

## CITY COUNCIL MEETING MINUTES FROM NOVEMBER 16, 2021

Mayor Patricia Randall called the Regular Meeting to order at 07:01 PM. The regular meeting was held in a partially virtual format as permitted by PA 228, in accordance with the December 2020 Kalamazoo County Emergency Declaration.

At the request of Mayor Randall, the audience observed a moment of silence to recognize with gratitude those who choose public service as a way to honor and serve their community. Following the moment of silence, the City Council recited the Pledge of Allegiance with the assistance of Scouting BSA Troop 244.

### OUTGOING CITY COUNCIL:

**Roll Call:** Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson, and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. Also in attendance were Acting City Manager Adam Herringa, City Attorney Catherine Kaufman, Deputy City Manager Mike Carroll, and City Clerk Erica Eklov.

**Proclamations:** Councilmember Reid read the Proclamation recognizing Small Business Saturday 2021.

**Approval of Minutes:** Motion by Reid, seconded by Knapp, to approve the Regular Meeting Minutes of November 3, 2021, and the Pre-Council Meeting Minutes of November 15, 2021. Upon a roll call vote, motion carried 6 to 0, with Councilmember Burns abstaining.

**Board of Canvassers Report:** Motion by Pearson, seconded by Burns, to receive the November 2, 2021, City General Election Report from the Kalamazoo County Board of Canvassers as information only. Upon a roll call vote, motion carried 7 to 0.

**Comments from Council:** Each member of the City Council offered statements of thanks, farewell, and commendation to Councilmember Claudette Reid for her integrity and years of public service.

Councilmember Reid read a prepared statement of thanks to the City Council, providing highlights of her tenure on the Council. She encouraged the new City Council to question proposals as part of the role in serving the citizens, noting it was not a critique of city staff and stated timely communication to all of Council is critical in fulfilling city business. Councilmember Reid then asked the new City Council to consider reinstating reading the Consent Agenda aloud during meetings as a service to the public. She closed by stating it was an honor to serve the citizens of Portage.

Mayor Randall then offered the opportunity for those in the audience wishing to comment on outgoing Councilmember Reid.

Margaret O'Brien (1220 Forest Drive) expressed appreciation and thanks to Councilmember Reid.

State Representative Christine Morse also thanked Councilmember Reid for her service and wished her the best.

Richard Kraas (5419 Woodmont) noted he is Councilmember Reid's husband and expressed gratitude.

Terry Clair (1628 Bentley) thanked Councilmember Reid on behalf of Troop 244 for her words of citizenship with the Scouts.

Andrea Stork (1515 Dogwood) noted she is Councilmember Reid's sister and thanked Ms. Reid for her service to the city and focus on transparency.

**Adjournment Sine Die of Retiring City Council:** Mayor Randall adjourned sine die the retiring City Council at 7:27 p.m.

## **NEW CITY COUNCIL:**

**Oaths of Office:** City Clerk Erica Eklov administered the Oath of Office to Lisa Brayton, Lori Knapp, Vic Ledbetter, and Terry Urban as Councilmembers and Patricia M. Randall as Mayor.

**Signing of the City Council Code of Ethics and Values Policy:** The Mayor and Councilmembers signed the Ethics and Values Policy.

**Seating of Mayor and Councilmembers:** At the invitation of the City Clerk, the Mayor and City Council took their respective seats at the dais. Mayor Randall called the meeting to order at 7:30 p.m. and City Clerk Eklov called the roll with the following members present: Patricia M. Randall, Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, Jim Pearson, and Terry Urban were present. Also in attendance were Acting City Manager Adam Herringa, City Attorney Catherine Kaufman, and Deputy City Manager Mike Carroll.

**Election of Mayor Pro-Tempore:** City Clerk Eklov reviewed the process for selecting the Mayor Pro Tem and Mayor Randall entertained nominations for the position. Councilmember Ledbetter nominated Councilmember Pearson. There were no further nominations. City Council then completed and signed their respective ballots for Mayor Pro Tem. The City Clerk collected and read aloud the results of the selection. Councilmembers Brayton, Burns, Knapp, Pearson, Urban, and Mayor Randall selected Councilmember Pearson. Councilmember Pearson was selected by a vote of 7 to 0. Mayor Randall congratulated Mayor Pro Tem Pearson on his election to Mayor Pro Tempore and Mayor Pro Tem Pearson stated that he is looking forward to his next two years on City Council.

**Adopt the Rules of Order and Procedure:** Motion by Knapp, seconded by Burns, to adopt the City Council *Rules of Order and Procedure*. Councilmember Urban made a motion to amend the original motion with the inclusion of revising Section 5 of the City Council *Rules of Order and Procedure* to read the Consent Agenda into the record, noting the recommendation by former Councilmember Reid. As there was no second, the motion amendment failed. Upon a roll call vote, the original motion carried 6 to 1 with Councilmember Urban voting no.

**Resolution of Respect for Claudette Reid:** Councilmember Urban read the Resolution.

**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 B.8.c. Motion by Ledbetter, seconded by Knapp, to approve the Consent Agenda as amended. Upon a roll call vote, motion carried 7 to 0.

**Accounts Payable Register:** Motion by Ledbetter, seconded by Knapp, to approve the Accounts Payable Register of November 16, 2021, as presented. Upon a roll call vote, motion carried 7 to 0.

**Amend the General Appropriations Act (budget):** Motion by Ledbetter, seconded by Knapp, to amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2022. Upon a roll call vote, motion carried 7 to 0.

**Health and Vision Insurance Contract Renewals:** Motion by Ledbetter, seconded by Knapp, to take action to: approve one-year contracts with Blue Cross Blue Shield of Michigan and Blue Care Network for employee health insurance; approve a four-year contract with EyeMed for Department Head and Non-Union vision insurance; maintain current employer/employee cost-sharing practices by taking action to exempt the city from the requirements of P.A. 152 for the 2022 medical benefits plan year, and authorize the Acting City Manager to execute all documents related to the contract renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

**Disclosure of Landlord-Tenant Relationship:** Motion by Ledbetter, seconded by Knapp, to consent to landlord-tenant relationship pertaining to Councilmember Lisa Brayton's tenancy in a building owned by the City Attorney's firm Bauckham Sparks. Upon a roll call vote, motion carried 7 to 0.

**Special Meeting for Board and Commission Applicants:** Motion by Ledbetter, seconded by Knapp, to set a Special Meeting on Tuesday, January 11, 2022, beginning at 5:45 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

**Materials Transmitted:** Motion by Ledbetter, seconded by Knapp, to receive the Materials Transmitted of November 3, 2021. Upon a roll call vote, motion carried 7 to 0.

**Minutes of Boards & Commissions:** Motion by Ledbetter, seconded by Knapp, to receive the minutes of the Historic District Commission of April 7, 2021; Planning Commission of August 5, 2021; Senior Citizen's Advisory Board of September 15, 2021; Planning Commission of October 7, 2021; and, Zoning Board of Appeals of October 11, 2021. Upon a roll call vote, motion carried 7 to 0.

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

#### **STATEMENTS OF CITIZENS AND GUESTS REGARDING NEW CITY COUNCIL:**

David Anderson, City of Kalamazoo Mayor, congratulated the new City Council and expressed anticipation in collaborating with the City of Kalamazoo and Kalamazoo County.

Mary Balkema, Kalamazoo County Housing Director, congratulated new Councilmember Brayton, as well as the returning Mayor and Councilmembers. She noted the County has two city mayors passionate about housing and she looks forward to continued progress.

State Representative Christine Morse congratulated the new Council and offered the support of the State of Michigan.

Margaret O'Brien, former City Councilmember and Michigan State Senate Secretary, congratulated the new City Council.

Judy Paget, Executive Director of the 60th District Service Office for State Representative Julie Rogers, offered congratulations on behalf of Representative Rogers.

**STATEMENTS OF CITIZENS REGARDING OTHER MATTERS:** None.

#### **REGULAR BUSINESS AGENDA:**

**Energy Improvement Projects:** Councilmember Burns stated he pulled the item from the Consent Agenda due to several questions he was unable to pose earlier. He noted the third project under the Public Safety Department on page 48 of the agenda packet and inquired whether the proposed improvements were part of the city's capital assets or already slated for updating. Councilmember Burns expressed concern about justifying the cost in light of the smaller return on investment.

Acting City Manager Herringa stated that the majority of the proposed improvements were included in the prior year's Capital Improvement Program, except for the Police Station's boiler. He noted that inspection of the boiler determined the system would fail in the next two or three years and the improvement was included with the others to maximize the benefits. Mr. Herringa closed by highlighting that the Police Station's systems were in the poorest condition of all city buildings.

Councilmember Burns thanked Acting City Manager Herringa for the answers to his questions and highlighted the projected greenhouse gas energy savings.

Motion by Burns, seconded by Urban, to authorize the Acting City Manager to proceed with energy efficiency improvements including LED lighting installation at city facilities, climate controls at

City Hall, and heating and air conditioning improvements at the Department of Public Safety at a cost of \$1,064,025. Upon a roll call vote, motion carried 7 to 0.

**COUNCIL COMMITTEE REPORTS:** None.

**NEW BUSINESS:**

**"I Love Portage" Essay Contest - Council Volunteers** Acting City Manager Herringa explained the history of the contest and the City Council review procedure. Mayor Randall asked for volunteers from the City Council. Councilmembers Brayton, Knapp, and Urban volunteered.

**STATEMENTS OF CITIZENS:** None.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:**

Councilmember Urban stated it is an honor to continue serving the citizens of Portage, appreciates the support, and looks forward to another four years on the City Council.

Councilmember Brayton thanked fellow Councilmembers for their support. She then thanked former Councilmember Reid for her service. Ms. Brayton thanked the voters for support and her intent to serve with integrity, citing her background in healthcare.

Councilmember Knapp welcomed Councilmember Brayton. She expressed that it was an honor to continue working on the City Council. Ms. Knapp then wished everyone a safe and happy Thanksgiving in light of the ongoing COVID-19 pandemic.

Councilmember Burns welcomed Councilmember Brayton to the Council. He then honored Portage Central High School football coach Bob Knight who had passed away.

Councilmember Ledbetter admonished recent threats received by Representative Fred Upton in response to his recent vote on a national infrastructure bill. Mr. Ledbetter noted elected officials serve because they care and threats are unacceptable.

Acting City Manager Herringa thanked outgoing Councilmember Reid, noting her history of service. He then thanked Councilmember Brayton for her recent efforts to learn about the city. Mr. Herringa closed by noting upcoming city holiday closures and the national re-accreditation of the Portage Senior Center.

Mayor Pro Tem Pearson thanked outgoing Councilmember Reid for her 16 years of service and thanked Councilmember Brayton for stepping up to run for City Council. He closed by thanking the members of Council for supporting him in the position of Mayor Pro Tem.

Mayor Randall began by highlighting the recent Veteran's Day celebrations and the upcoming Salvation Army Red Kettle campaign. She then acknowledged the recent passing of John Hilliard, founder of the Lending Hands organization. Mayor Randall closed by thanking the citizens for supporting her in the recent election and the value she places on leadership.

**ADJOURNMENT.** Mayor Randall adjourned the meeting at 08:07 PM.

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Erica L. Eklov, City Clerk