

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 13, 2020**

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

With regard to Item A.5, Mayor Randall noted the questions previously e-mailed by Councilmember Reid. Councilmember Knapp stated she shared Councilmember Reid's questions, inquiring as to the answers. Mayor Randall deferred to City Manager La Margo to respond. City Manager La Margo noted that Councilmember Reid's main concern was whether the in-kind donation proposed by AVB was an opportunity available for all interested vendors. He stated that the in-kind donation from AVB entailed assistance with review and vendor selection for the architect and engineer portion of the project. At the request of the Mayor, City Manager La Margo noted that the amount of \$503,713 listed in the bid tabulation included the in-kind donation amount and that the bid would have been \$648,713 without the donation. Councilmember Knapp inquired whether all bidding vendors had the same opportunity and if the city was proceeding appropriately. City Manager La Margo stated that the RFP was written as such and it was included as part of the pre-bid meeting with vendors that an in-kind donation could be part of the bid structure. Councilmember Knapp inquired whether the other in-kind donation submitted was also factored into the bid totals shown. City Manager La Margo confirmed that it was part of the prices listed and noted the other vendor offered a flat discount in the amount of \$10,000.

Councilmember Burns inquired as to the city's contract obligation should the fundraising goal run short. Mayor Randall responded that the project will move forward regardless, but noted that less funds will ultimately result in building less and more modestly.

Mayor Randall inquired why the City Manager's report quoted a construction start date of fall 2020 when the goal was summer 2020. City Manager La Margo responded that the plan remains summer 2020, but the fall 2020 date is provided for caution. Mayor Randall further inquired whether the city has a complete timeline for the project. City Manager La Margo stated that he will research and respond.

With regard to Item A.6, Mayor Pro Tem Pearson noted that the amount of \$70,400 from Kalamazoo County seemed somewhat small. He asked that the City Administration provide responses to two questions regarding the senior millage before the next City Council Retreat. First, he inquired on the amount of funding the other jurisdictions included in the millage received. Second, he asked to know the identities of the top six entities that received the largest funding amounts. He noted his desire to ensure Portage receives equal distribution with future millages.

Councilmember Burns noted that some of the entities receiving County millage funding may not be governmental agencies, but non-profits. City Manager La Margo offered to ascertain the County's formula for funding distribution.

Mayor Randall inquired as to the dollar amount originally asked for by the city. Deputy City Manager Carroll responded that it was \$90,000.

Mayor Pro Tem Pearson asked whether responses to Councilmember Reid's e-mailed questions on this item had been provided. City Manager La Margo stated that he will research and respond.

With regard to Item C.1, City Manager La Margo noted Councilmember Reid had several questions listed in her e-mail regarding working with the DNR to determine deer population numbers and whether this was more of a regional issue. City Manager La Margo stated that he planned to research and respond.

Mayor Pro Tem Pearson asked staff to check with neighboring jurisdictions to inquire how they are approaching the deer population issue. Mayor Randall stated she would like an opinion regarding the relation of deer population numbers and automobile-deer accidents. Councilmember Burns noted the DNR might be able to provide guidance regarding deer count limits for comparison with any city count. Mayor Randall inquired whether there is a potential threat of Lyme Disease occurring locally.

Deputy City Manager Herringa requested clarification regarding the expected timing for deer population answers, citing the recommendation on the agenda to refer the item to the City Administration and report back at a later time. Councilmembers responded that answers can be provided in the comprehensive report. Mayor Randall asked Interim Clerk Eklov to contact the Environmental Board Chair to clarify whether a board representative would be present at the Council Meeting.

With regard to the Board and Commission Interview Session, Mayor Randall reminded City Council of the meeting start time and asked for clarification on receipt of the applicant packets. Interim Clerk Eklov responded that the Interview Session packet was uploaded to BoardView, but understood that the prior City Clerk would provide City Council the full packet via e-mail with the agenda the Friday before. She stated she would e-mail City Council with the full packet after conclusion of the Pre-Council Meeting.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:29 a.m.

Erica L. Eklov, Interim City Clerk