

**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**  
**this committee will be taken up.)**  
**Monday, September 28, 2015 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Agenda**

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

1. Roll call
2. Approval of minutes from September 14, 2015.
3. Discussion on 2016 budget and Cable TV, Library, and Agency Requests.
4. Staff Report.
  - a. Taxi Update
5. Adjournment.

Rick Dodd, Chairperson

**City of Portage**  
**Finance/Administration Committee Meeting**  
**Monday, September 14, 2015 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Agenda**

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

Also Present: Administrator Murphy, Finance Director Mohr, Director Redelings, Bill Welsh – Cable TV, Craig Sauer – Daily Register

**1. Roll call**

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

**2. Approval of minutes from September 10, 2015.**

Motion by Charles, second by Klapper to approve minutes from September 10, 2015 with the correction of removing Administrator Murphy from attendance. Motion carried unanimously on call of roll.

**3. Discussion and possible recommendation on 2016 budget and Public Works.**

Mohr presented a high level overview of the first six months of 2015 for the Public Works Department which is at roughly 50% of budget. The permit fee revenue and correspondingly the building inspection fees are both running above budget. The 2016 budget is looking to increase approximately \$108K; \$54K is in the Inspection area and \$32K is related to Solid Waste Disposal. In the Administration & Engineering department there is a proposed part time GIS Specialist to work on scanning along with a new scanner for a total of \$12K. Redelings indicated that the budget for gas has been reduced by \$10K while the street sign & light repair & maintenance was moved from capital to operating for a total of \$10K. He also indicated that the snow/ice supplies is increased \$5K as the price per ton is increasing from \$88 to \$92.50 per ton. The Airport Commission is looking to have the runway crack filled, seal coated, and striped next year; which will include pursuing grants. Murphy indicated the deer abatement at the airport is planned to start up again in January to early spring as allowed by State regulations. Murphy also indicated the analysis of hiring a building inspector compared to outsourcing is still under review. It was commented that the possibility of combining a position in the fire department along with a building inspector is also under review.

**4. Discussion and possible recommendation pre-disaster mitigation plan.**

Murphy explained that we are looking to recommend the adoption of the resolution endorsing the pre-disaster mitigation plan with Columbia County. He pointed out that adopting the plan does not obligate the city it makes the city eligible to receive grants as they become available.

Motion by Charles, second by Klapper to recommend the adoption of the resolution endorsing the pre-disaster mitigation plan with Columbia County. Motion carried unanimously on call of roll.

**5. Discussion and possible recommendation on fee schedule modifications for water rates.**

Murphy presented the revised fee schedule reflecting the 3% Simplified Rate Case modifications for water rates which impact the general services and monthly meter charges to be effective November 16, 2015. This was discussed earlier this year as part of the Utility Rate Study conducted by Ehlers. Murphy indicated that the hydrant rental is part of the levy as opposed to the water bill. Dodd indicated that this is something the city may want to investigate changing as to spread the cost among all users as opposed to taxable real estate owners.

Motion by Havlovic, second by Lynn to recommend the updated fee schedule with the modifications for water rates. Motion carried unanimously on call of roll.

**6. Adjournment.**

Motion by Charles, second by Klapper to adjourn the meeting at 6:57 p.m. Motion carried unanimously on call of roll.

Submitted by Jean Mohr, Finance Director

<i>Cable TV Revenue</i>	2013	2014	2015	2015	2016	Change vs.	% Change	15 Act vs	15 Act vs
<i>Fund 100</i>	Actual	Actual	Budget	Act 6 month	Budget	15 Bdgt	From 2015	15 Bdgt	15 Bdgt
<i>Account Description</i>									
44170-000 CATV FRANCHISE	\$ 111,499	\$ 116,606	\$ 112,000	\$ 61,246	\$ 117,000	\$ 5,000	4.46%	\$ (50,754)	54.68%
48309-000 SALE OF PROPERTY-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48500-000 DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48900-000 MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48910-000 REFUND OF PRIOR YEAR EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48920-000 INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>TOTAL REVENUE</b>	<b>\$ 111,499</b>	<b>\$ 116,606</b>	<b>\$ 112,000</b>	<b>\$ 61,246</b>	<b>\$ 117,000</b>	<b>\$ 5,000</b>	<b>4.46%</b>	<b>\$ (50,754)</b>	<b>54.68%</b>

<i>Cable TV</i>	2013	2014	2015	2015	2016	Change vs.	% Change	15 Act vs	15 Act vs
<i>Fund 100 Dept 35 Object 55190</i>	Actual	Actual	Budget	Act 6 month	Budget	15 Bdgt	From 2015	15 Bdgt	15 Bdgt
<i>Account Description</i>									
<b>CABLE TELEVISION</b>									
216 ASSOCIATION DUES	\$ 195	\$ 200	\$ 250	\$ 205	\$ 250	\$ -	0.00%	\$ (45)	82.00%
219 OTHER PROFESSIONAL SERVICES	\$ 6,780	\$ 6,780	\$ 6,780	\$ 4,649	\$ 7,280	\$ 500	7.37%	\$ (2,132)	68.56%
<i>PART-TIME ASST</i>			\$ 2,900	\$ -	\$ 2,900	\$ -	0.00%	\$ (2,900)	-100.00%
290 TRAINING	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ (500)	-100.00%	\$ (500)	-100.00%
291 POSTAGE	\$ -	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%	\$ (25)	-100.00%
292 PRINTING/PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
294 OTHER CONTRACTUAL SERVICES	\$ 452	\$ 1,234	\$ 900	\$ 650	\$ 1,000	\$ 100	11.11%	\$ (250)	72.24%
<i>Charter</i>						\$ -		\$ -	100.00%
310 OFFICE SUPPLIES	\$ 85	\$ -	\$ 100	\$ -	\$ 200	\$ 100	100.00%	\$ (100)	-100.00%
320 PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	100.00%		
340 OPERATING SUPPLIES	\$ -	\$ 212	\$ 375	\$ 49	\$ 400	\$ 25	6.67%	\$ (326)	13.05%
352 EQUIP REPAIR/MAINT SUPPLIES	\$ 169	\$ -	\$ 750	\$ -	\$ 750	\$ -	0.00%	\$ (750)	-100.00%
540 DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
823 OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	0.00%	\$ (400)	-100.00%
840 EQUIPMENT*	\$ 10,784	\$ -	\$ 4,700	\$ -	\$ 2,500	\$ (2,200)	-46.81%	\$ (4,700)	-100.00%
<i>Storage of Recordings</i>									
860 SMALL EQUIPMENT	\$ 204	\$ -	\$ 250	\$ -	\$ 250	\$ -	0.00%	\$ (250)	-100.00%
870 COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
880 COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ 3,388	\$ 3,388	100.00%		
<b>TOTAL CABLE TELEVISION</b>	<b>\$ 18,669</b>	<b>\$ 8,426</b>	<b>\$ 17,930</b>	<b>\$ 5,553</b>	<b>\$ 19,443</b>	<b>\$ 1,513</b>	<b>8.44%</b>	<b>\$ (12,377)</b>	<b>30.97%</b>

