

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 21, 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 May 22nd Agenda.

With regard to Item A.2, Accounts Payable, Mayor Pro Tem Pearson inquired as to a line item for “dancers for a luau.” City Manager Shaffer stated that he would look into the item and it was noted the Parks and Recreation Department has an event on July 28th called the “Ramona Park Luau.” Councilmember Knapp inquired as to the payment for “Ed and Ted’s Excellent Adventures.” Deputy City Manager Boulis explained that this vendor is a provider for Senior Center trips. Councilmember Knapp inquired as to the “bail bonds” listed in the check register and Deputy City Manager Boulis explained that it is simply a refund of the bonds.

With regard to Item A.3, Amendment to Personnel Rules and Regulations, Councilmember Reid inquired if the proposed changes to sick leave time are comparable to other communities, if a survey was conducted in this regard and if City Council could be provided with a copy of the survey and the Personnel Rules and Regulations. City Manager Shaffer responded that a survey was conducted and both the results and the Personnel Rules and Regulations would be provided to City Council. Mayor Pro Tem Pearson inquired if employees receive leave for maternity and stated that he, too, would like to have a copy of the Personnel Rules and Regulations to have a better idea of the benefits received by City employees. Councilmember Burns noted that employees may accumulate up to 1,000 hours of sick leave and inquired if that was “paid out” upon the termination of the employment relationship. Deputy City Manager Boulis stated that he believes a non-union employee must be with the City for 15 years in order to qualify for a payout and that only 50% of the amount of leave accrued would be paid. Councilmember Burns asked for the rationale as to why the amount of possible accrued sick leave is up to 1,000 hours. Mr. Boulis stated that the 1,000 hour amount helps provide long-term care for employees. Mr. Shaffer stated that the amount provides for competitive and compassionate care for employees. The proposed change, he stated, provides for the same accrual amounts for all employees instead of having two separate calculations. Councilmember Reid inquired if employees can purchase short-term disability through the City and Mr. Boulis responded in the negative. Mayor Randall inquired if employees could donate time off to other employees who may be in need. Mr. Shaffer responded on the affirmative.

With regard to Item A.4, Rezoning Application, Councilmember Reid inquired as to the proposed emergency access drive. She specifically inquired if the access would be limited to emergency vehicles and what the access would connect to. Mr. Shaffer stated that the access

would be connected to the parking lot at a nearby industrial facility and would be chained and locked. The Fire Division, he stated, would have a key to access the emergency drive.

Councilmember Reid inquired if as a result of increased traffic, a signal was planned. Mr. Shaffer responded in the negative. Councilmember Knapp inquired if a dedicated right turn lane was planned. Mr. Shaffer stated that he would research and respond. Councilmember Knapp inquired how close the proposed development would be to the Eliason Nature Reserve and expressed her desire that the tranquility of the park be preserved. Mayor Randall commented that many parks in the City are adjacent to developed areas and industry. Mr. Shaffer stated that the trail in Eliason Nature Reserve is heavily used and noted that the park is not exclusively a preserve and there is market for housing in close proximity to nature trails and parks. Councilmember Knapp inquired as to the preservation of the tranquility afforded by Eliason and stated she would follow up directly with Mr. Shaffer with regard to her concern.

Councilmember Reid noted the emergency access would not be built until later in the construction of the development when 30 lots are under development. She noted the first phase is over 20 lots and inquired why we are allowing more than 20 lots to be developed without requiring the emergency access. Mr. Shaffer stated that he would research and respond. Councilmember Burns inquired if there are any water issues related to this development. Mr. Shaffer stated that while there are wetlands on the overall property, he is not aware of any concerns related to water. He concluded by stating that the primary constraint on this development is the presence of the railroad tracks.

With regard to the Environmental Report, Councilmember Reid raised a question related to this Report and recent Environmental Board meeting minutes. She noted that it appears the Environmental Board has received a report from the Nature Center regarding the deer population. She asked that City Council be provided with a copy of the report. Mr. Shaffer stated that he has not yet seen the report either and would provide the report to City Council once he has it.

With regard to Materials Transmitted, Councilmember Knapp noted that the Remote Attendance Policy did not reflect changes made at the recent City Council Meeting. City Clerk Herringa explained that the information provided under "Materials Transmitted" is identical to material provided at time of distribution. As a result it is not reflective of any changes that may have been made. Information is provided in this way so the public can see what is being distributed to City Council by City Administration.

With regard to Item E.1, Proposed Budget, Mayor Randall inquired as to how the numbers changed and referenced the phrase "with revisions" included in the title of the agenda item. Councilmember Reid noted that the "revisions" were referenced in the agenda item and were made subsequent to the review sessions and differed from the initial proposed budget.

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

Councilmember Reid noted the upcoming Committee of the Whole meeting regarding the new City Website. She inquired when a review of the website would be provided to the

public. Mr. Shaffer stated that the review would occur at a Regular City Council Meeting sometime in June.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:23 a.m.

Adam Herringa, City Clerk