

- 6:00 p.m. Call to Order.
- Moment of Silence.
- Pledge of Allegiance.
- Roll Call.
- Proclamations:
- Petitions and Statements of Citizens (3 mins. per speaker).
- A. Consent Agenda:
1. Approve the City Council Meeting Minutes of the:
 - a. Special Meeting of August 25, 2026
 - b. Regular Meeting of August 25, 2026
 - c. Special Meeting of August 28, 2026
 2. Approve the Accounts Payable Register of September 8, 2026, as presented.
 3. Enter into a Closed Session per MCL 15.268(h) to review a pending Freedom of Information Act appeal.
 4. Minutes of Boards & Commissions.
 5. Materials Transmitted.
 6. Calendar of Meetings:
 - Environmental Board: Wednesday, September 9 at 7:00 p.m. in Conference Room 1 at Portage City Hall (7900 S. Westnedge Ave)
 - Zoning Board of Appeals: Monday, September 14 at 7:00 p.m. in City Council Chambers at Portage City Hall
 - Senior Citizens Advisory Board: Wednesday, September 16 at 2:30 p.m. in Conference Room 1 at Portage City Hall
 - Planning Commission: Thursday, September 17 at 7:00 p.m. at 7:00 p.m in City Council Chambers at Portage City Hall
- B. Communications:
1. Receive the Presentation from Victus Advisors LLC.
 2. Receive the Proposed Planning Commission Work Program for Fiscal Year 2026-2027.
- C. Public Hearings:
- D. Regular Business Agenda:
- E. Unfinished Business:
1. Authorize the expenditure of up to \$100,000 to the United Way of South Central Michigan in support of the 2026-2027 winter sheltering program, authorize the City Manager to execute an agreement with the United Way for this purpose with review and concurrence of the City Attorney, and approve a budget amendment to use up to \$100,000 in excess General Fund balance to support the program.
- F. Council Committee Reports:
- G. New Business:
- H. Statements of City Council and City Manager.
- Adjournment.

ADDITIONAL INFORMATION

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Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at (269) 329-4400 or via e-mail at CityManager@portagemi.gov. Persons who wish to contact members of the City Council prior to the meeting to provide input about items on the meeting agenda may do so via email – each Councilmember's email can be found on this website: www.portagemi.gov/487/City-Council.

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There is one opportunity for public comments during meetings. Each comment is limited to three minutes. In-person comments can be made during this opportunity. To make a comment remotely during the meeting, dial (844) 875-7777 and use access code 7577015. Then press *6 to enter the queue.

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SPECIAL CITY COUNCIL MEETING - CITY MANAGER CANDIDATE FINALIST INTERVIEWS MINUTES FROM AUGUST 25, 2026

Mayor Patricia Randall called the Special Meeting to order at 12:34 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Chris Burns, Nicole Miller, Kathleen Olmsted, Jihan Young, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present. Councilmember Ledbetter was present at 1:30 PM.

ABSENT: None.

ALSO PRESENT: Acting City Manager Adam Herringa, Human Resources Director Shannon Hertz, and City Clerk Erica Eklov.

CANDIDATE SARAH MOYER-CALE: Beginning at 12:35 PM, Mayor Randall introduced Ms. Moyer-Cale and invited her to present.

PRESENTATION: Ms. Moyer-Cale presented to the City Council on the following topic: "The City is experiencing increasing concerns related to transportation safety, including pedestrian safety, crosswalk adherence, understanding of right-of-way rules, and the growing use of e-bikes and electric scooters on our roads, sidewalks, and multi-use paths. If you were selected as Portage's City Manager, how would you develop a comprehensive strategy to improve safety, education, and compliance among drivers, pedestrians, bicyclists, and e-bike and scooter users? The candidates were ask to also consider the balance between education and community engagement with enforcement, infrastructure and engineering solutions, and accountability; method of measuring whether the strategy is actually improving safety and compliance; how the candidate would prioritize this focus during the first 90 days of their tenure; and, method of engagement with City Council, Portage Public Safety, and other community partners in developing and implementing the strategy."

PRESENTATION QUESTIONS: Ms. Moyer-Cale finished her presentation at 12:50 PM. Mayor Randall inquired about enforcement with youth. Councilmember Burns asked about Ms. Moyer-Cale's experience with state regulation enforcement and use of regulatory tools. Mayor Pro Tem Pearson asked about enforcement with the local schools. He then asked about similar comparisons from her research on the subject. Councilmember Young asked about Ms. Moyer-Cale's implementation strategy. Councilmember Olmsted inquired about plan evaluation following community engagement.

INTERVIEW QUESTIONS: At 1:29 PM, City Councilmembers posed ten questions to Sarah Moyer-Cale, prepared by the Council, Administration, Mr. Walsh, and the public. The questions evaluated whether Ms. Moyer-Cale could build effective relationships with the City Council; exercise sound independent judgment; hold staff accountable and develop leaders; navigate labor relations and negotiations; provide candid professional advice while respecting Council decisions; demonstrate strong ethics and integrity; advance diversity, inclusion, and Portage's cultural identity; receive and deliver constructive feedback; and, lead effectively during crises and communicate with the community. The Council sought to understand whether Ms. Moyer-Cale could provide strong, professional leadership to the organization while building trust with Council, employees, and the Portage community.

CLOSING REMARKS: As part of the last question, Sarah Moyer-Cale provided closing remarks regarding her interest in the City Manager position and Portage. She is drawn to Portage due to its strong reputation, collaborative workplace culture, and emphasis on teamwork. Ms. Moyer-Cale shared her specific interest in local initiatives, such as the Portage360 project and Stanwood Crossings. She also

expressed a personal goal to establish long-term roots and make Portage their home. Mayor Randall then asked about any questions from Ms. Moyer-Cale for the Council, of which there were none.

BREAK: 1:30 PM - 1:45 PM

CANDIDATE AARON DESENTZ: Beginning at 12:35 PM, Mayor Randall introduced Mr. Desentz and invited him to present.

PRESENTATION: Mr. Desentz presented to the City Council on the following topic: "The City is experiencing increasing concerns related to transportation safety, including pedestrian safety, crosswalk adherence, understanding of right-of-way rules, and the growing use of e-bikes and electric scooters on our roads, sidewalks, and multi-use paths. If you were selected as Portage's City Manager, how would you develop a comprehensive strategy to improve safety, education, and compliance among drivers, pedestrians, bicyclists, and e-bike and scooter users? The candidates were asked to also consider the balance between education and community engagement with enforcement, infrastructure and engineering solutions, and accountability; method of measuring whether the strategy is actually improving safety and compliance; how the candidate would prioritize this focus during the first 90 days of their tenure; and, method of engagement with City Council, Portage Public Safety, and other community partners in developing and implementing the strategy."

PRESENTATION QUESTIONS: Mayor Randall asked about usage in neighborhoods and on trails, noting that much of Mr. Desentz's presentation focused on busy intersections. Mayor Pro Tem Pearson asked if the City of Mt. Pleasant experiences similar enforcement issues with e-bikes or e-scooters as a college town. Mr. Desentz replied that most issues were on city trails and explained Mt. Pleasant's enforcement efforts to date. Councilmember Young inquired about outreach methods with local employers. Councilmember Burns asked Mr. Desentz how he stays abreast of state law and its effects on local regulation. He then asked Mr. Desentz about municipal regulation abilities.

INTERVIEW QUESTIONS: At 2:08 PM, City Councilmembers posed ten questions to Aaron Desentz, prepared by the Council, Administration, Mr. Walsh, and the public. The questions evaluated whether Mr. Desentz could build effective relationships with the City Council; exercise sound independent judgment; hold staff accountable and develop leaders; navigate labor relations and negotiations; provide candid professional advice while respecting Council decisions; demonstrate strong ethics and integrity; advance diversity, inclusion, and Portage's cultural identity; receive and deliver constructive feedback; and, lead effectively during crises and communicate with the community. The Council sought to understand whether Mr. Desentz could provide strong, professional leadership to the organization while building trust with Council, employees, and the Portage community.

CLOSING REMARKS: As part of the last question, Aaron Desentz provided closing remarks regarding his interest in the City Manager position and Portage. He noted his attraction to Portage's strong reputation, economic momentum, and consistent year-over-year growth. Mr. Desentz also expressed strong interest in overseeing upcoming major infrastructure projects, specifically referencing the Portage Road project and noted his desire to seek professional advancement by transitioning his skill set to a larger, more complex municipal organization. Mayor Randall then asked if Mr. Desentz had any questions for the Council, and he inquired about the most difficult of the City Council's goals. Councilmembers responded, highlighting commercial revitalization challenges and long-term community development goals.

BREAK: 2:46 PM - 3:00 PM

CANDIDATE KAREN DEMPSEY-HORAN: Beginning at 3:01 PM, Mayor Randall introduced Ms. Dempsey-Horan and invited her to present.

PRESENTATION: Ms. Dempsey-Horan presented to the City Council on the following topic: "The City is experiencing increasing concerns related to transportation safety, including pedestrian safety,

crosswalk adherence, understanding of right-of-way rules, and the growing use of e-bikes and electric scooters on our roads, sidewalks, and multi-use paths. If you were selected as Portage's City Manager, how would you develop a comprehensive strategy to improve safety, education, and compliance among drivers, pedestrians, bicyclists, and e-bike and scooter users? The candidates were asked to also consider the balance between education and community engagement with enforcement, infrastructure and engineering solutions, and accountability; method of measuring whether the strategy is actually improving safety and compliance; how the candidate would prioritize this focus during the first 90 days of their tenure; and, method of engagement with City Council, Portage Public Safety, and other community partners in developing and implementing the strategy."

PRESENTATION QUESTIONS: At 3:27 PM, Councilmember Young asked about political partnerships in Ms. Dempsey-Horan's current community. Councilmember Burns asked about the resources Ms. Dempsey-Horan utilizes to stay informed about current state legislation, citing both Texas and Michigan. Councilmember Olmsted inquired about Ms. Dempsey-Horan's approach to citizen surveys as highlighted in her presentation.

INTERVIEW QUESTIONS: At 3:37 PM, City Councilmembers posed ten questions to Karen Dempsey-Horan, prepared by the Council, Administration, Mr. Walsh, and the public. The questions evaluated whether Ms. Dempsey-Horan could build effective relationships with the City Council; exercise sound independent judgment; hold staff accountable and develop leaders; navigate labor relations and negotiations; provide candid professional advice while respecting Council decisions; demonstrate strong ethics and integrity; advance diversity, inclusion, and Portage's cultural identity; receive and deliver constructive feedback; and, lead effectively during crises and communicate with the community. The Council sought to understand whether Ms. Dempsey-Horan could provide strong, professional leadership while building trust with Council, employees, and the Portage community.

CLOSING REMARKS: As part of the last question, Karen Dempsey-Horan provided closing remarks regarding her interest in the City Manager position and Portage. She noted her attraction to Portage as a high-performing community, notable for its service delivery. Ms. Dempsey-Horan highlighted the resident feedback on the local tax rate and the value for the dollars. She also relayed her value of communities that provide financial returns, align with her personal values, and maintain a happy, stable staff. She also stated she is not looking to implement major changes but to maintain direction the city is already moving in.. She closed by noting her desire to integrate into the community and school system.

Mayor Randall then asked about any questions from Ms. Dempsey-Horan for the Council. She asked what the key issue or issues currently facing the community. Councilmembers shared concerns similar to those shared earlier with Mr. Desentz.

STATEMENTS OF CITIZENS:

1) Dan Mills (335 Brittany Drive) highlighted his former service within the Portage Public Safety Department and provided his feedback regarding each City Manager candidate's presentation style and interview responses.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Mayor Randall closed the meeting by inviting members of Council to share any final remarks.

ADJOURNMENT: Mayor Randall adjourned the meeting at 4:11 PM.

Erica L. Eklov, City Clerk

CITY COUNCIL MEETING MINUTES FROM AUGUST 25, 2026

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

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

ABSENT: None.

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

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the freedom, liberty, and self-governance in the United States. Following the moment of silence, the City Council was led by Scout Troop 244 from Pathfinder Church in reciting the Pledge of Allegiance.

PROCLAMATIONS:

Emancipation Jubilee Season: Dr. Michelle Johnson of the Institute of Public Scholarship read the proclamation, alongside Purchasing Manager Justin Williams. They highlighted the presentation at City Hall on August 27 and the Second Annual Emancipation Jubilee Block Party in Kalamazoo on September 12.

Eagle Scout Recognition: James R. Jones (absent), Riley Reinhart, Sophie Schmidt (absent), and Yuna Sullins were recognized for achieving the rank of Eagle Scout. Scoutmasters Hank Poppen and Christy Szelekey were present as well, and Scoutmaster Poppen provided a brief introduction of the Troop. Scouts Reinhart and Sullins spoke about their positive experiences scouting and encouraged others to get involved.

PETITIONS AND STATEMENTS OF CITIZENS:

- 1) Alan Loveridge (23965 88th Avenue, Marcellus) spoke about the Social Security benefit, especially at the time of death.
- 2) Lyndi Smith, Deputy Kalamazoo County Administrator for External Services, provided comments regarding the funding request on the Consent Agenda for the County's 2027 winter sheltering program (Item A.5).
- 3) Ray Ehrig (8495 Valleywood Lane) provided information regarding the Kalamazoo Abraham Lincoln Institute's event on August 27, which would unveil a historic marker in downtown Kalamazoo at the spot where Abraham Lincoln spoke on his only visit to Michigan.

