

CITY COUNCIL MEETING MINUTES FROM MAY 12, 2020

The Regular Meeting was called to order by Mayor Patricia Randall at 7:01 p.m. The meeting was held virtually in accordance with the Governor's Executive Directive 2020-02 in light of COVID-19. The following members were present via the WebEx meeting platform: Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid, Terry Urban, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall. Also in attendance on the WebEx meeting platform were Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll and City Attorney Randy Brown. In attendance in Council Chambers were City Manager Joe La Margo, Communications Manager Mary Beth Block, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect upon the sacrifice of police officers to keep the public safe. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS: Mayor Randall first issued a proclamation recognizing May 11th through May 16th, 2020, as Police Week 2020. Mayor Randall then issued a proclamation recognizing May as Mental Health Awareness Month. In light of the virtual meeting, Mayor Randall asked the City Clerk to read both proclamations.

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. Motion by Pearson, seconded by Reid, to approve the Consent Agenda as presented. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF MINUTES: Motion by Pearson, seconded by Ford, to approve the minutes of the City Council Budget Session #1 of April 21, 2020; Regular Meeting of April 28, 2020; City Council Budget Session #2 of May 5, 2020; and Pre-Council Meeting of May 11, 2020. Upon a roll call vote, motion carried 7 to 0.

APPROVAL OF ACCOUNTS PAYABLE REGISTER OF MAY 12, 2020: Motion by Pearson, seconded by Ford, to approve the Accounts Payable Register of May 12, 2020. Upon a roll call vote, motion carried 7 to 0.

FIRE STATION ALERTING SYSTEM PURCHASE AND INSTALLATION - BID TABULATION: Motion by Pearson, seconded by Ford, to approve: the purchase of three Phoenix G2 Station Alerting systems from US Digital Designs for in the amount of \$179,403.25, and the installation of this equipment by Esper Electric for the amount of \$64,500, and authorize the City Manager to execute all documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

FINAL/SITE PLAN FOR STREAMSONG CONDOMINIUMS (PHASE 2), 715 WEST OSTERHOUT AVENUE: Motion by Pearson, seconded by Ford, to approve the Final/Site Plan for Streamsong Condominiums Phase 2, 715 West Osterhout Avenue, subject to MDEGLE review and approval of the emergency storm water overflow discharges along the southern portion of the site. Upon a roll call vote, motion carried 7 to 0.

2020 DOWNTOWN DEVELOPMENT AUTHORITY AMENDED TAX INCREMENT FINANCE PLAN/AMENDED DEVELOPMENT PLAN: Motion by Pearson, seconded by Ford, to accept: the 2020 Downtown Development Authority Amended Tax Increment Finance Plan/Amended Development

Plan and Development Agreement and set a public hearing for June 23, 2020; and the Resolution of intent to vacate a portion of a public street and to transfer property and place the Resolution on file for 28 days with the City Clerk and take final action on June 23, 2020. Upon a roll call vote, motion carried 7 to 0.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM – FY2020-21 ANNUAL

ACTION PLAN: Motion by Pearson, seconded by Ford, to approve the Community Development Block Grant (CDBG) Program FY 2020-21 Annual Action Plan element of the Consolidated Plan and authorize the City Manager to submit the application to the U.S. Department of Housing and Urban Development. Upon a roll call vote, motion carried 7 to 0.

FY 2018-19 DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL FINANCIAL REPORT:

Motion by Pearson, seconded by Ford, to accept the FY 2018-19 Downtown Development Authority Annual Financial Report. Upon a roll call vote, motion carried 7 to 0.

CITY OF PORTAGE - VILLAGE OF VICKSBURG SANITARY SEWAGE TRANSPORT AGREEMENT:

Motion by Pearson, seconded by Ford, to approve an extension to the City of Portage – Village of Vicksburg Sanitary Sewer Transport Agreement dated September 14, 2004 and authorize the Mayor and City Clerk to sign the agreement extension on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

BOARD & COMMISSION INTERVIEW SESSION AND TERMS: Motion by Pearson, seconded by Ford, to postpone the May 26, 2020 Board and Commission Interview Session to July 14, 2020 and temporarily extend the expiring terms on the Planning Commission, Construction Board of Appeals and Youth Advisory Committee until July 15, 2020. Upon a roll call vote, motion carried 7 to 0.

COMMITTEE OF THE WHOLE MEETING - CITY ATTORNEY SERVICES: Motion by Pearson, seconded by Ford, to set a Committee of the Whole Meeting to discuss City Attorney services on Thursday, May 14, 2020 at 1:00 p.m. Upon a roll call vote, motion carried 7 to 0.

MINUTES OF BOARDS AND COMMISSIONS: Motion by Pearson, seconded by Ford, to receive the minutes of the Planning Commission of April 16, 2020. Upon a roll call vote, motion carried 7 to 0.

MATERIALS TRANSMITTED OF MAY 5, 2020: Motion by Pearson, seconded by Ford, to receive the Materials Transmitted of May 5, 2020. Upon a roll call vote, motion carried 7 to 0.

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

PUBLIC HEARINGS:

PROPOSED FISCAL YEAR 2020-2021 BUDGET AND TAX LEVY: Mayor Randall opened the public hearing and invited City Manager La Margo to begin the discussion. Mr. La Margo stated that the proposed Fiscal Year 2020-21 Budget was a balanced budget with zero increases in fees while ensuring there would be no impact on core services. He noted that, due to the current COVID-19 crisis and economy, the City Administration would be instituting monthly budget reports to City Council and quarterly administrative reviews. Mr. La Margo also relayed that staff is looking at

additional cost-saving measures, including potential grants and other funding opportunities. He deferred to Finance Director Bill Furry, noting it was Mr. Furry's last budget before his upcoming retirement.

Mr. Furry stated he realized these were uncertain times but offered the Finance Department remains committed to reporting back to City Council any quarterly changes in the line item details. He stated that staff will make sure to keep things running for another year.

Mayor Randall stated that this has been a great first budget for City Manager La Margo, as well as a great last budget for Director Furry. She highlighted the numerous hours that staff, led by Mr. La Margo and Mr. Furry, spent meeting with Council to review the various aspects of the budget and effects of the COVID-19 crisis. Mayor Randall asked Director Furry to relay the city's current debt level, noting that he and his staff had worked diligently to lower the city's debt over the past few years. Mr. Furry responded that it is \$55,215,000, which is \$310,000 less than last year.

Councilmember Reid relayed that the entire budget is currently posted for the public to view online, noting that there was still time to ask questions before Council approved it.

There were no questions or comments from the public. Motion by Reid, seconded by Knapp, to close the public hearing. Upon a voice vote, motion carried 7 to 0. Motion by Reid, seconded by Knapp, to consider final adoption of the proposed Fiscal Year 2020-2021 budget at the regular meeting on May 26, 2020. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns relayed that the Central County Transportation Authority (CCTA) had met virtually the day before to approve the purchase of 10 vans. He noted that the CCTA was also informed that it had received \$9 million in funding from the first round of the CARES Act. Councilmember Burns also relayed that the Metro Bus System was attempting to resume full bus service on certain routes following the COVID-19 crisis, but on reduced hours from 6:15 a.m. to 6:15 p.m. and with several other special provisions. He stated that Metro Connect will continue to run with limited capacity but the CCTA hoped that the opening of some of the regular routes would help with rider demand. Mr. Burns further noted that Metro Transit would be installing Plexiglas guards around drivers, increasing bus cleaning, installing hand sanitizer, and asking riders to wear masks as additional health safety measures for both drivers and riders. Councilmember Burns noted Mayor Pro Tem Pearson also serves on the CCTA and asked whether he had anything to add to his report. Mayor Pro Tem Pearson echoed Councilmember Burns' announcement regarding the welcome receipt of \$9 million in CARES Act funding.

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

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban noted these are challenging times and increasingly so for those living alone. He acknowledged that as the state begins to open up that people still have the option to stay home, limit their exposure, and wear face masks as COVID-19 remains a health issue. He encouraged the use of face coverings as a civic duty, stating that online resources are available that illustrate how to correctly wear the masks. Councilmember Urban then highlighted the Police Week Proclamation, acknowledging that the current health crisis is a challenging time for Public Safety personnel as well as they are unable to social distance. He encouraged everyone to take the time to thank those that don't have the option to social distance.

Councilmember Reid thanked those that continue to stay home and encouraged anyone experiencing difficulty with their mental health to consult with a service like 211 that can be done from home. She noted maintaining mental health is difficult for everyone during this time, but hoped that the better weather would start to help. Councilmember Reid issued a reminder regarding

social distancing and masks, especially as people begin returning to work. She asked everyone to have patience with their employers as they return to work.

Councilmember Knapp also acknowledged the state beginning to slowly re-open with people returning to work. She relayed that the Kalamazoo County Health & Community Services Department had recently published an 89-page guide containing outlining how to best re-open. Councilmember Knapp stated that the document is a great resource and is available online on the Kalamazoo County Health & Community Services Department web page.

Councilmember Burns noted the May 5th election regarding the Kalamazoo Regional Educational Service Agency millage renewal that voters approved. He highlighted that this millage also benefits the Portage Public School District as well.

Councilmember Ford thanked city staff for their continued efforts during this time and noted the railroad construction occurring adjacent to City Hall.

City Manager La Margo relayed that staff was making preparations to re-open City Hall with extra safety measures for both staff and the public. He stated that the Governor had extended her Executive Order regarding virtual meetings to the end of June, which included the City of Portage.

Mayor Pro Tem Pearson encouraged everyone to use this time of quarantine as an opportunity for reconnection and reach out to a prior acquaintance or distant relative.

Mayor Randall relayed that she had received an e-mail from Kevin Orr of Pfizer, Inc. stating that Pfizer's Portage location was one of three initial manufacturing sites nationwide that would begin efforts toward a vaccine for COVID-19. She highlighted that it was currently Bike Week and stated that Portage is a great biking location with its 55 miles of trails; however, she relayed that much of this year's Bike Week was being held virtually. Mayor Randall stated that she participated in the National Day of Prayer's virtual event in the past week. She then provided an update regarding the Brush Collection Program and compost site activity. Mayor Randall closed the meeting by echoing City Manager La Margo's comments regarding the Council continuing to meeting virtually through June under the Governor's extended Executive Order, but reminded everyone that both Council and staff were still here to serve the citizens.

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

Erica L. Eklov, City Clerk