

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF DECEMBER 2, 2019**

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

With regard to Item A.3, Councilmember Reid asked for a breakdown of the device quantities and types entailed in the computer replacement purchase. City Manager La Margo responded that the information would be gathered and provided prior to the regular meeting.

With regard to Item A.4, Councilmember Reid inquired whether the professional services contract for the Lexington Green Park was solely for architectural design or also included construction. Mr. La Margo stated that the proposal was for design services only.

With regard to Item A.5, Mayor Pro Tem Pearson inquired on the PA 152 waiver relating to city health insurance and requested clarification on the costs and expenses included as part of that waiver. He asked that staff provide the costs for the 2019 plan year as an example. Councilmember Reid asked what the plan year encompassed. City Manager La Margo and Deputy City Manager Herringa responded that it was February to February. Councilmember Burns questioned whether the proposed insurance costs were in line with the budget. Mr. La Margo shared that he would research and respond. Mayor Pro Tem Pearson asked that staff provide the last two years of insurance costs for background. Councilmember Reid inquired why there was such a cost difference between the Blue Care Network and Blue Cross Blue Shield plans. Councilmember Burns further inquired whether the city issued an RFP for health insurance in an effort to get competitive rates. Deputy City Manager Herringa offered that the city utilized Rose Street Advisors of Kalamazoo as a broker.

With regard to Item A.7, Councilmember Reid requested clarification regarding the number of jobs quoted in the agenda report as compared with the prior Brownfield Authority minutes, whether the jobs are new or simply transferred. Mr. La Margo stated that he would research and respond.

With regard to Item A.9 and D.1, Councilmember Reid had a procedural question as to whether property owners adjacent to a proposed rezoning are notified when the public hearing comes before City Council, similar to the Planning Commission. Deputy City Manager Herringa confirmed that the Office of the City Clerk sends a letter to adjacent property owners with the notice.

With regard to Item A.10, Councilmember Reid noted that only three Boards were scheduled for the interview session and she asked whether the meeting could be set later than 5:15 pm. City Manager La Margo and Deputy City Manager Herringa stated that they would review and respond.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:14 a.m.

Erica L. Eklov, Deputy City Clerk