

**NOTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 22, 2018**

Mayor Randall called the meeting to order at 8:00 a.m. Mayor Patricia Randall and Councilmember Chris Burns were present and Councilmember Claudette Reid joined via the conference phone line. Mayor Pro Tem Jim Pearson and Councilmembers Richard Ford, Lori Knapp, and Terry Urban were absent with excuse. Also in attendance were Deputy City Manager Rob Boulis and City Clerk Adam Herringa. There was no quorum for a formal meeting.

Mayor Randall inquired if there were any questions or concerns regarding items on the proposed agenda. Councilmember Burns asked for an explanation regarding the funding of the Stryker Way/Portage Road Traffic Signal and Intersections Improvements project detailed in Item A.3. Deputy City Manager Boulis explained that a grant was submitted to MDOT for \$450,000, with a 40% city local match to be paid by Stryker. The City received a \$259,605 grant and Stryker will be covering the local match. Stryker will be repaid for their local match over a period of years via Tax Increment Financing.

With regard to Item A.4, a Change Order with Kamminga & Roodvoets, Incorporated, Councilmember Reid stated that the Change Order was around half of the original contract and wondered whether the change order should have been or could have been put out to bid. Councilmember Reid also inquired if there was a policy or process in place for when change orders would have to go out to bid. Deputy City Manager Boulis stated that he would research and respond. Councilmember Burns inquired if Texas Township had been made aware of the change and related cost as they are contributing a significant amount to the project. Mr. Boulis responded in the affirmative.

With regard to Item A.5, a pricing agreement with ADP for payroll processing and time and attendance software, Councilmember Reid inquired if this contract was a sole source or if the City had already committed to ADP and this was a continuation. Deputy City Manager Boulis replied that ADP was the city's provider for payroll and time and attendance. Putting the item out for bid, he stated, would potentially mean switching vendors. Mr. Boulis explained that the ADP system is utilized not only for full-time employees but also seasonal employees.

With regard to Item A.6, Household Hazardous Waste Collection, Mayor Randall stated she was pleased to see that Saturday collection services would be continued. Councilmember Reid stated that in the past the Kalamazoo County Household Hazardous Waste program would hold a special collection day in the community. Councilmember Reid noted that any special pick-up days were not included in the contract and wondered if any special collections are planned and how such a collection would be negotiated. It was then asked, along with year and participation data, if City Council could be provided with annual contract costs.

With regard to Item A.7, Small Cell Distributed Antenna System License Agreement with Mobilitie, Councilmember Reid inquired if there was a difference in the licensing, regulation and oversight between antennas located on public vs. private poles. Mr. Boulis stated that he would research and respond to the inquiry.

With regard to Item E.1, Councilmember Reid inquired if the City had given any consideration to the development of a merit-based review of applications for facilities located within 1,000 feet of each other instead of a lottery. Deputy City Manager Boulis replied that

there was significant discussion but the City found it difficult to come up with criteria that was not potentially subjective or enforceable in nature. Mayor Randall inquired if other cities were using or developing a merit-based system instead of a lottery.

Mayor Randall summarized the questions raised at the meeting requiring follow up from City Administration.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:16 a.m.

Adam Herringa, City Clerk