

CITY COUNCIL MEETING MINUTES FROM JANUARY 12, 2016

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

At the request of Mayor Strazdas, Pastor Jim Galvin of the Berean Baptist Church of Portage gave the invocation and City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban, Jim Pearson and Mayor Peter Strazdas. Mayor Pro Tem Nasim Ansari was absent with excuse. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

PROCLAMATION: Mayor Strazdas issued a Proclamation to the honorable Betty lee Ongley in commemoration of her 90th Birthday.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the December 15, 2015 Regular Meeting Minutes as presented. Upon a voice vote, motion carried 6 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Ford to read the Consent Agenda, and removed Item F.7, January 22, 2016 City Council Goal Setting Retreat Updates, from the Consent Agenda. Motion by Ford, seconded by Reid, to approve the Consent Agenda motions as amended. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 12, 2016:** Motion by Ford, seconded by Reid, to approve the Accounts Payable Register of January 12, 2016. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

TENTATIVE AMENDMENT FOR OAKLAND HILLS AT CENTRE PLANNED DEVELOPMENT: Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Community Development Director Vicki Georgeau to address any questions or concerns that City Council might have. Ms. Georgeau provided a summary of the Tentative Plan amendment, summarized the City Manager report dated January 12, 2016, and referenced the attached Department of Community Development report dated October 30, 2015, including the attached Aerial Photo, the maps and the architectural drawings. She indicated that the Planning Commission unanimously agreed at their November 5, 2015 Meeting with the two conditions from the Department of Community Development report dated October 30, 2015: that the applicant maintain, to the extent possible, the existing trees located along Oakland Drive to screen/blend the monopine tower with the surrounding area; and if the shared driveway arrangement with 8040 Oakland Drive does not occur, access for the planned office buildings and existing monopine tower be obtained from the residential boulevard driveway to the south. Discussion followed. In answer to Councilmember Reid, Ms. Georgeau indicated that the proposed shared driveway access with the goal being to have a separate residential entrance for Oakland Drive and explained. Discussion followed regarding the number of trees necessary around the existing monopine tower.

Motion by Reid, seconded by Randall, to close the public hearing. Upon a voice vote, motion carried 6 to 0. Motion by Ford, seconded by Reid, to approve the Tentative Plan Amendment for the Oakland Hills at Centre Planned Development subject to the two conditions cited in the October 30, 2015 Department of Community Development staff report. Discussion followed. Upon a roll call vote, motion carried 6 to 0.

SOUTH SHORE DRIVE SANITARY SEWER PROJECT #416-S: Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Director of Utilities Chris Barnes, who cited the location of the proposed sanitary sewer project using the map contained in the Agenda packet, which includes the reconstruction of South Shore Drive. He explained the necessity of the sanitary sewer, especially owing to its proximity to West Lake, the cost breakdown, the notices provided to the property owners and the intent to complete the design of the project, obtain bids and do the construction during the spring/summer of 2016. At the request of Mayor Strazdas, Mr. Barnes outlined the Special Assessment process and discussion followed regarding the eight inch sewer buried deep in the ground behind the South Shore Drive properties. Mayor Strazdas opened the public hearing for comment from any citizen present at the meeting.

Brita Boer, 316 South Shore Drive, spoke in favor of the project. She also asked whether a road grade change, bike lane and sidewalks are part of the project; and, if sidewalks are included, she wanted to know which side of the road would they be constructed.

Mr. Barnes responded that the road level is very high and could be anywhere from 12 to 15 inches above grade. He indicated that the plan would be to try to make the road low enough for the driveways to slope down to the road for good drainage. Also, he said that there is no plan, as a part of this project, to construct sidewalks, but the project does include a widening of the road to include a four foot bike lane shoulder for any non-motorized or pedestrian traffic. Also, he indicated that, depending upon design, there may be a bituminous asphalt curb along the edge of the road for additional drainage and referred to the recent reconstruction of South Westnedge Avenue from Melody Avenue to South Shore Drive as the construction model.

Motion by Ford, seconded by Reid, to close the public hearing. Upon a voice vote, motion carried 6 to 0.

Motion by Randall, seconded by Reid, to adopt Resolution No. 3 for the South Shore Drive Sanitary Sewer Project #416-S, directing the preparation of the special assessment roll. Upon a roll call vote, motion carried 6 to 0. Discussion followed. Resolution recorded on page 101 of City of Portage Resolution Book No. 46.

PETITIONS AND STATEMENTS OF CITIZENS: To commemorate Martin Luther King Day, Senior Citizens Advisory Board Secretary Monifa Jummane, 6286 Silver Fir Street, provided City Council with three bookmarks designed by her granddaughter and spoke of the importance of remembering the good works of Dr. King.

REPORTS FROM THE ADMINISTRATION:

* **LAKEVIEW AND SCHRIER PLAYGROUND RECOMMENDATION:** Motion by Ford, seconded by Reid, to award the proposal for the Lakeview Park and Schrier Park playground improvements to Great Lakes Recreation Company, in the amount of \$92,000 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 6 to 0.

* **MARTIN LUTHER KING DRIVE RECONSTRUCTION PROJECT NO. 998-R:** Motion by Ford, seconded by Reid, to adopt Resolution No. 2 for the Martin Luther King Drive Reconstruction Project #998R, setting a public hearing of necessity on January 26, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 105 of City of Portage Resolution Book No. 46.

* **HOUSEHOLD HAZARDOUS WASTE PROGRAM – INTERGOVERNMENTAL COOPERATION:** Motion by Ford, seconded by Reid, to approve the contract with Kalamazoo County for household hazardous waste collection for the period of January 1, 2016, through December 31, 2016, in the amount of \$32,000 and authorize the City Manager to execute all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

* **AMENDMENT TO THE CODE OF ORDINANCES - HISTORIC DISTRICT MODIFICATION: 10234 EAST SHORE DRIVE:** Motion by Ford, seconded by Reid, to receive the proposed amendment to Section 38-35 of Chapter 38, Historical Preservation, of the City of Portage Code of Ordinances and take final action to approve the amendment on January 26, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 0.

* **SOUTH CENTRAL BIKEWAY NON-MOTORIZED PATH CONSTRUCTION:** Motion by Ford, seconded by Reid, to approve Contract 15-5557 between the Michigan Department of Transportation and the City of Portage for non-motorized path construction from Osterhout Avenue to Portage Industrial Drive; adopt a Resolution authorizing the City Manager to sign Contract 15-5557; approve a contract amendment with O'Boyle, Cowell, Blaylock and Associates, Inc., for construction administration services at a cost not to exceed \$79,927.60; and authorize the City Manager to sign all other documents related to these projects on behalf of the City. Upon a roll call vote, motion carried 6 to 0. Resolution recorded on page 111 of City of Portage Resolution Book No. 46.

COMPREHENSIVE ANNUAL FINANCIAL REPORT: Mayor Strazdas introduced this item and asked City Manager Shaffer for comment. Mr. Shaffer deferred to Finance Director Bill Furry, who highlighted some of the findings of the Comprehensive Annual Financial Report (CAFR). He mentioned the Manager's letter and reviewed the Auditors' Communication. He indicated that Attachment A to the Communication cites three opportunities for strengthening internal control and/or improving operating efficiency. He reviewed the General Fund, debt responsibilities, the Federal Fund and explained that it is a busy time for the Finance Department since staff is now dealing with three budgets at the same time until the CAFR is finished: closing the budget from last year, monitoring and tracking the current year, and beginning to prepare the budget for next year. Discussion followed.

Motion by Reid, seconded by Urban, to accept the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2015. Upon a voice vote, motion carried 6 to 0.

JANUARY 22, 2016 CITY COUNCIL GOAL SETTING RETREAT UPDATES: Mayor Strazdas introduced this item, summarized the process thus far and outlined and discussed the updated agenda proposed for the City of Portage Annual Retreat provided to City Council via Materials Transmitted as item F.7. He also asked Mr. Shaffer to send out the matrix for Council participation on internal and external committees as was used in the past to allow Councilmembers to prioritize their preferences and explained.

Councilmember Ford asked whether topics can be presented before the retreat in order for Council to have the opportunity to review staff responses prior to the retreat in the interest of having good discussions at the retreat. Mr. Shaffer indicated a willingness to provide a response to any request Council may have and responded to Councilmember Randall that he would like to have the topics at least one week in advance of the retreat. Discussion followed.

In answer to Councilmember Reid, Councilmember Pearson indicated that the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis is due January 15, 2016. Discussion followed.

Motion by Randall, seconded by Reid, to accept the updated, altered or changed agenda for the January 22, 2016 City Council goal Setting Retreat. Upon a voice vote, motion carried 6 to 0.

COMMUNICATIONS:

PRESENTATION AND ANNUAL UPDATE FROM THE ENVIRONMENTAL BOARD: Since no one from the Environmental Board was present to present, motion by Ford, seconded by Reid, to table the presentation and annual update from the Environmental Board until the January 26, 2016 Regular City Council Meeting. Upon a voice vote, motion carried 6 to 0.

* **CHRIS BUCKLEY, EXECUTIVE DIRECTOR OF THE PORTAGE COMMUNITY CENTER:** Motion by Ford, seconded by Reid, to receive the communication from Chris Buckley, Executive Director of the Portage Community Center. Upon a roll call vote, motion carried 6 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Public Schools Regular Meeting of November 23, 2015, and the Portage Park Board of January 6, 2016.

NEW BUSINESS:

* **APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS:** Motion by Ford, seconded by Reid, to appoint Sheldon Smith with unfulfilled term ending June 1, 2017, to the Construction Board of Appeals to fill the Mechanical Contractor vacancy; appoint John Lotz with unfulfilled term ending December 31, 2016, to the Historic District Commission; reappoint Michael Robbe with term ending February 28, 2019, to the Zoning Board of Appeals; and appoint Patrick Buckley, Carol Eddy, Lori Knapp, Leonard Lamberson, Michael Quinn and Jay Woodhams to the Board of Review with terms ending January 31, 2017, and thereby determine the membership size of the 2016 Board of Review to be six (6) Members. Upon a roll call vote, motion carried 6 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Mayor Strazdas, City Council and City Manager Shaffer all recognized and thanked the Honorable Mayor Betty Lee Ongley for her local, regional and worldwide service, volunteerism, recounted some their experiences with her and wished her a Happy 90th Birthday.

Councilmember Ford indicated he enjoyed the Portage Police Officers Christmas event along with Mayor Pro Tem Ansari, Councilmember Randall and Councilmember Pearson.

Councilmember Randall recognized January 15, 2016, as the birthday of Dr. Martin Luther King Jr., which will be observed on January 18, 2016. She also mentioned that there is a celebration of his birthday on February 26th when the Central Ohio Choir, which recently performed for the White House, will perform in Portage.

City Attorney Randy Brown introduced newly appointed Assistant City Attorney Bryan Beach.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:43 p.m.

James R. Hudson, City Clerk

*Indicates items included on the Consent Agenda.