

City of Portage
Finance/Administration Committee Meeting
Monday, September 16, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Present: Rick Dodd, Chairperson; Jeff Garetson, Doug Klapper, Rita Maass

Absent/Excused: Martin Havlovic

Also Present: Bill Welsh, Cable TV; Craig Sauer, Daily Register; City Administrator Shawn Murphy; Finance Director Jean Mohr; Clerk Marie Moe; Mayor Bill Tierney

1. Roll call

The meeting was called to order by Rick Dodd at 6:00 p.m.

2. Approval of minutes from September 9, 2013.

Motion by Maass, second Klapper; request by Maass to correct spelling of her name under item #1 and approve the minutes from the September 9th meeting. Motion carried unanimously by a call of roll.

3. Discussion and Possible Recommendation on Amendment #2 to Engineering Services Contract with Jewell Associates Engineers, Inc. for East Haertel Street.

Administrator Murphy reviewed the above Amendment along with providing a preliminary summary of the East Haertel Street Project costs. Murphy stated that the amendment requested are for items that were encountered during the initial design of the project. The first item is for additional wetland delineation in the amount of \$1,250 related to the expansion pipe located under the street connecting upper and lower Mud Lake. This pipe is scheduled for replacement and possible relocation, therefore additional wetland delineation is necessary to avoid wetland impacts. The second item relates to a title search that is needed to clarify irregular and unclear boundaries for right-of-way determination in the amount of \$4,200. The third item is for hazardous materials investigation as the project boundaries include areas of a former land fill site whose limits were not known at the initial planning for this project. This hazmat investigation is in the amount of \$8,850. The total for Amendment #2 is \$14,300 which brings Jewell Associate's contract amount to \$68,413. A total of \$130,000 was initially budgeted in the Capital Project fund for the design of Haertel Street.

Chairperson Dodd requested to review the initial bidding documentation. Motion by Klapper, second by Garetson to recommend Amendment #2 to Engineering Services Contract with Jewell Associates Engineers, Inc. for East Haertel Street in the amount of \$14,300. Motion carried 3-1 with Maass voting no on a call of roll.

4. Discussion and Possible Recommendation on Revised Fee Schedule.

Administrator Murphy reviewed the revisions to the Fee Schedule; noting several changes. The committee requested that the proposed updates to 54-93 Storage fees at Veterans Memorial Field Buildings be changed to include a \$1 per foot discount for city residents.

Motion by Garetson to recommend the Revised Fee Schedule as presented with the change in 54-93 Storage at Veterans Memorial Field Buildings reducing the fee for city residents \$1/foot; along with the reference to dirt floor to be removed; and under Portage Fire Department – Charges for Emergency Responses – Materials change wording to cellular devices, second by Maass. Motion carried 4-0 on a call of roll.

5. Discussion on 2014 budget and review of General Fund Revenue and Administrative Budgets.

The committee reviewed the 2014 budget for Administration. Chairperson Dodd recommended review of GIS Website Host under account 100-02-51400-219 to determine if it would be a better fit under Municipal Services. Administration to review.

6. Adjournment

Motion by Klapper, second by Maass, to adjourn. Motion carried unanimously on a call of roll at 7:32 p.m.

Jean Mohr
Finance Director