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. Councilmember Young removed Item A.5 (Kalamazoo County winter sheltering funds). Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Approval of Minutes: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of August 11, 2026, and the Special Meeting of August 19, 2026. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to approve the Accounts Payable Register of August 25, 2026, as presented. Upon a roll call vote, motion carried 7 to 0.

Portage Road (East Milham Avenue to Fairfield Road) Trail Extension and Sidewalk

Improvements: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to award a construction contract to Swarthout Excavating LLC, Fulton, Michigan for the Portage Road Trail Extension and Sidewalk Improvements in the not-to-exceed amount of \$355,211.70 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

2027 Local Streets Reconstruction Program – Tabulation of Proposals: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to award a contract to perform engineering services for the 2027 Local Streets Reconstruction Program to Prein & Newhof, Kalamazoo, Michigan, in the amount not to exceed \$190,000 and authorize the Acting City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Portage Road (Romence Road to Fairfield Road) Streetlights: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to authorize payment to Consumers Energy for streetlight installations on Portage Road from Romence Road to Fairfield Road in the not-to-exceed amount of \$90,633.50 and adopt a Resolution authorizing City Officials to execute amendments to the Standard Lighting Contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Final Plat approval for Oakland Farms No. 4, 9840 Oakland Drive: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to approve the Final Plat for Oakland Farms No. 4, 9840 Oakland Drive. Upon a roll call vote, motion carried 7 to 0.

Advisory Board Interviews: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to set a Special Meeting for Tuesday, October 6, 2026, at 4:00 p.m. to review Board and Commission Applicants. Upon a roll call vote, motion carried 7 to 0.

Minutes of Boards & Commissions: Motion by Councilmember Miller, seconded by Councilmember Ledbetter, to receive the minutes of the Environmental Board of June 10, 2026; and the Historic District Commission of July 15, 2026. Upon a roll call vote, motion carried 7 to 0.

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

PUBLIC HEARINGS:

Industrial Tax Abatement from Depatie Fluid Power Company (5960 S. Sprinkle Road, Suite 1), IDD No. 97: At the Mayor's request, Acting City Manager Herringa introduced the item and invited Deputy Director of Economic Development, Jon Halberg, to elaborate. Mr. Halberg described the project as it pertained to Depatie Fluid Power Company and Milham Corners LLC. He noted the dollar amounts for the proposed abatement, number of jobs created, and the site plans.

Mayor Randall opened the hearing at 6:23 PM. There were no public comments. Motion by Councilmember Young, seconded by Councilmember Burns, to close the public hearing. Upon a voice vote, motion carried 7 to 0. As there were no additional questions or comments from the City Council, motion by Councilmember Burns, seconded by Councilmember Young, to approve the application for an industrial facilities tax abatement certificate from Depatie Fluid Power Company for shared property located at 5960 South Sprinkle Road, Suite 1, under the existing Industrial Development District 97. Upon a roll call vote, motion carried 7 to 0.

Industrial Tax Abatement from Milham Corners LLC (5960 S. Sprinkle Road, Suite 2) IDD No. 97: Mayor Randall introduced the item, noting the application's relationship with the previous item. Mr. Halberg explained the proposal for Milham Corners, LLC, and the speculative building application. He noted the request would allow Milham Corners, LLC, to find a quality tenant for the second suite. Mr. Halberg closed by noting that state statute allows the city to permit Milham Corners

up to nine years to find a tenant, but he expected it would take only a few months for the tenant to be identified and apply for their own application for an industrial facilities tax abatement.

Mayor Randall opened the hearing at 6:27 PM. There were no comments. Motion by Councilmember Burns, seconded by Councilmember Olmsted, to approve the industrial facilities tax abatement certificate from Milham Corners LLC for shared property located at 5960 S. Sprinkle Road, Suite 2, under existing Industrial Development District 97. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Financial Support for the Kalamazoo County 2026-2027 Winter Sheltering Program: Mayor Randall introduced the matter. Councilmember Burns noted his service on the board of Housing Resources, Inc, a non-profit beneficiary of the Kalamazoo County housing funds, and stated his recusal from the discussion and the vote. At the Mayor's invitation, Councilmember Young explained she wanted an understanding of how the resources would be spent.

Mayor Randall asked Acting City Manager Herringa to respond to Councilmember Young's questions and request for information. Mr. Herringa explained the funds would be distributed to the County and administered by the Continuum of Care (COC) and invited Kalamazoo County Deputy Administrator Lyndi Smith and City of Portage Housing & Resource Specialist Anita Johnson to elaborate. Ms. Smith introduced the program logistics. Ms. Johnson noted her service on the COC Board and spoke of the Board's work.

Councilmember Miller inquired whether any municipalities had been asked to support the initiative last year, which municipalities were being asked this year, and what the responses had been to that point. Ms. Smith stated that a formal request was not made to the City of Portage in 2025, noting this year marked the first formal ask to the municipalities. Ms. Smith relayed that the cities of Kalamazoo, Portage, and Parchment, and the townships of Comstock, Texas, Kalamazoo, and Oshtemo, have been approached. Ms. Johnson noted her residence and personal advocacy for funding at the recent Kalamazoo Township Board of Trustees meeting.

Councilmember Olmsted asked about the dollar amounts requested from each municipality. Ms. Smith responded that requests had varied and were gauged by the County Housing Director, Mary Balkema, but that she did not know the answer to the question directly. Mayor Pro Tem Pearson echoed Councilmember Young's earlier question, asking about the number of unhoused individuals residing in the City of Portage. Ms. Smith responded that the COC has not gathered formal data but noted various methods for counting, including Point-in-Time, and that school districts provide that information to the state each year, but that she did not have Portage demographics available at present. Mayor Pro Tem Pearson noted a year-old comment regarding Kalamazoo County as a desired destination for the unhoused population due to the services provided and asked if Ms. Smith could comment. Ms. Johnson highlighted the "Find Your Way Home" program, which helps unhoused individuals find their way to relatives and loved ones. Mayor Pro Tem Pearson then asked for an estimate of the number of people who have utilized it. Ms. Johnson responded that she did not have the data at present but could acquire it. Mayor Pro Tem Pearson then posed the question to Ms. Smith, who also could not answer the question.

Mayor Pro Tem Pearson expressed concern at the lack of information and inquired about tabling the matter until the information was available. He emphasized his interest in learning if the services provided to unhoused individuals in Kalamazoo County led to non-residents coming to the County to utilize those services and asked to hear the thoughts of other members of the Council.

Councilmember Young expressed her support for providing unhoused residents with services, particularly to survive through winter, but stressed her need for additional clarity. Councilmember Miller agreed on the need to help unhoused individuals, noting the request to adjacent Oshtemo Township, but continued to have questions regarding the rating procedures and funding allocations. Councilmember Olmsted shared her agreement with fellow Councilmembers and

supported tabling the matter until the next Council meeting. Mayor Randall agreed, desiring full Council backing on a proposal, noting the illustrated need for support but citing prior issues with County housing funding as a reason she desired more information. She also wanted to know what other communities decided, if the item would be better addressed through the regular budget schedule, and a comparison with other communities' needs and resource situation.

Motion by Mayor Pro Tem Pearson, seconded by Councilmember Young, to table until the Regular City Council Meeting on September 8, 2026, the authorization of the expenditure of up to \$100,000 to Kalamazoo County in support of the 2026-2027 winter sheltering program and approve a budget amendment to use up to \$100,000 in excess General Fund balance to support the program. Upon a roll call vote, motion carried 6 to 0, with Councilmember Burns abstaining.

COUNCIL COMMITTEE REPORTS: Councilmember Young provided an update on the Kalamazoo County Advisory Health Council. Councilmember Miller provided an update from the Discover Kalamazoo Board of Directors, as well as the Kalamazoo/Battle Creek International Airport Executive Board.

Motion by Councilmember Burns, seconded by Councilmember Young, to receive Council Committee Reports as presented. Upon a roll call vote, motion carried 7 to 0.

NEW BUSINESS: Mayor Randall scheduled a special meeting for Friday, August 28, 2026, at 9 a.m. for deliberation and a decision regarding the preferred City Manager candidate.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Olmsted began by thanking the City Manager candidates, followed by Scout Troop 244. She then spoke about participating in a stewardship day for the Gourdneck Lake area land, encouraging future involvement.

Councilmember Ledbetter acknowledged the upcoming 63rd anniversary of the March on Washington. He highlighted a similar March on Washington planned for later in the week in commemoration and reiteration of the original March's demands for civil rights.

Councilmember Miller spoke about the recent tax abatements, noting the economic development she hoped they would provide. She then thanked the City Manager candidates and stated the importance for the Council in filling the position. Councilmember Miller then highlighted the addition of sidewalks along Portage Road under the Consent Agenda, as well as the scheduling of the October Board and Commission interviews.

Councilmember Young began by thanking the City Manager candidates, Council, city staff, and consultant Frank Walsh for their efforts with the City Manager search. She then advised cautious driving with a reminder of the school year beginning.

Councilmember Burns echoed thanks to everyone involved in the City Manager search process. He then issued an invitation to the Southwest Michigan Entrepreneurship Summit hosted by Startup Zoo, which will include a business pitch competition on September 21.

Acting City Manager noted the City Manager candidates had all highlighted the quality of the Portage community and credited previous City Councils, City Managers, and staff for their efforts.

Mayor Pro Tem Pearson thanked City Manager search consultant Frank Walsh for gathering a quality pool of candidates.

Mayor Randall began by thanking the Councilmembers for their time and efforts with the City Manager interviews, as well as the candidates for participating and bringing their different perspectives. She then highlighted the upcoming inaugural Emancipation Jubilee event hosted by the city, as well as the last concert for the annual Summer Concert Series featuring the Heart cover band, Heartless. Mayor Randall closed by commenting on the vibrancy of the city.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:31 PM.

Erica L. Eklov, City Clerk

Tuesday, August 25, 2026

**SPECIAL MEETING: CITY MANAGER SELECTION
MINUTES FROM AUGUST 28, 2026**

Mayor Patricia Randall called the Regular Meeting to order at 09:01 AM in the Council Chambers at Portage City Hall.

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

ABSENT: None.

ALSO PRESENT: Acting City Manager Adam Herringa, Chief Development Officer Peter Dame, and City Clerk Erica Eklov. Consultant Frank Walsh of Walsh Consulting Services was in the audience.

DISCUSSION & DELIBERATION: Mayor Randall began by noting the recruitment process was successful as it was nearly on target with the projected timeline. She thanked consultant Frank Walsh for recruiting four highly qualified candidates from both inside and outside of Michigan. The Mayor then expressed gratitude to the Council for their dedication and commended the final three candidates for their courage, preparation, and professionalism.

Mayor Randall then made a recommendation for hiring Ms. Karen Dempsey-Horan, stating that, under the City Charter, the Mayor is responsible for making the formal recommendation for the position of City Manager. She highlighted supporting factors for her recommendation, including Ms. Dempsey-Horan's depth of experience, community alignment, and professionalism. Mayor Randall also relayed the reactions she had received from the community regarding the finalists, stating that feedback was collected from citizens via calls, emails, and texts following the public meet-and-greet reception and was overwhelmingly in favor of Ms. Dempsey-Horan's selection. Mayor Randall then opened the discussion at 9:06 AM.

Mayor Pro Tem Pearson also supported Ms. Dempsey-Horan, as did Councilmember Burns. Councilmember Young commended Ms. Dempsey-Horan but raised concerns, including Ms. Dempsey-Horan's out-of-state origin and lack of labor negotiation experience. Councilmember Young hinted at another candidate who did have that experience and a Michigan base, but not years of experience.

Councilmember Ledbetter also supported Ms. Dempsey-Horan, noting his own experience relying on team members and those with experience to learn the skills he needed. He stressed that current administrative staff and the Council would support Ms. Dempsey-Horan in necessary areas.

Councilmember Miller also supported Ms. Dempsey-Horan as a stand-out candidate, as did Councilmember Olmsted, who highlighted Ms. Dempsey-Horan's support for staff members.

Mayor Randall invited Acting City Manager Herringa to relay the feedback he had received from staff. He stated that Ms. Dempsey-Horan rose to the top of conversations, stating the various reasons why. He closed by complimenting Mr. Walsh for his efforts on the pool of candidates.

There was additional discussion regarding the finalists who were not selected. Councilmembers noted that Mr. Desentz possesses a deep level of municipal experience and extensive financial knowledge. Councilmember Miller also noted that Mr. Desentz maintained vital inter-organizational relationships with regional partners, including the Saginaw Chippewa Indian Tribe and Central Michigan University.

The Council also referenced Ms. Sarah Moyer-Cale, stating she showed strong leadership by delegating roles to other leaders during her presentation rather than attempting to take on everything herself and exhibited deep self-awareness regarding feedback.

Motion by Mayor Pro Tem Pearson, seconded by Councilmember Burns, to make a conditional offer of employment as Portage City Manager to Karen Dempsey-Horan, contingent on a successful

background check and contractual negotiations, and authorize the Mayor to negotiate the terms of an employment agreement, with final action planned for September 8, 2026. Upon a roll call vote, motion carried 7 to 0.