<b>TOTAL CABLE TV</b>	<b>\$ 18,669</b>	<b>\$ 8,426</b>	<b>\$ 17,930</b>	<b>\$ 5,553</b>	<b>\$ 19,443</b>	<b>\$ 1,513</b>	<b>8.44%</b>	<b>\$ (12,377)</b>	<b>30.97%</b>
								<b>\$ (1,513)</b>	

\* Equipment - Transfer from Surplus 9/11/12  
Council for Conference Room Displays  
\$4,600 purchased early 2013

UPDATED 9/28/15

<b>LIBRARY</b>		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>Change vs.</b>	<b>% Change</b>	<b>15 Act vs</b>	<b>15 Act vs</b>
<b>Fund 230 Dept 00</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Act 6 month</b>	<b>Budget</b>	<b>15 Bdgt</b>	<b>From 2015</b>	<b>15 Bdgt</b>	<b>15 Bdgt</b>
<b>Account Description</b>										
<b>LIBRARY - REVENUE</b>										
<b>Fund 230 Dept 00</b>										
2304141110000	GENERAL PROPERTY TAXES	\$ 397,018	\$ 449,260	\$ 461,996	\$ 461,996	\$ 488,983	\$ 26,988	5.84%	\$ 0	100.00%
2304343720000	COUNTY APPROPRIATION	\$ 188,540	\$ 184,786	\$ 178,509	\$ 178,516	\$ 195,206	\$ 16,697	9.35%	\$ 7	100.00%
2304343721000	SCLS APPROPRIATION	\$ 215	\$ -	\$ 525	\$ -	\$ 525	\$ -		\$ (525)	-100.00%
2304646710000	LIBRARY FEES	\$ 12,849	\$ 10,089	\$ 12,000	\$ 3,606	\$ 15,000	\$ 3,000	25.00%	\$ (8,394)	30.05%
2304848110000	INTEREST INCOME	\$ 20	\$ 233	\$ 166	\$ 109	\$ 166	\$ -		\$ (57)	65.46%
2304848440000	INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304848500000	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304848900000	MISCELLANEOUS REVENUE	\$ 150	\$ -	\$ 12,600	\$ -	\$ -	\$ (12,600)	-100.00%	\$ (12,600)	-100.00%
2304848920000	INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304949900000	FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED 230</b>		<b>\$ 598,792</b>	<b>\$ 644,368</b>	<b>\$ 665,796</b>	<b>\$ 644,227</b>	<b>\$ 699,880</b>	<b>\$ 34,085</b>	<b>5.12%</b>	<b>\$ (21,569)</b>	<b>96.76%</b>

UPDATED 9/28/15

LIBRARY  
Fund 230 Dept 00 Object 55110

Account Description	2013 Actual	2014 Actual	2015 Budget	2015 Act 6 month	2016 Budget	Change vs. 15 Bdgt	% Change From 2015	15 Act vs 15 Bdgt	15 Act vs 15 Bdgt
<b>MUNICIPAL LIBRARY SERVICES</b>									
110 WAGES-FULLTIME	\$ 179,563	\$ 189,584	\$ 184,297	\$ 105,207	\$ 220,227	\$ 35,931	19.50%	\$ (79,090)	57.09%
111 WAGES-PARTTIME	\$ 100,674	\$ 119,636	\$ 152,165	\$ 67,800	\$ 127,234	\$ (24,931)	-16.38%	\$ (84,364)	44.56%
112 OVERTIME COMPENSATION	\$ 233	\$ 230	\$ -	\$ 64	\$ -	\$ -		\$ 64	100.00%
115 LONGEVITY	\$ 1,775	\$ 1,900	\$ 1,350	\$ -	\$ 850	\$ (500)	-37.04%	\$ (1,350)	-100.00%
130 HEALTH INSURANCE	\$ 42,911	\$ 48,164	\$ 78,066	\$ 30,217	\$ 90,336	\$ 12,270	15.72%	\$ (47,849)	38.71%
131 TERM LIFE INSURANCE	\$ 1,319	\$ 1,163	\$ 793	\$ 449	\$ 606	\$ (187)	-23.56%	\$ (344)	56.65%
132 DENTAL INSURANCE	\$ 1,488	\$ 1,449	\$ 2,160	\$ 846	\$ 2,880	\$ 720	33.33%	\$ (1,314)	39.15%
134 INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
136 RETIREE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ 16,877	\$ 16,877	100.00%	\$ -	100.00%
140 EMPLOYEE ASSISTANCE PROGRAM	\$ 28	\$ 22	\$ 50	\$ 33	\$ 50	\$ -		\$ (17)	66.00%
150 RETIREMENT	\$ 15,348	\$ 17,023	\$ 13,849	\$ 8,811	\$ 15,807	\$ 1,958	14.14%	\$ (5,039)	63.62%
151 FICA	\$ 20,371	\$ 22,670	\$ 25,843	\$ 12,642	\$ 26,646	\$ 803	3.11%	\$ (13,201)	48.92%
153 SICK/VACATION ACCRUAL	\$ (1,233)	\$ 4,043	\$ -	\$ -	\$ -	\$ -		\$ -	
201 DRUG/ALCOHOL TESTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
210 HARDWARE MAINTENANCE	\$ 5,262	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
211 SOFTWARE SUPPORT	\$ 43,976	\$ 41,079	\$ 42,377	\$ 41,156	\$ 45,391	\$ 3,014	7.11%	\$ (1,221)	97.12%
<i>ILS \$41,959</i> <i>Workstation mgt licenses \$862</i> <i>Print Management \$420</i> <i>Bibliotheca \$2,150</i>									
212 OFFICE EQUIPMENT MAINT	\$ 1,822	\$ 1,286	\$ 200	\$ -	\$ 200	\$ -		\$ (200)	-100.00%
<i>MISC \$200</i>									
215 AUDIT	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ 1,400	\$ -		\$ (1,400)	-100.00%
216 ASSOCIATION DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
219 OTHER PROFESSIONAL SERVICES	\$ 664	\$ 644	\$ 448	\$ 349	\$ 700	\$ 252	56.25%	\$ (99)	77.91%
220 TELEPHONE	\$ 3,263	\$ 2,281	\$ 2,300	\$ 1,526	\$ 2,500	\$ 200	8.70%	\$ (774)	66.36%
221 ELECTRICITY & GAS	\$ 24,196	\$ 27,442	\$ 28,500	\$ 13,488	\$ 28,500	\$ -		\$ (15,012)	47.33%
222 WATER & SEWER CHARGES	\$ 1,612	\$ 1,525	\$ 1,800	\$ 563	\$ 1,400	\$ (400)	-22.22%	\$ (1,237)	31.26%
232 HVAC	\$ 3,495	\$ 25,106	\$ 4,300	\$ 4,097	\$ 3,900	\$ (400)	-9.30%	\$ (203)	95.27%
243 BLDG & GROUND MAINT	\$ 6,548	\$ 9,199	\$ 6,200	\$ 10,315	\$ 6,200	\$ -		\$ 4,115	166.37%
290 TRAINING	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
291 POSTAGE	\$ 1,869	\$ 2,244	\$ 1,400	\$ 467	\$ 1,000	\$ (400)	-28.57%	\$ (933)	33.35%
292 PRINTING/PUBLISHING	\$ 191	\$ -	\$ 100	\$ -	\$ -	\$ (100)	-100.00%	\$ (100)	-100.00%
294 OTHER CONTRACTUAL SVCS	\$ 28,389	\$ 14,211	\$ 12,124	\$ 12,383	\$ 12,316	\$ 192	1.58%	\$ 259	102.14%
<i>DELIVERY \$10,599</i> <i>ARAMARK \$200</i> <i>CC SOLID WASTE \$782</i> <i>J.F. AHERN INSPEX \$735</i>									
310 OFFICE SUPPLIES	\$ 29,720	\$ 22,993	\$ 7,500	\$ 8,291	\$ 7,200	\$ (300)	-4.00%	\$ 791	110.55%
320 PUBLICATIONS, SUBSCRIPTIONS	\$ 1,844	\$ 6,562	\$ 6,897	\$ 7,640	\$ 6,600	\$ (297)	-4.31%	\$ 743	110.77%
340 OPERATING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 900	100.00%	\$ -	100.00%
390 MISCELLANEOUS SUPPLIES	\$ 8,775	\$ 11,940	\$ 5,322	\$ 3,839	\$ 6,600	\$ 1,278	24.01%	\$ (1,483)	72.14%
510 GENERAL LIABILITY INSURANCE	\$ 1,390	\$ 1,098	\$ 1,098	\$ 836	\$ 1,098	\$ -		\$ (262)	76.14%
511 WORKMEN'S COMP	\$ 1,242	\$ 964	\$ 840	\$ 643	\$ 840	\$ -		\$ (197)	76.55%
512 PROPERTY INSURANCE	\$ 4,011	\$ 4,768	\$ 4,788	\$ 3,192	\$ 4,788	\$ -		\$ (1,596)	66.66%
540 DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
550 ADMINISTRATIVE SERVICES	\$ 794	\$ 794	\$ 972	\$ 972	\$ 972	\$ -		\$ -	100.00%
590 BANK FEES	\$ 186	\$ 126	\$ -	\$ 57	\$ -	\$ -		\$ 57	100.00%
741 LOSSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
799 MISCELLANEOUS EXPENSE	\$ 7	\$ 8,439	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
821 BUILDING/GROUNDS	\$ 7,106	\$ 11,321	\$ 4,000	\$ 1,192	\$ 2,400	\$ (1,600)	-40.00%	\$ (2,808)	29.79%
823 OFFICE EQUIPMENT & FURNISHINGS	\$ 3,618	\$ 899	\$ 500	\$ -	\$ 500	\$ -		\$ (500)	-100.00%
850 BOOKS	\$ 51,876	\$ 55,388	\$ 40,000	\$ 23,486	\$ 40,000	\$ -		\$ (16,514)	58.71%
851 AUDIO MATERIALS	\$ 6,978	\$ 6,379	\$ 5,500	\$ 3,203	\$ 4,500	\$ (1,000)	-18.18%	\$ (2,297)	58.23%
852 VISUAL MATERIALS	\$ 4,467	\$ 5,310	\$ 5,500	\$ 2,527	\$ 4,800	\$ (700)	-12.73%	\$ (2,973)	45.94%
853 ELECTRONIC RESOURCES	\$ 8,486	\$ 4,849	\$ 12,458	\$ 9,057	\$ 11,000	\$ (1,458)	-11.70%	\$ (3,401)	72.70%
<i>DATABASES (WILS) \$2,600</i> <i>TUTOR.COM \$3,500</i> <i>DIGITAL MATERIALS \$4,900</i>									
870 COMPUTER HARDWARE	\$ -	\$ 2,776	\$ 4,100	\$ 4,301	\$ 2,663	\$ (1,437)	-35.05%	\$ 201	104.90%
<i>(3) COMPUTERS</i>									
<b>TOTAL MUNICIPAL LIBRARY SERVICES</b>	<b>\$ 615,709</b>	<b>\$ 676,908</b>	<b>\$ 659,196</b>	<b>\$ 379,647</b>	<b>\$ 699,880</b>	<b>\$ 40,685</b>	<b>6.17%</b>	<b>\$ (279,548)</b>	<b>57.59%</b>
\$ -									

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Undesignated Fund Balance	\$ 32,610.62	\$ 70.41	\$ 6,670.41	\$ 271,250.09	\$ 70.41	\$ -		\$ -	
<b>Total Fund Balance</b>	<b>\$ 32,610.62</b>	<b>\$ 70.41</b>	<b>\$ 6,670.41</b>	<b>\$ 271,250.09</b>	<b>\$ 70.41</b>	<b>\$ -</b>		<b>\$ -</b>	

# *Silver Lake Cemetery Association*

Portage, Wisconsin

August 21, 2015

City of Portage, Wisconsin

Finance/Administration Committee

Committee Members,

Our purpose is to provide a final resting place for our loved ones from the Community. In that effort we pride ourselves in making the final earthly journey to a pleasing setting and appearance for those who desire to make this Cemetery their final home.

As in any undertaking, this mission requires assistance and resources. The staffing of the Cemetery primarily involves Sexton Scott Schroeder, three part time employees, and five Board members.

In administrative changes, Dave Gunderson has been nominated Vice President and William Kutzke has joined our Board of Trustees. Jaan Mountford has resigned from the Board as Secretary after providing more than 20 years of Service to the Cemetery Board and its activities. All Board members serve voluntarily.

As expressed in the past, there is no way this Cemetery could function without the assistance and support of the City Subsidy for which we are grateful.

In an effort to keep operational costs down, through July, the Cemetery has utilized 3 individuals totaling 60 hours from the Columbia County Youth Program to help maintain the cemetery grounds. These individuals provided general duty services such as trimming shrubbery, grass and brush clean up. We are very appreciative of their services and the services Melissa Simonson provided the Cemetery with these individuals to assist in our cemetery needs.

We did host our Second Annual Friends of Silver Lake Cemetery Day by inviting the Community to assist in a spring cleanup before Mother's Day. We did not have any volunteers participate in the cleanup other than Board members and employees of the Silver Lake Cemetery. We will most likely discontinue this event in the future.

On the expense side the Cemetery is operating at about the same level, but because revenues are not and have not been keeping up with expenses we find a need to seek an increase in the Subsidy for 2016 of \$3,480. The current subsidy is \$27,520 and the request is to increase the subsidy to \$31,000 and to maintain the in-kind, assistance, at \$10,000. Our 2016 capital expenditures include the construction of a new shed.

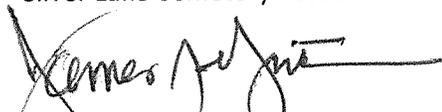
Again, we are diligently trying to keep the Cemetery looking respectable keeping an eye on the bottom line. All grant monies are used for the care and maintenance of the Cemetery property. We do want to recognize assistance being received from the City Administration and Public Works Department.

Please find enclosed the 2014 financial statements, Schedule of Actual and Budgeted Income and Expenses through July 31, 2015, Schedule of Actual Projected Income and Expenses for 2015 with 2016 Budget, and a 2015 Balance Sheet as of July 31, 2015.

