

**City of Portage
Finance/Administration Committee Meeting
Monday, March 10, 2014, 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: City Administrator Murphy, Finance Director Mohr, Director of Business Development and Planning, Sobiek, Mayor Tierney, Craig Sauer from Daily Register

1. Roll call

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

2. Approval of minutes from February 27, 2014

Motion by Maass, second by Klapper to approve the minutes from the February 27, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Claims

Motion by Maass, second by Garetson to approve claims in the amount of \$929,729.91. Motion carried unanimously on call of roll.

4. Discussion and Possible Recommendation on Amendment No. 3 Haertel St. Reconstruction Design Services, Jewell Associates.

Murphy reviewed the above Amendment detailing out the various sections and the basis behind each one; also noting that the ROW negotiation section is set at a "Not to Exceed" amount of \$11,500. The total Amendment request is \$44,040 bringing the total Contract with Jewell to \$112,453. Murphy stated that the design section is expected to be completed by this spring/summer. The design section will include a preliminary estimate for the construction stage for borrowing purposes.

Motion by Klapper, second by Garetson to recommend approval of Amendment No.3 Haertel Street Reconstruction Design Services, Jewell Associates as presented in the amount of \$44,040. Motion carried unanimously on call of roll.

5. Discussion and Possible Recommendation on Quotes Received for Lawn Mower Replacement.

Murphy presented two bids for the replacement of two lawn mowers. Parks & Recreation Manager Kremer is recommending the lower bidder with trade in, Riesterer & Schnell, Inc. for the amount of \$39,445.70. It was noted that there is \$65,000 in the budget for the purchase excluding the trade in amount.

Motion by Klapper, second by Maass to recommend awarding the contract to Riesterer & Schnell, Inc. for the amount of \$39,445.70 for two lawn mowers including the trade ins. Motion carried unanimously on call of roll.

6. Discussion and Possible Recommendation on Information Technology Use Policy.

Murphy explained that the policy is established to prevent personal use of city property specifically related to communication and computer systems. This policy applies to both employees and alderpersons. Maass recommended the policy be adopted as a resolution in order to incorporate the application of it to both employees and alderpersons.

Motion by Maass, second by Garetson to recommend the proposed policy with the correction to take out the prohibiting personal cell phone use. Motion carried unanimously on call of roll.

7. Discussion and Possible Recommendation on Proposal from Ehlers to Establish & Amend Tax Increment Finance Districts.

Murphy reviewed the Proposal from Ehlers to establish TIF #8 district in the Hamilton Street area; to amend the boundary area for TIF #7 in the First Ward area; and to reestablish the base for TIF #6 in the Downtown district pending state approval currently in front of legislature.

Motion by Dodd, second by Maass to recommend the Proposal from Ehlers to Establish & Amend the Tax Increment Finance Districts as noted above. Motion carried unanimously on call of roll.

8. Discussion and Possible Recommendation on Proposed Revisions to Fee Schedule.

Murphy reviewed the changes to the Fee Schedule. It was pointed out that since it is stated in the top section that Non-Residents shall pay an additional \$10.00 per person, per program, it is not necessary to have a line under Lessons; Student and Preschool/Infant for Non-Resident.

Motion by Maass, second by Klapper to recommend the Proposed Revisions to Fee Schedule with the above noted changes. Motion carried unanimously on call of roll.

9. Discussion and Possible Recommendation on Funding Options for 2014 Capital Projects.

Mohr reviewed the previous three borrowings; 2011A, 2012A, and 2012B and how the 2014 projects are planned to be funded with the borrowings. The 2014 projects included current updates from 2014 budget approved in November 2013.

Mohr indicated that the recommendation includes funding the Cable TV upgrades through the 2012A borrowing with the amount projected to be left over from the Visitor Center portion; along with an additional project for six Tasers in the amount of \$13,000. Dodd recommended switching the source for the six Tasers to General Fund Surplus and adding the Muni Building Lower Level Flooring & Plumbing projects and the Fire Garage Floor Drains for \$14,000 to be funded through the 2012A borrowing. Mohr to make changes.

The Recycling Carts in the amount of \$155,000 are slotted to be funded through the 2012B borrowing. Dodd questioned if this worked with the categories of borrowing, Murphy noted it would as they are used to keep the streets clean.

10. Adjournment

Motion by Klapper, second by Garetson to adjourn at 7:35 pm. Motion carried unanimously on call of roll.

Prepared by Jean Mohr
Finance Director