DRAFT

CITY COUNCIL MEETING MINUTES FROM APRIL 11, 2017

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

At the request of Mayor Strazdas, Councilmember Randall gave the invocation and Boy Scout Troop 224 led City Council and the audience in the Pledge of Allegiance. Discussion followed.

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.

PROCLAMATION: Mayor Strazdas issued a Fair Housing Resolution. Discussion followed.

APPROVAL OF MINUTES: Motion by Reid, seconded by Ford, to approve the Regular Meeting Minutes of March 28, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

Motion by Pearson, seconded by Reid, to approve the Pre-Council Meeting Notes of April 10, 2017, as presented. Upon a voice vote, motion carried 3 to 0 with Councilmembers Ford, Randall and Urban and Mayor Pro Tem Ansari abstaining.

Motion by Ford, seconded by Reid, to approve the Committee of the Whole Meeting Minutes of April 10, 2017, as presented. Upon a voice vote, motion carried 7 to 0.

* **CONSENT AGENDA:** Mayor Strazdas asked Councilmember Reid to read the Consent Agenda. At the Request of Councilmember Reid, Mayor Strazdas added Item M.3, Reminder of Meetings, to the Consent Agenda. Mayor Pro Tem Ansari asked that Item L.2, Heating, Cooling, Ventilation and Air Conditioning for the Police Headquarters Building, be removed from the Consent Agenda. Councilmember Urban asked that Item M.3.e, City Council Budget Review Session, be removed from the Consent Agenda. Motion by Reid, seconded by Urban, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 7 to 0.

* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF APRIL 11, 2017:** Motion by Reid, seconded by Urban, to approve the Accounts Payable Register of April 11, 2017. Upon a roll call vote, motion carried 7 to 0.

PETITIONS AND STATEMENTS OF CITIZENS: John Calnin, 6744 Pleasantview Drive, spoke in opposition to the Kalamazoo County Consolidated Dispatch Proposition for 911 System Funding Proposal on the May 2, 2017 Special Election Ballot. Discussion followed.

REPORTS FROM THE ADMINISTRATION:

PRESENTATION OF THE PROPOSED FISCAL YEAR 2017-2018 BUDGET: At the request of Mayor Strazdas, City Manager Laurence Shaffer introduced the Fiscal Year 2017-2018 Budget. He mentioned that the Budget contains 23 Funds for the period July 1, 2017, to June 30, 2018. He said that the total budget amount across the 23 Funds is $72,910,006 which includes: the General Fund Appropriation request of $25,101,388 (1.51% increase); the Capital Improvement Program (CIP) for infrastructure improvements in the amount of $17,692,000 for an 11% increase; and a slight millage decrease in the street millage to reflect the revenues that the City anticipates from the State of Michigan through Act 51. He noted that there are two workshops with City Council scheduled on April 18, 2017, from 4:30 p.m. until 8:30 p.m., and May 2, 2017, from 4:30 p.m. until 8:30 p.m. He indicated that the *City Charter* requires that the City Council approve a Budget for the next fiscal year prior to the second

Monday in June, and the City Council has always met that requirement. He thanked staff who worked diligently on this monumental project putting together a line item budget that covers some $72,910,006, including: Finance Director Bill Furry, Deputy Director of Accounting/Budget Lauren VanderVeen, Deputy City Manager Rob Boulis, and all of the City Department Heads. He indicated his regard for the increase in the CIP and the wisdom of City Council, who decided to institute a program to accelerate necessary road improvements, and he emphasized that this Budget continues that effort. He offered to answer any questions from Council and expressed his willingness to work with City Council on this Budget going forward.

Mayor Strazdas pointed out that City Council is not voting on this budget at this meeting. Noting the two Budget Sessions scheduled for a review of the FY 2017-2018 Budget with Mr. Shaffer and respective Department Heads, he welcomed the public to attend. When he referenced the request from Councilmember Urban, who asked that Item M.3.e, City Council Budget Review Session, be removed from the Consent Agenda, Councilmember Urban respectfully asked that the time for the start of the meetings be changed to 5:00 p.m. because he is not available at 4:30 p.m. There being no concern from City Councilmembers, Mayor Strazdas confirmed the change in times for both Budget Sessions to 5 p.m. Discussion followed. Motion by Reid, seconded by Randall, to receive the Presentation of the Proposed Fiscal Year 2017-2018 Budget. Upon a voice vote, motion carried 7 to 0.

* **MDOT CONTRACT #17-5063 (ANGLING ROAD FROM SQUIRE HEATH LANE TO ROMENCE ROAD):** Motion by Reid, seconded by Urban, to approve Contract #17-5063 between the Michigan Department of Transportation and the City of Portage for the installation of sanitary sewer, hot mix asphalt and curb and gutter work on Angling Road from Squire Heath Lane to Romence Road, adopt a Resolution authorizing the City Manager to sign Contract #17-5063 and authorize the City Manager to sign all other documents related to this project on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

* **RESOLUTION ACCEPTING NEW PUBLIC STREETS – ACT 51 MILEAGE CERTIFICATION:** Motion by Reid, seconded by Urban, to adopt the Resolution Accepting Newly Constructed Dedicated Streets as Public Streets and the Resolution Designating the Street Administrator for the City of Portage. Upon a roll call vote, motion carried 7 to 0.

* **CHARTER COMMUNICATIONS UNIFORM VIDEO SERVICES LOCAL FRANCHISE AGREEMENT RENEWAL:** Motion by Reid, seconded by Urban, to approve the Uniform Video Services Local Franchise Agreement submitted by Charter Communications pursuant to the Public Act 480 of 2006 (MCLA 44.3301 et. seq.), the Uniform Video Services Local Franchising Act, adopt the Resolution Authorizing Franchise 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.

* **COMCAST UNIFORM VIDEO SERVICES LOCAL FRANCHISE AGREEMENT:** Motion by Reid, seconded by Urban, to approve the proposed "Attachment 2" to the Comcast Michigan Uniform Video Services Local Franchise Agreement 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.

* **BOARD AND COMMISSION INTERVIEWS:** Motion by Reid, seconded by Urban, to set a Special Meeting on Tuesday, May 9, 2017, beginning at 5:15 p.m., to interview Board and Commission applicants. Upon a roll call vote, motion carried 7 to 0.

COMMUNICATION:

ANNUAL UPDATE OF THE HUMAN SERVICES BOARD: Human Services Board Chair Amanda Woodin provided a Board Update for FY 2016-2017. She referred to her communication from the Council Agenda Packet and expressed her appreciation that she and Human Services Board Member Fiorella Spalvieri were able to attend a productive July 26, 2016 Council Committee of the Whole Meeting regarding the General Fund and Community Development Block Grant (CDBG) Program human/public service funding process. She also mentioned Human Services Board involvement in Red Ribbon Week, the required public hearings for the CDBG Program, and the review of the FY 2015-16 Consolidated Annual Performance Evaluation Report and the 2017-18 Annual Action Plan. She pointed out that the Board reviewed the human/public service funding applications and recommended funding levels for FY 2017-18, and received the update from the Fair Housing Center of Southwest Michigan and an overview from the Kalamazoo Transit Authority (KTA) and the Kalamazoo County Transit Authority (KCTA) on bus services and changes in Portage. She indicated that she has continued to report to the Board regarding the Local Advisory Committee (LAC) of the Kalamazoo Transit Authority and other transit issues on a monthly basis, and that during the March 30, 2017 meeting, the Board discussed and adopted goals for FY 2017-18. Discussion followed.

Motion by Ansari, seconded by Parson, to receive the Annual update of the Human Services Board. Upon a voice vote, motion carried 7 to 0.

* **MINUTES OF BOARDS AND COMMISSIONS MEETINGS:** City Council received the minutes of the Portage Human Services Board of March 2, 2017.

BID TABULATIONS:

* **LEAF COMPOST SITE MANAGEMENT AND PROCESSING – BID TABULATION:** Motion by Reid, seconded by Urban, to approve a three-year contract with Renewed Earth, Incorporated, with three one-year renewal options, to provide yard waste recycling services in a total amount of $327,000 and authorize the City Manager to execute all documents related to the contract and subsequent renewals on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

HEATING, COOLING, VENTILATION AND AIR CONDITIONING FOR THE POLICE HEADQUARTERS BUILDING: Mayor Strazdas deferred to Mayor Pro Tem Ansari provided a brief review of this item and asked why the additional cost was not taken into consideration as a part of this recommendation. At the request of Mayor Strazdas, Mr. Shaffer answered Mayor Pro Tem Ansari and his concern that the low bidder, A-1 Refrigeration Sales and Service, Inc., had a total bid cost of $550,000, whereas the second low bidder, Jergens Piping Corp. had a total bid cost of $553,300. He characterized the Additional Costs listing by both providers as representing anything that was not anticipated in the bid specifications. He explained that if something comes up in the actual administration or implementation of the contract, the City asks the contractors to provide a cost associated with those unexpected situations. Although Jergens Piping Corp. listed 10.0 % for materials/Labor Mark-up and A-1 listed 15.0%, and Jergens Piping Corp. listed 5.0% for Subcontractor Mark-up and A-1 listed 7.5%, the City does not anticipate any change orders or additional work necessary. However, he confirmed that all City bids have this as part of the bid document in the off chance a Mark-up could occur, and affirmed that the City will do everything possible to stay within the four corners of the contract. Discussion followed.

When Councilmember Ford asked for an explanation of the FY 2012-13 CIP Budget that is associated with this contract, Mr. Shaffer offered to respond in total in a written communication to City Council as he does not have all of the background on the matter and does not have the answer for Council for that far back in time. He also deferred to Deputy City Manager Rob Boulis, who may have some insights for Council. Councilmember Ford apologized for bringing forth his question at this time instead of the Pre-Council Meeting as he was unable to attend that meeting, but it seemed odd to him that the matter has taken five years to be addressed before Council. At the request of Mayor Strazdas, Mr. Boulis disclosed that the funds in question were CIP funds that were earmarked for the Police

Building which came under budget, so they were the remaining funds. Mayor Strazdas recognized the Boy Scouts, who left at this time.

Motion by Randall, seconded by Reid, to approve the purchase of heating, ventilation and air conditioning units from A-1 Refrigeration Sales and Service, Inc., at a total cost of $550,000 and authorize the City Manager to execute all related documents on behalf of the city. Upon a roll call vote, motion carried 7 to 0.

OTHER CITY MATTERS:

STATEMENTS OF CITY COUNCIL AND CITY MANAGER: Councilmember Urban restated a comment by Mr. John Calnin that he was told in one of his responses that he may get answers to questions that he doesn't like; that this was sad. Councilmember Urban responded that the job of City Council is not to give answers to everybody that they like, but to give answers that they understand. He commented that there is no way that everybody in the City is going to like the answers Council provides, but Council does want to make sure they understand the answers; and, that has always been his goal.

Councilmember Randall wished everyone a Happy Easter and a Holy Passover for all who are celebrating those two observances.

Mayor Pro Tem Ansari thanked Mr. Calnin for coming forward and expressing his opinion.

Mayor Strazdas concurred and thanked Mr. Shaffer and staff for presenting a very interesting budget. He encouraged Council and staff to continue to be good stewards of all of the financial resources and said he is looking forward to the process. He also said he is looking forward to attending the Sharing Time and Resources (STAR) Awards on Tuesday, April 18, 2017, 7:15 a.m. until 9:00 a.m., at the Radisson Plaza Hotel, 100 West Michigan Avenue, Kalamazoo. He indicated that he is a judge of the event which celebrates volunteerism by recognizing and awarding individuals and groups who volunteer their time, energy and talents in service to others throughout greater Kalamazoo. He emphasized the tremendous role volunteers play that really makes the community of Portage great.

MATERIALS TRANSMITTED:

* **MATERIALS TRANSMITTED OF MARCH 28, 2017:** Motion by Reid, seconded by Urban, to receive the Materials Transmitted of Tuesday, March 28, 2017. Upon a roll call vote, motion carried 7 to 0.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:30 p.m.

James R. Hudson, City Clerk

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