MINUTES FROM THE PRE-MEETING OF THE PORTAGE CITY COUNCIL
OF MARCH 9, 2020

Mayor Pro Tem Jim Pearson 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, Terry Urban and Mayor Patricia Randall were absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Adam Herringa and Deputy City Manager Mike Carroll joined the meeting. City Clerk Erica Eklov was absent to prepare for the Presidential Primary Election.

With regard to Item A.2, Councilmember Knapp inquired as to check 12770(A) which was for "Lakeview Park Concept Plan." She inquired if the plan was part of efforts related to the Lake Center Business District or similar. City Manager La Margo stated that he would research and respond.

With regard to Item A.3, Councilmember Reid noted the large discrepancy between the highest and lowest bids and wondered as to the reason why. Mayor Pro Tem Pearson and City Manager La Margo shared that firms will often submit a quick high bid on the chance that they might get the contract thus resulting in a substantial profit margin.

With regard to Item A.5, Councilmember Reid noted that the cost increase of the contract with Farr Associates appears to be related primarily to the creation of a public report. She commented that $5000 for such a report seemed high. City Manager La Margo stated that the report requires additional effort and will be created such that it can be used in the upcoming Comprehensive Plan that must be put together by the Department of Community Development. Mayor Pro Tem Pearson noted that some of the increased cost could be attributed to the expansion of the project study area. Councilmember Reid also asked for clarity regarding the dates of Planning 101 and charrettes that are being planned. Mr. La Margo noted that the "Planning 101" meeting will be held on March 30, preliminary charrette workshops with the public will be held in April and the final charrettes will be in early May.

With regard to Item A.7, Councilmember Reid expressed concern with safety related to 22 units being built in the first phase of the project yet there being only once access point to the property. She inquired as to the number of units that can be permitted per access drive and noted that, eventually, a second emergency access is planned. Later in the Pre-Council Meeting Councilmember Reid inquired as to stormwater flow to the retention basin. She asked if the flow was all downhill and who owns or is responsible for the related pipe and basin.

With regard to Item A.8, Councilmember Reid asked for clarity between the Personnel Rules and Regulations and Administrative Orders noting that City Council has little understanding of the Administrative Orders or their content. Deputy City Manager Carroll noted that the Administrative Orders are currently under review. He continued by stating that permitting City Administration the authority to review and modify Personnel Rules will afford the City Manager flexibility to quickly adapt these rules as needed and ensure they are synonymous with the Administrative Orders. Deputy City Manager Carroll shared a recent experience in which City Administration was recruiting a candidate but ran into difficulties with the Personnel Rules when it came to negotiating time off. He continued by stating that, in his

experience, City Council supervises the City Manager but the City Manager should have the flexibility to set the rules for staff. Councilmember Reid questioned why there needs to be both Personnel Rules and Regulations and Administrative Orders. Mr. Carroll noted that the contents of the Personnel Rules and Regulations are similar to an employee handbook and provide a basic understanding of expectations and benefits. Administrative Orders, he continued, get into greater detail and provide consistency across the organization.

Mayor Pro Tem Pearson noted that the contents of Administrative Orders and rules for employees are often a mystery to City Council. He then noted the change in dress code and asked what changed and for City Council to be notified when such changes are made. Mr. La Margo explained the change in the dress code and pledged to provide City Council with updates when Administrative Orders are modified. He noted that Deputy City Managers Carroll and Herringa are currently reviewing all Administrative Orders and that City Council would be provided a copy of the results. Mayor Pro Tem Pearson asked that a "highlight/strike" copy be provided. Councilmember Reid concurred with Mayor Pro Tem Pearson.

With regarding to Item D.1, Councilmember Reid commented that the proposed project changes the character of the Greenspire Development. She asked how the public can obtain information and provide feedback. City Manager La Margo stated that the developer will be present at the meeting and should be able respond to Councilmember Reid's questions. Councilmember Reid next noted high water levels in the area and whether the impact of this proposed development will adversely impact water levels. She also noted proposed underground parking and questioned the viability given the high groundwater in this area. City Manager La Margo stated that engineers have evaluated the project for impact on water levels and staff understands the sensitivity in this regard. Mr. La Margo questioned whether the underground parking would become a reality given the cost to create underground parking combined with water levels. He noted the plan is still tentative at this point and project commencement remains two years away. Mayor Pro Tem Pearson asked that City Council forward any questions regarding this project to Mr. La Margo so that the developer can be prepared to answer them at the meeting.

Mayor Pro Tem Pearson summarized the meeting and Deputy City Manager Herringa noted that Mr. Carroll would be serving as City Clerk for the meeting due to the Presidential Primary Election and the unavailability of the City Clerk. Councilmember Reid inquired as to how many absentee ballots had been returned. Mr. Herringa stated that about 4,700 had been issued and around 80% had been returned so far. He also noted that this number of ballots is almost double from four years ago. Mayor Pro Tem Pearson inquired as to the number of spoiled ballots and Mr. Herringa responded that there have been approximately 200 spoiled ballots over the last few days.

ADJOURNMENT: Following a summary of the meeting, Mayor Pro Tem Pearson adjourned the meeting at 8:25 a.m.

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Adam Herringa, Deputy City Manager