

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

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:05 a.m. Councilmembers Chris Burns, Richard Ford, Lori Knapp, Claudette Reid and Mayor Pro Tem Jim Pearson also joined via the WebEx meeting platform. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll (via WebEx meeting platform), Deputy City Manager Adam Herringa (via WebEx meeting platform), Communications Manager Mary Beth Block and City Clerk Erica Eklov.

Mayor Randall began by reviewing the agenda and clarified the absence of proclamations for the upcoming meeting. City Clerk Eklov confirmed no proclamations were planned.

With regard to Item A.1(a), Mayor Pro Tem Pearson noted he had submitted a revision for the March 24, 2020, Regular Meeting Minutes to the City Clerk.

With regard to Item A.2, Councilmember Knapp inquired about checks #12944 and #12899 regarding a replacement server for the PlowTrax electronic service, noting it was a relatively new service. After City Manager La Margo stated he would further research, Deputy City Manager Herringa later offered an update from Technology Services Director Devin Mackinder. Director Mackinder responded that the PlowTrax application did not require an update but the server on which the application was housed is an older one that has been malfunctioning and requires replacement. Councilmember Knapp further asked about check #312981 regarding payment for airport advertising and what the advertising entailed. City Manager La Margo confirmed that the Kalamazoo/Battle Creek International Airport featured a large visual ad for the City of Portage. Councilmember Knapp then inquired whether the funding for the advertising originated from the Communications Budget or the City Manager's Office Budget. City Manager La Margo responded the funding currently comes from the City Manager's Office, which would change to the Communications Department with the start of the proposed Fiscal Year 2020-2021 Budget.

With regard to Item A.3, Mayor Pro Tem Pearson inquired about the absence of funding noted for the Support Emergency Operations Plan (SEOP). Deputy City Manager Carroll responded that city funding would not be involved. He further noted that there are no changes to the SEOP with the exception of a notation detailing the manner in which future revisions to the document would be handled. Mayor Pro Tem Pearson then asked about the noted Incident Commander under the SEOP and how that would be structured for events in Portage. Deputy City Manager Carroll responded stating that if the incident were confined to the City of Portage, then the Incident Commander's role would be either the Public Safety Director or the City Manager, depending on the nature of the incident. Councilmember Burns highlighted references in the proposed SEOP regarding the local governing body as a City Commission versus City Council. He further inquired whether the proposed SEOP before City Council was a new or amended document. Deputy City Manager Carroll answered that the SEOP was the same as previously approved by City Council in 1994 and was an amended document containing revisions allowing for future plan changes. Councilmember Reid asked for clarity regarding the

role of the Mayor in the proposed SEOP for declaring emergencies. Deputy City Manager Carroll initially responded that he would review the document. Mr. Carroll subsequently responded that the SEOP states an emergency could be declared by the Mayor or the Mayor Pro Tem in the Mayor's absence. Should both be unavailable, the designation would then fall to the City Council.

With regard to Item A.4, Councilmember Reid inquired as to when the provisions in the proposed resolution would terminate. City Manager La Margo stated that the provisions would be in place for the duration of the Governor's State of Emergency. He further noted the document contained a sunset clause of August 2020 to coincide with the subsequent utility billing cycle.

With regard to Item A.5, Councilmember Burns noted that the communication contained a misspelling for Portage Community Center Director Chris Buckley's last name. City Manager La Margo stated his office would correct the error.

With regard to Item A. 6, Councilmember Reid asked for clarification on the proposed action recommended, whether the City Administration was presenting the 2020 Utility Rate Study and proposed rates in the same action when the matters were usually carried out in two Council meetings. City Manager La Margo responded that the recommended action was only to set the public hearing for the proposed 2020 Utility Rate Study.

With regard to Item A. 8, Councilmember Reid asked how the noted virtual meetings would be displayed for the public. City Manager La Margo stated the meetings would be televised through cable access.

With regard to Item E.1, Councilmember Reid inquired whether the proposed budget would be posted online for the public to view. City Manager La Margo responded that the budget would be posted on the city website once the hard copy budget books were delivered to City Council on Tuesday, and discussed the specifics of the delivery. Mayor Pro Tem Pearson asked whether the City Manager's Office would be providing the segments of the budget slated for discussion before the individual Councilmember review meetings with the City Manager. City Manager La Margo confirmed the expectations for the upcoming informal review meetings. Mayor Pro Tem Pearson then inquired about the budget sections slated for review for the formal City Council Budget Review meetings. City Manager La Margo explained

With regard to Items F.1 and F.2, Mayor Randall inquired who would be presenting the Unfinished Business topics. City Manager La Margo responded as to which city staff was slated to present each topic. For Item F.2, Councilmember Burns noted the communication included mentions from the prior Council meeting of the associated resolution as a pending matter. City Manager La Margo responded that staff would update the language.

With regard to Item G., Mayor Randall inquired of Council if anyone planned to provide a committee report. The Councilmembers present did not have any updates to provide.

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