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,

Silver Lake Cemetery Association

A handwritten signature in black ink, appearing to read "James R. Grothman".

James R. Grothman, President

A handwritten signature in black ink, appearing to read "David D. Bain".

David D. Bain, Treasurer

Silver Lake Cemetery Association  
Schedule of Actual and Projected Income and Expenses for 2015.

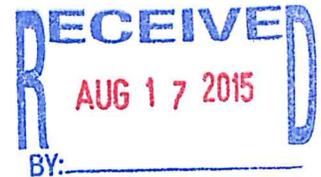
	Actual		Estimated		Budget for 2016
	7 Months Ended	5 Months Projection	12 Months Ended		
	July 31, 2015	August - December	December 31, 2015		
<b>Income</b>					
Lot Sales	\$ 750.00	\$ 750.00	\$ 1,500.00	\$	1,875.00
Internment Sales	\$ 5,575.00	\$ 3,600.00	\$ 9,175.00	\$	10,000.00
Subsidy Sales	\$ 27,520.00	\$ -	\$ 27,520.00	\$	31,000.00
In- Kind	\$ -	\$ 10,000.00	\$ 10,000.00	\$	10,000.00
Other	\$ -	\$ 585.00	\$ 585.00	\$	585.00
<b>Total Sales</b>	<b>\$ 33,845.00</b>	<b>\$ 14,935.00</b>	<b>\$ 48,780.00</b>	<b>\$</b>	<b>53,460.00</b>
<b>Expenses</b>					
Advertising	\$ -	\$ 65.00	\$ 65.00	\$	60.00
Auto/Truck Expense	\$ 350.00	\$ 500.00	\$ 850.00	\$	1,600.00
Capital Expenditures and In-Kind	\$ -	\$ 10,000.00	\$ 10,000.00	\$	10,000.00
Donations	\$ -	\$ 200.00	\$ 200.00	\$	200.00
Fuel - Gas & Oil	\$ 686.26	\$ 1,152.91	\$ 1,839.17	\$	2,000.00
Graves	\$ 1,120.00	\$ 720.00	\$ 1,840.00	\$	1,900.00
Insurance - General	\$ 3,741.00	\$ -	\$ 3,741.00	\$	4,250.00
Miscellaneous	\$ -	\$ 200.00	\$ 200.00	\$	200.00
Licenses, Fees and Permits	\$ 116.00	\$ -	\$ 116.00	\$	-
Office Supplies	\$ -	\$ 50.00	\$ 50.00	\$	150.00
Perpetual Care Expense	\$ -	\$ -	\$ (168.75)	\$	300.00
Professional Fees	\$ 1,444.00	\$ 625.00	\$ 2,069.00	\$	1,600.00
Repairs and Maintenance	\$ 2,891.99	\$ 1,385.08	\$ 2,000.00	\$	2,000.00
Salaries - General	\$ 14,401.81	\$ 11,000.00	\$ 25,401.81	\$	25,000.00
Supplies	\$ 103.17	\$ 300.00	\$ 403.17	\$	315.00
Taxes - FICA	\$ 1,101.73	\$ 734.27	\$ 1,836.00	\$	1,900.00
Taxes - FUTA	\$ 86.43	\$ 95.63	\$ 182.06	\$	350.00
Taxes - SUTA	\$ 313.97	\$ 48.10	\$ 362.07	\$	80.00
Tree Removal	\$ -	\$ 1,000.00	\$ 1,000.00	\$	1,000.00
Utilities	\$ 306.59	\$ 425.00	\$ 731.59	\$	830.00
<b>Total Operating Expenses</b>	<b>\$ 26,662.95</b>	<b>\$ 28,500.99</b>	<b>\$ 52,718.12</b>	<b>\$</b>	<b>53,735.00</b>
<b>Operating Income (Loss)</b>	<b>\$ 7,182.05</b>	<b>\$ (13,565.99)</b>	<b>\$ (3,938.12)</b>	<b>\$</b>	<b>(275.00)</b>
<b>Other Income (Expense)</b>					
Interest Income	\$ 137.47	\$ 130.00	\$ 267.47	\$	275.00
<b>Total Other Income (Expense)</b>	<b>\$ 137.47</b>	<b>\$ 130.00</b>	<b>\$ 267.47</b>	<b>\$</b>	<b>275.00</b>
<b>Net Income (Loss) Before Taxes</b>	<b>\$ 7,319.52</b>	<b>\$ (13,435.99)</b>	<b>\$ (3,670.65)</b>	<b>\$</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>\$ 7,319.52</b>	<b>\$ (13,435.99)</b>	<b>\$ (3,670.65)</b>	<b>\$</b>	<b>-</b>

# **OAK GROVE CEMETERY**

## **City Subsidy for 2016**



August 14, 2015



In regards to your 2016 grant request letter.

Attached is the 2014 year income and expense statement and balance sheet for 4/ 1/14 thru 3/31/15. Also attached is a summary of expenses from the last 10 years. The request for 2016 is \$7,000 to cover the expenses listed on the summary sheet. This would cover some of the grounds expenses and equipment repairs.

There is no budget for income due to the business of the organization.

If you have any questions on any of the information I have enclosed please call me at 608-742-5748

Thanks

Judy Shaw  
Secretary / Treasurer of Oak Grove Cemetery

# OAK GROVE CEMETERY



## Summary of Expenses for 10 Years (2005 thru 2014)

City Subsidy for 2016	\$7,000	
Excavation	\$3,472	
Equipment Repairs	\$912	
Gas for Equipment	\$768	
Insurance	\$1,391	
Supplies for Equipment	\$153	
Plumber	\$393	
	<u>\$7,089</u>	Average for last 10 years 2005 thru 2014

City Subsidy for 2015	\$6,000	<b>Approved fund for 2015 was \$6,000</b>
		<b>Here is the summary.</b>
Excavation	\$3,070	
Equipment Repairs	\$314	
Gas for Equipment	\$1,199	
Insurance	\$1,613	
Supplies for Equipment	\$270	
Plumber	\$0	
	<u>\$6,466</u>	

Year	Wolfgram Excavation	Schultz Repairs	Crawford Gas	Don Rick Insurance	Por. Lumber Supplies	Plumber	Total for the Year
2014	\$3,450	\$429	\$1,234	\$1,613	\$127	\$320	\$7,173
2013	\$3,070	\$314	\$1,199	\$1,613	\$270		\$6,466
2012	\$3,560	\$1,080	\$859	\$1,359	\$215		\$7,073
2011	\$3,990	\$1,732	\$891	\$1,359	\$36		\$8,008
2010	\$3,860	\$1,462	\$730	\$1,359	\$87	\$2,328	\$9,826
2009	\$2,900	\$898	\$641	\$1,386	\$173	\$200	\$6,198
2008	\$3,730	\$604	\$594	\$1,386	\$228		\$6,542
2007	\$3,640	\$586	\$435	\$1,386	\$46	\$129	\$6,222
2006	\$3,500	\$845	\$628	\$1,225			\$6,198
2005	\$3,020	\$1,174	\$465	\$1,225	\$44	\$165	\$6,093
	\$34,720	\$9,124	\$7,676	\$13,911	\$1,226	\$3,142	
	\$3,472	\$912	\$768	\$1,391	\$153	\$393	

## Summary of Gains and Losses for 5 Years (2010 thru 2014)

Year	Gains	Losses
2014	\$339.72	\$0.00
2013	\$0.00	\$245.80
2012	\$0.00	\$5,343.18
2011	\$0.00	\$2,236.40
2010	\$0.00	\$5,153.66

# OAK GROVE CEMETERY ASSN. 141 Years Old

Protestant Cemetery Assn. Est. September 2nd 1873 - Renamed to Oak Grove

Cemetery Assn. November 9th 1908 Total Acres - 17 39/100

Burial Rates M-F \$450 S-S \$550 Hol. \$650 Cremation Burials \$225 Infant Burial \$225 Grave Site \$350 (2008)

Winter Burial Rates (12/ 1 thru 3/31) + \$150 to above rates

**4/ 1/14 - 3/31/15**

**Meeting Date 4/30/15**

Balance 4/ 1/14		\$8,158.18
<b>INCOME</b>		
Burials	\$10,725.00	
City Subsidy	\$6,000.00	
Cremations	\$1,750.00	
CD Interest #381171	\$72.01	
CD Interest #381561	\$35.99	
Lots Sold	<u>\$4,200.00</u>	
		\$22,783.00
<b>EXPENSE</b>		
Building Repairs (2012 Siding Garage)	\$0.00	
Digging for Burials - Wolfram Excavations	(\$3,450.00)	
Dirt for Winter Burials - Stewarts Lawn & Landscape	(\$130.50)	
Electric - Alliant Energy	(\$402.13)	
Equipment Repairs - Riesterer & Schnell	(\$326.78)	
Equipment Repairs - Schultz Small Engine	(\$102.40)	
Gas for Equipments - Crawford Oil	(\$1,233.60)	
Insurance - Don Rick	(\$1,613.00)	
New Blower (2010)	\$0.00	
New Checks	(\$53.50)	
New Dump Trailer (2002)	\$0.00	
New Flag (2014)	(\$67.11)	
New Lawn Mower (2008 Husqvarna 2011 John Deere)	\$0.00	
New Torch (2014)	(\$186.95)	
New Trash Baskets (2014)	(\$327.12)	
New Trimmer - Schultz Small Engine (2013)	\$0.00	
New Winter Defroster (2004)	\$0.00	
Plumbing Repairs	(\$320.00)	
Portable Toilet - Country Plumber	(\$212.64)	
Supplies - Portage Lumber	(\$126.94)	
Tree Service	\$0.00	
Wages - Misc. (\$8/Hr. 2008)	(\$4,846.00)	
Wages - Sec./Treas. (\$90/M 2008)	(\$1,080.00)	
Wages - Sexton (\$650/M 2010)	(\$7,800.00)	
Water - Portage Utilities	<u>(\$220.76)</u>	(\$22,499.43)
Balance 3/31/15		\$8,441.75

<b>ASSETS</b>		
Checking		\$8,441.75
Savings	\$9,028.62	
"    - Interest	\$37.87	\$9,066.49
CD #3811271 - Due 8/ 9/15		\$24,000.00
CD #3815651 - Due 8/22/15		\$12,000.00
CD #3831678 (Transferred to Savings 9/ 5/14 \$6,000)		\$0.00
Balance		\$53,508.24
Balance 3/31/14		\$53,168.52
Balance 3/31/15		\$53,508.24
Gain		\$339.72



N7768 Industrial Rd  
Portage, WI 53901  
608-742-3666 phone  
608-745-1256 fax  
[www.cchswi.org](http://www.cchswi.org)

August 21, 2015

City of Portage  
Jean E. Mohr  
Finance Director  
115 West Pleasant St  
Portage, WI 53901

Re: 2016 Grant Request

Dear Ms. Mohr:

Herewith you will find the financial reports you requested for the above grant request.

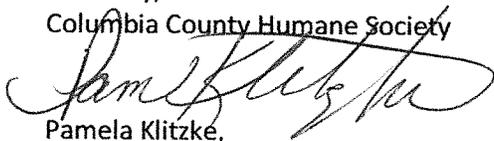
We received \$18000.00 from your municipality last year and are asking for the amount of \$18,000.00 again last year. The money is used each year for food, veterinary expenses, spay/neutering all animals before they are put up for adoption, and micro chipping all animals. We handle approximately 1200 animals a year.

Our big fund raiser is the holiday drive. We keep a spread sheet on the donations as they come in and the donors can donate to two different causes, general fund, bibi fund which is a fund for animals that need special vet care. I have enclosed a copy of the 2014 spread sheet showing total donations of \$35058.00. After the drive is over, usually in March of the next year) the funds are transferred to the accounts the donors specified.

If you have any questions or need any other information please give me a call at 742-3666.

Thank you for your support in the past and looking forward to serving you in the future.

Sincerely,  
Columbia County Humane Society



Pamela Klitzke,  
Office Mgr.

**BUDGET WORKSHEET FOR 2016**

	2015 Budget	ACTUAL to 7/31/15	EST. TO 12/31/2015	2016 Budget
<b>INCOME</b>				
<b>DAILY INTERNAL</b>				
300-Adoptions	50000	\$ 27,048.00	46366	\$ 50,000.00
301 Adoption Sponsorships	4000	\$ 2,132.00	3654	\$ 4,000.00
304-Surrenders	3500	\$ 1,885.00	3231	\$ 3,500.00
308-Redemptions	5000	\$ 3,512.00	6020	\$ 5,000.00
312-Microchip-Public	500	\$ 76.00	130	\$ 500.00
316-Surgical/Medical fees	500	\$ 572.00	980	\$ 1,000.00
320-Other	400	\$ 785.00	1342	\$ 1,000.00
322 Spay Day Income	600	\$ -		\$ -
330-Felv/Fiv Test	1000	\$ 740.00	1268	\$ 1,200.00
TOTAL	65500	\$ 36,750.00	61723	\$ 66,200.00
<b>MUNICIPALITIES</b>				
330-City of Portage	18000	\$ 18,000.00		\$ 18,000.00
332-Municipality Service Agreements	33000	\$ 27,450.00		\$ 28,000.00
TOTAL	51000	\$ 45,450.00		\$ 46,000.00
<b>DONATIONS</b>				
340-General Donations	12000	\$ 46,271.00		\$ 25,000.00
344-Donation Cans	550	\$ 923.00		\$ 750.00
348-Memberships	3500	\$ 1,560.00		\$ 3,800.00
342-Memorials/Honorarium	4000	\$ 16,653.00		\$ 7,500.00
368-Sp Vet Care (Bibi) Fd	2000	\$ 1,524.00		\$ 3,000.00
372-Pierce's & Roundy's We Care	2400	\$ 2,043.00		\$ 3,000.00
376-Kwik Trip Rewards	500	\$ 507.00		\$ 500.00
380-Kennel Sponsorships	1200	\$ 580.00		\$ 1,200.00
TOTAL	28150	\$ 70,061.00		\$ 44,750.00
<b>FUND RAISERS &amp; GRANTS</b>				
400-Grants	1000			\$ 1,000.00
416-Rummage Sale	1000	\$ 1,495.00		\$ 1,500.00
420-Purse & Jewellery Sale	0	\$ 164.00		\$ -
422-Bake Sale	0	\$ 108.00		\$ 200.00
430-St Pawtrick's	300	\$ 228.00		\$ 300.00
431-Aluminum Cans	150	\$ 23.00		\$ 100.00
440-Round Up	700	\$ 746.00		\$ 1,500.00
456-Kennel Sponsorships		\$ 200.00		
474-Holiday Drive	25000	\$ 3,330.00		\$ 3,200.00
481-Cruisin For Critters Spons		\$ 1,450.00		\$ 2,500.00
482-Paint Your Pet		\$ 700.00		\$ 1,000.00
TOTAL	31050	\$ 8,444.00		\$ 11,300.00
<b>MERCHANDISE</b>				
480-Pet Tags	0	\$ 3.38		\$ 100.00
468-Sweatshirts & T-Shirts	200	\$ 529.00		\$ 200.00
474-Pet Waggin	600	\$ 389.00		\$ 800.00

