

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF AUGUST 13, 2018**

Mayor Randall called the meeting to order at 8:00 a.m. Councilmember Richard Ford was also present. Councilmembers Chris Burns, Lori Knapp and Mayor Pro Tem Jim Pearson joined via the conference phone line. Councilmembers Claudette Reid and Terry Urban were absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis and Deputy City Clerk Erica Eklov.

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed August 14th Regular Meeting Agenda.

With regard to Item A.1.a, Mayor Pro Tem Pearson asked that the July 24th Committee of the Whole meeting minutes remove the mention of Pickleball from his comments regarding the current Portage Senior Center so as to avoid confusion that the activity is not played on-site at the Senior Center.

With regard to Item A. 3, Councilmember Burns inquired about the two other potential vendors for the City Hall window, door and skylight replacement project. Deputy City Manager Rob Boulis stated that at least one vendor's scope of work did not include skylights, but did not recall specifics for the other vendor. Deputy City Manager Boulis further noted that the City Administration was pleased that the bid submitted by Forman Glass was substantially lower than the amount budgeted.

With regard to Item A. 8, Mayor Pro Tem Pearson asked for clarification regarding the Department of Public Safety Records Retention Schedule proposal, whether the duration was suggested for increase or decrease. Deputy City Clerk Eklov responded that the retention period is proposed to be decreased to adhere more closely to state and national standards.

With regard to Item A.9, Councilmember Ford asked why the cost of the contract was increasing by almost double. City Manager Shaffer responded that the original estimate for the proposed Fire Station #2 was low, that the square footage for the new building is increasing and finally, that Williams Architects has revised its plan as to what will be involved to construct the new Fire Station #2 building.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:06 a.m.

Erica L. Eklov, Deputy City Clerk