

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 1, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Smith, Fitzsimmons, and Butler; City Manager Gorman; City Clerk Miller; City Assessor Litts; Police Chief Knobelsdorf

Guests: Jenisen Moffatt, 7th Grader at Portland Middle School; Bill Tucker and Justin Knorr of Abraham & Gaffney, P.C.; Paul Galdes of Fleis & VandenBrink; Tom Thelen of the Review & Observer

The meeting was called to order at 7:00 P.M. by Mayor Barnes with the Pledge of Allegiance led by Jenisen Moffatt.

There was a moment of silence in remembrance of Dr. Gerald Brown who passed away on Thanksgiving Day, Thursday, November 27th.

Mayor Barnes extended condolences on behalf of the City.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Proposed Agenda as presented.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Butler, Barnes

Nays: None

Adopted

Under Public Comment, Jenisen Moffatt presented her idea, developed as part of a school project, that a teen park be built at Community Lake to provide a place for teens to “hang out and have fun” in Portland.

Mayor Barnes suggested coordinating with City Manager Gorman and the Parks and Recreation Board for consideration and possible inclusion during the upcoming budget process.

Under the City Manager Report, City Manager Gorman presented information on the presentation and Public Hearing on the Agenda.

City Manager Gorman reminded residents that although the recent bridge inspections outline the need for replacement of the Divine Hwy. Bridge, at this time the bridge has no load restrictions and is safe for travel. Funding for its future replacement will be applied for in January or February 2015.

Under Presentations, Bill Tucker of Abraham & Gaffney, P.C. presented the Fiscal Year 2013/2014 Audit for the City of Portland. The auditors gave the city a clean opinion, which is the best opinion possible. The City of Portland is in good, healthy financial condition. Mr. Tucker thanked Finance Director Schrauben and staff for their work in preparing for and cooperation during the audit process.

Mayor Barnes thanked Mr. Tucker for the support document supplied and the accessibility of his firm to the City and staff at any time.

Paul Galdes, of Fleis & VandenBrink gave an update on the Kent Street Improvement Project. City staff has completed televising of the sanitary sewer to assess areas for complications. They are recommending the two 6” lines from Orchard St. to the City limits be replaced with one 10” line. The added cost of rebuilding the sewer is \$164,000. Added to the previously estimated cost of \$724,000 for improvement to the road from Academy St. to the City limits, the project is now estimated at \$888,000. The life expectancy of the new sewer lines is estimated to be at least 50 years, up to 100 years. The road is expected to have a life expectancy of approximately 15 years. Due to MDOT funding for Fiscal Year 2015/2016 the bid letting for reconstruction of Kent Street should be done by October 2015 with construction to take place in spring 2016. The program application needs to be submitted by March 2015.

Mayor Barnes opened the Public Hearing at 7:36 P.M. for Special Assessment District 2014-A to hear and consider comments regarding to the Special Assessment District and the Special Assessment Roll.

Mayor Barnes noted there was no public attendance for the purpose of the Public Hearing.

City Manager Gorman stated the legal requirements have been met and exceeded. He further noted he has personally met with and answered questions of all the property owners in the Special Assessment District.

Mayor Barnes thanked Tom’s Fuel Center who has already made improvements to their property and Portland Federal Credit Union who is voluntarily paying their portion of the special assessment although they are outside of the City limits. He further thanked everyone for their patience in getting the improvements to Cutler Road made.

City Manager Gorman stated the City will work with the contractors on the project to make the construction process as smooth as possible.

Mayor Pro-Tem VanSlambrouck noted the improvements to Cutler Road have been a long time coming and voiced his appreciation for all of the effort and planning that has been done to get the project to this point.

City Manager Gorman stated City staff has been great through this process.

Mayor Barnes thanked Fleis & VandenBrink for their efforts as well.

Mayor Barnes closed the Public Hearing at 7:41 P.M.

Under New Business, the Council considered a motion to accept the Fiscal Year 2013/2014 audit presented by Abraham & Gaffney, P.C.

Mayor Pro-Tem VanSlambrouck stated his pleasure in seeing the strong fund balances in the City's financial status, it shows a great rebound from the period of recession. He further stated that fiscal responsibility allows the City to continue to complete needed projects.

Council Member Butler thanked Mr. Tucker for his audit presentation and its easy interpretation. He stated how refreshing it is to see the good financial standing of the City.

Motion by VanSlambrouck, supported by Fitzsimmons, to accept the Fiscal Year 2013/2014 audit as presented by the auditing firm of Abraham & Gaffney, P.C.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 14-103 to approve the 2015 City Council meeting dates.

Motion by Smith, supported by Butler, to approve Resolution 14-103 approving 2015 City Council meeting dates.

Yeas: Smith, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-104 Special Assessment Resolution #3 as required by Section 32-10 of the City of Portland Special Assessment Ordinance for Special Assessment District No. 2014-A for improvements to be made to Cutler Rd., between East Grand River Ave. and Charlotte Highway.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 14-104 Special Assessment Resolution #3 as required by Section 32-10 of the City of Portland Special Assessment Ordinance for Special Assessment District No. 2014-A.

Yeas: Fitzsimmons, VanSlambrouck, Smith, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 14-105 to approve Fleis & VandenBrink's proposal to provide design engineering services in the amount of \$46,200.00 for street improvements to Kent Street between Academy Street and the City limits.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-105 approving Fleis & VandenBrink's proposal to provide design engineering services for street improvements to Kent Street between Academy Street and the City limits.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 14-106 to approve the Michigan Main Street Program Community Requirements and Expectations Agreement. The City of Portland Main Street Program is a designated

community that has successfully completed all of the requirements and expectations at the selected level and has been accredited by the Michigan Main Street Program. The Michigan Main Street Program requires an agreement with accredited communities for the purpose of setting forth the requirements and expectations for the local Main Street Program.

Motion by Butler, supported by VanSlambrouck, to approve Resolution 14-106 approving the Michigan Main Street Program Community Requirements and Expectations Agreement.

Yeas: Butler, VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-107 to approve the Board of Light and Power's recommendation to increase the scope of services and add additional footage to the electric undergrounding work previously awarded to Cook Brothers Excavating, Inc. on Gibbs Road, Friend Road, Maynard Road, Riverrest and Oak Road. The additional work would include an area commonly known as Spohn Subdivision and Cook Brothers Excavating, Inc. has agreed to perform this work at the same rate as the initial contract, for an estimated amount of \$70,211.00.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 14-107 approving the Board of Light and Power's recommendation to increase the scope of services and add additional footage to the electric undergrounding work previously awarded to Cook Brothers Excavating, Inc.

Yeas: Fitzsimmons, VanSlambrouck, Smith, Butler, Barnes

Nays: None

Adopted

Motion by Smith, supported by Butler, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on November 17, 2014, payment of invoices in the amount of \$97,940.85 and payroll in the amount of \$145,694.18 for a total of \$243,635.03. Also included was a purchase order to Utility Service in the amount of \$44,122.25 for water tower maintenance.

Yeas: Smith, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1st to aid DPW crews in the safe removal of snow. He also reminded residents that shoveling or blowing snow into the streets is also prohibited.

City Manager Gorman further stated DPW crews are continuing their efforts to pick up the remainder of leaves that have come down throughout the fall season. To date they have collected 136 loads of leaves, compared to 118 last year.

The Portland Area Chamber of Commerce will hold its Annual Breakfast with Santa on Saturday, December 13th from 9:00 to 11:00 A.M. at the First Congregational Church.

Under Council Comments, Mayor Pro-Tem VanSlambrouck congratulated the Main Street program and the Portland Community Arts Council on a great job hosting the HolidayFest celebration November 21st and 22nd.

Mayor Pro-Tem VanSlambrouck also commented that the WION will be promoting the Treasures for Troops program and collecting items needed by troops in the desert on December 2nd from 2:00 to 6:00 P.M. at the VFW.

Council Member Butler commented that he attended HolidayFest for the first time with his family and thoroughly enjoyed both the parade and the presentation by DDA/Main Street Director Reagan.

Mayor Barnes complimented DDA/Main Street Director Reagan for the great job organizing the HolidayFest event. He also thanked the volunteers and the many others involved in its success.

Motion by VanSlambrouck, supported by Butler, to adjourn the regular meeting.

Yeas: VanSlambrouck, Butler, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:57 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk