**CITY COUNCIL MEETING MINUTES FROM AUGUST 14, 2018**

The Regular Meeting was called to order by Mayor Randall at 7:00 p.m. At the request of Mayor Randall, the Deputy City Clerk called the roll with the following members present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Also in attendance were City Manager Larry Shaffer, City Attorney Randy Brown and Deputy City Clerk Erica Eklov.

At the request of Mayor Randall, Chaplain Ken Hovenkamp of the Portage Public Safety Chaplain Program provided the invocation and, following the invocation, City Council and the audience recited the Pledge of Allegiance.

**CONSENT AGENDA:** Mayor Randall shared where the public can access the meeting agenda and asked if any Councilmember or anyone in the audience would like an item removed from the Consent Agenda. Councilmember Reid removed Items A.6 and A.9. Councilmember Burns removed Item A.4.

Motion by Reid, seconded by Knapp, to approve the Consent Agenda, with the exception of Items A.4, A.6 and A.9, as presented. Upon a roll call vote, motion carried 7 to 0.

**APPROVAL OF MINUTES:** Motion by Reid, seconded by Knapp, to approve the Committee of the Whole Meeting Minutes of July 24, 2018; Regular Meeting Minutes of July 24, and Pre-Council Meeting Minutes of August 13, 2018. Upon a roll call vote, motion carried 7 to 0.

**APPROVAL OF ACCOUNTS PAYABLE REGISTER OF AUGUST 14, 2018:** Motion by Reid, seconded by Knapp, to approve the Accounts Payable Register of August 14, 2018. Upon a roll call vote, motion carried 7 to 0.

**REPLACEMENT OF CITY HALL EXTERIOR WINDOWS, DOORS AND SKYLIGHTS:** Motion by Reid, seconded by Knapp, to award a construction contract to the sole bidder, Forman Glass, of Kalamazoo, Michigan, in the amount of $273,000 for the removal and replacement of the City Hall exterior windows, doors and skylights. Upon a roll call vote, motion carried 7 to 0.

**PUBLIC SERVICES BUILDING PARKING LOT ASPHALT OVERLAY:** Motion by Reid, seconded by Knapp, to award a contract in the amount of $76,512.60 to J. Allen & Company for the Department of Public Services parking lot asphalt overlay 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.

**2018/2019 PORTAGE SENIOR CENTER BUS TRIPS:** Motion by Reid, seconded by Knapp, to approve the bid from Gail Andrus Travel, LLC, for motor coach services for the late 2018 and 2019 Portage Senior Center travel program in the amount of $42,187 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.

**PUBLIC SAFETY RETENTION SCHEDULE:** Motion by Reid, seconded by Knapp, to adopt a resolution to rescind the current City of Portage Records Retention Schedule 13 for the Department of Public Safety and replace the retention schedule with the State of Michigan General Schedule 11 for Law Enforcement Agencies. Upon a roll call vote, motion carried 7 to 0.

**NEW FIRE STATION #2 AGGREGATE PIERS CONTRACT:** Motion by Reid, seconded by Knapp, to award a contract in the amount of $115,000 to Hayward Baker, Inc., for the installation of aggregate piers in the new Fire Station #2 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.

**MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING:** Motion by Reid, seconded by Knapp, to authorize the City Manager to attend the Michigan Municipal League Annual Convention and cast the vote on behalf of the City of Portage. Upon a roll call vote, motion carried 7 to 0.

**MINUTES OF BOARDS AND COMMISSIONS:** Motion by Reid, seconded by Knapp, to receive the Senior Citizens Advisory Board minutes of June 20, 2018 and the Historic District Commission minutes of July 11, 2018. Upon a roll call vote, motion carried 7 to 0.

