

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Tuesday, February 17, 2015

In Council Chambers at City Hall

Present: Mayor Barnes, Mayor Pro-Tem VanSlambrouck, Council Members Fitzsimmons, Butler, and Clement; City Manager Gorman; City Clerk Miller; Deputy Treasurer Tolan; Police Chief Knobelsdorf; DDA/Main Street Director Reagan; Eric Proctor

Guests: Kathy Parsons, City Representative to the Portland Area Fire Authority; 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 Clement, to approve the Proposed Agenda as presented.

Yeas: VanSlambrouck, Clement, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

Under the City Manager Report, City Manager Gorman welcomed Julie Clement to the City Council.

City Manager Gorman reported that he and DDA Director Reagan met with Craig Patterson of The WODA Group. They are on target for the April 1st application to MSHDA for funding to rehabilitate the Old School Manor property. They are still trying to overcome hurdles to maximum scoring points.

City Manager Gorman also reported the City will be working with Fleis & VandenBrink for submission to MDOT by their May 4, 2015 deadline for funding from their Local Bridge Program for the Divine Hwy. Bridge.

Under Presentations, DDA/Main Street Director Reagan presented a report on activities in downtown Portland and welcomed Council Member Clement. The 6th Annual Block Party will be held Saturday, May 16th and will feature the Party Pavilion, a BBQ contest, entertainment for kids, and crafters. The annual "Shop Local" campaign, Portland Pay Day, will begin June 1st and run through Friday, August 22nd. The prize drawing will be held Thursday, August 27th in conjunction with the final "Thursdays on the Grand" concert series.

Director Reagan reminded residents that no parking is allowed on City streets between 2:00 A.M. and 6:00 A.M. from November 1st to April 1st in order for crews to safely clear streets during the winter months and to allow for the easy passage of emergency vehicles.

Director Reagan also reported that the Portland Main Street committees are currently working on developing a comprehensive set of work plans for the 2015/2016 Fiscal Year.

Under New Business, the Council considered Resolution 15-07 to revise the designated authorized signatories for City bank accounts.

Motion by Fitzsimmons, supported by VanSlambrouck, to approve Resolution 15-07 approving revision of the designated authorized signatories for City bank accounts.

Yeas: Fitzsimmons, VanSlambrouck, Butler, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-08 to approve a proposal from the John E. Green Company to replace two of the three pumps with higher capacity pumps for the Wastewater Treatment Plant (WWTP) after further research and discussion by Fleis & VandenBrink determined that a 6” pump rather than a 4” pump would be more adequate to replace the pumps installed during the WWTP upgrade in 2011 and 2012. The WWTP Superintendent and Fleis & VandenBrink sought bids and recommend the City award the work to the John E. Green Company for \$50,650 with a \$4,000 contingency.

Mayor Pro-Tem VanSlambrouck asked if the price includes all equipment and labor.

City Manager Gorman stated the price does include all equipment and labor and is in within the budgeted amount. Once work began to install the 4” pumps approved with Resolution 15-01 earlier this year further adjustments were found that need to be made. The goal is to ensure this is a long term fix to what has been an ongoing problem since the WWTP upgrade.

Motion by Butler, supported by VanSlambrouck, to approve Resolution 15-08 approving a proposal from the John E. Green Company to replace two of the three pumps with higher capacity pumps for the Wastewater Treatment Plant.

Yeas: Butler, VanSlambrouck, Fitzsimmons, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-09 to authorize and direct the Mayor and Clerk to sign the proposed First Amended Joint Fire- and Emergency-Services Agreement with Portland and Danby Townships. At its regular board meeting on February 9, 2015 the Portland Area Fire Authority (PAFA) Board reviewed the proposed renewal agreement between the parties and recommended its adoption.

City Manager Gorman commented the initial agreement was reached after a lengthy period of discussions and negotiations and was approved for a 3-year trial period. The proposed first amendment of the agreement is the result of a very collaborative effort and makes the terms more long term with terms to withdraw from the contract.

Kathy Parsons outlined the changes to the proposed amended agreement. There were changes made to the funding formula to make it more responsive to SEV and population and to allow quarterly or annual payments, the Portland Area Municipal Authority section was removed so the PAFA would remain a tenant of the building, the language in Section 3.4 was clarified in terms of maintenance and Section 5.4 covering dissolution was clarified.

Mayor Barnes thanked Ms. Parsons for her time spent representing the City.

Mayor Pro-Tem VanSlambrouck thanked the PAFA board as a whole for the time and effort put into the proposed agreement. The agreement adopted 3-years ago has been working well and saving the City of

Portland money. The first piece of equipment is in the process of being purchased by the PAFA as planned. The cooperation in this agreement shows the direction the community as a whole is moving.

