

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, July 7, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Smith, Fitzsimmons, and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Electric Superintendent Hyland; Parks, Recreation and Cemetery Director Scheurer; Police Chief Knobelsdorf and Police Officer Thomas

Guests: Incoming City Manager Gorman; Kathy Parsons; 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 Parks, Recreation and Cemetery Director Scheurer

Motion by Smith, supported by VanSlambrouck, to approve the Proposed Agenda.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

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

Interim City Manager Reagan commended the Chamber of Commerce for their efforts in hosting a very successful 4<sup>th</sup> of July parade and fireworks.

The Chamber of Commerce, in conjunction with the City of Portland's Recreation Department, hosted the Culpepper and Merriweather Circus at Bogue Flats on Saturday, June 28<sup>th</sup>. There was a nice turnout for both shows and was a lot of fun for those that attended.

During yet another large thunderstorm, on July 6<sup>th</sup> the downtown warning siren malfunctioned and sounded for 25 minutes at approximately 2:00 A.M. waking up and alarming many City residents. Representatives from Ionia County Central Dispatch initially stated the siren had malfunctioned and went off on its own; there were no tornadoes spotted on radar. West Shore Services, who maintains the sirens for the City, came out and inspected the siren today. A fuse that allows the siren to rotate had blown, which caused the siren to blow in one direction only. They replaced that fuse along with other minor parts. This fuse did not cause the siren to go off unexpectedly. We assume that a lightning strike close to the unit caused it to malfunction. Electric Superintendent Hyland reported the streetlights in the City Hall parking lot also malfunctioned, due to this lightning strike as he and Electric Department crews found these lights did not work as internal wires were melted and broken.

Interim City Manager Reagan stated it has been a privilege and honor to serve as Interim City Manager for Portland. The Staff has been fantastic and he looks forward to working with incoming City Manager Gorman.

Under Presentations, Mayor Barnes recognized Parks, Recreation and Cemetery Director Scheurer upon being named the Cemetaryian of the Year by the Michigan Association of Cemeteries. Mayor Barnes further stated the City is fortunate to have someone of Ms. Scheurer's knowledge and expertise as our Cemetery Director.

Under Old Business, Motion by Fitzsimmons, supported by Sunstrum, to remove the consideration of Ordinance 175HH, to rezone the property at 223 Charlotte Hwy. from C-2 to R-2, from the table.

Yeas: Fitzsimmons, Sunstrum, VanSlambrouck, Smith, Barnes

Nays: None

Adopted

This ordinance was re-tabled at the last Council meeting at the request of Terry Frewen, realtor for the property at 223 Charlotte Hwy. Mr. Frewen stated the loan application for this property is still under review and requested the Council table this second reading.

Motion by VanSlambrouck, supported by Fitzsimmons, to table Ordinance 175HH to amend the City Zoning Map.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

Under New Business, the Council considered Resolution 14-55 confirming the Mayor's appointments of Tutt Gorman to the Downtown Development Authority and the Economic Development Corporation, Wanda Urie to the Downtown Development Authority, and Julie Clement to the Planning Commission.

Motion by VanSlambrouck, supported by Smith, to approve Resolution 14-55 confirming the Mayor's appointments to City Boards and Commissions.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-56 to approve Change Order No. 3 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements project for the removal of two trees at 275 Barley as well as revising the layout of sidewalk and the location of a fire hydrant at an additional cost of \$1,790.00. Fleis and VandenBrink has reviewed the work and pay request and recommends the City Council approve the request.

Motion by Sunstrum, supported by Smith, to approve Resolution 14-56 approving Change Order No. 3 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project.

Yeas: Sunstrum, Smith, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-57 to approve Change Order No. 4 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project at a cost of \$13,940.25. The original project design called for the storm sewer to be replaced from Kent Street to the mid-block portion of

Barley Street. However, during the course of work on Barley Street, the existing storm sewer was found to be in extremely poor condition and the City Engineer has determined this to be a potential threat to the integrity of the new street and sidewalk in future years. Change Order No. 4 would add the placement of storm sewer from mid-block on Barley Street up into the Portland Public School property. The City has received permission from the school to proceed with work on their property. Fleis and VandenBrink has reviewed this Change Order and recommends the City Council approve this request.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-57 approving Change Order No. 4 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvements Project.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-58 to approve Pay Request No. 2 to CL Trucking, Inc. for work done on the Knox, Barley, and Storz Improvement Project in the amount of \$237,504.47. At this time, the sidewalk, curb, gutter, and utility work has been completed on Knox Avenue, with a base layer of asphalt having been laid as well. Utility work on Barley Avenue is currently being done. According to the onsite engineer from Fleis and VandenBrink, CL Trucking, Inc. is on schedule with the project.

Motion by Smith, supported by Sunstrum, to approve Resolution 14-58 approving Pay Request No. 2 to CL Trucking, Inc. for work done on the Knox, Barley, and Storz Improvement Project.

Yeas: Smith, Sunstrum, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-59 to authorize and direct the Mayor and Clerk to sign a Biosolids Management Services Agreement with Synagro Central, LLC. The City last signed an agreement with Synagro Central, LLC in 2009 for these services which include the loading, hauling away and testing of biosolids. The 2009 agreement was for 5 years and expired in June 2014. The original agreement allows the City and Synagro to extend the agreement on a year-to-year basis, if desired. According to Doug Sherman, WWTP Superintendent, the best course of action right now is to extend this agreement for one year, with a negotiation for services or a new service provider in January 2015. The rate increase proposed by Synagro is in line with rate increases from the 2009 contract as they are roughly 2%. The 2009 contract allowed for a yearly adjustment (after the first two years) of a rate not to exceed 3%. Interim City Manager Reagan concurred with WWTP Superintendent Sherman on the course of action at this time.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-59 approving, authorizing, and directing the Mayor and Clerk to sign a Biosolids Management Services Agreement with Synagro Central, LLC.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-60 to approve the Board of Light and Power's recommendation to have GRP Engineering, Inc. complete an Electric System Modeling Study and an Arc Flash Study. The City previously entered into an agreement with GRP Engineering to map and inventory the City's primary

electric system. They have created useful paper “truck maps” that show where electric utilities are located. At their regular June meeting, the Board of Light and Power unanimously voted to recommend to the City Council they approve GRP Engineering to perform an Electric System Modeling Study at a proposed cost of \$14,500. The study will create a computerized model of the primary electrical system from the mapped circuit data including line sections, transformers, switches, cabinets, and fuses that can be integrated into a GIS mapping system in future years, which will allow crews to react faster to an emergency or power failure.

The Board of Light and Power also unanimously approve recommending to the City Council they approve an Arc Flash Study also be done by GRP Engineering. An arc flash is an electrical short circuit, where a high level of current passes through the air. Arc flashes cause electrical equipment to explode, resulting in an arc-plasma fireball with temperatures exceeding 35,000°F. These high temperatures cause rapid heating of surrounding air and extreme pressures, resulting in an arc blast. The result of one of these violent events is usually destruction of the equipment involved, fire, and severe injury or death to anyone nearby. The proposed study would determine where potential arc flash hazards may exist in different voltage levels within the CE substation, on main distribution circuits, and at locations of standard equipment.

Electric Superintendent Hyland stated the paper maps created by GRP Engineering would be made into computer models for further information gathering. This is the first step in the Arc Flash Study. Having this study done will add value to City electric customers, their employees and Electric Department employees as the study will note the appropriate safety clothing and equipment needed. This safety procedure also meets MIOSHA requirements.

GRP Engineering expects they could have the modeling done by October 15<sup>th</sup> and the Arc Flash Study done by November 15<sup>th</sup>. This study will eventually allow the entire electrical system to be mapped on GIS.

Motion by Sunstrum, supported by VanSlambrouck, to approve Resolution 14-60 approving the Board of Light and Power’s recommendation to have GRP Engineering, Inc complete an Electric System Modeling Study and an Arc Flash Study.

Yeas: Sunstrum, VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-61 to approve a Letter of Understanding with Karen McFadden as Interim City Attorney. Incoming City Manager Tutt Gorman, who was previously the City Attorney, has requested the City hire Karen McFadden to represent the City as the Interim City Attorney, during the transition period, until a search for a new City Attorney can be completed. Ms. McFadden would be compensated at a rate of \$115 per hour, with a compensation cap of \$750 per month.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-61 approving a Letter of Understanding with Karen McFadden as Interim City Attorney.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-62 to approve certain improvements at the Historic Red Mill, at 450 Water Street, commonly referred to as the Red Mill, by the Friends of the Red Mill Group. The group would like to add a 17' x 6' porch on the north side of the building. The proposed resolution would allow the addition as well as waive the building inspection fees for this project.

Motion by VanSlambrouck, supported by Sunstrum, to approve Resolution 14-62 approving certain improvements at the Historic Red Mill by the Friends of the Red Mill Group.

Yeas: VanSlambrouck, Sunstrum, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Smith, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council and Closed Session held on June 16, 2014, payment of invoices in the amount of \$412,759.89 and payroll in the amount of \$230,100.20 for a total of \$642,860.09. A purchase order to the Portland Area Fire Authority for 1<sup>st</sup> Quarter Fire Services (July-September 2014) in the amount of \$25,628.28 was also included.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under Council Comments, Council Member Sunstrum thanked Interim City Manager Reagan for serving in this capacity while the search for a new City Manager was completed. She further stated he has done an outstanding job.

Mayor Pro-Tem VanSlambrouck also thanked Interim City Manager Reagan for stepping in and doing an outstanding job.

Mayor Pro-Tem VanSlambrouck further added the circus on June 28<sup>th</sup> was a fun time. He has heard many positive responses from the event.

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

Yeas: Fitzsimmons, VanSlambrouck, Smith, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:39 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk