

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 18, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons and Sunstrum; City Manager Dempsey; City Clerk Miller; DDA/Main Street Director Reagan; Police Chief Knobelsdorf

Absent: Council Member Krause

Guests: 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.

Motion by VanSlambrouck, supported by Sunstrum, to approve the revised Agenda with the addition of the excusing of Council Member Krause.

Yeas: VanSlambrouck, Sunstrum, Fitzsimmons, Barnes

Nays: None

Absent: Krause

Adopted

Motion by VanSlambrouck, supported by Sunstrum, to excuse Council Member Krause from the meeting.

Yeas: VanSlambrouck, Sunstrum, Fitzsimmons, Barnes

Nays: None

Absent: Krause

Adopted

Under the City Manager Report, City Manager Dempsey presented information on the action items for consideration on the Agenda.

City Manager Dempsey noted that Cutler Road has been in need of improvement for a long time. After the 2010 Census the City moved from the Rural Task Force to a Small Urban Area. This move provided the potential for the City to receive Federal aid funds for roads that are part of the federal highway system, of which Cutler Road is a part. MDOT has issued a call for projects under the Small Urban Program. It appears as if Portland is in a good position to receive a portion of the available \$3 million in funds as the Cutler Road project is ready to go. It is possible the project could be bid in September.

City Manager Dempsey reported Ken Gensterblum has been promoted from Water Technician to DPW Foreman. The Water Technician position will be immediately posted internally. Ken will remain the licensed water supervisor until the new individual in the position receives the appropriate licenses.

City Manager Dempsey commended the employees of the Department of Public Works, the Electric Department and the Wastewater Treatment Plant for their efforts in working through the recent cold weather and snowy conditions.

The Water Department has been spending time thawing 6 water services that have frozen in the City right-of-way as the frost is being forced lower with the thaw/freeze cycles.

Mayor Pro-Tem VanSlambrouck asked about the status of the City's supply of road salt.

City Manager Dempsey stated that it looks like the current supply of road salt will last through the winter if crews continue to use it sparingly. They are currently mixing the salt with sand in order to stretch the supply.

Mayor Barnes asked about the problems the Wastewater Treatment Plant has been having due to the recent weather conditions.

City Manager Dempsey stated the extreme weather conditions this winter have brought about issues not yet seen since the Wastewater Treatment Plant Improvement Project. These issues are being addressed as they come about.

Mayor Barnes asked about the need for another manhole on Bridge Street.

City Manager Dempsey stated there is an offset in the wastewater lines on Bridget St. that seems to cause a blockage approximately once a year. This block causes a backup onto a business owner's parking lot. The City is currently working with its engineers and getting prices on installing a new manhole at this location when the weather breaks.

Under Presentations, DDA/Main Street Director Reagan presented his Downtown report. The Main Street Organization and Finance Committee will be offering, as a competitive based service, a free webisode service to five selected Main Street district businesses. These webisodes will highlight the chosen business, their products, goods, and services, and will give a glimpse to the wider world why Portland is a great place to do business.

The City of Portland and Downtown Development Authority (DDA) will be hosting a public meeting on Monday, February 24, 2014 from 6:00 – 7:00 P.M. in the Council Chambers at City Hall to discuss proposed updates to the Downtown Development and Tax Increment Finance Plan. The public is invited to attend to hear about the proposed projects in the plan and offer comments.

The 2014 Downtown Block Party will be held Saturday, May 17th from Noon to Midnight and will feature a BBQ Rib Burn, live music, and many family activities.

Portland Main Street has received two application based services from the Michigan Main Street Center at MSHDA. The first service awarded to the Portland Main Street Economic Revitalization Committee is a "Customer Service" workshop. This service will advise small retailers and restaurateurs how to not just meet, but exceed your customers' expectations and therefore become more competitive in the marketplace. The second service was awarded to the Portland Main Street's Organization and Finance

Committee and focuses on creating a “Fund Development Plan” for the Main Street program. A fund development plan is an important step in successful fundraising activities.

Paul Galdes, of Fleis & VandenBrink, presented information on the Barley, Knox and Storz Street Improvement Project. He stated that the bids on the project came in quite good; although they are noticing that material costs are on the rise. The low bidder, by a significant margin, was CL Trucking out of Ionia. CL Trucking has double-checked their prices and confirmed their bid. Mr. Galdes recommended the Council award the project to CL Trucking.

Under New Business, the Council considered Resolution 14-13 to approve the award of the Barley, Knox, and Storz Street Improvements Project to the low bidder, CL Trucking, Inc., in the amount of \$695,729.85, as recommended by City Engineers. The City has issued bonds for street capital improvement projects and has sufficient bond proceeds to award the project.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-13 approving the award of the Barley, Knox, and Storz Street Improvements Project to the low bidder, CL Trucking, Inc.

Yeas: VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Absent: Krause

Adopted

The Council considered Resolution 14-14 to approve McKenna Associates, Inc. proposal to update the City’s Master Plan as required by State law every five years. The City of Portland adopted their most recent Master Plan in 2008 and adopted an amendment in 2010. City Manager Dempsey solicited proposals from 12 planning firms and received four responses. After reviewing the proposals with the Mayor, Planning Commission Chair, and the Assistant Zoning Administrator, City Manager Dempsey recommends the approval of McKenna Associates, Inc. proposal for a sum not to exceed \$24,995.00.

Mayor Pro-Tem VanSlambrouck stated his hope that the public will participate in this Master Plan Update process.

Council Member Sunstrum inquired if social media and surveys as part of the process will be hosted on the City’s webpage or externally.

City Manager Dempsey stated that it will likely be a combination of both.

Council Member Sunstrum suggested coordinating with the library for those members of the public who do not have computers to fill out online surveys there.

Motion by Sunstrum, supported by VanSlambrouck, to approve Resolution 14-14 approving McKenna Associate, Inc.’s proposal to update the City’s Master Plan.

Yeas: Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Absent: Krause

Adopted

The Council considered Resolution 14-15 to approve Fleis & VandenBrink's proposal to provide construction engineering services for 2014 to include the Barley, Knox, and Storz reconstruction project and mill and overlay projects on one block of Elm Street and one block of Smith Street.

Motion by Fitzsimmons, supported by Sunstrum, to approve Resolution 14-15 approving Fleis & VandenBrink's proposal to provide construction engineering services for 2014 street and utility improvements project.

Yeas: Fitzsimmons, Sunstrum, VanSlambrouck, Barnes

Nays: None

Absent: Krause

Adopted

City Manager Dempsey gave his formal resignation from the City of Portland; he will work through March 14, 2014 in order to assist in the transition. He further stated that it was a very difficult decision to leave Portland. He will be taking a position at Kent County as their Corporate Counsel. He is not leaving for another city, but for the opportunity to use his legal training and previous experience as a municipal attorney.

City Manager Dempsey made a recommendation that DDA/Main Street Director Reagan be appointed Interim City Manager effective immediately to aid in a smooth transition process. There are other qualified individuals as well, but they do not have the capability to hand-off their duties. Mr. Reagan will have the ability to find someone to assist him in his current duties in order to take the Interim City Manager position.

City Manager Dempsey further commented that the community of Portland should be proud of all of its achievements.

Mayor Barnes stated that City Manager Dempsey's expertise and professionalism will be missed.

Mayor Barnes further stated that the city manager is the one employee of the City Council and is the one that takes care of everything else and he is confident in the recommendation by City Manager Dempsey of Director Reagan as Interim City Manager. City Manager had done his and will continue to do his due diligence to ensure Director Reagan is brought up to speed on current operations.

Mayor Barnes also stated a search for a new City Manager will be conducted with the assistance of the Michigan Municipal League once the budget process has been completed.

Motion by Mayor Barnes, supported by Mayor Pro-Tem VanSlambrouck, to accept the resignation of City Manager Dempsey and his recommendation of DDA/Main Street Director Reagan as the Interim City Manager until a replacement is found.

Mayor Pro-Tem VanSlambrouck thanked City Manager Dempsey for the time and effort he has invested in the City of Portland and personally for the training and networking he has provided. He further stated that City Manager Dempsey will be missed.

Council Member Sunstrum thanked City Manager Dempsey for being a mentor and a great leader for the community.

Council Member Fitzsimmons thanked City Manager Dempsey for his support and many years of service to the community of Portland.

The vote for the motion on the floor was held.

Yeas: Barnes, VanSlambrouck, Fitzsimmons, Sunstrum

Nays: None

Absent: Krause

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on February 3, 2014, payment of invoices in the amount of \$70,393.62 and payroll in the amount of \$115,413.24 for a total of \$185,806.86. There were no purchase orders over \$5,000.

Yeas: VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Absent: Krause

Adopted

Mayor Barnes thanked the City employees that have to work in the inclement weather to ensure that everyone else can get around and function safely.

Under Public Comments, DDA/Main Street Director Reagan addressed the Council as a community resident and stated that City Manager Dempsey has been a great asset to the community and personally as a mentor. He further stated that City Manager Dempsey has been a great leader and will be missed.

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

Yeas: Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Absent: Krause

Adopted

Meeting adjourned at 7:55 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk