

City of Portland

Portland, Michigan

Minutes of the City Council Meeting

Held on Monday, March 16, 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 Officer Thomas; Parks, Recreation & Cemetery Director Scheurer; DDA/Main Street Director Reagan; Eric Proctor

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.

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

Yeas: VanSlambrouck, Fitzsimmons, Butler, Clement, Barnes

Nays: None

Adopted

Under Presentations, DDA/Main Street Director Reagan presented a report on activities in downtown Portland. The DDA will be awarding a façade improvement grant worth up to \$5,000. Applicants must invest at least one half of the total project cost to receive a grant for the other half from the DDA. Applications are due Friday, April 3, 2015. The Design Committee is offering their annual “Sign Incentive Grants” for Main Street district businesses. This is a 50/50 matching grant that places a premium on creative signage. Applications are due by Friday, April 3, 2015. The Organization and Finance Committee is offering a free webisode service to Main Street district businesses. Each webisode is a video about a selected business and will be approximately two minutes in length shot, edited, and produced by Quarterline Media. Applications for this service are also due Friday, April 3, 2015.

The Design Committee has purchased two bike racks to be located in the downtown. One is planned to be located near the corner of Kent and Bridge Streets while the second will be located at the front of City Hall, on the parking lot side of the building.

This year’s Block Party will be held on Saturday, May 16, 2015 in downtown Portland and will feature live music at the Party Pavilion, fun entertainment for the kids, crafters, and the return of the BBQ contest.

The Promotions and Marketing Committee will again be hosting the annual “Shop Local” campaign, Portland Pay Day, beginning June 1st through Friday, August 22nd. The prize drawing will be held Thursday, August 27th in conjunction with the final “Thursdays on the Grand” concert series.

The Friends of the Red Mill are holding a fundraising campaign in an effort to raise funds by April 15th for a matching grant to fund the Red Mill Pavilion Project. The pavilion will become City property upon completion.

Council Member Clement asked Director Reagan the process and status for updating the listings of available properties and business listings on the Main Street website.

Director Reagan stated he would work to get those items updated.

There was continued discussion.

Parks, Recreation & Cemetery Director Scheurer presented information on the proposed DNR grant application to purchase property adjacent to Two Rivers Park from the developers of Rivers Edge Condominiums. This same grant was applied for and received in 2009 but the City could not accept the funding as the property hadn't been separated from the association yet. The purchase of this property has been a priority for the Parks and Recreation Board in allowing it to add further improvements to Two Rivers Park. If awarded this grant the City would have to provide matching funds in the amount of 25% which would be included in the Fiscal Year 2016-2017 budget. The application is due April 1, 2015.

Under New Business, the Council held the First Reading of Property Tax Exemption Ordinance 195C to provide for a service charge in lieu of property taxes for a proposed multiple family dwelling project for persons of low and moderate income to be financed or assisted pursuant to the provisions of the State Housing Development Authority Act of 1966, as amended. The WODA Group is submitting an application for funding to the Michigan State Housing Development Authority (MSHDA) with a submission date of April 1, 2015 for the redevelopment of Old School Manor.

The Council will hold a Special Meeting on Wednesday, March 18, 2015 at 5:30 P.M. to hold the second reading and to consider adoption of this ordinance.

The Council considered Resolution 15-19 a resolution of support for the redevelopment of Old School Manor by the WODA Group. They will pursue assistance from MSHDA for the redevelopment of the property into affordable family housing. The Planning Commission approved the site plan for the adaptive reuse of the former Portland school to be used as a 29-unit family residential development on January 22, 2014. The WODA Group and the Ionia County Land Bank have approved a Letter of Intent to Purchase the Old School Manor property for \$15,000 with the City receiving all proceeds after the Land Bank's costs to secure and maintain the property have been repaid.

Motion by Fitzsimmons, supported by Clement, to approve Resolution 15-19 a resolution of support for the redevelopment of Old School Manor.

Yeas: Fitzsimmons, Clement, VanSlambrouck, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 15-20 to approve the City Manager's proposed appointment of Kristina Kinde as the Finance Officer/Treasurer and to revise the designated authorized signatories on the City bank accounts. City Manager Gorman stated the position was posted in various locations and 30 applications were received. Interviews were held with four of the applicants. Kristina Kinde was selected as the best fit for the City of Portland. She comes to the City from Abraham & Gaffney and has been working with the City over the past couple of months through this transition process. She meets all of the qualifications and will be able to hit the ground running.

Motion by Clement, supported by Butler, to approve Resolution 15-20 to approve the City Manager's proposed appointment of Kristina Kinde as the Finance Officer/Treasurer and revising the designated authorized signatories for the City bank accounts.

Yeas: Clement, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

The Council considered Resolution 15-21 to approve a grant application to acquire additional park property adjacent to Two Rivers Park and across from the band shell subject to the approval of the Park and Recreation Board and the Public Hearing to be held on Thursday, March 26, 2015. The total project is estimated to cost \$110,000 with the DNR grant portion being \$82,500 and the local matching amount being \$27,500, assuming the DNR certified appraisal values the property at \$100,000.

