

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JUNE 8, 2020**

Mayor Patricia Randall, via the WebEx meeting platform, called the meeting to order at 8:00 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 (via WebEx meeting platform).

Mayor Randall began by reviewing the agenda. She asked for clarification regarding the Eagle Scout presentation. City Clerk Eklov confirmed that she had a PowerPoint presentation featuring each of the ten Scouts that Deputy City Manager Herringa would read through.

With regard to Item A.4, Councilmember Reid asked for clarification regarding whether the leniency provided during the Governor's "Stay Home" Executive Order would affect transferring the remaining amounts to the tax roll. City Manager La Margo responded that citizens were still required to pay their water bill during the Executive Order, noting the city was only pausing water shut-offs and late fees. Councilmember Reid further inquired whether the city had reached out to all the property owners with remaining amounts. Mayor Randall noted that the City Manager Report stated that the account holders had received up to six notices, also highlighting that several amounts remaining were under \$100. She stated that the assessment of the fees and penalties, as well as the processing, would likely amount to more than the balances dues in the end. City Manager La Margo stated he would work with the Finance Department over the following week to ensure the delinquent account holders were contacted one more time.

With regard to Item A.7, Councilmember Knapp inquired about the Calendar of Meetings with rooms noted. She noted with the meetings being virtual that advertising a room was misleading. City Clerk Eklov responded that she would remove that information from the agenda. Mayor Pro Tem Pearson requested the addition of the June Austin Lake Governmental Lake Board Meeting and asked the City Clerk to complete the appropriate noticing. City Clerk Eklov relayed that she would notice the meeting as requested.

With regard to Item H.1, Mayor Randall noted Councilmember Ford's pending resignation and asked Councilmember Ford to summarize his communication. Councilmember Reid responded to Councilmember Ford that she understood and was sorry to see him leave. Mayor Randall noted the expected replacement process based on prior Council vacancies, asking Councilmembers to review their calendars for potential July meeting dates to address the vacancy. She noted the potential for combining the Council vacancy interview with the previously scheduled Board and Commission Interview Session. Councilmember Ford noted his delayed resignation date to help Council minimize the time with a vacancy. Councilmember Burns inquired how the public call for applicants would look. Deputy City Manager Herringa responded that the city could not pursue the next highest voted City Council candidate option since the Councilmembers ran unopposed in 2019, instead the process would call for public applicants that City Council would interview and appoint from that pool. He suggested that Council announce to the public at the next Council meeting to set the process, set the application deadline, the window for interviews for early July, and make a selection at either the first or second meeting in July. He further noted that Council could set the window for

applications and review for just a few weeks as has been done previously or longer if Council desired. Mayor Randall agreed, noting a desire to post the vacancy as soon as possible to the city website with final meeting dates to follow.

With regard to Item H.2, Councilmember Reid inquired if Council could receive a copy of the RFQs to be published. City Manager La Margo responded that he understood the draft RFQs will be very similar in content to the prior call for proposals with only minor revisions. He stated he would work with Deputy City Manager Mike Carroll to send copies of the documents to Council.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:26 a.m.

Erica L. Eklov, City Clerk