

**NOTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JUNE 11, 2018**

Mayor Pro Tem Pearson called the meeting to order at 8:00 a.m. Councilmember Chris Burns joined via the conference phone line. Councilmembers Richard Ford, Lori Knapp, Claudette Reid, Terry Urban and Mayor Randall were absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa. A quorum was not present to hold an official meeting.

Mayor Pro Tem Pearson inquired if Councilmember Burns had any questions or concerns regarding the June 12th Regular Meeting Agenda. With regard to Item A.3, Reconstruction of Rockford Street, Councilmember Burns noted that the project was originally in the 2016-2017 Capital Improvement Program budget and inquired if funding was still available for this project. City Manager Shaffer confirmed that funding was available.

With regard to Item A.4, Temporary Employment Agency, Councilmember Burns asked for clarification as to the costs associated with recruitment of temporary workers. Deputy City Manager Boulis explained that staff of the Human Resources Department try to recruit temporary employees but when the temporary agency recruits there is a markup on the hourly rate. Councilmember Burns inquired as to the advantage of using a temporary agency v. hiring employees on a temporary basis. Mr. Boulis explained that several years ago the law changed such that if an employee is working 40 hours per week health benefits must be provided. He continued by stating that a temporary agency is also responsible for such costs as unemployment, FICA and worker's compensation.

With regard to Item A.6, Delinquent Water and Sewer Bills, Mayor Pro Tem Pearson inquired as to the notification process for bill payment. City Manager Shaffer explained that the primary method of contact is via postal mail and that at least three notifications are sent. Mayor Pro Tem Pearson inquired how the city knows the correct address is being used. Mr. Shaffer responded that the city makes every effort to ensure the appropriate address is being used but noted that, with thousands of addresses, mistakes can occur. Mayor Pro Tem Pearson commented that once the bill is sent to the County it becomes part of the permanent record. Councilmember Burns stated that it appears all delinquent payments go to the County regardless of dollar amount. Mr. Shaffer affirmed this statement and commented that the city makes every effort to notify property owners and that it is not the goal of the city to be punitive.

With regard to Item A.7, Stryker Tax Abatement, Councilmember Burns inquired as to the rationale for reducing the number of meetings used to review tax abatement applications. Mr. Shaffer explained that while he has not spoken to Stryker directly he views reducing the number of meetings as a way to ease the burden on Stryker. He continued by stating that he intends to utilize the abbreviated schedule for future tax abatement requests as well.

With regard to Item A.8, Davis-Olmstead Drain Improvement Project, Mayor Pro Tem Pearson asked for additional information about the proposed project. City Manager Shaffer explained that this drain is not functioning as it should and is in need of rehabilitation. He

explained that the Colonial Acres Mobile Home Park is adversely impacted by problems associated with the drain and the planned rehabilitation should address these issues.

Councilmember Burns asked for clarification with regard to Item C.2.A, Request to Reconsider Sidewalks. Mayor Pro Tem Pearson reviewed the history of sidewalks as part of Whispering Meadows No. 4 development. He explained that the Planning Commission originally voted unanimously for no sidewalks as part of this development but that City Council, in a split decision, decided to require sidewalks as part of the Complete Streets Policy. Mr. Pearson continued by stating that Mr. Charlie Glas is now asking City Council to reconsider the sidewalk requirement. Councilmember Burns inquired if the Planning Commission had reviewed the recent request to reconsider and Mr. Shaffer responded in the negative. Mr. Shaffer continued by stating that the Department of Community Development is recommending a compromise proposal that would connect Whispering Meadows No. 4 to adjoining neighborhoods via sidewalk. Mr. Shaffer stated that Mr. Glas is in support of the Department of Community Development proposal. Mayor Pro Tem Pearson inquired if the driveway elevation concern referenced by Mr. Glas would still be a problem under the Department of Community Development proposal. Mr. Shaffer stated that the elevation problem would not be a concern.

Mayor Pro Tem Pearson reviewed the discussion of the meeting and indicated that there are no outstanding questions or research required of City Administration. Councilmember Burns asked that staff look at the memo related to Item A.5, South Westledge Sidewalk Improvements, as there are some typographical errors. Mr. Shaffer indicated that he would do so.

ADJOURNMENT: Mayor Pro Tem Pearson adjourned the meeting at 8:15 a.m.

Adam Herringa, City Clerk