CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 20, 2016

The Regular Meeting was called to order by Mayor Strazdas at 7:30 p.m.

At the request of Mayor Strazdas, Ms. Bernice Sorrels, Associate in Ministry, ELCA, Member of Lord of Life Lutheran Church, gave an invocation and the City Council and the audience recited the Pledge of Allegiance.

The City Clerk called the roll with the following members present: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall, Claudette Reid and Terry Urban, Mayor Pro Tem Nasim Ansari and Mayor Peter Strazdas. Also in attendance were City Manager Laurence Shaffer, City Attorney Randy Brown and City Clerk James R. Hudson.

APPROVAL OF MINUTES: Motion by Randall, seconded by Reid, to approve the Regular Meeting Minutes of September 6, 2016, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Ansari, seconded by Ford, to approve the Pre-Council Meeting Minutes of September 19, 2016, as presented. Upon a voice vote, motion carried 6 to 0 with Councilmember Urban abstaining.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. Councilmember Reid indicated that the date of the Public Media Network Board of Directors under M.1.3.b has been changed from September 22 to September 29, and then asked that Item F.2, Amendment to Code of Ordinances – Purchasing, be removed from the Consent Agenda. Motion by Reid, seconded by Randall, to approve the Consent Agenda Motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 20, 2016:** Motion by Reid, seconded by Randall, to approve the Accounts Payable Register of September 20, 2016, as presented. Upon a roll call vote, motion carried 7 to 0.

REPORTS FROM THE ADMINISTRATION:

* **FINAL PLAN FOR THE SELINON PARK PLANNED DEVELOPMENT, 1521, 1603 AND 1615 EAST CENTRE AVENUE:** Motion by Reid, seconded by Randall, to approve the Final Plan for the Selinon Park Planned Development at 1521, 1603 and 1615 East Centre Avenue. Upon a roll call vote, motion carried 7 to 0.

AMENDMENT TO CODE OF ORDINANCES - PURCHASING: Mayor Strazdas deferred to Councilmember Reid, who indicated that this item is a request to increase the petty cash amount from $100 to $200. In response to her request for the total amount of petty cash spent during the last two years, broken down by department, she shared that the total petty cash figure for 2015 was $27,176, and it was already $30,479 for 2016. She expressed a concern for the proposed increase in the petty cash allotment using the $6,276 amount use by the Senior Center as an example, distinguished the routine process with an emergency process, and proposed using credit cards with a specific limit on them as a possible alternative to an increase in petty cash, and asked for a staff recommendation regarding her objections and ideas on this matter. Discussion followed. City Manager Shaffer expressed his appreciation for the opportunity to discuss these issues and responded petty cash is used for purchases outside the usual process, ancillary, incidental, and idiosyncratic than planned purchases. He gave the example of travel expenses by a Senior Center individual, funding for a variety of activities related to a training session outside the City. He addressed that he has resisted the use of credit cards because there have been so many examples of credit card abuse, though not by the City of Portage, and

explained that credit cards come with some significant strictures regarding how they can be used, along with a fairly comprehensive monitoring program. He revealed that he has asked Finance Director Bill Furry and Deputy City Manager Rob Boulis to research a new debit cards system that only allows purchases with specific vendors and only for certain items. He announced that the results of their findings would be provided and expressed optimism in the long run for a solution, but pointed out that this Ordinance does provide some flexibility to do what we need to do within the framework of our audit control responsibility. Discussion followed with regard to the high cost of writing numerous checks for all of the small amounts of invoices within the $30,479 worth of petty cash so far this year and outlined the administrative process utilized by the City. Discussion followed.

Motion by Randall, seconded by Ansari, to accept the amendment to Division 2, Section 2-171, Article 5, of Chapter 2, "Purchases and Sales" in the City of Portage Code of Ordinances for first reading and set a second reading with final adoption for October 4, 2016, at 7:30 p.m. or as soon thereafter as may be heard. Upon a roll call vote, motion carried 6 to 1. Yeas: Councilmembers Urban, Ford, Pearson and Randall, Mayor Pro Tem Ansari and Mayor Strazdas. No: Councilmember Reid.

*** ORDINANCE AMENDMENT #15/16-A, OFF-STREET PARKING AND LOADING REGULATIONS:** Motion by Reid, seconded by Randall, to accept Ordinance Amendment #15/16-A, Off-Street Parking and Loading Regulations, for first reading and set a public hearing for October 18, 2016; and subsequent to the public hearing, consider approving #15/16-A, Off-Street Parking and Loading Regulations. Upon a roll call vote, motion carried 7 to 0.

2017 PORTAGE COMMUNITY SURVEY: Mayor Strazdas introduced this item, gave a history of the Portage Community Survey, asked for City Council input and outlined the activities necessary. He asked if this was something Council wishes to pursue. Councilmember Ford volunteered to serve on the Sub-Committee and suggested checking first with Mr. Hartman from Western Michigan University for his schedule. Councilmember Reid indicated she was in favor of conducting the survey and volunteered for the Sub-Committee. Mayor Pro Tem Ansari volunteered for the third opening on the Sub-Committee.

Motion by Pearson, seconded by Randall, to appoint Councilmembers Ford, Reid and Mayor Pro Tem Ansari to a Community Survey Sub-Committee and request that the Sub-Committee identify the best format for conducting the 2017 Community Survey and consider changes to the survey document / questions. Upon a roll call vote, motion carried 7 to 0. Discussion followed.

CENTRAL COUNTY TRANSPORTATION AUTHORITY BOARD POSITION: Mayor Strazdas introduced Item F.5, and Councilmember Pearson expressed an interest in serving on the Central County Transportation Authority (CCTA) for one more year in the interest of continuity and the experience he could bring to the Board in the beginning stages. He noted that five citizens showed interest in serving when he and Councilmember Urban were appointed who could be considered at that time. Councilmember Urban clarified that what Council is being asked is to recommend one name to the County Commission since they are the ones who make the appointments to the Central County Transportation Authority Board (CCTA), and explained. Discussion followed. Mayor Pro Tem Ansari and Councilmember Reid expressed their support for the reappointment of Councilmember Pearson.

Councilmember Reid asked if there would come a time when both the CCTA and the Kalamazoo Transit Authority (KCTA) would have the same membership, and might that have an impact on how long the term for the Portage Representatives on the Board might be. Councilmember Urban opined that that is at least two, if not more, years away and explained. Discussion followed.

Motion by Urban, seconded by Reid, to recommend that City Council recommend that the Kalamazoo County Commission reappoint Councilmember Jim Pearson to serve on the Central County Transportation Authority Board (CCTA). Upon a roll call vote, motion carried 7 to 0.

* **AUGUST 2016 ENVIRONMENTAL SUMMARY REPORT:** Motion by Reid, seconded by Randall, to receive the communication from the City Manager regarding the August 2016 Environmental Summary Report as information only. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATIONS:

COMMUNICATION FROM BARBARA AND NYLE FASSETT REGARDING THE DEER POPULATION: At the request of Mayor Strazdas, City Manager Shaffer began discussion and commented on the work of the Environmental Board and the Kalamazoo Nature Center. He indicated that the City of Portage has entered into a contract with the Kalamazoo Nature Center to conduct the exclosures, the devices that will be placed on public property to evaluate the impact of deer on public property. He said that this is one of the recommendations of the Environmental Board and the results should be available in Spring 2017.

Motion by Randall, seconded by Ansari, to receive the Communication from Barbara and Nyle Fassett regarding the deer population. Upon a voice vote, motion carried 7 to 0.

CITY MANAGER SALARY REVIEW / EVALUATION COMMITTEE: Mayor Strazdas Introduced Item G.2 and outlined the timeline that the Committee will follow.

Motion by Randall, seconded by Reid, to convene the City Manager Salary Review / Evaluation Committee and request a recommendation no later than November 15, 2016, as to compensation for Fiscal Year 2016-2017. Upon a voice vote, motion carried 7 to 0. Discussion followed.

* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes of the following Boards and Commissions:

Portage Human Services Board of June 2, 2016.
Portage Youth Advisory Committee of August 1, 2016.
Portage Historic District Commission of August 3, 2016.

COUNCIL COMMITTEE REPORTS:

KALAMAZOO COUNTY PUBLIC ARTS COMMISSION: Councilmember Randall indicated that she met with the Kalamazoo County Public Arts Commission on the Western Michigan University campus. She revealed an opportunity to obtain a piece of artwork for the City and informed Council that she had provided Mr. Shaffer all of the information regarding costs for consideration. Motion by Ansari, seconded by Ford, to receive the report on the Kalamazoo County Public Arts Commission from Councilmember Randall. Upon a voice vote, motion carried 7 to 0.

DISCOVER KALAMAZOO: Councilmember Randall reported that she attended one of three work sessions as part of the process of developing strategic planning for the coming year. Motion by Ansari, seconded by Ford, to receive the report on Discover Kalamazoo from Councilmember Randall. Upon a voice vote, motion carried 7 to 0.

KALAMAZOO COUNTY CENTRAL DISPATCH AUTHORITY BOARD: Councilmember Reid indicated that the Finance Committee of the Consolidated Dispatch Committee engaged an architectural firm that looked at four different site options for locating Consolidated Dispatch. She indicated that with the preliminary report, the Finance Committee has reduced that to two

sites of interest, one being a commercial site and the other being the City of Portage site, and indicated she could not reveal the commercial site under consideration. She noted that the Finance Committee will be getting a comprehensive evaluation, and would be able to share that with the entire Board at the October meeting for a recommendation. Councilmember Pearson complimented Councilmember Reid on her work with the Consolidated Dispatch Committee.

Motion by Ansari, seconded by Ford, to receive the report on the Kalamazoo County Public Arts Commission from Councilmember Reid. Upon a voice vote, motion carried 7 to 0.

CENTRAL COUNTY TRANSPORTATION AUTHORITY BOARD: Councilmember Urban announced by the October 1, 2016 Meeting of the CCTA, all of the documents transferred from the Metro County Transit Authority to the CCTA will have been executed. He listed some of the documents and explained that this has been going on since 2002, but has been going quickly of late once there was agreement in principle and as the lawyers have been writing all of the documents. He explained that the City of Kalamazoo will be out of the transit business and only leasing some land to CCTA. He pointed out that there will be two Authorities, KCTA for the rural Metro County Connect, and CCTA for the line haul system with some overlap. Discussion followed.

Motion by Ansari, seconded by Ford, to receive the report on the Central County Transportation Authority Board from Councilmember Urban. Upon a voice vote, motion carried 7 to 0.

BID TABULATIONS:

*** 2017 UTILITY PROJECTS (DESIGN & CONSTRUCTION ENGINEERING) – BID TABULATION:** Motion by Reid, seconded by Randall, to award a contract to perform design and construction engineering services for the 2017 Utility Projects to Midwest Civil Engineers, PC, in an amount not to exceed $63,800 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.

*** 2017 MAJOR STREET RECONSTRUCTION PROJECT – TABULATION OF PROPOSALS:** Motion by Reid, seconded by Randall, to award a contract to perform design and construction engineering services for the 2017 Major Street Reconstruction Project to Abonmarche Consultants, Incorporated, in the amount not to exceed $260,600 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.

OTHER CITY MATTERS:

STATEMENTS OF CITIZENS: Bill Mears, Pride Care Ambulance CEO, 5088 Meredith Street, thanked Mr. Shaffer for meeting with him last winter and discussing ambulance response time in Portage. He reviewed some of his efforts to reduce response time. He said out of 1,093 responses, Pride Ambulance had an on time percentage of 94%; the other 6%, Pride was the closest ambulance 96% of the time. In addition, he informed Council that Pride has purchased four new ambulances and equipped them with Stryker Equipment made here in Portage, as well as other essential equipment elsewhere.

City Manager Shaffer outlined how Pride assisted with the accreditation efforts of the Fire Division of Public Safety and expressed his appreciation to Pride Care Ambulance for their assistance. Discussion followed.

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Reid anticipated that Governor Snyder will be signing the bill that establishes the pharmacological model for marijuana for the State of Michigan that will impact the moratorium currently imposed on the two Portage facilities. She said it be beneficial as a guide for the whole State, especially for Portage. Councilmember Randall concurred.

Councilmember Randall indicated that most of the City Council gathered to dedicate the Eliason Nature Preserve Trail and the continuation of the Portage Bike Trail System. She extolled the beauty of the trail, warned of the mosquitoes and indicated that she and her husband walked the trail later in the week. She said she also visited Ramona Park, and remarked that the changes have been really nice improvements: an increase in changing rooms, luncheon tables and fencing. She indicated she was looking forward to the future feedback on the paddle board and kayak rental options.

Councilmember Pearson expressed his appreciation for the tour of the improvements at Ramona Park and the standup paddle board option was a pleasant surprise.

City Manager Shaffer shared his pride in showing City Council the improvements at Ramona Park and acknowledged the great staff for their accomplishments and contributions there.

Mayor Pro Tem Ansari spoke of a very successful meeting in City Hall last Saturday of the Michigan Asian Pacific American Affairs Commission, whose members are appointed by the Governor and are from various Asian countries. He indicated that most of them were from the east side of the State, were very impressed with Portage and were surprised to see Pfizer, Stryker and other Corporations are here. He also listed Senator Margaret O'Brien, Representative Brandt Iden, Representative Jon Hoadley, Kalamazoo County Commission Chair John Taylor and a representative from Western Michigan University as attendees.

Mayor Strazdas thanked Mayor Pro Tem Ansari for his leadership as an appointee by the Governor on the Commission. He said that the City Administration is doing a great job of doing all of the right things and finding ways to safe costs while providing services. He indicated that he had the chance to call Linda Eliason, who responded to him over the weekend all the way from New Zealand and in her humble way was so pleased and delighted to donate the land in honor of her husband. He also mentioned the open house for the City Centre Market Study, and that he was pleased to see the amount of developers in the community, their interest in the property as well as the interest of the property owners. He thanked Mr. Shaffer for obtaining the grant to do the study and discussed some of the elements of the study. Discussion followed.

MATERIALS TRANSMITTED:

* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Reid, seconded by Randall, to receive the Departmental Monthly Reports. Upon a roll call vote, motion carried 7 to 0.

* **MATERIALS TRANSMITTED OF SEPTEMBER 6, 2016:** Motion by Reid, seconded by Randall, to receive the Materials Transmitted of Tuesday, September 6, 2016. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:21 p.m.

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James R. Hudson, City Clerk

***Indicates items included on the Consent Agenda.**