**STATEMENTS OF CITIZENS:** Dr. Romeo Phillips, 1983 Brighton Lane, spoke regarding his concerns over the deer population in the area. He asked for cooperation between the City of Portage, City of Kalamazoo and Kalamazoo County on efforts to remediate the deer. He also noted that Lieutenant Colonel Alexander Jefferson, a former member of the Tuskegee Airmen of World War II, will be visiting the community on March 8, 2019 to visit and speak at a Portage event, which may also include both high school choirs. Lieutenant Colonel Jefferson will be attending to speak on his time in World War II, as well as his book “Red Tail Captured, Red Tail Freed.” Dr. Phillips noted he has been discussing this event with the City Manager and invited all of Council to attend.

Councilmember Ford asked Dr. Phillips if he has talked with the Air Zoo regarding Lieutenant Colonel Jefferson's visit. Dr. Phillips replied that he's confirmed that the City Manager has agreed to contact the Air Zoo regarding the event on Dr. Phillips’ behalf. Further, Dr. Phillips plans to invite the local state and federal officials to the event as well.

Mayor Randall invited Portage Police Lieutenant Steve Clark, who was in attendance with his family, to speak and introduce the family’s Korean exchange student from the 4H Ambassador Program. Lieutenant Clark introduced Jay Wu and described several area visits to local attractions that he and his family had taken Mr. Wu and highlighted the benefits of the 4H program, urging everyone to host an exchange student. Lieutenant Clark thanked City Manager Shaffer and Mayor Randall for discussing the local government aspect with Mr. Wu prior to the meeting.

**COMMUNICATIONS:**

**CALENDAR OF MEETINGS:** At the request of Mayor Randall, Deputy City Clerk Eklov read the meeting schedule for the record. Motion by Burns, seconded by Reid, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

**REGULAR BUSINESS AGENDA:**

**CORA & EMILY LIFT STATION RENOVATIONS:** Mayor Randall began by asking Councilmember Burns to explain removing the Cora & Emily Drive Lift Station item from the Consent Agenda. Councilmember Burns explained that he would like an explanation as to why the lowest bidder was not selected for the project, as well as have the explanation of the selection on record. City Manager Shaffer explained that, despite Abonmarche being the second lowest bidder, the firm was selected due to the wealth of experience and full understanding of the scope of the project as compared with the lowest bidder. Councilmember Burns thanked him for his response and offered the motion to award an engineering services contract for the Cora & Emily Lift Station Renovations to Abonmarche Consultants, Inc., in the amount not to exceed $107,660 and authorize the City

Manager to execute all documents related to the contract on behalf of the city. Seconded by Knapp; upon a roll call vote, motion carried 7 to 0.

**PROFESSIONAL SERVICES CONTRACT - SENIOR CENTER FUNDRAISING:** Mayor Randall introduced the item and asked Councilmember Reid to explain why she had removed the item from the Consent Agenda. Councilmember Reid replied that she would like a statement from the City Administration on the plan for the Senior Center project, as well as a timeline in relation to the $75,000 cost for the contract. City Manager Shaffer noted that prior efforts to take millages for funding upgrades to the Portage Senior Center to citizens had previously failed. City Manager Shaffer commented that the prior history of those failed millages combined with the continued need of current Senior Center users to have a larger building with expanded programs has the City Administration following requests from both the Friends of the Portage Senior Center Board and the Senior Citizens' Advisory Board to move forward with new concepts, estimates and proposals in an effort to ensure a new center for the future and long-term use. City Manager Shaffer relayed that there have been evaluations on the cost of renovation of the current Senior Center building versus construction of a new center and the minimal difference between the costs makes a new building more practical. City Manager Shaffer confirmed that the next step is figuring how to fund the project and he explained that Hopkins Consulting was contracted based on prior successful fundraising projects in the area. City Manager Shaffer commented that the initial contract with Hopkins was to perform inquiries and interviews with key community individuals regarding the Portage Senior Center and that based on the results of Mr. Hopkins' initial interviews, as well as promised donations, he would like to pursue the Portage Senior Center project through community donation initiatives and to do so now while interest is high. City Manager Shaffer noted the Administration's desire to pursue the Hopkins firm based on its prior success record and also wants Mr. Hopkins to negotiate, as well as track any potential benefactor requests or stipulations. He noted that these would also be brought back to Council at a later date as part of determining next steps on the project. City Manager Shaffer highlighted the presence of Senior Center Manager Kim Phillips in the audience in order to answer any additional questions.

