGE 16, KALAMAZOO COUNTY RECORDS, THENCE SOUTH 00° - 02' - 20" EAST THEREON, 745.00 FEET; THENCE SOUTH 89° - 57' - 40" WEST, PERPENDICULAR TO SAID WEST LINE, 233.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 518.35 FEET; THENCE NORTH 18° - 54' - 25" EAST, 77.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 95.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF WEST MILHAM AVENUE; THENCE SOUTH 89° - 42' - 49" EAST THEREON, 130.32 FEET; THENCE NORTH 0° - 05' - 48" WEST PARALLEL WITH THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION, 60.00 FEET TO THE PLACE OF BEGINNING. CONTAINED 3.70 ACRES.

(Code 1983, § 282.03; Ord. No. 093-02, 1-5-1993; Ord. No. 093-05, 5-11-1993; Amend. of 12-25-2007; Ord. No. 12-02, 2-28-2012; Ord. No. 15-04, 5-27-2015; Ord. No. 16-01, 1-26-2016; Ord. No. 18-08, 11-20-2018; Ord. No. 19/20-04, 4-14-2020)

State law reference(s)—Designation of historic districts, MCL 399.203, ~~MSA 5.3407(3)~~.

Sec. 38-36. Notice of designation; ~~Historic districts; establishment; study committee; duties; public hearing; notice; actions; availability of writings to public.~~

- (a) Within 30 days after any land has been designated under this article as a part of a historic district, the city clerk shall cause a document to be recorded with the county register of deeds describing such land and indicating it has been included within a historic district pursuant to the provisions of this article.

(Code 1983, § 282.04; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.203(~~13~~)(d)(iii) ~~b~~, ~~MSA 5.3407(3)~~, (~~3~~)(~~b~~).

~~**Historic districts; establishment; study committee; duties; public hearing; notice; actions; availability of writings to public.**~~

- (b) A local unit may, by ordinance, establish 1 or more historic districts. The historic districts shall be administered by a commission established pursuant to section 4. Before establishing a historic district, the legislative body of the local unit shall appoint a historic district study committee. The committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation and shall contain representation from 1 or more duly organized local historic preservation organizations. The committee shall do all of the following:
- (1) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the department.
 - (2) Conduct basic research of each proposed historic district and the historic resources located within that district.
 - (3) Determine the total number of historic and nonhistoric resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the

committee shall be guided by the selection criteria for evaluation issued by the *United States Secretary of the Interior for Inclusion of Resources in the National Register of Historic Places*, as set forth in 36 C.F.R. part 60, and criteria established or approved by the department, if any.

- (4) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:
 - i. The charge of the committee.
 - ii. The composition of the committee membership.
 - iii. The historic district or districts studied.
 - iv. The boundaries for each proposed historic district in writing and on maps.
 - v. The history of each proposed historic district.
 - vi. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
- (5) Transmit copies of the preliminary report for review and recommendations to the local planning body, to ~~the department~~ the State Historic Preservation Office (SHPO), to the Michigan Historical Commission, and to the State Historic Preservation Review Board.
- (6) Make copies of the preliminary report available to the public pursuant to subsection (4).
- (c) Not less than 60 calendar days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the hearing shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the local unit.
- (d) After the date of the public hearing, the committee and the legislative body of the local unit shall have not more than 1 year, unless otherwise authorized by the legislative body of the local unit, to take the following actions:
 - (1) The committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the legislative body of the local unit. If the recommendation is to establish a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.
 - (2) After receiving a final report that recommends the establishment of a historic district or districts, the legislative body of the local unit, at its discretion, may introduce and pass or reject an ordinance or ordinances. If the local unit passes an ordinance or ordinances establishing 1 or more historic districts, the local unit shall file a copy of that ordinance or those ordinances, including a legal description of the property or properties located within the historic district or districts, with the register of deeds. A local unit shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition.
- (e) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

State law reference(s)—Similar provisions, MCL 399.203

~~A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.~~ Sec. 38-37. Modification or elimination of district; review of work in proposed district; emergency moratorium on work.

- (a) The sites included in the historic district may be changed by ordinance to add historic districts, modify boundaries of an existing historic district or eliminate an existing historic district. Before establishing, modifying or eliminating a historic district, a historic district study committee, appointed by the city council, shall comply with the procedures in Public Act No. 169 of 1970 ~~(MCL 399.201 et seq., MSA 5.3407(1) et seq.)~~.
- (b) In considering elimination of a historic district, the committee shall follow the procedure set forth in Public Act No. 169 of 1970, ~~(MCL 399.201 et seq., MSA 5.3407(1) et seq.)~~, but with the intent of showing one or more of the following:
 - (1) The historic district has lost those physical characteristics that enabled establishment of the district.
 - (2) The historic district was not significant in the way previously defined.
 - (3) The historic district was established pursuant to defective procedures.
- (c) Upon receipt of substantial evidence showing the presence of historic, architectural, archaeological, engineering or cultural significance of a proposed historic district, the city council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the historic district commission pursuant to sections 38-38 and 38-64. The historic district commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the council approves or rejects the establishment of the historic district by ordinance, whichever occurs first.
- (d) If the council determines that pending work will cause irreparable harm to resources located within an established historic district or a proposed historic district, the council may, by resolution, declare an emergency moratorium on all such work for a period not to exceed six months. The council may extend the emergency moratorium for an additional period not to exceed six months upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

(Code 1983, § 282.05; Ord. No. 093-05, 5-11-1993) State law reference(s)—Similar provisions, MCL 399.201 et seq., 399.214, ~~MSA 5.3407(14)~~

Sec. 38-38. Procedure for approval of work; criteria for review; permit.

- (a) *Permit required, issuance.* A permit shall be obtained before any work affecting the exterior appearance of a resources performed within a historic district or, pursuant to subsection (d) of this section, work affecting the interior arrangements of a resource is performed within a historic district. The person, ~~individual, partnership, firm, corporation, organization, institution, or agency of government~~ proposing to do that work shall file an application for a permit with the inspector of buildings, the commission, or other duly delegated authority. A permit shall not be issued and proposed work shall not proceed until the historic district commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed by this article. The City may charge an application fee.

~~State law reference(s)—Similar provisions, MCL 399.205(1), MSA 5.3407(5), (1).~~

- (b) *Appeal of denial of permit.* An applicant aggrieved by a decision of the historic district commission concerning a permit application may file an appeal with the state of ~~Michigan State Historic Preservation Review Board~~. The appeal shall be filed within 60 calendar days after the decision is furnished to the

applicant. The applicant may submit all or part of the appellant's evidence and arguments in written form. A permit applicant aggrieved by the decision of the state historic preservation review board may appeal the decision to the circuit court.

~~State law reference(s)—Similar provisions, MCL 399.205(2), MSA 5.3407(5), (2).~~

- (c) *Criteria for review.* In reviewing plans, the historic district commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 CFR 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the historic district commission may be followed if they are equivalent in guidance to the Secretary of the Interior's standards and guidelines and are established or approved by ~~the bureau~~ the State Historic Preservation Office. The historic district commission shall also consider all of the following:
- (1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
 - (2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
 - (3) The general compatibility of the design, arrangement, texture and material proposed to be used.
 - (4) Other factors, such as aesthetic value, that the historic district commission finds relevant.
 - (5) ~~(e) Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.~~

~~State law reference(s)—Similar provisions, MCL 399.205(3), MSA 5.3407(5), (3).~~

- (d) *Restrictions on disapproval of work.* The historic district commission shall review and act upon only exterior features of a resource, and except for noting compliance with the requirement to install a fire alarm system or a smoke alarm, shall not review and act upon interior arrangements unless specifically authorized to do so by the local legislative body or unless interior work will cause visible change to the exterior of the resource. The historic district commission shall not disapprove an application due to considerations not prescribed in subsection (c) of this section.

~~State law reference(s)—Similar provisions, MCL 399.205(4), MSA 5.3407(5), (4).~~

- (e) *Preservation plan.* If an application is for work that will adversely affect the exterior of a resource the historic district commission considers valuable to the city, state or nation, and the historic district commission determines that the alteration or loss of that resource will adversely affect the public purpose of the city, state or nation, the historic district commission shall attempt to establish with the owner of the resource an economically feasible plan for preservation of the resource.

~~State law reference(s)—Similar provisions, MCL 399.205(5), MSA 5.3407(5), (5).~~

- (f) *Conditions for issuance of notice to proceed.* Work within a historic district shall be permitted through the issuance of a notice to proceed by the historic district commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the historic district commission to be necessary to substantially improve or correct any of the following conditions:
- (1) The resource constitutes a hazard to the safety of the public or to the structure's occupants.
 - (2) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.
 - (3) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its

fair market value or moving the resource to an appropriate vacant site within the historic district, have been attempted and exhausted by the owner.

- (4) Retaining the resource is not in the interest of the majority of the city.

~~State law reference(s)—Similar provisions, MCL 399.205(6), MSA 5.3407(5), (6).~~

- (g) *Delegation of authority by commission.* The historic district commission may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, or to another delegated authority. The historic district commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness under this subsection. On at least a quarterly basis, the historic district commission shall review the certificates of appropriateness, if any, issued for work by its staff, the delegated authority to determine whether or not the delegated responsibilities should be retained.

~~State law reference(s)—Similar provisions, MCL 399.205(10), MSA 5.3407(5), (10).~~

- (h) *Demolition by neglect.* Upon a finding by the historic district commission that a historic resource within a historic district or proposed historic district subject to its review and approval is threatened with demolition by neglect, the historic district commission may do either of the following:

- (1) The historic district commission may require the owner of the resource to repair all conditions contributing to demolition by neglect.
- (2) If the owner does not make repairs within a reasonable time, the historic district commission or its agents may enter the property and make such repairs as are necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner and may be levied by the local unit as a special assessment against the property. The historic district commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court.

~~State law reference(s)—Similar provisions, MCL 399.205(11), MSA 5.3407(6), (11).~~

- (i) *Authority to require restoration or modification when work is done without permit.* When work has been done upon a resource without a permit, and the historic district commission finds that the work does not qualify for a certificate of appropriateness, the historic district commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the historic district commission may seek an order from the court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the historic district commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the local unit as a special assessment against the property. When acting pursuant to an order of the circuit court, a historic district commission or its agents may enter a property for purposes of this section.

~~State law reference(s)—Similar provisions, MCL 399.205(12), MSA 5.3407(5), (12).~~

- (j) *Time limits.* A certificate of appropriateness or a notice to proceed shall be valid for a period of 180 days from the date of issuance under the following conditions:
- (1) The time limit for completing the work described within an application may be extended for up to one year by order of the historic district commission with good cause shown upon request of the applicant or upon the determination of the historic district commission.
 - (2) Extensions of time beyond 180 days shall be stated in the certificate of appropriateness or notice to proceed.

- (3) Upon the expiration of a certificate of appropriateness or a notice to proceed, an applicant is required to reapply for a permit with the historic district commission as provided in this article before any work proceeds.

(Code 1983, § 282.09; Ord. No. 093-05, 5-11-1993; Ord. No. 11-18, 10-18-2011)

State law reference(s)—Similar provisions, MCL 399.205(1-6), MCL 399.205(10-12)

Sec. 38-39. Acquisition of historic property by city.

If all efforts of the historic district commission to preserve a resource fail, or if it is determined by the council that public ownership is most suitable, the council, if considered to be in the public interest, may acquire the resource using public funds, public or private gifts, grants, or proceeds from the issuance of revenue bonds. The acquisition shall be based upon the recommendation of the historic district commission or standing committee. The historic district commission or standing committee is responsible for maintaining publicly owned resources using its own funds, if not specifically designated for other purposes, or public funds committed for that use by the city. Upon recommendation of the historic district commission or standing committee, the city may sell resources acquired under this section, with protective easements included in the property transfer documents, if appropriate.

(Code 1983, § 282.10; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.207, ~~MSA 5.3407(7).~~

~~Sec. 38-40. Reserved.-Determination of property values for assessment purposes.~~

~~The assessor, to the extent permitted by state law, shall not consider designation of a historic district in determining the true cash value for assessment purposes.~~

~~(Code 1983, § 282.16; Ord. No. 093-05, 5-11-1993)~~

Sec. 38-41. Penalty; correction of unlawful work.

- (a) A person who violates this article is responsible for a civil infraction of not more than \$5,000.00.
- (b) A person who violates this article may be ordered by the court to pay the cost to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

(Code 1983, § 282.17; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.215

Secs. 38-42—38-60. Reserved.

DIVISION 2. HISTORIC DISTRICT COMMISSION²

Footnotes:

~~—(2)—~~

~~Cross reference—Boards, commissions and authorities, § 2-231 et seq.~~

Sec. 38-61. Membership; compensation of members.

- (a) *Composition; appointment and term of members.* There is a historic district **commission consisting of nine members, who shall reside within the city and be residents** of the city. Members shall be appointed by the city council for terms of office of three years.
- (b) *Vacancies.* A vacancy occurring in the membership of the historic district commission for any cause shall be filled within 60 days by a person appointed by the city council for the duration of the unexpired term.
- (c) *Special membership requirements.* **Preferably three, if available, but** at least two members of the historic district commission shall be appointed from a list of residents submitted by a duly organized and existing preservation society located in the city (if one exists) or from the historic district study committee. Preferred at least one member of the historic district commission shall be an architect duly registered in the state if such person resides in the city and is available for appointment. **Preferably**, three members of the historic district commission shall be property owners of property in the historic district, if such people are available for appointment.
- (d) *Compensation of members.* Members of the historic district commission shall serve without compensation.

(Code 1983, § 282.06; Ord. No. 093-05, 5-11-1993; Ord. No. 096-03, 3-19-1996)

State law reference(s)—Historic district commissions, MCL 399.204, ~~MSA 5.3407(4).~~

Sec. 38-62. Meetings; adoption of rules, standards and guidelines.

- (a) *Adoption of rules of procedure.* The historic district commission shall adopt rules and procedures for the transaction of its meetings.
- (b) *Records to be public.* The historic district commission shall keep a record of its resolutions, proceedings and actions. A writing prepared, owned, used, in the possession of or retained by the historic district commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act (~~MCL 15.231 et seq., MSA 4.1801(1) et seq.~~)

State law reference(s)—Similar provisions, MCL 399.205(8), ~~MSA 5.3407(5), (8).~~

- (c) *Meetings to be public.* All meetings of the historic district commission shall be open to the public in accordance with the Open Meetings Act (MCL 15.261 to 15.275 ~~MCL 15.261 et seq., MSA 4.1800(11) et seq.~~). Any person or his duly constituted representative shall be entitled to appear and be heard on any matter applicable to the business at hand before the historic district commission makes its decision.

- (d) *Frequency of Meetings.* **The historic district commission shall meet at least quarterly.**

~~State law reference(s)—Similar provisions, MCL 399.205(7), MSA 5.3407(5), (7).~~

- (e) *Special meetings.* The historic district commission shall provide for the calling of special meetings by the chairperson or by at least two members of the historic district commission. All members of the historic district commission shall receive written notification in advance of such special meeting.
- (f) *Notice of meetings.* The business that the commission may perform shall be conducted at a public meeting of the commission **held in compliance with the open meeting act, 1976 PA 267, MCL 15.261 to 15.275.** Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act. A meeting agenda shall be part of the notice and shall include a list of each permit application to be reviewed or considered by the commission.
- (g) *Adoption of standards and guidelines.* The historic district commission shall adopt design review standards and guidelines for resource treatment to carry out its duties under this article.

(Code 1983, § 282.07; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.205(7-9)

Sec. 38-63. Powers and duties.

- (a) *Duty to review plans.* The historic district commission shall have the duty to review and approve applications, including proposals and plans, for construction, alteration, repair or demolition in the historic district, as more fully set forth in section 38-38.
- (b) *Duty to maintain roster of established and potential districts.* The historic district commission shall have the duty to maintain a current listing of the sites in the historic district and a brief statement of the significance of each.
- ~~(c) *Authority to initiate district modification procedures.* The city council approves and appoints a study committee to initiate modification procedures to the historic district, as set out in this article, on its own motion.~~
- (c) *Other duties.* The historic district commission shall have such other duties as are reasonable and necessary for the efficient administration and implementation of this article.

(Code 1983, § 282.08; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.205(3,9), MCL 399.214

Sec. 38-64. Decisions.

