

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development**  
**Block Grant Committee as a quorum of members will be present, but no**  
**business of that committee will be taken up.)**  
**Monday, October 29, 2012, 5:30 p.m.**  
**Municipal Building, Conference Room One**  
**Agenda**

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Carolyn Hamre, Marty Havlovic, Doug Klapper

1. Roll Call
2. Approval of minutes from previous meeting
3. 2013 Budget review
  - A. Library
  - B. Park and Recreation
  - C. Administration
4. Adjournment

Rick Dodd, Chairperson

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block Grant**  
**Committee)**  
**Thursday, October 11, 2012, 6:30 p.m.**  
**Municipal Building, Conference room One**  
**Minutes**

Members: Rick Dodd, Chairperson; Kenneth A. Ebnetter, Marty Havlovic, Doug Klapper

Members Excused: Carolyn Hamre

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Justin Running from Running, Inc.; Craig Sauer from Portage Daily Register.

**1. Roll Call**

Meeting called to order by Chairperson Dodd at 6:30 p.m.

Present: Dodd, Ebnetter, Havlovic, Klapper

Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

**2. Approval of minutes from October 1, 2012 meetings**

Moved by Klapper to approve the minutes of the October 1, 2012 meetings; second by Havlovic. Motion passed 4-0 on a roll call.

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

Justin Runnings explained that the 2013 operating budget has an increase in operations in order to accommodate the demand. There is still no city share in the operating budget. In the capital application we are requesting 3 vans to replace vehicles. The city will have a 20% share of the vehicles and a 10% share of the ADA this share will be offset by the sale of the vans being replaced.

Motion by Klapper to approve taxi cab contract with Running, Inc.; second by Ebnetter. Motion passed 4-0 on a roll call vote. Motion by Klapper to approve taxi cab vehicle lease with Running, Inc.; second by Dodd. Motion passed 4-0 on a roll call vote.

**4. Discussion and possible action on claims**

Motion by Klapper, second by Havlovic to recommend to council approval of the claims in the amount of \$1,444,797.54. Motion carried unanimously on call of roll.

**5. Adjournment**

Moved by Klapper to adjourn; second by Ebnetter. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:53 p.m.

Jean Mohr  
Interim City Treasurer

# *Silver Lake Cemetery Association*

**Portage, Wisconsin**

August 9, 2012

City of Portage  
Finance/Administration Committee

Committee Members:

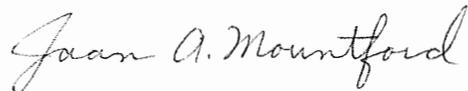
Our new sexton has been with us for more than a year now, and is taking great interest in keeping the cemetery in a respectable condition and pleasing appearance for the community. Keeping this standard of care for the rest of the year will be difficult. With costs up and income down, it is harder to find any more cost effective ways to stay within our budget and maintain the same level of care. There are more cremation burials in place of full size burials, and perpetual care interest income is even lower this year, adding to our deficit. We're falling behind with the upkeep of our roads with nothing done for 2 years and could use some help with that either financially or as inkind.

Without the City Subsidy we could not operate our cemetery and we are very grateful to you for this help. We have cut some expenses in our budget, as you will notice on the Projected Detailed Expense page. However with our other income so much less every year, we are requesting the same subsidy as last year, \$28,650.00.

Please find enclosed the 2011 income and expense sheet and income and expenses for 2012 through July; followed by a detailed explanation of "general expense"; our budget sheet which includes the 2012 budget, actual income and expense for the first 7 months of 2012 and the budget for 2013; projected detailed income and expense for 2013; and the assets and liabilities balance sheet.

We would like to be put on your agenda to discuss our request with the committee and to answer any questions you may have.

