

**MINUTES FROM THE PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF FEBRUARY 22, 2021**

Mayor Patricia Randall called the virtual meeting to order at 8:00 a.m. Councilmembers Chris Burns, Lori Knapp, Vic Ledbetter, Claudette Reid, and Mayor Pro Tem Jim Pearson also joined virtually. In compliance with Michigan Public Act 228, the Mayor and Councilmembers disclosed their virtual participation from Portage, Michigan. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Joseph La Margo, Deputy City Manager Mike Carroll, Deputy City Manager Adam Herringa, and City Clerk Erica Eklov.

Mayor Randall began by highlighting the Proclamations, securing Councilmember Burns for the National Entrepreneurship Week acknowledgment and Councilmember Reid for the National Career and Technical Education Month acknowledgment.

With regard to Item A.3, MDOT Contract #21-5007 Portage Road/Bender Road Traffic Signal Replacement, Councilmember Burns noted the city had received only one bid and inquired how the City Administration was certain the quote was an acceptable price for the proposal. Deputy City Manager Carroll responded relaying only three vendors resided in the Midwest region for this type of work. He stated only two vendors responded with the second bid arriving a day after the deadline. Mr. Carroll confirmed that Far and Faron Associates would be a new vendor and the quoted price was in line with the type of work. Councilmember Burns requested a copy of a previous purchase for this type of project for comparison. Councilmember Reid confirmed she shared Councilmember Burns' questions and had researched similar projects previously brought before City Council. She relayed that she was unable to ascertain that Far and Faron Associates had previously completed work for the city as noted in the City Manager's Report and requested that staff verify the accuracy of the information. Mayor Randall inquired about the delivery method for the rejected late bid. Deputy City Manager Carroll responded that the document was sent via FedEx and noted the date on the package ensured it was sent 24 hours late. He further elaborated that the vendor had mistaken the deadline for Thursday as compared to the actual Tuesday deadline. Following Mayor Randall's concerns regarding the city's requirements for "in-person" delivery of bids, Deputy City Manager Carroll responded that bid opening had been virtual since the beginning of the pandemic. City Manager La Margo further clarified that "in-person" equated to a hard copy packet delivered either by hand or a service such as Postal Mail, FedEx, or UPS.

Councilmember Reid also requested a status update regarding the Portage Road/I-94 intersection including a timeline for the project. City Manager La Margo stated he would research and respond.

With regard to Item A.4, Comprehensive Liability, Property and Auto Fleet Insurance, Councilmember Burns noted the City Manager's Report was missing from the website packet. City Manager La Margo noted it would be corrected.

With regard to Item A.8, Reinstate the City Council Housing and Neighborhoods Committee, Councilmember Reid requested clarification regarding the reinstatement of the Committee, noting the original focus of the Committee was broader. Mayor Randall

responded, noting the passage of the November 2020 countywide housing millage that will generate \$51 million over eight years of which Portage needs to find affordable housing projects eligible for the funding. She stated the renewed City Council Housing and Neighborhoods Committee would be charged with pursuing potential projects, highlighting a shift from the connotation of affordable housing to workforce housing in light of the FedEx and Pfizer developments. Councilmember Reid encouraged that the focus of the Committee also consider the review of future neighborhood plans to ensure inclusive, flowing layouts.

ADJOURNMENT: Following a summary of the meeting, Mayor Randall adjourned the meeting at 8:22 a.m.

Erica L. Eklov, City Clerk