Councilmember Reid replied that she recognized the need for the Portage Senior Center to expand but wants the city to be open about plans to have the building available as a community space, as well as the Senior Center. Councilmember Reid motioned to approve the proposed contract with the addition of the words "Community Center".

Mayor Pro Tem Pearson noted that the City Manager stated any next steps regarding the project will come back to Council for review and approval before moving forward. He inquired with City Attorney Brown whether inclusion of a community center aspect in the motion changed the next steps legally. City Attorney Brown responded that the contract with Hopkins Consulting, which is the item on the agenda for City Council approval, did not concern that aspect and would not affect the approval.

Mayor Randall noted her position on the City Council Portage Senior Center sub-committee and previous positive discussions she has had with Mr. Hopkins. Mayor Randall further noted her campaign pledge to work on a new Senior Center and her recent, as well as upcoming meetings with large area employers to discuss supporting the project. Mayor Randall noted that donors may dictate certain aspects of the project, but she does not have concerns moving forward. She highlighted the City Council subcommittee's unanimous vote to move forward. She highlighted Mr. Hopkins' 95 percent success rate, especially with local area projects and stated that she does not support modifying the agenda motion at this time.

Councilmember Ford commented that he does not have a preference whether the project at this stage is currently Portage Senior Center or Community Center. He did note that this is one of the riskier ventures the city has recently pursued with regard to the $75,000 contract but commented that the various entities interviewed so far show unanimous support and the level of community interest at this time is strong.

Mayor Pro Tem Pearson commented that he is happy to support an altered motion with the reassurances of the City Attorney that it would not affect moving forward with the proposal.

Councilmember Knapp commented that she is also happy to support the altered motion in light of the City Attorney's reassurances and further noted that examination and research of the community base is needed at this time no matter what to determine the approach and next steps for the Portage Senior Center.

Mayor Randall questioned City Attorney Brown should the scope of the Senior Center proposal be widened to a Community Center now could that endanger existing pledges from initial interviews due to a change in what was previously presented. The City Attorney opined that he believed modifying the project scope at this point does not affect verbal pledges.

Mayor Pro Tem Pearson offered an amendment to Councilmember Reid's motion to include the word "project" so as to read "Portage Senior Center Project." Discussion followed to clarify the motion versus the contract.

Councilmember Reid commented that she could not support the proposed modification to her motion as her purpose was to hopefully broaden the fundraising possibilities by including a Community Center aspect in the scope.

Councilmember Ford proposed language for another modified motion and discussion followed on which motion was currently on the floor. Mayor Pro Tem Pearson withdrew his motion as Councilmember Reid's motion remained for a vote.

Councilmember Reid re-stated her motion with a slight modification to award a professional services contract in the amount of $75,000 to Hopkins Fundraising Consulting for campaign implementation services for the construction of a new Portage Senior/Community Center Project and authorize the City Manager to execute all documents related to this action on behalf of the City. Councilmember Urban seconded; upon a roll call vote motion passed 7-0.

Following the vote Councilmember Urban asked to make an additional comment, requesting that all of the Council be involved in future discussions with the consultant beyond the Mayor. He further commented that a subcommittee of Council does not have the power to promise naming rights for any city project.

**FIRE STATION NO. 2 FACILITY REPLACEMENT – INCREASE TO ARCHITECTURAL SERVICES CONTRACT:** Mayor Randall introduced the item and requested Councilmember Reid explain her interest in pulling this item off the Consent Agenda. Councilmember Reid expressed concerns with the growing costs, size and complexity of the project and wanted to know at what point the City Administration and Council need to re-evaluate the project.