476-Collars & Leashes	1200	\$ 372.00	\$ 1,000.00
482-Key Chain	25	\$ 16.00	\$ 25.00
TOTAL	2025	\$ 1,309.38	\$ 2,125.00
OTHER INCOME			
490-Interest Income	50	\$ 40.86	\$ 50.00
492-Pop Fund	150	\$ 47.64	\$ 150.00
494-Miscellaneous	500	\$ 439.00	\$ 500.00
496-Unrealized Gain.Loss	0	\$ 4,259.00	\$ -
TOTAL	700	\$ 4,786.50	\$ 700.00
TOTAL INCOME	173225	\$ 166,800.88	\$ 171,075.00

EXPENSES

ADMINISTRATIVE

500-Payroll	125834	\$ 79,461.00	\$ 132,900.00
502-Payroll (FICA)	7970	\$ 4,786.00	\$ 8,115.00
504-Payroll Medicare	1865	\$ 1,119.00	\$ 1,900.00
506-Payroll Unemployment	2500	\$ 1,509.00	\$ 1,300.00
508-Health Insurance	9500	\$ 8,409.00	\$ 15,000.00
512-Employee Training	400	\$ 792.00	\$ 400.00
516-Accountants & Tax Prep	1500	\$ 995.00	\$ 1,500.00
520-Bad Check Fees	0	\$ 12.00	\$ -
522-Credit Card Fees	2800	\$ 754.00	\$ 1,200.00
524-Paypal Fees	150	\$ 76.00	\$ 200.00
528-Telephone/DSL	2200	\$ 1,212.00	\$ 2,200.00
532-Cell Phone	300	\$ 280.00	\$ 450.00
536-Office Supplies	3000	\$ 3,189.00	\$ 3,000.00
538-Equipment Purchases	1500	\$ 14,894.00	\$ 1,500.00
540-Equipment Repair	800	\$ 502.16	\$ 800.00
538	1600	\$ 774.00	\$ 1,600.00
552 Newspaper Subscriptions & Ads	500	\$ 139.60	\$ 250.00
560-Website	150	\$ -	\$ -
556-Memberships	200	\$ 150.00	\$ 200.00
562 - Management Liability	1000	\$ -	\$ 1,000.00
568-Charge Offs	500	\$ -	\$ 500.00
598-Miscellaneous	600	\$ 2,247.90	\$ 1,200.00
564 - Workers Comp Insurance		\$ 3,489.00	\$ 3,300.00
576-Reconciliation Descrep	0	\$ -	\$ -
TOTAL	164969	\$ 124,790.66	\$ 178,515.00

ANIMAL CARE

600-General Veterinary Care	5000	\$ 3,971.51	\$ 8,000.00
604-Special Vet Care (Bibi Fund)	2500	\$ 4,243.60	\$ 2,500.00
606-Vet Trip Fee	2100	\$ -	\$ -
612-Spay/Neuter Surgery	15000	\$ 9,639.00	\$ 20,000.00
616-Vaccinations	750	\$ 280.25	\$ 500.00
618 - Health Certificates	1800	\$ 445.90	\$ 1,500.00

620-Medical Supplies	18000	\$ 16,678.83	\$ 20,000.00
624-Animal Supplies	8000	\$ 3,699.72	\$ 5,000.00
608 - Secibd Chance Vet Care	0	\$ -	\$ -
624-Uniforms	150	\$ -	\$ 150.00
632-Pick Up Service	10000	\$ 671.13	\$ -
636-Van Gasoline	1700	\$ 686.35	\$ 2,000.00
640-Van Insurance	1000	\$ 1,201.00	\$ 1,150.00
644-Van License	75	\$ 75.00	\$ 75.00
646-Van Maintenance	1750	\$ 106.63	\$ 1,500.00
652-Euthanasia License	565	\$ 25.00	\$ 35.00
656-Cremation Service	2000	\$ 567.00	\$ 2,000.00
658-Microchips	3500	\$ 2,123.25	\$ 4,500.00
660-Misc.	800	\$ 75.46	\$ 100.00
TOTAL	76140	\$ 44,489.63	\$ 69,010.00
BUILDING EXPENSES			
700-Heating/Colling	9000	\$ 4,380.40	\$ 9,000.00
704-Security Blanket (Heating/AC)	1000	\$ 389.10	\$ 800.00
708-Sewer Maintenance	400	\$ 165.00	\$ 400.00
712-Snow Removal	2500	\$ 1,355.00	\$ 2,500.00
716-Garbage Pick Up	1900	\$ 1,218.33	\$ 1,900.00
720-Building/Liability Insurance	2750	\$ 3,243.00	\$ 3,300.00
724-General Maintenance	1500	\$ 3,216.11	\$ 1,500.00
740-Miscellaneous Building Expense	100	\$ 29.66	\$ 100.00
TOTAL	19150	\$ 13,996.60	\$ 19,500.00
FUND RAISING EXPENSE			
800-Event Advertising	300	\$ -	\$ 150.00
808 Raffle Expense	50	\$ 25.00	\$ 50.00
816 Pop Expense	150	\$ 29.15	\$ 150.00
826-Postage		\$ 163.29	\$ 650.00
830-Membership Drive	250	\$ -	\$ 200.00
860-Merchandise for Resale	1000	\$ 659.25	\$ 1,000.00
840-Misc.Fund Raising Expense	500	\$ 220.00	\$ -
822 - Holiday Drive	1300	\$ 729.00	\$ 1,300.00
TOTAL	3550	\$ 1,825.69	\$ 3,500.00
TOTAL EXPENSES	262809	185,102.58	\$ 270,525.00
NET INCOME/LOSS		\$ (18,301.70)	\$ (99,450.00)



August 28, 2015

Jean E. Mohr  
City of Portage Finance Director  
115 West Pleasant Street  
Portage, Wisconsin 53901

RE: Historic Indian Agency House 2016 Grant Request

Dear Ms. Mohr:

**On behalf of the Historic Indian Agency House and The National Society of The Colonial Dames of America in the State of Wisconsin, I respectfully request a 2016 operational funding grant in the amount of \$10,000.** (Please note that our 2016 fiscal year begins May 01).

