

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF AUGUST 19, 2019**

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

With regard to Item A.3, Gail Andrus Travel, Councilmember Reid asked for clarification on what happens financially should a trip be canceled due to lack of registrations. She inquired if a bus trip reaches capacity, what happens to any profits? City Manager Shaffer responded that any profit generated by a bus trip is deposited in the General Fund. He continued by stating that it is his understanding that each trip requires a minimum number of participants. Should this minimum not be reached, he continued, deposits of trip registrants are returned and the trip canceled. Councilmember Reid noted that the agenda item indicates that Gail Andrus Travel is paid up front for the travel program and asked if this was the case. City Manager Shaffer noted his preference for a pay-as-you-go service but indicated he would research and respond to Councilmember Reid's inquiries.

With regard to Item A.5, Ordinance Amendment #18/19-B, Mayor Pro Tem Pearson stated that he has several questions and concerns that he would like addressed before any action is taken on this item. For example, he inquired as to why the initial proposal of a maximum level of lot coverage was decreased from 30% to 25%. He also requested information on the total number of lakefront properties that are non-conforming. He then noted that the Zoning Board of Appeals heard 20 appeals regarding non-conformance of lakefront properties and granted 17 of them. He asked for information on each of the appeals along with the outcome of each. He noted that he was opposed to setting a public hearing until he had a better understanding of the item and related recommendations. Councilmember Reid stated that there is a significant amount of information related to this agenda item and several proposed zoning changes.

Councilmember Reid expressed her opinion that this is a topic that would be better addressed at a planned mid-year retreat or at a Committee of the Whole Meeting. Mayor Pro Tem Pearson concurred with Councilmember Reid. Mayor Randall also questioned the change in lot coverage from 30% to 25% and provisions related to overflow water and amount of permitted impervious surfaces. She continued by commenting that she has heard from residents who were told to hold off on their building project until the lot coverage levels are changed and the provisions of this ordinance approved. She noted a Zoning Board of Appeals approval that was granted to a former elected official and stated her desire that all residents be treated equally. Mayor Randall inquired if there was a timeframe for action on this ordinance amendment and City Manager Shaffer responded in the negative. Mayor Randall noted that City Council can discuss how to proceed with this item at Tuesday's Regular Meeting.

With regard to Item A.6, Special Meeting, Mayor Randall stated that the presentation by Quint Studer is not an official meeting for the school board, City Council attendance is optional

and the presentation and tour of the new middle school are being offered as a goodwill gesture. Mr. Shaffer indicated he would remove the item from the agenda.

With regard to Item D.1, Brownfield Redevelopment Plan and Plan Amendment No. 7, Councilmember Reid shared that City Council had received an e-mail from Joe Agostinelli of Southwest Michigan First expressing concerns associated with the Brownfield Redevelopment Plan and this project. She asked for clarification and whether these concerns have since been addressed. City Manager Shaffer stated that Mr. Agostinelli had expressed concern about provisions limiting the applicant's ability to file a tax appeal. Mr. Shaffer stated that Mr. Agostinelli also had expressed concern associated with the City of Portage having its own Brownfield Redevelopment Authority since Kalamazoo County also had a Brownfield Redevelopment Authority. Mr. Shaffer noted that staff had worked with Mr. Agostinelli on crafting mutually agreeable language to address concerns about the ability to file a tax appeal. Councilmember Reid inquired if this language would now become typical. Mr. Shaffer responded in the affirmative but stated that the city needs to take steps to limit an applicant who is in the process of receiving tax incentives to also file tax appeals. Mayor Randall expressed a desire for consistency noting that the City of Portage is interested in brownfield incentives for this project but not for the recent Stryker project which was handled by Kalamazoo County.

Councilmember Reid inquired if a petitioner could choose to apply for brownfield redevelopment assistance via Kalamazoo County or the City of Portage. Mr. Shaffer stated that the petitioner could make the choice. He stated that, at least initially, the City of Portage will handle smaller brownfield projects. He explained that the City of Portage Brownfield Redevelopment Authority is designed to protect the best interests of the city and provide direct support for those projects occurring within the city. Mayor Randall inquired if the Stryker project was too large for the city and Mr. Shaffer responded in the affirmative. He explained that given the scope and timeline of the project that it was best handled at that time by the Kalamazoo County Brownfield Redevelopment Authority.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:27 a.m.

Adam Herringa, City Clerk