

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MARCH 22, 2021**

Mayor Patricia Randall called the virtual meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Mayor Pro Tem Jim Pearson also joined virtually. In compliance with Michigan Public Act 228, the Mayor and Councilmembers disclosed their virtual participation from Portage, Michigan. Councilmember Terry Urban was absent with excuse. Also in attendance were Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, and City Clerk Erica Eklov. City Manager La Margo was absent with excuse.

Mayor Randall began by highlighting the Proclamations, requesting Councilmember Ledbetter read the Fair Housing Month acknowledgment.

With regard to Item A.2, Accounts Payable Register, Mayor Pro Tem Pearson inquired about Check No. 316193 to SAFEbuilt for construction inspection assistance. He asked whether this was the first use of these services. Deputy City Manager Carroll responded that it was not. Mayor Pro Tem Pearson then inquired if the services were needed due to staff lacking the required expertise or a vacant inspection position. Deputy City Manager Carroll responded that State statute requires a Mechanical Inspector has at least three types of contractor licenses for a minimum of a year. He stated that the city's Mechanical Inspector position has been vacant for some time due to a lack of qualified candidates willing to sign on with the city for the Administration's recent compensation study rate.

With regard to Item A.3, Pavement Marking Services Bid Tabulation, Councilmember Reid noted the proposed contract was for three years with three additional one-year renewals. She inquired whether the renewals would be sought annually or all at once. Councilmember Reid further inquired whether City Council would need to approve the renewals based on the dollar amount and whether the additional years would be the same price or an increased rate. Deputy City Manager Herringa staff would research and respond.

With regard to Item A.4, Tentative Plan Amendment for Woodbridge Hills Planned Development, Councilmember Burns requested clarification regarding the current stage of the development process. He inquired whether City Council approval of the tentative plan allowed the city flexibility while permitting the developer to further the planning or was Council legally bound to the original plan once approved. Deputy City Manager Carroll responded he did not believe the city would be bound to the tentative plan, but he would verify with Development Services Director Kelly Peterson. Councilmember Reid asked whether the City Administration could revise the Action Recommended from "Accept" to "Receive" for clarity. Deputy City Manager Herringa stated staff would verify with the City Attorney. Mayor Randall inquired whether the City Administration expected public comment regarding the development at the meeting, noting the plan's prior review before the Planning Commission. Deputy City Manager Herringa stated the developer and his attorney were expected to call into the meeting but public comment was not expected. Councilmember Reid stated she had received several citizen contacts opposed to the matter and expected more as the City Council review continued.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:12 a.m.

Erica L. Eklov, City Clerk