Council Member Clement commented that she was involved in the original preliminary negotiations as a Council Member and further noted that the relationships with the Townships have moved in a very positive direction.

Motion by VanSlambrouck, supported by Clement, to approve Resolution 15-09 approving, authorizing, and directing the Mayor and Clerk to sign the proposed First Amended Joint Fire- and Emergency-Services Agreement with Portland and Danby Townships.

Yeas: VanSlambrouck, Clement, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 15-10 to establish the policy under which the public may request copies of assessing records. MCL 211.10a requires that assessment rolls and appraisal record cards must be available for inspection and copying during normal business hours. The State Tax Commission has ordered that if these records are not available for inspection and copying during normal business hours there should be a policy in place informing the public how to obtain them.

Motion by Clement, supported by Butler, to approve Resolution 15-10 establishing the policy under which the public may request copies of assessing records.

Yeas: Clement, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 15-11 to approve revisions to City Policy 95-2 concerning poverty exemption guidelines for granting a poverty exemption to supply temporary relief to those in dire need. The State Tax Commission in Bulletin #5 of 2012 has required that local governing bodies include an asset test with the items to be considered and with a specific qualifying threshold to be included in its Poverty Exemption policy. City staff recommends updating Policy 95-2 to include a list of those items to be considered “assets” by the Board of Review and the qualifying threshold.

City Manager Gorman noted that Mayor Barnes had notice grammatical errors in Policy 95-2 that need correction.

Motion by Clement, supported by VanSlambrouck, to approve Resolution 15-11 approving revisions to City Policy 95-2 concerning poverty exemption guidelines contingent on correction of the non-substantial grammatical errors.

Yeas: Clement, VanSlambrouck, Fitzsimmons, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 15-12 to approve a bid from Mid-Michigan Recycling for wood waste processing and removal at the Department of Public Works (DPW) that has accumulated due to inclement weather and a severe ice storm during the 2013-2014 winter season along with the normal collection of yard waste and brush the DPW is charged with. The standard practice has been for the DPW to dispose of the brush and debris by conducting a controlled burn. As a result of the ice-storm, the brush piles have

become too large to safely dispose of by burning. Therefore, City staff is recommending the City contract with the low bidder, Mid-Michigan Recycling to perform this work at a cost of \$12,300 with a \$2,000 mobilization fee.

City Manager Gorman noted that the wood pellets will be used for heating.

There was discussion about future budgeting to dispose of the City's brush piles and the possibility of contracting once a year for this purpose. Other possibilities include collaborating with the City of Ionia to reduce costs or possibly making the wood chips available to City residents for use.

Motion by Butler, supported by VanSlambrouck, to approve Resolution 15-12 approving a bid from Mid-Michigan Recycling for wood waste processing and removal at the Department of Public Works.

Yeas: Butler, VanSlambrouck, Fitzsimmons, Clement, Barnes

Nays: None

Adopted

Motion by Clement, supported by Fitzsimmons, to approve the Consent Agenda which includes the Minutes of the Goal Setting Session held on January 31, 2015 and the Minutes and Synopsis from the Regular City Council Meeting and Closed Session held on February 2, 2015, payment of invoices in the amount of \$57,873.79 and payroll in the amount of \$87,879.14 for a total of \$145,752.93. There were no purchase orders over \$5,000.

Yeas: Clement, Fitzsimmons, VanSlambrouck, Butler, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted the Chamber of Commerce recently held its annual dinner and awarded 2014 Business of the Year to the Portland Party Store owned by Josh Cross. The 2014 Dr. Gerald Brown Life-long Business Achievement Award was presented to Milt Smith of Smith Music and Walt Sprague of Portland Products. The 2014 Citizen of the Year award was presented to Shelley Perry.

City Manager Gorman reminded residents that parking is prohibited on City streets between 2:00 and 6:00 A.M. through April 1st to aid DPW crews in the safe removal of snow. He also reminded residents that shoveling or blowing snow into the streets is prohibited.

City Manager Gorman noted that with the personnel changes at City Hall the Finance Officer/Treasurer position has been posted on the City's website, the Michigan Municipal League, and the Sentinel-Standard.

Police Chief Knobelsdorf presented information in regard to a credit card skimmer found in Grand Ledge but traced back to the City of Portland and advised residents on what to look for.

Under Council Comments, Council Member Clement thanked everyone for the warm welcome and stated she was glad to be back.

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

Yeas: VanSlambrouck, Butler, Fitzsimmons, Clement, Barnes

Nays: None

Adopted

Meeting adjourned at 7:42 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk