

CITY COUNCIL MEETING MINUTES FROM JANUARY 24, 2023

Mayor Patricia Randall called the Regular Meeting to order at 07:04 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Victor Ledbetter, Patricia Randall, Terry Urban, and Mayor Patricia Randall were present.

ABSENT: Mayor Pro Tem Jim Pearson.

ALSO PRESENT: City Manager Pat McGinnis, Deputy City Manager Adam Herringa, City Attorney Catherine Kaufman, and City Clerk Erica Eklov.

At the request of Mayor Randall, the audience observed a moment of silence to reflect in gratitude to the community's first responders and safety personnel. Following the moment of silence, the City Council 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. Mr. Jim Beaudoin (8645 Balmoral) requested the removal of Item A.9 (Austin Lake Trail). Councilmember Burns made a point of order that Items 1(a) and 1(b) were City Council Meeting Minutes from January 10, 2023 and should be corrected to reflect as such. Motion by Burns, seconded by Brayton, to approve the Consent Agenda with the correction of Items 1(a) and 1(b), and removal of Item A.9. Upon a roll call vote, motion carried 6 to 0.

Approval of Minutes: Motion by Burns, seconded by Brayton, to approve the City Council Meeting Minutes of the Board & Commission Interviews of January 10, 2023, and Regular Meeting of January 10, 2023. Upon a roll call vote, motion carried 6 to 0.

Accounts Payable Register: Motion by Burns, seconded by Brayton, to approve the Accounts Payable Register of January 24, 2023, as presented. Upon a roll call vote, motion carried 6 to 0.

Poverty Exemption Guidelines for 2023: Motion by Burns, seconded by Brayton, to adopt the Resolution Establishing Poverty Exemption Guidelines for 2023. Upon a roll call vote, motion carried 6 to 0.

2023 Board of Review Recommendations: Motion by Burns, seconded by Brayton, to adopt the resolution setting the schedule for the 2023 Board of Review and approve the use of two three-member panels for the Board of Review meetings. Upon a roll call vote, motion carried 6 to 0.

Traffic Signal Improvements - Bid Tabulation: Motion by Burns, seconded by Brayton, to award a contract to J. Ranck Electric, Incorporated of Mt. Pleasant, Michigan in the not-to-exceed amount of \$168,325 for the purchase of traffic signal poles, mast arms and assemblies for a traffic signal installation on Portage Road at Forest Drive, and authorize the City Manager to sign all documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Haverhill Water Tower Rehabilitation: Motion by Burns, seconded by Brayton, to award a contract to G & L Tank Sandblasting and Coatings, LLC of Shelbyville, Tennessee in the not-to-exceed amount of \$837,250 for the rehabilitation of the Haverhill water tower; and an engineering services contract to Dixon Engineering in the amount of \$81,850 to provide construction engineering services for the Haverhill Water Tower Rehabilitation Project; and authorize the City Manager to sign all other documents related to the contract on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

Household Hazardous Waste Program - Intergovernmental Cooperation: Motion by Burns, seconded by Brayton, to approve a contract with Kalamazoo County to provide hazardous waste collection services at the Household Hazardous Waste Center for Portage residents for the 2023 calendar year in the amount of \$78,000 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 6 to 0.

Austin Lake Invasive Weed Management - 2023 to 2027 Special Assessment: Motion by Burns, seconded by Brayton, to adopt Resolution No. 2, for the Austin Lake Invasive Weed Management Program Special Assessment District No. 023-A, setting a public hearing of necessity on February 7, 2023. Upon a roll call vote, motion carried 6 to 0.

Additional Board & Commission Appointments: Motion by Burns, seconded by Brayton, to appoint Karl Hokenmaier to the Senior Citizens Advisory Board as an Alternate member with a term ending October 1, 2026; Aimee Potts to the Zoning Board of Appeals with a term ending February 28, 2026; and, James Eichstaedt (reappointment) to the Zoning Board of Appeals with a term ending February 28, 2026. Upon a roll call vote, motion carried 6 to 0.

New Polling Location Resolution: Motion by Burns, seconded by Brayton, to adopt the Resolution designating the Prairie Edge Christian Reformed Church at 9316 Oakland Drive as a polling location for the City of Portage. Upon a roll call vote, motion carried 6 to 0.

