

**MINUTES OF THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF JUNE 27, 2016**

Mayor Peter Strazdas called the meeting to order at 9:00 a.m. The following were present: Councilmember Patricia Randall and Mayor Peter Strazdas. Mayor Pro Tem Nasim Ansari and Councilmembers Jim Pearson and Claudette Reid were present via the conference phone line. Those not present include: Councilmembers Richard Ford and Terry Urban. Also in attendance were City Manager Larry Shaffer, Deputy City Manager Rob Boulis and Deputy City Clerk Adam Herringa.

Mayor Strazdas called the meeting to order and raised the topic of preparations for the public hearing on the Non-Discrimination Ordinance as there is significant public interest in the topic. Mayor Strazdas stated that he would encourage groups of like-minded individuals to designate someone to speak on their behalf, discourage speakers from repeating arguments and to honor freedom of speech while encouraging people to refrain from disrespectful comments. Mayor Strazdas also discussed the use of a seated "queue" for those wishing to speak.

To assist in maintaining the 4-minute limit on public comments, those present at the meeting discussed the need for audio and visual indicators to let speakers know that their time is up. City Manager Shaffer reviewed the plan to use the City Hall Lobby and Conference Room No. 1 for overflow seating as well as the plan for overflow parking. Councilmember Reid asked if the Senior Center could also be an overflow location. Deputy City Manager Boulis stated that the City Attorney should be consulted as to whether the hearing would need to be delayed a few minutes in the event there were so many attendees that people would need to utilize and travel to the Senior Center. City Manager Shaffer stated that if the hearing reaches a point where in excess of 400 people are attending and the Senior Center is needed, he would be of the opinion that the hearing should be adjourned to a later date and at a larger facility.

There being no other comments on preparing for the public hearing, Mayor Strazdas asked if there were any questions or comments on the proposed agenda for the June 28th Regular City Council Meeting.

Councilmember Pearson requested minor edits to the June 14th Regular Meeting Minutes.

Councilmember Pearson then reviewed item F.2 as it pertains to the membership of the potential Gourdneck Lake Governmental Lake Board. He stated that the board composition listed in the text of the Communication is incorrect. Rather, the membership should include a representative of the County Board of Commissioners, the County Drain Commissioner, two local representatives, and a lake property owner representative.

Councilmember Reid raised questions on item F.1 which is a renewal agreement with Tyler Technologies for software maintenance to the Police Division computer-aided-dispatch (CAD) and records management system. Councilmember Reid asked if County-wide Consolidated Dispatch happens, could this contract be stopped at any point? City Manager Shaffer responded in the affirmative that this is the case with CAD, but the records management portion is ours. Councilmember Reid followed up by asking what percent of the software/contract is related to record keeping and what percent is dispatch. City Manager Shaffer stated he would research and respond. Councilmember Reid stated that, compared to the previous contract, this contract cost is 20% higher. She requested an explanation as to why this is the case. City Manager Shaffer stated that he would research and respond to her request.

Councilmember Reid referenced item F.4, which is a sole source contract for the Garden Lane #3 pump and motor replacement. Councilmember Reid stated that some of the rationale for the sole source purchase is the expertise and safety protocols of the company. Councilmember Reid stated that this rationale doesn't seem to justify sole source and asked if there are other vendors that could meet the needs of the City. Councilmember Reid followed up by asking what is the lifespan of the work that is to be performed and whether the City should be looking at replacing the items instead of fixing them. City Manager Shaffer stated he would research and respond to her questions.

Councilmember Pearson inquired if there was a report missing from Item G.1 which is a Communication from the Environmental Board about the deer population. It was noted that while a report is alluded to, only a summary is included. City Manager Shaffer stated that he would follow up with the Environmental Board Chairperson Ruth Caputo to see if there is any additional information beyond what was provided.

Councilmember Reid expressed her appreciation for the Local Development Finance Authority (LDFA) documents that were provided and inquired if the LDFA met annually. City Manager Shaffer responded in the affirmative and Councilmember Reid noted that in 2016, the LDFA approved the financials for both 2013-2014 and 2014-2015 and asked if the LDFA missed a meeting. City Manager Shaffer stated that the LDFA did not miss a year but the 2013-2014 financials were simply not approved in 2014-2015 and were this time.

Councilmember Reid referenced Materials Transmitted from the last City Council Meeting and the request of a resident to encroach upon city property and requested a status update. City Manager Shaffer stated that he had met with the individual and is awaiting additional information such as a summary of what, specifically, is being asked for.

Councilmember Randall indicated that she is planning to offer a City Council Committee Report.

ADJOURN: Mayor Strazdas adjourned the meeting at 9:24 a.m.

Adam Herringa, Deputy City Clerk