

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Monday, November 2, 2015 5:30 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

Members: Rick Dodd, Chairperson; Mike Charles, Martin Havlovic (arriving at 5:32), Doug Klapper, Richard Lynn

Also Present: Administrator Murphy, Finance Director Mohr, Alderperson Maass, Clerk Moe (arriving at 6:05), Bill Welsh – Cable TV, Craig Sauer – Daily Register

**1. Roll call**

The meeting was called to order at 5:30 pm by Chairperson Dodd.

**2. Approval of minutes from October 26, 2015.**

Motion by Charles, second by Klapper to approve minutes from October 26, 2015. Motion carried 4-0 on call of roll. Dodd indicated that the next agenda item related to the 2016 Budgets would be moved to the end of the agenda.

**3. Discussion and possible recommendation on agreement with Strand Associates for IT services.**

Murphy indicated the estimated fee in the agreement for 2016 was increased \$1,000. As a result of the departure of city personnel that headed up the IT responsibilities in 2015 the city will rely more on Strand Associates for assistance in 2016. YTD through September 2016 the City has incurred approximately \$6K in services.

Motion by Klapper, second by Charles to recommend the agreement with Strand Associates for 2016 as presented. Motion carried 4-0 on call of roll.

**4. Discussion and possible recommendation of Bank of Wisconsin Dells Agreement for Property Tax Collection.**

Mohr indicated this is the same agreement as last year allowing the Bank of Wisconsin Dells, which is the City's primary bank, to collect property taxes on behalf of the City. This is for the benefit of the residents who would prefer to pay at the Bank's location; along with the expanded available hours.

Motion by Klapper, second by Charles to recommend the agreement with the Bank of Wisconsin Dells for Property Tax Collection. Motion carried 5-0 on call of roll.

**5. Discussion and possible recommendation 2016 Inter-Municipal Fire Agreement.**

Murphy reviewed the agreement with the four towns noting that the material changes include the change in terms from 1 year to 2; the annual administrative fee increased \$500 to \$6,500; an increase of \$2 per hour to \$12 paid to the Firefighters Association for Paid on Call. There was language added to address the concern from the Towns of being charged the full \$310 from the City for the equipment usage even if the City was called off before arriving at the scene; the Towns will only be charged if a vehicle leaves the station and shall be invoiced in quarter hour increments for the duration of time to return to the station. The Towns' portion of the vehicle replacement fund was transferred to their fiscal agent earlier this year so the appropriate language was

changed to reflect that change. With the above noted changes the City is anticipating an increase in revenues.

Motion by Klapper, second by Charles to recommend the 2016 Inter-Municipal Fire Agreement. Motion carried 5-0 on call of roll.

**6. Discussion on 2016 budget and review of Policies, Levy, and Preliminary Overall Review.**

Mohr began the review of the high level changes in the 2016 budget as compared to the 2015 budget noting that the 2016 budget as presented includes the transfer of approximately \$80K to an Inspection Fund and \$63K to a Post-Retirement Fund. To that end the 2016 budget presented balances and meets both the Expenditure Restraints and Levy Limits.

The 2016 budget increased \$41,225 or 0.55% over the 2015 budget.

2016 revenues increase consists of \$34K in property related taxes; \$13K in shared revenue increase; \$25K in court fines; CATV fee \$8K; Charges for services \$9K; Rural Fire \$5K; offset by a transfer in building related fees of (\$49.4)K

The 2016 expenditures highlights include \$48K of personnel related changes; \$57K worker's comp; \$32K in solid waste disposal; offset by reduction in admin other professional (\$20K); transfer retirement (\$53K); transfer of inspection (\$21K).

Murphy further elaborated on the proposal of establishing an Inspection Fund; he indicated that this is allowable under the current guidelines as the expenses are supported by specific fees which would also be transferred from the General Fund. Establishing a Post-Retirement fund also allows the non-operational expenses to be transferred from the General Fund and supported by General Fund Surplus or borrowing. Post-Retirement benefits arise when a retiring employee converts their accumulated sick leave into reserves to be attributed toward health insurance. Generally there is a 150 day cap on the sick leave times the wage at retirement.

He also indicated that another option to meet Expenditure Restraint is to reduce the amount that the General Fund allocates to the Vehicle Replacement Fund annually and borrow for the vehicles at the time of need.

In order to continue to meet the Expenditure Restraint program in the future the City could investigate the use of a Transportation Fund as was discussed earlier this year as part of the funding for the Trail system. This would be supported through a fee based program. Another option that some communities are exploring is the wheel tax fee the DOT would administer; generally a fee of \$10 per vehicle would be added on to the vehicle registration with approximately 12K vehicles registered in the City would add about \$120K in revenue.

**7. Adjournment.**

Motion by Klapper, second by Charles to adjourn the meeting at 6:44 p.m. Motion carried 5-0 on call of roll.

Jean Mohr, Finance Director