

## **CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 22, 2015**

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

At the request of Mayor Pro Tem Pearson, Pastor Adam Davidson of the Portage Free Methodist Church gave an invocation, and City Council and the audience recited the Pledge of Allegiance.

At the request of Mayor Pro Tem Pearson, the City Clerk called the roll with the following members present: Councilmembers Nasim Ansari, Richard Ford, Patricia M. Randall, Claudette Reid and Terry Urban and Mayor Pro Tem Jim Pearson. Absent with notice was 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 Reid, seconded by Ansari, to approve the Regular Meeting Minutes of September 8, 2015, as presented. Upon a voice vote, motion carried 6 to 0.

\* **CONSENT AGENDA:** Mayor Pro Tem Pearson asked Councilmember Urban to read the Consent Agenda. Councilmember Urban requested that Item M.3, Reminder of Meetings, under Other City Matters, be added to the Consent Agenda. Councilmember Reid asked that Item F.1, Computer Replacement, be removed from the Consent Agenda. Motion by Urban, seconded by Randall, to approve the Consent Agenda motions as amended. Upon a roll call vote, motion carried 6 to 0.

\* **APPROVAL OF ACCOUNTS PAYABLE REGISTER OF SEPTEMBER 22, 2015:** Motion by Urban, seconded by Randall, to approve the Accounts Payable Register of September 22, 2015. Upon a roll call vote, motion carried 6 to 0.

**PETITONS AND STATEMENTS OF CITIZENS:** Katherine Kaufmann, 7640 East Saint Andrews Circle, expressed her reservations about the process used to select a City Attorney law firm for the City of Portage, and City Manager Shaffer responded to her concerns at the request of Mayor Pro Tem Pearson. Discussion followed.

### **REPORTS FROM THE ADMINISTRATION:**

**COMPUTER REPLACEMENT:** In response to Councilmember Reid, who asked for a clarification of why the City has as many as 400 computers and only 190 employees, City Manager Shaffer deferred to IT Director Devin Mackinder to explain why the proposal is for 150 computers and why it is important to replace them presently and in the manner in which we are proposing; describe the rest of the devices that will be used to support those computers; explain why it is important to acquire them through leasing; and, what is the mechanism used to acquire them and how can we be sure what we are paying is the most reasonable price. Mr. Mackinder said he agreed with Mr. Shaffer and explained that 299 computers should read 150 desk tops, work stations, lap tops and iPads and the 299 includes all of the accessories to the computers. He indicated that the City provides computers to the contract employees: five with United Water and six with Technology Services. He explained that the difference in cost between leasing and purchasing is approximately \$12,800 more for leasing spread over a four year period. He explained the advantages of leasing in bulk commodities, including but not limited to: timely replacement and upgrades in order to keep up with technology requirements; limiting maintenance issues by providing a continuously standardized fleet of computers; reducing the time and expense of equipment disposal; allows for a predictable year to year budget instead of large spikes every three to four years; the leasing vendor is a vendor in good standing with the City who provides competitive lease rates, several flexible terms such as no cost equipment disposal and reimbursement for

non-functioning equipment and more. He offered to elaborate further acknowledging that the rest of the justifiers are in the e-mail he sent out earlier.

In answer to Councilmember Reid, Mr. Mackinder noted that there are five additional units over the current lease, and indicated that that includes the twelve iPads that will reside on the dais to be used for the electronic agenda system. With regard to Capital Advantage Leasing, the lease is up in October 2015; and, in answer to her question of why push the lease to four years instead of having it remain a three-year lease, Mr. Mackinder said it is anticipated that the new computers will be sufficiently capable of handling the anticipated software upgrades of various applications utilized by the City and the City has had very good success rates with the Lenovo Units. He indicated that the new computers come with the most up-to-date operating system, and the City of Portage participated in the special cooperative Federal pricing program called ITA; and while this does meet the purchasing requirements, the City obtained two additional quotes and both came back higher than the CDWG vendor quote and explained.

Finally, Mr. Mackinder indicated that the remaining 25 % of the computers are leased and the past practice was to stagger these leases in a timeframe of approximately six months which was ideal, but the recession compelled the City to come off of that schedule which allowed the Administration to combine two of the leases which resulted in this one large lease. He noted that owing to the quantity of computers contemplated by this lease, it will take as much as three months to roll them all out. Discussion followed. In answer to Councilmember Reid, Mr. Mackinder described the other devices and their location that are part of the "related equipment" portion of the request. Discussion followed.

Motion by Urban, seconded by Ansari, to approve the four-year lease of 299 Lenovo replacement computers and related equipment from Capital Advantage Leasing of Grand Rapids, Michigan, at a lease price of \$146,760 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 6 to 0.

\* **AMENDMENT TO THE GENERAL APPROPRIATIONS ACT:** Motion by Urban, seconded by Randall, to amend the General Appropriations Act (budget) for the fiscal year ending June 30, 2016. Upon a roll call vote, motion carried 6 to 0.

\* **2015-2025 CAPITAL IMPROVEMENT PROGRAM AMENDMENTS:** Motion by Urban, seconded by Randall, to approve the amendments to the 2015-2025 Capital Improvement Program. Upon a roll call vote, motion carried 6 to 0.

\* **PORTAGE PUBLIC SCHOOLS/PORTAGE ATHLETIC FOUNDATION AGREEMENT TO LOCATE SIGN IN RIGHT-OF-WAY:** Motion by Urban, seconded by Randall, to renew the Agreement To Locate Sign in Right-of-Way between the City of Portage and Portage Public Schools/Portage Athletic Foundation and authorize the City Manager to execute the agreement on behalf of the city. Upon a roll call vote, motion carried 6 to 0.

\* **STORY POINT SENIOR LIVING PROJECT - PUBLIC FINANCE AUTHORITY REVENUE BONDS:** Motion by Urban, seconded by Randall, to adopt the resolution approving the issuance of Public Finance Authority Revenue Bonds for Portage Care, LLC, for the Story Point Senior Living Project (3821 West Milham Avenue). Upon a roll call vote, motion carried 6 to 0.

\* **AUGUST 2015 SUMMARY ENVIRONMENTAL ACTIVITY REPORT:** Motion by Urban, seconded by Randall, to receive the August 2015 Summary Environmental Activity Report as information only. Upon a roll call vote, motion carried 6 to 0.

\* **DEPARTMENTAL MONTHLY REPORTS:** Motion by Urban, seconded by Randall, to receive the Departmental Monthly Reports from the various departments. Upon a roll call vote, motion carried 6 to 0.

## **COMMUNICATION:**

### **LINDA TEETER, CHAIRPERSON FOR THE KALAMAZOO COUNTY**

**TRANSPORTATION AUTHORITY:** Linda Teeter, Chairperson for the Kalamazoo County Transportation Authority (KCTA), 3757 Cedar Ridge, Kalamazoo, and Paul Ecklund 2013 Winters Drive, two original members of KCTA appointed in 2005 at a time when METRO ridership was 90,000. Mr. Ecklund emphasized the importance of transit to the citizens of Portage and analyzed the ridership numbers for the Fixed Routes in Portage; the Metro County Connect S; and the Community Service Van. In response to Mayor Pro Tem Pearson, Ms. Teeter indicated that there were 150,000 rides in 2014. Discussion followed. Ms. Teeter thanked Mayor Pro Tem Pearson and Councilmember Urban for serving on the CCTA; thanked the citizens for their vote in favor of the Transportation Authority millage in August that will be collected in Portage in July.

Ms. Teeter reviewed the work thus far on the comprehensive agreement among the KCTA, the CCTA, the Transportation Authority for the Kalamazoo City and the Kalamazoo City Commission and the plan for review and discussion. She indicated that the agreement includes all of the details regarding the employees affected by the changes; all of the financial implications; the lease agreement for the property; the transfer of all of the capital assets; and, the special services agreement between the City of Kalamazoo and the CCTA. She remarked that this document is transformational and can be a model of how communities in the area work together going forward. Discussion followed. Ms. Teeter discussed Metro County Connect which has 0.4 mills countywide, and she inferred that the goal is for it to go down to 0.3 mills by 2016.

Mayor Pro Tem Pearson indicated that the Council was divided at first on whether to include all of the precincts in the millage election; noted the importance to people trying to get to work and to young people who are looking forward to mass transportation. He cited the days of buying a new car every three years are over and young adults are interested in countywide transit and included Councilmember Urban when he expressed his appreciation for working with other County leaders in this effort.

Councilmember Ford expressed his support and expressed his appreciation for being able to reduce the millage and stressed the importance of countywide transit in Kalamazoo. Discussion followed.

In answer to Councilmember Reid, Ms. Teeter indicated that in the interest of transparency, the draft of the comprehensive agreement among the KCTA, the CCTA, the Transportation Authority for the Kalamazoo City and the Kalamazoo City Commission will be made available as soon as it is distributed as a public document, hopefully online, and will let Mr. Shaffer know when so he can let everyone know. Discussion followed.

Councilmember Randall asked whether consideration had been given to having a shuttle between the Kalamazoo Airport and the Detroit Metro Airport and discussion followed.

Motion by Ansari, seconded by Reid, to receive the presentation by Linda Teeter, Chairperson for the Kalamazoo County Transportation Authority, with an update on transportation in the county. Upon a voice vote, motion carried 6 to 0.

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

- Portage Zoning Board of Appeals of July 13, 2015.
- Portage Youth Advisory Committee of August 3, 2015.
- Portage Human Services Board of August 6, 2015.
- Portage Planning Commission of September 3, 2015.

## **COUNCIL COMMITTEE REPORTS:**

**CENTRAL COUNTY DISPATCH AUTHORITY:** As Chair of the Executive Director Search Team for the Central County Dispatch Authority (CCDA), Mayor Pro Tem Pearson extended his appreciation to Councilmember Claudette Reid for her service on the Authority and extended a special tribute to City Manager Shaffer, who has done most of the work. He explained the Authority had 18 candidates, met for nine hours and interviewed extensively, scored them and brought two candidates back the next day to the full Authority and “grilled” them. He indicated that all of those meetings were held in City Council Chambers and expressed his surprise that Police Chiefs, Fire Chiefs and elected officials from throughout the County commented that they had never been in Portage City Hall before. He confirmed that the Authority has two excellent finalists and their background checks are currently being conducted. He deferred to Councilmember Reid, who added that the entire Board did the final interviews of the two candidates and the Authority authorized the group to conduct face to face investigations of each of the candidates with a report back for a decision of which candidate should get a job offer. As a member of the Budget Committee, she reported that one of the things the Committee identified was that the by-laws did not include a position for a Treasurer, and it will take 60 days to make the necessary addendum to the by-laws. She noted that in the meantime, the Committee is working on getting the banking and legal service needs in place. Discussion followed.

Motion by Reid, seconded by Ansari, to receive the update from Mayor Pro Tem Pearson and Councilmember Reid regarding the Central County Dispatch Authority. Upon a voice vote, motion carried 6 to 0.

**CENTRAL COUNTY TRANSIT AUTHORITY:** Mayor Pro Tem Pearson deferred to Councilmember Urban, who provided an update regarding the September 4, 2015 Central County Transit Authority (CCTA) meeting. Councilmember Urban indicated that the Kalamazoo County Transportation Authority hired a consultant who provided a ten-year vision for the Authority and fielded a number of questions from the members of the Authority. He said that a final version of the ten-year vision will be available sometime in the future.

Motion by Reid, seconded by Ansari, to receive the report from Councilmember Urban regarding the Central County Transit Authority (CCTA). Upon a voice vote, motion carried 6 to 0.

## **BID TABULATIONS:**

**SOUTH WESTNEDGE AVENUE AND ROMENCE ROAD LOCAL SAFETY PROJECT – TABULATION OF PROPOSALS:** At the request of Mayor Pro Tem Pearson, City Clerk Jim Hudson explained that this item was not on the Consent Agenda because City Council needed to first approve Item F.3, 2015-2025 Capital Improvement Program amendments, in order to release the funds. Motion by Randall, seconded by Ansari, to award an engineering services contract to Abonmarche Consultants, Incorporated, for the South Westnedge Avenue and Romence Road Local Safety Project in the amount not to exceed \$47,840 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. Mayor Pro Tem explained that the purpose for this action and the action taken in Item L.2, Design Engineering Services for Intersection Improvements, is for safety reasons. He explained that people have been asking what ever happened to the need to redesign the intersection at Lakeview Drive and Portage Road after that tragic accident where a young girl lost her life. He indicated that the City has made some adjustments and that there has been some discussion of constructing a roundabout or moving the intersection to the south, so an engineering study is necessary.

\* **DESIGN ENGINEERING SERVICES FOR INTERSECTION IMPROVEMENTS:** Motion by Urban, seconded by Randall, to award a contract to perform design engineering services for the improvements at the intersections of South Westnedge Avenue / Kilgore Road and Portage Road / Lakeview Drive to Abonmarche Consultants, Incorporated, in the amount not to exceed \$46,835 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.

\* **2016 PORTAGE SENIOR CENTER MOTOR COACH SERVICES:** Motion by Urban, seconded by Randall, to approve the low bid from Cardinal Buses, Inc., for motor coach services for the 2016 Portage Senior Center travel program in the estimated amount of \$35,924.25 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 6 to 0.

#### **OTHER CITY MATTERS:**

**STATEMENTS OF CITIZENS:** In response to Monifa Jumanne, 6286 Silver Fir Street, Mayor Pro Tem Pearson explained that his awareness of the increased use of public transportation by the younger generation comes from articles he has read in the *Wall Street Journal*; Councilmember Randall provided personal examples of her son in Grand Rapids and her son in Denver as further support; and Councilmember Ford cited his own experience living in Chicago for six years.

**STATEMENTS OF CITY COUNCIL CANDIDATE:** Tim Earl, 6862 Shallowford Way, spoke as a candidate for City Council which will be determined at the November 3, 2015 City Election, explained that respect for City Employees is the theme of his campaign, and cited the layoff of a 26-year City employee while she was on medical leave as an example of his perception of reduced morale among employees at City Hall.

**STATEMENTS OF CITY COUNCIL AND CITY MANAGER:** Councilmember Ford indicated that he attended the two single-stream recycling events and spoke to the merits of the program. He also announced that he has been appointed as the President of the Kzoo Spartans as of October 2015.

Councilmember Randall encouraged citizens to obtain the new recycling bin in order to be able to participate in the recycling program. She also announced the partnership between the City of Portage and the People's Food Co-op, a world class market, to form a Farmer's Market featuring more than 20 small businesses that will take place twice this fall on Sunday, October 4 and Sunday, October 18 from 12 noon until 4 p.m. at the Portage Senior Center, 320 Library Lane. She also mentioned the Candidate Forum sponsored by MLive held September 30, 2015, at 6 p.m., Portage District Library, 300 Library Lane. Finally, she wished all of our Jewish friends and neighbors a happy Yom Kippur, which began at sundown and ends at sundown on September 23, 2015.

Councilmember Urban concurred with Council Candidate Tim Earl and said the way this employee was treated does not represent the values of this City, of past Administrators, nor the values that he has held during his 34 years with the City. He emphasized that with the City of Portage form of government, the City Council as a whole and as individuals should have no influence with personnel matters, but the courts may. He discussed the cuts in personnel by the City, but found no value in eliminating the Benefit Services Department. With regard to the employee in question and her decision not to interview, he pointed out that she was on medical leave and not cleared for business activities by her physician.

Councilmember Reid announced that the Listening Post would be having a meeting at 8 a.m. on Friday, September 25, 2015, at the Hampton Inn to discuss the Kalamazoo County Local Housing Assistance Fund Millage for families with children of low income who are homeless or at risk of homelessness. She also encouraged all to attend the Portage 2025 Strategic Planning Initiative Renewal that will take place on Saturday, October 3, 2015, from 9 a.m. until 2 p.m. at Portage Central High School Auditorium, 8135 South Westnedge Avenue; and, at her request, City Manager Larry Shaffer indicated that if someone wishes to sign up to participate in the event, he or she should call Mary Beth Block at 329-4405.

City Manager Shaffer indicated that new Pickleball Courts will be dedicated at Ramona Park, Monday, September 28, 2015, at 1 p.m. He congratulated Kendall Klingelsmith and Rod Russell for

their hard work on that project and explained. He also announced that the public session regarding the Capital Improvement Program (CIP) will take place Monday, September 28, 2015, at 7 p.m. as an opportunity for public comment and input for staff review and consideration.

Mayor Pro Tem Pearson expressed his appreciation for Mr. Shaffer's use of a Best Practice to begin the CIP process with the citizens instead of with the staff as was the past practice and encouraged all citizens to attend. He recounted his presentation as a Planning Commissioner regarding single-stream recycling to the Environmental Board and expressed his appreciation for the persistence of the Board over the last six years, the willingness of Mr. Shaffer to make the change and the appreciation of his neighbors who have approached him to thank him for the improvement.

**ADJOURNMENT:** Mayor Pro Tem Pearson adjourned the meeting at 8:55 p.m.

James R. Hudson, City Clerk

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