

CITY COUNCIL MEETING MINUTES FROM MARCH 23, 2021

Mayor Patricia Randall called the Regular Meeting to order at 07:01 PM. The regular meeting was held virtually as permitted by PA 228. Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. All members participated virtually from Portage, Michigan. Also in attendance were City Attorney Catherine Kaufman, Deputy City Manager Adam Herringa, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov. City Manager La Margo was absent with excuse.

At the request of Mayor Randall, the audience observed a moment of silence to reflect on the work City Council can do together to ensure Portage is inclusive and provide fair housing for all. Following the moment of silence, the City Council recited the Pledge of Allegiance.

PROCLAMATIONS:

Fair Housing Month 2021: At the invitation of Mayor Randall, Human Services Board Chairperson Fiorella Spalvieri read the proclamation for Fair Housing Month 2021. Following the Proclamation, Mayor Randall requested an update on the fair housing efforts by the Human Services Board. Ms. Spalvieri noted the Board has been reviewing the 2021 funding applications, including those with Community Development Block Grant assistance. She relayed that many of the organizations annually reviewed by the Board have felt the effects of the pandemic, noting an increase in demand for services and assistance, but have met the demands and found creative methods in which to do so.

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 Urban requested the removal of Item A.6. Councilmember Reid requested the removal of Item A.4. Motion by Reid, seconded by Ledbetter, to adopt the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

Approval of City Council Meeting Minutes: Motion by Reid, seconded by Ledbetter, to approve the City Council Meeting Minutes of the Regular Meeting of March 9, 2021, and Pre-Council Meeting of March 22, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Accounts Payable Register: Motion by Reid, seconded by Ledbetter, to approve the Accounts Payable Register of March 23, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

Pavement Marking Services Bid Tabulation: Motion by Reid, seconded by Ledbetter, to award a three-year contract in the amount of \$151,694.55 per year to Michigan Pavement Markings, LLC, to perform pavement marking services to select streets, with an option for three annual one-year extensions, 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.

Microsoft Licensing Renewal – Correction: Motion by Reid, seconded by Ledbetter, to approve a one-year renewal of the Microsoft Open Value Subscription Agreement with Insight Public Sector, in the amount of \$93,645.76 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.

Minutes of Boards & Commissions: Motion by Reid, seconded by Ledbetter, to receive the minutes of the Zoning Board of Appeals of February 8, 2021; Youth Advisory Committee of February 15, 2021, and Human Services Board of February 18, 2021. Upon a roll call vote, motion carried 7 to 0.

Materials Transmitted of March 8, 2021: Motion by Reid, seconded by Ledbetter, to receive the Materials Transmitted of March 8, 2021. Upon a roll call vote, motion carried 7 to 0.

Calendar of Meetings: Motion by Reid, seconded by Ledbetter, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 7 to 0.

REGULAR BUSINESS AGENDA:

Tentative Plan Amendment for Woodbridge Hills Planned Development, 4100 West Centre Avenue Councilmember Reid state her reasoning for removing the item from the Consent Agenda was two-fold. First, she highlighted the revision of the Action Recommended following the Pre-Council Meeting by switching "accept" on the preliminary agenda to "receive" regarding the Tentative Plan for the final agenda. Councilmember Reid requested staff to explain the change for the listening public. City Attorney Kaufman stated that she had reviewed the requirements of the ordinance and noted the concern regarding the use of the word "Accepted" could potentially imply City Council was accepting the proposed plan for approval as presented and had recommended the change to the word "Received" to better clarify the current actionable step in the process. Deputy City Manager Carroll noted that the matter presently before City Council was only the first presentation of the tentative plan and setting of the public hearing. Councilmember Reid then stated her second inquiry concerned whether City Council was also being asked to change the zoning designation to a Planned Development with the item presented. Development Services Director Kelly Peterson clarified that 4100 West Centre Avenue was already zoned a Planned Development and the City Administration was solely requesting a modification to the original Planned Development designation for that particular parcel from commercial to multi-family residential.

Councilmember Urban stated he had recently notified the City Manager's Office that he would like additional information in preparation for the April 27th public hearing on the matter. He explained that he would like a detailed topographic map showing the current property's elevations including the existing Marsh Pointe Condominium building and road elevations. Councilmember Urban also requested the elevations of the current buildings within the Woodbridge Hills Planned Development, as well as a map of the proposed multi-family building's proposed elevation and whether the grade is expected to be altered. He

further requested shadow cast diagrams for the Winter and Summer Solstices with the proposed building. He then asked to be provided with line-of-sight diagrams with the existing site, as well as the proposed site, noting the proposed plan shows a cleared parcel with a parking lot. Deputy City Manager Herringa asked Councilmember to provide any additional questions to the City Administration before the April 27th public hearing to best address all concerns and inquiries at that time.

Councilmember Burns asked about additional traffic details in relation to the subject property and inquired about timing with staff input on the detailed site plan. Director Peterson responded that once the proposed Tentative Plan Amendment is accepted by City Council, then staff begin the plan review, including the preliminary traffic study included in the staff report and the proposed parking garage for the development. Mayor Randall noted a proposed traffic signal at West Centre Avenue and the Marsh Pointe driveway in the 2021-2022 Capital Improvement Program. She inquired if the proposed traffic signal would align with the proposed development and the anticipated timing of the traffic signal construction in relation to the proposed development. Director Peterson confirmed that a formal traffic warrant study would still be performed before any installation. Deputy City Manager Carroll relayed that staff has been in continual collaboration with developers Craig DeNooyer and Joe Gesmundo regarding the site traffic.

Mayor Pro Tem Pearson requested additional information regarding the proposed development's potential effects on the area's stormwater management concerning a stormwater storage tank and the adjacent Hampton Bog. Deputy City Manager Carroll responded that staff continues to work with the Michigan Department of Environment, Great Lakes, and Energy regarding stormwater management for Hampton Bog, which would include the proposed Woodbridge Hills development if it was approved by City Council.

Motion by Reid, seconded by Knapp, to receive the Tentative Plan Amendment for Woodbridge Hills Planned Development (4100 West Centre Avenue) including the five conditions in the February 12, 2021, Department of Community Development report, and set a public hearing for the Tentative Plan Amendment for April 27, 2021, and consider adoption of the Tentative Plan Amendment for Woodbridge Hills Planned Development following the public hearing. Upon a roll call vote, motion carried 7 to 0.

Appointment of City Assessor: Councilmember Urban explained that he removed Ms. Rose's appointment from the Consent Agenda in light of her significant accomplishment and his desire to recognize her. Mr. Urban summarized Ms. Rose's progression within the Office of the City Assessor to the level of a City Officer and commended her professionalism in achieving a Level 4 Assessment Certification. He noted the City Administration's prior difficulty in locating a Level 4 Appraiser to fill the state requirement of certifying the roll, illustrating the complexity involved in achieving the certification. He closed by congratulating Ms. Rose.

Motion by Urban, seconded by Reid, to confirm the appointment of Meshia Rose as City Assessor. Upon a roll call vote, motion carried 7 to 0.

COUNCIL COMMITTEE REPORTS: Councilmember Burns relayed that the City Council Utility Rate Study Committee met on March 16. He thanked both the Committee's designated

citizen members and Councilmembers for participating in the 2021-22 Utility Rate Study review. He stated he looks forward to the upcoming presentation of the Utility Rate Study to City Council.

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

STATEMENTS OF CITY COUNCIL AND CITY MANAGER:

Councilmember Urban offered his condolences and prayers to the victims of the recent supermarket shooting in Colorado.

Councilmember Knapp congratulated Meshia Rose, noting their prior experience working together on the Board of Review. Ms. Knapp stated Meshia proved to be an emerging leader then and is thrilled to see her lead now.

Councilmember Reid also congratulated Meshia Rose, noting she worked well with the public on a complex topic. Ms. Reid then provided an update on COVID-19 information including vaccine rates and efforts to date. She closed with a reminder to maintain safety measures in light of recent positive COVID-19 case numbers.

Councilmember Burns offered his family's condolences to the La Margo family for their recent loss and thanked the Deputy City Managers for assisting with the City Manager's duties in the interim.

Councilmember Ledbetter also offered condolences to Mr. La Margo and congratulated Ms. Rose. He expressed appreciation for the first responders to the recent Colorado shooting incident and the dangers associated with their roles.

Deputy City Manager Herringa thanked former City Assessor Ed VanderVries for his help in stabilizing the department over the last few years and congratulated Ms. Rose on her professional development.

Mayor Pro Tem Pearson also congratulated Ms. Rose, noting her prior knowledgeable and helpful efforts with the Austin Lake Governmental Lake Board.

Mayor Randall highlighted the Fair Housing Month proclamation and fair housing efforts in Portage, including the 2016 Non-Discrimination Ordinance sponsored by Councilmember Urban. She then expressed her condolences to those that have lost loved ones due to the COVID-19 pandemic, as well as the City Manager's family. Mayor Randall closed by announcing that the City of Portage joined the Wyland National Mayor's Challenge for Water Conservation for the month of April. She noted this was the first time Portage was participating in the challenge and encouraged everyone to sign the water reduction pledge for future generations.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:45 PM.

Erica Eklov, City Clerk