

**City of Portage
Finance/Administration Committee Meeting
Monday, September 28, 2015 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

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

Absent: Doug Klapper

Excused: Martin Havlovic

Also Present: Administrator Murphy, Finance Director Mohr, Library Director Schultz, Bill Welsh – Cable TV, Craig Sauer – Daily Register, Judy Shaw – Oak Grove Cemetery, Pam Klitzke – Columbia County Humane Society, David Bain and James Grothman – Silver Lake Cemetery, Lisa Thomas – Historic Indian Agency House, Sherry Douglas – DPI,

1. Roll call

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

2. Approval of minutes from September 14, 2015.

Motion by Charles, second by Lynn to approve minutes from September 14, 2015.
Motion carried unanimously on call of roll.

3. Discussion on 2016 budget and Cable TV, Library, and Agency Requests.

The various agencies presented their request to the committee starting with Pam Klitzke, Office Manager for Columbia County Humane Society who is requesting \$18,000, the same amount as the past few years. The Committee had no questions.

Lisa Thomas, Executive Director, Historic Indian Agency House. Thomas again requested \$10,000 to assist with operational costs. Director Thomas mentioned they are looking to work with more groups citing the Girl Scouts as a popular one; add more children's programs; along with year round special events. She also mentioned that the Visitor Center is open year round for groups to meet. Thomas mentioned several unexpected facility repairs which the 2015 City allocation helped complete. The Committee inquired about outreach efforts to Portage residents, Thomas responded she would continue to generate additional participation by residents.

James Grothman and David Bain presented the Silver Lake Cemetery's request of \$31,000 which is a \$3,480 increase over 2015. They cited a decrease in revenue due to the increase popularity in cremation as opposed to the traditional burial. They thanked the city for their assistance in purchasing a new heavy duty mower which has increased the efficiency. They are also looking for the same \$10,000 in capital improvements, mainly road maintenance as has been received in the past several years.

Judy Shaw, Oak Grove Cemetery presented their request of \$7,000 which is an increase of \$1,000 over 2015. This would be used for various operational expenses; and reiterated the concern in decreased revenue as did Silver Lake Cemetery.

Downtown Portage, Inc. (DPI) was represented by President Sherry Douglas. DPI is requesting \$10,000 which is a \$1,000 decrease over 2015. The money would be used to assist with making events such as the canal days and lighted holiday parade a bigger draw of people to the area. The group is also looking forward to the approval of the recent legislation to allow beer and wine walks as this has taken a toll on revenues in the 2015 budget.

The committee reviewed the request from Historic Preservation of \$3,011 which is the same as 2015 for various events. BID again requested \$10,000 for the 2016 budget which has not awarded in the past few years.

Director Schultz presented the Library's 2016 budget indicating the majority of the increase is driven by the retirement of an employee and funding post-retirement healthcare based on accrued sick leave. Murphy indicated that the city will look at funding this with reserves since it is not an ongoing expense.

CATV Chairperson Welsh presented the 2016 budget indicated an increase of \$1,500 due to additional software for live streaming. Murphy commented that with the departure of Jennifer Loveland, efforts have increased to find another part-time assistant to Mr. Welsh. Committee commented on improving the sound quality of speakers at Council meetings.

4. Staff Report.

- a. Mohr reported that the RFP for the City's Shared Ride Taxi Program for 2016 to 2020 is available on VendorNet and the City's website which are due back on October 14, 2015.

The 2016 State/Federal application is due on October 15, 2015. The City will be requesting the purchase of 2 vehicles in the 2016 Capital Grant. As reviewed in the Administrative Budget for 2016 the City is planning on purchasing 6 new vans the first part of 2016; 3 from the 2014 Capital Grant and 3 from the 2015 Capital Grant. With the above purchases and the 3 vans purchased earlier this year the vehicles should be circulated through from the 2009 ARRA Grant.

Murphy commented that some of the state 2016 revenues and expenses are coming in. Shared revenue & Expenditure Restraint payments will hold at 2015 levels, however recycling was decreased 25%. It will be more challenging to qualify for the ERP in 2016 as the cost of living is below 1%. Health insurance premiums are expected to increase approximately 4% while worker's compensation increase is not yet know, but expected to be significant. TIF District valuations have increased for the first time in 6 years.

5. Adjournment.

Motion by Charles, second by Lynn to adjourn the meeting at 6:54 p.m. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director