The historic district commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the department of community development. A permit shall not be issued until the historic district commission has acted as prescribed by this article. If a permit application is denied, the decision shall be binding on the city. A denial shall be accompanied with a written explanation by the historic district commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for historic district commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within 60 calendar days after the date a complete application is filed with the commission, unless an extension is agreed upon in writing by the applicant and the commission, shall be considered to constitute approval.

(Code 1983, § 282.11; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.209(1), ~~MSA 5.3407(9), (1).~~

Sec. 38-65. Acceptance and administration of grants and gifts.

- (a) *State and federal grants.* The historic district commission shall have the power to accept and administer gifts, grants or bequests for historic restoration purposes from the state or federal government.
- (b) *Public and private gifts.* The historic district commission shall have the power to accept and administer public and private gifts, grants or bequests for historical purposes.
- (c) *Administration of funds.* The city finance director shall hold the funds as trustee of the historic district commission for all gifts, grants and bequests, and authorized expenditures shall be certified to the finance director by the secretary or other officer designated by the historic district commission.
- (d) *Title to real property.* Notwithstanding anything in this article to the contrary, the title to all real property accepted and administered by the historic district commission shall be received and held in the name of the city.

(Code 1983, § 282.14; Ord. No. 093-05, 5-11-1993)

State law reference(s)—~~Gifts, grants, etc Similar provisions, MCL 399.206, MSA 5.3407(6).~~

Sec. 38-66. Appeals.

Any citizen or duly organized historic preservation organization in the city, as well as resource property owners, jointly or severally aggrieved by a decision of the historic district commission may appeal the decision to the circuit court, except that a permit applicant aggrieved by a decision rendered under section 38-38(a) may not appeal to the court without first exhausting the right to appeal to the state historic preservation review board under section 38-38(b).

(Code 1983, § 282.13; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.21, ~~MSA 5.3407(11).~~

SECTION 2 Severability

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

SECTION 3 Repeal of Conflicting Ordinances, Savings Clause

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

SECTION 4 Effective Date

This ordinance shall take effect 15 days following publication of a summary thereof, following adoption.

1st READING:

PUBLIC HEARING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

STATE OF MICHIGAN)

) SS

COUNTY OF KALAMAZOO)

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

Erica Eklov, City Clerk

Approved as to Form:

Date: 11/11/2025

By: Catherine Kaufman

City Attorney

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
OF THE CITY OF PORTAGE, MICHIGAN
CHAPTER 38 HISTORIC PRESERVATION**

THE CITY OF PORTAGE ORDAINS:

SECTION 1 Amendments to the Code of Ordinances of the City of Portage, Michigan, Chapter 38 Historic Preservation as the following:

Chapter 38 HISTORICAL PRESERVATION

ARTICLE 1. IN GENERAL

Secs. 38-1—38-30. Reserved.

ARTICLE 2. HISTORIC DISTRICTS

DIVISION 1. GENERALLY

Sec. 38-31. Purpose of article.

Pursuant to Public Act. No. 169 of 1970, historic preservation is declared to be a public purpose and public necessity to do one or more of the following:

- (1) Safeguard the heritage of the city by preserving one or more historic districts in the local unit that reflect elements of the city's history, architecture or archaeology.
- (2) Stabilize and improve property values in each district and the surrounding areas.
- (3) Foster civic beauty.
- (4) Strengthen the local economy.
- (5) Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city.

(Code 1983, § 282.01; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.201-202 et seq.

Sec. 38-32. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means work that changes the detail of a resource but does not change its basic size or shape.

Certificate of appropriateness means the written approval of a permit application for work that is appropriate and that does not adversely affect a resource.

Committee means a historic district study commission appointed by the council.

Demolition means the razing or destruction, whether entirely or in part, of a resource, and includes but is not limited to demolition by neglect.

Demolition by neglect means neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

Denial means the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.

Fire alarm system means a system designed to detect and annunciate the presence of fire or by-products of fire. Fire alarm system includes smoke alarm.

Historic district means an area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering or culture.

Historic preservation means the identification, evaluation, establishment and protection of resources significant in history, architecture, archaeology, engineering or culture.

Historic resource means a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this city, state, community within this state, or of the United States.

Notice to proceed means written permission to issue a permit for work that is inappropriate and that adversely affects a resource, pursuant to a finding under this article.

Open space means undeveloped land, a naturally landscaped area, or a formal or manmade landscaped area that provides a connective link or a buffer between other resources.

Ordinary maintenance means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for purposes of this article.

Proposed historic district means an area, or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.

Repair means to restore a decayed or damaged resource to a good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for purposes of this article.

Resource means one or more publicly or privately owned historic or nonhistoric buildings, structures, sites, objects, features or open spaces located within a historic district.

Smoke alarm means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding device into a single unit, operated from a power supply either in the unit or obtained at the point of installation. "Multiple-station alarm" means 2 or more single-station alarms that are capable of interconnection such that actuation of 1 alarm causes all integrated separate audible alarms to operate.

Work means construction, addition, alteration, repair, moving, excavation or demolition.

(Code 1983, § 282.02; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.201.

Sec. 38-33. Ordinary maintenance; work under existing permits.

Nothing in this article shall be construed to prevent ordinary maintenance or repair of a resource within a historic district or to prevent work on any resource under a permit issued by the department of community development or other duly delegated authority before May 11, 1993.

(Code 1983, § 282.12; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.210.

Sec. 38-34. Enforcing agency.

The department of community development shall be charged with the enforcement of the provisions of this article.

(Code 1983, § 282.15; Ord. No. 093-05, 5-11-1993)

Sec. 38-35. District established; boundaries.

A historic district within the city is hereby created, which district shall include the following described lands and the structures situated thereon:

- (a) Property Address: 5029 Angling Road
Tax ID No. 03580-049-O

Legal Description:

HILL N BROOK VILLAGE LOT 49 & 50 EXC NELY 25 FT OF LOT 50 ALSO BEG AT NE COR LOT 44 TH S ON E LI SD LOT 57.60 FT TH SWLY 248.55 FT TO A PT ON W LI LOT 43 146.34 FT N OF SW COR TH N ALG SD W LI 11.43 FT TO NW COR SD LOT TH NELY ALG N LI SD LOT 67.39 FT TH CONT NELY ALG N LI LOT 44 190.19 FT TO PL OF BEG.

- (b) Property Address: 5260 Angling Road
Tax ID No. 00006-015-A

Legal Description:

SECTION 6-3-11 BEG AT A PT 132 FT S OF NE COR S ½ NE ¼ SEC 6, TH S 198 FT TH W 233 FT, TH N 198 FT, TH E 233 FT TO P.O.B., EXC E 33 FT FOR HWY.

- (c) Property Address: 5719 Angling Road
Tax ID No. 00761-042-O

Legal Description:

SUPERVISORS PLAT OF BOYLANS ACRES #1 LOT 42 AND LOT 43. ALSO BEG AT SE COR SD LOT 43, TH N ALG E LI LOTS 43 AND 42 TO NE COR SD LOT 42, TH E 19 FT, TH S 75 FT, TH E 30 FT, TH S 10 FT, TH E 100 FT, TH S 85 FT, TH W 149 FT TO P.O.B.

- (d) Property Address: 6638 Angling Road
Tax ID No. 00007-286-O

Legal Description:

SEC 7-3-11 COM NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT FOR PL OF BEG TH N 56 DEG 34 MIN 20 SEC W 233 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH S 61 DEG 09 MIN 50 SEC E 200.64 FT TH S 56 DEG 34 MIN 20 SEC E 33 FT TH S 33 DEG 25 MIN 40 SEC W 227.51 FT TO PL OF BEG. ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES TH N 33 DEG 25 MIN 40 SEC E 561.43 FT TH N 56 DEG ;b2; 34 MIN 20 SEC W 328 FT FOR PL OF BEG TH S 56 DEG 34 MIN 20 SEC E 95 FT TH N 33 DEG 25 MIN 40 SEC E 211.45 FT TH N 61 DEG 09 MIN 50 SEC W TO A PT TH SWLY TO P.O.B., ALSO COM AT NE COR RECD PLAT OF HARBELLE ACRES, TH N 33 DEG 25 MIN 40 SEC E 789.44 FT TO P.O.B., TH N 56 DEG 34 MIN 20 SEC W 33 FT, TH N 61 DEG 09 MIN 50 SEC W 300.97 FT, TH N 33 DEG 25 MIN 40 SEC E 197.88 FT, TH SELY 129.99 FT, ALG A CURVE TO THE RIGHT WITH A RADIUS OF 227 FT, TH S 56 DEG 34 MIN 20 SEC E 210 FT TO CTR LI ANGLING RD, TH S 33 DEG 25 MIN 40 SEC W ALG SD CTR LI 210 FT TO P.O.B.

- (e) Property Address: 506 Bacon Avenue
Tax ID No. 00034-055-O

Legal Description:

SEC 34-3-11 W 8 R OF N 10 R of NE ¼ NW ¼ SEC 34.

- (f) Property Address: 704 Bacon Avenue
Tax ID No. 04740-005-C

Legal Description:

LUDINGTON ACRES N 238 FT OF LOT 5.

- (g) Property Address: 515 East Centre Avenue
Tax ID No. 04200-003-O

Legal Description:

LAKEWOOD HOMES LOT 3.

- (h) Property Address: 903 East Centre Avenue
Tax ID No. 00015-465-O

Legal Description:

SEC 15-3-11 BEG AT S ¼ POST SEC 15 TH E 6 R TH N 40 R TH W 6 R TH S 40 R TO BEG EXC W 1 R OF S 30 R & W 2 R OF N 10 R FOR HWY.

- (i) Property Address: 1521 East Centre Avenue
Tax ID No. 00015-570-O

Legal Description:

SEC 15-3-11 BEG 21 R W OF SE COR SEC 15 TH W ON SEC LI 7 R TH N 80 R TH E 7 R TH S 80 R TO BEG.

- (j) Property Address: 7328 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W ¼ POST SEC 15, TH E 650 FT TO THE E LI OF CONRAIL RR ROW TO P.O.B., TH NLY ALG SD ROW 812.85 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 162.3 FT, THE S 24 DEG 43 MIN W 760 FT, TH W 190 FT TO P.O.B.

- (k) Property Address: 8009 Cox's Drive
Tax ID No. 00024-081-O

Legal Description:

SEC 24-3-11 COM AT NW COR SEC 24, TH S 132 FT TO P.O.B., TH CONT S TO NW COR OF S $\frac{3}{4}$ OF W $\frac{1}{2}$ OF NW $\frac{1}{4}$ SEC 24, TH E 420 FT, TH N TO N LI OF SD SEC, TH W 120 FT TH S 137 FT, TH W 199.39 FT, TH N 5 FT, TH W 100.61 FT TO P.O.B., RES COX DR AND CENTRE AVE FOR ROW.

- (l) Property Address: 2106 Forest Drive
Tax ID No. 00340-086-A

Legal Description:

AMES WEST LAKE PARK A PART OF LOT 86 DESC AS FOL BEG AT SE COR LOT 86 TH NELY ALG SELY LI SD LOT 188.71 FT TO NE COR LOT 86 TH WLY ALG NLY LI SD LOT 220 FT TH SLY 112.26 FT TO A PT IN SLY LI SD LOT 144 FT SWLY OF SE COR LOT 86 TH SELY ALG SLY LI SD LOT 144 FT TO PL OF BEG.

- (m) Property Address: 7706 Innisbrook Drive
Tax ID No. 09402-036-O

Legal Description:

WOODBIDGE HILLS #2 LOT 36.

- (n) Property Address: 2663 Mandigo Avenue
Tax ID No. 00035-145-Z

Legal Description:

THAT PART OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SECTION 35 THAT IS 1810.00 FEET NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST OF THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 320.91 FEET; THENCE NORTH 00 DEGREES 21 MINUTES 04 SECONDS EAST 200.88 FEET; THENCE NORTH 38 DEGREES 50 MINUTES 31 SECONDS EAST 202.44 FEET; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST PARALLEL WITH SAID SOUTH LINE 234.48 FEET; THENCE SOUTH 38 DEGREES 50 MINUTES 31 SECONDS WEST 108.48 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 274.73 FEET TO SAID SOUTH LINE; THENCE NORTH 89 DEGREES 20 MINUTES 36 SECONDS WEST ON SAID SOUTH LINE 101.59 FEET; THENCE NORTH 00 DEGREES 12 MINUTES 25 SECONDS WEST 440.88 FEET TO A POINT PREVIOUSLY DESCRIBED AS BEING 448 FEET NORTH OF SAID SOUTH SECTION LINE; THENCE NORTH 67 DEGREES 24 MINUTES 50 SECONDS EAST 654.53 FEET; THENCE SOUTH 00 DEGREES 21 MINUTES 04 SECONDS WEST 699.41 FEET TO THE POINT OF BEGINNING.

- (o) Property Address: 6825 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 527 FT N OF S $\frac{1}{4}$ POST SEC 12, TH N 150 FT, TH E 300 FT, TH S 150 FT, TH W 300 FT TO P.O.B.

- (p) Property Address: 2027 East Milham Avenue
Tax ID No. 00002-050-O

Legal Description:

SEC 2-3-11 COM AT A PT 80 R E OF SW COR SEC 2 TH N 358.22 FT TH W 152 FT TH S 358.22 FT TH E 152 FT TO PL OF BEG.

- (q) Property Address: 4415 East Milham Avenue
Tax ID No. 00001-145-O

Legal Description:

SEC 1-3-11 COM S $\frac{1}{4}$ POST SEC 1 TH N 33 FT TH N 89 DEG 37 MIN 40 SEC E 1168.13 FT TO PL OF BEG TH N 138.73 FT TH E 93 FT TH S 138.73 FT TH S 89 DEG 37 MIN 40 SEC W 93 FT TO PL OF BEG.

- (r) Property Address: 1705 West Milham Avenue
Tax ID No. 00008-003-A

Legal Description:

SEC 8 & 9-3-11 BEG AT A POT 82.5 FT W OF NE COR SEC 8 TH E ALG N LI SECTIONS 8 & 9 A DISTANCE OF 165 FT TH S 297 FT TH W 165 FT TH N 297 FT TO PL OF BEG. EXC N 33 FT FOR HWY.

- (s) Property Address: 3221 West Milham Avenue
Tax ID No. 00008-250-O

Legal Description:

SEC 8-3-11 BEG N W COR SEC 8 TH E 283 FT TH S 240 FT TH W TO W LI SD SEC TH N ALG SD W LI 240 FT TO PL OF BEG. RES N & W 33 FT FOR HWY PURP.

- (t) Property Address: 8021 Oak Street
Tax ID No. 07200-113-O

Legal Description:

ROSE DALE SUBDIVISION LOTS 113 & 114 EXC S 5 FT OF LOT 114, ALSO INCLUDING THE W $\frac{1}{2}$ OF THE ABUTTING VACATED ALLEY.

- (u) Property Address: 5134 Oakland Drive
Tax ID No. 00005-010-O

Legal Description:

SEC 5-3-11 COM AT NE COR OF W $\frac{1}{2}$ NE FR $\frac{1}{4}$ SEC 5 TH S O DEG 32 MIN E 783 FT FOR PL OF BEG TH S O DEG 32 MIN E 363 FT TH S 89 DEG 28 MIN W 313.5 FT TH N O DEG 32 MIN W 363 FT TH N 89 DEG 28 MIN E 313.5 FT TO BEG.

- (v) Property Address: 5720 Oakland Drive
Tax ID No. 00005-085-A

Legal Description:

SEC 5-3-11 BEG AT A PT IN E LI W $\frac{1}{2}$ SE $\frac{1}{4}$ SEC 5 1190 FT S OF EW $\frac{1}{4}$ LI SD SEC TH W 283 FT TH N 200 FT TH W 113 FT TH S 432.64 FT TH E 113 FT TH N 100 FT TH E 283 FT TH N 132.64 FT TO PL OF BEG. EXC E 33 FT FOR HWY.

- (w) Property Address: 6235 Oakland Drive
Tax ID No. 00008-110-O

Legal Description:

SEC 8-3-11 COM AT NW COR E $\frac{1}{2}$ NE $\frac{1}{4}$ SEC 8 TH S ALG W LI SD E $\frac{1}{2}$ 1320 FT FOR PL BEG TH S ALG SD W LI 132 FT TH E 200 FT TH N 132 FT TH W 200 FT TO BEG.

- (x) Property Address: 7119 Oakland Drive
Tax ID No. 6060-009-O

Legal Description:

PERRY ACRES LOT #9.

