

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 18, 2019**

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

With regard to proclamations, Mayor Randall inquired as to who would be reading the proclamation. Councilmember Knapp volunteered. Mayor Randall reviewed that the re-elected members of Council would step down from the dais, be sworn in and then return to the dais. She noted that the seating arrangement would remain unchanged. Councilmember Reid inquired if there would be a break and Mayor Randall responded in the negative noting that a break was not planned.

With regard to Item B.7.b, Councilmember Reid shared that she had received an inquiry from a citizen asking why the mast arms needed replacing and what makes a mast arm obsolete. Councilmember Reid further inquired as to why only one bid was received and who may have downloaded the bid offering. Deputy City Manager Boulis stated that it is not unusual for bid offerings to be downloaded by individuals other than prime vendors. Such downloads, he continued, are often simply to see what might be available. Councilmember Reid shared that she is troubled whenever only a single bid is received as it's difficult to ascertain whether the quoted price is a good one. Mayor Randall inquired as to the age of the current mast arms and how the bid price compares with similar recent purchases. She continued by inquiring whether the purchase could be deferred. Mr. La Margo shared that he would research and respond.

With regard to item B.7.c, Councilmember Reid noted the recommendation to take the second lowest bid. She noted that the agenda item indicated that the low bidder "took exceptions to the indemnity and insurance" provisions and asked for clarification in this regard. Councilmember Reid also noted that the agenda item indicated the low bidder did not provide sample drawings that were detailed enough to meet the requirements of the local streets program. Councilmember Reid inquired if the requirement for sample drawings in the bid offering were clear. Councilmember Reid concluded by asking if this bidder had such deficiencies, why it was included in the agenda item. Mr. La Margo stated that his goal is to include all bids so that City Council has a solid understanding of each bid process. With regard to her other questions, Mr. La Margo stated that he would research and respond.

With regard to Item B.7.d, Councilmember Reid inquired if the two parking lots would be contiguous or separate. Mr. La Margo stated that they would be separate with cross access. He shared that he is working with J&H LLC on development of the parking lots and described it as a "win-win" as both J&H and the City will benefit from the additional parking. Mayor Randall inquired if signage would be installed to clarify the parking opportunities. Mr. La Margo stated that signage would be installed.

With regard to Item B.7.f, Councilmember Reid inquired what steps were taken with Too Clean to help improve their performance. She further inquired if their performance was so bad, why were they included as a bidder? Mr. Boulis stated that Too Clean was having trouble meeting bid specifications and that various city facilities were not being appropriately cleaned. Mr. Boulis stated that staff was dissatisfied with the results of Too Clean but their performance was not such that it merited disqualification from bidding. Mr. Boulis noted the minor price difference between Too Clean and the next bidder and shared that the recommendation is to go with the next highest bidder in the hopes of getting better results. Councilmember Reid summarized that, in the case of Too Clean, they may have been meeting the letter of the contract but just not doing the best work. Mr. La Margo stated that he would continue to work on making staff reports to City Council more clear, especially as they related to purchasing. Mr. Boulis also noted that the city endeavors to avoid being overly harsh regarding vendors in public documents so as to avoid causing undue harm.

Mayor Randall asked for clarity with regard to “Statements of Citizens and Guests and Petitions and Statements of Citizens – Other Matters.” City Clerk Herringa explained the first is an opportunity for any special guests or attendees in the audience to speak regarding the recent election. The second is for any citizens to speak regarding other matters of concern.

With regard to Item F.1, Councilmember Reid inquired if the signing of such a letter regarding refugee resettlement would be on-going or if this would be a one-time situation. Mr. Boulis stated his understanding is that this would be a one-time circumstance but this could be subject to change. Councilmember Burns inquired if any staff from refugee resettlement organizations would be present. City Clerk Herringa stated that representatives of Bethany Christian Services would be in the audience.

With regard to Item G.1, Councilmember Reid inquired if City Council would be receiving a copy of the report from Fishbeck. Mr. La Margo stated that staff received the report late last Friday and invited Councilmember Reid to attend a planned meeting with Fishbeck representatives on Tuesday at 5:00 p.m. City Clerk Herringa expressed concern with a quorum of City Council being reached and Mayor Randall inquired about the possibility of a Special Meeting. Mayor Randall expressed hope that Fishbeck will be prepared to give a presentation and inquired if city staff would be available to answer questions from the audience. Mr. La Margo responded in the affirmative. Mr. La Margo shared that Fishbeck would be contacted regarding the possibility of meeting earlier in the day tomorrow so that City Council might have an opportunity to discuss the report.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:32 a.m.

Adam Herringa, City Clerk