

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development
Block Grant Committee.)
Monday, June 4, 2012, 6:00 p.m.
Municipal Building, Conference Room One

Members Present: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Marty Havlovic, Doug Klapper

Members Excused: Carolyn Hamre

Others Present: City Administrator Plaster, Mayor Jahn, City Clerk Moe, City Treasurer Lohr, Jerry Foelmi from General Engineering Company, and Craig Sauer from Portage Daily Register.

1. Roll Call

The meeting was called to order at 6:00 pm

2. Approval of minutes from May 7 & 14, 2012 meetings

Motion by Klapper, seconded by Havlovic to approve the minutes from the May 7th and May 14th, 2012 finance meetings. Motion passed on a 4-0 on a call of roll.

3. Discussion and possible action on claims

Motion by Klapper, seconded by Havlovic to approve claims in the amount of \$540,687.63. Motion passed 4-0 on a call of roll.

4. Discussion and possible action on award of contract for the Hamilton Street lift station. (GEC)

Total of the project is approximately \$14,000. Per Jerry Foelmi half for construction engineering services and staking. The lift stations have been an ongoing project.

Motion by Havlovic, seconded by Klapper to approve the contract with General Engineering for the Hamilton Street Lift Station project. Motion passed on a 4-0 on a call of roll.

5. Discussion on general surplus and 2011 audit status

Per Administrator Plaster, the audit has begun and Miller Brussel (MBEG) is expected to complete the preliminary general fund information for the borrowing in time for a final resolution to be ready for the July meeting. Administrator Plaster stated that Ehlers is aware of the timeline.

Klapper asked if Ehlers is aware of this deadline and the tight turnaround. Administrator Plaster noted that a phone conference had been completed with Craig Corning from MBEG, Dave Ehlers, Treasurer Lohr and himself to discuss the information deadlines.

No action taken on these items.

6. Discussion on initial 2013 budget

Chairman Dodd would like the budget to start with a 3% cut on the total operating budget of the entire department costs. The police department would need to be modified for the dissolution of the dispatch. Dodd would like the department heads to come in and explain the need for additional funding if they cannot meet the 3% cut.

Havlovic noted that there are items that department heads have no control over and it is a bit unfair to have the department heads hands are tied.

Mayor Jahn entered into the meeting at 6:10pm.

Dodd would like to have the department heads receive a copy of last year's budget with the amount of the 3% cut. It would be expected that this is not a hard and fast rule but the idea is to evoked discussion on the budget.

Mayor Jahn posed the question as to what is the idea of the 3%, is it to decrease the tax impact to the committee regarding the cutting. How is the revenue generating departments impact the cutting of costs? Mayor Jahn pointed out that there will be department heads that will pose that revenue that is generated directly by charges for services should be used to reduce the amount of tax dollars related to the expenses. The Mayor used the fire contracts as an example. There are contracts that are settled but the fire contracts are open at this point. The expense of the service in the Township is paid by the Township and generates revenue that can offset the tax burden for the service.

Dodd stated that it has been a backwards process in the past by having the departments bring a budget then the council determines if that amount can be passed.

Administrator Plaster explained that the ultimate question is what the dollars are being applied to, how are the services provided and are they being done in the most efficient way.

Chairman Dodd's goal would be to have the full preliminary budget to the Council by the first meeting in October. Dodd would expect to have additional meetings in August and September. Department meetings only expected to have a budget discussion based on the inability to meet the 3% cut.

There should be a discussion only on the ability of the department to still provide services with the cuts in the budget. Mayor Jahn addressed the Administrator and the Clerk regarding the expected revenues coming from the state.

Dates should be determined for the deadlines of the budget information. The amounts should be provided by the departments by June 30th and returned by the July 30th of July to the Treasurer. Dodd offered a meeting on August 13th to have a meeting to discuss. Utilities will also be expected to be part of the packet.

Administrator Plaster mentioned that there has been an objective to allow for the rates to cover the capital expenditures in the utilities and that a capital plan would need to be generated to fit the rates.

No action taken on this.

7. Discussion and possible action on bank reconciliations (2011 and 2012)

The general accounts have been completed through December 2011. Dodd posed the question on when the 2012 bank reconciliations would be completed as we are already 5 months into 2012.

Dodd does not believe that there is a skeletal staff with the loss of a single full-time person, the Administrative Secretary/Deputy Clerk in March of this year.

Treasurer Lohr noted that Carole Cleary was the full-time Public Works Assistance/Deputy Treasurer who had not been replaced when she retired.

Klapper asked whether or not the recs could be hired out. Mayor Jahn mentioned that he contacted the previous Treasurer and she may be willing to do it. Dodd would like to see the items on the HR committee at the very least completed in the short-term.

The push is to have the reconciliations completed and caught up for monthly reporting. Mayor Jahn expected to contact the former Treasurer, Jean Mohr and MBEG to get the bank recs caught up to current as a short-term solution. The structure of the administration will be reviewed with the retirement of the Administrator.