City Manager Shaffer responded that the original facility proposed was approximately 75-80 percent of the size now anticipated. The current proposal now includes a back-up Emergency Coordination Center (ECC), specialized firefighter training facilities, LEED design elements and expanded barracks to include private facilities for future female firefighters. City Manager Shaffer noted that the original design request to Williams Architects did not include these elements, but the revised design will accommodate these new items with each element bid separately. He noted that if the prices on the new design elements are not feasible, then aspects of the design will be eliminated to meet the budget. The City Manager relayed that the current building cost estimate from the architect is approximately $6 million, which he would like to see reduced, but the City Administration requires a design to be finalized in order to post the various aspects of the project out for bidding.

Councilmember Reid asked for clarification of the $6 million cost currently noted versus the original $2.5 million cost.  Councilmember Reid further noted that, should Council approve of the contract change to Williams Architects to account for adding the new elements to the overall design, such approval would not equate to Council approving the additional square footage or elements proposed in the revised project.

Councilmember Urban asked for clarification regarding the 400-square-foot building design increase from approximately 14,000 to 18,000 square feet.

City Manager Shaffer confirmed the quoted building footprint increase, noting that it was a result of the proposed emergency communication center backup in case the Kalamazoo County Consolidated Dispatch Authority (KCCDA) does not supply a similar back up site.

Councilmember Urban noted that the proposed square footage costs plus the revised architectural costs have increased greatly since issuance of the original RFP.  He cannot support the requested increase to the architectural services contract without additional backup information and recommended sending the project out to bid again based on these new aspects.

City Manager Shaffer responded that the original architectural services contract was based on a $2.5 million project, whereas the proposed revised cost is now based upon a $6 million project. Further, he supplied that the Williams Architects' contract will only be about seven percent of the total project cost and is not atypical.

Councilmember Urban noted that the project has changed significantly and feels the original RFP, bids and award are no longer applicable. He reiterated that he cannot support the requested increase without additional information or sending the project out to bid again.

Councilmember Ford inquired on the status of the owner representative for this project. Councilmember Ford additionally asked whether AVB is dictating the additional building element requests to the architect or is the city dictating the terms with AVB following.

City Manager Shaffer responded that American Village Builders (AVB) is the city's representative and has been working very closely on this project.  City Manager Shaffer further commented that a Committee of the Whole meeting on the topic may be beneficial for Council to review the status of the project.  The City Manager noted the promising track record of the architect based on construction of numerous fire station projects and was selected by a City Administration team based upon prior buildings designed, quality projects and ability to meet or exceed budget expectations.

Deputy City Manager Rob Boulis noted that the construction costs were originally estimated by AVB based upon the design provided by the architect performing the initial feasibility study.  He was unsure of AVB's history with constructing fire stations, but expressed confidence in the experience of the architect with design and execution of fire station projects.

Councilmember Reid asked to review the need for an emergency communications center, noting that Council originally supported the move to consolidated dispatch due to the existing backup plan, as well as current dispatch center the city has at the Police Station.

Deputy City Manager Boulis clarified that the emergency coordination center proposed is not a dispatch center but an emergency coordination center (ECC), which is currently in Fire Station #1 for major city emergencies.  He elaborated that this location is presently too close to the railroad track in the event of a railroad/hazardous emergency.

Councilmember Reid asked if the dispatch center in the police building could be utilized as a backup once it is vacated under the KCCDA project.  Deputy City Manager Boulis noted that this location is still too close to the railroad.

Councilmember Urban supplied that the hypothetical railroad/hazardous emergency situation actually occurred between a local train and tanker truck 20 years ago, noting that the City

Administration's reasoning is sound, but still the Council needs more discussion with justification before moving forward on the item and supported the City Manager's proposed COW meeting.

City Manager Shaffer requested postponing the agenda item to do further research and explanation in order to bring it back to the Council. Mayor Randall noted the price per square foot increase is concerning. City Manager Shaffer requested to bring all the representatives on the project to an additional Committee of the Whole meeting to explain or present the aspects on the project.