POST-RECRUITMENT STRATEGY: Mayor Randall recalled the previous city manager search where two finalists were ultimately hired into different city roles. Councilmember Burns encouraged the remaining finalists to keep communication open and monitor the city website for future leadership opportunities. Councilmember Young echoed this response. The Council then thanked Acting City Manager Herringa for stepping into and dedicating his time to the Acting City Manager role.

Mr. Herringa provided formal assurance on behalf of the city staff for a highly supportive, successful transition. He noted key senior administrative staff will support the new City Manager to ensure she is successful with union contracts or local transitions.

STATEMENTS OF CITIZENS:

1. Dick Hewitt (2732 Kalarama Avenue) congratulated the City Council on selecting a candidate, notably a female one, and offered a few words of caution.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Olmsted had no comment.

Councilmember Ledbetter expressed happiness with a unanimous vote, stating he looks forward to Ms. Dempsey-Horan's success.

Councilmember Miller recognized the finalist candidates, highlighting Mr. Desentz's finance background and breadth of municipal government experience, as well as Ms. Moyer-Cale's understanding of the role and its approach to employee goal accountability.

Councilmember Burns added to Miller's comments, highlighting the candidate pool.

Councilmember Young thanked Mr. Walsh for his work and fellow Councilmembers for their selection efforts. She also thanked the other finalist candidates, noting the difficulty of the interview process and its public nature. She thanked Adam Herringa for stepping in as Acting City Manager and his efforts, as well as senior staff for supporting the search process.

Acting City Manager Herringa offered his assurance of a successful City Manager transition.

Mayor Pro Tem Pearson thanked Frank Walsh for the pool of candidates he provided and his expertise, noting the Council's decision was difficult thanks to Mr. Walsh.

Mayor Randall extended her gratitude to the members of Council, speaking about the process. She noted the first female City Manager in 63 years for the city and the unique perspective Ms. Dempsey-Horan will bring.

ADJOURNMENT: Mayor Randall adjourned the meeting at 9:44 AM.

Erica L. Eklov, City Clerk

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Accounts Payable Register

SUPPORTING PERSONNEL: Lauren VanderVeen, Finance Director

ACTION RECOMMENDED: Approve the Accounts Payable Register of September 8, 2026, as presented.

The City Council reviews and approves the bi-weekly Accounts Payable Register, which includes automated clearing house payments, paper checks, auto-pay payments, and electronic payments. The attached Accounts Payable Register covers the period August 16, 2026, through August 29, 2026, and notes \$1,663,415.87 in automated clearing house payments, \$387,490.92 in paper checks, \$158,059.55 in auto-pay payments and \$12,838,353.05 in electronic payments, for a grand total of \$15,047,319.39.

FUNDING: Not Applicable

Attachments: 1. Accounts Payable Register of September 8, 2026

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/16/2026 to 8/29/2026

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Check Date	Check	Vendor Name	Description	Amount
Check Type: ACH Transaction				
08/21/2026	27501(A)	SLAVIN, NATHAN	REIMB EXPS-SNIPER SUPERVISOR TRAINING	797.05
08/28/2026	27502(A)	A BETTER WAY TREE CARE LLC	TREE REMOVAL SERVICES-MULT LOCS	8,325.00
08/28/2026	27503(A)	ABONMARCHE CONSULTANTS, INC	ENGINEERING SERVICES-MULT LOCS	65,250.00
08/28/2026	27504(A)	ALL-TRONICS, INC.	FIRE ALARM MONITORING	81.00
08/28/2026	27505(A)	AMAZON.COM SALES, INC.	OFFICE SUPPLIES-FN	166.42
08/28/2026	27506(A)	AMERICAN SAFETY & FIRST AID	FIRST AID SERVICES/SUPPLIES	65.00
08/28/2026	27507(A)	AMERICAN VILLAGE BUILDERS, INC	STANWOOD CROSSING DEVELOPMENT	254,866.84
08/28/2026	27508(A)	ANIMAL REMOVAL SERVICE, LLC	ANIMAL REMOVAL SERVICES	1,220.00
08/28/2026	27509(A)	ASCENSION BORGESS HOSPITAL	PHYSICAL EXAMS	2,005.00
08/28/2026	27510(A)	AUNALYTICS INC	DISASTER RECOVERY SERVICES	445.00
08/28/2026	27511(A)	AVI SYSTEMS, INC.	CABLE ACCESS DOC CAM	3,847.55
08/28/2026	27512(A)	BARRETT, KIMBERLY	PZSC ART INSTRUCTOR	260.00
08/28/2026	27513(A)	BASIC BENEFITS LLC	ACA 1095C FORMS AND FILING	2,865.00
08/28/2026	27514(A)	BLAIN SUPPLY, INC.	MISC K9 SUPPLIES	253.96
08/28/2026	27515(A)	BLOCK, MARY BETH	PER DIEM-3CMA CONFERENCE	273.00
08/28/2026	27516(A)	BLUE CARE NETWORK-GREAT LAKES	HEALTH INSURANCE	225,938.70
08/28/2026	27517(A)	BOUND TREE MEDICAL LLC	FIRE EMS SUPPLIES	563.70
08/28/2026	27518(A)	BRENNER EXCAVATING INC	PORTAGE ROAD LAKE CENTER - PH 1	97,223.50
08/28/2026	27519(A)	CARLETON EQUIPMENT CO.	REPAIR & MAINTENANCE SUPPLIES	3,264.15
08/28/2026	27520(A)	CHARTER COMMUNICATIONS	CABLE TV	705.08
08/28/2026	27521(A)	CHEESE PEOPLE OF GRAND RAPIDS	SNAP REIMBURSEMENT	36.00
08/28/2026	27522(A)	CLARK LOGIC EARTHWORKS, LLC	LAKEVIEW PARK MEMORIAL TREES	900.00
08/28/2026	27523(A)	CLEAN EARTH ENVIRONMENTAL SERV	STORM SEWER TELEVISION	1,292.00
08/28/2026	27524(A)	COLLIER, MICHAEL	PER DIEM: MACP FALL ACCREDITATION CONF	86.00
08/28/2026	27525(A)	COMPLETE TEAM OUTFITTER, INC.	VOLUNTEER SHIRTS-STEWARDSHIP DAY	632.50
08/28/2026	27526(A)	CONSOLIDATED ELECTRICAL DIST INC	REPAIR & MAINTENANCE SUPPLIES	268.06
08/28/2026	27527(A)	COX, ELISA ROSE	PZSC ORIENTEE INSTRUCTOR & SUPERVISOR	465.00
08/28/2026	27528(A)	CROWN TROPHY	NAME PLATES TAGS-UNIFORM	7.00
08/28/2026	27529(A)	DATA CONSTRUCTS LLC	DNS FAILOVER SERVICES	80.50
08/28/2026	27530(A)	DAVID FRED DEVELOPMENT CORP	TRADHO-OUTDOOR EVENT DECORATION	2,975.00
08/28/2026	27531(A)	DEARBORN LIFE INSURANCE COMPANY	LIFE LTD & STD INSURANCE	12,742.16
08/28/2026	27532(A)	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE	21,046.96

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Check Dates From: 8/16/2026 to 8/29/2026

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08/28/2026	27533(A)	DEMING, JONATHAN	PZSC FOOT CARE CLINIC PROVIDER	400.00
08/28/2026	27534(A)	DEPATIE FLUID POWER COMPANY	TINK REPAIR PARTS	1,877.72
08/28/2026	27535(A)	DIAMOND DRILLING & SUPPLY CO INC	SAW CUT CURB	777.05
08/28/2026	27536(A)	DOSTER, KYLE	PER DIEM-MACP FALL ACCREDITATION CONF	86.00
08/28/2026	27537(A)	EARLE, SHELIA L	PZSC CHAIR YOGA, BARRE, PILATES	1,100.00
08/28/2026	27538(A)	EMERGENCY VEHICLE PRODUCTS, INC	CHANGEOVERS FOR VEHICLES	38,511.25
08/28/2026	27539(A)	ENGINEERED PROTECTION SYSTEMS, INC.	CITYWIDE SECURITY QTLY MAINT CHARGE	23,493.39
08/28/2026	27540(A)	ESCAPE FIRE & SAFETY SERVICES, INC.	REPAIR & MAINTENANCE SUPPLIES	5,241.07
08/28/2026	27541(A)	ESD VENTURES LLC	CONFERENCE ROOM CREDENZAS	5,447.31
08/28/2026	27542(A)	ETNA SUPPLY, INC.	REPAIR & MAINTENANCE SUPPLIES	420.39
08/28/2026	27543(A)	EVERETT, CHIP	REIMB-FIRE VEH MAINTENANCE PURCHASE	46.95
08/28/2026	27544(A)	FISHBECK THOMPSON CARR & HUBER, INC	RAMONA EXIT ROAD WETLAND	1,038.75
08/28/2026	27545(A)	FLETCHER ENTERPRISES	DPW CONFERENCE ROOM PAINTING	275.00
08/28/2026	27546(A)	FRIES, ASHLEY	PZSC ART INSTRUCTOR	260.00
08/28/2026	27547(A)	FULL CIRCLE FARM	SNAP AND DUFEB REIMBURSEMENT	59.00
08/28/2026	27548(A)	GENUINE PARTS COMPANY INC	REPAIR & MAINTENANCE SUPPLIES	600.48
08/28/2026	27549(A)	GORDON WATER SYSTEMS	WATER SERVICES	412.60
08/28/2026	27550(A)	GRIFFIN PEST SOLUTIONS	PEST CONTROL SERVICES	131.00
08/28/2026	27551(A)	H&P TECHNOLOGIES	LIFT STATION MAINTENANCE	6,704.16
08/28/2026	27552(A)	HALLBERG, JONATHON	PER DIEM-MEDA CONFERENCE	129.00
08/28/2026	27553(A)	HICKSON, ROBERT R.	KVCC POLICE ACADEMY PT UNIFORMS	434.00
08/28/2026	27554(A)	INCREDIBLE KETTLE	SNAP REIMBURSEMENT	41.00
08/28/2026	27555(A)	INDUSCO SUPPLY CO., INC.	CITYWIDE FACILITY JANITORIAL SUPPLIES	80.24
08/28/2026	27556(A)	INSIGHT PUBLIC SECTOR, INC.	CUBE PHONE ROUTER SUPPORT	4,331.90
08/28/2026	27557(A)	INTEGRAL PARTNERS LLC	EASEMENT LAYOUT	900.00
08/28/2026	27558(A)	J & H OIL COMPANY	FUEL PURCHASES	249.65
08/28/2026	27559(A)	J & J LAWN SERVICE, INC.	UTILITY MOWING, TRIMMING & WEED CONTROL	10,749.03
08/28/2026	27560(A)	JONS TO GO PORTABLE RESTROOM	STEWARDSHIP DAY	195.00
08/28/2026	27561(A)	KEHOE, EDWARD J	PZSC TAI CHI & QIGONG INSTRUCTOR	715.00
08/28/2026	27562(A)	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTER LEASE, MAINTENANCE	785.68
08/28/2026	27563(A)	KREITNER, JAMES	SNAP AND DUFEB REIMBURSEMENT	248.00
08/28/2026	27564(A)	KSS ENTERPRISES	CLEANING SUPPLIES	168.16
08/28/2026	27565(A)	KURZAVA, MATTHEW STEPHEN	PZSC TAI CHI & PARKINSONS EXERCISE INSTR	840.00

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Check Dates From: 8/16/2026 to 8/29/2026

