

MINUTES OF THE SPECIAL MEETING OF THE PORTAGE CITY COUNCIL

NOVEMBER 4, 2020

Mayor Patricia Randall called the Special Meeting to order at 6:00 p.m. The meeting was held virtually as permitted by Senate Bill 1108. Mayor Patricia M. Randall, Mayor Pro Tem Jim Pearson and Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Terry Urban were present. Mayor Randall and Councilmember Ledbetter were present in-person at Council Chambers while all others participated virtually from Portage, Michigan. Also in attendance were City Manager Joe La Margo and Deputy City Manager Adam Herringa who served in the role of City Clerk for this meeting.

Mayor Randall shared that this special meeting was being held to discuss a personnel matter and this matter is the annual performance review of the City Manager. Mayor Randall inquired of the City Manager whether he would support going into closed session to conduct the review and Mr. La Margo responded in the affirmative. Motion by Pearson, seconded by Reid, to enter into closed session. Upon a roll call vote, motion carried 7 to 0.

City Council entered closed session at 6:03 p.m.

City Council reconvened in open session at 6:33 p.m.

Councilmember Knapp explained that the City Manager Review/Evaluation Committee (composed of herself, Mayor Randall and Mayor Pro Tem Pearson) had met to setup the review process and implemented a new performance evaluation tool this year. She expressed that the committee was satisfied with the tool and that, for the first time, the evaluation included feedback from the City Manager's direct reports. She noted that, in all evaluation categories, the City Manager averaged between "above average" and "excellent." She noted that this included the reviews from staff. She expressed satisfaction in the scoring consistency between staff and City Council evaluations.

Motion by Knapp, seconded by Reid, to award the City Manager a salary increase of 2.75% to a total of \$179,812.62 annually and, in recognition of certain accomplishments over the past year including exceptional crisis management during the on-going COVID pandemic; fiscal and budget development and on-going financial management; overseeing capital projects such as Fire Station No. 2, the Community Senior Center and various other capital projects; and increased and elevated internal and external communication outreach that Mr. La Margo be awarded a bonus in the amount of \$12,500. Upon a roll call vote, motion carried 7 to 0.

Mayor Randall commended Mr. La Margo on an excellent year and opened the meeting to public comment. There being no comment, the meeting adjourned at 6:37 p.m.

Adam Herringa, Deputy City Manager