MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 20, 2019

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

Mayor Randall inquired if someone would be present to read and receive the proclamation. City Clerk Herringa confirmed.

With regard to Item A.2, Accounts Payable, Councilmember Knapp asked for more information regarding Check No. 309626 which was a payment to Nova Consulting for retention basin work. She also inquired about Check No. 309664 which was a payment to Christopher Ayoub for forfeited funds. Mr. Shaffer stated that he would research and respond with additional information.

With regard to item A.3, Sign Ordinance Amendment, Mayor Pro Tem Jim Pearson commented that the last time the sign ordinance was amended was several years ago and it involved significant public input. He stated his intention to remove the item from the Consent Agenda and asked that Attorney Brown and staff be prepared to provide background for the ordinance amendment, review proposed changes, and go into greater detail on proposed changes to the regulation of temporary signs. Councilmember Knapp reviewed a proposed change to the ordinance involving language about reducing traffic and pedestrian hazards. She asked staff to be prepared to discuss whether the application of this provision will be based on uniform or subjective standards. Councilmember Reid commented that, the last time the ordinance was updated there were guidelines as far as the strobing effect of signs, length between transitions of digital imagery, etc. Councilmember Reid referenced the application of the proposed sign ordinance to home-based businesses. She asked staff to be prepared to discuss potential impacts in this regard.

Mayor Pro Tem Pearson commented that under the current ordinance a business has to pay a sign permit fee and have their sign content reviewed and approved. He inquired if the verbiage on signs will no longer be subject to review. Mayor Pro Tem Pearson commented that it will be good to have the discussion and asked that fees be included in the conversation.

With regard to Item A.4, Replacement of Fire Station No. 2, Mayor Randall stated that at the last Committee of the Whole Meeting Mayor Pro Tem Pearson asked for additional information about the second bidder. She asked that the information be provided to help assure City Council that the low bidder is qualified and capable of executing this project. Councilmember Reid inquired if, after the last Committee of the Whole Meeting, the bidders were willing to extend their bids and, if so, if there was an associated cost. Mr. Shaffer stated that both vendors extended their bids at no additional cost.

With regard to Item D.1, Public Hearing on Expansion of Industrial Development District No. 82, City Manager Shaffer confirmed that staff would provide a brief summary.

With regard to Items E.2 and E.3, which involve awarding two contracts, Councilmember Reid inquired as to why the items were not included as part of the Consent Agenda. Mr. Shaffer stated that the projects involve funding for next fiscal year which necessitates adoption of the proposed budget prior to allocating funds.

Mayor Randall summarized the meeting and asked Mr. Shaffer to also provide information on the last time the city engaged in a large capital facility project.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:13 a.m.

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Adam Herringa, City Clerk