

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, December 10, 2012, 6:00 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; Laurie Lindell Central Wisconsin Community Action Council, Inc.; Gary O'Hearn Citizen- Splash Pad; Bill Tierney Citizen, Craig Sauer from Portage Daily Register.

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:00 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 29, 2012 meetings

Moved by Klapper to approve the minutes of the November 29, 2012 meeting; second by Ebnetter. Motion passed 5-0 on a roll call.

3. Discussion and possible action on community development block grant loan application number 5

Laurie Lindell from Central Wisconsin Community Action Council, Inc. presented the above mentioned block grant explaining that with the current housing market a lot of the block grants will show a negative equity, the people have been in their home approximately 10 years. Motion by Klapper second by Havlovic to approve the block grant loan application number 5 and move it on to council. Motion passed 5-0 on a roll call.

4. Discussion and possible action on Amendment to General Engineering Contract for 2013 water and sewer design.

The Committee reviewed the amendment of \$2,000 to the above contract. Motion by Klapper to approve the above amendment for \$2,000 second by Hamre. Motion passed on a 5-0 call of roll.

5. Discussion and possible action on 2011 audit

Interim Treasurer Mohr stated that the audit is still in discussion with the auditors and entries are being finished up on. The Committee reviewed the Capital Fund status and it was determined to reconvene on Thursday, December 13th once some of the open items are resolved with the auditors and staff has an opportunity to review the information further.

6. Discussion and possible action on funding for the splash pad

Interim Administrator Murphy explained and Gary O'Hearn confirmed that in order to avoid cost increases certain items for the splash pad need to be ordered by the end of the year. Murphy proposed that the City commit to \$90,000; \$35,000 for the underground infrastructure and \$55,000 for utilities (sewer & water). After discussion of the Capital Fund there was a motion by Klapper to approve the \$90,000 commitment if funding is available second by Hamre. Motion passed 5-0 on a roll call.

7. Discussion and possible action on funding for the canal bridge near Riverwood Apts.

The Committee decided to add the funding of the repair to the canal bridge to the short term borrowings in 2013. Motion by Klapper to add funding to short term borrowing not to exceed \$15,000, second by Hamre. Motion passed 5-0 on a roll call.

8. Discussion and possible action for funding for narrow band radios

Interim Administrator Murphy stated that the amount of \$14,375.88 is worse case. That Director Redelings is reviewing the quantity needed and source for attaining the radios to attempt to reduce the amount. Motion by Dodd to approve the purchase not to exceed \$14,376; second by Ebnetter. Motion passed 5-0 on a call of roll.

9. Discussion and possible action on renewal of agreement with Portage Public Schools on pool administration

Interim Administrator Murphy explained the contract is basically the same as in the past with the exception for minor changes in the due dates of the reporting information. Motion by Klapper second by Havlovic to approve the agreement with Portage Public Schools on pool administration. Motion passed on a 5-0 roll call.

10. Discussion and possible action on claims

Motion by Klapper; second by Ebnetter to approve the claims in the amount of \$770,677.25. Motion passed on a 5-0 roll call.

11. Discussion and possible action on pre-approval of payment of year-end claims

Motion by Klapper to approve the pre-approval of payment of year-end claims subject to review after the first of the year; second by Ebnetter. Motion passed on a 5-0 roll call.

12. Discussion and possible action on TIF#7 expansion

Interim Administrator distributed maps and explained there are discussions of expanding the current TIF#7 boundaries to include parcels 142, 118, and 2581.C. The Committee agreed to the expansion in theory and would need to have further cost information.

13. Discussion and possible action on surplus property

Motion by Klapper to approve the listed surplus Fire Dept property refrigerator asset #100-15-00849 and (2) Drager PAC3500 meters assets 100-15-02439 & 02440 second by Havlovic. Motion passed on a 5-0 roll call.

14. Discussion and possible action on Memorandum of Understanding with Columbia County Health and Human Services Commission on Aging for nutrition site.

Motion by Havlovic second by Klapper to approve the above memorandum of understanding. Motion passed 5-0 on a roll call.

15. Discussion and possible action on Employee Assistance Program agreement

The Committee noted that the City is alternating to Aspen for 2013 an arrangement that was made several years ago to switch between Aspen and Pauquette, The Committee noted they would like to review this selection process for 2014 in August of 2013. Motion by Klapper second by Hamre to approve the above agreement. Motion passed 5-0 on a call of roll.

16. Discussion and possible action on lease agreements at Portage Enterprise Center with: A. Schaper Excavation & Petroleum LLC and B. Ship-Rec Logistics, Inc.

The Committee reviewed the agreements. Motion by Klapper to accept both agreements as presented and move them on to council; second by Hamre. Motion passed 5-0 on a call of roll.

17. Adjournment

Moved by Klapper to adjourn; second by Hamre. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:57 p.m.

Jean Mohr
Interim City Treasurer