

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 26, 2018**

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed agenda. Councilmember Knapp inquired, with regard to Item A. 6, Palo Alto Firewall, whether the City was purchasing one firewall or two. City Manager Shaffer stated that he would research and respond.

With regard to item A.8, Preliminary Plat of West Lake Estates, Councilmember Knapp asked for additional information pertaining to the redesign plan for the Lakeview Drive intersection with Portage Road, entrance to the plat and access for houses affected by the intersection design change. City Manager Shaffer reviewed the proposed plans and explained that the Lakeview intersection with Portage Road will be moved south, a cul de sac will be created for use by homes directly impacted by the intersection change, and pedestrian access to Lakeview Park will be created along with some traffic calming measures. He stated that staff would put together maps for use by City Council to better understand the proposal. Councilmember Knapp referenced wetland areas involved in the project and what protections are afforded to the wetlands. Councilmember Knapp also inquired if there was a guideline for tree preservation as the proposed development is heavily wooded. Mr. Shaffer stated that he would research and respond. Mayor Randall inquired what would become of the property between where the intersection used to be and the proposed intersection. Mr. Shaffer responded that this property will be deeded to the City. Councilmember Reid referenced the wetland nature of the proposed development and asked for information pertaining to Michigan Department of Environmental Quality wetland provisions. Councilmember Reid also inquired as to the use or potential use of the "excluded unplatted parcel" identified on the plans. She also asked for additional information explaining how this area is good for housing especially given the recent flooding. Mr. Shaffer stated that he would research and respond.

With regard to item A.9, 2018 Recreation and Open Space Plan Update, Councilmember Reid inquired as to the amendment process and if there are modifications to the plan within the next five years. Mr. Shaffer speculated as to how this would be handled but stated he would research and respond.

With regard to item A.12, January 2018 Environmental Activity Report, Councilmember Knapp asked for additional information pertaining to contract updates/renewals on the retention basin monitoring contract and contract regarding deer exclosure installation and monitoring.

With regard to Department of Transportation and Utilities Monthly Report, Councilmember Knapp asked for an explanation as to the difference between street repaving and reconstruction. City Manager Shaffer responded accordingly. Councilmember Knapp inquired as to the flashing beacon at Oakland Drive and Vanderbilt referenced in the report. Deputy City Manager Boulis stated that there is already a flashing sign, but a flashing signal is planned as motorists seem to be ignoring the flashing sign.

With regard to the Calendar of Meetings, Councilmember Reid commented that reading the Calendar of Meetings would allow viewers to know what meetings are upcoming in case they wish to attend. Mayor Randall concurred and indicated that students could read the Calendar of Meetings at the next meeting.

With regard to the Senior Citizen Annual Update, Mayor Randall shared that word has spread amongst the Senior Center community that City Council will be discussing a potential new or renovated Senior Center Tuesday evening. She stated there is some confusion amongst members of the Senior Center between the Committee of the Whole Meeting and the presentation by the Senior Citizen Advisory Board at the Regular Meeting. She asked City Manager Shaffer to prepare for a large turnout and to arrange for a meal to be brought in for City Council early as there will likely be little time between the Committee of the Whole and the Regular Meeting. Councilmember Reid stated that she would have difficulty arriving early. City Manager Shaffer and Deputy City Manager Boulis stated they would make any necessary accommodations.

Councilmember Reid asked the City Manager to review the process for addressing Item D.1, Medical Marihuana Public Hearing. Mr. Shaffer reviewed the process for the public hearing and City Council discussion on the item. In response to a query from Councilmember Reid, Mr. Shaffer speculated that if substantive changes are requested by City Council that additional review and a public hearing may be necessary. Mr. Shaffer informed City Council that Assistant City Attorney Bear would be at the meeting instead of City Attorney Brown.

Councilmember Knapp stated that the agenda item referenced the 250 foot buffer along municipal boundaries and that the buffer had been removed for all five facilities. She continued by stating that this did not reflect action taken by City Council at the last meeting. Ms. Knapp stated that City Council voted to eliminate the buffer for all facility types with the exception of provisioning centers. Mr. Shaffer stated that he would look into this matter. Councilmember Knapp inquired if adjacent communities such as the City of Kalamazoo were planning a reciprocal 250 foot buffer. Mr. Shaffer stated that he reached out to the Kalamazoo City Manager, Jim Ritsema, who indicated that he was not supportive of a 250 foot buffer. Mr. Shaffer stated that he has asked the City of Kalamazoo for something in writing in this regard. Councilmember Knapp stated that she would like a discussion on the buffer to occur at the City Council Meeting. Councilmember Knapp next inquired as to the spacing requirements between facilities and asked for clarity in this regard. City Manager Shaffer stated that he would research and respond.

Councilmember Ford inquired if there are any areas of the City that are zoned industrial and abut a neighboring jurisdiction. Mr. Shaffer replied in the affirmative.

Mayor Pro Tem Pearson asked for the number of inquiries the City has received regarding medical marihuana. City Manager Shaffer stated there have been many inquiries but not as many as originally anticipated. Mr. Shaffer continued by speculating whether the number of applications will be as high as originally thought.

With regard to Item F.1, Purchase of Property Located at 9125 Portage Road, Mayor Randall stated that there was much discussion surrounding this matter at the last City Council Meeting and if City Council had any questions. Mayor Pro Tem Pearson asked for additional background on the closing of Emily Drive and the property under the roadway reverting to the adjacent property owners. City Manager Shaffer explained the history of the roadway and that it was part of a plat development and the City never took title to the property under the road. As a result, Mr. Shaffer continued, if the City ever closes the road, the property is ceded to the

adjoining property owners in equal proportion. He continued by stating that if the City purchases 9125 Portage Road it would have rights to one-half of the roadway which would still allow for placement of the lift station in a manner designed to maximize future development of the property. Councilmember Ford inquired as to the value of the roadway property and City Manager Shaffer stated that he would look into the matter.

There being no other questions Mayor Randall summarized the questions raised at the meeting requiring follow-up from City Administration.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:44 a.m.

Adam Herringa, City Clerk