

CITY COUNCIL MEETING MINUTES FROM DECEMBER 19, 2017

The Regular Meeting was called to order by Mayor Randall at 7:30 p.m.

At the request of Mayor Randall, Pastor Paul Naumann of St. Michael Lutheran Church gave the invocation and the audience then recited the Pledge of Allegiance. At the request of Mayor Randall, the City Clerk called the roll with the following members present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid and Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and City Clerk Adam Herringa.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Reid, to approve the Regular Meeting Minutes of December 5, 2017, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Ford abstaining.

Motion by Reid, seconded by Ford, to approve the Special Meeting Minutes of December 12, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Reid, seconded by Pearson, to approve the Pre-Council Meeting Minutes of December 18, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Randall asked Councilmember Burns to read the Consent Agenda. Councilmember Urban asked that Item F.2, Rules of Order and Procedure, be removed from the Consent Agenda. Motion by Urban, seconded by Reid, to approve the Consent Agenda motions as presented. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF DECEMBER 19, 2017:** Motion by Urban, seconded by Reid, to approve the Accounts Payable Register of December 19, 2017. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS:

Former Mayor and Councilmember Ms. Betty Ongley, 8620 Tozer Court, congratulated the new, returning and continuing members of City Council. She also complimented Mayor Randall for her speech at a recent speaker event for women at Western Michigan University.

REPORTS FROM THE ADMINISTRATION:

* **PROPOSED 2018 FEES:** Motion by Urban, seconded by Reid, to approve the proposed 2018 Freedom of Information Act Fees; proposed 2018 Recreation and Park Facility Fees; and 2018 Special Assessment Rate Resolution. Upon a roll call vote, motion carried 7 to 0. (Resolution recorded on page 423 of City of Portage Resolution Book No. 46.)

REVISED RULES OF ORDER AND PROCEDURE: Councilmember Urban stated that his primary concern with the revised Rules of Order and Procedure is the proposed start time of 6:30 p.m. He continued by stating that the proposed start time would necessitate moving other evening meetings of the City Council such as Board and Commission Interview Sessions and Committee of the Whole meetings to earlier times that would likely conflict with work schedules. Councilmember Burns inquired how often City Council holds evening meetings and Mayor Randall responded. She stated that she envisions more efficiently run meetings that would make the proposed start time feasible.

Councilmember Ford expressed support for trying and evaluating the meeting start time but to consider moving the start time of regular meetings back to 7:30 on evenings when there is an earlier meeting that might conflict.

Councilmember Reid expressed opposition to the 6:30 start time citing work conflicts and potential citizen availability. She proposed 7:00 p.m. as an alternative. Councilmember Reid then expressed opposition to the proposal to eliminate the verbal reading of the Consent Agenda stating it is important to read for, among other reasons, the sake of transparency and for citizens to know what is going on. Councilmember Urban stated that he envisions childcare conflicts with the proposed 6:30 start time but could support 7:00 p.m.

Councilmember Ford informed City Council that a 7:00 p.m. start time would work better for his schedule. Motion by Ford, seconded by Pearson to adopt the revised Rules of Order and Procedure with a Regular Meeting start time of 7:00 p.m. Motion by Reid, seconded by Urban, to amend the motion by adding the following: "to eliminate the elimination of the reading of the Consent Agenda in order to continue the reading of the Consent Agenda."

Mayor Pro Tem Pearson stated that he would like to see meetings streamlined and pointed out that the agenda is publicly available and also pointed out that other boards in the County do not read the Consent Agenda. Councilmember Burns pointed out that in the Rules of Order and Procedure a Councilmember can request that the minutes be read with a positive vote of City Council and suggested that the Consent Agenda be treated in a similar manner. Councilmember Reid shared her opinion that City Council read the Consent at every meeting or not at all, not to read it at some meetings and not others. She continued by relaying her belief that the reading of the Consent Agenda is important for residents.

Mayor Randall inquired whether Public Media Network could provide a number as to how many people are watching the broadcast. Councilmember Reid stated that she has asked this of PMN in the past and they are unable to produce viewership numbers. Ms. Reid continued by stating that in her experience there are many residents watching the broadcast and has been stopped in public by people who have watched the meeting. Ms. Reid also stated that reading of the Consent Agenda only takes a few minutes but provides information to those that may not be able to otherwise access it. Councilmember Urban stated that the boards of which he is familiar only have minor items on the Consent Agenda whereas City Council has major items on the Consent Agenda. He stated his belief that the Consent Agenda should be read. Upon a roll call vote on the proposed amendment to the original motion, motion failed 2 to 5 with Councilmembers Reid and Urban voting in favor of amendment and Mayor Randall, Mayor Pro Tem Pearson and Councilmembers Burns, Ford and Knapp opposed.

Mayor Randall inquired if there was further discussion on the original motion which included a 7:00 p.m. start time. Councilmember Reid stated that she supports the changes to the Rules of Order and Procedure and 7:00 p.m. start time but would not support the motion because of her concerns regarding reading the Consent Agenda. Upon a roll call vote, motion carried 5 to 2 with Mayor Randall, Mayor Pro Tem Pearson and Councilmembers Burns, Ford and Knapp voting in favor and Councilmembers Reid and Urban opposed.

*** RESOLUTION WAIVING PENALTY FEES FOR FAILURE TO FILE A PROPERTY TRANSFER**

AFFIDAVIT: Motion by Urban, seconded by Reid, to adopt the Resolution waiving penalty fees for failure to file a Property Transfer Affidavit. Upon a roll call vote, motion carried 7 to 0. (Resolution recorded on page 427 of City of Portage Resolution Book No. 46.)

DONATION OF REAL PROPERTY AT 5223 WOODMONT DRIVE: Given that she is a primary party involved in making the donation Councilmember Reid recused herself from the discussion. City Manager Shaffer shared his positive appraisal of the 11 acre property, its many attributes, potential for

future use and thanked Councilmember Reid and her husband, Richard Kraas, for their generous offer. Mr. Shaffer shared that the only stipulation of the donation is that it be named in honor of Ms. Betty Ongley. He continued by stating that the property had been appraised, subject to environmental review and he could find no impediment to accepting the donation. City Manager Shaffer introduced Mr. Kraas, spouse of Councilmember Reid and land donor, who offered to answer any questions. Mayor Randall stated her appreciation for land preservation and commented that the property is somewhat difficult to access and Mr. Kraas identified existing and potential future options for access including easements with Kalamazoo.

City Manager Shaffer commented on the water quality located in this part of the City and pointed out that the City of Kalamazoo has a nearby wellfield. He continued by offering his support of accepting the donation. Mayor Randall inquired about access and Mr. Shaffer and Mr. Kraas replied that immediate access isn't necessary and reviewed options for future development of the land.

Councilmember Ford, Councilmember Urban and Mayor Pro Tem Pearson expressed support and gratitude for the donation and for naming it after former Mayor and Councilmember Betty Ongley. Motion by Urban, seconded by Knapp, to accept the donation of real property at 5223 Woodmont Drive and authorize the City Manager to execute all documents associated with the transaction, subject to a successful closing. Upon a roll call vote, motion carried 7 to 0. Mayor Randall congratulated and thanked Ms. Ongley for her dedication and service to the community.

* **SECOND AMENDMENT TO INTERLOCAL AGREEMENT - KCCDA:** Motion by Urban, seconded by Reid, to approve the Second Amendment to the Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority (KCCDA) and authorize the City Manager to sign the amendment on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **COMMUNICATION REGARDING 1983 KATIE COURT:** Motion by Urban, seconded by Reid, to receive the Communication from the City Manager regarding the Portage Creek at 1983 Katie Court as Information Only. Upon a roll call vote, motion carried 7 to 0.

* **NOVEMBER ENVIRONMENTAL REPORT:** Motion by Urban, seconded by Reid, to receive the Communication from the City Manager regarding the November Environmental Report as Information Only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

ANNUAL PRESENTATION BY THE ENVIRONMENTAL BOARD: Mayor Randall invited the Chair of the Environmental Board, Bill Beck, 6851 Hickory Point Drive, to the podium for the presentation. Mr. Beck highlighted some achievements of the Environmental Board over the past year and reviewed goals, on-going projects and planned projects for the upcoming year. Mr. Beck stated the Environmental Board has evolved and is taking a more strategic approach to advising City Council so that City Council has all of the information it needs to make informed decisions. Councilmember Reid stated her appreciation for the strategic approach being taken by the Environmental Board.

