

**MINUTES FROM THE SPECIAL PRE-MEETING
OF THE PORTAGE CITY COUNCIL
OF NOVEMBER 6, 2017**

Mayor Strazdas called the meeting to order at 8:00 a.m. Mayor Peter Strazdas and Mayor Pro Tem Nasim Ansari were present. Councilmembers Richard Ford, Jim Pearson, Patricia Randall and Claudette Reid were present via the conference phone line. Councilmember Terry Urban was absent with excuse. Also in attendance were City Manager Laurence Shaffer, Deputy City Manager Rob Boulis and City Clerk Adam Herringa.

Mayor Strazdas opened the meeting and inquired if there were any questions or concerns regarding items on the proposed agenda. Councilmember Reid inquired as to the Special Recognition Announcement by the City Manager. City Manager Shaffer explained that the recognition was related to this being the final full meeting of Mayor Strazdas.

Councilmember Reid inquired if Item F.2, the \$75,000 budget transfer for gateway signs, was part of a broader rebranding effort of the City. Mr. Shaffer explained that the signs are part of a broader rebranding effort but that items such as letterhead would remain unchanged while others, such as the website, would be updated. He continued by indicating that the new signage is part one of the larger effort. Councilmember Reid inquired what signage would be lit and whether the dark background on the signs would make them hard to see at dusk and at night. Mr. Shaffer explained that the gateway signs would be lit and explained that staff and the vendor discussed the dark background and the vendor stated that the white lettering would be pronounced against the proposed background.

Councilmember Pearson referenced the General Fund surplus as the source of funding for the signage. Councilmember Pearson inquired what the surplus is estimated to be. City Manager Shaffer explained that the surplus is estimated to be \$2.1 million over the 24% prescribed by City Council General Fund Reserve Policy. Mr. Shaffer continued by stating that the incoming City Council will have to decide how to allocate the surplus and referenced debt reduction, streets and a millage rollback as possibilities.

Councilmember Reid inquired, as it related to Item F.4, whether the stormwater management that is proposed as part of The Oaks development would have a positive or negative impact on existing residences. Councilmember Reid pointed out that the information provided by the developer was unclear on this point. City Manager Shaffer stated that he would discuss this topic with the Director of Community Development Vicki Georgeau, and provide a response.

Councilmember Reid, as it related to Item L.1, inquired whether the ruggedized tablets are the only such tablets in use by the City. If there are other tablets, she wondered if the proposed tablets are part of a regular rotation. Councilmember Reid also inquired if there are other rugged tablets whether they were purchased or leased. If purchased, she wondered how the City disposes of them. City Manager Shaffer shared that he would investigate and prepare a response to her inquiries.

City Clerk Herringa shared that he would be excusing himself from the City Council Meeting at 8:00 p.m. as this is when the polls will be closing. He stated that the Assistant to the City Manager, Mary Beth Block, would be replacing him.

City Manager Shaffer shared that he would be speaking with the Mayor about whether to hold the closed session on his performance review in advance of the City Council Meeting.

In response to an inquiry from Councilmember Randall, City Clerk Herringa

shared that absentee ballots will be counted beginning at 9:30 a.m. on Election Day and continue throughout the day. He explained that, although polls close at 8:00 p.m., there are closing procedures that the Absent Voter Counting Board must address before results would be available.

ADJOURNMENT: Mayor Strazdas adjourned the meeting at 8:16 a.m.

Adam Herringa, City Clerk