

**City of Portage  
Community Development Block Grant &  
Finance/Administration Committee Meeting  
Monday, October 21, 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

Excused: Martin Havlovic

Also Present: Bill Welsh, Cable TV; Shannon Greene, Daily Register; City Administrator Shawn Murphy; Finance Director Jean Mohr;

**1. Roll call**

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

**2. Approval of minutes from October 14, 2013**

Motion by Maass, second by Garetson, to approve the minutes from the October 14th meeting. Motion carried 3-0 by a call of roll, with Klapper abstaining.

**3. Discussion and possible recommendation on Employee Assistance Program Contract**

Administrator Murphy stated that Pauquette Center was willing to offer the \$5.50 per employee rate for up to three years; Aspen Family Counseling's rate is \$7.25 for two years. Motion by Maass, to recommend the contract for employee assistance with Pauquette Center at a rate of \$5.50 for three years, second by Klapper. Motion carried 3-1 by a call of roll, with Dodd voting no.

**4. Discussion and possible recommendation on City Attorney Contract**

The committee reviewed the justification for the rate increase on the City Attorney Contract from \$115 per hour to \$120 effective May 1, 2014. Motion by Klapper to recommend the contract for City Attorney to Miller & Miller, LLC at a rate of \$120 per hour effective May 1, 2014, second by Garetson. Motion carried 4-0 by a call of roll.

**5. Discussion and possible recommendation on Nutrition Site Memorandum of Understanding**

The committee reviewed the Memorandum of Understanding with Columbia County Health & Human Services Commission on Aging for use of the lower level facilities of the Municipal Building for their Nutrition Site. Hours have been updated to 9:30 a.m. to 1:30 p.m. to better reflect actual usage the rate of \$200 per month is the same. Motion by Klapper to recommend the Memorandum of Understanding for the Nutrition Site with Columbia County Health and Human Services Commission on Aging for 2014 at a rate of \$200 per month, second by Garetson. Motion carried 4-0 by a call of roll.

- 6. Discussion and possible recommendation on proposed surplus asset**  
The committee reviewed the surplus item noting that the item is different from the list in the packet, which is from a previous meeting. The item to be declared surplus for this meeting is a P&R Toro Mower 223-D Groundmaster CP366-21-01936 that was purchased in 1999.  
Motion by Maass, second by Garetson to approve the item noted above as surplus. Motion carried 4-0 on a call of roll.
- 7. Discussion on 2014 budget and review of General Funds and Levy.**  
The committee reviewed the budgets for General Funds and Levy. Mohr reviewed current City finances in relation to City budget policies. Also levy limits were discussed in relation to proposed budget. Compiled Budget requests were presented which resulted in an approximate funding gap of \$131,000. Several options were presented to address the funding gap, including recommended expenditure reductions (\$89,956); revenue adjustments (\$57,095); alternate funding strategies on retiree benefits, cable tv upgrade and small equipment purchases. After reviewing the proposed reductions the committee requested that \$5K be added back to both the Historic Indian Agency House and Downtown Portage line items. It was also requested that the Airport maintenance area be reviewed. The committee requested time to absorb the information presented in order to make a more informed decision on how to move forward.
- 8. Adjournment**  
Motion by Garetson, second by Klapper, to adjourn. Motion carried unanimously on a call of roll at 8:07 p.m.

Jean Mohr  
Finance Director