Please accept the enclosed attachments as supporting documentation for this grant request. Six copies are included (one for your records, and one for each member of the Finance/Administration Committee). In each packet you will find the following:

- |                |   |
|----------------|---|
| Attachment A   | Budget versus actual comparisons for income and expenses for Fiscal Years 2014-15 and 2015-16 (actual numbers current as of August 31, 2015)  |
| ✕ Attachment B | Line Item AP (See Attachment A) Detail  |
| Attachment C   | Historic Indian Agency House/National Society of The Colonial Dames of America in the State of Wisconsin (Portage Account) Balance Sheet at close of FY2014-15                        |
| Attachment D   | Historic Indian Agency House/National Society of The Colonial Dames of America in the State of Wisconsin (Portage Account) Balance Sheet for FY2015-16, current as of August 31, 2015 |
| ~ Attachment E | FY2015-16 Summary of Accomplishments (as of August 28, 2015)  |
| ✕ Attachment F | FY2016-17 Quantifiable Goals  |
| ✕ Attachment G | Historic Indian Agency House 2015 Calendar of Events  |
| ✕ Attachment H | Historic Indian Agency House Regular Season Statistical Comparisons (2011-2015)   |
| ✕ Attachment I | 2015 Historic Indian Agency House Visitor Study (using data gathered from May 01 to August 27, 2015)  |

The 2015 season has been one of transition for the Historic Indian Agency House. This is my first season as director, and, for the first time in two generations, we have a new live-in caretaker. Illegal logging was discovered on our property in the spring, and an investigation showed that the former caretaker was responsible. A legal case is pending, and restoration plans are underway. In addition to the ecological damage and loss of timber value, and the considerable expense of restoring the landscape, the situation resulted in our being without a caretaker for several months. We have also had to purchase thousands of dollars of equipment that were taken when he left, our biggest expense being a lawnmower.

We have had two additional unexpected expenses. A tree fell on the power line to the caretaker's cottage following a spring storm, resulting in electrician's fees. And our well pump stopped working in late July, and the replacement expense is \$2,700. Please note this item is not yet reflected in our financial statements.

The 2015 funding provided by the City of Portage has enabled us to absorb these expenses. Without the support of the City, this last year could have been disastrous for the Agency House. We again wish to thank the City of Portage and its citizens for their support!

FY 2014-15 was also a year of many laudable accomplishments and programming successes. **For now and the immediate future, we ask the City of Portage to continue its vital support of this site, one of Portage's most historically significant and marketable assets.**

Please do not hesitate to contact me by telephone or email if any clarification or further information is needed.

I thank you for your time and consideration of this request.

Sincerely,



Lisa Renier Thomas  
Executive Director  
Work Phone: (608) 742 – 6362  
Cell Phone: (608) 355-3779  
Email: [historicindianagencyhouse@gmail.com](mailto:historicindianagencyhouse@gmail.com)

CC: Mayor William Tierney, Dr. Anne Vravick

**WAGES & PAYROLL TAXES  
FY2015-2016 Budget Breakdown**

<b>(1) Executive Director</b>		
\$26,000/year Salary	=	\$26,000.00
\$26,000/year x 7.65% payroll tax	=	\$ 1,989.00
		<b>SUBTOTAL \$27,989.00</b>
<b>(2) Caretaker</b>		
\$200/month x 10	=	\$2,000.00
\$2,000 x 7.65% payroll tax	=	\$153.00
		<b>SUBTOTAL \$2,153.00</b>
<b>(3) One Part-time Tour Guide (3 days/week)</b>		
2015 Season: 22 weeks		
\$8.50/hr x 6.5hrs/day x 66 days	=	\$3,646.50
\$3,646.50 x 7.65% payroll tax	=	\$278.96
		<b>SUBTOTAL \$3,925.46</b>
<b>(4) Grant Writing Consultant</b>		
Not to exceed value per contract	=	\$5,000.00
No payroll tax (contractor)	=	\$ .00
		<b>SUBTOTAL \$5,000.00</b>

---

**GRAND TOTAL                    \$39,067.46**

## Historic Indian Agency House

FY2015-2016 (May 01, 2015 to April 30, 2016) as of 8/28/2015

### MAJOR ACCOMPLISHMENTS

- New Executive Director hired. Lisa Renier Thomas comes to the HIAH with a strong background in non-profit development. She also holds BS and MS degrees in restoration ecology, and is well-poised to guide the HIAH through upcoming landscape restoration work.
- Opened on May 15, 2015 for the site's 83rd<sup>d</sup> consecutive year of service as a public, nonprofit museum. Site is staffed by enthusiastic guides carefully and thoroughly trained to disseminate the history of the historic Portage with visitors from across the nation and, literally, the world.
- Fourth season of offering 1.2 mile Nature Trail to all visitors—at no cost, with accompanying self-guided tour booklet. This trail is a wonderful recreational enhancement to the already discussed Ice Age Trail segment that borders the Agency House site.
- Hosted school tours from Portage, Poynette, Lewiston, Endeavor and other nearby towns at a deeply discounted rate—rates that we have purposefully kept at a below-cost rate of \$3 per student for nearly a decade, despite rising staff and operating costs.
- Wisconsin Dames, HIAH's longtime owners, continued to work with historian and writer Peter Shrake and the Wisconsin Historical Society Press to produce the first biography of famous Portage resident (later known as "the Father of Chicago") John Harris Kinzie. Mr. Shrake, a longtime and valued volunteer of HIAH, has researched and written the Kinzie biography, the Wisconsin Historical Society Press will provide the editing, production and marketing services, and the Dames are partially financing the project with a \$12,000 financial contribution. This book is slated for publication within the next year, and will no doubt provide further awareness of Portage and its historic significance.
- Plans are in place to implement ten instances of public programming (with several already come and gone) including the return of the popular Summer Speaker Series and December's Kiddie Christmas—both events funded by grant monies and offered free to the public that continue to be well-received and attended by members of the Portage community.
- Worked with area organizations to share resources and maximize our potential. Some examples of these community partnerships include:
  - continued mutually beneficial relationship with Portage chapter of AmeriCorps Fresh Start program, where young adults learning job skills carried out a multitude of volunteer work on our behalf
  - hosted "Girl Scouts Time Travelers" event on March 21st in cooperation with the Girl Scout Badgerland Council, bringing 120 Scouts from across south-central Wisconsin to Portage
  - hosted a readers' theater performance of Juliette Kinzie's *Wau-Bun*, which was made possible by an HIAH-obtained grant and the generous volunteer time of members of Portage Area Community Theater
  - hosted community groups in our Visitor Center's hall, including the Pardeeville Garden Club
  - hosted Boy Scout events including camp-outs and hikes
- For the second year, held "Portage Days" EVERY Sunday and Wednesday, on which all residents of Portage can take a full guided tour completely free of charge (with only proof of residency and sign-in required). HIAH will continue Portage Days in 2016.
- For the second year, held "Snow Days," an opportunity for the public to snow shoe part or all of our 1.2-mile nature trail.

