

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF OCTOBER 8, 2018**

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

Mayor Randall opened the meeting and inquired if there were any questions or concerns regarding items on the proposed October 9th Regular Meeting Agenda. With regard to Item A.2, Accounts Payable, Councilmember Knapp noted that she was not able to access the Accounts Payable spreadsheet information. Some meeting attendees noted that they were able to access the document and others stated that they were not. Mayor Randall asked City Clerk Herringa to look into the situation and ensure all Councilmembers could access the information.

With regard to Item A.4, Purchase of Picnic Support Equipment, Councilmember Knapp inquired about recycling opportunities at city facilities and parks noting that the item included a purchase of seventy trash receptacles to eleven recycling bins. She inquired if there was a strategy in place regarding recycling. City Manager Shaffer stated that she raised a good point and he would research and respond. Councilmember Knapp inquired if the planned recycling bins had different compartments based on recyclable material. Mr. Shaffer stated that he would research and respond. Mayor Randall inquired what department was responsible for recycling efforts and Mr. Shaffer responded that it was the Department of Public Services.

With regard to Item E.1, Appointments to Boards and Commissions, Mayor Pro Tem Pearson inquired if City Council would be provided hard copies of the resumes of applicants. City Clerk Herringa responded in the affirmative.

Mayor Randall summarized the meeting and Councilmember Reid shared that she had sent an e-mail to the City Manager asking that an item be added under New Business. City Manager Shaffer confirmed that he had received the e-mail. City Clerk Herringa reviewed the process by which members of City Council and the public can add items to the agenda. Councilmember Reid shared that the item she is adding has two components which are to reinstate the reading of the Consent Agenda and to request the City Manager to investigate alternate ways to provide information and educate the public as to the items on City Council Agendas. Mayor Randall inquired if Councilmember Reid would be willing to include her items as topics at the annual City Council Retreat instead of as an agenda item at the upcoming City Council Meeting. Councilmember Reid reiterated her desire that it be included on the agenda for the upcoming meeting. She stated that she does not expect City Administration to have a plan in place to better inform the public as to meeting agenda items at this time.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:11 a.m.

Adam Herringa, City Clerk