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Check Date	Check	Vendor Name	Description	Amount
08/28/2026	27566(A)	LAWSON PRODUCTS, INC	REPAIR & MAINTENANCE SUPPLIES	580.13
08/28/2026	27567(A)	MAPLE HILL SPRINKLING, INC.	BOULEVARD IRRIGATION START UPS	1,380.00
08/28/2026	27568(A)	MATTAWAN MUSHROOM CO	SNAP AND DUFB REIMBURSEMENT	105.00
08/28/2026	27569(A)	MCDONALD'S TOWING & RESCUE, INC.	TOWING SERVICES	15.00
08/28/2026	27570(A)	MCGUIRE, INGRID	REIMB EXPS, PER DIEM-MI MUNI TR ASSOC CONF	1,079.22
08/28/2026	27571(A)	MCNALLY ELEVATOR CO.	ELEVATOR MAINTENANCE	180.03
08/28/2026	27572(A)	MEJEUR ELECTRIC LLC	ELECTRICAL SERVICES-MULT LOCS	2,155.00
08/28/2026	27573(A)	MEYERS, KIM	SNAP REIMBURSEMENT	24.00
08/28/2026	27574(A)	MICH MUNICIPAL POLICE & FIRE REPAIR	POLICE VEHICLE REPAIR & MAINTENANCE	1,362.63
08/28/2026	27575(A)	MIDWEST ENERGY & COMMUNICATIONS	STREETLIGHT ENERGY COSTS	335.14
08/28/2026	27576(A)	MILLER-DAVIS COMPANY	FIRE STATION 3 RENOVATIONS	186,808.21
08/28/2026	27577(A)	MUNICIPAL EMERGENCY SERVICES INC	NAME PATCHES	185.00
08/28/2026	27578(A)	MY GREEN MICHIGAN	FOOD WASTE COMPOST SERVICE AGREEMENT	2,558.00
08/28/2026	27579(A)	O'REILLY AUTO PARTS	MISC AUTO SUPPLIES	325.49
08/28/2026	27580(A)	OFFICE DEPOT, INC.	OFFICE SUPPLIES	23.79
08/28/2026	27581(A)	ONE WAY PRODUCTS, INC	TRUCK WASH CLEANER	627.00
08/28/2026	27582(A)	ONSTAFF GROUP SERVICES LLC	TEMPORARY EMPLOYEE SERVICES	8,893.48
08/28/2026	27583(A)	PA STINGER PRESS LLC	AUGUST PORTAGER NEWSLETTER	3,475.50
08/28/2026	27584(A)	PARIS CLEANERS	LAUNDRY SERVICES	1,139.80
08/28/2026	27585(A)	PEARSON, GERALD	PARKS FACILITY CLEANING	7,325.00
08/28/2026	27586(A)	PECKELS, CHRISTINE	PZSC YOGA INSTRUCTOR	720.00
08/28/2026	27587(A)	PERCEPTIVE CONTROLS, INC.	SCADA MAINTENANCE SERVICES	17,656.33
08/28/2026	27588(A)	PETERS CONSTRUCTION CO.	EMERG REPAIR-SAN SWR MAIN, RECONST INLET	37,618.00
08/28/2026	27589(A)	PLASKO, PATRICIA MARIE	PZSC BEMOVED & YOGA BONES, YOGA UNWIND	620.00
08/28/2026	27590(A)	PLM LAKE & LAND MANAGEMENT	AQUATIC WEED MANAGEMENT	789.25
08/28/2026	27591(A)	PORTAGE FIREFIGHTERS	IAFF UNION DUES FOR AUGUST 2026	2,100.00
08/28/2026	27592(A)	PORTAGE POLICE COMMAND OFFICERS	PPCOA UNION DUES FOR AUGUST 2026	105.00
08/28/2026	27593(A)	PORTAGE POLICE OFFICERS ASSOC	PPOA UNION DUES FOR AUGUST 2026	700.00
08/28/2026	27594(A)	POULIOT, GRETCHEN I	PZSC ZUMBA GOLD INSTRUCTOR	800.00
08/28/2026	27595(A)	PRECISION PRINTER SERVICES INC	PRINTER SUPPORT SERVICES	592.88
08/28/2026	27596(A)	PREIN & NEWHOF	PROF SERVICES - ALTERNATIVE WATER SOURCE ST	193.00
08/28/2026	27597(A)	PRINTING SERVICES INC	PRINTING SERVICES	273.00
08/28/2026	27598(A)	Q3 TECHNOLOGIES LLC	MISS DIG TICKET SERVICES	409.28

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Check Date	Check	Vendor Name	Description	Amount
08/28/2026	27599(A)	QUADRANT II MARKETING, LLC	PZSC SEPT/OCT 2026 NEWSLETTER	2,997.00
08/28/2026	27600(A)	R W LAPINE INC.	SWA PARK - BACKFLOW ISSUE	200.00
08/28/2026	27601(A)	RANDALL, PATRICIA	PER DIEM, MILEAGE-MI ASSOC OF MAYORS CONF	360.04
08/28/2026	27602(A)	RENEWED EARTH, INC.	COMPOST SITE MANAGEMENT	8,500.00
08/28/2026	27603(A)	ROE-COMM, INC.	MISC RADIO SERVICES	1,155.99
08/28/2026	27604(A)	ROSE, SANDRA K.	PZSC CARDIO DRUMMING INSTRUCTOR	400.00
08/28/2026	27605(A)	S B F ENTERPRISES, INC.	PRINT, PROCESS, MAIL WATER & SEWER BILLS	761.96
08/28/2026	27606(A)	SAFETY COMPANY, LLC	REPAIR & MAINTENANCE SUPPLIES	1,504.61
08/28/2026	27607(A)	SCHULTZ, KYLIE	PZSC MONDAY BARR INSTRUCTOR	60.00
08/28/2026	27608(A)	SEVERANCE ELECTRIC COMPANY, INC	TRAFFIC SIGNAL MAINTENANCE	5,475.00
08/28/2026	27609(A)	SHAMBAUGH & SON, LP	FIRE FACILITY MAINT	1,753.00
08/28/2026	27610(A)	SHINY BRITE WASHING SYSTEMS LLC	VEHICLE CAR WASHES	108.00
08/28/2026	27611(A)	SIMPLIFILE HOLDINGS, INC	RECORDING AND SUBMISSION FEES	266.00
08/28/2026	27612(A)	SMITH GARSON, INC.	FEDERAL ADVOCACY SERVICES	5,000.00
08/28/2026	27613(A)	STAFFORD-SMITH, INC.	PZSC - COMMERCIAL REFRIGERATOR	4,468.54
08/28/2026	27614(A)	STOUT, MELISSA	PZSC CHAIR YOGA, BAARE AND WELLNESS INST	780.00
08/28/2026	27615(A)	SULLIVAN, WHITNEY	CITY HALL PLANT CARE	127.00
08/28/2026	27616(A)	TANNER, STEVE	REIMB EXPS-EMU FIRE STAFF & COMMAND SCHOOL	707.67
08/28/2026	27617(A)	TERMINAL SUPPLY INC	SAFETY LIGHTS	2,068.36
08/28/2026	27618(A)	TM ASPHALT SEALING LLC	INSTALL VALLEY GUTTER	4,250.00
08/28/2026	27619(A)	TM ASPHALT SEALING LLC	LINE STRIPING PARKING LOT - RAMONA	5,000.00
08/28/2026	27620(A)	TMK WORLDWIDE, LLC	METER SERVICE	765.21
08/28/2026	27621(A)	TOWNSQUARE MEDIA KALAMAZOO, LLC	RADIO ADVERTISING	1,406.00
08/28/2026	27622(A)	TROWBRIDGE FARM LLC	SNAP REIMBURSEMENT	92.00
08/28/2026	27623(A)	TRUCK & TRAILER SPECIALTIES	REPAIR & MAINTENANCE SUPPLIES	380.58
08/28/2026	27624(A)	TRUGREEN AND ACTION PEST CONTROL	HERBICIDE APPLICATIONS - CITY WIDE	7,637.73
08/28/2026	27625(A)	ULINE, INC.	PZSC - HAND SOAP	558.82
08/28/2026	27626(A)	UNITED AUTO. IMPLEMENT WORKERS 2290	UAW UNION DUES FOR AUGUST 2026	1,096.29
08/28/2026	27627(A)	UNITED PARCEL SERVICE	UPS WEEKLY	39.96
08/28/2026	27628(A)	UNITED PETROLEUM	GAS & DIESEL PUMP SUPPLIES	217.50
08/28/2026	27629(A)	US SIGNAL COMPANY, LLC	INTERNET FIBER SERVICES	900.00
08/28/2026	27630(A)	VANDERVEEN, LAUREN	SUP YOGA REFUND	30.00
08/28/2026	27631(A)	VANGUARD FIRE & SUPPLY LLC	ANNUAL FIRE EXTINGUISHER INSPECTIONS	2,790.00

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Check Date	Check	Vendor Name	Description	Amount
08/28/2026	27632(A)	VEOLIA WATER CONTRACT OPERATIONS	UTILITY SYSTEM OPERATION	231,814.79
08/28/2026	27633(A)	VERPLANK TRUCKING CO.	DURAPATCH MATERIALS - LIMESTONE	1,909.58
08/28/2026	27634(A)	VICTUS ADVISORS LLC	RECREATION TOURISM STUDY	16,475.00
08/28/2026	27635(A)	WASTE MANAGEMENT OF MICHIGAN	CITY WIDE RECYCLE	76,029.24
08/28/2026	27636(A)	WEST MICHIGAN INT'L LLC	REPAIR & MAINTENANCE SUPPLIES	187.98
08/28/2026	27637(A)	WIGHTMAN & ASSOCIATES, INC	ENGINEERING SERVICES-MULT LOCS	178,114.83
08/28/2026	27638(A)	XEROX CORPORATION	XEROX COPIER FEES	177.12
Total ACH				1,663,415.87

Check Type: Paper

08/20/2026	334389	SLATER, JAKE A	PZSC ENTERTAINMENT/CONCERT	850.00
08/21/2026	334390	AT&T	ELECTRONIC COMMUNICATIONS	218.21
08/21/2026	334391	CITY OF KALAMAZOO TREASURER	WATER SERVICES - SEASONAL METER TURN ON	6,882.83
08/21/2026	334392	CONSUMERS ENERGY	STANWOOD CROSSINGS - 2059 TOPAZ LN	36.83
08/21/2026	334393	GREENE, JEFFREY	PZSC SUMMER LUNCHOUT PERFORMER	400.00
08/21/2026	334394	SOUTHWEST MICHIGAN FIRST	LEADERSHIP WORKSHOP TRAINING	1,000.00
08/21/2026	334395	VERIZON WIRELESS	WIRELESS CARDS	558.37
08/28/2026	334396	ALEXANDER, MICHAEL	PATROL LIGHTED TRAFFIC VESTS	5,570.00
08/28/2026	334397	ALLEGRA PRINT & IMAGING	PRINTING SERVICES	584.00
08/28/2026	334398	ALLIED MECHANICAL SERVICES, INC	HVAC SERVICES - MULT LOCS	2,128.32
08/28/2026	334399	AMERICAN MADE ELECTION EQUIPMENT	REPLACEMENT VOTING BOOTHS	2,374.00
08/28/2026	334400	AMLD CONSULTING LLC	NETWORK PENETRATION TEST AND ASSESS	2,375.00
08/28/2026	334401	BAAR, KADIN	REIMBURSEMENT FOR IRRIGATION DAMAGES	376.00
08/28/2026	334402	BAILEY'S MEATS	SNAP REIMBURSEMENT	140.00
08/28/2026	334403	BARTHOLOMEW HEATING & COOLING INC	CDBG-REPLACE AIR CONDITIONER	6,300.00
08/28/2026	334404	BAY AREA TOUCHLESS CARWASH LLC	CAR WASHES	280.00
08/28/2026	334405	BELL, LYNN CARMEN	JUBILEE EMANCIPATION CITY HALL EVENT	350.00
08/28/2026	334406	BENTLEY, ANGELA	PZSC RENTAL SECURITY DEP REF 08.16.25	150.00
08/28/2026	334407	BLACKFORD, LAUREN	SCHRIER BLD DEPOSIT REFUND	150.00
08/28/2026	334408	BONAMEGO, LOUIS	SNAP AND DUFBI REIMBURSEMENT	11.00
08/28/2026	334409	BOROBIA, KATY	SUP YOGA REFUND	30.00
08/28/2026	334410	BOUCK CORPORATION	ACHIEVING SUPERVISORY EXCELLENCE REG FEE	495.00
08/28/2026	334411	BOULNEMOUR, LAHOUSINE	PZSC TRIP DEPT REFUND 09.10.26	25.00

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08/28/2026	334412	BOUMA-BETTEN CONSTRUCTION INC.	FIRE 3- NEW CEILING TILES	9,680.00
08/28/2026	334413	BRONSON HEALTHCARE GROUP	LEGAL BLOOD DRAWS	500.00
08/28/2026	334414	CENTRAL MICHIGAN PAPER COMPANY	PAPER ORDER	63.50
08/28/2026	334415	CERTIFIED LABORATORIES	PREMALUBE RED GREASE	464.00
08/28/2026	334416	CHICAGO TITLE OF MICHIGAN INC	REFUND OVER PMT SUMMER TAXES	490.89
08/28/2026	334417	CLARK, SHANTA	PZSC RENTAL SECURITY DEP REF 08.15.26	250.00
08/28/2026	334418	COLASANTI, CAITLYN	RAMONA PARKING REFUND	190.00
08/28/2026	334419	CONNIN, GINGER	STUART MANOR DEPOSIT REFUND	150.00
08/28/2026	334420	CRASH COURSE VILLAGE INC	MACHINE & VEH RESCUE EXTRICATION REG FEE	1,300.00
08/28/2026	334421	CUNNINGHAM, DANIEL R	PZSC COOKING INSTRUCTOR	549.83
08/28/2026	334422	CUSTOM ENGRAVING, INC	COLUMBARIUM PLATE ENGRAVING	1,500.00
08/28/2026	334423	DELUCA, ANN	PZSC TRIP DEPT REFUND 09.19.26	35.00
08/28/2026	334424	DICK, ROBERT	SNAP AND DUFEB REIMBURSEMENT	33.00
08/28/2026	334425	DOOLEY, MEGAN	FARMERS MARKET MUSIC	100.00
08/28/2026	334426	DORRANCE FORD INC	SVC-CHARCOAL CANISTER REPL, SUPPLIES	1,474.98
08/28/2026	334427	DUNLOP, JOHN W	FISH CAMP INSTRUCTOR	240.00
08/28/2026	334428	DUTCHMAN ORCHARDS, LLC	SNAP AND DUFEB REIMBURSEMENT	555.00
08/28/2026	334429	ELLIS, STEVEN RICHARD	PZSC WEEKEND ESCAPES PRESENTER	100.00
08/28/2026	334430	EVENT PRODUCTION SERVICES OF MI LLC	MOVIES-AUGUST DRIVE IN MOVIE-SUPER MARIO	1,600.00
08/28/2026	334431	FAWLEY OVERHEAD DOOR, INC.	OVERHEAD DOOR REPAIR	627.30
08/28/2026	334432	FETTE, JANE	SCHRIER BLD DEPOSIT REFUND	150.00
08/28/2026	334433	FRANK, KAREN	PZSC TRIP DEPT REFUND 10.07.26	150.00
08/28/2026	334434	GFL ERIE US HOLDCO INC	FORCE MAIN ON SPRINKLE ROAD	3,130.05
08/28/2026	334435	GORDON FOOD SERVICE	PZSC PROG SUPPLIES, RAMONA CONCESSION	1,131.70
08/28/2026	334436	GREATER KALAMAZOO FOP LODGE 98	FOP PORTION OF PPOA & PPOA UNION DUES	3,514.88
08/28/2026	334437	GREATER OPEN DOOR CHURCH	RAMONA PAVILION FEES REFUND	110.00
08/28/2026	334438	GREEN EARTH ELECTRONICS RECYCLING	HARD DRIVE DESTRUCTION	105.00
08/28/2026	334439	HARRISON, MARK ALLEN	SNAP REIMBURSEMENT	22.00
08/28/2026	334440	HAZEN, GRANT	HISTORICAL BUILDINGS DEPOSITS-REFUND	500.00
08/28/2026	334441	HERRIMAN, SCOTT E	PZSC MUSIC BINGO ENTERTAINMENT	400.00
08/28/2026	334442	HIGHPOINT COMMUNITY BANK	REF OVER PAYMENT SUMMER TAXES	1,317.74
08/28/2026	334443	HOME DEPOT CREDIT SERVICES	REPAIR & MAINTENANCE SUPPLIES	2,002.23
08/28/2026	334444	VOID		0.00

