

**NOTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JULY 11, 2016**

Mayor Pro Tem Nasim Ansari called the meeting to order at 9:00 a.m. The following were present: Councilmember Claudette Reid via the conference phone line and Mayor Pro Tem Nasim Ansari. Those not present were: Councilmembers Richard Ford, Jim Pearson, Patricia M. Randall and Terry Urban and Mayor Peter Strazdas. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and City Clerk James Hudson.

There being no quorum, Mayor Pro Tem Ansari asked if there were any questions for the Administration from Councilmember Reid regarding items on the Agenda.

Councilmember Reid asked for a clarification at the bottom of the first page of the June 28, 2016 Regular City Council Meeting Minutes regarding the comment by Councilmember Urban, "who highlighted some of the key moments in the movement for the rights of Lesbian, Bisexual, Gay, Transgendered and Queer (and/or questioning) (LGBTQ) individuals," and whether the word "queer" was actually spoken by Councilmember Urban, or did he use the word "questioning."

She also asked if the City is committed to continuing to use the BoardSync Software since three out of the seven Councilmembers still receive hard copy of the Agenda Packet. She pondered how an online system can be made more functional if only four Councilmembers are using it. In reference to the Resolution to establish a stipend for City Council electronic devices and to direct the City Manager to create a City Council policy for the administration of the benefit, she asked if there was going to be a review or "questioning" opportunity. City Manager Shaffer answered that the City is committed to BoardSync presently and there has been no discussion internally about leaving BoardSync; however, if Council wants to leave BoardSync, or have the City review a different software, we are happy to do that, but the Administration is not looking at any other software at this time except BoardSync. She reflected that three out of the seven Councilmembers are receiving a hard copy of the Agenda and wondered if it was time to have a session to make this online system more functional since three Councilmembers are not using the electronic version. Mr. Shaffer said that is a great point and indicated that there are a number of alternative software systems available; the City has reviewed a couple of them. Furthermore, owing to the time an effort spent developing BoardSync, he expressed a disinterest in pursuing other software to accommodate those three Councilmembers who are not deploying BoardSync without figuring out first what can be done to ensure 100% participation by City Council. Mayor Pro Tem Ansari reflected that he thought the hard copy was to be included until some issues with BoardSync could be figured out or corrected. City Clerk James Hudson provided assurances that our working relationship with BoardSync is very good and, with the five or six contacts at BoardSync, any requests for features, tweaks or other improvements are addressed to our satisfaction. He welcomed input from City Council, whether it be a feature from another software, or any desirable change to allow staff to work with BoardSync to meet that need or satisfy the request. Mr. Shaffer indicated that

staff is happy with Boardsync, no hard copies are being issued and staff is all electronic. He noted that the only issue is with City Council; that we want to be very respectful of their wishes, such as receiving information in the desired form and format; and, if Council wishes to receive information in the form of paper, so be it, but the Administration is hopeful of moving everyone over, and the hope is that the stipend will provide the motivation to do so. Mr. Shaffer concurred with her suggestion that a discussion take place regarding aspects of BoardSync that are not user friendly for what Council does with the software in order to determine what changes would be helpful. Mr. Shaffer offered to initially poll City Council to ascertain issues or challenges, and perhaps bring those up as an agenda item or at a Committee of the Whole (COW) for review.

Mr. Shaffer assured Councilmember Reid that the Sanitary Sewer Payback Agreement – Whispering Rock Condominium Development, Item F.3, is for seven years. She asked how many connections are anticipated during the seven-year period contemplated by the agreement, the number of properties that abut and the number of sewer connections anticipated. She asked if the stubs have been installed in the sewer line, or would this be a more complicated connection because the stub was not put in as it was a private line. Mr. Shaffer assured her that the stubs are in, but did not have the anticipated number of connections, and would get that for her.

Councilmember Reid asked once the sewer line is transferred to the City, will the adjacent property owners be subjected to the requirement for mandatory hook-up for sewer; if so, then how many properties would be involved. Mr. Shaffer indicated mandatory hook-up would be required if they are vacant, but he felt they may not be required if they are already built and established (and the septic system is not defective). Mr. Shaffer answered in the affirmative that once the City takes over, the line is the City responsible for maintenance. Mr. Shaffer also answered in the affirmative that the City is giving the entire fee that it would normally get for hook-up to AVB, but that does not include the labor costs; that is still the responsibility of the property owner.

Councilmember Reid asked if there is a time period where the signatures on the petition for a Governmental Lake Board are no longer valid since some of the signatures on the petition for Gourdneck Lake were dated 2014, and Mr. Hudson answered that the State used the 180 day limit for the Referendum on Marijuana, but did not apply the rule to the petition to change the City Charter based on the Home Rule Cities Act, and indicated he would find the answer for her.

ADJOURN: Mayor Pro Tem Ansari adjourned the meeting at 9:17 a.m.

James Hudson, City Clerk