Motion by Butler, supported by VanSlambrouck, to approve Resolution 15-21 approving a grant application to acquire additional park property across from the band shell subject to the approval of the Park and Recreation Board and Public Hearing.

Yeas: Butler, VanSlambrouck, Fitzsimmons, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-22 to recognize the Friends of the Red Mill as a nonprofit organization operating in the community for the purpose of obtaining Charitable Gaming Licenses. The Friends of the Red Mill have been engaged in various fund raising activities in the community to support the construction of a timber-framed pavilion for the community and surrounding area and will host an upcoming charity basketball game on March 18, 2015 between the Portland Police Department and the Portland Area Fire Authority and they would like to conduct a 50/50 raffle during the game.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 15-22 recognizing the Friends of the Red Mill as a nonprofit organization operating in the community for the purpose of obtaining Charitable Gaming Licenses.

Yeas: VanSlambrouck, Fitzsimmons, Butler, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-23 to approve a budget for the 2015-2016 Fiscal Year for the Portland Area Fire Authority consisting of the City of Portland, Portland Township, and Danby Township. The Portland Area Fire Authority Board met on December 12, 2014 and approved two budget options for the parties to consider. City staff has reviewed the proposed budgets and determined that Option A is the preferred course of action as it provides for vehicle replacement and maintenance.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 15-23 approving a budget for Fiscal Year 2015-2016 for the Portland Area Fire Authority.

Yeas: VanSlambrouck, Fitzsimmons, Butler, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-24 to designate City Manager S. Tutt Gorman as the City's Zoning Administrator and to authorize, and direct the Mayor and City Clerk to sign a Zoning Consultant

Agreement with Eric Frederick to provide for his consulting services on an as needed basis during the transition process at a rate of \$35.00 per hour.

Motion by Fitzsimmons, supported by Clement, to approve Resolution 15-24 designating the City Manager S. Tutt Gorman as the City's Zoning Administrator and approving, authorizing, and directing the Mayor and Clerk to sign a Zoning Consultant Agreement.

Yeas: Fitzsimmons, Clement, VanSlambrouck, Butler, Barnes

Nays: None

Adopted

The Council considered Resolution 15-25 to approve the City's participation in the State of Michigan bid process for winter road salt for the 2015-2016 Fiscal Year. For the past nine years the City has taken advantage of an opportunity to get more competitive pricing by participating in the State Bid process through the MiDeal program which also provides the benefit of guaranteeing the City's order quantity, the availability of additional product, and only requires the City to accept 70% of its seasonal backup commitment. The City Manager and DPW Foreman recommend using the program again this year and submitting the requisition for 350 tons for the early delivery and 300 tons for the season backup.

Motion by VanSlambrouck, supported by Fitzsimmons, to approve Resolution 15-25 approving participation in the State Bid process for Winter Road Salt for 2015-2016.

Yeas: VanSlambrouck, Fitzsimmons, Butler, Clement, Barnes

Nays: None

Adopted

The Council considered Resolution 15-26 to confirm the Mayor's appointment of Timothy Bassett to the Board of Review with a term expiring December 31, 2017.

Motion by Clement, supported by Fitzsimmons, to approve Resolution 15-26 confirming the Mayor's appointment to City Boards and Commissions.

Yeas: Clement, Fitzsimmons, VanSlambrouck, Butler, 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 Meeting held on March 2, 2015, payment of invoices in the amount of \$189,332.57 and payroll in the amount of \$78,918.32 for a total of \$268,250.89. There were no purchase orders over \$5,000.

Yeas: VanSlambrouck, Fitzsimmons, Butler, Clement, Barnes

Nays: None

Adopted

Under City Manager Comments, City Manager Gorman noted an invitation to a Retirement Open House that will be held on April 19, 2015 from 2:00 to 5:00 P.M. to celebrate Herb Mosser's 50 years of service to the Portland Fire Department.

The Friends of the Red Mill will hold the Guns n' Hoses fundraiser basketball game between the Police Department and Fire Fighters on Wednesday, March 18, 2015 at 7:00 P.M. at the Portland Middle School. Proceeds will be used for the pavilion project at the Red Mill.

The annual Clean-up Day will be held Saturday, April 18, 2015 at the DPW compound from 7:00 A.M. to 3:00 P.M. This is a joint effort with Portland Township and Danby Township.

Under Council Comments, Mayor Pro-Tem VanSlambrouck wished everyone a safe and happy St. Patrick's Day.

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

Yeas: Clement, Butler, VanSlambrouck, Fitzsimmons, Barnes

Nays: None

Adopted

Meeting adjourned at 7:43 P.M.

Respectfully submitted,

James E. Barnes, Mayor

Monique I. Miller, City Clerk