Mr. Beck introduced Ms. Deirdre Nieves of the Environmental Board and thanked her for her efforts. Mayor Randall thanked Mr. Beck for the work of the Environmental Board and she highlighted their efforts related to curbside recycling. City Manager Shaffer complimented the Environmental Board on their work on the City Land Management Plan and expressed optimism that the Plan can be used by the City and community to help manage invasive species. Motion by Knapp, seconded by Reid, to receive the presentation from the Environmental Board. Upon a roll call vote, motion carried 7 to 0.

* **LETTER FROM MR. BILL WALKOWIAK:** Motion by Urban, seconded by Reid, to refer the communication from Bill Walkowiak to the City Administration for further review and response. Upon a roll call vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of:

Historic District Commission Regular Meeting and Historic District Study Committee Meeting of November 1, 2017; Human Services Board of November 2, 2017; Planning Commission of November 2, 2017; Youth Advisory Committee of November 6, 2017; and Zoning Board of Appeals of November 13, 2017.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY (KCCDA): Councilmember Reid informed City Council that the KCCDA recently voted on a revised financing plan and thanked City Council for their support of the endeavor. Ms. Reid recognized Torie Rose who transitioned from her role as the head of public safety dispatch operations in Portage to be the Deputy Director of the new Consolidated Dispatch Authority.

BID TABULATIONS:

* **FRONT-END LOADER RENTAL FOR LEAF PICKUP PROGRAM:** Motion by Urban, seconded by Reid, to award a three-year contract to the low bidder, Carleton Equipment Company, for the rental of four front-end loaders for use during the Leaf Pickup Program in the annual amount of \$20,000 for Fiscal Years 2018-2019, 2019-2020 and 2020-2021, with the option for up to three additional one-year renewals and authorize the City Manager to execute all documents related to this action on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

STATEMENTS OF CITIZENS: Ms. Betty Ongley thanked City Council for their support of the land donation and stated her affinity for public lands and related public usage. Ms. Ongley also recognized a former Portage resident and student, Nathan Triplett, on being selected Portage District Rotary 6360 Governor Elect-Elect.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns congratulated all graduates and their families and encouraged all recent graduates to give back to their community and highlighted City Boards and Commissions as a possible avenue.

Councilmember Ford wished everyone a Happy Holiday and New Year.

Councilmember Urban stated that when he was on the Park Board approximately 34 years ago he voted against entrance fees for Ramona Park and stated that on the agenda this evening City Council approved a proposal to eliminate these entrance fees for Portage residents. He stated that he was very pleased with the donation of the land and the naming of it after Ms. Ongley. He wished everyone a Happy Holiday regardless of religious affiliation.

Councilmember Reid thanked City Council for accepting her land donation and recognized the prior property owners, Jim and Carolyn Timmons, for their support in preserving the property. She stated her appreciation for being able to recognize Ms. Betty Ongley and wished everyone Happy Holidays.

Councilmember Knapp acknowledged Councilmember Reid's willingness to take time out of her vacation to participate in a recent Special Meeting of the City Council. Ms. Knapp informed the audience that there would be free ice skating at Millennium Park on Christmas Eve.

City Manager Shaffer wished the Mayor, City Council, staff and residents a great holiday season.

Mayor Pro Tem Pearson encourage residents to support the Salvation Army during this holiday season.

Mayor Randall thanked Councilmember Reid and Mr. Kraas for their donation and congratulated Ms. Ongley on having the donated property named in her honor. Mayor Randall thanked the City Council for their efforts and patience as they move forward as a new Council and thanked City staff for their additional efforts over recent weeks and expressed optimism for 2018. Mayor Randall concluded by wishing everyone a Merry Christmas and Happy New Year.

MATERIALS TRANSMITTED: City Council received the Materials Transmitted of December 4, 5, and 8, 2017 and the Department Monthly Reports.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:36 p.m.

Adam Herringa, City Clerk

*Indicates items included on the Consent Agenda.