- (y) Property Address: 7336 Garden Lane
Tax ID No., Part of 00015-170-O

Legal Description:

SEC 15-3-11 COM AT W $\frac{1}{4}$ POST SEC 15, THE E 960 FT TO P.O.B., TH N 24 DEG 43 MIN E 720 FT TO THE S LI OF GARDEN LANE, TH S 74 DEG 55 MIN E 100 FT, TH S 15 DEG 05 MIN W 672.41 FT, TH W 185 FT TO P.O.B.

- (z) Property Address: 703 East Osterhout Avenue
Tax ID No. 00034-120-O

Legal Description:

SEC 34-3-11 COM C $\frac{1}{4}$ POST SEC 34 TH W 551.46 FT FOR PL OF BEG TH N 720.52 FT TH W 194.54 FT TH S 720.52 FT TH E 194.54 FT TO PL OF BEG.

- (aa) Property Address: 922 West Osterhout Avenue
Tax ID No. 00033-120-O

Legal Description:

SEC 33-3-11 E 32 R OF W 66 R OF E $\frac{1}{2}$ NW $\frac{1}{4}$ SEC 33.

- (bb) Property Address: 5830 Portage Road
Tax ID No. 00002-065-O

Legal Description:

SEC 2-3-11 COM AT THE S $\frac{1}{4}$ POST OF SEC 2 TH N 4 DEG 22 MIN W ALG CTR LI OF PORTAGE ROAD 616.53 FT FOR P O B CONT N 34.12 FT TH N O DEG 24 MIN E 230 FT TH N 89 DEG 36 MIN W 330 FT TH S O DEG 24 MIN W 264 FT TH S 89 DEG 36 MIN E TO PL OF BEG.

- (cc) Property Address: 10209 Portage Road
Tax ID No. 00035-025-O

Legal Description:

SEC 35-3-11 BEG AT PT 1000 FT N & 198 FT E OF W $\frac{1}{4}$ POST SEC 35 TH N 396 FT TH W TO CL PORTAGE RD TH NELY ALG SD CL 214 FT MOL TO S LI WETHERBEE AVE. TH E ALG SD S LI 717.6 FT TH S 331.78 FT TH SWLY 99.09 FT TH SWLY 204.66 FT TH S 89 DEG 57 MIN W 475.94 FT TO PL OF BEG.

- (dd) Property Address: 904 Schuring Road
Tax ID No. 00016-405-O

Legal Description:

SECTION 16, TOWN 3 SOUTH, RANGE 11 WEST: BEGINNING AT CENTER $\frac{1}{4}$ POST SECTION 16, THENCE WEST 90 FT, THENCE NORTH 120 FT, THENCE EAST 90 FT, THENCE SOUTH 120 FT TO PLACE OF BEGINNING.

- (ee) Property Address: 6869 Sprinkle Road
Tax ID No., Part of 12-115-D

Legal Description:

SEC 12-3-11 BEG 327 FT N OF S $\frac{1}{4}$ POST SEC 12, TH N 200 FT, TH E 300 FT, TH S 200 FT, TH W 300 FT TO P.O.B.

- (ff) Property Address: 9844 Sprinkle Road
Tax ID No. 00025-190-O

Legal Description:

SEC 25-3-11 BEG AT PT 429 FT N OF SE COR SEC 25 TH N ALG E LI SD SEC 178.57 FT TH W 639.12 FT TH S 11 DEG E 182.17 FT TH E 602.95 FT TO PL OF BEG. RES E 33 FT FOR HWY.

- (gg) Property Address: 2112 Vanderbilt Avenue
Tax ID No. 00029-105-O

Legal Description:

SEC 29-3-11 BEG N $\frac{1}{4}$ POST SEC 29 TH S ALG NS $\frac{1}{4}$ TO CTR LI VANDERBILT RD TH E ALG SD CTR LI 1065 FT FOR PL OF BEG TH CONT E 255 FT TH N 343 FT TH W 262 FT TH S 34 FT TH E 7 FT TH S 309 FT TO PL OF BEG.

- (hh) Property Address: 7719 South Westnedge Avenue
Tax ID No. 00015-275-O

Legal Description:

SEC 15-3-11 W 150 FT OF N 1000 FT E $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ & ALL THAT PART OF N 1000 FT OF W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ LYING ELY OF NYC RR ROW ALSO BEG AT A PT IN W LI SD SEC 66 R N OF SW COR SD SEC TH E 660 FT TH N 551 FT TH W 458 FT TO ELY LI NYC RR ROW TH SWLY ALG SD ROW TO INTERSECTION WITH S WESTNEDGE AVE TH S ALG W LI SD SEC TO PL OF BEG.

- (ii) Property Address: 8643 South Westnedge Avenue
Tax ID No. 00022-250-O

Legal Description:

SEC 22-3-11 BEG IN W LI SEC 22 AT A PT 931.5 FT S OF W $\frac{1}{4}$ POST SD SEC TH S ALG W LI SD SEC 149.25 FT TH E PAR TO E & W $\frac{1}{4}$ LI SD SEC 561 FT TH N PAR TO W LI SD SEC 149.25 FT TH W 561 FT TO PL OF BEG RES W 33 FT FOR HWY PURPOSES.

- (jj) Property Address: 9426 South Westnedge Avenue
Tax ID No. 00028-022-O

Legal Description:

SEC 28-3-11 COM E $\frac{1}{4}$ POST SEC 28 TH N 160 FT FOR PL OF BEG, TH W 163 FT TH N 170 FT TH E 163 FT TH S 170 FT TO PL OF BEG. RES E 33 FT FOR HWY.

- (kk) Property Address: 10401 South Westnedge Avenue
Tax ID No. 00034-080-O

Legal Description:

SEC 34-3-11 BEG AT PT 165 FT N OF W $\frac{1}{4}$ POST SEC 34 TH E PAR EW $\frac{1}{4}$ LI 629.63 FT TH N 555.57 FT TH W TO W LI SD SEC TH S ALG W LI SD SEC 555.52 FT TO PL OF BEG.

- (ll) Property Address: 10234 East Shore Drive
Tax ID No. 36-020-O

Legal Description:

THE W $\frac{1}{2}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 EXC THE SW $\frac{1}{2}$ OF THE SE $\frac{1}{4}$.

THE N $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11.

THAT PORTION OF THE S $\frac{1}{2}$ OF THE NE $\frac{1}{24}$ OF THE SE $\frac{1}{4}$ OF SEC 36-3-11 LYING ELY OF THE FORMER WLY ROW LI OF THE GR & IN RR CO.

THE S $\frac{1}{2}$ OF THE NE $\frac{1}{4}$ OF SEC 36-3-11 EXC: PART OF THE NE $\frac{1}{4}$ OF SEC 36-3-11: COM AT THE S $\frac{1}{4}$ POST OF SD SEC 36; TH N 00 DEG 00 MIN 00 SEC E ON THE N & S $\frac{1}{4}$ LI SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S $\frac{1}{4}$ LI 619.52 FT TO POB OF THE LAND HEREIN DESCRIBED; TH CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S $\frac{1}{4}$ LI 105.34 FT TO THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL; TH S 37 DEG 41 MIN 59 SEC E ON SD CTR LI 88.33 FT TO THE N EDGE OF PAVEMENT ON EAST SHORE DRIVE; TH S 56 DEG 15 MIN 14 SEC W 52.19 FT TO THE SE COR OF LOT 1, SUNNY HEIGHTS; TH S 58 DEG 41 MIN 43 SEC W ON THE SLY LI OF SD LOT 1 A DIS OF 12.43 FT TO THE POB. EXC PART OF THE NE $\frac{1}{4}$ OF SEC 36-3-11: COM AT THE S $\frac{1}{4}$ POST OF SD SEC 36, TH N 00 DEG 00 MIN 00 SEC E ON THE N & S $\frac{1}{4}$ LI OF SD SEC 36 A DIS OF 2,640.06 FT TO THE CTR OF SD SEC 36; TH

CONT N 00 DEG 00 MIN 00 SEC E ON SD N & S $\frac{1}{4}$ LI 619.52 FT TO THE SELY LI OF LOT 1, SUNNY HEIGHTS; TH N 58 DEG 41 MIN 43 SEC E ON THE SELY LI OF SAID LOT 1 A DIS OF 12.43 FT TO THE SE COR OF SD LOT 1; TH N 56 DEG 15 MIN 14 SEC E 52.19 FT TO A POINT ON THE NLY EDGE OF PAVEMENT OF EAST SHORE DRIVE & POB; TH N 37 DEG 41 MIN 59 SEC W ON THE CTR LI OF THE AUSTIN LAKE OUTLET CHANNEL 88.33 FT TO SD N & S $\frac{1}{4}$ LI; TH N 00 DEG 00 MIN 00 SEC E ON SD N & S $\frac{1}{4}$ LI 43.88 FT TO AN INTERMEDIATE TRAVERSE LI; TH N 42 DEG 30 MIN 58 SEC E ON SD INTERMEDIATE TRAVERSE LI 172.13 FT TO A MEANDER COR; TH S 46 DEG 20 MIN 20 SEC E 156.64 FT TO THE NLY EDGE OF PAVEMENT OF SD EAST SHORE DRIVE; TH S 52 DEG 58 MIN 04 SEC W 220.00 FT TO POB. ALSO ALL THAT LAND LYING BETWEEN SD INTERMEDIATE TRAVERSE LI, THE N & S $\frac{1}{4}$ LI OF SD SEC 36 EXTENDED TO THE WATER'S EDGE OF AUSTIN LAKE, THE WATER'S EDGE OF AUSTIN LAKE & A LI EXTENDING N 46 DEG 20 MIN 20 SEC W FROM SD MEANDER CORNER. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 46° 20' 20" WEST 156.64 FEET TO MEANDER CORNER "A"; THENCE NORTH 45° 43' 24" EAST ON A MEANDER LINE 117.49 FEET TO MEANDER CORNER "B"; THENCE SOUTH 54° 26' 09" EAST 176.46 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING. ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 46° 20' 20" WEST FROM SAID MEANDER CORNER "A", AND A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B".

CONTAINING 0.52 OF AN ACRE MORE OR LESS. ALSO EXCEPTING PART OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 36; THENCE NORTH 00° 00' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 36 A DISTANCE OF 2640.06 FEET TO THE CENTER OF SAID SECTION 36; THENCE CONTINUING NORTH 00° 00' 00" EAST ON SAID NORTH AND SOUTH QUARTER LINE 619.52 FEET TO THE SOUTHEASTERLY LINE OF LOT 1, SUNNY HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 11 OF PLATS, PAGE 23, KALAMAZOO COUNTY RECORDS; THENCE NORTH 58° 41' 43" EAST (PLATTED AS NORTH 57° 49' EAST) ON SAID SOUTHEASTERLY LINE 12.43 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE NORTH 56° 15' 14" EAST ON THE NORTHERLY EDGE OF PAVEMENT OF EAST SHORE DRIVE 52.19 FEET; THENCE NORTH 52° 58' 04" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 220.00 FEET; THENCE NORTH 52° 34' 03" EAST ON SAID NORTHERLY EDGE OF PAVEMENT 144.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE NORTH 54° 26' 09" WEST 176.46 FEET TO MEANDER CORNER "B"; THENCE NORTH 26° 31' 24" EAST ON A MEANDER LINE 121.54 FEET TO MEANDER CORNER "C"; THENCE SOUTH 58° 53' 12" EAST 232.80 FEET TO SAID NORTHERLY EDGE OF PAVEMENT; THENCE SOUTHWESTERLY 63.16 FEET ON SAID NORTHERLY EDGE OF PAVEMENT AND ON A 500.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 47° 37' 34" WEST 63.12 FEET; THENCE SOUTH 52° 34' 03" WEST ON SAID NORTHERLY EDGE OF PAVEMENT 79.84 FEET TO THE POINT OF BEGINNING.

ALSO ALL THAT LAND LYING BETWEEN SAID MEANDER LINE, THE WATER'S EDGE OF AUSTIN LAKE, A LINE EXTENDING NORTH 54° 26' 09" WEST FROM SAID MEANDER CORNER "B", AND A LINE EXTENDING NORTH 58° 53' 12" WEST FROM SAID MEANDER CORNER "C". CONTAINING 0.65 OF AN ACRE MORE OR LESS. SUBJECT TO A 15.00 FOOT WIDE BUILDING RESTRICTION LYING ADJACENT TO AND PARALLEL WITH THE NORTHEASTERLY LINE OF THE ABOVE DESCRIBED PARCEL.

(mm) Property Address: 3821 West Milham Avenue
Tax ID No. 00007-025-A

Legal Description:

THAT PART OF THE NORTHEAST QUARTER OF FRACTIONAL SECTION 7, TOWNSHIP 3 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS:

COMMENCING AT THE NORTH 1/4 POST OF SECTION 7, T. 3 S., R.11 W., CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN; THENCE SOUTH 89° - 42' - 49" EAST ALONG THE NORTH LINE OF SAID SECTION, 868.34 FEET FOR THE PLACE OF BEGINNING OF THE LAND HEREINAFTER DESCRIBED; THENCE CONTINUING SOUTH 89° - 42' - 49" EAST ALONG SAID NORTH LINE, 77.75 FEET TO THE WEST LINE OF THE HOMESTEAD OF PORTAGE NORTH, AS RECORDED IN LIBER 42 OF PLATS ON PAGE 16, KALAMAZOO COUNTY RECORDS, THENCE SOUTH 00° - 02' - 20" EAST THEREON, 745.00 FEET; THENCE SOUTH 89° - 57' - 40" WEST, PERPENDICULAR TO SAID WEST LINE, 233.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 518.35 FEET; THENCE NORTH 18° - 54' - 25" EAST, 77.00 FEET; THENCE NORTH 00° - 02' - 20" WEST PARALLEL WITH SAID WEST LINE, 95.00 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF WEST MILHAM AVENUE; THENCE SOUTH 89° - 42' - 49" EAST THEREON, 130.32 FEET; THENCE NORTH 0° - 05' - 48" WEST PARALLEL WITH THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION, 60.00 FEET TO THE PLACE OF BEGINNING. CONTAINED 3.70 ACRES.

(Code 1983, § 282.03; Ord. No. 093-02, 1-5-1993; Ord. No. 093-05, 5-11-1993; Amend. of 12-25-2007; Ord. No. 12-02, 2-28-2012; Ord. No. 15-04, 5-27-2015; Ord. No. 16-01, 1-26-2016; Ord. No. 18-08, 11-20-2018; Ord. No. 19/20-04, 4-14-2020)

State law reference(s)—Designation of historic districts, MCL 399.203.

Sec. 38-36. Notice of designation; Historic districts; establishment; study committee; duties; public hearing; notice; actions; availability of writings to public.

- (a) Within 30 days after any land has been designated under this article as a part of a historic district, the city clerk shall cause a document to be recorded with the county register of deeds describing such land and indicating it has been included within a historic district pursuant to the provisions of this article.

(Code 1983, § 282.04; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.203(1)(d)(iii).

- (b) A local unit may, by ordinance, establish 1 or more historic districts. The historic districts shall be administered by a commission established pursuant to section 4. Before establishing a historic district, the legislative body of the local unit shall appoint a historic district study committee. The committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation and shall contain representation from 1 or more duly organized local historic preservation organizations. The committee shall do all of the following:
- (1) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the department.
 - (2) Conduct basic research of each proposed historic district and the historic resources located within that district.
 - (3) Determine the total number of historic and nonhistoric resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the committee shall be guided by the selection criteria for evaluation issued by the *United States Secretary of the Interior for Inclusion of Resources in the National Register of Historic Places*, as set forth in 36 C.F.R. part 60, and criteria established or approved by the department, if any.
 - (4) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:
 - i. The charge of the committee.

- ii. The composition of the committee membership.
 - iii. The historic district or districts studied.
 - iv. The boundaries for each proposed historic district in writing and on maps.
 - v. The history of each proposed historic district.
 - vi. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
- (5) Transmit copies of the preliminary report for review and recommendations to the local planning body, to the State Historic Preservation Office (SHPO), to the Michigan Historical Commission, and to the State Historic Preservation Review Board.
- (6) Make copies of the preliminary report available to the public pursuant to subsection (4).
- (c) Not less than 60 calendar days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the hearing shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the local unit.
- (d) After the date of the public hearing, the committee and the legislative body of the local unit shall have not more than 1 year, unless otherwise authorized by the legislative body of the local unit, to take the following actions:
 - (1) The committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the legislative body of the local unit. If the recommendation is to establish a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.
 - (2) After receiving a final report that recommends the establishment of a historic district or districts, the legislative body of the local unit, at its discretion, may introduce and pass or reject an ordinance or ordinances. If the local unit passes an ordinance or ordinances establishing 1 or more historic districts, the local unit shall file a copy of that ordinance or those ordinances, including a legal description of the property or properties located within the historic district or districts, with the register of deeds. A local unit shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition.
- (e) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

State law reference(s)—Similar provisions, MCL 399.203

Sec. 38-37. Modification or elimination of district; review of work in proposed district; emergency moratorium on work.