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08/28/2026	334445	VOID		0.00
08/28/2026	334446	HUBER, MEGAN	SUP YOGA REFUND	30.00
08/28/2026	334447	INSTITUTE OF PUBLIC SCHOLARSHIP	EMANCIPATION JUBILEE BLOCK PARTY	500.00
08/28/2026	334448	IOTA SIGMA OMEGA CHAPTER	PZSC RENTAL SECURITY DEP REF 08.22.26	250.00
08/28/2026	334449	J & J LOCKSMITHS	SPARE KEYS	1,291.45
08/28/2026	334450	JONES, NORMAN ANDRE	FARMERS MARKET MUSIC	100.00
08/28/2026	334451	JOZWIK, HEATHER	REIMB REG-MFIS FALL CONFERENCE	556.21
08/28/2026	334452	KALAMAZOO COUNTY HEALTH & COMMUNITY	HOUSEHOLD HAZARDOUS WASTE PROGRAM	8,668.77
08/28/2026	334453	KALAMAZOO COUNTY TREASURER	COLONIAL ACRES JULY 2026 MOBILE HOME TAX	280.00
08/28/2026	334454	KALAMAZOO RESA	PZSC RENTAL SECURITY DEP REF 08.24.26	150.00
08/28/2026	334455	KALAMAZOO SYMPHONY ORCHESTRA	USA250 2 KALAMAZOO SYMPHONY ORCH PERF	10,000.00
08/28/2026	334456	KALAMAZOO VALLEY COMMUNITY COL	PZSC APPLES 3-WAY COURSE	570.00
08/28/2026	334457	KAMISCHKE, LISA	SUP YOGA REFUND	30.00
08/28/2026	334458	KONECKI, MARY	SNAP REIMBURSEMENT	9.00
08/28/2026	334459	KZOO TIRE COMPANY	POLICE - VEHICLE REPAIR/MAINTENANCE	2,343.90
08/28/2026	334460	LAKELAND ASPHALT CORP.	2026 SPRING MILL & FILL	41,123.30
08/28/2026	334461	LANDRUM, KAY	RAMONA PARKING REFUND	60.00
08/28/2026	334462	LENS EQUIPMENT LLC	ANNUAL SERVICE - 2 TRACKERS	998.00
08/28/2026	334463	LEXISNEXIS RISK DATA MANAGEMENT INC	MONTHLY ACCURINT	150.00
08/28/2026	334464	LIFE EMS, INC	FIRE TRAINING	120.00
08/28/2026	334465	LOVINS, RICHARD M	BD BOND REFUND	1,090.00
08/28/2026	334466	LYNCH, JORDAN MICHAEL	ARBORIST SERVICES	400.00
08/28/2026	334467	LYSTER EXTERIORS	CDBG-RPL ROOF, SKYLIGHTS, GUTTERS, COVERS	19,850.00
08/28/2026	334468	MAXWELL PRODUCTS, INC.	CRACK SEAL MATERIAL	30,794.82
08/28/2026	334469	MCCARTY, BILL	PZSC TRIP DEPT REFUND 09.23.26	235.00
08/28/2026	334470	MCGOVERN, AMANDA	SUP YOGA REFUND	30.00
08/28/2026	334471	MEISLING, NICHOLAS J & KAYLA M	BD PAYMENT REFUND	56.00
08/28/2026	334472	MENARDS	REPAIR & MAINTENANCE SUPPLIES	34.99
08/28/2026	334473	MI ASSOC. OF CHIEFS OF POLICE	MACP FALL ACCREDITATION REG FEE	200.00
08/28/2026	334474	MICHAEL TODD & CO., INC.	STREET PAVEMENT MARKING SUPPLIES	3,696.69
08/28/2026	334475	MICHIGAN ASSOCIATION OF FIRE CHIEFS	FIRE OFFICER IV REGISTRATION	750.00
08/28/2026	334476	MICHIGAN SECURITY AND LOCK LLC	FACILITIES TOOL BOX - LOCK SEIZED	190.00
08/28/2026	334477	MLIVE MEDIA GROUP	TEARSHEET/AFFIDAVIT/KEEPSAKES	1,406.60

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/16/2026 to 8/29/2026

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Check Date	Check	Vendor Name	Description	Amount
08/28/2026	334478	MUTCH, GRETCHEN	PZSC PROGRAM PAYMENT REFUND	55.00
08/28/2026	334479	MYLES, TELLY	SCHRIER BLD DEPOSIT REFUND	150.00
08/28/2026	334480	NATIONWIDE POWER SOLUTIONS, INC.	UPS BATTERIES, INSTALLATION	5,213.21
08/28/2026	334481	NIBLOCK, TROY	CONCERT GOLF CART RENTALS	500.00
08/28/2026	334482	NICHOLS, TAMARA	PZSC TRIP DEPT REFUND 10.07.26	150.00
08/28/2026	334483	NU TRUE LLC	SNAP REIMBURSEMENT	15.00
08/28/2026	334484	O'BRIEN, DENISE	PZSC MEMBERSHIP REFUND	30.00
08/28/2026	334485	OFFICE OF CONGRESSMAN HUIZENGA	PZSC RENTAL SECURITY DEP	350.00
08/28/2026	334486	PARISH, ROY	REIMBURSEMENT FOR TRAILER PART	249.99
08/28/2026	334487	PDL PROPERTY MANAGEMENT LLC	CITY WIDE BOULEVARD MOWING	21,187.23
08/28/2026	334488	PETERMAN CONCRETE CO.	SIDEWALK REPLACEMENT	940.00
08/28/2026	334489	PHOENIX SAFETY OUTFITTERS, LLC	KVCC POLICE ACADEMY CADET UNIFORMS	139.96
08/28/2026	334490	PORTAGE GLASS & MIRROR	CITY HALL- WEST EXIT DOOR	795.00
08/28/2026	334491	PORTAGE PUBLIC SCHOOLS (TRANS)	BUS TRIP TO SHADES OF LAVENDER FARM	236.61
08/28/2026	334492	PROPERTY MANAGEMENT SYSTEMS	MANAGEMENT FEES 9303 PORTAGE RD	920.00
08/28/2026	334493	RADAWSKI, LUCY MARIE	MUSICIAN-RECEPTION	100.00
08/28/2026	334494	RAMPIT USA, INC.	ADA RAMP REPAIR @ RAMONA PARK	945.45
08/28/2026	334495	ROMEO, ELIZABETH	SCHRIER BLD DEPOSIT REFUND	150.00
08/28/2026	334496	SACKETT'S FLOORING SOLUTIONS	CITY HALL- LOBBY CARPET	1,565.00
08/28/2026	334497	SCHUPAN & SONS, INC.	FENCE BRACKETS	72.62
08/28/2026	334498	SENSUS USA INC	METER READING SOFTWARE SUPPORT	8,399.00
08/28/2026	334499	SERVPRO OF EAST KALAMAZOO	PZSC-REPAIR MEN'S BATHROOM	2,158.51
08/28/2026	334500	SHERWIN WILLIAMS	INTERIOR PAINT FOR PARKS & REC BUILDING	44.90
08/28/2026	334501	SHI INTERNATIONAL CORP.	SOLARWINDS 3 YR RENEWAL, RED HAT LINUS SVR	10,488.45
08/28/2026	334502	SOUTHWEST MICHIGAN FIRST	SW MICHIGAN FIRST MEMBERSHIP	15,000.00
08/28/2026	334503	SPECTRUM PRINTERS, INC.	VOTER ID CARDS WITH PERMIT NO. 58	290.00
08/28/2026	334504	SPIRIT SHOPPE, INC.	FIRE UNIFORMS	626.00
08/28/2026	334505	STATE OF MICHIGAN (DOT)	AUSTIN LK TR, W MILHAM, W CENTRE CONTRUCT	93,848.41
08/28/2026	334506	STATE SYSTEMS RADIO, INC	EAR SETS FOR RANGER RADIOS	749.25
08/28/2026	334507	STEENSMA LAWN & POWER EQUIPMENT	REPAIR & MAINTENANCE SUPPLIES	156.99
08/28/2026	334508	SUITS U TAILOR SHOP INC	FIRE UNIFORMS	396.00
08/28/2026	334509	SUN TITLE AGENCY, LLC	2026 SUM TAX REFUND DUE TO PARTIAL VET EXEM	2,652.99
08/28/2026	334510	SWANK MOTION PICTURES, INC.	MOVIE LICENSES	580.00

ACCOUNTS PAYABLE REGISTER
Check Dates From: 8/16/2026 to 8/29/2026

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Check Date	Check	Vendor Name	Description	Amount
08/28/2026	334511	T-MOBILE USA INC	MISC CELL PHONE CHARGES	4,781.99
08/28/2026	334512	TAO, CHENG	PZSC SEATED & STANDING TAI CHI INSTRUCTOR	2,610.00
08/28/2026	334513	THIESEN, SARAH	SCHRIER BLD DEPOSIT REFUND	150.00
08/28/2026	334514	THIRD COAST TECH, LLC	REPL DVD PLAYER FOR SC ACTIVITY CENTER	649.92
08/28/2026	334515	UNITED DISTRIBUTION GROUP	RAMONA CONCESSION SUPPLIES	137.05
08/28/2026	334516	USPS	REFILL POSTAGE METER	5,000.00
08/28/2026	334517	VALLEY CITY SIGN	FARMERS MARKET SIGNAGE	11,940.00
08/28/2026	334518	VENEGAS, JACQUELINE MICHELE	PZSC SOUND BATH PRESENTER	650.00
08/28/2026	334519	WALTERS, JOANNE	SUP YOGA REFUND	30.00
08/28/2026	334520	WESTERN MICHIGAN UNIVERSITY	CTC LICENSES TO OPERATE LEIN ANNUAL FEES	2,400.00
08/28/2026	334521	WILLIS, SUMMER	HAYLOFT THEATRE DEPOSIT REFUND	150.00
08/28/2026	334522	ZERBAN, HEATHER	GRAIN ELEVATOR DEPOSIT REFUND	150.00
Total Paper Checks				387,490.92
Check Type: Auto-Pay Payments				
08/17/2026		EMPOWER	EMPLOYER RETIREMENT CONTRIBUTIONS	99,942.54
08/17/2026		CONSUMERS ENERGY	GAS-ELECTRIC	270.30
08/20/2026		EMPOWER	EMPLOYEE RETIREMENT WITHHOLDINGS	57,706.89
08/27/2026		CONSUMERS ENERGY	GAS-ELECTRIC	139.82
Total Auto-Pay Payments				158,059.55
Check Type: Electronic Payments				
08/17/2026		ADP	8/20/26 PAYROLL CASH - WIRE	635,272.14
08/21/2026		MULTIPLE	WEEKLY TAX DISBURSEMENT 8/14/26	2,782,263.32
08/28/2026		MULTIPLE	WEEKLY TAX DISBURSEMENT 8/21/26	9,419,119.88
08/28/2026		SBF	POSTAGE - WATER/SEWER BILLS	1,697.71
Total Electronic Payments				12,838,353.05
Grand Total				15,047,319.39

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Closed Session - FOIA Appeal

SUPPORTING PERSONNEL: Erica Eklov, City Clerk
Catherine Kaufman, City Attorney

ACTION RECOMMENDED: Enter into a Closed Session per MCL 15.268(h) to review a pending Freedom of Information Act appeal.

In accordance with the Open Meetings Act (PA 267 of 1976), a public body may meet in a closed session for several reasons, one being "to consider material exempt from discussion or disclosure by state or federal statute." An appeal regarding a Freedom of Information Act request has been received, and review by the City Council in Closed Session is recommended.

