

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JANUARY 27, 2020**

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 Mike Carroll, Deputy City Manager Adam Herringa and City Clerk Erica Eklov.

Mayor Randall began by reviewing the agenda and asked if anyone would be present to read the Black History Month Proclamation. Deputy City Manager Herringa responded that he would follow up and ensure someone was present.

With regard to Item A.3, Councilmember Reid stated that the Consent Agenda did not indicate that the item included an \$8 million bond. Councilmember Burns noted that the CIP indicates that approximately \$10.5 million in bonds will be issued in this fiscal year, but that the bond amount on the City Council Agenda is only for \$8.4 million. He inquired whether another bond issuance was planned. City Manager La Margo stated he would research and respond. Councilmember Burns further noted that the city could save money by completing bond issuances all at once and inquired as to the expenses/costs associated with issuing bonds, such as bond counsel, underwriters, etc. City Manager La Margo stated he would include this question in his research with staff and response.

With regard to Item A. 4, Councilmember Reid noted that the way in which the item was written that Bryce & Associates appeared to be the only vendor charging the 3.75% fee if the project exceeded the projected \$8 million. She inquired whether the other vendors proposed a similar structure. City Manager La Margo responded that the other vendors had similar fees, whereas two of the vendors proposed a flat fee. Councilmember Reid further inquired as to the other vendor rates and calculations behind the totals. Deputy City Manager Herringa responded that he would research further with the Purchasing Manager and respond back. Councilmember Reid asked that staff illustrate the fees at construction cost levels of \$8 million, \$9.8 million and \$11 million for each applicant with the associated multipliers.

With regard to Item A.6, Councilmember Reid stated that she understands switching payroll vendors entails a potential cost and effort for the city; however, she wanted to compare the costs between ADP and the other vendor staff noted in the report. She further inquired as to how long the City Administration plans to retain ADP before the payroll process is advertised for bid again and when the service was last advertised. Councilmember Reid also asked regarding any additional costs in the event the city changes payroll vendors. City Manager La Margo stated he would research and respond.

With regard to Item A.7, Councilmember Reid noted that the data provided for city participation in the Household Hazardous Waste Center and associated costs fluctuated each year, and the percentage change of eight percent did not seem proportional. She stated that the average appears to be seven percent and that Portage resident participation appears to be

decreasing. Councilmember Reid asked for the rationale behind the eight percent increase and inquired whether all of the participating entities were receiving the same increase.

With regard to Item A. 9, Councilmember Burns noted that the report references storm water system “sags and deflections”. He asked that staff further elaborate on this terminology. Councilmember Knapp noted that Councilmember Burns’ question also relates to Item A. 10 and asked that this concern be addressed for both items. Councilmember Knapp inquired whether these storm water system traits are an overall common issue or a common issue with this specific developer. She further relayed the City Council had previously discussed this development during its preliminary review and reminded of Council’s prior concerns with the adjacent wetlands and drainage issues with the clearing of trees on the site. Councilmember Knapp asked about staff observations of the site since the tree clearing and whether staff had any additional concerns with the health of the wetlands or adjacent property owner drainage issues. City Manager La Margo offered that these types of city stipulations for the developer were common with final condominium approvals. Councilmember Knapp offered additional background on Council discussion on the matter from two years prior.

With regard to Item A. 11, Councilmember Burns asked whether staff believe the topics will be fully addressed within the three-hour session. Mayor Randall noted that the proposed special meeting is intended to be the first of two sessions and highlighted Deputy City Manager Herringa’s recent e-mail on the matter. Deputy City Manager Herringa offered that he doesn’t expect to finish in the first session but that it will provide for a good start.

Councilmember Reid noted that the City Manager’s report stated funding was not applicable for the session, but she inquired on the cost of hiring the facilitator.

With regard to Item C.1, Mayor Randall inquired whether a member of the Youth Advisory Committee would be present to discuss the communication. City Clerk Eklov responded that the Chairperson would be presenting alongside the other two officers.

With regard to Item C.2, Councilmember Knapp asked for clarification on the proposed motion with regard to the report by the Environmental Board. Deputy City Manager Herringa noted that the recommended motion was for Council to simply accept the report and refer it to the City Administration for review and response.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:28 a.m.

Erica L. Eklov, City Clerk