

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, December 19, 2011

In Council Chambers at City Hall

Present: Mayor Barnes; Mayor Pro-Tem VanSlambrouck; Council Members Calley, Fabiano and Krause; City Manager Dempsey; City Clerk Miller; DDA/Main Street Director Reagan and Police Chief Bauer

Guests: Kathy Parsons; Jon Szerlag of the Sentinel-Standard; 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 Fabiano, to approve the Agenda as presented.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

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

City Manager Dempsey stated that MDOT is seeking approval of an environmental review letter for the River Trail Culvert Project behind the hotel and Wendy's. City Manager Dempsey stated that he had reviewed a plan set that included culvert plans with the easement area, lighting and wing wall designs and plans for the pedestrian detour and water main. The City Council has previously approved the wing wall design and detour shown in their plan set. These are draft plans that still have some changes that need to be addressed. The plan set shows the trail between the culvert and Cutler Rd. will be 2 1/4 inches thick since the trail is currently 2 inches thick. MDOT has agreed this will be changed to 4 inches and the next set of plans will reflect the change.

The proposed work will not permanently affect the use or activities of the Portland Trail. MDOT's assessment of the impact of its project shows it to be minimal to the environment, and the work will not permanently affect the use, features, or activities of the Portland Trail. Staff agrees with their environmental assessment and plans to send a letter agreeing to the proposed work as revised. Once the environmental paperwork is complete we will finalize the right-of-way easement.

City Manager Dempsey stated that he is continuing to assess the City's budget for proposed amendments that will keep it balanced. He hopes to have some proposed amendments for one of the January meetings.

City Manager Dempsey commented that City offices will be closed December 23rd and 26th for the Christmas Holiday and December 30th and January 2nd for the New Year's Holiday.

Council Member Fabiano clarified that DDA Bond Refunding amount is \$997,000 over 5 years and inquired about the payments.

City Manager Dempsey stated that the payments vary each year but will be less than the current scheduled payments. Based on the tax increments there is enough revenue to cover the funding.

Mayor Pro-Tem VanSlambrouck inquired about the project start date for the MDOT River Trail Culvert Project.

City Manager Dempsey stated the start date has not yet been determined as paperwork is still being finalized to let the bids. The goal is to start the project in the fall of 2012.

Under Presentations, DDA/Main Street Director Reagan gave his monthly report. Holidayfest took place on Friday, November 18th and Saturday, November 19th. This was a great downtown event allowing businesses to show off their products, goods and services to both existing and new customers. There were 18 participating businesses. There were carriage rides, a snowball drop, a parade and activities hosted by the Arts Council.

The Economic Revitalization Committee held a seminar in November titled “Internet Marketing & Social Media: A Toolbox for Small Business” that was led by the Promotions & Marketing Committee Chairperson Nicole Sunstrum. The seminar was very well received by the approximately 30 people that attended. The ER Committee is currently working on a new slate of trainings and workshops for 2012 in conjunction with the MI-SBTDC.

Portland Main Street is a semi-finalist for the 2012 Great American Main Street Award. 10 communities across the nation are semi-finalists, with ultimately only 5 receiving the award and designation that go along with it. This selection demonstrates that what the Portland Main Street program is doing, working to make a great downtown, is being noticed across the United States. The application, which consists of a video, supporting materials such as brochures, newsletters, and newspaper articles that demonstrate Portland Main Street successes is due at the National Trust’s Main Street Center by January 13th. We have been honored to receive letters of support from Governor Snyder and Lt. Governor Calley, the Michigan Main Street Center, and other area organizations. The finalists for the award should be named by late March or early April.

Under New Business, the Council considered Resolution 11-121 to approve the 2012 City Council meeting dates.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 11-121 approving 2012 City Council Meeting Dates.

Yeas: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Adopted

The Council considered Resolution 11-122 to authorize the issuance of 2012 Downtown Development Refunding Bonds. This resolution would authorize the issuance of debt for the refunding of the City’s 2001 DDA Bonds, Series I and II. The City received 2 bids on this refunding issue, one from Huntington at 2.2% and one from PNC at 1.720%. Using PNC bid rate of 1.72% the DDA can save \$55,837.40 in interest payments providing an annual average cash flow savings of \$11,167.49.

Motion by Fabiano, supported by VanSlambrouck, to approve Resolution 11-122 to authorize issuance of 2012 Downtown Development Refunding Bonds.

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 11-123 to approve engineering invoices for payment on the Wastewater Treatment Plant Improvement Project.

Motion by VanSlambrouck, supported by Fabiano, to approve Resolution 11-123 approving engineering invoices for payment for the Wastewater Treatment Plant Improvement Project.

Yeas: VanSlambrouck, Fabiano, Calley, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 11-124 to approve Pay Request No. 6 to Davis Construction for work done on the Wastewater Treatment Plant Improvement Project through November 30, 2011 in the amount of \$520,091.42. The City Engineer on the project has reviewed the pay request and is recommending its approval.

Motion by VanSlambrouck, supported by Calley, to approve Resolution 11-124 approving Pay Request No. 6 to Davis Construction for work done on the Wastewater Treatment Plant Improvement Project.

Yeas: VanSlambrouck, Calley, Fabiano, Krause, Barnes

Nays: None

Adopted

The Council considered Resolution 11-125; the Park and Recreation Board's recommendation to approve an updated fee structure for pavilion rentals. The Park and Recreation Board met on December 1st and after reviewing comparable communities' rental rates determined the City's \$25 rental rate was very low. They reviewed a proposed updated fee structure allowing ½ day and full-day rentals and approved a recommendation that the City Council approve the proposed updated fee structure increasing the fee, allowing reservation ½ day or all day, and also providing for resident and non-resident rates. The new rates would provide ½ day rates of \$35 for residents and \$50 for non-residents and full-day rates of \$50 for residents and \$75 for non-residents.

Motion by Krause, supported by VanSlambrouck, to approve Resolution 11-125 approving the Park and Recreation Board's recommendation to approve an updated fee structure for pavilion rental.

Yeas: Krause, VanSlambrouck, Calley, Fabiano, Barnes

Nays: None

Adopted

Motion by VanSlambrouck, supported by Krause, to approve the Consent Agenda which includes the Minutes and Synopsis from the Regular City Council Meeting held on December 5, 2011, payment of invoices in the amount of \$404,057.11 and payroll in the amount of \$124,163.70 for a total of \$528,220.81. There were no purchase orders over \$5,000.00.

Yeas: VanSlambrouck, Krause, Calley, Fabiano, Barnes

Nays: None

Adopted

Under Council Comments, Mayor Pro-Tem VanSlambrouck extended Holiday greetings to all of the residents from him and his family.

Mayor Barnes expressed the same wishes to everyone.

Motion by Fabiano, supported by VanSlambrouck, to adjourn the meeting.

Yeas: Fabiano, VanSlambrouck, Calley, Krause, Barnes

Nays: None

Adopted

Meeting adjourned at 7:29 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk