

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF DECEMBER 4, 2017**

Mayor Randall called the meeting to order at 8:00 a.m. Mayor Patricia Randall was present and Mayor Pro Tem Jim Pearson and Councilmember Lori Knapp joined via the conference phone line. Councilmembers Chris Burns, Richard Ford, Claudette Reid and Terry Urban were absent with excuse. Also in attendance were City Manager Laurence Shaffer, City Clerk Adam Herringa and Deputy City Clerk Erica Eklov.

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed agenda. Mayor Pro Tem Pearson inquired, as it relates to Item F.2, if a supermajority is required to exempt the City from the requirements of P.A. 152 and what the cost for the upcoming year would be to the City if City Council approves the exemption. Mr. Shaffer replied that a supermajority is necessary and he would provide the requested information.

Mayor Randall stated that the City stands to save under the proposed vision insurance program (Item F.3) and City Manager Shaffer explained that changes in coverage, such as the number of pairs of eyeglasses permitted, were the reason for the savings. Mayor Randall inquired if laser vision surgery was completely or partially covered.

Mayor Pro Tem Pearson stated that he noticed a number of reimbursements for boots in the Accounts Payable Register and if this was a benefit offered to staff such as police and fire. City Manager Shaffer responded in the affirmative.

With regard to Item F.5, Mayor Randall shared that she and the City Manager would be meeting with a potential facilitator on Friday for the City Council Goal Setting Session. Mayor Randall also indicated her desire that the session last between 4 and 6 hours.

Mayor Randall inquired if the suggested Committee of the Whole meeting (Item F. 6) could be canceled if it was deemed to be unnecessary. City Manager Shaffer replied that the meeting would be held as-needed and could be canceled depending on the desire of the Mayor and City Council. Mayor Pro Tem Pearson inquired if City Council could be provided with a proposed line-by-line ordinance and the City Manager stated that the ordinance would be shared. Councilmember Knapp shared her desire to review a draft ordinance as well.

Mayor Randall stated that the item regarding the 2017 Community Survey was information only and inquired if City Council would be discussing the results. City Manager Shaffer stated that City Council could formally discuss the item if it wished, but the survey is a tool to inform discussions that City Council may have in the upcoming weeks and months. Mayor Randall stated that subcommittees are not generally asked for formal interpretation and analysis of the survey and the City Manager shared that a discussion of the survey at the retreat is not anticipated.

With regard to Item H.1, Mayor Randall inquired if the City Manager had spoken with Mr. Gerry Hoffman regarding the "½ Mile Rule." City Manager Shaffer stated that he had not yet gotten back to Mr. Hoffman but would do so regardless of how City Council proceeds at the meeting.

Under New Business, City Manager Shaffer stated that the Emergency Ordinance to allow the continued operation of the medical marijuana dispensary

would be added to the agenda and the related material transmitted to City Council by noon today. City Manager Shaffer informed those present that a minimum of five votes is needed to adopt the emergency ordinance. Mr. Shaffer stated that there is a companion resolution that speaks to the intent of the City to create the ordinances necessary to regulate medical marihuana in the community. Mayor Randall stated her desire that the City ensure it is in compliance with the State as it related to medical marihuana. Mr. Shaffer continued by stating that the proposed emergency ordinance and resolution signals that the City wants to keep a current facility open and that it is planning to adopt regulations of the medical marihuana industry in the near future.

Mayor Pro Tem Pearson shared that he received a letter over the weekend regarding a FOIA from radio station WMUK for copies of the City Manager's calendar. Mayor Pro Tem Pearson inquired if the City Manager would update City Council on this matter. Mr. Shaffer stated that the City has not given up the calendar and the sense is that it is not subject to FOIA. However, he shared that he has no objection to giving out his calendar. Mr. Pearson inquired if the City could charge for providing a copy of the weekly calendar. City Clerk Herringa clarified that if a request takes 15 minutes or less to comply, there would be no charge and this would likely be the case in this instance. City Manager Shaffer shared that the only items he would likely refrain from sharing would be personal appointments. Mayor Randall inquired why the City is fighting the disclosure and Mr. Shaffer stated that it was, in part, to remain consistent with the determination made by the City of Kalamazoo which received and denied the same request. Mayor Randall stated that the matter seems relatively minor and Mr. Shaffer confirmed that he would be happy, if it is the wish of City Council, to release the information. Mr. Shaffer also stated that he would also like to consult the City Attorney before taking any action.

Mayor Randall inquired about the status of a response to a resident who expressed concern regarding guns in such places as schools and churches. She continued by stating that the resident, with whom she and the City Manager met, asked for the item to be included on a City Council agenda. Mr. Shaffer stated that he would contact the resident and speak with him about getting something on the agenda for the December 19th Regular Meeting.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:22 a.m.

A handwritten signature in black ink, appearing to read "Adam Herringa", written over a horizontal line.

Adam Herringa, City Clerk