FUNDING: N/A

Attachments: None

Minutes of Boards & Commissions

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Recreational Tourism Study Presentation

SUPPORTING PERSONNEL: Kathleen Hoyle, Director of Parks & Recreation
Thomas Rossiter, Assistant to the City Manager

ACTION RECOMMENDED: Receive the Presentation from Victus Advisors LLC.

For 2026–2027, the Portage City Council set a Council priority of attracting events to drive economic tourism. With this in mind, the City of Portage collaborated with Victus Advisors, a nationally respected consulting firm specializing in sports, recreation, entertainment & performing arts venues, to provide independent, data-driven venue consultation.

Over the last few months, Victus Advisors compiled numerous relevant documents and performed data analysis to provide a clear portrait of feasibility for the future of Portage's Recreational Tourism industry. The presentation of findings from Victus Advisors will help Council make an informed decision on the city's needs, and is planned to be a potential retreat topic for FY27-28.

It is therefore recommended that Council receive the presentation from Victus Advisors LLC.

FUNDING: Not applicable at this time. Future projects that may result from the study will be incorporated into the annual budget process.

Attachments: None

TO: Planning Commission**DATE:** August 20, 2026**FROM:** Peter Dame, Chief Development Officer**SUBJECT:** Planning Commission Work Program: FY25-26 Summary and FY26-27 Proposal.**I. INTRODUCTION:**

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

II. BACKGROUND INFORMATION:**III. ANALYSIS:****SUMMARY OF CURRENT FY 2025-26 WORK PROGRAM:***1. Implement the new City Master Plan - Portage Forward Together 2045.*

- The *Portage Forward Together 2045* Master Plan lists several land use-related goals to further the overall future outlook of the community. Many of these goals support a variety of areas such as housing and neighborhoods, mixed use development opportunities, expand and support local workforce, parks and open space, and others. Additionally, three subareas of the community have been identified for further planning efforts to facility new and redevelopment opportunities: 1) Lake Center, 2) City Center, and 3) Crossroads Mall area. This first subarea is described in detail later in this report. One main goal of the Master Plan currently being implemented is the realigning of the City's zoning code, zoning map, and other development standards with the Master Plan's Future Land Use Map - through the new Unified Development Ordinance (UDO) planning process which is described in detail later in this report. Other implementing efforts underway is the City's continued utilization of development incentives to facilitate new residential developments. Also, the City continues to support building new trails to connecting to neighborhoods and parks, and improving existing parks.

2. Implement Lake Center District Corridor and Placemaking Study.

The Portage Road corridor between Centre Avenue and E Osterhout Avenue is shown as a unique planning subarea in the Master Plan and has its own goals. To implement these goals and gain a greater planning focus, the Council accepted the 'Lake Center District Corridor and Place-making Study' (Lake Center Plan).

Implementing the Plan has begun, consisting of the following:

A) January 2025: Rezoned portions of the Portage Road into three new Lake Center Mixed Use Districts 1) Edge, 2) Core, and 3) Business to align with the plan's land use goals.

B) Approved CIP allocation, distributing RFP for various road reconstruction projects, and site acquisitions along Portage Road. This included the purchase of 8847 Portage Road and construction of a new traffic signal at the intersection of Portage Road & Forest Drive.

C) Started reconstructing portions of Portage Road corridor into a safer, slower-speed, pedestrian- / bicycle-friendly, village-like design. Public planning efforts were provided in 2025-2026. Construction in the southern portion is currently underway. Future funding allocation and approvals for northern construction phases is currently being pursued.

D) Current implementing steps have already attracted private investment along Portage Road such as a new apartment building at the NE corner of Portage Rd & Centre Ave, a new reception hall 'Erbelli's Next Door' part of Erbelli's Gourmet Pizzeria, and various private conceptual developments underway.

3. New Unified Development Ordinance (UDO)

Many goals of the Master Plan relate to land use and support growing, enhancing, and maintaining various nonresidential areas and residential neighborhoods throughout the community. Paired with these land use goals is the Master Plan's Future Land Use Map which identifies areas for maintaining existing and supporting new residential, commercial, or other forms of development. To address many of these land use goals and the Future Land Use Map, the City is creating a new Unified Development Ordinance (UDO) to modernize its existing zoning, subdivision, and condominium development codes. The UDO aims to establish a cohesive framework to regulate Portage's growth and development for years to come. It includes allowing more development flexibility in meeting the city's housing needs while protecting the character of neighborhoods and the environment. It addresses land use issues and challenges such as the city's current patchwork of development ordinances and zoning districts (some of which date back to the 1960s). The UDO will incorporate best practices and tools recommended by the State of Michigan for local government zoning and land use regulations.

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

Redevelopment Ready Communities (RRC) certification is underway in progress. Staff is currently pursuing RRC prerequisite criteria such creating an economic marketing plan and strategies to grow local businesses, support joint-meetings among City boards, provide greater accessibility for development permitting processes, and others. Continued RRC efforts include ongoing implementation of the Master Plan and other land use plans, improving internal permitting procedures, and others. Following adoption, a presentation will be made to the Planning Commission regarding the RRC process and the current status.

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

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

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

6. *During project plan review, consider the following:*

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

During FY 25/26, the Planning Commission reviewed and approved the following private development projects where one or more of the land use considerations listed above were incorporated to ensure increased transportation equity and choices, access management safety and efficiency, neighborhood harmony, and reduced/ preservation of sensitive environmental conditions.

No.	Permit Type	Location	Project Title
1	Site Plan	5960 S. Sprinkle Rd	Depatie Expansion
2	Site Plan	7960 Portage Rd	Centre Port Apartments
3	Special Land Use, Site Plan	525 Romence Rd	Pickle Rage
4	Special Land Use, Site Plan	669 Mall Dr	Soar n Bounce
5	Special Land Use	4401 Bishop Rd	New Church
6	Site Plan	10506 Oakland Dr	Oakland Apartments
7	Larger, Taller Accessory Building	300 Marylynn Ct	Residential Recreation Building
8	PD Amendment	2401 W Centre Ave	Krugger Lawton CPA
9	PD Final Site Plan	412 W Centre Rd; 7860 Shaver Rd	River Caddis – The Paisley
10	Additional Accessory Building Space	5834 Angling Rd	Knoll Shed
11	Special Land Use	8135 Cox’s Dr, STE 207	Self Defense Class

7. Consider and act appropriately upon site-specific rezoning’s in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate. During FY 25-26, the Planning Commission and City Council reviewed and approved the following:

rezone:

No.	Permit Type	Location	Project Title
1	Rezoning	4815 W. Milham Ave	Rezone from B-2 to B-3

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

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

No.	Permit Type	Location	Project Title
1	Text Amendment	City-wide	Technical zoning code changes
2	Text Amendment	City Wide	Moratorium: Data Centers, BESS
3	Text Amendment	City Wide	UDO – Residential Standards

9. Review and recommend the FY2026-2032 Capital Improvement Program.

In April 2026, the Planning Commission reviewed and supported the proposed FY 2026-2032 Capital Improvement Program (CIP) to align with the City's Master Plan to support overall land use goals.

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

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

IV. RECOMMENDATION:

The proposed FY 2026-27 Planning Commission Work Program is attached for review and consideration. If City Council requests the Commission consider/review additional topics/issues, the Commission can amend the Work Program.

The Commission is advised to review and discuss the attached materials during the August 20, 2026, meeting and, if no further changes, adopt the attached FY 26/27 Planning Commission Work Program.

Attachments:

1. Proposed FY26-27 PC Work Program

Proposed FY 2026-2027 Planning Commission Work Program

No.	Project	Description	Status	Next Steps	Associated City Council Priorities
1	Align with FY '26-27 City Councils priorities	Priorities: 1) Local Business, 2) Citizen Engagement, 3) Single Hauler Success, 4) Operational Excellence	On-going	–	Local Business, Citizen Engagement, and Operational Excellence
2	Master Plan Implementation	Master Plan guides future growth and development in the city. Public engagement include stakeholders and subgroups of the Planning Commission has been provided.	New Master Plan adopted August 2024	Implement Master Plan by updating zoning regulations and map, allocating CIP to increase trail network and other public infrastructure, etc.	Local Business and Operational Excellence
3	Lake Center Plan Implementation	Reconstruct Portage Rd within the Plan area into village-like streetscape design. Rezone area to align with the Plan to spur private investment toward a mixed-use, walkable village-like corridor.	New Lake Center zoning district and map Council adopted January 2025. Southern part of Portage Rd is under construction. Rezoning parts of Portage Rd corridor was adopted 2025.	Continue reconstructing Portage Rd.	Local Business, Citizen Engagement, and Operational Excellence
4	Unified Development Ordinance (UDO)	The new UDO will update the zoning code, zoning map, and related development standards to align with new Master Plan. It will encourage more housing development, support mixed-use development in the three planned mixed-use subareas, and support more commercial opportunities. And, it will streamline permitting processes of development consistent with the Master Plan.	New Residential text and zoning map changes adopted Summer 2026.	Establish new Nonresidential text and zoning map changes by end of 2026.	Local Business, Citizen Engagement, and Operational Excellence

5	Other Zoning Text Amendments	Establish planning and public engagement process to create new development standards and permitting processes for Data Centers and Battery Energy Storage Systems (BESS)	Establish processes late Summer/ early Fall.	Future public engagement meetings, and meetings with Planning Commission and City Council.	Citizen Engagement and Operational Excellence
6	Planning Commission continuing education	Each Planning Commission member needs to engage in available training/educational opportunities available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites; participate in webinars and conferences sponsored by professional planning organizations; and participate in training sessions presented by staff and/or City Attorney.	Ongoing	Planning Commissioners should register for on-line courses, conferences, and in-person conferences when offered by MAP or other related organizations. Staff and the City Attorney can also provide in-person training sessions.	Local Business, Citizen Engagement, and Operational Excellence
7	Support PC members to attend other City Boards/Commission	By attending other Boards/ Commissions meeting, the Planning Commissioners can be better informed of other City-related events, processes, and general operations of City services.	Ongoing	-	-

TO: Honorable Mayor and City Council

FROM: Adam Herringa, Acting City Manager

SUBJECT: Financial Support for the United Way of South Central Michigan 2026-2027 Winter Sheltering Program

SUPPORTING PERSONNEL: Peter Dame, Chief Development Officer
Anita Johnson, Housing Resource Specialist

ACTION RECOMMENDED: Authorize the expenditure of up to \$100,000 to the United Way of South Central Michigan in support of the 2026-2027 winter sheltering program, authorize the City Manager to execute an agreement with the United Way for this purpose with review and concurrence of the City Attorney, and approve a budget amendment to use up to \$100,000 in excess General Fund balance to support the program.

Last winter, both the City of Kalamazoo and the County of Kalamazoo entered into agreements with the United Way in an effort to improve coordination of winter sheltering efforts. This year, both agencies are planning to enter into similar agreements. In its continuing effort to address unsafe conditions for unhoused individuals and those without sufficient shelter during winter weather, on behalf of the agencies involved in last year's program, Kalamazoo County has requested that the City of Portage consider contributing up to \$100,000 to support coordinated winter sheltering services during the 2026-2027 cold-weather season from November 1, 2026, through March 31, 2027 (see the attached letter from Kalamazoo County Board Chair Jennifer Strebs).

The winter sheltering program is one of the measures undertaken annually by the Kalamazoo County Continuum of Care to address the needs of both unhoused individuals and those with insufficient shelter during inclement, cold weather months. The Continuum of Care is a U.S. Department of Housing and Urban Development entity required to be established for communities receiving federal housing funds to ensure coordination of housing services for the unhoused under the federal McKinney Vento Homeless Assistance Act. In Kalamazoo County, the Continuum of Care agency is established within and administered by the United Way of South Central Michigan.

Anticipated uses of the funds include:

- Daytime warming and shelter services;
- Overnight congregate or non-congregate shelter;
- Options for unhoused households with pets;
- Emergency overflow capacity during extreme weather;
- Coordinated shelter intake, diversion, and placement;
- Transportation and connections to community resources; and

- Necessities, including meals, hygiene supplies, linens, and other safety-related items.

Last year was the first year that funds were pooled from contributions of three agencies; Kalamazoo County, the City of Kalamazoo, and the Kalamazoo County Continuum of Care (CoC), with a total budget of \$700,000. The group has conducted a Request for Proposals for service providers for the upcoming winter, with applicants being evaluated based on their experience, service-delivery plans, facility and operational readiness, staffing and safety protocols, cost-effectiveness, and ability to coordinate with the broader unhoused-response system. This process is intended to expand winter capacity while avoiding unnecessary duplication of existing services. Benefits cited include helping to ensure that residents have access to safe, dignified shelter during dangerous weather, while demonstrating a countywide commitment to addressing homelessness collaboratively; and leveraging other public, philanthropic, and private resources.

This year, the invitation to join the collaboration is being extended to additional metropolitan area municipalities. Participating jurisdictions will receive information regarding the use of funds, the number of people served, shelter utilization, and other agreed-upon performance measures.