Sincerely,



Jaan A. Mountford, Secretary

Board of Trustees  
Silver Lake Cemetery

# Silver Lake Cemetery Association

Portage, Wisconsin

January 1, 2011 – December 31, 2011

<u>Income</u>		<u>Expenditures</u>	
Interments	\$11,300.00	Maintenance	\$14,476.37
Lot Sales	2,082.50	Insurance	3,778.00
Perpetual Care	367.50	Capital Outlay	
Interest	1,087.09	Improvements	0
City Subsidy	28,650.00	Equipment	2,007.46
Col. Co. Vets	600.00	Payroll	20,651.82
Other	610.48	Fed. Tax & S.S.	4,524.38
		State Tax	566.90
		Unemp. Tax	255.86
		Perpetual Care '10 +'11	682.50
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	\$44,697.57		\$46,943.29
Carryover Balance		Cash Balance	
1/1/11	72.17	12/31/11	-2,173.55
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	\$44,769.74		\$44,769.74

# Silver Lake Cemetery Association

Portage, Wisconsin

January 1, 2012 – July 31, 2012

<u>Income</u>		<u>Expenditures</u>	
Interments	\$ 4,425.00	Maintenance	\$ 5,878.47
Lot Sales	595.00	Insurance	3,873.00
Perpetual Care	105.00	Capital Outlay	
Interest	507.31	Improvements	0
City Subsidy	28,650.00	Equipment	4,449.00
Col. Co. Vets	0	Payroll	14,512.40
Other	31.22	Fed. Tax & S.S.	2,875.36
		State Tax	344.10
		Unemp. Tax	156.29
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	\$34,313.53		\$32,088.62
Carryover Balance		Cash Balance	
1/1/12	-2,173.55	7/31/12	51.36
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	\$32,139.98		\$32,139.98

Silver Lake Cemetery Association  
January 1, 2012 – July 31, 2012

“Other Income”

-0-

“Maintenance”

Wolfgram	\$ 740.00
Jeff's Tire Place	1510.82
Portage Water Dept.	135.59
Portage Lumber	143.33
Preuss Implement	469.29
Alliant Energy	82.78
Home Depot	101.81
Supplies	108.94
Badger Plumbing	180.51
Schultz Small Engine	198.69
Truck Expense	1918.17
Misc.	67.76
WI Dept. of Revenue Fee	10.00
Crawford Oil	100.78
Brush Cleanup (Jim Konzal)	110.00
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	\$5878.47

Silver Lake Cemetery Association

	2012 Budget	First 7 Months	Projected 5 months	Projected Total	2013 Budget
<u>Income</u>					
Lot Sales & Interments	\$15,000	\$ 5,020	\$ 5,000	\$10,020	\$14,000
Interest	1,500	507	493	1,000	1,000
City Subsidy	43,830	28,650	-0-	28,650	44,230
Other	620	31	600	631	620
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	\$60,950	\$34,208	\$ 6,093	\$40,301	\$59,850
 <u>Expense</u>					
Payroll	\$30,000	\$17,888	\$12,000	\$29,888	\$30,000
General Expense	18,000	9,751	7,000	16,751	16,900
Capital Expenditures	12,950	4,449	3,000	7,449	12,950
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	\$60,950	\$32,088	\$22,000	\$54,088	\$59,850

## Silver Lake Cemetery Association

### Projected Detailed Expenses

	<u>2013</u>		<u>2012</u>		<u>Increase (Decrease)</u>	<u>Percent Change</u>
Net Payroll	22825		22825			
Fed Tax & S.S.	6200		6200			
State Tax	720		720			
Unemployment Tax	255	30000	255	30000		
Insurance	4000		3900		100	3%
Grave Digging	3800		4000		-200	-5%
Utilities	1200		1500		-300	-20%
Gas & Oil	2800		3100		-300	-10%
Tree Removal	500		500			
Truck Expense	1800		1800			
Professional Fees	300		300			
Parts & Supplies	2500	16900	2900	18000	-400	-14%
Mower		2950		2950		
Roads		10000		10000		
Total Expenses		<u>59850</u>		<u>60950</u>	<u>-1100</u>	<u>-2%</u>
Less: Projected Receipts						
Lot Sales & Internments		-14000		-15000	-1000	-7%
Interest		-1000		-1500	-500	-33%
Other		<u>-620</u>		<u>-620</u>		
City Subsidy		<u>44230</u>		<u>43830</u>	<u>400</u>	<u>1%</u>

