MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MARCH 26, 2018

Mayor Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Claudette Reid and Mayor Pro Tem Jim Pearson joined via the conference phone line. Councilmembers Richard Ford and Terry Urban were 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 March 27th Agenda. With regard to Item A.2., Accounts Payable, Mayor Pro Tem Pearson inquired if check number 305371 in the amount of $47,318.79 to Best Way Disposal for portable restrooms was accurate. City Manager Shaffer replied that he would research and respond.

With regard to Item A.3, Pfizer Tax Abatement Application, Councilmember Reid noted that the salary for new jobs listed in the Project Impact Analysis included benefits in the calculation. She questioned whether benefits should be and have historically been included in the Analysis and requested a revised Project Impact Analysis that removed the benefits from the "Average Annual Income" component of the calculation. Councilmember Burns inquired how frequently, once a tax abatement is approved, the City reviews compliance with the agreement. City Manager Shaffer suggested that the City has not historically engaged in audits to determine on-going compliance but would research the matter and respond. Councilmember Reid commented that corporations typically provide an annual report to the City which details their compliance with the tax abatement agreement. City Clerk Herringa confirmed that such an annual filing occurs. Councilmember Burns inquired, with regard to the proposed Pfizer Tax Abatement, if the tax implications will be incorporated into the budget. Mr. Shaffer stated that the implications of the Agreement would go into effect and be incorporated into the City's 2019-2020 Fiscal Year Budget.

With regard to Item A.4, Marihuana Permit Fee Resolution, Mayor Randall inquired if this fee would be adopted once at this meeting or if it would be reviewed on an annual basis. City Manager Shaffer stated that the related Resolution would be included in the annual review and establishment of fees that is presented to City Council near the end of each calendar year.

With regard to Item A.5, Transfer from General Fund Surplus and Callable Bonds, Councilmember Reid inquired if the funding to call the bonds was from surplus in the General Fund and if this funding source was also being utilized to make a payment for Consolidated Dispatch. She continued by inquiring if the payment to Consolidated Dispatch was a single occurrence and if, in the proposed FY 2018-2019 Budget, the City would be budgeting for both on-going in-house dispatch operations as well as Consolidated Dispatch. She concluded by stating that she believes payments related to Consolidated Dispatch should be incorporated into the overall budget. City Manager Shaffer confirmed that surplus funds were being utilized to pay for the items noted by Councilmember Reid. Mr. Shaffer continued by stating that the City is looking to normalize the funding of Consolidated Dispatch but that an overlap of Consolidated Dispatch and in-house dispatch in the upcoming fiscal year is being planned. Any remaining funds that might result would then become surplus in the following fiscal year.

Councilmember Reid stated that the City is not calling all of the debt that it could. She stated that, rather than this approach, she would prefer to see all of the debt called. Regardless of Consolidated Dispatch, Councilmember Reid asked what it would look like if the City were to address all of the callable debt and not just what is being proposed. City Manager Shaffer stated that he would research and respond, noting that the Finance Director, Bill Furry, would be present at the City Council Meeting to help answer questions. City Manager Shaffer also commented that this year the City debt would decrease by $10 million and the City would not be issuing any bonds. Mayor Randall inquired, given the City's improved bond rating, what is the cost of borrowing today versus when prior bonds were issued. She continued by inquiring what would it look like to issue new bonds today for projects (instead of outright paying for them) and instead utilize resources to more aggressively pay off old debt. City Manager Shaffer stated that he would research the matter and provide a response.

With regard to Item A.7, Purchases and Sales Ordinance, Councilmember Reid asked that City Council be provided with a "redline" version of the proposed ordinance.

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

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:17 a.m.

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Adam Herringa, City Clerk