The City of Portage is certainly experiencing service impacts from unhoused individuals in Portage. From a Portage documentation standpoint, the following data points are offered:

Since the 2019-2020 school year, the number of unhoused students within Portage Public Schools has increased every three years; from 2019-2020, which reported 76 students, up to 143 during 2022-2023, to the most recent 2025-2026 study reporting 181 unhoused students.

Portage Public Parks recorded 725 unhoused people encounter incidents in 2024 and 737 in 2025.

Since the beginning of 2024, there have been 72 See Click Fix reports that have been addressed regarding encampments, unhoused, or homeless individuals. Prior to that, between 2016 and the end of 2023, there were 38 similar reports total.

Since June 2025, Portage Public Safety has received 234 calls for service specifically for unhoused individuals. Prior to that time, calls were not tracked in reports with a common code.

The requested information about the City of Kalamazoo's Public Safety "Finding Your way Home Program" is in an attached report from the City of Kalamazoo. Kalamazoo County contributed funds for that program in the 2025-2026 year. The Portage Public Safety Department also has a program that offers free Metro tokens to enable individuals to reach other places in Kalamazoo County where they may have contacts, connections, or be able to receive services. Finally, Kalamazoo County has provided the attached status report on outreach to other governmental entities regarding the Winter Sheltering Program.

The types of winter services these funds will support are needed and will help address unhoused issues being experienced in Portage. It is recommended that the City Council authorize the expenditure of up to \$100,000 to the United Way of South Central Michigan in support of the 2026-2027 winter sheltering program, authorize the City Manager to execute an agreement with the United Way with the review and concurrence of the City Attorney, and approve a budget amendment to use up to \$100,000 in excess General Fund balance to support the program.

FUNDING: Funding will be provided by excess General Fund balance.

- Attachments:**
1. City of Portage Winter Sheltering Request
 2. 2025-26 Winter Shelter Report Final
 3. 2026 09 02 Resident Communication to City Council
 4. City of Kalamazoo Public Safety find your way home program
 5. Winter funding request status



July 27, 2026

Mayor Patricia M. Randall
Members of the Portage City Council
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002

Dear Mayor Randall:

On behalf of Kalamazoo County, I am writing to request a financial contribution of up to **\$100,000** from the **City of Portage** to support coordinated winter sheltering services during the 2026–2027 cold-weather season.

Each winter, individuals and families throughout Kalamazoo County face unsafe conditions because they lack stable housing or access to an appropriate emergency shelter placement. These needs do not stop at municipal boundaries. **City of Portage** residents experiencing a housing crisis rely upon the same countywide shelter system, outreach teams, referral networks, and emergency resources as residents of other communities.

Funding will support a coordinated winter response operating from November 1, 2026, through March 31, 2027. Services may include:

- Daytime warming and shelter services;
- Overnight congregate or non-congregate shelter;
- Options for unhoused households with pets;
- Emergency overflow capacity during extreme weather;
- Coordinated shelter intake, diversion, and placement;
- Transportation and connections to community resources; and
- Basic necessities, including meals, hygiene supplies, linens, and other safety-related items.

Kalamazoo County, the City of Kalamazoo, and the Kalamazoo County Continuum of Care (CoC) are pooling funds in order to conduct a competitive Request for Proposals process to identify qualified providers. Applicants will be evaluated based on their experience, service-delivery plans, facility and operational readiness, staffing and safety protocols, cost-effectiveness, and ability to coordinate with the broader homeless-response system. This process is intended to expand winter capacity while avoiding unnecessary duplication of existing services.

We recognize that winter sheltering is a shared regional responsibility. The 2025-2026 winter season marked the first time that municipalities and the CoC came together to plan coordinated solutions to unsheltered homelessness during the harshest months of the year. This year, we are hoping to expand

this partnership with additional municipalities. Participation by the **City of Portage** would help ensure that residents have access to safe, dignified shelter during dangerous weather while demonstrating a countywide commitment to addressing homelessness collaboratively. Contributions from local government partners will also help leverage other public, philanthropic, and private resources.

We would appreciate the opportunity to discuss the request, anticipated service levels, reporting expectations, and an appropriate contribution from the **City of Portage**. Participating jurisdictions will receive information regarding the use of funds, the number of people served, shelter utilization, and other agreed-upon performance measures.

Thank you for considering this request and for the **City of Portage's** continued partnership in promoting the health and safety of residents throughout our community. Please contact me at 269 903-6429 or jen.strebs@kalamazoo.gov with any questions.

Sincerely,

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

Jennifer A. Strebs

Kalamazoo County Board Chair

CoC Member

Kalamazoo County Winter Shelter Project Final Report

Executive Summary

An effort of this magnitude has not previously taken place in Kalamazoo County. The Winter Shelter Project not only provided shelter but also coordination which resulted in system improvements and more streamlined access to temporary shelter. This project's challenges were many and often stemmed from building new systems with very little time for planning, however, the efforts were incredibly successful. Over the course of December 1, 2025 through March 31, 2026, 680 individuals were sheltered through this project with a total of 17,928 beds filled with people who would otherwise have struggled to stay warm in Michigan's coldest months.

Project Background

In October 2025, United Way of South-Central Michigan (UWSCMI) signed agreements with the City of Kalamazoo (\$300,000) and Kalamazoo County (\$396,750) to administer temporary winter shelter support for unhoused individuals in Kalamazoo County during the 2025-26 winter season. After administrative costs and the Kalamazoo County Continuum of Care's (CoC) contribution of \$58,088, \$700,000 was made available. The CoC published a request for proposals to implement temporary winter shelter services, including day shelter, overnight shelter, and shelter access coordination to begin 11/1/25. Due to Commission funding approval timelines, the project start date moved to 12/1/25. In November, after reviewing proposals and recommendations from both the grants review committee and the CoC staff, the CoC Board selected the subrecipients. UWSCMI signed sub-grant agreements with three organizations to implement these activities: Housing Resources, Inc. (HRI) (shelter coordination), Ministry with Community (MwC) (overnight shelter for single adults), and Dignity in Motion (DiM) (hotel rooms for medically vulnerable people, including those with pets). The information contained in this report is derived from data and information submitted by subrecipients to UWSCMI.

Project Outputs During the Reporting Period

The table below outlines the costs for shelter coordination and cost per bed.

Shelter Coordination Cost	Total Cost Including Admin	Total Checked in Beds	Cost for Shelter Coordination Per Filled Bed Per Night	Explanation
HRI	\$52,488.43	18,608	\$2.82	Coordination included MwC, DiM, and Hope thru

UnitedForSCMI.org

Calhoun County

269.962.9538
 34 W. Jackson St., Suite 4B
 Battle Creek, MI 49017

Clinton | Eaton | Ingham Counties

517.203.5000
 330 Marshall St., Suite 203
 Lansing, MI 48912

Jackson County

517.784.0511
 536 N. Jackson St.
 Jackson, MI 49201

Kalamazoo County

269.343.2524
 709 S. Westnedge Ave.
 Kalamazoo, MI 49007

				Navigation. HRI did receive an additional grant from CoC for 24 hour shelter that was outside the scope of this project.
Cost Per Bed	Total Cost Including Admin	Total Checked in Beds	Cost Per Filled Bed Per Night	Explanation
MwC	\$442,251.75	16,511	\$26.79	MwC had existing operations in place including a facility to shelter individuals in a congregate setting, which led to a lower cost per bed.
DiM	\$240,097.82	1,417	\$169.44	A combination of hotel costs and high staffing costs led to a significantly higher cost per bed.
Total	\$682,349.57	17,928	\$38.06	Hope thru Navigation is not included in these costs as they were funded separately from this project

Additional project metrics provided by subgrantees are outlined below. All data covers December 1, 2025 – March 31, 2026. The *Total Beds Proposed* includes the sum of the total number of beds funded across the 121 days that each project was operational, based on the proposals submitted by each partner. The *Total Beds Available* includes the sum of the beds available to be reserved across the 121 days of the project. The *Total Beds Reserved* includes all beds that were reserved by a shelter guest through HRI’s shelter access system. The *Total Checked In Beds* includes all beds that were occupied throughout the project. The *Total Unduplicated Households Served* includes the total number of individual households that were served throughout the course of the project.

	Ministry with Community	Dignity in Motion	Total
Total Beds Proposed	11,011	2,547	13,558
Total Beds Available	14,138	1,694	15,832
Total Beds Reserved	14,113	1,475	15,588
Total Checked In Beds	16,511	1,417	17,928
Total Unduplicated Households Served	649	31	680

While Ministry with Community initially proposed 91 beds (80 beds plus 11 overflow beds), two weeks into the project they increased the number of available beds to a total of 120, resulting in 14,138 beds available in total through the 121 days of the project. Throughout the project, Ministry with Community checked in households after hours outside of the shelter access system, leading to more beds checked in than were reserved.

Dignity in Motion initially proposed 21 beds per night split across 7 rooms. After additional consultation from the Street Medicine medical team, the number of available rooms was reduced to a maximum of 14, resulting in 1,694 beds available in total through the 121 days of the project. At times, guests required their own room due to their level of medical need.

Output Indicator	Partner	Achieved
Number of households connected with shelter, case management, or other services	HRI	282
Number of referrals, placements and diversion efforts	HRI	125
Number of households served	HRI	680
Number of day/overnight beds provided daily	MwC	80
Number of additional day/overnight beds during extreme weather events (averaged over the course of the project period) provided daily	MwC	56
Number of day/overnight beds provided daily for medically vulnerable individuals (accommodated in hotel rooms)	DiM	7-14 based on individual medical need

Housing Resources Inc (HRI): Shelter Access Coordination

HRI provided shelter access services for the Winter Shelter Project from December 1, 2026, through March 31, 2026. The initial grant amount provided shelter coordination Monday – Friday 8-5pm. On January 28th, The CoC awarded HRI \$43,304 from a separate funding source to begin 24-hour shelter coordination. During the project, HRI partnered with Ministry with Community, Dignity in Motion, and Hope Thru Navigation, added later through a grant from Kalamazoo County, to screen individuals for available shelter beds, reserve placements as appropriate, and coordinate and collect data twice daily. This data included both bed reservations and actual nightly check-ins.

Following the conclusion of the project on March 31, 2026, HRI continued its efforts by facilitating hotel placements for four families served through the Hope Thru Navigation winter shelter program. These placements were provided while HRI assisted the families in their housing search as they awaited the opening of The Landing Place family shelter. Funds left over from the 24-hour shelter coordination grant (provided by CoC) were used to support this effort.

Key successes of the shelter access coordination efforts included:

- Hundreds of individuals assisted to safely sleep indoors during extreme weather and winter conditions, providing safety, improving health and well-being, and serving unsheltered individuals with dignity and care;
- Successful launch and piloting of a new shelter access service based on strong collaborations and intentional partnerships, utilizing cross-agency coordination and communication to rapidly respond to needs of unsheltered individuals;
- Increased visibility of winter shelter needs, highlighting gaps in the existing shelter system and providing valuable data and lived experience to inform future program planning, advocacy, and system design.
- Equitable access to housing: Alignment of shelter access with the Continuum of Care's Coordinated Entry System (CES) through HRI allowed shelter guests from all winter shelter projects to be assessed for housing resources. Through the CES, ten households receiving winter shelter were able to work with HRI to obtain permanent housing during

the Winter Shelter Project. Others assessed through the CES during the Winter Shelter Project may be able to obtain housing in the future. These ten households do not include any shelter guests who may have obtained housing outside of the CES system during their shelter stay. The goal of the Winter Shelter Project was to provide safe and secure emergency shelter during dangerous winter conditions. Funds were not available to support housing navigation, case management, or other supportive services and resources needed to help households move into housing. Therefore, subgrantees were not asked to report on the total number of guests who exited to permanent housing or other destinations.

- HRI's willingness to extend support beyond the official project period demonstrated adaptability and commitment to client needs. By securing hotel placements for four families after the shelter season ended, HRI prevented gaps in shelter access and provided stability while families searched for permanent housing.

HRI also noted the following areas for improvement in future projects:

- Initially, 24-hour access was not available due to funding constraints. When later implemented, after-hours access was underutilized, as many individuals learned they could go directly to Ministry with Community without using the shelter access system. Earlier implementation could have improved capacity management and identified service gaps. A 24-hour shelter access system helps ensure that available shelter beds are allocated consistently, equitably, and based on each household's needs, reduces the burden on households seeking shelter, and provides crucial data on system capacity and demand. When households are able to bypass this system, it undermines system coordination, reduces transparency, and can result in less effective or equitable use of limited shelter resources.
- Demand for shelter beds often exceeded available capacity. To adapt to the need, Ministry with Community expanded their capacity regularly throughout the project to ensure that individuals presenting for shelter from the cold were able to access their project. The project initially could not accommodate families, but this capacity was added later.
- While collaboration was a strength, coordinating across several organizations with different processes and communication styles occasionally created delays or inconsistencies in data collection.
- High Administrative Burden: Twice-daily data collection and coordination required significant staff time and effort, particularly due to this being a manual process. This process was heavily reliant on whether partners utilized the reservation sheets provided and responded with check-in sheets daily by deadlines. A centralized data system where this could be recorded in real time is necessary.
- Strained System During Peak Demand: Periods of extreme weather intensified demand, particularly stretching resources and operating beyond capacity for Ministry with Community who had initially set occupancy numbers but exceeded them consistently during the coldest weather.

