

**City of Portage
Finance/Administration Committee Meeting
Tuesday, June 16, 2015 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Also Present: Administrator Murphy, Finance Director Mohr; CATV Bill Welsh; Craig Sauer with Daily Register

1. Roll call

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

2. Approval of Minutes from June 11, 2015.

Motion by Klapper, second by Charles to approve minutes from the June 11, 2015 meeting. Motion carried 4-0 with Havlovic abstaining.

3. Selection of Vice Chair.

Chairperson Dodd asked for nominations for Vice Chair.

Motion by Klapper, second by Havlovic to appoint Charles as Vice Chair. Motion carried unanimously on call of roll.

4. Discussion and recommendation of surplus item.

Mohr indicated year for the fourth taxi vehicle should be 2008 (vs. 2009) and the VIN# should be 1FD4E5S78DB60123 (vs. 1FD4E5578DB60123). It was also noted that the first three taxies listed will remain in service until the next three are purchased; which is planned for later this year or early 2016. The fourth taxi is on hold until we receive the replacement title; at which time we will schedule an auction for the listed "Sell" items.

Motion by Charles, second by Klapper to recommend list of surplus items as presented to Common Council. Motion carried unanimously on call of roll.

5. Discussion and possible recommendation on State/Municipal Agreement for a State-Let Highway Project.

Murphy reviewed the revised State/Municipal Agreement for A State-Let Highway Project for Wisconsin and DeWitt Streets. The initial scoping of the project has been completed. The second stage to establish the concept design will begin early July, 2015 and may take 3-4 years. Based on the project scoping the proposed amendment includes increased preliminary engineering design \$383,000 due in part to the complexity of the 5 way intersection and canal crossing which is shared 75% Federal/State and 25% City. There is also an increase for real estate acquisition of \$310K which is 100% Federal/State. Construction increased \$1,017,700 and a new section for Community Sensitive Solutions (CSS – available for aesthetic items

such as decorative enhancements to street lighting) was added for \$238,700 both 100% Federal/State funded. Overall the revisions total \$1,959,400 for a total cost of \$8,654,400 which is split \$8,141,150 Federal/State Funds \$513,250 City Funds.

The city's portion would cover the parking lanes, utilities, and any overages in the CSS area.

Klapper questioned the consideration of the canal area along with the pedestrian crossing. Murphy stated that one of the reasons the preliminary engineering increased was to allow for further evaluation of the pedestrian crossing given the challenges of the intersection, including the feasibility of an enhanced crossing at the canal to provide boat and pedestrian access. The city will have input during the design stage.

Murphy also indicated the timing of the construction which is now best estimated for 2021 to 2022 is directly impacted by the transportation funding in the state's budget under consideration. It would be in the city's best interest to pass this amendment to secure the CSS funding prior to any changes in the state's budget.

Dodd commented about making sure the \$20K that is being set aside each year is being designated for this project especially as far out as this project may go and the change in personnel that may take place.

Motion by Havlovic, second by Lynn to recommend approval of the Revised State/Municipal Agreement for a State-Let Highway Project for the Wisconsin and DeWitt Streets Project. Motion carried unanimously on call of roll.

6. Discussion and possible recommendation on Saint Mary's Cemetery Agreement.

Murphy stated this is a formal agreement to document a verbal commitment made when the Saint Mary's Cemetery was annexed from Fort Winnebago Township. With the annexation came increased mowing requirements for the Cemetery which the City agreed to take on.

Lynn recommended this agreement be done in conjunction with the agreement that is being discussed in regards to the Northside Stormwater Basin. Murphy indicated this is a separate agreement with a separate purpose and is ready to be act upon now whereas the stormwater basin agreement is still under discussion and engineering design to determine exact location and size and therefore is not defined at this point.

Motion by Klapper, second by Charles to recommend approval of the Saint Mary's Cemetery Agreement as presented. Motion carried unanimously on call of roll.

7. Discussion and possible recommendation on MOU from County.

This MOU is a renewal of the existing agreement to utilize the City Hall basement meeting room as an elderly nutrition site for meal service and distribution. It was

stated that this program may move the County building at some point in the future when the building project is completed.

Motion by Klapper, second by Havlovic to recommend the MOU from County.
Motion carried unanimously on call of roll.

Dodd noted that since no business will be taken up after close session the Staff Report item will be moved up.

8. Staff Report

Murphy informed the Committee that we recently received the 2008 through 2012 audits from the State DOT for the shared ride taxi program. Murphy said the DOT was years behind in its audits. The audits indicate that approximately \$200,000 will need to be repaid for past grant overpayments. The overpayments were offset by deficits in 2013 and 2014 which will need to be confirmed with future State audits. Furthermore we received the 2015 final funding from the State in which the City is projected to have a \$34,000 share. Mohr stated that our next step is to work with Running, Inc. to see how we can mitigate the \$34,000 for 2015. Mohr also pointed out that the grant application is due in October of the preceding year (2014) which indicated a \$0 City share; the final funding from the State is settled in May of the grant year (2015) making it difficult to project. More details will be presented at the July meeting.

Mohr indicated the 2016 budget schedule is drafted and will be handed out at the July meeting. It will be similar to the 2015 schedule.

9. Convene to Closed Session pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Motion by Klapper, second by Charles to go into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Motion carried unanimously on call of roll at 6:44p.m.

10. Adjournment

Motion by Charles, second by Klapper to adjourn the meeting at 7:11 p.m. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director