CITY COUNCIL MEETING MINUTES FROM JANUARY 28, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:00 p.m. The following members were present: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson and Mayor Patricia Randall. Following calling the roll the City Clerk announced that Mayor Pro Tem Jim Pearson would be participating in the meeting remotely via telephone. Also in attendance were Deputy City Manager Adam Herringa, City Attorney Randy Brown and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to honor all religions and personal beliefs, as well as in honor of Dr. Martin Luther King, Jr. and Dr. Martin Luther King, Jr. Day.

Following the moment of silence, the City Council and audience recited the Pledge of Allegiance.

PROCLAMATION: Mayor Randall issued a proclamation recognizing “Black History Month” in the City of Portage. Dr. Romeo Phillips was present to read and receive the proclamation. Dr. Phillips reviewed the upcoming annual city event in honor of Black History Month and detailed the success of the prior years’ events. He thanked the Mayor, City Council and the community for their support.

Dr. Monifa Jumanne was also present to speak in honor of Dr. Martin Luther King, Jr. and Black History Month. She provided a brief history on the origins of Black History Month and thanked the Mayor and City Council for issuing the proclamation. She further asked City Council to ensure the annual Black History Month event be continued as a regular event in future years.

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 Burns removed Item A.3, Adoption of Bond Resolution. Councilmember Reid removed Item A.4, Architectural and Engineering Services - Charles and Lynn Zhang Portage Community Senior Center, from the Consent Agenda. Motion by Reid, seconded by Knapp, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Reid, seconded by Knapp, to approve the Regular Meeting Minutes of January 14, 2020, and the Pre-Council Meeting Minutes of January 27, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF JANUARY 28, 2020: Motion by Reid, seconded by Knapp, to approve the Accounts Payable Register of January 28, 2020. Upon a roll call vote, motion carried 7 to 0.

COMPREHENSIVE LIABILITY, PROPERTY AND AUTO FLEET INSURANCE: Motion by Reid, seconded by Knapp, to approve a one-year agreement for comprehensive liability, property and auto fleet insurance through the Michigan Municipal Risk Management Authority (MMRMA) at a total cost not to exceed $499,352 for the period March 1, 2020, to March 1, 2021, 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.

ADP PAYROLL PROCESSING AND TIME & ATTENDANCE SERVICES PRICING AGREEMENT: Motion by Reid, seconded by Knapp, to approve a two-year pricing agreement with ADP, LLC, for electronic payroll processing and time and attendance software and hosting at a first-year cost of $57,600 and a second-year cost of $58,750 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 7 to 0.

HOUSEHOLD HAZARDOUS WASTE PROGRAM - INTERGOVERNMENTAL COOPERATION: Motion by Reid, seconded by Knapp, to approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2020 calendar year in the amount of $46,000 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 7 to 0.

FINAL PRELIMINARY CONDOMINIUM SUBDIVISION (ENGINEERING PLANS) FOR CLAREMOUNT WOODS, 5691 CLAREMOUNT: Motion by Reid, seconded by Knapp, to approve the Final Preliminary Condominium Subdivision (engineering plans) for Claremount Woods, 5691 Claremount Street. Upon a roll call vote, motion carried 7 to 0.

FINAL CONDOMINIUM SUBDIVISION FOR WESTFIELD NORTH: Motion by Reid, seconded by Knapp, to approve the Final Condominium Subdivision for Westfield North, 5700 Alten Street, subject to completion of sidewalks and street trees by November 2021; and six sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Upon a roll call vote, motion carried 7 to 0.

FINAL PLAT FOR WEST LAKE ESTATES: Motion by Reid, seconded by Knapp, to approve the Final Plat for West Lake Estates, 9300 Portage Road, subject to completion of sidewalks and street trees by November 2021; and four sections of the storm sewer be reviewed before expiration of the two-year maintenance bond. Upon a roll call vote, motion carried 7 to 0.

CITY COUNCIL SPECIAL MEETING: Motion by Reid, seconded by Knapp, to set a special meeting of the City Council to engage in strategic planning with the City Administration and Chad Bareither, of The Bareither Group, on Tuesday, February 18, 2020, from 6:00 - 9:00 p.m. in City Hall Conference Room 1. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Reid, seconded by Knapp, to receive the minutes of the Zoning Board of Appeals of November 11, 2019; Youth Advisory Committee of December 2, 2019; Human Services Board of December 5, 2019; Portage Public Schools Board of Education Regular Business and Special Meeting Minutes of December 9, 2019; Senior Citizen Advisory Board of December 18, 2019; and, Park Board of January 8, 2020. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED: Motion by Reid, seconded by Knapp, to receive the Materials Transmitted of January 14, 2020. Upon a roll call vote, motion carried 7 to 0.

CALENDAR OF MEETINGS: Motion by Reid, seconded by Knapp, to receive the Calendar of Meetings. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: Mr. Gordon Smith spoke regarding a prior March 2018 incident with the Portage Police Division relating to marihuana on his person. He noted his status as a Michigan Medical Marihuana cardholder during the prior arrest and currently. He inquired as to the status of the seized marihuana.

