

**NOTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF DECEMBER 3, 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 Ford and 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 December 4th Regular Meeting Agenda. With regard to Item A.3, Special Meeting to Interview Board and Commission Applicants, Mayor Pro Tem Pearson inquired if any deadlines were missed given the limited number of applicants. City Clerk Herringa indicated that no deadlines were missed and that an article was in the December Portager and a press release had been issued. He continued by stating that, on occasion, there are simply fewer applicants and encouraged City Council to assist in recruitment.

With regard to Item A.4, Contract for Landscape Bed Maintenance and Leaf Removal at City Hall, Councilmember Reid noted that only one bid was received and inquired why we had not received additional bids. She also noted that the bid that was received was 17% higher than the current contract. Deputy City Manager Boulis stated that the current vendor was late in submitting a bid and therefore disqualified. He continued by reviewing the bid process that was utilized for this contract. Councilmember Reid stated that it appears there are two options for City Council which are to accept the single bid or to not accept the bid and go out for bid again. She asked if the contract was a matter of urgency. City Manager Shaffer confirmed the options expressed by Councilmember Reid and stated that work related to the contract would begin in the spring. Councilmember Reid inquired as to the start date of the new contract and Mr. Boulis responded that he would research the matter.

With regard to Item A.5, Special Assessment for Curb and Gutter, Councilmember Reid inquired if there was a cap of 80 feet on the footage that can be assessed. City Manager Shaffer stated that he would research and respond and shared that this particular item will come before City Council five times.

With regard to the Calendar of Meetings, Mayor Pro Tem Pearson pointed out that the time listed for the Kalamazoo County Transit Authority/Central County Transit Authority was incorrect and should be 11:30 a.m. City Clerk Herringa stated that the listed time would be adjusted accordingly.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall closed the meeting at 8:08 a.m.

Adam Herringa, City Clerk