

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, May 5, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Krause, Fitzsimmons, and Sunstrum; Interim City Manager and DDA Director Reagan; City Clerk Miller; Police Officer Thomas; Interim Main Street Manager Perry

Guests: Kathy Parsons; Mary Jo Mathisen of Gallery Brewery; 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 Fitzsimmons, to approve the Proposed Revised Agenda.

Yeas: VanSlambrouck, Fitzsimmons, Smith, 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 also reported the annual Spring Cleanup Day was held Saturday, April 26th from 7:00 A.M. to 3:00 P.M. at the DPW compound with 426 loads disposed of. 56% of the participants were from the City of Portland, 25% were from Portland Township, and 18% were from Danby Township.

The Parks Department held a Riverwalk Cleanup Day on Saturday, April 26th with 30 volunteers helping to clean a lot of trash from the River Trail.

The Hazardous Waste Cleanup was held on Saturday, May 3rd at the Fire Station in the parking lot from 8:00 A.M. to Noon.

The Water Department will be flushing hydrants to conduct its semi-annual preventative maintenance program from May 5th to the 16th.

McKenna and Associates was awarded the contract for the 2014 Master Plan update, branded "Portland Vision 2040". They will be hosting a number of meetings to gather community input for the Plan.

Under Presentations, Main Street Manager Perry gave her Downtown Report. Portland Pay Day will begin June 1st and will run through Friday August 22nd. Over the past several years \$339,000 has been kept in Portland.

Representatives from the State of Wyoming will be stopping to visit Portland on May 16th on their way to the National Main Street Conference being held in Detroit. They will tour the downtown and will stay for dinner. The keynote speaker will be Joe Borgstrom from Michigan Main Street.

The 5th Annual Block Party will be held Saturday, May 17th with many events scheduled.

Mayor Barnes opened the Public Hearing on the Budget proposed for Fiscal Year 2014-2015 at 7:16 P.M.

Interim City Manager Reagan stated revenues and expenditures in the proposed Fiscal Year 2014-2015 Budget are similar to the Fiscal Year 2013-2014 Budget. A capital expenditure for a new pickup truck, financing of a new snowplow truck, and the repair of the loader are planned for the DPW.

An expense of \$10,000 was added under Community Promotions for a new website for the City.

Local Streets will see higher expenditures during Fiscal Year 2014-2015 due to the work being performed on Knox, Barley, and Storz Streets as well as the proposed improvement project for Cutler Road. These will be offset by funds from the Capital Improvement Fund and from the Small Urban Grant.

The DDA will see an increase in the principle payment for City Hall, which necessitates taking money from their fund balance.

The Police Department plans to make capital purchases for new pistols and to make some renovations to their office.

The Electric Department's biggest expense will be capacity purchases of electricity.

The millage rate for Fiscal Year 2014-2015 is proposed to stay the same at 13.6574 mils.

There will be a 4% rate increase in wastewater rates, which is an increase of approximately \$0.17 for 1,000 gallons of water consumed.

The proposed budget does include appropriating funds from fund balances; none of the proposed appropriations put any of the funds in a negative position.

Mayor Pro-Tem VanSlambrouck thanked everyone involved in the budget process for all of their hard work in developing the proposed budget.

There was no public comment nor were any written comments received.

Mayor Barnes closed the Public Hearing at 7:21 P.M.

Under New Business, Interim City Manager Reagan stated that Terry Frewen of Coldwell Banker Frewen Realty contacted him in regard to Ordinance 175HH, to rezone the property at 223 Charlotte Highway from C-2 to R-2, scheduled to have a second reading and consideration on tonight's Agenda.

Mr. Frewen asked the Council to table this business until the next meeting, as his client has encountered some issues with the property.

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

Yeas: VanSlambrouck, Sunstrum, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-38 to adopt the proposed City of Portland 2014-2015 Budget.

Motion by VanSlambrouck, supported by Sunstrum, to approve Resolution 14-38 to adopt the proposed City of Portland Annual Budget for Fiscal Year 2014-2015.

Yeas: VanSlambrouck, Sunstrum, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 14-39 to approve Change Order No. 1 to the contract with CL Trucking, Inc. for the Knox, Barley, and Storz Improvement Project to place insulation over the water services, from the water main to the edge of the right-of-way. Given the harsh winter that just ended; this is a low-cost insurance policy against future freezes of the water lines at a cost of \$2.00 per linear foot.

Mayor Pro-Tem VanSlambrouck inquired if this has been done in the past.

Interim City Manager Reagan stated it has been done in the past, then lines were buried at a depth of 5 feet or deeper in an effort to prevent freezing of lines. This past winter frozen lines were still a problem so adding the insulation to the water lines is another precaution to prevent this issue in the future.

Mayor Barnes stated his feeling that this is a good investment at \$1,400 to prevent the digging up of a new street.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-39 approving Change Order No. 1 to the contract with CL Trucking, Inc. for the Barley, Knox, and Storz Improvement Project.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Sunstrum, Barnes

Nays: None

Adopted

The Council considered Resolution 14-40 to authorize and direct the Mayor and Clerk to sign a Resolution of Local Approval for the micro-brewer license application being sought by the Gallery Brewery, LLC, at 143 Kent Street.

Mary Jo Mathisen of the Gallery Brewery, LLC commented that their vision is to be a food, beer and entertainment complex. They will brew their own beer and provide acoustic music. They plan to add wine to their offerings in the future. They also plan to incorporate art to their establishment including art receptions in conjunction with the 3rd Friday Art Walks each month.

Motion by Sunstrum, supported by Smith, to approve Resolution 14-40 approving, authorizing, and directing the Mayor and City Clerk to sign a Resolution of Local Approval for a Micro-Brewer License Application for the Gallery Brewery, LLC.

Yeas: Sunstrum, Smith, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Motion by Smith, supported by VanSlambrouck, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council meeting held on April 21, 2014, the Budget Workshop and Closed Session held on April 23, 2014, payment of invoices in the amount of \$53,700.44 and payroll in the amount of \$101,201.52 for a total of \$154,901.96. There were no purchase orders over \$5,000.00.

Yeas: Smith, VanSlambrouck, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

Under Other Business, Mayor Barnes presented the City Manager search timeline and job description as previously discussed by the Council. If approved, the search would begin with posting of the position tomorrow, May 6th. The deadline for submittal of resumes and cover letters would be May 30th with interviews scheduled to be held June 7th. The goal is to have an agreement presented at the June 16th Council meeting for approval.

Motion by VanSlambrouck, supported by Smith, to approve the City Manager job description and search timeline as presented.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Sunstrum, Barnes

Nays: None

Adopted

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

Yeas: VanSlambrouck, Fitzsimmons, Smith, Sunstrum, Barnes

Nays: None

Adopted

Meeting adjourned at 7:38 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk