

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block Grant**  
**Committee)**  
**Monday, November 26, 2012, 5:30 p.m.**  
**Municipal Building, Conference room One**  
**Minutes**

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

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Clerk Moe; Rita Maass – Alderperson; Gil Meisgeier – BID, MSP; Leroy Swiecichowski – MSP; Jerry Indermark – Mercantile; Bill Tierney Citizen, 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, Havlovic, Klapper

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

**2. Approval of minutes from November 19, 2012 meetings**

Moved by Klapper to approve the minutes of the November 19, 2012 meeting; second by Ebnetter. Motion passed 5-0 on a roll call.

**3. Consider Proposed 2012 Budget Amendments**

The Committee reviewed the proposed 2012 Budget Amendment which transfers projected surplus in various accounts to cover the vehicle replacement amounts that were reduced in the original 2012 budget to meet Expenditure Restraints and Levy Limits. This would allow the 2012 vehicle replacement amounts to be expensed in the appropriate year rather than attempt to “catch-up” in 2013. It was noted that a portion of the Contingency for 2012 has been committed to the upstairs security system. It was further noted that there is surplus in the Park & Rec seasonal wages that could be reallocated. There was further discussion of funding the repairs to the footbridge on the Canal. It was determined to review the Capital Projects for 2012 and 2013 to see if there is room to cover the repairs of the footbridge which are capped at \$15,000. Motion by Klapper, second by Hamre to approve the reallocation of funds, not to exceed \$35,000 to cover the 2012 vehicle replacement amounts. Motion passed 5-0 on call of roll.

**4. Review Draft 2013 Budget**

Interim Administrator Murphy discussed the changes that have been made since the November 19<sup>th</sup> meeting. He also noted that the Fire Dept. reduced the Capital request for office furniture from \$6,800 to \$4,350. Murphy noted that the Summary of Real Estate Values by Class for 2011 Commercial was updated to back out the Tivoli anomaly that occurred last year reducing the Total Assessed Value from \$600,935,628 to \$580,594,928 which adjusts the % reduction in Assessed Value from

-10.07% to -6.92%. Murphy also pointed out the Capital Budget includes a short term borrowing of 1-3 years for \$156,000 which consists of \$37,000 for (5) Police Dash Cameras, shortage in the Vehicle Replacement fund to purchase the Sweeper \$94,000, and \$25,000 for Street Lights and Signs.

The Committee then reviewed the resubmitted Main Street budget. Gil Meisgeier, and Leroy Swiecichowski answered several questions.

After further review the Committee decided to make the following updates to the preliminary budget: \$3,800 transfer from Contingency to Airport; \$4,250 from BID to PEDC; and remove \$5,000 from Library.

**5. Consider Resolution to Adjust Previous Year's Unused Levy in Accordance with Sec. 66.062(3)(f)2 Wis. Stats.**

The Committee reviewed the resolution, Interim Administrator Murphy noted the effect on \$1,000 Assessed Value would be \$0.045. Motion by Klapper to proceed with the Resolution to Adjust Previous Year's Unused Levy in Accordance with Sec. 66.062(3)(f)2 Wis. Stats and move it to Council for \$24,466 increase; second by Havlovic. Motion passed 5-0 on call of roll.

**6. Adjournment**

Moved by Klapper to adjourn; second by Havlovic. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:27 p.m.

Jean Mohr  
Interim City Treasurer