

**City of Portage
Finance/Administration Committee Meeting
Monday, March 9, 2015 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members: Rick Dodd, Chairperson; Mike Charles, Martin Havlovic (arrived 6:10), Doug Klapper, Richard Lynn

Also Present: Administrator Murphy (arrived 6:15), Finance Director Mohr; Director of Business Development Steve Sobiek; CATV Bill Welsh

1. Roll call

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

2. Approval of minutes from February 23, 2015.

Motion by Klapper, second by Charles to approve the minutes from February 23, 2015. Motion carried 4-0 on call of roll.

3. Discussion and possible recommendation on claims.

Mohr highlighted a few of the larger dollar claims. Lynn requested documentation on trailer purchase from Big O's. Dodd requested a meeting Thursday, March 12, 2015 at 6:30 to review documentation prior to the Council meeting.

Motion by Klapper, second by Lynn to approve the claims in the amount of \$840,130.75. Motion carried 4-0 on call of roll.

4. Discussion and possible recommendation on Predevelopment Agreement with Community Pride Development, Inc.

Due to some recent activity on the project Dodd recommended taking no action.

5. Discussion and possible recommendation on McMahon Change Order for Digester Project.

Dodd indicated the change order is in the amount of \$13,622 for the various items as noted and that the project is still under budget.

Motion by Charles, second by Klapper to approve McMahon Change Order for Digester Project. Motion carried 5-0 on call of roll.

6. Staff Report.

Mohr stated audit for the city starts Wednesday. It was also pointed out in the transition to the City's new CDBG Administrator, MSA; there was a miscommunication on how the City handles Subordinations. MSA, who

administers the County and Regional CDBG programs, follows the State's guidelines which allows for the approval of subordinations if they are for a lower interest rate, or for an equity loan for improvements to the home. The City however requires Committee approval for subordinations for an equity loan for improvements to the home. MSA approved the subordination for an equity loan; the City's policy has been communicated to MSA and will be followed in the future.

7. Adjournment.

Motion by Charles, second by Klapper to adjourn the meeting at 6:23 pm. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director