

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, November 5, 2012, 5:30 p.m.
Municipal Building, Conference room One
Minutes

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

Members Excused: Marty Havlovic

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Director of Public Works/Utilities Manager Redelings; Kory Anderson from General Engineering; Alderperson Maass; Craig Sauer from Portage Daily Register.

1. Roll Call

Meeting called to order by Chairperson Dodd at 5:30 p.m.

Present: Dodd, Ebnetter, Hamre, Klapper

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

2. Approval of minutes from October 11, 2012 meetings

Moved by Klapper to approve the minutes of the October 29, 2012 meetings; second by Ebnetter. Motion passed 4-0 on a roll call. Moved items 8 and 9 on agenda to front.

3. Discussion and possible action on the required Visitor Center Archeological Survey

The Committee discussed the notice from the State that an Archeological survey of the area where the new Visitor Center is to be built is required before moving forward. This survey would need to be done asap as to not push the project off another year. Although the filings were made with the State earlier this year we were only recently made aware of this requirement. The amount for phase one of the survey is to be capped at \$4,000 which should be it unless something is discovered. Motion by Dodd to move on to council for approval of phase one Archeological Survey for the Visitor Center to be capped at \$4,000 as a change order to the project; second by Klapper motion carried 4-0 on a roll call.

4. Discussion and possible action on Engineering Proposals for 2013 Water & Sewer Projects

Director Redelings presented four proposals for the above engineering work. He recommended General Engineering as they are the low bidder. Motion by Klapper to approve General Engineering for the engineering work on the 2013 watermain and sanitary sewer projects and move on to council; second by Ebnetter motion carried 4-0 on a roll call.

5. Discussion on general surplus and 2011 audit status

Interim Treasurer Mohr stated that per our auditors the preliminary audit should be received this week.

6. Discussion on initial 2013 debt services budget

Interim Administrator Murphy indicated the expense portion of the debt service budget is correct; the revenue portion may change mainly between the General and TIF accounts as we work through the TIF budgets.

7. Discussion and possible action on 2012 bank reconciliations

Interim Treasurer Mohr stated that the reconciliations are basically done through August with the journal entries needing to be made. No action taken.

8. Discussion and possible action on surplus property (Copier and shredder from Police department)

Interim Administrator Murphy stated both the copier and shredder were traded in for newer items and according to our ordinances are not defined as "surplus property", therefore we are not required to declare them as surplus. No action taken.

9. Discussion on initial 2013 budget (Admin)

Interim Treasurer Mohr and Interim Administrator Murphy reviewed the highlighted changes in the Administration budgets along with answering the questions that surfaced from the October 29th meeting. Alderperson Dodd inquired into how long previous Administrator Plaster's Retiree Benefits are scheduled for. He also requested us to check into the Tourism administration amount. There was further discussion on the Appropriations to other Agencies section.

10. Adjournment

Moved by Klapper to adjourn; second by Hamre. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:29 p.m.

Jean Mohr
Interim City Treasurer