

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF SEPTEMBER 16, 2019**

Mayor Patricia 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.

With regard to Item A.3, Crosswalks and City Centre Snow Removal, Councilmember Burns inquired as to snow removal at bus stops. He asked if snow removal at bus stops had been discussed with this vendor and whether an estimate for removal could be obtained. Mr. Shaffer stated that, to his knowledge, snow removal at bus stops had not been discussed with this vendor. Councilmember Reid commented that the price for the snow removal service seems high given the size of the area involved. She asked if staff thought the pricing was uncharacteristically high and whether it made sense to go out for bid again. Mayor Randall inquired as to the feasibility of the work being performed by city staff. Mr. Shaffer stated that he would research and respond.

With regard to Item A.4, HVAC and boiler upgrades for Fire Station No. 1, Councilmember Reid commented on the disparity of pricing with the bids. She inquired as to the cause of such variation. Mr. Shaffer stated that R.W. LaPine is our present vendor for such services and suspects they want to continue the business relationship.

With regard to Item A.5, Raze Order for 5834 Monticello, Councilmember Reid inquired if the property had a basement and, if so, whether it would be removed. She commented that failure to remove the basement makes it difficult to resell the property. Mr. Shaffer stated that basement removal should happen on all City of Portage demolition projects. Mayor Randall asked City Clerk Herringa to ensure the agenda item reflects basement removal.

With regard to Item F.1., City Manager Contract, Councilmember Reid referenced Section 3.C and the language involving adding a bonus to an employee's base wage. Deputy City Manager Boulis shared that this language has been in previous employment agreements and affirmed that it does not require any bonus to be added to the base wage. Councilmember Reid asked for a table involving key compensation package components inclusive of starting and ending points for the previous four city managers. Mayor Randall commented that the previous four city managers would predate former City Manager Michael Stampfler and questioned the applicability of such data to the present situation. Councilmember Reid modified her request to be inclusive of the starting and ending points of current City Manager Larry Shaffer and former City Manager Maurice Evans.

Mayor Randall summarized the meeting.

STATEMENTS OF CITIZENS: James Hudson, 9001 West End Drive, stated that he was attending the meeting to represent residents of West Lake and that everything looked good.

ADJOURNMENT: Mayor Randall adjourned the meeting at 8:12 a.m.

Adam Herringa, City Clerk