

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, February 11, 2013 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Carolyn Hamre, Marty Havlovic (arrived 6:15), Doug Klapper

Member Excused: Kenneth A. Ebnetter

Others Present: Interim Administrator Murphy; Finance Director Mohr; Clerk Moe; Craig Sauer from Portage Daily Register; Alderperson Rita Maass.

1. Roll Call

Meeting called to order by Chairperson Dodd at 6:07 p.m.

Present: Dodd, Hamre, Klapper, Havlovic arrived 6:15

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

2. Approval of minutes from January 14, 2013 meeting

Moved by Klapper to approve the minutes of the January 14, 2013 meeting; second by Hamre. Motion passed 3-0 on a roll call.

3. Discussion and possible action on claims

Claims were reviewed. Motion by Klapper, second by Hamre to recommend to council approval of the claims in the amount of \$1,156,500.95. Motion carried unanimously on call of roll.

4. Discussion and possible action on designation of surplus property

Interim Administrator Murphy pointed out that the Police firearms will be sold to a licensed dealer for resale. Finance Director Mohr indicated the Police vehicle would be sent out for auction. Motion by Klapper to approve the list presented of assets as surplus items and forward on to council, second by Hamre. Motion passed 3-0 on a roll call.

5. Discussion and possible action on approval of training in excess of \$300 and discussion on allowance limits

Interim Administrator Murphy presented three training requests that are in the 2013 budget but exceed the \$300 limit and are required to be presented to the Finance Committee. The Committee also discussed the conditions in which they would like to approve training requests. Alderperson Havlovic stated that if they are in the budget it is up to the Administrator to approve them and he didn't feel they needed to be presented at Finance meetings. Chairperson Dodd concurred with the exception if the training is to take place out of state he would like the Finance Committee to approve.

Members are in agreement to these terms going forward. Motion by Hamre to approve the three presented training requests, second by Klapper. Motion carried unanimously on call of roll.

- 6. Discussion and possible action for Loan Subordination – 1114 Wauona Trail**
Finance Director Mohr presented the Loan Subordination request. Motion by Klapper second by Dodd to approve the Loan Subordination in the amount of \$11,845.00 – 1114 Wauona Trail and move it on to council. Motion passed 4-0 on a roll call.

- 7. Review of 2013 project prioritization list**
Chairperson Dodd reviewed the list of 2013 projects. There was some discussion painting on the water tower by Cardinal Glass as to the possibility of promoting the City; administration was requested to check into agreements and prices. Alderperson Hamre questioned if there were plans and money in the budget in regards to the skate park. Interim Administrator Murphy indicated the City was waiting for the group to bring in more information. Motion by Havlovic to move the 2013 project prioritization list on to council for approval, second by Klapper. Motion approved 4-0 on a roll call.

8. Adjournment

Moved by Klapper to adjourn; second by Havlovic. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:57 p.m.

Jean Mohr
Finance Director