

City of Portage
Finance/Administration Committee Meeting
Monday, September 15, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Members Present: Rick Dodd, Chairperson; Mike Charles, Doug Klapper and Richard Lynn

Excused: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Director of Public Works Redelings, Mayor Tierney (joined at 6:07) and Craig Sauer from PDR

1. Roll call

The meeting was called to order at 6:00 pm by Chairperson Dodd.

2. Approval of minutes from September 8, 2014.

Motion by Klapper, second by Charles to approve the minutes from the September 8, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and Possible Recommendation on Change Order #1 for Ptachinski Construction 14-20C12 E. Albert St.

Redelings reviewed the Change Order #1 for Ptachinski Construction noting the removal of items for Conant Street, New Pinery, and Albert Street totaling (\$25,190.00) and adding proposed work on Yellowstone for \$61,024.95 and Silver Lake Drive for \$47,622.55. The net amount of the Change Order#1 is \$83,468.50. The Substantial Completion date with this Change Order is extended from 10/3/14 to 11/7/14.

Murphy reviewed a section of the 2014 Capital Projects Fund indicating the current status of the various Municipal Service projects. The proposal is to reallocate the funds that were budgeted for the First Ward storm sewers on Griffith St. and the Griffith St paving & trail (\$162,000) to cover the overage of the Reconstruction of E. Albert St. and the above change order request as they will be included with the Master Plan for the Vets Memorial Field. The E. Albert St Reconstruction component of the Ptachinski contract was awarded in the amount of \$291,045. Change order No. 1 would result in a net increase of \$83,468.50.

Murphy also stated we are anticipating an additional change order for a reduction associated with the E. Albert St. base material of approximately \$27,000 and PolyOne has agreed to pay for approximately \$30,000 toward the additional storm sewer installation to serve their property.

Motion by Klapper, second by Charles to approve Change Order #1 for Ptachinski Construction 14-20C12 E. Albert St. in the amount of \$83,468.50 with the recommended reallocation of capital project funds. Motion carried unanimously on call of roll.

4. Discussion and possible action on 2015 Section 5311 Federal Transit Act grant application – Capital & Rate

Mohr reviewed the Capital Section 5311 Federal Transit Act Grant request for 3 replacement vans noting the grant requires the city to participate in 20% of the purchase cost for both the vehicles and the ADA equipment. In the past the city's participation in the ADA equipment was 10% this is a change in order for the grant program to purchase more vehicles overall. The city's portion will be offset by the sale of the vehicles replaced along with \$7,000 that is currently in the administration budget. In the 2015 grant application the city is also requesting a \$0.25 per ride rate increase. The last rate increase was for \$0.25 per ride in 2009. The proposed rate increase is intended to fully fund the city's share of the operating deficit for the program. Fare revenues have sufficiently offset past years deficits however, it is projected the 2015 fare revenue (at current rates) will not.

Motion by Klapper, second by Charles to approve the Capital request and Rate change on the 2015 Section 5311 Federal Transit Act grant application. Motion carried unanimously on call of roll.

5. Discussion and possible action on 2014 Mass Transit Program – Madison Route

Mohr indicated the city is proposing to eliminate the Madison Route Shuttle in the 2014 Mass Transit Program due to low ridership over the course of operation. Tierney added that the hours budgeted for this program will be utilized to better serve the community in improving response time within the City.

Motion by Klapper, second by Charles to approve the elimination of the Madison Route in the 2014 Mass Transit Program. Motion carried unanimously on call of roll.

6. Discussion on 2015 budget and review of Municipal Services.

The committee reviewed the 2014 budget for Municipal Services. It was requested that administration look at alternatives to purchasing a scanner. Lynn requested that the city look at the cost for creating a Building Inspector position. The committee requested looking into charging for underground parking since it doesn't appear the facility will be closed in the short term. Dodd requested a breakdown of the Solid Waste Disposal/Collections/Recycling accounts.

7. Adjournment

Motion by Klapper, second by Charles to adjourn the meeting at 7:16p.m. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director