Mayor Randall thanked Mr. Smith for his comments and stated that the City Administration would review the matter and follow-up with further contact.

COMMUNICATIONS:

ANNUAL UPDATE FROM THE YOUTH ADVISORY COMMITTEE (YAC): At the invitation of Mayor Randall, Youth Advisory Committee Chairperson Megan Chow, Vice-Chairperson Riya Chaudhary, Secretary Graham Holley and member Britton Gustafson, provided City Council with an update on the committee's goals, objectives and activities. Mayor Randall thanked the youth for their hard work and dedication. Councilmember Reid thanked the YAC for implementing a new approach for liaisons to city boards and commissions to ensure increased participation. Motion by Reid, seconded by Urban, to receive the Annual Goals and Objectives Update of the Youth Advisory Committee. Upon a voice vote, motion carried 7 to 0.

COMMUNICATION FROM THE ENVIRONMENTAL BOARD REGARDING A CLIMATE ACTION PLAN EXECUTIVE SUMMARY: Mayor Randall introduced the communication from the Environmental Board regarding a Climate Action Plan Executive Summary. Motion by Knapp seconded by Ford, to receive the communication from the Environmental Board, and refer it to the City Administration for further review and response. Upon a voice vote, motion carried 7 to 0.

REGULAR BUSINESS:

ADOPTION OF BOND RESOLUTION: Mayor Randall deferred to Councilmember Burns who introduced Finance Director Bill Furry. Councilmember Burns asked Director Furry to further elaborate on the Bond Resolution item for the public, as well as the current city debt profile. Director Furry provided a brief status update on the Capital Improvement Program (CIP), including a history of the city's good standing and the impact of the current new Fire Station #2 construction, as well as future projects. Councilmember Burns inquired as to the overall debt profile in light of the proposed borrowing resolution. Director Furry responded that a total of three bond series encompassing $7.275 million are scheduled to be paid off in the current year, noting one of which could refund the current bond proposed. He stated that total debt will still be decreasing in the current year to the amount of $225,000. Councilmember Burns thanked Director Furry for his efforts in decreasing the city debt, as well as funding several important projects. Councilmember Burns further thanked the Finance and Public Safety Departments for previously working to improve the city's ISO rating. He explained that a lower ISO rating allows for lower home insurance rates for the citizens.

Councilmember Ford asked whether the city will be paying cash for the smaller CIP projects not captured in the proposed bond issue. Director Furry responded that many of the street projects will be supported with federal funding or state Act 51 funding in addition to several other revenue sources.

Mayor Randall asked Director Furry to recall the city's highest debt level and year, as well as the anticipated debt balance for the end of the current fiscal year. Director Furry responded that the highest debt level was in 2008 at $105,255,000. He expected the current fiscal year debt to drop to $55 million, approximately half of the highest point.

Motion by Burns, seconded by Urban, to adopt the Notice of Intent Resolution to fund construction of $8.4 million in capital improvements, including Fire Station #2 Facility Replacement, South Westnedge Avenue/Shaver Road Traffic Signal Improvements, West Milham Avenue and Portage Road Trailway. Upon a roll call vote, motion carried 7 to 0.

ARCHITECTURAL AND ENGINEERING SERVICES - CHARLES AND LYNN ZHANG PORTAGE COMMUNITY SENIOR CENTER: Mayor Randall deferred to Councilmember Reid who asked for further elaboration on the proposed project due to the Community Senior Center being one of the city's largest Capital Improvement Projects that is also the first jointly funded public-private venture.

Mayor Randall asked Deputy City Manager Herringa to provide further explanation. Deputy City Manager Herringa noted that the Community Senior Center is a landmark project and review of the architectural firms was completed by the City Administration with the project magnitude in mind. He stated that the City Administration compiled a team of expert staff to review the eight firms that bid on the project. Deputy City Manager Herringa noted that the top five firms selected by the staff team were invited to present at an interview session. He stated that after each interview, the staff team would review the proposal, with Byce and Associates consistently receiving first or second choice. Deputy City Manager Herringa noted that the staff team reviewed each firm's record and relationship with the city, quality of regional projects, as well as cost. He highlighted that the project design presented by Byce and Associates remains a working concept pending further input by all stakeholders.

Councilmember Reid inquired about the rate of increase proposed in the bid structure regarding $8 million and $11 million. Deputy City Manager Herringa responded that the split bid structure was a result of the ongoing public-private partnership behind the project campaign, causing the final city cost to be uncertain at this time. Councilmember Reid noted that the actual cost of the Community Senior Center Project will ultimately be decided by the donors, the public and City Council, and not by the project design. She expressed her gratitude for the proposals submitted, as well as the review efforts.

Motion by Reid, seconded by Burns, to award a base contract to Byce & Associates in the amount of $320,000 with a 3.75% fee applied to construction costs exceeding $8 million to perform architectural and engineering services for the construction of the Charles & Lynn Zhang Portage Community Senior Center and authorize the City Manager to execute all documents related to this contract on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

Mayor Randall expressed appreciation for both AVB Construction and Byce and Associates, noting that both were local firms. She further stated that she continues efforts to raise the remaining $1.4 million in funding.

COUNCIL COMMITTEE REPORTS: Councilmember Burns provided an addendum to his update from the January 14th Council Meeting regarding the Metro Transit Central County Transportation Authority (CCTA). He elaborated that the CCTA pension plan is currently over-funded by $6.8 million, whereas the Other Post-Employment Benefits (OPEB) plan transferred from the City of Kalamazoo remains under-funded by approximately $11.8 million. He stated that the CCTA has two objectives: to have sustainable operations for the system and be able to fulfill obligations to retirees and employees. Councilmember Burns noted that both he and Mayor Pro Tem Pearson serve on the CCTA and desire to get ahead of the healthcare liability. Mayor Pro Tem Pearson expressed his appreciation for Councilmember Burns' valued knowledge in guiding the CCTA to bring its liabilities in order. Councilmember Reid inquired about the separate fund administered by the CCTA. Councilmember Burns responded that the fund was started at the urging of former City Manager Larry Shaffer and Mayor Pro Tem Pearson. He stated that CCTA sets aside $100,000 a year and has garnered $300,000 over the past three years to be able to cover the future OPEB shortcomings.

Mayor Pro Tem Pearson offered an update on the Kalamazoo County Consolidated Dispatch Authority (KCCDA) regarding discussion on future funding for the KCCDA. He stated KCCDA is in favor of continuing the $0.24 per phone county fee. He noted KCCDA does not endorse the higher $2.50

per phone fee, instead opting to pursue a countywide millage, pending review of a potential countywide 800 MHz frequency upgrade.

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

STATEMENTS OF CITIZENS: Ms. Lauren Burns, 5706 Briarhill Court, introduced her company of sheep grazing landscape management titled "Tending Tilth." She noted her support for the Climate Action Plan Executive Summary presented by the Environmental Board and highlighted how utilizing sheep for greenscape management assists with carbon emissions. Ms. Burns stated that the sheep would be a beneficial option for the city retention basins in light of the terrain. Mayor Randall asked how the sheep are contained and protected. Ms. Burns responded that her company usually deploys a small electric fence but stated that the city retention basins already have lockable fencing in place. Mayor Randall asked Deputy City Manager Herringa to incorporate review of the sheep greenscape management option into the City Administration's evaluation of the Environmental Board's Climate Action Plan Executive Summary. She highlighted Councilmember Reid's prior use of animals to manage the vegetation on her personal property. Councilmember Reid noted that she had indeed used goats for her own landscape management and asked Ms. Burns as to the difference between the animals. Ms. Burns stated that goats are optimal for wooded settings, but are loud and actively gravitate towards people, whereas sheep are quiet, better for leafy, grassy areas and remain within enclosures.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Burns offered thanks for a community event honoring Martin Luther King, Jr. Day at the State Theater featuring the Rootead Dance Organization. He stated that the event was hosted by both Borgess and Bronson Healthcare groups and was a well-done event.

Councilmember Ford stated he had attended the Stryker Instruments ribbon-cutting ceremony, noting it was a good event for a great project.

Councilmember Urban highlighted the pending pocket park slated for the corner of Martin Luther King Drive and Constitution Boulevard in light of the Martin Luther King Jr. Day discussions. He recalled the past naming of Martin Luther King Drive, with the cooperation of Meyer C. Wiener and Company, to purposefully intersect with Constitution Boulevard.

Councilmember Reid also noted her recent participation in the grand opening of the new Stryker facility. She expressed appreciation for the facility, the distinctive research and business culture offered by Stryker.

Councilmember Knapp also noted her attendance at the opening of the new Stryker Instruments location. She highlighted the benefit of Stryker choosing to locate and expand in Portage. She then praised the Portage Northern High School baseball team for their prior championship win and recent honoring of the baseball coach for being named State Baseball Coach of the Year, as well as being a finalist for National Baseball Coach of the Year.

Deputy City Manager Herringa began by thanking Dr. Romeo Phillips and Dr. Monifa Jumanne for their attendance at the meeting, as well as their passion and activism in the community. He further thanked the city's first responders and snowplow drivers for their recent efforts. He also thanked staff for attending the Council Meeting to assist in his first meeting as needed. He closed by stating he is enjoying working with City Manager La Margo and Deputy City Manager Carroll and is looking forward to upcoming projects.

Mayor Pro Tem Pearson recognized Deputy City Manager Herringa and City Clerk Eklov for their presence at the Council Meeting and expressed appreciation for the new administrative team.

Mayor Randall thanked Mayor Pro Tem Pearson for calling into the meeting despite family obligations. She further thanked the Council for working collectively toward the new Community Senior Center project and expressed excitement for AVB and Byce as the vendors for the project. She relayed that she had attended the recent Chinese New Year event in downtown Kalamazoo, noting it was great recognition of the Chinese culture. Mayor Randall noted the grand opening of the Stryker Instruments location, providing highlights of the project and Stryker's support of the community. She closed by thanking Deputy City Manager Herringa, Deputy City Manager Carroll and City Manager La Margo for their efforts and leadership.

ADJOURNMENT: Mayor Randall adjourned the meeting at 7:46 p.m.

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Erica L. Eklov, City Clerk