

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JUNE 24, 2019**

Mayor Patricia Randall called the meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp and 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 Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

With regard to Item A.3, Fireworks Ordinance, Councilmember Reid inquired if the recently updated state law regarding fireworks superseded any City of Portage ordinance. City Manager Shaffer spoke in the affirmative and continued by stating that the proposed City of Portage ordinance is important to ensure consistency with the state law. Mr. Shaffer shared that he had contacted Jake's Fireworks about the proposed ordinance but has yet to be able to speak with the store manager. Mr. Shaffer stated that he would try again today.

With regard to Item A.4, Westfield North Final Preliminary Condominium Subdivision, Councilmember Reid pointed out that there are multiple condo development projects on the City Council Agenda. She stated that it seems like City Council is recently being asked to approve more condo development plans as opposed to single family residential plans. She asked for a breakdown regarding residential living units within the City of Portage, if there is an ideal distribution between types of residential units and whether current trends will continue for the foreseeable future. City Manager Shaffer commented that the rise in condo developments is in response to market forces and that such condo developments are currently in greater demand than single-family residential. He continued by sharing that there is currently a nationwide trend for higher-density residential living units. Councilmember Reid stated that she would like City Council to get a better sense of what is happening in the residential sector.

Mayor Pro Tem Pearson asked that City Council be provided with a cost range of the condo units that are being proposed under both items A.4 and A.5. Mayor Randall concurred with the inquiries of Councilmember Reid and Mayor Pro Tem Pearson and commented that an aging population is more likely to desire smaller residential living units that do not require significant maintenance.

With regard to Item A.5, Pennridge Trail Planned Development, Councilmember Reid commented on the emergency access road that will service the development. She noted that construction of the road is triggered once there are 30 housing units. She asked for more specifics regarding the trigger such as whether the trigger is approval, construction or occupation of the units. She also asked for clarification and confirmation as to who will pay for and maintain the access road. Mr. Shaffer stated that the responsibility for construction and maintenance of the access road would be on the development. Mr. Shaffer continued by stating that the access road would be gated and only accessible by public safety. Mayor Randall reiterated the question of Councilmember Reid as to what serves as the trigger for construction of the access road.

With regard to Item A.6, Public Participation Plan, Councilmember Reid noted that future changes would be approved by the Planning Commission and not City Council. Councilmember Reid noted that the plan identified options for public participation but not specific requirements. She asked that City Administration identify plan components that go above and beyond standard notice requirements. Mr. Shaffer stated that much of the plan was built on requirements of the Community Development Block Grant program.

With regard to Item B.1, comments from Portage Public Schools Superintendent Mark Bielang and School Board President Randy VanAntwerp, Mayor Randall inquired if they would be present at the meeting. Mr. Shaffer responded in the affirmative. Councilmember Reid asked for more information about the speaker the school officials are bringing to town. Mr. Shaffer stated that the speaker, Quint Studer, has written books focused on community revitalization. Mayor Randall asked if a joint School Board/City Council meeting was planned and, if so, for the date, time, location and format. City Manager Shaffer stated that he would provide City Council with more information about the speaker and his books and reach out to Superintendent Bielang to get more information about a potential meeting date, time and format.

With regard to Item C.1, Calendar of Meetings, Councilmember Burns asked that the public forum on the Lovers Lane Construction Project be added. Mayor Randall indicated that a couple of residents had reached out to her directly about the project and asked if they had been contacted about the open house. Mr. Shaffer responded in the affirmative.

With regard to Item F.1, Intergovernmental Agreement with Kalamazoo, Mayor Pro Tem Pearson stated that his interpretation is the City of Portage will be funding a crime analyst position in the City of Kalamazoo as opposed to paying a fixed annual amount for the service. Mr. Shaffer noted that he is asking that the item be moved to the July 9th Regular Meeting in order to get clarification as to an annual cap on cost, gather more information regarding an operational agreement, and because the City of Kalamazoo Public Safety Chief, Karianne Thomas, could be present at the meeting. Mr. Shaffer informed City Council that, with regard to an annual cap, he is looking at approximately \$90,000. Councilmember Reid asked if the information being sought by Mr. Shaffer would be ready and available by July 9th and Mr. Shaffer responded in the affirmative. Mayor Randall shared that she learned about this proposal by reading an MLive article while in China. She expressed frustration with learning about this topic via the media as opposed to from the City Manager. Mr. Shaffer stated that the Mayor and City Council are right to be frustrated and he apologized for the circumstance.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:25 a.m.

Adam Herringa, City Clerk