

**MINUTES OF THE SPECIAL
CITY COUNCIL MEETING OF APRIL 12, 2022**

CALL TO ORDER: Mayor Patricia Randall called the Special Meeting to order at 05:00 PM in the Council Chambers at Portage City Hall.

ROLL CALL: Councilmembers Lisa Brayton, Chris Burns, Lori Knapp, Vic Ledbetter, Terry Urban, Mayor Pro Tem Jim Pearson, and Mayor Patricia Randall were present.

ABSENT: None.

ALSO PRESENT: Acting City Manager Adam Herringa, Human Resources Director Shannon Hertz, City Clerk Erica Eklov, and Frank Walsh of Walsh Municipal Services, LLC.

CITY MANAGER SEARCH - NEXT STEPS:

Review the process by which Walsh Municipal Services narrowed down the number of applicants to those presented: At the invitation of the Mayor, Mr. Frank Walsh briefly explained that his firm had several candidates for the City Manager position to present to the City Council. He noted that the next steps included entering into a closed session to allow the Council to review the candidates' information confidentially. Mr. Walsh stated that he would then work with the Acting City Manager and City Clerk to coordinate the subsequent interviews once City Council had selected candidates to move forward.

Determine to go into closed session for the purposes of discussing candidates: Motion by Pearson, seconded by Brayton, to enter into closed session to review and consider the contents of applicants who have requested confidentiality as permitted under the Michigan Open Meetings Act MCL 15.268 Section 1(f) for the position of Portage City Manager. Before the vote, Councilmember Urban inquired whether all of the candidates had requested confidentiality. Mr. Walsh confirmed all had done so. Upon a roll call vote, motion carried 7 to 0.

-- Entered Closed Session at 5:03 p.m. --

-- Returned to Open Session at 7:01 p.m. --

Create a shortlist of five (5) candidates to invite for interviews: Mayor Randall explained that five candidates had been selected for public interviews. She stated that the formal motion with the noted candidates would be made at the Regular Meeting to begin after the current Special Meeting.

Setting a Special Meeting: Motion by Burns, seconded by Brayton, to set a special meeting on Saturday, April 23, 2022, from 9:00 a.m. to 3:00 p.m. to interview the five City Manager candidates. Upon a roll call vote, motion carried 7 to 0.

ADDITIONAL STATEMENTS:

From the Public: None.

From the City Council: None.

ADJOURNMENT: Mayor Randall adjourned the meeting at 07:03 PM.

Erica L. Eklov, City Clerk