Ministry with Community: Day and Overnight Shelter Services

Starting December 1, 2025, Ministry with Community offered 80 overnight shelter spaces at its existing site at 500 N. Edwards Street to adults 18 and older, as well as additional 11 spaces for overflow for emergency cold weather events. The overnight shelter space was safe and secure, with trauma-informed care and food services included.

By day four all 91 beds were occupied. There was a steady increase in participation in the overnight shelter from the start of the project. The growth in demand was significant, so that Ministry with Community ordered additional mats and blankets to accommodate a higher number of individuals.

Ministry with Community noted that the collaboration with HRI was effective, with all partners adapting as needed to changing conditions and project demands. Ministry with Community cited the morning and evening communications and periodic meetings with the Continuum of Care and other agencies as useful to avoid duplicating services.

Ministry with Community also shared the following reflections on challenges and recommendations for future projects:

- Although the project was intended to start on November 1, the approval process delayed the start date to December 1. Ministry with Community recommends that any planned projects for winter 2026-27 are finalized by August 31, 2026, to allow adequate time for project preparation.
- In future projects, Ministry with Community would implement a structured three shift model for the 24-hour coverage, with shifts from 6:00 am – 2:30 pm; 2:00 pm – 10:30 pm; and 10:00 pm – 6:30 am. Additionally, Ministry with Community would add a custodian for each shift. While the initial staffing model was sufficient to launch, the rise in attendance following weather changes demonstrated that changes in scheduling and adding additional staff was needed.

Dignity in Motion: Winter Shelter and Medical Respite

Starting December 1, Dignity in Motion provided medical respite project for individuals experiencing homelessness. This population was targeted out of an urgent and ongoing gap in care for people experiencing homelessness who are too sick or vulnerable to recover on the streets, but do not qualify for hospitalization or traditional shelter. WMED Street Med team coordinated with HRI to ensure all guests met the agreed upon definition of those who needed medical respite. The project provided safe shelter, meals, transportation, emotional support, advocacy, connection to healthcare and community resources, and assistance with housing navigation. Originally the project was expected to provide 7 hotel rooms and up to 21 guests, however after further discussion with WMED, it was determined the maximum amount of participants was 14. The project served a total of 31 individuals and reduced emergency room visits and hospitalizations by 80% among participants. At the conclusion of the project, no participants returned to living outside due to guests transitioning into medical respite shelter provided by Integrated Services of Kalamazoo.

Dignity in Motion made the following observations about challenges in the project and potential improvements:

- Dignity in Motion project participants were housed in a hotel environment operating with commercial guests. This required stricter rules, policies, and expectations than would typically be preferred in a low-barrier shelter setting. In order to secure and maintain the shelter space with a hotel that continued servicing business travelers and families, staff were required to balance safety, accountability, and community relationships.
- The temporary nature of the project also created challenges, as participants developed strong relationships, stability, and a sense of community over the winter months. The end of the project was therefore emotionally difficult for some participants, and highlights the

importance of long-term support systems and continued peer connections after temporary shelter projects conclude.

Please note that an addendum to this final report will be submitted. Grant partner Dignity in Motion was involved in an investigation conducted by the Kalamazoo Department of Public Safety (KDPS) regarding allegations related to this project. On June 9, 2026, the Continuum of Care (CoC) staff spoke with KDPS regarding the investigation. The CoC has submitted a Freedom of Information Act (FOIA) request to obtain a copy of the police report and is conducting additional follow-up with Dignity in Motion to understand any implications impacting the fulfillment of grant expectations and terms. The police report number is 26-003246. Questions regarding this matter may be directed to p.griffin@uwscmi.org.

Project Funding

The following tables outline final project funding sources and expenditures. Appendix A includes the full expenditure detail provided by grantees.

Funding Source	Amount
Kalamazoo County	\$396,750
City of Kalamazoo	\$300,000
Kalamazoo Continuum of Care	\$38,088*
Total	\$734,838

Expenditure	Amount
Sub-grant to Housing Resources, Inc	\$50,000**
Sub-grant to Ministry with Community	\$421,285
Sub-grant to Dignity in Motion	\$228,715
UWSCMI indirect costs	\$34,838
Total	\$734,838

*\$53,088 was originally awarded by the CoC Board, however, less was needed upon clarification of the administration support commitment from Kalamazoo County and City of Kalamazoo.

**After the initial \$700,000 was awarded, the CoC Board allocated an additional \$43,304 to HRI for 24-hour shelter coordination from a separate funding source.

Appendix A

Sub-grant Financial Reports for Winter Shelter Reporting period November 20, 2025 - March 31, 2026

	Dignity in Motion	Ministry with Community	Housing Resources, Inc.	Total
REVENUE				
Revenue	\$ 228,715.00	\$ 421,285.00	\$ 50,000.00	\$ 700,000.00
EXPENSES				
Personnel: Projections	\$ 111,552.00	\$ 321,428.00	\$ 37,631.71	\$ 470,611.71
Personnel: Actual	\$ 131,814.60	\$ 256,185.00	\$ 48,198.69	\$ 436,198.29
Contractual: Projections	\$ -	\$ -	\$ -	\$ -
Contractual: Actual	\$ -	\$ -	\$ -	\$ -
Evaluation: Projections	\$ -	\$ -	\$ -	\$ -
Evaluation: Actual	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
Office Expense: Projections	\$ -	\$ 3,630.00	\$ 2,750.00	\$ 6,380.00
Office Expense: Actual	\$ 2,900.20	\$ 7,623.00	\$ 967.12	\$ 11,490.32
Conference/Training: Projections	\$ -	\$ -	\$ 775.00	\$ 775.00
Conference/Training: Actual	\$ -	\$ -	\$ -	\$ -
Equipment: Projections	\$ -	\$ -	\$ 1,843.29	\$ 1,843.29
Equipment: Actual	\$ -	\$ -	\$ 9,071.16	\$ 9,071.16
Occupancy: Projections	\$ -	\$ 20,175.00	\$ 2,000.00	\$ 22,175.00
Occupancy: Actual	\$ -	\$ 8,500.00	\$ 2,000.00	\$ 10,500.00
Other Client Expenses: Projections	\$ 122,300.00	\$ 15,652.00	\$ -	\$ 137,952.00

Other Client Expenses: Actual	\$ 153,133.23	\$ 17,146.00	\$ -	\$ 170,279.23
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Other Expenses: Projections	\$ 12,000.00	\$ 60,400.00	\$ 5,000.00	\$ 77,400.00
Other Expenses: Actual	\$ 14,738.72	\$ 58,683.00	\$ 7,250.00	\$ 80,671.72

Total Expenses: Projections	\$ 245,852.00	\$ 421,285.00	\$ 50,000.00	\$ 717,137.00
Total Expenses: Actual	\$ 303,886.75	\$ 348,137.00	\$ 67,486.97	\$ 719,510.72

- Dignity in Motion's reported other expenses include \$2,865.36 for Administrative Expenses and \$11,873.36 for Insurance & Risk Management.
- Ministry With Community's other expenses include \$39,400 for Administrative Expenses and \$19,283 for Mats & Blankets.
- HRI's other expenses include \$7,250 in Administrative Expenses.
- Dignity in Motion's original budget included more expenses than revenue.
- Ministry With Community received a \$6,250 donation in addition to the Winter Shelter funds. They communicated having \$79,398 in unspent funds to return.
- HRI was awarded an additional grant from the CoC. The additional expenses in this budget were paid with those funds.

From: Morgan Stevenson
Sent: Wednesday, September 2, 2026 8:02 AM
To: City Clerk
Subject: Our Unhoused Community

Portage City Council and Mayor,

As a lifelong Portage resident, homeowner, taxpayer, and parent of a Portage Public Schools student, I am writing because I cannot stay silent after seeing how Lyndi Smith was received when she asked Portage to contribute to the emergency winter shelter for our unhoused neighbors. This is a county-wide crisis, and Portage is part of that community. We should be stepping up, not stepping away.

People in Portage are part of this population. They are our neighbors, our former classmates, the people we pass in Meijer parking lots and on Westnedge. But even if they weren't, compassion should never be conditional. Michigan winters kill. Last winter, Tammy Christie, Bryan Curtis Hughes, and Chris Nurrie froze to death, just to name a few. They were human beings who deserved warmth, safety, and dignity. Not to die alone in the cold.

Portage has a responsibility to help, especially after committing \$500,000 to The Landing and then withdrawing because the location was too close to Portage. That decision was devastating to witness. It sent a clear message: that the unhoused are seen as a problem to keep out rather than people to care for. It felt like Portage was willing to let them freeze rather than allow services near our homes. That kind of cruelty is heartbreaking, and it does not reflect the values of the community I know.

Transparency matters, but it cannot be used as a shield to avoid helping people who are suffering. As a resident, I want my tax dollars to support social services that save lives. No one chooses to be unhoused. The reasons are complex, and the solutions require compassion, coordination, and immediate action. Temporary housing is not optional; it is urgent. Winter is coming quickly, and our unhoused community members deserve to be met with dignity, respect, and real support. They deserve funding. They deserve shelter. They deserve to know they are welcome in and near Portage.

I am asking you, sincerely, to contribute to this life-saving effort. Please choose compassion. Please choose community. Please choose to protect the people who need us most.

I appreciate your time and consideration regarding this matter.

Morgan Stevenson

[REDACTED]
[REDACTED]

[She/Her/Hers](#)

From: Lyndi K. Smith <Lyndi.Smith@Kalcouny.gov>
Sent: Tuesday, September 1, 2026 8:20 AM
To: Anita Johnson <ajohnson@portagemi.gov>
Cc: Willa J. DiTaranto <Willa.DiTaranto@Kalcouny.gov>
Subject: Fw: Finding Your Way Home Program - Information Request

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.

Anita,
Please see the information below from Assistant Chief Juday for the Finding a Way Home program.

From: Juday, David <JudayD@kalamazoocity.org>
Sent: Tuesday, September 1, 2026 7:01 AM
To: Lam, Laura <laml@kalamazoocity.org>; Lyndi K. Smith <Lyndi.Smith@Kalcouny.gov>
Subject: Re: Finding Your Way Home Program - Information Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,
Below is a summary of the Finding a Way Home (FAWH) Program impact summary. If you have additional questions, please feel free to reach out anytime.
Thanks,
David

Program Overview

The Finding a Way Home (FAWH) Program helps individuals travel to locations where they have established support systems and a safe place to continue their journey. Before providing a bus ticket, CST confirms that a support system is in place at the individual's destination. The program has enabled individuals to travel throughout Michigan and across the country to reconnect with family, friends, and other established support systems. Destinations have included more than 30 communities and numerous states, demonstrating the program's ability to help individuals reach the resources and relationships they need beyond their immediate community.

2026 Year-to-Date

As of **August 31, 2026:**

37 individuals served

\$5,376 in total ticket costs

Average cost per participant: approximately \$145

Individuals have traveled to locations throughout the country, including Colorado, Ohio, New York, Georgia, Florida, Kentucky, Tennessee, California, Texas, Massachusetts, Montana, Kansas, Jackson, Flint, and Saginaw.

2025 Program**97 individuals served****\$14,299.91 in total ticket costs****Average cost per participant: approximately \$147**

Destinations included California, Missouri, Georgia, Florida, Illinois, Texas, Wisconsin, Arizona, Mississippi, Washington, South Carolina, Ohio, Kentucky, Indiana, Virginia, Nevada, Massachusetts, Oklahoma, Iowa, Detroit, Traverse City, Grand Rapids, Battle Creek, Benton Harbor, Flint, and Ann Arbor.

Two-Year Impact

Across **2025 and 2026, 134 individuals have utilized the Finding a Way Home Program**, with a combined ticket cost of **\$19,675.91**. This represents an average transportation cost of approximately **\$147 per participant**.

Peter Dame

From: Lyndi K. Smith <Lyndi.Smith@KalamazooCounty.gov>
Sent: Tuesday, September 1, 2026 2:54 PM
To: Willa J. DiTaranto; Anita Johnson; Peter Dame
Subject: RE: Finding Your Way Home Program - Information Request

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.

Here is an update on the reason why the County submitted an ask, who we sent letters to, the funding levels and the reasoning behind that, and the current status of our ask.

At its July 27 Special Meeting, the Kalamazoo County Board of Commissioners directed staff to seek additional municipal partners to financially support Winter Solutions, a Continuum of Care initiative. The County does not operate or oversee the Winter Solutions initiative; the County and City of Kalamazoo are among the funders supporting the coordinated winter shelter response with the Continuum of Care.

Following the Board's direction, letters were sent to municipalities near the City of Kalamazoo - where most shelter, hospital, and other services for individuals experiencing homelessness are located - and that have been engaged in broader housing continuum efforts.

The requests were:

- City of Portage – up to \$100,000
- Kalamazoo Township – up to \$50,000
- Comstock Township – up to \$25,000
- Oshtemo Township – up to \$25,000
- Texas Township – up to \$25,000
- City of Parchment – up to \$15,000

The suggested amounts were based on discussions with municipal representatives where applicable, along with consideration of population and municipal budget size. The requests were intentionally stated as “up to” an amount to provide flexibility for each municipality to determine its level of participation.

Currently, Kalamazoo Township may reconsider the request during its November budget process; Parchment, Comstock, and Texas have indicated they are unable to participate; and Oshtemo and Portage continue to consider the request.