

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF MAY 26, 2020**

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:00 a.m. Councilmembers Lori Knapp, Claudette Reid and Mayor Pro Tem Jim Pearson also joined via the WebEx meeting platform. Councilmembers Chris Burns, Richard Ford, and Terry Urban were 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 (via WebEx meeting platform).

Mayor Randall began by reviewing the agenda. She confirmed that City Clerk Eklov would read the Proclamation.

With regard to Item A.2, Councilmember Reid inquired about the payment for temporary Parks Department assistance. She asked why the city was paying for temporary employees when some staff were currently furloughed. Deputy City Manager Herringa responded that the temporary staffing entailed routine seasonal workers that maintain the various parks, which Public Works staff are not able to manage.

With regard to Item A.4, Councilmember Reid noted that the City Manager's Report did not detail the current city costs for the contract. She stated that the report also noted the contract renewal had various increases and decreases that she would like further explained. Councilmember Knapp highlighted the second-to-last paragraph that noted dollar amounts. Councilmember Reid responded that she desired an itemized cost detail for each year. City Manager La Margo confirmed that he would provide the information.

With regard to Item A.5, Councilmember Knapp stated the wording of the motion was awkward, noting the mention of the public hearing, plus the additional action recommended was problematic. Councilmember Reid relayed various historical variations for similar motions. City Manager La Margo responded that the language would be reviewed and clarified.

With regard to Item A.6, Councilmember Reid requested clarification regarding the process for the vendor receiving a percentage of the cost and the duration of the benefit. City Manager La Margo deferred to the Deputy City Managers. Deputy City Manager Carroll responded he would review the contract and respond.

With regard to Item A.7, Councilmember Reid noted the language in the General Fund Reserve Policy Resolution stated that City Council would be informed of any overages spent. She requested clarification as to whether Council would simply be informed or the matter would require Council approval, stating her preference that City Council approve any purchases beyond the twenty-four percent fund balance. City Manager La Margo responded that City Council currently approves both the annual budget, as well as the bi-weekly Accounts Payable Register, which should account for any expenditures. Councilmember Reid replied that the proposed Resolution did not specifically state whether the expenditures were budgeted and suggested that additional language should be added. City Manager La Margo stated that efforts for Council approval could be cumbersome and relayed that any overages are directed to the Capital Improvement Program as previously discussed during the Council Budget Sessions. Councilmember Reid stated that Council usually is advised of fund overages at the end of the fiscal year. She further noted she likes the concept of the Resolution but with improvements to

the wording. Mayor Randall asked the City Manager to review the Resolution for additional revisions.

With regard to the Wage Resolution under Item E.1, Councilmember Reid noted that the Resolution stated increases for Department Heads and Non-Union but she requested clarification regarding the unions. City Manager La Margo responded that there are no additional increases planned but highlighted that the proposed budget already includes some wage increases for some areas to be planned at a later date.

Councilmember Knapp inquired whether an item for the City Attorney Services RFQ was planned. City Manager La Margo responded that the City Administration is continuing to work on the language for the RFQ and plan to present the item at the first Council meeting in June. Councilmember Knapp further inquired whether the item would entail the actual RFQ or simply the concept. Deputy City Manager Carroll responded that he was still acquiring answers to the questions City Council posed during the May 14th Committee of the Whole meeting and was working to have all information prepared before the next Council meeting.

Deputy City Manager Herringa relayed that a Resolution of Respect for retiring Finance Director Bill Furry was slated to be added to the agenda.

Mayor Randall relayed she had been contacted for recent Eagle Scout recognitions and inquired about adding an item or creating a process for a future agenda to recognize these youths. City Manager La Margo responded that he also desired to recognize certain staff for recent above and beyond efforts. Mayor Randall agreed that a new method to recognize these matters in the virtual City Council meetings was needed in a way that could be carried forward to the regular meetings for the future. Councilmember Reid suggested a potential photo montage for the virtual meetings.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:33 a.m.

Erica L. Eklov, City Clerk