Councilmember Urban moved to table the agenda item regarding the increase to the contract with Williams Architects of Itasca, Illinois, in the amount of $276,500 for architectural services for Fire Station No. 2 to the regular City Council Meeting of August 28, 2018. Councilmember Reid seconded; upon roll call vote, motion passed 7 to 0.

Following the vote, Councilmember Ford asked the City Manager whether this would impact item A.10, Fire Station #2 Aggregate Piers Contract. City Manager Shaffer responded that the City Administration would hold on the contract until a Council decision is made on the entire Fire Station #2 project.

Mayor Randall then asked for a motion regarding the Committee of the Whole meeting scheduling. Councilmember Burns called for a Committee the Whole to be scheduled for August 28, 2018 at 5:15 p.m. to discuss the new Fire Station #2 project. Councilmember Knapp seconded; upon roll call vote, motion passed 7 to 0.

**COUNCIL COMMITTEE REPORTS:** Councilmember Burns noted that the Central County Transportation Authority (CCTA) met recently and reviewed the pension plans, as well as a first reading of the 2019/2020 budget. He elaborated that fares make up twenty percent of the revenue while taxes make about thirty-seven percent with the remainder coming from the Michigan Department of Transportation, as well as the Federal Transportation Administration. Councilmember Burns recommended that citizens check out the proposed CCTA budget on the CCTA website.

Councilmember Reid noted that she had recently met with the Kalamazoo County Environmental Health Advisory Council (EHAC) with discussion focusing around PFAS in the water. She commented on the great response with the emergency provision of bottle water and relayed that the City of Kalamazoo will initially be providing water to Parchment and Cooper Township as a next step. Councilmember Reid noted that the short-term response has been great but the long-term response to the PFAS issue is concerning and somewhat uncertain. She highlighted that the State of Michigan has been proactive in testing for PFAS, but noted that other states have yet to adopt such testing. Councilmember Reid complimented the response from the local community noting that it appears lessons have been learned from the Flint water crisis.

Mayor Pro Tem Pearson also noted his participation with the EHAC as chairperson and commented that the PFAS levels for Portage are very low and the City Administration is well on top of any potential issues.

Motion by Reid, seconded by Ford, to receive the Council Committee Reports as presented. Upon a voice vote, motion carried 7 to 0.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Burns commented on Tuesday's primary election and thanked the City Clerk's Office for administering the election with a record turnout. He also thanked Metro Transit Board for providing several vehicles to the Parchment and Cooper Township water response for residents without personal transportation to get rides to the bottled water dispensing location.

Councilmember Ford relayed his attendance at a stakeholder meeting with the Mayor for Discover Kalamazoo to review potential opportunities for new sports venues in the Kalamazoo area.

He additionally thanked the City Administration for their efforts to advise Portage residents of local water data in light of the Parchment and Cooper Township PFAS issue.

Councilmember Urban commented that he is not opposed to a new fire station and supports the public safety personnel, but he simply wants more examination of the data.

Councilmember Reid highlighted the senior millage that was adopted as part of the August Election and how it is encouraging that area citizens are supporting the senior population going forward.

Councilmember Knapp highlighted the Paint the Plow Contest and the winning entries from Central Middle School, North Middle School and North High School.

Mayor Randall thanked Mayor Pro Tem Pearson and City Manager Shaffer for the opportunity to present the State of the City to the Portage Rotary on July 25. She noted the Primary Election with its record turnout of 38 percent. Mayor Randall also relayed that she has received complaints regarding the local road construction, clarifying those projects that are currently city projects and the efforts the city is making to keep residents informed of any changes. Mayor Randall also relayed the closure of Ramona Beach due to high E. coli levels, but noted that the beach is expected to re-open before the end of the week.

**ADJOURNMENT:** Mayor Randall adjourned the meeting at 8:30 p.m.

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Erica L. Eklov, Deputy City Clerk