

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, October 1, 2012, 6:00 p.m.
Municipal Building, Conference room One
Minutes

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

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:00 p.m.

Present: Dodd, Ebnetter, Havlovic, Klapper, Hamre

Others present – City Clerk Marie Moe, City Interim Treasurer Jean Mohr; Police Chief Manthey; Assistant Police Chief O’Neil; and Craig Sauer, Portage Daily Register.

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

2. Approval of minutes from September 4 and 13, 2012 meetings

Moved by Havlovic to approve the minutes of the September 4 and 13, 2012 meetings; second by Klapper. Motion passed 4-0 on a roll call vote with Hamre abstaining.

3. Discussion and possible action on subordination #12-02

Motion by Klapper to recommend to City Council subordination #12-02; second by Havlovic. Motion passed 5-0 on a roll call vote

4. Discussion on Police Department 2013 budget proposal

Aldersperson Dodd prefaced the discussion with stating for the 2013 budget purposes items such as computers, and vests should be included in the Departmental Budgets rather than the Capital Fund. Police Chief Manthey reviewed the various accounts noting areas of significant change. It was mentioned that Patrol OT should be reduced with the use of part-time officers. There are some increases in the Special Services budget to incorporate the (2) Community Officers with the closing of the Dispatch/Communication Department. It was discussed that the \$12.5K telephone expense from Communications should be set up in the Special Services Department. It was further discussed that the \$3,700 (10) week special training program be included in the Patrol Department budget as opposed to the Capital Budget.

5. Discussion and possible action on assessor agreement

The Committee reviewed the contract and noted it is a 4 year contract to start next year; the amount \$28,500 is the same as the current year; there is an option to add on 25% physical inspections for a total amount of \$44,000 which can be reviewed and changed at the beginning of each of the 4 years. The Committee decided to recommend the \$28,500 for 2013 as they felt there wasn’t a cost benefit of performing the physical inspections at this time.

Motion by Hamre to accept and recommend to City Council the assessor agreement in the amount of \$28,500; second by Klapper. Motion passed 5-0 on a roll call vote

6. Discussion and possible action on funding for the lower level Conant street parking lot closure

The Committee reviewed the proposal from Director Redelings for closing the lower level parking lot broken out as follows: \$2,000 to place a roof over the north end walkways; \$3,000 to install the first roller gate with service door over one of the alley entry ways; \$2,000 to install a second roller gate with service door over the second ally entry way. Another option for the second alley entry way would be to have the City's Public Works install a permanent chain link fence with a service door – the City has the materials so the expense would be for the City's labor. The total cost would range from \$5,000 to \$7,000.

The Committee decided to request further information from Director Redelings as to whether the roller gates could be motorized if at some point in the future the City would like to operate and they would like a picture of the roller gates.

It was also discussed where the funding for this project would come from. Options are surplus, contingency, or possibly put in the 2013 budget.

No action taken

7. Discussion on the Hwy 16/E. Wisconsin street agreement

Motion by Klapper to approve and recommend to City Council the Hwy 16/E.

Wisconsin street agreement ; second by Hamre. Motion passed 5-0 on a roll call vote

8. Discussion and possible action on Change order #2 for contract 12-003, 2012 water main and sanitary sewer

Moved by Klapper to approve Change order #2 for contract 12-003; second by Hamre. Motion passed 5-0 on a roll call vote.

9. Discussion and possible action on second floor security upgrades

It was noted that the proposal came in at \$15,967.45 it was budgeted for \$14,000.

The Committee decided to utilize the contingency fund to cover the overage of \$1,967.45.

Motion by Klapper to transfer \$1,967.45 from the contingency fund to Capital; second by Ebnetter. Motion passed 5-0 on a roll call vote.

10. Discussion and possible action on surplus property

Motion by Klapper to declare PW air compressor, and P&R 2008 Deere Mower surplus; second by Havlovic. Motion passed 5-0 on a roll call vote.

11. Discussion and possible action on Taxi agreement

Discussion only; will be added to next meeting.

12. Discussion on Cardinal Glass and PEC agreement

Motion by Klapper to approve agreement between Cardinal Glass and PEC; second by Havlovic. Motion passed 5-0 on a roll call vote.

13. Discussion on bank reconciliations (2012) and 2011 audit status

City Clerk Moe and Interim City Treasurer Mohr stated that the auditors have all the information requested and the 2011 audit draft should be available within 2-3 weeks. The bank reconciliations are completed through March 2012 with an estimated date of October 31st, 2012 to be caught up through September.

14. Adjournment

Moved by Klapper to adjourn; second by Havlovic. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:59 p.m.

Jean Mohr
Interim City Treasurer