

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