- (a) The sites included in the historic district may be changed by ordinance to add historic districts, modify boundaries of an existing historic district or eliminate an existing historic district. Before establishing, modifying or eliminating a historic district, a historic district study committee, appointed by the city council, shall comply with the procedures in Public Act No. 169 of 1970.
- (b) In considering elimination of a historic district, the committee shall follow the procedure set forth in Public Act No. 169 of 1970, but with the intent of showing one or more of the following:
 - (1) The historic district has lost those physical characteristics that enabled establishment of the district.
 - (2) The historic district was not significant in the way previously defined.
 - (3) The historic district was established pursuant to defective procedures.

- (c) Upon receipt of substantial evidence showing the presence of historic, architectural, archaeological, engineering or cultural significance of a proposed historic district, the city council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the historic district commission pursuant to sections 38-38 and 38-64. The historic district commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the council approves or rejects the establishment of the historic district by ordinance, whichever occurs first.
- (d) If the council determines that pending work will cause irreparable harm to resources located within an established historic district or a proposed historic district, the council may, by resolution, declare an emergency moratorium on all such work for a period not to exceed six months. The council may extend the emergency moratorium for an additional period not to exceed six months upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

(Code 1983, § 282.05; Ord. No. 093-05, 5-11-1993) State law reference(s)—Similar provisions, MCL 399.201 et seq., 399.214

Sec. 38-38. Procedure for approval of work; criteria for review; permit.

- (a) *Permit required, issuance.* A permit shall be obtained before any work affecting the exterior appearance of a resources performed within a historic district or, pursuant to subsection (d) of this section, work affecting the interior arrangements of a resource is performed within a historic district. The person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do that work shall file an application for a permit with the inspector of buildings, the commission, or other duly delegated authority. A permit shall not be issued and proposed work shall not proceed until the historic district commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed by this article. The City may charge an application fee.
- (b) *Appeal of denial of permit.* An applicant aggrieved by a decision of the historic district commission concerning a permit application may file an appeal with the state of Michigan State Historic Preservation Review Board. The appeal shall be filed within 60 calendar days after the decision is furnished to the applicant. The applicant may submit all or part of the appellant's evidence and arguments in written form. A permit applicant aggrieved by the decision of the state historic preservation review board may appeal the decision to the circuit court.
- (c) *Criteria for review.* In reviewing plans, the historic district commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 CFR 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the historic district commission may be followed if they are equivalent in guidance to the Secretary of the Interior's standards and guidelines and are established or approved by the State Historic Preservation Office. The historic district commission shall also consider all of the following:
 - (1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
 - (2) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
 - (3) The general compatibility of the design, arrangement, texture and material proposed to be used.
 - (4) Other factors, such as aesthetic value, that the historic district commission finds relevant.
 - (5) Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm

complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

- (d) *Restrictions on disapproval of work.* The historic district commission shall review and act upon only exterior features of a resource, and except for noting compliance with the requirement to install a fire alarm system or a smoke alarm, shall not review and act upon interior arrangements unless specifically authorized to do so by the local legislative body or unless interior work will cause visible change to the exterior of the resource. The historic district commission shall not disapprove an application due to considerations not prescribed in subsection (c) of this section.
- (e) *Preservation plan.* If an application is for work that will adversely affect the exterior of a resource the historic district commission considers valuable to the city, state or nation, and the historic district commission determines that the alteration or loss of that resource will adversely affect the public purpose of the city, state or nation, the historic district commission shall attempt to establish with the owner of the resource an economically feasible plan for preservation of the resource.
- (f) *Conditions for issuance of notice to proceed.* Work within a historic district shall be permitted through the issuance of a notice to proceed by the historic district commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the historic district commission to be necessary to substantially improve or correct any of the following conditions:
 - (1) The resource constitutes a hazard to the safety of the public or to the structure's occupants.
 - (2) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.
 - (3) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to an appropriate vacant site within the historic district, have been attempted and exhausted by the owner.
 - (4) Retaining the resource is not in the interest of the majority of the city.
- (g) *Delegation of authority by commission.* The historic district commission may delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff, or to another delegated authority. The historic district commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness under this subsection. On at least a quarterly basis, the historic district commission shall review the certificates of appropriateness, if any, issued for work by its staff, the delegated authority to determine whether or not the delegated responsibilities should be retained.
- (h) *Demolition by neglect.* Upon a finding by the historic district commission that a historic resource within a historic district or proposed historic district subject to its review and approval is threatened with demolition by neglect, the historic district commission may do either of the following:
 - (1) The historic district commission may require the owner of the resource to repair all conditions contributing to demolition by neglect.
 - (2) If the owner does not make repairs within a reasonable time, the historic district commission or its agents may enter the property and make such repairs as are necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner and may be levied by the local unit as a special assessment against the property. The historic district commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court.
- (i) *Authority to require restoration or modification when work is done without permit.* When work has been done upon a resource without a permit, and the historic district commission finds that the work does not qualify for a certificate of appropriateness, the historic district commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so

that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the historic district commission may seek an order from the court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the historic district commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the local unit as a special assessment against the property. When acting pursuant to an order of the circuit court, a historic district commission or its agents may enter a property for purposes of this section.

- (j) *Time limits.* A certificate of appropriateness or a notice to proceed shall be valid for a period of 180 days from the date of issuance under the following conditions:
- (1) The time limit for completing the work described within an application may be extended for up to one year by order of the historic district commission with good cause shown upon request of the applicant or upon the determination of the historic district commission.
 - (2) Extensions of time beyond 180 days shall be stated in the certificate of appropriateness or notice to proceed.
 - (3) Upon the expiration of a certificate of appropriateness or a notice to proceed, an applicant is required to reapply for a permit with the historic district commission as provided in this article before any work proceeds.

(Code 1983, § 282.09; Ord. No. 093-05, 5-11-1993; Ord. No. 11-18, 10-18-2011)

State law reference(s)—Similar provisions, MCL 399.205(1-6), MCL 399.205(10-12)

Sec. 38-39. Acquisition of historic property by city.

If all efforts of the historic district commission to preserve a resource fail, or if it is determined by the council that public ownership is most suitable, the council, if considered to be in the public interest, may acquire the resource using public funds, public or private gifts, grants, or proceeds from the issuance of revenue bonds. The acquisition shall be based upon the recommendation of the historic district commission or standing committee. The historic district commission or standing committee is responsible for maintaining publicly owned resources using its own funds, if not specifically designated for other purposes, or public funds committed for that use by the city. Upon recommendation of the historic district commission or standing committee, the city may sell resources acquired under this section, with protective easements included in the property transfer documents, if appropriate.

(Code 1983, § 282.10; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.207.

Sec. 38-40. Reserved.

Sec. 38-41. Penalty; correction of unlawful work.

- (a) A person who violates this article is responsible for a civil infraction of not more than \$5,000.00.
- (b) A person who violates this article may be ordered by the court to pay the cost to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

(Code 1983, § 282.17; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.215

Secs. 38-42—38-60. Reserved.

DIVISION 2. HISTORIC DISTRICT COMMISSION

Sec. 38-61. Membership; compensation of members.

- (a) *Composition; appointment and term of members.* There is a historic district commission consisting of nine members, who shall reside within the city and be residents of the city. Members shall be appointed by the city council for terms of office of three years.
- (b) *Vacancies.* A vacancy occurring in the membership of the historic district commission for any cause shall be filled within 60 days by a person appointed by the city council for the duration of the unexpired term.
- (c) *Special membership requirements.* Preferably three, if available, but at least two members of the historic district commission shall be appointed from a list of residents submitted by a duly organized and existing preservation society located in the city (if one exists) or from the historic district study committee. Preferred at least one member of the historic district commission shall be an architect duly registered in the state if such person resides in the city and is available for appointment. Preferably, three members of the historic district commission shall be property owners of property in the historic district, if such people are available for appointment.
- (d) *Compensation of members.* Members of the historic district commission shall serve without compensation.

(Code 1983, § 282.06; Ord. No. 093-05, 5-11-1993; Ord. No. 096-03, 3-19-1996)

State law reference(s)—Historic district commissions, MCL 399.204.

Sec. 38-62. Meetings; adoption of rules, standards and guidelines.

- (a) *Adoption of rules of procedure.* The historic district commission shall adopt rules and procedures for the transaction of its meetings.
- (b) *Records to be public.* The historic district commission shall keep a record of its resolutions, proceedings and actions. A writing prepared, owned, used, in the possession of or retained by the historic district commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act (MCL 15.231 et seq.)
- (c) *Meetings to be public.* All meetings of the historic district commission shall be open to the public in accordance with the Open Meetings Act (MCL 15.261 to 15.275) Any person or his duly constituted representative shall be entitled to appear and be heard on any matter applicable to the business at hand before the historic district commission makes its decision.
- (d) *Frequency of Meetings.* The historic district commission shall meet at least quarterly.
- (e) *Special meetings.* The historic district commission shall provide for the calling of special meetings by the chairperson or by at least two members of the historic district commission. All members of the historic district commission shall receive written notification in advance of such special meeting.
- (f) *Notice of meetings.* The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the open meeting act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act. A meeting agenda shall be part of the notice and shall include a list of each permit application to be reviewed or considered by the commission.

Created: 2024-02-29 13:58:50 [EST]

(Supp. No. 27)

- (g) *Adoption of standards and guidelines.* The historic district commission shall adopt design review standards and guidelines for resource treatment to carry out its duties under this article.

(Code 1983, § 282.07; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.205(7-9)

Sec. 38-63. Powers and duties.

- (a) *Duty to review plans.* The historic district commission shall have the duty to review and approve applications, including proposals and plans, for construction, alteration, repair or demolition in the historic district, as more fully set forth in section 38-38.
- (b) *Duty to maintain roster of established and potential districts.* The historic district commission shall have the duty to maintain a current listing of the sites in the historic district and a brief statement of the significance of each.
- (c) *Other duties.* The historic district commission shall have such other duties as are reasonable and necessary for the efficient administration and implementation of this article.

(Code 1983, § 282.08; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.205(3,9), MCL 399.214

Sec. 38-64. Decisions.

The historic district commission shall file certificates of appropriateness, notices to proceed, and denials of applications for permits with the department of community development. A permit shall not be issued until the historic district commission has acted as prescribed by this article. If a permit application is denied, the decision shall be binding on the city. A denial shall be accompanied with a written explanation by the historic district commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for historic district commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court. The failure of the commission to act within 60 calendar days after the date a complete application is filed with the commission, unless an extension is agreed upon in writing by the applicant and the commission, shall be considered to constitute approval.

(Code 1983, § 282.11; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.209(1).

Sec. 38-65. Acceptance and administration of grants and gifts.

- (a) *State and federal grants.* The historic district commission shall have the power to accept and administer gifts, grants or bequests for historic restoration purposes from the state or federal government.
- (b) *Public and private gifts.* The historic district commission shall have the power to accept and administer public and private gifts, grants or bequests for historical purposes.
- (c) *Administration of funds.* The city finance director shall hold the funds as trustee of the historic district commission for all gifts, grants and bequests, and authorized expenditures shall be certified to the finance director by the secretary or other officer designated by the historic district commission.

- (d) *Title to real property.* Notwithstanding anything in this article to the contrary, the title to all real property accepted and administered by the historic district commission shall be received and held in the name of the city.

(Code 1983, § 282.14; Ord. No. 093-05, 5-11-1993)

State law reference(s)— Similar provisions, MCL 399.206.

Sec. 38-66. Appeals.

Any citizen or duly organized historic preservation organization in the city, as well as resource property owners, jointly or severally aggrieved by a decision of the historic district commission may appeal the decision to the circuit court, except that a permit applicant aggrieved by a decision rendered under section 38-38(a) may not appeal to the court without first exhausting the right to appeal to the state historic preservation review board under section 38-38(b).

(Code 1983, § 282.13; Ord. No. 093-05, 5-11-1993)

State law reference(s)—Similar provisions, MCL 399.21.

SECTION 2 Severability

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

SECTION 3 Repeal of Conflicting Ordinances, Savings Clause

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

SECTION 4 Effective Date

This ordinance shall take effect 15 days following publication of a summary thereof, following adoption.

1st READING:

PUBLIC HEARING:

EFFECTIVE DATE:

Patricia M. Randall, Mayor

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

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

Erica Eklov, City Clerk

Approved as to Form:

Date: _____

By: _____

City Attorney

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Axon Drone First Responder System

SUPPORTING PERSONNEL: Devin Mackinder, Director of Technology Services
Nicholas Arnold, Director of Public Safety - Police / Fire Chief

ACTION RECOMMENDED: Approve the purchase of the comprehensive five-year Drone First Responder System from Axon in the amount of \$255,043 using the Sourcewell cooperative purchasing agreement #101223-AXN and authorize the City Manager to execute all documents related to this action.

The City of Portage has been a leader in drone operations in Michigan. The drone program has been very successful and continues to grow. The drone industry is rapidly evolving, requiring a new approach to maintain operational efficiency and safety, ensure compliance with constantly changing regulations, achieve technological parity, and contain costs. The new approach to drone management is a fully integrated "Drone Air Support System," also known in Public Safety as a "Drone First Responder System," which leverages the most advanced drone technologies and dedicated support from a single provider.

The ideal provider for our specific needs depends on factors like mission requirements, budget, equipment capabilities, applications integration, system support and maintenance, experienced training resources, and compliance with state and federal drone operation regulations.

The city drone team thoroughly reviewed the top three systems, which included onsite demos, reference checks, and a comprehensive comparative systems review. Of the three systems reviewed, the drone team found the Axon system and support team to be the most comprehensive, highly rated, and best fit for our purposes. A demonstration video of the drone system is available at www.axon.com/dfr.

To ensure the best possible pricing and competitive review, the city recommends purchase of the Axon drone first responder system via the Sourcewell cooperative purchasing program. This cooperative agreement is competitive as only six participants were awarded from a total of 31 participants. Pricing was confirmed to be a primary factor in the evaluation.

Vendor	Annual Cost	Total Cost	Contract Term
Axon	\$51,008.60	\$255,043	Five Years
Paladin	\$66,000	\$198,000	Three Years
Aerodrome	\$150,000	\$450,000	Three Years

It is recommended that City Council approve the purchase of the comprehensive five-year Drone First

Responder System from Axon in the amount of \$255,043 using the Sourcewell cooperative purchasing agreement #101223-AXN and authorize the City Manager to execute all documents related to this action.

FUNDING: Funds are available and budgeted for this purpose as part of Police Patrol-Capital Outlay.

Attachments: 1. Quote Tabulation

Drone Air Support System (Drone First Responder) Vendor Quote Tabulation

Vendor	Annual Cost	Total Cost	Contract Term
Axon	\$51,008.60	\$255,043	Five Years
Paladin	\$66,000	\$198,000	Three Years
Aerodrome	\$150,000	\$450,000	Three Years

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: 2026 Service, Permit, and Activity Fees

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

ACTION RECOMMENDED: Adopt:

- a. 2026 Proposed Freedom of Information Act fees,
- b. 2026 Proposed Cemetery Fees Schedule,
- c. 2026 Proposed Community Development and Building Permit fees,
- d. 2026 Proposed Recreation and Park Facility fees, and
- e. 2026 Proposed Special Assessment Rates.

Service, permit, and activity fees have historically been updated and implemented on a calendar year basis following an annual administrative review of fees for various city services and activities, as well as special assessment rates. Proposed fee modifications for the 2026 calendar year are recommended to facilitate continued service provision and to maintain the financial health of the city. The recommended fee modifications for 2026 are based on service cost considerations. A comprehensive listing of all recommended fee changes for 2026 is attached and detailed below.

Charges for Documents (FOIA) Fee Schedule

Under the Freedom of Information Act 442 of 1976 (FOIA), municipalities are allowed to recover costs incurred in providing certain documents for public purchase. Fees for FOIA requests are periodically revised to reflect actual costs for providing materials. A review of fees has also been completed. **There are minor suggested updates, including a change to the fee for a full electronic copy of the citywide property tax file and the addition of fees for requesting news releases and *Portager* newsletters up to 2 years old.** (Attachment: Clerk - 2026 FOIA Fees Schedule)

Cemetery Fees and Charges

City cemetery fees are reviewed annually to ensure that the General Fund subsidy for this operation remains at or below \$50,000. A comprehensive review of the cemetery fees history was performed by City Clerk staff this year, as well as a comparison to the fees charged by similar Michigan jurisdictions. **It was determined that Burial Rights Fees had not been updated since 2004, and staff concluded that adjustments are necessary to account for two decades of inflation.** Furthermore, space in Central Cemetery is becoming limited, making the recent land acquisition in South Cemetery especially timely. With that in mind, the resident rate continues to be prioritized. Finally, the addition of the columbarium

in South Cemetery requires the addition of a new fee structure to account for niche purchases and openings. **These rates have been added to the 2026 schedule.** The resulting fees proposed will keep City of Portage cemeteries competitive with surrounding jurisdictions and other similarly sized communities in Michigan, while accurately reflecting the services provided. (Attachment: Clerk - 2026 Cemetery Fees Schedule)

Community Development Fees for Service

The annual review of Community Development service fees (Planning, Development and Neighborhood Services, and Building and Housing Services) has been conducted. **Community Development is recommending only minor adjustments to fees.** City Council members indicated smaller incremental increases on a regular basis are preferred rather than larger, less frequent increases in fees. Considering these comments, minimal changes are recommended as noted below. The following is an analysis of the proposed 2026 Community Development Fees for Services.

Administrative Costs: The actual cost to process development applications (e.g. staff resources, legal notices, direct mailing and copy expenses) has again been reviewed, and the online application process has been successful in streamlining administrative processes. **There are no cost increases at this time.**

Planning, Development, and Zoning Fees: Planning, Development and Zoning Services staff is recommending the following updates to the fee schedule related to the Keeping of Chickens Permit, Sign Permits, Mixed-Use Site Plan Review, and the establishment of new Neighborhood Enterprise Zones (NEZ), as well as the Workforce housing development Stanwood Crossings. These changes streamline the review process, reflect staff time required for inspections, and incorporate newly adopted zoning and ordinance language.

- Keeping of Chickens: \$50 application/inspection fee for plan review that includes an on-site visit (in addition to the \$50 Permit fee that requires additional inspection after installation).
- Sign Permits: \$50 application/review fee for plan reviewers to accompany existing sign permit fees for building inspectors.
- Mixed-Use Site Plan Review: In 2025, the city established its first mixed-use zoning district (Lake Center Corridor District) and rezoned property to City Centre Mixed Use to advance walkability, pedestrian-oriented design, multimodal streets, and high-quality building frontage standards.

Because the current fee schedule does not include a classification for mixed-use development or design review, staff recommends adding a new Mixed-Use Site Plan Review fee. In addition, the base Site Plan Review fee has been updated to include the previously separate \$55 stormwater agreement recording fee, simplifying the fee process.

The proposed Mixed-Use Site Plan Review fee is as follows:

Site Plan Review, Mixed-Use, Zoning Classification: Lake Center Corridor, City Center Mixed Use - \$655 + 12/dwelling unit + \$6/100 sq. ft. of gross floor area, exclusive of basement space.

- Neighborhood Enterprise Zones (NEZ): For applications requesting the creation of a new Neighborhood Enterprise Zone district, a \$1,500 fee is recommended. For Neighborhood

Enterprise Zone Certificate request, 2% of the total property taxes abated or \$2,040, whichever is less, is recommended.

- Workforce Housing Application: \$25 application review fee for housing placement review at City developments like Stanwood Crossings.

Construction Services: The Department of Community Development is also responsible for administration and enforcement of the Michigan State Construction Codes through construction project plan review, permit issuance, project inspections and the issuance of Certificates of Occupancy. Construction permit fees are based on analysis and expenditure review in conjunction with permit and processing costs, plan review services, project field inspections, customer consultations, final occupancy review and issuance as well as record retention.

Community Development does not request any increases for construction permits. However, for life safety purposes, it is requested that a performance bond of \$300 be provided in conjunction with the construction of swimming pools and spas. The performance bond will help ensure the pool is completed with proper safety equipment and protective barriers in a timely fashion. Once the pool is installed, inspected and all safety measures are in place, the bond will be returned to the contractor.

Except for the recommended fees noted above, **no other modifications to the current Department of Community Development fee schedule are recommended.** (Attachments: Comm Dev - 2026 Building Permit Fees Resolution, Comm Dev - 2026 Community Development Fees Resolution)

Recreation and Park Facility Fees

Fee schedules for recreation programs and park facilities are reviewed yearly to ensure that programs offered can meet public demand in a cost-effective manner and continue to promote the quality of life within the community. **There are no proposed changes or additions to the existing recreation and park facility fees recommended for 2026.**

Special Assessment Rates

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

On November 7, 2006, Portage voters approved a street millage proposal which eliminated street special assessments on projects initiated by City Council. Street assessments will still be levied on street projects petitioned by affected and benefiting property owners. Approval of the street millage proposal also eliminated the street reconstruction portion of the special assessment rate for installation of new sanitary sewers. Any street improvement project or sanitary sewer project approved prior to November 7, 2006, whether it was a special assessment district or an extension district, was not affected by approval of the street millage proposal.

Special assessment rates are updated using actual construction costs for comparable city projects and were calculated based primarily on the actual bid history of completed 2024 and 2025 projects. Recent inflation in the local economy has resulted in significant price increases for construction projects. The city has experienced not only an increase in material prices, but also higher construction labor and engineering design costs. Each special assessment rate was analyzed separately so that the recommended

2026 rates also properly reflect the City Council policy on property owner cost-sharing of needed infrastructure improvements. **A Special Assessment Rate Resolution reflecting the proposed rates for 2026 is provided for the consideration of Council.** (Attachment: T&U - 2026 Special Assessment Rate Resolution)

FUNDING: Not applicable.

- Attachments:**
1. Clerk - 2026 FOIA Fees Schedule
 2. Clerk - Cemetery Rates Proposed FY 25-26
 3. Clerk - 2026 Cemetery Fees Schedule Resolution
 4. Comm Dev - 2026 Building Permit Fees Resolution
 5. Comm Dev - 2026 Community Development Fees Resolution
 6. T&U - 2026 Special Assessment Rates Resolution

CITY OF PORTAGE 2026 CHARGES FOR DOCUMENTS (FOIA FEES) - PROPOSED

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Finance	Budget (Paper copy)	\$0.10/pg + *		Available Online
		Plus Mailing		
	Budget - digital	\$0.38*		Available Online
		Plus Mailing		
	Annual Comprehensive Financial Report (Paper Copy)	\$0.10/pg + *		Available Online
		Plus Mailing		
	Annual Comprehensive Financial Report - digital	\$0.38		Available Online
		Plus Mailing		
	Full Electronic Copy of Citywide Property Tax File	\$500.00	Staff Time to Compile	Only individual parcels available online.
	Tax Payment Receipts (duplicates requested other than time of payment)	No Charge		Available Online
	Individual Parcel Look-up Online	No Charge		Available Online
	Special Assessment/Tax History on computer (since 2004)	No Charge		Available Online
	Utility Bill History Information (upon availability)	No Charge		Available Online to Account Holders
Assessor	Property Record Card/Property Record Data	No Charge		Available Online
	Historical Property Record Card	No Charge		Not Available Online
	Sales Study Report	\$0.10/pg + *		Available Online
	Annual Database Download for Realtors Assn.	No Charge		Not Available Online
	Full Electronic Copy of Citywide Assessment Roll	Staff Time to Compile*		Individual parcels available online.
Purchasing	Bid Specifications (First copy)	No Charge		Available Online
	Contract Conditions & Specifications	No Charge		Available Online
	Additional Copy	\$0.10/pg + *		
City Clerk	City Charter	\$2.40		Available Online
	Precinct Maps (Color)	\$6.00		GIS Mapping Service Available Online
	Council Minutes and Agendas	No charge		Prior Year Available Online
	Council Agenda Packets	\$0.10/pg + *		Prior Year Available Online
	Advisory Board Minutes	No Charge		Prior Year Available Online
	Advisory Board Agenda Packets	\$0.10/pg + *		Prior Year Available Online
	Qualified Voter Information - Electronic Only	No Charge		Not Available Online
	Daily Absent Voter List (ongoing request)	\$10.00		Not Available Online
	Environmental Site Assessment Request	\$30		Various

CITY OF PORTAGE 2026 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Human Resources	Employee Records - If Available to employee or designee			Not Available Online
	1st Copy	No Charge		
	2nd copy	\$0.10/pg + *		
	To non-employee	\$0.10/pg + *		
Fire	EMS Reports	\$0.10/pg + *		Not Available Online
	Environmental Impact Statements	\$0.10/pg + *		Not Available Online
	NFIRS Reports	\$0.10/pg + *		Not Available Online
	Research	*		Not Available Online
	Digital Photos to Disc	*		Not Available Online
Police	POLICE REPORTS:			Not Available Online
	Minor Incident Report	\$0.10/pg + *		
	Up to 20 pages	\$0.10/pg + *		
	From 21-40 pages	\$0.10/pg + *		
	From 41-60 pages	\$0.10/pg + *		
	Accident Reports:			Not Available Online
	UD-10 Form	\$0.10/pg + *		Not Available Online
	w/supplemental Info up to 20 pages	\$0.10/pg + *		
	From 21-40 pages	\$0.10/pg + *		
	From 41-60 pages	\$0.10/pg + *		
	Over 60 pages	\$0.10/pg + *		
	Police Reports Facsimile Charge	No Charge		Not Applicable
	Photographs			Not Available Online
	Booking Photo	\$0.38 + *		Not Available Online
	Booking Room Videos, Lobby Videos,	\$0.38 + *		Not Available Online
	Interview Videos, Evidence Videos and	\$0.38 + *		
	Mobile Video Digital Recordings	\$0.38 + *		
	*Digital Photos to Disc	\$0.38 + *		Not Available Online
	Visa Clearance	\$11.00		Not Available Online
	Audio Tapes	\$0.38 + *		Not Available Online
	Non-criminal Fingerprints			Not Available Online
	Resident or Portage Business	\$8.00/card		
	Non-resident	\$15.00/card		
	Application to Set Aside Conviction Permit	Through Court		Not Available Online
	Bond Fee	\$10.00		

CITY OF PORTAGE 2026 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Community Development	PAPER FORMAT - IN COLOR:			
(Maps, plans, tracings, plats, etc.)	8 x 11 ("A" size) without Aerial	\$1.00		Available as part of GIS Mapping Service
	11 x 17 ("B" size) without Aerial	\$2.00		Available as part of GIS Mapping Service
	18 x 24 ("C" size) without Aerial	\$3.00		Available as part of GIS Mapping Service
	24 x 36 ("D" size) without Aerial	\$5.00		Available as part of GIS Mapping Service
	30 x 30 ("E" size) without Aerial	\$10.00		Available as part of GIS Mapping Service
	8 x 11 ("A" size) with Aerial	\$2.00		Available as part of GIS Mapping Service
	11 x 17 ("B" size) with Aerial	\$5.00		Available as part of GIS Mapping Service
	18 x 24 ("C" size) with Aerial	\$10.00		Available as part of GIS Mapping Service
	24 x 36 ("D" size) with Aerial	\$20.00		Available as part of GIS Mapping Service
	30 x 30 ("E" size) with Aerial	\$25.00		Available as part of GIS Mapping Service
	Building Plan/Site Plan (24x36)	\$5.00/sheet		Not Available Online
	(copyright restrictions may apply)			
	Planning and Zoning Code with Land Development Regulations	\$0.10/pg + *		Available Online
	Zoning Map, Future Land Use Map (11x17)	\$5.00		Available as part of GIS Mapping Service
	Zoning Map, Future Land Use Map (24x36)	\$10.00		Available as part of GIS Mapping Service
	Subdivision and Land Division Regulations	\$0.10/pg + *		Available Online
	Comprehensive Master Plan	\$0.10/pg + *		Available Online
	Comprehensive Master Plan - digital	\$0.38 + *		Available Online
	Major Thoroughfare Plan Status update	\$0.10/pg + *		Available Online
	Capital Improvement Program (CIP)	\$0.10/pg + *		Available Online
	Capital Improvement Program (CIP) - digital	\$0.38 + *		Available Online
	Property Notification Address List	\$20.00		Available Online
	CDBG Consolidated Plan	\$0.10/pg + *		Available Online
	CDBG Annual Action Plan	\$0.10/pg + *		Available Online
	Analysis of Impediments to Fair Housing Study	\$0.10/pg + *		Available Online
	DIGITAL FORMAT:			
	Digital Aerial Photo of City	\$40/section		Available as part of GIS Mapping Service
	(one foot pixel resolution)			
	Digital Aerial Photo of Entire City - All Sections	\$750.00		Available as part of GIS Mapping Service
	Digital Topographic Maps	\$25/quarter		Available as part of GIS Mapping Service
		section		
	All 36 Sections	\$1,500.00		Available as part of GIS Mapping Service
	Digital (GIS) Map Layers (streets, hydrology, zoning, etc.)	\$0.00		Available as part of GIS Mapping Service

CITY OF PORTAGE 2026 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	PROPOSED	ONLINE AVAILABILITY
Community Development (cont'd)	Digital (GIS) Parcel Map Layer	\$0.10/parcel		Available as part of GIS Mapping Service
		\$25 minimum		
		\$750 maximum		
	Custom Mapping	*		Available as part of GIS Mapping Service
	Building/Site Plan e-mailed	*		Not Available Online
	(copyright restrictions may apply)			
Public Information Office	News Releases	NEW	\$0.10/pg + *	Two years prior
	Portager Newsletters	NEW	\$0.10/pg + *	Two years prior
Technology Services	USB Flash Drive - 16GB	\$8 + *		Not Applicable
	USB Flash Drive - 32GB	\$15 + *		Not Applicable
	USB Flash Drive - 64GB	\$22 + *		Not Applicable
	Research	*		

* NOTE: Charge per document is \$0.10/page, labor costs and up to 50% of the hourly wage for benefit costs of lowest paid individual capable of performing the work, plus mailing costs.

For requests involving in excess of 15 minutes of staff time, the charge will be based on the nearest quarter-hour increment after the first quarter hour rounded down.

**Cemetery Fees
(2026 Proposed)**

Item		Current	Proposed
Burial Rights	Resident - Upright	\$1,075	\$1,150
	Non-Resident - Upright	\$1,450	\$1,500
	Resident - Flush/Mixed	\$950	\$1,000
	Non-Resident - Flush/Mixed	\$1,300	\$1,400
	Resident - Youth	\$400	\$450
	Non-Resident - Youth	\$650	\$700
	Resident - Cremains	\$650	\$700
	Non-Resident - Cremains	\$900	\$950
	Resident - Columbarium (Single)	n/a	\$700
	Non-Resident - Columbarium (Single)	n/a	\$1,100
	Resident - Columbarium (Double)	n/a	\$1,000
	Non-Resident - Columbarium (Double)	n/a	\$1,400
Grave Opening/Closing	Traditional - Monday thru Friday	\$950 before 2 pm; \$1150 after 2 pm	\$1000 at/before 2 pm; \$1250 after 2 pm
	Traditional - Saturday	\$1,450	\$1,500
	Youth - Monday thru Friday	\$700 before 2 pm; \$900 after 2 pm	\$750 at/before 2 pm; \$1000 after 2 pm
	Youth - Saturday	\$1,050	\$1,100
	Cremains - Monday thru Friday	\$450 before 2 pm; \$550 after 2 pm	\$500 at/before 2 pm; \$600 after 2 pm
	Cremains - Saturday	\$630	\$700
	Columbarium - Monday thru Friday	n/a	\$250 at/before 2 pm; \$300 after 2 pm
	Columbarium - Saturday	n/a	\$400
	Marker Foundations (concrete)	\$0.60	\$0.90
		/sq in	/sq in

**CITY OF PORTAGE, MICHIGAN
RESOLUTION ESTABLISHING BURIAL RIGHTS FEES**

Minutes of a regular meeting of the City Council of the City of Portage, Michigan held on the _____ day of _____, 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, the City Council pursuant to Section 18-8 of the City of Portage Code of Ordinances establishes the fees for burial rights.

NOW THEREFORE BE IT RESOLVED THAT:

1. The following fees are adopted for burial rights:

(a)	Resident - Upright	\$1,150
	Non-Resident - Upright	\$1,500
	Resident - Flush/Mixed	\$1,000
	Non-Resident - Flush/Mixed	\$1,400
	Resident - Youth	\$450
	Non-Resident - Youth	\$700
	Resident - Cremains	\$700
	Non-Resident - Cremains	\$950
	Resident - Columbarium (Single)	\$700
	Non-Resident - Columbarium (Single)	\$1,100
	Resident - Columbarium (Double)	\$1,000
	Non-Resident - Columbarium (Double)	\$1,400

2. The following fees are adopted for grave openings and closings:

Traditional (Monday - Friday)	\$1000 at/before 2 pm; \$1250 after 2 pm
Traditional (Saturday)	\$1,500
Youth (Monday - Friday)	\$750 at/before 2 pm; \$1000 after 2 pm
Youth (Saturday)	\$1,100
Cremains (Monday - Friday)	\$500 at/before 2 pm; \$600 after 2 pm
Cremains (Saturday)	\$700

Columbarium (Monday - Friday)	\$250 at/before 2pm; \$300 after 2pm
Columbarium (Saturday)	\$400

3. The fee for concrete foundations under markers/monuments shall be ninety cents (\$.90) per square inch.

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 L. 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 L. Eklov, City Clerk

Prepared by:

Erica Eklov
Portage City Clerk
City of Portage
7900 S. Westnedge Ave.
Portage, MI 49002

Approved as to Form:

Date:

By:

City Attorney

11-20-2025
Curtis J. Kaufman

**CITY OF PORTAGE
RESOLUTION ESTABLISHING FEES FOR BUILDING PERMITS**

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

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

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

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

Residential¹

Total Valuation:

Up to \$2,000

\$2,001 to \$25,000

\$25,001 to \$50,000

\$50,001 to \$100,000

Fee:

Minimum fee of \$50.00

Minimum fee of \$50.00 or \$31.41 for the first
\$2,000 plus \$5.45 for each additional \$1,000
or fraction thereof, to and including \$25,000

\$156.76 for the first \$25,000 plus \$4.02 for
each additional \$1,000 or fraction thereof, to
and including \$50,000

\$257.26 for the first \$50,000 plus \$2.80 for
each additional \$1,000 or fraction thereof, to
and including \$100,000

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

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

Commercial²

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

Other Construction Related Permits

Residential Driveway, Curb Cut, and Sidewalk Permits	\$25.00
--	---------

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

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

Electrical Energy Components
(such as generators, motors, solar, wind
turbines, electric vehicle supply equipment)

\$6 – Units up to 20 KVA/KW or HP/Per PV
Module
\$10 – Units 21-50 KVA/KW or HP/Per PV
Module
\$12 – Units over 51 KVA/KW or KP/Per PV
Module

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

AYES: Councilmember _____

NAYS: Councilmember _____

ABSENT: Councilmember _____

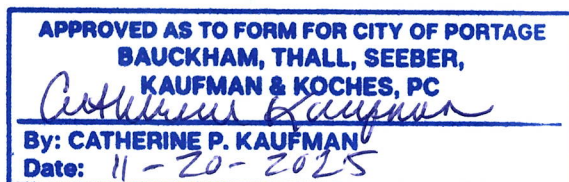
EFFECTIVE DATE: _____

Erica Eklov City Clerk

CERTIFICATION

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

Erica Eklov, City Clerk



**CITY OF PORTAGE
RESOLUTION FOR COMMUNITY DEVELOPMENT FEES**

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

PRESENT: _____

ABSENT: _____

The following resolution was offered by:

Councilmember: _____, and supported by:

Councilmember: _____.

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

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

<u>SERVICE</u>	<u>FEE</u>
1. Access Management Appeal	\$374 per appeal
2. Accessory Buildings	\$308 per application
3. Accessory Dwelling Units (ADU)	\$110 per application \$110 document recording fee
4. Accessory Use - Keeping of chickens	\$50 application/review fee \$50 permit fee
5. Brownfield Redevelopment Plan or Amendment	
• Fee for assignment to a lending institution	\$1,200 per application
• Fee for assignment to a new entity	\$3,000
6. Brownfield Redevelopment Plan (Kalamazoo County Plan)	\$1,200 per application
7. Building Height Modification	\$374 per request involving action only by the Planning Commission \$627 per request involving action by the Planning Commission and City Council

8. Business Special Event	\$121 per application
9. Collection Box Application * Annual Renewal Fee	\$110 per application \$55 annually
10. Master Plan Amendment	Map - \$1,243 for the first acre; then \$88 for each additional acre or fraction thereof, plus consultant fee Text - \$935 per amendment, plus consultant fee
11. Debris Removal	Special Equipment – minimum one (1) hour charge pre-approved by City staff \$25/per person plus disposal fees which include actual costs of landfill or on-site dumpster pre-approved by City staff, plus \$25 travel fee for one (1) crew member, plus onsite City staff administration fee
12. Development Plan Scanning	\$33 for the first 20 sheets, plus \$1/sheet thereafter
13. Home Occupation Permit - Active	\$170 per permit
14. Industrial Tax Abatement	2 percent of the total property taxes abated or \$2,040, whichever is less
15. Land Division	\$170 plus \$11 for each "child" parcel over two
16. Lot Line Adjustment	\$110 per application
17. Mural Permit	\$121 per mural application
18. Neighborhood Enterprise Zones (NEZ) Certificates	2 percent of the total property taxes abated or \$2,040, whichever is less
• (NEZ) New District Establishment	\$1,500 for establishing a new district
19. Nuisance Abatement	Documented cost of the abatement, plus an administrative fee of \$385, plus \$71 /hour or fraction thereof of staff to complete the abatement
20. Parking Modification	\$385 per application
21. Parking Plans	\$187 base fee and \$5 per 500ft ² of parking area

22. PILOT (Payment in lieu of taxes)	\$847 per application
23. Planned Development Tentative Plan	\$627 per tentative plan plus the rezoning fee
24. Commercial Planned Development Concept Plan	\$935 per conceptual plan \$627 per conceptual plan if processed concurrently with rezoning application \$253 per conceptual plan if combined with a specific plan and less than 10 acres
25. Planning and Zoning re-inspection fee	\$71 per hour (1-hour minimum fee)
26. Public Utility Plan	\$286 for one utility \$396 for more than one utility \$55 per easement document (review/record fee)
27. Sign Permits	\$50 Application fee plus: \$121 per permanent freestanding sign application \$121 per permanent wall sign application \$60 per temporary or directional sign application \$60 per permanent freestanding or wall sign application for sign panel change to existing sign, where no structural sign modifications are proposed
28. Single-family Condominium – Preliminary Approval	\$500 plus \$25 per lot
29. Single-family Condominium – Final Preliminary Approval	\$748 plus \$25 per lot
30. Single-family Condominium – Final Approval	\$748 plus \$44 per lot
31. Single-family Plat – Preliminary Approval	\$440 plus \$22 per lot
32. Single-family Plat – Final Preliminary Approval	\$660 plus \$22 per lot
33. Single-family Plat – Final Approval	\$660 plus \$38 per lot
34. Small On-site Wind Energy Systems	\$143 per application

35.	Special Land Use Permit	\$253 per group childcare home application \$374 for all others
36.	Special meeting of the Planning Commission or Zoning Board of Appeals	\$253 per request
37.	Street Vacation or Land Sale	\$935 per application
38.	Tall Grass and Weed Mowing	\$750 per one acre and incremental cost of \$200 for each additional ¼ acre or fraction thereof \$350 for ¼ acre up to one acre \$200 minimum for less than ¼ acre (e.g., median islands etc.)
39.	Work Force Housing	\$25 Application fee
40.	Zoning Amendment	
	• Map Amendment/Rezoning	\$1,243 for the first acre; then \$88 for each additional acre or fraction thereof
	• Text Amendment	\$935 per amendment
41.	Zoning Board of Appeals	\$154 for all one-family residential uses \$374 for all others
42.	Zoning Compliance Review	
	• General Zoning Review	\$55 per general zoning review
	• Day Care License Review	\$55 per day care license
	• Lot Line Adjustment	\$110 per lot line adjustment
	• State License/Zoning Review and Annual Renewals	\$170 for state license zoning review/annual renewals
43.	Site Plan Review	Variable base fee plus unit/square footage charges as follows:

Use¹

Mixed Use

Zoning Classification

LC; CCMU

Fee^{2 3}

\$655 + \$12/dwelling unit
+\$6/100 sq. ft. gross floor area

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

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

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

		(commercial) exclusive of basement space
Multiple Family	R-1T; RM-1; RM-2	\$495 + \$12/dwelling unit
Planned Development	PD	\$495 + \$12/dwelling unit \$462 + \$6/100 sq. ft. gross floor area (commercial) exclusive of basement space \$550 + \$6/500 sq. ft. gross floor area (industrial) exclusive of basement space
Mobile Home Community	MHC	\$495 + \$12/Mobile Home Unit
Commercial	OS-1; OTR; B-1; B-2; B-3; CPD; CCA; CCMU	\$462 + \$6/100 sq. ft. of gross floor area, exclusive of basement space.
Institutional	R-1A through R-1 D; R-1T RM-1; RM-2; PD	\$495 + \$6/100 sq. ft. of gross floor area, exclusive of basement space.
Industrial	I-1; I-2; OTR	\$555 + \$6/500 sq. ft. of gross floor area, exclusive of basement space.
Recreational (golf courses and other open space type recreational uses)	R-1 A through R-1 D; PD	\$521 + \$12/acre over 3 acres

Brownfield Redevelopment Plan or Amendment Fees

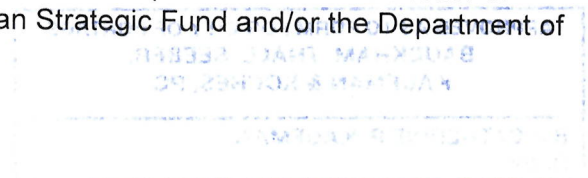
A. Application Fee

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

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

B. Legal Fees

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



C. Fees for Assignments

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

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

D. Other Fees

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

AYES: Councilmember _____

NAYS: Councilmember _____

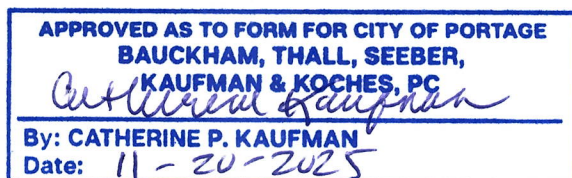
ABSENT: Councilmember _____

EFFECTIVE DATE: _____

Erica Eklov, City Clerk

CERTIFICATION

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



Erica Eklov, City Clerk

**CITY OF PORTAGE
SPECIAL ASSESSMENT RATE
RESOLUTION**

At a regular meeting of the Council of the City of Portage, Kalamazoo County, Michigan held at the City Hall in said City on the ____ day of _____, 2025 at 6:00 p.m., local time.

PRESENT:

ABSENT:

The following resolution was offered by:

Councilmember: _____, and seconded by:

Councilmember: _____.

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOVLED THAT:

1. The City of Portage adopt the special assessment rate as indicated on Attachment "A", attached hereto and incorporated herein, with said rates to become effective for any special assessment district initiated after January 1, 2026 and to remain in effect until modified by subsequent resolution of Council.
2. The City of Portage utilize the special assessment rates as indicated on Attachment "A", with said rates to become effective after January 1, 2026 for connection to any water or sanitary sewer extension district (unassessed water or sanitary sewer main). The fee for connection to an unassessed water main shall consist of the current charge for the water lead (from the water main to the curb shut off), the water meter charge, and the front footage charge based on current special assessment rates. The meter charge must be paid in full at the time of issuance of the water permit but the front footage and water lead charges may be spread over twenty years. The fee for an up-sized water lead shall consist of the difference in cost between the 1 ¼ inch service assessed and the selected size current rate at the time of connection.
3. The fee for connection to an unassessed sanitary sewer main shall consist of the current "trunk and branch" fee, a sewer meter charge (if the structure is not

connected to public water), the street lead charge (service line from the sanitary sewer main to the property line), and the front footage charge based on the current special assessment rates for unassessed sewers. The sewer trunk and branch fee, and sewer meter charge (when applicable) must be paid in full at the time of issuance of the sewer use permit but the front footage and the street lead charges may be spread over twenty years.

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

ADOPTED: YEAS: Councilmember: _____

NAYS: Councilmember: _____

ABSENT: Councilmember: _____

Erica Eklov, City Clerk

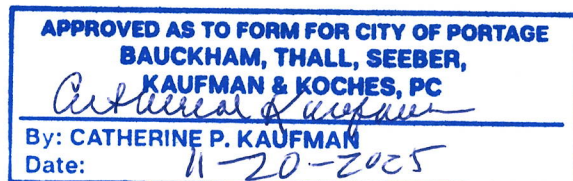
CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF KALAMAZOO)

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

IN WITNESS THEREOF, I have hereto affixed my official signature this ____ day of _____, 2025.

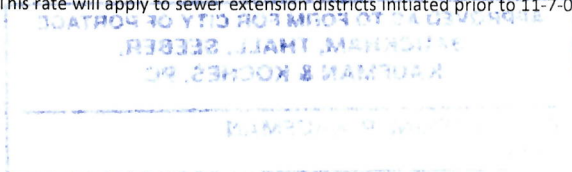
Erica Eklov, City Clerk



Attachment "A"
SPECIAL ASSESSMENT RATES 2026

	Residential			Commercial/Industrial		
	2025	2026	% Change	2025	2026	% Change
	Per Foot	Per Foot		Per Foot	Per Foot	
Water	\$93.97	\$98.67	5.00%	\$128.89	\$135.33	5.00%
Sewer	\$85.12	\$89.38	5.00%	\$92.35	\$96.97	5.00%
Unassessed Sewer*	\$151.57	\$159.15	5.00%	\$185.56	\$194.84	5.00%
Petitioned Street Reconstruction with Curb & Gutter (including new storm sewer)	\$161.58	\$169.66	5.00%	\$179.28	\$188.24	5.00%
Petitioned Street Reconstruction with Curb & Gutter (existing adequate storm sewer)	\$118.08	\$123.99	5.00%	\$125.74	\$132.03	5.00%
Petitioned Curb and Gutter (including new storm sewer done in conjunction with either street reconstruction or sanitary sewer installation)	\$87.31	\$91.68	5.00%	\$96.87	\$101.71	5.00%
Petitioned Street Reconstruction	\$76.00	\$79.80	5.00%	\$83.65	\$87.84	5.00%
Petitioned Storm Sewer (done separate from street reconstruction)	\$78.60	\$82.53	5.00%	\$85.54	\$89.82	5.00%
Sidewalk	\$45.13	\$47.39	5.00%	\$52.80	\$55.44	5.00%
	Each	Each		Each	Each	
Drive Approach - Concrete	\$1,977.58	\$2,076.46	5.00%	\$1,977.58	\$2,076.46	5.00%
Sewer Lead	\$3,549.34	\$3,726.80	5.00%	\$3,549.34	\$3,726.80	5.00%
3/4-in. Water Service	\$2,310.43	\$2,425.95	5.00%	\$2,310.43	\$2,425.95	5.00%
1-in. Water Service	\$2,723.68	\$2,859.86	5.00%	\$2,723.68	\$2,859.86	5.00%
1 1/4-in. Water Service	\$2,890.75	\$3,035.28	5.00%	\$2,890.75	\$3,035.28	5.00%

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



TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: \$400,000 from the Natural Resources Trust Fund for the Austin Lake Trail Project

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation

ACTION RECOMMENDED: Approve the revised Resolution to receive a grant of \$400,000 from the Natural Resources Trust Fund and commit matching funds toward construction of the Austin Lake Trail Project, and authorize the City Manager to execute all documents related to this action on behalf of the city.

The Austin Lake Trail Project includes the construction of a three-mile asphalt paved, non-motorized 10' wide trail that will run from the roundabout at Zylman and Cox's Drive to the south city limits, connecting with the Vicksburg Trail. The trail route will primarily follow a former railbed along the east side of Austin Lake to safely accommodate pedestrians and cyclists. The project will also include a lighted parking lot on city-owned lift station property on Wells Street, benches, trash receptacles and wayfinding signage.

To offset the anticipated cost for this project, Portage Parks & Recreation submitted a \$400,000 grant application in March 2024 to the Michigan Department of Natural Resources (MDNR) Natural Resources Trust Fund, which was approved. The MDNR funding will be used to offset costs for the northern section of the trail from Zylman Avenue to Nash Street. Grant requests were also awarded from the Kalamazoo Area Transportation Study (KATS) in the amount of \$1,299,000, and from the Michigan Department of Transportation (MDOT) Transportation Alternatives Program grant in the amount of \$2,433,473 (\$693,822 for the north section of the trail and \$1,739,651 for the south section). Construction bidding will determine the final cost of the trail.

On November 5, 2025, the City Council approved a resolution accepting the project agreement terms from the Michigan Department of Natural Resources to secure \$400,000 in Natural Resources Trust Fund grant funding for the Austin Lake Trail Project. After the resolution was submitted to the state, the MDNR requested a revised version that itemizes the specific sources of the City's matching funds. In response, the revised resolution now identifies the KATS and MDOT funding amounts.

It is recommended that City Council approve the revised resolution of matching funding and acceptance of the MDNR Natural Resources Trust Fund for \$400,000 toward construction of the Austin Lake Trail Project, and authorize the City Manager to execute all documents related to this action on behalf of the city.

FUNDING: Grants funding from MDNR, KATS, MDOT and City CIP funds

Attachments: 1. MDNR RESOLUTUION Austin Lake Trail REVISED

**RESOLUTION TO ACCEPT TERMS OF
MDNR NATURAL RESOURCES TRUST FUND GRANT (#TF24-0081)
FOR THE AUSTIN LAKE TRAIL PROJECT
BY THE PORTAGE CITY COUNCIL**

Minutes of a regular meeting of the City Council for the City of Portage, Michigan held on _____, at 6:00 p.m. at the City Hall in the City of Portage, Michigan

Upon motion made by _____, and seconded by _____, the following Resolution was adopted:

RESOLVED, that the City of Portage, Michigan, does hereby accept the terms of the project agreement for (project name and number) Austin Lake Trail #TF24-0081 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the City of Portage does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide local match funds totaling two million, ninety-three thousand, seven hundred eight-two (\$2,093,782.00) dollars to match the grant authorized by the DEPARTMENT.

WHEREAS, the applicant commits said local match from its own resources and additional confirmed funds from the following sources:

Michigan Department of Transportation	\$ 693,822.00
Kalamazoo Area Transportation Study	\$1,299,000.00

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the project agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____, at a meeting held _____.

Signature

Title

Dated

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Amend the General Appropriations Act (Budget)

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2026.

The normal government procurement process involves the issuance of purchase orders to obtain goods and services necessary to provide service to citizens. Purchase orders specify the description, quantity, and price of the required goods. Each purchase order initiates an encumbrance into the city accounting system to reserve budgeted funds to pay for the goods. The encumbrances are relieved as goods are received and related invoices paid. At the end of each fiscal year, open purchase orders (encumbrances) are carried forward to the next fiscal year to reserve funds required to pay for goods and services already ordered. This is completed by adding the encumbered funds to the annual budget for the next fiscal year. The “encumbrance carry forward” process is a standard practice in governmental accounting. The City of Portage Charter, Section 7.6(d), requires the production of this listing for approval by the City Council.

For Fiscal Year 2024-2025, the amount recommended being rolled forward is \$2,734,942, consisting of:

Street Projects	\$ 1,073,836
Utility Projects	\$ 837,481
Fleet & Facilities Fund	\$ 696,275
General Fund	\$ 72,932
Cable Access Fund	\$ 28,414
Grants Fund	\$ 14,219
Leaf Pickup / Spring Cleanup Fund	\$ 11,785
Total	\$ 2,734,942

A significant portion of the funds to be rolled forward for the street funds (\$876,755) is included for major and local street mill and fill programs. The Fleet & Facilities Fund roll forward primarily consists of \$687,537 for new fleet vehicle upfitting. The utility funds primarily consist of \$390,069 for sanitary sewer trunk pipeline assessments and \$184,155 for replacement of Shuman Wellfield chemical injection vaults. General Fund significant projects include recently completed Parks and Recreation building improvements (\$33,090), and City Hall maintenance (\$18,498). The Cable Access Fund roll forward is related to technology projects, the Grants Fund is related to MSHDA MI Neighborhoods Grant expenses, and the Leaf Pickup/Spring Cleanup Fund is for the compost agreement.

The amount rolled forward from Fiscal Year 2023-2024 was \$3,436,951, consisting of \$2,271,521 for

street projects; \$671,191 in equipment for Fleet and Facilities; \$343,291 in utility projects; and \$150,948 for programs and projects in the General Fund.

The attached list shows the dollar value of open purchase orders as of June 30, 2025, all for necessary supplies and services. Receipt of these goods and services will require subsequent payment by the city. Council action to amend the Fiscal Year 2025-2026 budget will allow payment for goods and services ordered in Fiscal Year 2024-2025 from the Fiscal Year 2025-2026 budget. Therefore, it is recommended that City Council amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2026.

FUNDING: N/A

Attachments: 1. 2024-2025 Purchase Orders to Roll into 2025-2026 Budget

2024-2025 Purchase Orders to Roll into 2025-2026 Budget

PO Number	Vendor Name	Carry-Forward Amount
098097	TRUCK & TRAILER SPECIALTIES	\$ 497,248.00
098317	TRUCK & TRAILER SPECIALTIES	\$ 6,793.10
099515	FISHBECK THOMPSON CARR & HUBER, INC	\$ 1,365.75
100016	MONUMENT ENGINEERING GROUP ASSOCIAT	\$ 485.00
100234	TRUCK & TRAILER SPECIALTIES	\$ 183,496.00
100365	WILLIAMS & WORKS	\$ 64,694.20
100644	MY GREEN MICHIGAN	\$ 11,785.00
100717	MAICO INDUSTRIES, INC.	\$ 33,566.00
100772	WESTERN MICHIGAN UNIVERSITY	\$ 2,000.00
100782	ALTSCHUL, DUSTIN	\$ 9,300.00
100783	PERCEPTIVE CONTROLS, INC.	\$ 28,692.50
101071	INTERNATIONAL CODE COUNCIL, INC	\$ 129.00
101086	SHAMBAUGH & SON, LP	\$ 3,873.00
101119	AMLD CONSULTING LLC	\$ 23,750.00
101153	MONUMENT ENGINEERING GROUP ASSOCIAT	\$ 925.00
101200	REED, BRENT LESLIE	\$ 5,289.00
101211	PENCHURA, LLC	\$ 1,108.00
101250	JK OF MICHIGAN, LLC	\$ 46,785.24
101381	CAPSTONE HOME IMPROVEMENT, LLC	\$ 9,268.77
101389	CUMMINS INC.	\$ 59,835.00
101390	CT ELECTRICAL SERVICES, INC.	\$ 28,250.00
101391	PETERS CONSTRUCTION CO.	\$ 184,155.01
101392	KIMCO USA, INC.	\$ 132,466.39
101435	MUNICIPAL EMERGENCY SERVICES INC	\$ 372.69
101479	LECHNER, LAYNE	\$ 4,950.00
101481	CHAPIN SERVICES, LLC	\$ 24,350.00
101490	VANGUARD FIRE & SUPPLY CO., INC.	\$ 1,002.06
101493	VANGUARD FIRE & SUPPLY CO., INC.	\$ 3,325.68
101499	MULDER GLASS & GLAZING, INC.	\$ 4,880.00
101500	MULDER GLASS & GLAZING, INC.	\$ 5,770.00
101532	PIPELINE MANAGEMENT COMPANY, LLC	\$ 275,474.00
101557	INSIGHT PUBLIC SECTOR, INC.	\$ 2,740.98
101595	MULDER GLASS & GLAZING, INC.	\$ 1,987.50
101595	MULDER GLASS & GLAZING, INC.	\$ 1,987.50
101614	ED DELISLE	\$ 8,737.50
101637	PLUMMER'S ENVIRONMENTAL SERVICES	\$ 114,595.00
101798	AVI SYSTEMS, INC.	\$ 4,663.93
101844	LAKELAND ASPHALT CORP.	\$ 876,755.05
101847	KUIPER, MATTHEW	\$ 12,160.00
101848	BOUMA-BETTEN CONSTRUCTION INC.	\$ 14,830.00
101849	KUIPER, MATTHEW	\$ 6,100.00
101852	VEOLIA WATER CONTRACT OPERATIONS	\$ 35,000.00
Total		\$ 2,734,941.85

Minutes of Boards & Commissions

**City of Portage
Environmental Advisory Board
Meeting Minutes – October 8, 2025**

Meeting was called to order at 7:00pm

Vice - Chair David L. called the meeting to order.

Welcome & Introductions: Attendance – 7:01 p.m.

Present: David L. (Vice Chair), Wendy, Claire, Lauren, Chase, David M. Michael S. (City Liaison), Justin W. (City of Portage), and Dallen Ekola-Labra (YAC Student Rep.). **Absent: (Excused):** Joe C.

Guest: Rick Frieman (citizen), planning committee board.

Public Comment Period – 7:02 p.m.

No comments.

Call to Order & Approval of September 10th Meeting Minutes -7:05 p.m.

Vice Chair David L. requested discussion on September meeting minutes. No discussion needed and Motion to approve (CD), second (CP), entire Board approved. Motion carried.

Board Updates and Old Business – 7:07 p.m.

Discussion on policies and procedures was conducted last month and is complete. Deer management – tabled in 2025 earlier on. Deer culling, etc. other ideas and expanding deer hunting period. Discussion on education from the EAB. Discussed adding some educational points to website. Decide on what to list by the website subcommittee (David L., Lauren T., Chase). Subcommittee will formulate the educational notes to post and to board to vote on at November meeting.

Subcommittee Reports - 7:12 p.m.

Events and Activities:

No new events or activities currently. Following up on previous activities of Bee City coordination and commitment. Discussion for developing a letter to City Council indicating steps and staff needs, also noted that if we utilize Behavior, Inc. pilot program – it will fulfil Bee City requirements so two-fold success. David M brought application paperwork to demonstrate the points necessary. Discussion and cost of a Butterfly release. Verify no issues with pathogens/etc. “butterfly flu”. Information is from Michigan Native Butterfly Farm, info@bmibutterflyfarm.com.

Bat Houses – build and develop – migration and understanding the cycles of Bat houses paperwork shared as well.

To do: Writing of draft letter to the City Council regarding Bee City –include all requirements, staffing -quantify as much as possible, annual cost, etc. monetary and staff engagement.

Survey Committee –

Clair and David – Survey results to help drive our annual letter to City Council.
Justin to share the outcomes of survey results YTD as was placed in Portager.

Website Committee –

No meeting was held. In need of an outline for website section. Suggested to start with one or two ideas, develop and modify and have changed by web team Staff. To do: develop and share with entire Board at November meeting. Need hard copy / electronic information to provide to Michael for changes to web team Staff.

Youth Advisory Committee (YAC) Update – 7:30 pm

First meeting is October 13 and will bring new updates at next meeting.

Adding YAC members to email list – Dallen would like slides from Behavior, Inc.,
Green a thon– possible May 22, 2026 – end of May 2026 for Farmers Market opening day.

Pesticides Use and Alternatives Initiative with City – 7:35 pm

Behavior, Inc. pilot program status: City reached out for a specific set of needs and no action as of time of meeting. Discussion as Board believes is a good idea to implement and include Bee City certification. Further information to be discussed at following meetings including a timeline for 2025-2026 and beyond.

Presentation to City Council Discussion 7:40 pm

Plastics challenge – next meeting is 10/21/ so final presentation is due to Michael by 10/15 for submittal. Motion to present (Wendy, second Chase). All in agreement. Lauren to lead presentation and appreciates as many EAB as able to attend. Meeting begins at 6 pm – we should likely be at beginning of meeting.

Weeds and Grasses – discussion on status and background. Motion to remove the weeds/grasses from presentation to City Council (David, Second Wendy). Vote - all agreed- motion carried.

Land Acknowledgement

Discussion on City Council and Historical Board initiative going forward is likely – Subcommittee – Motion to move (Lauren) seconded Chase, vote all in favor and moved to add to City Council presentation schedule. Check email as presented previously and if needed reach out to Lauren.

Other Business / Agenda – 7:55 p.m.

November elections reminder, review ideas and year goals and activities for CC(City Council) annual year, Vice Chair suggested adjournment if no new Business at this time. Lauren motion to adjourn, seconded by Claire. Board unanimous – Adjourn.

Meeting adjourned at 8 pm.

CITY OF PORTAGE ZONING BOARD OF APPEALS

Minutes of Meeting – October 13, 2025

The City of Portage Zoning Board of Appeals meeting was called to order by Chair Eichstaedt at 7:00 p.m. eight people were in the audience.

MEMBERS PRESENT: Jay Eichstaedt, David Bergher, John Sloan, Ken Seybold, Linda Fry, Mike Stempihar

MEMBERS EXCUSED: Aimee Potts

A motion was made by Seybold, and seconded by Fry, to excuse the absent board member. Upon voice vote, the motion passed 6-0.

IN ATTENDANCE: Jeff Mais, Zoning & Codes Administrator; Alex Johnson, City Planner.

APPROVAL OF THE MINUTES:

A motion was made by Bergher, and seconded by Stempihar, to approve May 12, 2025, minutes. Upon voice vote, motion passed 6-0.

NEW BUSINESS:

ZBA #25-01; 6005 South Westnedge Avenue: Staff explained the background and request for a variance for two additional wall signs which would exceed the maximum allowance by 160.5 square feet. The applicant explained that the proposed dog image is not intended for advertising purposes but reflects the company's logo. Rick Williams spoke on behalf of the applicant and stated the right in and right out entrance design limited visibility of the building, and that heavy traffic could potentially block the view of the pylon sign making the need for larger wall signs more important. Stempihar asked if the applicant had considered placing the dog image on the menu or some other locations. The applicant responded they try to keep the appearances of their stores uniform.

A public hearing was opened. A letter of opposition from Jeffrey Case, 5691 Tradewind Drive was read into the record. Paul Goldenbeld, 219 E. Milham Avenue spoke in opposition to the request stating that any lights shining on the proposed signs or building would have negative impacts on the neighboring residences. The applicant stated the mural would not be illuminated. The public hearing was closed.

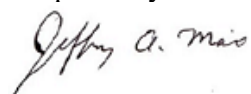
A motion was made by Fry, seconded by Seybold to deny the variance for two additional wall signs which would exceed the maximum allowance by 160.5 square feet for the following reason: the variance will materially impair the intent and purpose of the ordinance. In addition, the application and supporting materials, staff report, and all comments, discussion and materials presented at this hearing be incorporated in the record, and that the action of the Board be final and effective immediately. Upon roll call vote: Eichstaedt-Yes, Seybold-Yes, Bergher-Yes, Sloan-Yes, Stempihar-Yes, Fry-Yes. The motion passed 6-0.

OTHER BUSINESS: The Board accepted Lena Jomaa's resignation and thanked her for her time and service.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: Motion by Bergher, seconded by Sloan to close the meeting. The meeting was adjourned at 8:12 pm.

Respectfully submitted,

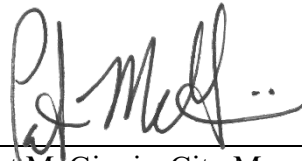


Jeff Mais
Zoning & Codes Administrator

MATERIALS TRANSMITTED

November 17, 2025

1. Communication from the City Manager regarding the Monthly Financial Reports for September 2025 – Information Only.



Pat McGinnis, City Manager

cc Adam Herringa, Chief Operating Officer
Peter Dame, Chief Development Officer

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Monthly Financial Report

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

Prudent practices require that the governing body be periodically apprised of the ongoing financial status of city operations. Attached is a report of revenue and expenditure levels as compared to budget through September 2025.

Attachments: September 2025 Budget to Actual Report

Sept 2025 Budget to Actuals

Percentage of Year Completed **25%**

	25-26 AMENDED BUDGET	25-2026 ACTIVITY	Percent of Amended Collected/U sed
101-General Fund			
Revenue			
000.00-General Government	\$ 32,975,529.00	\$ 21,215,417.34	64.34%
101.00-City Council	\$ -	\$ -	100.00%
172.00-City Manager	\$ 500.00	\$ -	0.00%
215.00-City Clerk	\$ 102,750.00	\$ 34,435.81	33.51%
219.00-Public Information	\$ 186,924.00	\$ 26.99	0.01%
228.00-Technology Services	\$ 3,000.00	\$ -	0.00%
253.00-Finance Treasury	\$ 245,500.00	\$ 134,674.38	54.86%
257.00-Assessor	\$ -	\$ -	100.00%
262.00-City Clerk Elections	\$ 19,000.00	\$ -	0.00%
265.06-Police Facility Management	\$ -	\$ -	100.00%
265.18-Building Maint - 9303 Portage Road	\$ 27,600.00	\$ 6,900.00	25.00%
270.00-Human Resources	\$ -	\$ 395.00	100.00%
273.00-Comm Dev Building Services	\$ 800,000.00	\$ 256,524.61	32.07%
305.00-Police Administration	\$ 172,033.00	\$ 59,608.44	34.65%
311.00-Police Patrol	\$ 1,250.00	\$ 80.00	6.40%
320.00-Police Training	\$ -	\$ -	100.00%
320.01-Police Training-Grant Funded	\$ 20,000.00	\$ -	0.00%
325.00-Police Public Safety Dispatch	\$ -	\$ -	100.00%
329.00-Police Drug Law Enforcement	\$ 30,000.00	\$ 30,000.00	100.00%
336.00-Fire Operations	\$ -	\$ -	100.00%
337.00-Fire Admin	\$ 100.00	\$ -	0.00%
341.00-Fire Prevention	\$ 950.00	\$ 180.00	18.95%
342.00-Fire Training	\$ -	\$ -	100.00%
567.00-Cemeteries	\$ 83,500.00	\$ 16,752.20	20.06%
672.00-Senior Center	\$ 608,750.00	\$ 96,067.27	15.78%
672.01-Senior Center Trips	\$ 350,000.00	\$ 4,035.00	1.15%
672.02-Senior Center Activities	\$ 110,000.00	\$ 30,000.00	27.27%
701.00-Comm Dev Planning & Development	\$ 50,050.00	\$ 12,019.00	24.01%
702.00-Comm Dev Neighborhood Services	\$ 231,000.00	\$ 265,197.05	114.80%
751.00-Parks & Rec - Parks	\$ 104,000.00	\$ 3,761.07	3.62%

Sept 2025 Budget to Actuals

Percentage of Year Completed **25%**

	25-26 AMENDED		Percent of	
	BUDGET	25-2026 ACTIVITY	Amended	Collected/U
			sed	
751.01-Parks & Rec - Kalamazoo In Bloom	\$ -	\$ -	100.00%	
751.03-Parks & Rec - Farmers Market	\$ 16,230.00	\$ 3,740.00	23.04%	
751.04-Parks & Rec - Team Sports	\$ 59,450.00	\$ -	0.00%	
751.06-Parks & Rec - Programs	\$ 17,110.00	\$ 666.67	3.90%	
751.07-Parks & Rec - Ramona Park	\$ 89,000.00	\$ (710.00)	-0.80%	
751.08-Parks & Rec - Special Events	\$ 7,000.00	\$ 24,400.00	348.57%	
751.09-Parks & Rec - Millennium Park	\$ 44,300.00	\$ -	0.00%	
770.00-Parks Maintenance	\$ 1,000.00	\$ 2,184.00	218.40%	
967.00-Emergency Management - Tornado 5/7/2	\$ -	\$ -	100.00%	
Revenue Total	\$ 36,356,526.00	\$ 22,196,354.83	61.05%	
Expenditure				
101.00-City Council	\$ 137,986.00	\$ 25,497.18	18.48%	
101.01-City Council - Human Services	\$ 216,000.00	\$ -	0.00%	
172.00-City Manager	\$ 989,338.00	\$ 187,355.08	18.94%	
191.00-Finance Accounting	\$ 383,152.00	\$ 57,396.73	14.98%	
212.00-Finance & Budget	\$ 431,252.00	\$ 93,233.46	21.62%	
215.00-City Clerk	\$ 236,563.00	\$ 67,313.25	28.45%	
216.00-City Clerk Records Management	\$ 123,582.00	\$ 27,988.33	22.65%	
219.00-Public Information	\$ 585,655.00	\$ 154,637.10	26.40%	
228.00-Technology Services	\$ 1,210,351.00	\$ 331,479.95	27.39%	
233.00-Purchasing	\$ 134,223.00	\$ 12,263.35	9.14%	
240.00-Purchasing Risk Management	\$ 28,602.00	\$ 3,738.12	13.07%	
247.00-Assessor Board Of Review	\$ 7,430.00	\$ 210.76	2.84%	
253.00-Finance Treasury	\$ 240,024.00	\$ 56,295.12	23.45%	
257.00-Assessor	\$ 577,598.00	\$ 173,481.71	30.04%	
262.00-City Clerk Elections	\$ 279,666.00	\$ 45,165.08	16.15%	
265.00-Building Maint - City Hall	\$ 305,562.00	\$ 14,548.84	4.76%	
265.06-Police Facility Management	\$ 263,699.00	\$ 30,711.88	11.65%	
265.08-Fire Facility Management	\$ 197,252.00	\$ 24,632.71	12.49%	
265.09-Building Maint - Community Senior Center	\$ 110,208.00	\$ -	0.00%	
265.14-Building Maint - Parks & Rec	\$ 130,262.00	\$ 11,282.82	8.66%	
265.17-Building Maint - Other City Properties	\$ 10,000.00	\$ 124.88	1.25%	

Sept 2025 Budget to Actuals

Percentage of Year Completed **25%**

	25-26 AMENDED		Percent of Amended Collected/U sed
	BUDGET	25-2026 ACTIVITY	
265.18-Building Maint - 9303 Portage Road	\$ 17,460.00	\$ 230.00	1.32%
266.00-Attorney	\$ 390,600.00	\$ 66,722.87	17.08%
270.00-Human Resources	\$ 972,056.00	\$ 196,673.37	20.23%
272.00-City-Wide Services	\$ 833,070.00	\$ 190,648.36	22.89%
273.00-Comm Dev Building Services	\$ 683,199.00	\$ 122,202.17	17.89%
305.00-Police Administration	\$ 1,323,037.00	\$ 183,715.73	13.89%
305.03-Police Emergency Sirens	\$ 33,666.00	\$ 1,100.00	3.27%
306.00-Police Youth Services	\$ 787,745.00	\$ 131,683.02	16.72%
310.00-Police Investigation	\$ 1,250,605.00	\$ 297,482.04	23.79%
311.00-Police Patrol	\$ 7,156,797.00	\$ 1,979,443.32	27.66%
312.00-Police Records & PST	\$ 761,606.00	\$ 136,169.31	17.88%
320.00-Police Training	\$ 350,657.00	\$ 64,905.54	18.51%
320.01-Police Training-Grant Funded	\$ 7,000.00	\$ 1,469.36	20.99%
325.00-Police Public Safety Dispatch	\$ 13,425.00	\$ 2,400.00	17.88%
329.00-Police Drug Law Enforcement	\$ 303,883.00	\$ 58,963.04	19.40%
336.00-Fire Operations	\$ 4,672,992.00	\$ 1,092,653.51	23.38%
336.02-Fire - Aerial Truck Replacement	\$ 212,548.00	\$ 212,547.08	100.00%
337.00-Fire Admin	\$ 984,593.00	\$ 181,603.59	18.44%
337.01-Fire On Call Firefighters	\$ 52,868.00	\$ 853.97	1.62%
339.00-Fire Emergency Operations	\$ 5,100.00	\$ -	0.00%
341.00-Fire Prevention	\$ 348,141.00	\$ 85,632.51	24.60%
342.00-Fire Training	\$ 290,372.00	\$ 33,753.49	11.62%
567.00-Cemeteries	\$ 85,517.00	\$ 13,068.53	15.28%
672.00-Senior Center	\$ 1,376,312.00	\$ 251,744.02	18.29%
672.01-Senior Center Trips	\$ 354,081.00	\$ 14,131.67	3.99%
701.00-Comm Dev Planning & Development	\$ 1,034,554.00	\$ 136,689.46	13.21%
702.00-Comm Dev Neighborhood Services	\$ 554,192.00	\$ 94,991.75	17.14%
751.00-Parks & Rec - Parks	\$ 1,024,625.00	\$ 216,922.77	21.17%
751.01-Parks & Rec - Kalamazoo In Bloom	\$ 22,000.00	\$ -	0.00%
751.02-Parks & Rec - Admin	\$ 319,863.00	\$ 54,926.74	17.17%
751.03-Parks & Rec - Farmers Market	\$ 98,564.00	\$ 16,849.77	17.10%
751.04-Parks & Rec - Team Sports	\$ 26,850.00	\$ 17,036.09	63.45%
751.06-Parks & Rec - Programs	\$ 45,700.00	\$ 9,709.66	21.25%



Sept 2025 Budget to Actuals

Percentage of Year Completed **25%**

	25-26 AMENDED		Percent of Amended Collected/U sed
	BUDGET	25-2026 ACTIVITY	
751.07-Parks & Rec - Ramona Park	\$ 178,186.00	\$ 102,737.63	57.66%
751.08-Parks & Rec - Special Events	\$ 181,274.00	\$ 38,290.42	21.12%
751.09-Parks & Rec - Millennium Park	\$ 119,719.00	\$ 8,347.22	6.97%
770.00-Parks Maintenance	\$ 1,984,847.00	\$ 313,710.32	15.81%
966.00-Transfers Out	\$ 2,798,379.80	\$ 1,897,962.80	67.82%
967.00-Emergency Management - Tornado 5/7/2.	\$ -	\$ 2,000.00	100.00%
967.01-Emergency Management - Storm 6/16/24	\$ -	\$ -	100.00%
Expenditure Total	\$ 38,254,488.80	\$ 9,547,327.48	24.96%

Sept 2025 Budget to Actuals

Percentage of Year Completed				25%	
	2025-26 AMENDED		Percent of		
	BUDGET	2025-26 ACTIVITY	Amended		
Collected/Used					
101-General Fund					
Expenditure	\$	38,254,488.80	\$	9,547,327.48	24.96%
Revenue	\$	36,356,526.00	\$	22,196,354.83	61.05%
151-Cemetery Trust Fund					
Expenditure	\$	15,000.00	\$	2,150.00	14.33%
Revenue	\$	75,000.00	\$	24,825.80	33.10%
202-Major Street Fund					
Expenditure	\$	6,497,667.00	\$	527,232.60	8.11%
Revenue	\$	6,497,667.00	\$	2,026,967.50	31.20%
203-Local Streets Fund					
Expenditure	\$	2,764,225.00	\$	266,581.89	9.64%
Revenue	\$	2,764,225.00	\$	627,437.67	22.70%
204-Municipal Streets Fund					
Expenditure	\$	1,861,687.00	\$	-	0.00%
Revenue	\$	1,861,687.00	\$	1,620,137.46	87.03%
223-Curbside Recycling Fund					
Expenditure	\$	1,115,225.00	\$	150,742.42	13.52%
Revenue	\$	1,115,225.00	\$	857,934.08	76.93%
230-CDBG Program Income Fund					
Expenditure	\$	50,000.00	\$	14,500.00	29.00%
Revenue	\$	50,000.00	\$	47,654.56	95.31%
236-Leaf Pickup / Spring Cleanup Fund					
Expenditure	\$	1,078,164.00	\$	122,710.33	11.38%
Revenue	\$	1,078,164.00	\$	849,113.69	78.76%
242-Local Brownfield Revolving Fund					
Expenditure	\$	54,377.00	\$	-	0.00%
Revenue	\$	54,377.00	\$	-	0.00%
243-Brownfield Redevelopment Authority Fund					
Expenditure	\$	946,088.00	\$	-	0.00%
Revenue	\$	946,088.00	\$	-	0.00%
245-County Housing Millage Fund					
Expenditure	\$	-	\$	-	100.00%
Revenue	\$	-	\$	-	100.00%
251-Austin Lake Weed Mgmt					

Sept 2025 Budget to Actuals

Percentage of Year Completed				25%	
	2025-26 AMENDED		Percent of		
	BUDGET	2025-26 ACTIVITY	Amended		
			Collected/Used		
Expenditure	\$	91,001.00	\$	1,304.50	1.43%
Revenue	\$	91,001.00	\$	87,241.67	95.87%
252-West Lake Weed Mgmt					
Expenditure	\$	55,200.00	\$	34,522.50	62.54%
Revenue	\$	55,200.00	\$	190.97	0.35%
266-Law Enforcement Fund					
Expenditure	\$	165,900.00	\$	49,338.18	29.74%
Revenue	\$	165,900.00	\$	2,598.78	1.57%
284-Opioid Settlement Fund					
Expenditure	\$	80,668.00	\$	-	0.00%
Revenue	\$	80,668.00	\$	20,028.89	24.83%
296-CDBG Fund					
Expenditure	\$	247,250.00	\$	143,510.08	58.04%
Revenue	\$	247,250.00	\$	-	0.00%
297-Grants Fund					
Expenditure	\$	322,500.00	\$	73,869.00	22.91%
Revenue	\$	322,500.00	\$	50,000.00	15.50%
298-Cable Television Fund					
Expenditure	\$	590,850.00	\$	54,539.39	9.23%
Revenue	\$	590,850.00	\$	122,617.71	20.75%
401-Capital Project Fund					
Expenditure	\$	46,054,477.44	\$	5,233,697.70	11.36%
Revenue	\$	15,162,478.17	\$	7,241,813.07	47.76%
460-Sewer CIP Fund					
Expenditure	\$	8,703,109.46	\$	160,000.00	1.84%
Revenue	\$	7,145,000.00	\$	-	0.00%
461-Water CIP Fund					
Expenditure	\$	9,140,057.26	\$	105,348.31	1.15%
Revenue	\$	10,874,183.92	\$	57,444.49	0.53%
590-Sewer Fund					
Expenditure	\$	12,282,824.00	\$	2,003,181.66	16.31%
Revenue	\$	12,677,175.00	\$	4,082,771.47	32.21%
591-Water Fund					
Expenditure	\$	7,530,534.16	\$	1,043,081.83	13.85%

Sept 2025 Budget to Actuals

Percentage of Year Completed				25%
	2025-26 AMENDED			Percent of
	BUDGET	2025-26 ACTIVITY		Amended
				Collected/Used
Revenue	\$ 8,662,573.16	\$ 3,037,081.37		35.06%
661-Fleet and Facilities				
Expenditure	\$ 3,782,142.71	\$ 953,219.00		25.20%
Revenue	\$ 3,809,756.71	\$ 25,508.42		0.67%

November 24, 2025

From: Portage Environmental Board

To: Portage City Council

Subject: Recommendation to Pursue Bee City USA Certification

Honorable City Council,

The Environmental Advisory Board (EAB) recognizes that pursuing Bee City USA certification was one of our previously stated goals for 2025. After further research and much discussion, the Board has determined that achieving and maintaining this certification would require a level of ongoing coordination and administrative continuity that exceeds the capacity of the Board's volunteer members.

The Board strongly supports the goals and principles of the Bee City USA program: enhancing pollinator habitat, reducing pesticide use, and fostering community education and engagement. However, based on our findings, the EAB recommends that this initiative be led by a designated city employee and supported by a citizen volunteer committee composed of residents, environmental advocates, and local organizations. This structure would provide the continuity, coordination, and accountability necessary to sustain certification long-term, even as community members and Board membership change.

The EAB envisions the following structure and responsibilities:

City Staff Liaison: A city employee would serve as the primary point of contact with Bee City USA, coordinate among departments, support the citizen committee, and oversee annual reporting and fee submissions. The time commitment would be equivalent to that of a city liaison to other active city boards.

Citizen Committee: The committee would assist with research, community engagement, event planning, and any fundraising to support Bee City activities and goals.

Funding: Bee City USA requires both an initial application fee and an annual renewal fee. For cities with populations between 50,000 and 99,999, both fees are \$400.

Becoming a Bee City USA community entails the following commitments:

- Creating and enhancing pollinator habitats both on public and private lands by increasing native plantings and nesting opportunities.
- Reducing pesticide use through education and best practices.
- Incorporating pollinator-conscious practices into city policies and plans.
- Publicly recognizing Bee City USA affiliation through signage and online presence.
- Submitting an annual renewal and activity report.



The EAB would welcome the opportunity to remain involved in an advisory or collaborative capacity, helping to recruit volunteers and share expertise as the initiative develops.

Finally, the EAB understands that a separate pilot program proposal related to pesticide use may be brought forward for council review in the near future, and that this proposal has been described as potentially addressing some Bee City USA goals. We acknowledge this overlap for context only, as the overlap may be relevant to the Council's decision regarding the structure and leadership of a Bee City USA initiative.

Respectfully submitted,
The Environmental Advisory Board