

# City of Portland

Portland, Michigan

## Minutes of the City Council Meeting

Held on Monday, September 15, 2014

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Smith, and Fitzsimmons; City Manager Gorman; Interim Assistant City Manager and DDA Director Reagan; City Clerk Miller; Interim Main Street Manager Perry; Police Chief Knobelsdorf

Guests: 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 Shelley Perry.

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

Yeas: VanSlambrouck, Fitzsimmons, Smith, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman reported MDOT has completed the bid process and confirmed that E.T. McKenzie out of Grand Ledge was the low bidder on the project. The contract will likely be awarded by the end of September with the preconstruction meeting held after. The anticipated project start date is October 7<sup>th</sup>.

The recent bridge inspections conducted by Fleis & VandenBrink with recommendations that the Divine Highway Bridge be replaced and repairs be done to both the Grand River Avenue and Bridge Street Bridges. The Engineers are recommending the City submit an application to MDOT for funding of the replacement of the Divine Highway Bridge. An application in 2015, due in May, would put the City in line for funding in 2018 at the earliest. Work on the Grand River Avenue and Bridge Street Bridges is still significant in cost. The City can submit an application for funding through the Small Urban Program; the same as was done for Cutler Road and Kent Street.

The preliminary hold harmless documents have been executed by ADM Alliance Nutrition, the Phase I Environmental Assessment should be scheduled soon. Michael Russman, of ADM Alliance Nutrition, advised the City that they would be meeting with their engineers to determine the urgency of removing the existing silos and buildings at the northwest corner of Divine Highway and Grand River Avenue. If possible the City would like this demolition to be postponed until the summer of 2015.

City Manager Gorman reported that he met with Charles and Ed Leik last week in regard to the Red Mill Pavilion Project. They are in the process of finalizing the plans and working on fundraising efforts.

The Council previously approved an RFP process for a new website. The review committee reviewed the RFP's that were received and interviewed MuniWeb, Revise Software, CivicPlus, and AKEA Web Solutions on Thursday, September 11<sup>th</sup>. The committee selected CivicPlus to move forward with the redesign of the website, Resolution 14-85 is on the agenda to approve the agreement. A new website will be a significant change for the City and will include offering more services and will create a new image.

City Manager Gorman reported that he has been in contact with Craig Patterson of The WODA Group in regard to Old School Manor. They are still very interested in the project and are still working on a design that would include 36 units in the building in time for the next round of applications, due to MSHDA by April 1<sup>st</sup>. By the end of 2014 they should have a strong indication if there is a chance of approval. If there is not, the City will then pursue other courses of action.

The City has received the 2<sup>nd</sup> Revised Draft of the Master Plan Update from McKenna; it will be distributed to the Planning Commission for their review in the next couple of days. City Manager Gorman is hopeful he'll be able to bring the Draft Master Plan to Council in October for approval to distribute it for comment.

Platte Appliance, a well-known business in the community, has closed. The building will be occupied by a Goodwill outlet. The new property owners have met all of the necessary requirements.

Notices have been sent to individuals reminding them not to blow grass into the streets as this has a detrimental impact on storm drains.

Under Presentations, Interim Main Street Manager Perry presented pictures of the Portland Pay Day winners. 8,700 entries were turned in for the prize drawing. Each entry represents \$10 spent. This year's total was \$87,300 kept in the Downtown. Over the program's five years \$427,240 has been kept in Downtown Portland.

Interim Main Street Manager Perry also presented photos of the very successful Wine the Walk event held in August. The event grew by 25% over the previous year. She received many great comments about the event.

Interim Main Street Manager Perry presented the newly designed On the Street Newsletter and stated that copies are now available at Cheeky Monkeys and Distinctive Occasions.

Under New Business, the Council considered Resolution 14-85 to authorize the Mayor to sign a Website Design Services Agreement with CivicPlus in the amount of \$9,620 for the creation of a new City website.

Motion by Smith, supported by Fitzsimmons, to approve Resolution 14-85 approving, authorizing, and directing the Mayor to sign a Website Design Services Agreement with CivicPlus.

Yeas: Smith, Fitzsimmons, VanSlambrouck, Barnes

Nays: None

Adopted

The Council considered Resolution 14-86 to update the Title VI Policy for the City of Portland and to name Mindy Tolan as the City’s Title VI Coordinator.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 14-86 updating the Title VI Policy for the City of Portland.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Barnes

Nays: None

Adopted

Motion by Fitzsimmons, supported by VanSlambrouck, to go into Closed Session at the end of the meeting to discuss the Council Member seat vacated by Nicole Sunstrum.

Yeas: Fitzsimmons, VanSlambrouck, Smith, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council held on September 2, 2014, payment of invoices in the amount of \$123,127.76 and payroll in the amount of \$94,022.34 for a total of \$217,150.10. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Fitzsimmons, Smith, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman commented that the Friends of the Red Mill will hold a beer/wine tasting event at the Wagon Wheel on October 16<sup>th</sup> at 7:00 P.M.

The Council adjourned to Closed Session at 7:20 P.M.

The Council returned from Closed Session at 7:39 P.M.

Mayor Barnes stated the Council would hold a vote to fill the Council Member seat vacated by Nicole Sunstrum.

Motion by VanSlambrouck, supported by Smith, to appoint Kyle Butler as Council Member to fill the term expiring November 2015 vacated by Nicole Sunstrum.

Yeas: VanSlambrouck, Smith, Fitzsimmons, Barnes

Nays: None

Adopted

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

Yeas: VanSlambrouck, Fitzsimmons, Smith, Barnes

Nays: None

Adopted

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

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James E. Barnes, Mayor

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Monique I. Miller, City Clerk