Materials Transmitted: Motion by Burns, seconded by Brayton, to receive the Materials Transmitted of January 11, 2023. Upon a roll call vote, motion carried 6 to 0.

Minutes of Boards & Commissions: Motion by Burns, seconded by Brayton, to receive the minutes of the Zoning Board of Appeals of December 12, 2022. Upon a roll call vote, motion carried 6 to 0.

Calendar of Meetings: Motion by Burns, seconded by Brayton, to receive the Calendar of Meetings as presented. Upon a roll call vote, motion carried 6 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: None.

Mayor Randall and City Manager McGinnis presented a recent video of a Portage Public Safety vehicle accident response involving an oncoming train. The Mayor then had Interim Assistant Chief Rick Nason explain the incident and introduce the two responding firefighters, Jacob Mahoney and Rob Letterman. Members of the Council each thanked the firefighters for their heroic efforts and a job well done.

COMMUNICATIONS:

Annual update from the Youth Advisory Committee: Connor Sullivan, Chair of the Youth Advisory Committee, and fellow member Riley Thomas presented the Committee's 2023-2024 annual goals. Mayor Randall inquired about the Snow Party event plans for a lack of snow, as well as the attendance, high school representation of the Committee, and social media efforts. Motion by Knapp, seconded by Brayton, to receive the annual update from the Youth Advisory Committee. Upon a roll call vote, motion carried 6 to 0.

PUBLIC HEARINGS:

Tentative Plan and Rezoning Application #22/23-6 Planned Development project 'Kings Landing' at 6601 Constitutional Boulevard: Mayor Randall introduced the public hearing, noting that the applicant had recently withdrawn the application. She explained that the public hearing would still be conducted as it had been publicly noticed but no further action was recommended at this time. Seeing no comments, motion by Knapp, seconded by Urban, to close the public hearing for the Tentative Plan and Rezoning Application #22/23-6 Planned Development project 'Kings Landing' at

6601 Constitutional Boulevard and take no further action at this time due to project withdrawal. Upon a roll call vote, motion carried 6 to 0.

REGULAR BUSINESS AGENDA:

Adopt a Resolution of Necessity to acquire fee simple interests for development of the Austin Lake Trail: Mr. James Beaudoin (8645 Balmoral Street) spoke regarding the proposed Austin Lake Trail development, noting he has been following the progression of the trail in city business. He expressed concern about changes in the trail direction, which would now be within five feet of his house. At the invitation of the Mayor and the City Manager, Parks & Recreation Director Kathleen Hoyle provided additional information regarding the planned setbacks. There was additional discussion regarding future screening and alterations to Mr. Beaudoin's landscaping on the adjacent lot. Motion by Urban, seconded by Knapp, to adopt a Resolution of Necessity to acquire fee simple interests for the development of the Austin Lake Trail. Upon a roll call vote, motion carried 6 to 0.

COUNCIL COMMITTEE REPORTS: None.

STATEMENTS OF CITIZENS: None.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban expressed appreciation for the student members of the Youth Advisory Committee, their involvement in local government, and the input provided to the city.

Councilmember Ledbetter spoke regarding the city's featured Black History Month speaker, Lt. General Russel L. Honoré, and his interesting background. Councilmember Ledbetter promoted the February 4th event at which Lt. General Honoré will be speaking.

Councilmember Knapp had no comment.

Councilmember Brayton also encouraged the community to attend the city's Black History Month event on February 4th. She then expressed appreciation for the community's support of the Public Safety Department and thanked the personnel for their efforts.

Councilmember Burns highlighted several items from the Consent Agenda, including the adoption of Poverty Exemption Guidelines for 2023 that are more generous than the federal guidelines to support the city. He also highlighted a traffic signal purchase for the Lake Center District and a low, cost-effective bid for a water tower repair project awarded to a firm in Tennessee.

City Manager McGinnis provided an update regarding the discussion from the earlier Committee of the Whole Meeting on the Portage Farmers Market.

Mayor Randall thanked the Council for its efforts with the Committee of the Whole Meeting. She then highlighted the Chinese New Year and an upcoming Lunar Festival event on February 4. Mayor Randall also encouraged attendance at the upcoming Black History Month event and the Youth Advisory Committee Snow party, all slated for February 4th. She closed with a mention of the promising attendance numbers at the new Zhang Portage Community Senior Center and the increased need for parking.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:40 PM.

Erica L. Eklov, City Clerk