

**City of Portage
Finance/Administration Committee Meeting
Monday, February 27, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Present: Rick Dodd, Chairperson; Martin Havlovic, Doug Klapper & Rita Maass. Jeff Garetson arrived at 6:15 pm.

Also Present: Laura Lindall, CWCAC, Dan Kremer, Manager of Parks & Recreation, City Administrator Murphy and Craig Sauer, Daily Register.

1. Roll call

Chairperson Dodd called the meeting to order at 6:00 pm.

2. Approval of minutes from February 10, 2014.

Motion by Klapper, second by Maass to approve the minutes from the February 10, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Proposed CDBG Housing Loan (#23)

L. Lindall, CWCAC provided an overview of the 2 options she is requesting on behalf of the homeowners. Dodd inquired the cost of adding the window replacement to Option 2. Lindall indicated the window replacement is \$1750 plus \$500 for lead paint testing. Maass inquired about the cost of the electric upgrade. Lindall replied the main panel needs replacement along with wiring updates at a cost of \$3450. Lindall agreed that the electric upgrade was more of a safety, code update issue and should be completed. Motion by Dodd, 2nd by Havlovic to recommend approval of Option 2 - Loan #23 with the addition of the window and electric replacements at a cost of \$2250 & 3450, respectively for a revised total of \$21,270. Motion carried unanimously on call of the roll.

4. Discussion and Possible Recommendation on Proposals for Online Registration/Reservation System for Parks and Recreation.

Kremer discussed his memo in which he summarize the 3 proposals he received for an online registration and reservation program. Kremer indicated that Park & Recreation staff currently use paper registration forms for programs and activities which require a lot of handling and data input. Additionally, facility reservations are handled in similar fashion, both of which consume a significant amount of staff time as well as the participant's.

Kremer received proposals from Vermont Systems, Active Net and Recdesk. Kremer recommended acquiring Recdesk for a yearly maintenance fee of \$2500. The program allow web-based registration, real-time facility reservations and can accommodate organization registrations. Data from Recdesk is also transferable to

the City's financial software programs. Motion by Havlovic, 2nd by Maass to recommend approval to purchase Recdesk for \$2500. Motion carried unanimously on call of the roll.

5. Adjournment

Motion by Maass, second by Havlovic to adjourn at 6:22 pm. Motion carried unanimously on call of roll.

Prepared by Shawn Murphy, City Administrator