8. Discussion and possible action on award of remaining portion of Contract No. 12-004 Salter and Snow Plow

Havlovic asked if the item was budgeted. It is part of the Vehicle Equipment Replacement fund.

Motion by Havlovic, seconded by Ebnetter to approve the contract by Monroe Truck for \$34,584. Motion passed 4-0 on a call of roll.

9. Discussion and possible action on museum repair bids

The recommendation was to go with Westring for the glazing and carpentry option then wait on the remaining items to be completed at a later date. There is only \$20,000 budgeted for the project.

Motion by Havlovic, seconded by Klapper to award Westring the contract to do the glazing and carpentry. Motion passed 4-0 on a call of roll.

10. Discussion and possible action on Service Agreement with Columbia County Humane Society

Dodd noted that this is essentially the same as every year. There was a clause that held up the contract on the large seizure of animals. The city is to be notified if fee is increased.

The \$18,000 amount for the contract is the budgeted amount and a clause was added to allow for an automatic renewal every year except with a change in fees.

Motion by Klapper, seconded by Havlovic to approve the contract with Columbia County Humane Society. Motion passed 4-0 on a call of roll.

11. Discussion and possible action on award of Contract No. 12-005, Riding Lawn Mower with cab

Only one bid for the lawn mower was received

Motion by Havlovic, seconded by Dodd to approve the contract for Mid-state for the mower, cab and snowbrush in the amount of \$22,640 after trade-in. Motion passed 4-0 on a call of roll.

12. Discussion and possible action on one ton truck for public works department

This is a budgeted item as part of the Vehicle Equipment Replacement fund.

Motion by Klapper, seconded by Havlovic to award contract for one-ton pickup truck to Hill Ford for \$45,075. Motion passed 4-0 on a call of roll.

13. Discussion and possible action on award of Contract No. 12-006, Vbox Spreader and Snow Plow

Item was deleted as it is a duplicate item

14. Discussion and possible action on contract with Central Wisconsin Community Action Council for new block grant funding

The contract is for the same service provider who handles the current revolving loan fund for housing projects. Treasurer Lohr explained that the percentage is 13% and is the same as the other contract. A new contract is required by the grant.

Motion by Havlovic, seconded by Ebnetter to approve the contract to the Central Wisconsin Community Action Council for administration of the new Community Development Block Grant funding. Motion passed 4-0 on a call of roll.

15. Discussion and possible action on Subordination No. 12-01

The homeowner is refinancing for a lower rate and is expected to use funds for replacing the homes roof. Currently, the loan with the city is \$12,000 and the new mortgage would be \$33,650. At the 2011 estimated fair market value, the home is value far exceeds the outstanding amounts.

Motion by Havlovic, seconded by Klapper to recommend approval of subordination No. 12-01. Motion passed 4-0 on a call of roll.

16. Discussion and possible action on surplus property

Motion by Havlovic, seconded by Klapper to dispose of surplus items listed:

	Water	2001 GMC Safari Van
	Water	1999 Ford Ranger
'01909	Police	1999 Buick Regal
'02385	Police	2009 Chevy Impala
00587	Police	Kodak Easy Share CX7330
01116	Fire	43 Pagers Minitor III/IV
01510	Fire	Minitor IV
02432	Fire	1999 Toro 4x4 Mower
01629	Fire	Monitor 1997 Ford F350 Dump Pick up
00298	Public Works	Truck
02055	Public Works	Printer
01178	Admin	HP Deskjet 935C Printer

Motion passed 4-0 on a call of roll.

17. Discussion and possible action on banking services contract extension with Community Bank

Motion by Havlovic, seconded by Klapper to approve the extension of the bank contract for an additional two-year period with the fee schedule changes noted in schedule A Motion passed 4-0 on a call of roll.

18. Discussion and possible action on award of contract for cleaning services for the Portage Enterprise Center

The contract would be for the common areas. Service master was considerably less than the others and would be in twice a week.

Motion by Klapper, seconded by Havlovic to approve the contract for Service Master to clean common areas of Portage Enterprise Center twice a week for \$189 per month. Motion passed 4-0 on a call of roll.

19. Discussion and possible action regarding the transfer of funds to purchase a new garage door for the police garage

Police garage door was not budgeted for the door. The door is expected to cost \$2,690 for the garage.

Motion by Havlovic, seconded by Ebnetter to approve the transfer of funds in the amount of \$2,690 from the 100-10-52110-211 to the small equipment fund 100-10-52120-860. Motion passed 4-0 on a call of roll.

20. Discussion regarding the change of Internet provider and service

Information was obtained from the two service providers on faster internet. Speeds would increase from 3m download/512mb upload to 5m download/768mb upload for approximately \$110 with Frontier and 5m download/5m upload with Charter for approximately \$158 per month with a single \$99 installation fee.

No action taken on this item.

21. Adjournment

Motion by Havlovic, seconded by Klapper to adjourn at 7:30pm. Motion passed 4-0 on a call of roll.