

**City of Portage
Finance/Administration Committee Meeting
Monday, September 29, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Also Present: Administrator Murphy, Finance Director Mohr, Business Development Director Steve Sobiek, Library Director Shannon Schultz, Craig Sauer from PDR

1. Roll call

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

2. Approval of minutes from September 22, 2014.

Motion by Klapper, second by Charles to approve the minutes from the September 22, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible action on Taxi agreement and application.

Mohr reviewed the 2015 Taxi agreements and application. Indicating the application includes adjustments for the removal of the Madison Shuttle, \$0.25 per ride increases, and request for 3 replacement vans. The application is for the State Mass Transit Operating Grant under Section 85.20 of the WI Statutes; Operating and Capital Grant Applications under Section 5311 of the Federal Transit Act; Taxi Cab Contract with Running, Inc. for 2015; Taxi Cab Vehicle Lease Agreement with Running, Inc. for 2015. It was also noted that the Snow Shuttle service will remain intact.

Motion by Lynn, second by Havlovic to recommend approval the Taxi agreements and application as noted above. Motion carried unanimously on call roll.

4. Discussion and possible recommendation on proposed surplus assets.

Mohr reviewed the list of surplus assets. The committee agreed to the recommendation of using WI Surplus online auction to dispose of the items.

Motion by Charles, second by Lynn to declare proposed assets as surplus. Motion carried unanimously on roll.

5. Discussion and possible recommendation on Library Loan interest waiver request on full repayment.

Mohr indicated that a request had come from the Library Board through Director Schultz to waive the interest of approximately \$8,125 as their intention is to pay the loan of \$500,000 off in full the first part of October.

Motion by Lynn, second by Charles to approve request by the Library Board to waive the interest provided full repayment is received in October. Motion carried unanimously on call of roll.

6. Discussion on 2015 budget and review of Library; Municipal Court; Special Revenue Funds.

Mohr reviewed the Municipal Court budget indicating that receipts are running about \$25K above budget for 2014. Murphy will look into the proposed raise for the judge as this is an elected position.

Schultz reviewed the Library budget noting the increase in the County Appropriation; along with the change in direction with personnel to become more service orientated.

Sobiek reviewed the PEC budget reviewing the lease agreement breakdown; and the increase in the part-time wages for the custodian and related benefits. Dodd requested a breakdown of the Association Dues and Other Professional Services.

Murphy reviewed the status of the TIDs. The committee discussed the budget for BID including the \$10K request from the city. There is a difference of opinion on what the request is meant to cover. One side views the \$10K to cover work that BID is performing that the city would otherwise be required to do; the other views the work being done by BID as duties the property owner would otherwise be required to do.

The remainder of the Special Revenue Funds were reviewed.

7. Discussion on rescheduling 11/10/14 meeting.

The Finance/Administration Committee meeting schedule is as follows: October 6 - 5:30; October 13 – 6:00; October 20 – 6:00; October 27(tentative) 6:00; November 3 at 5:30 p.m. The meeting for November 10 has been canceled.

8. Adjournment

Motion by Charles, second by Lynn to adjourn the meeting at 8:03pm. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director