**Historic Indian Agency House  
FY2015-2016 (May 01, 2015 to April 30, 2016)**

**QUANTIFIABLE GOALS TO BE MET USING PROPOSED CITY GRANT OF \$10,000**

- Open on May 15 for the site's 84th consecutive year, with the financial footing to be able to employ qualified tour guides that are available to the public six days a week through October 15. (A reduction in site accessibility—including, but perhaps not limited to, a decrease in days of the week regularly open to the public—may be required if sufficient funding cannot be projected in the FY2015-16 budget-making process.)
- Fifth season offering 1.2 mile Nature Trail to all visitors - the third year at no cost to the public - with accompanying self-guided tour booklet, a wonderful (and marketable) enhancement to the nearby Ice Age Trail segment.
- Event planning is beginning for FY15-16, with a projected offering of at least ten instances of public programming, including the site's annual Summer Speaker Series and December's Kiddie Christmas. As usual, grants will be sought to fund the majority of event expenses so that we might continue to meet our objective of making quality educational programming accessible to all; this being accomplished by consistently offering children's and adults programs at significantly less than actual cost or at no cost.
- The site will continue to host school tours for Portage and surrounding communities at below-cost. Of course, this is in line with the site's central mission of public education and historic preservation.
- The site plans to again offer "Portage Days," (free guided tours for Portage residents with proof of residency EVERY Sunday and Wednesday of the regular season) throughout the 2016 regular season.

# Historic Indian Agency House at Fort Winnebago

**Wednesday, May 13** "Wau-Bun Dramatic Readings." Watch (and hear) history come to life, via the writings of the Agency's first mistress of the house, Juliette Kinzie.

**Friday, May 15-Oct 15** Site open Tuesdays through Sundays 10am to 4pm. Guided tours, Nature Trail, Museum shop.

**Sunday, May 17** Opening Day Celebration. Historic Games. Launch of new book "Juliette Kinzie, Frontier Storyteller." Book signing. House tours. Food available for purchase. FREE

**Sunday, June 14** Flag Day Event. Luncheon. Girl Scouts flag ceremony. Speaker Kathe Crowley Conn will discuss her new book "Juliette Kinzie, Frontier Storyteller." House tours.

**Tuesday, August 25** Summer Speaker Series. Historic Broom Maker Little John Holzwart. Demonstrations starting at noon. Presentation at 6pm. FREE.

**Saturday, September 12** 7<sup>th</sup> Annual Living History Weekend. "Wedding at the Portage." Watch as the house and grounds are prepared for a traditional 1830s wedding. Wedding ceremonies morning and afternoon. Learn how to "Run for the Jug." Cake and punch served.

Questions?  
Call (608) 742 - 6362

**Friday, September 25** Brass Cars at the Agency House. See a large collection of America's earliest automobiles, including one powered by steam. FREE

**Tuesday, September 29** Summer Speaker Series. Historic Costumer and Owner of Little Bits LLC Alicia S. Presentation at 6pm. FREE

**Saturday, October 3** Fall Festival. Historic hand spinning and weaving demonstrations. FREE.

**Saturday, December 12** FREE, always-popular "Kiddie Christmas"--crafts & treats!

**Dec 26 – March 12** "Snow Days." Every other Saturday, beginning Dec 26, explore the Nature Trail by snow shoes or cross country skis. Snow shoes available for public use by reservation. FREE.

**LIVE NEARBY?** Take advantage of **PORTAGE DAYS** (every Wednesday and Sunday, Portage residents tour FREE).  
Call for details; proof of residency required.

All events open to the public and subject to change.  
For more information, visit [www.agencyhouse.org](http://www.agencyhouse.org)

# 2015

# HISTORIC INDIAN AGENCY HOUSE

## Regular Season Statistical Comparisons

(May-October, 2011-2015)

ATTENDANCE*	2011	2012	2013	2014	2015	2015/2014 COMPARISON	
May	524	653	795	467	520	+53	up 11%
June	475	339	576	403	179	-224	down 56%
July	265	280	301	352	236	-116	down 33%
August	206	351	268	292	n/a	n/a	n/a
September	437	310	552	210	n/a	n/a	n/a
October	244	223	141	269	n/a	n/a	n/a
<b>TOTAL</b>	<b>2,151</b>	<b>2,156</b>	<b>2,633</b>	<b>1,993</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

\*Includes those visitors who did not elect to take a paid tour.

ADMISSIONS REVENUE	2011	2012	2013	2014	2015	2015/2014 COMPARISON	
May	\$1,303.00	\$1,661.00	\$535.20	\$971.50	\$1525.50	+\$554.30	up 57%
June	707.00	411.00	1,050.00	565.00	388.50	-\$176.50	down 31%
July	592.00	522.00	667.00	859.00	378.00	-\$481.00	down 56%
August	791.00	557.00	699.50	725.00	n/a	n/a	n/a
September	611.00	462.50	585.00	370.00	n/a	n/a	n/a
October	505.00	344.00	376.00	597.50	n/a	n/a	n/a
<b>TOTAL</b>	<b>\$4,509.00</b>	<b>\$3,957.50</b>	<b>\$3,912.70</b>	<b>\$4,088.00</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

GIFT SHOP REVENUE	2011	2012	2013	2014	2015	2015/2014 COMPARISON	
May	\$530.52	\$857.95	\$1,491.05	\$912.42	\$1150.11	+237.69	up 26%
June	707.00	1,179.91	982.19	1,134.17	930.60	-203.57	down 18%
July	729.65	733.41	980.72	1,151.43	951.48	-199.95	down 17%
August	719.66	862.85	844.16	1274.64	n/a	n/a	n/a
Sept.	834.50	701.76	677.77	890.74	n/a	n/a	n/a
October	461.39	555.79	640.57	628.94	n/a	n/a	n/a
<b>TOTAL</b>	<b>\$4,052.62</b>	<b>\$4,891.67</b>	<b>\$5,616.46</b>	<b>\$5992.34</b>	<b>n/a</b>		

# Historic Indian Agency House

## VISITOR ORIGINS through 8/15/15: WISCONSIN

<b>ATTACHMENT I</b>
---------------------

Abbotsford	2	Madison	175	Unity	1
Appleton	4	Malone	2	Verona	4
Arkansas	1	Manitowoc	5	Watertown	2
Arlington	1	Mauston	2	Waukesha	1
Baraboo	36	Mazomanie	3	Waupaca	3
Beaver Dam	10	Mayville	7	Waupun	3
Belleville	8	Mellen	2	Wautoma	2
Black River Falls	3	Mequon	5	Wauwatosa	2
Blair	5	Merrimac	4	West Allis	2
Briggsville	1	Middleton	5	West Bend	3
Brookfield	2	Milwaukee	29	Westfield	4
Brooks	1	Minocqua	2	Wis Rapids	3
Browntown	1	Monroe	6	Wisconsin Dells	8
California	1	Montello	1	Wrightstown	1
Cambria	3	Muskego	2		
Cambridge	4	Neenah	1		
Cedarburg	9	Nekoosa	1		
Coloma	2	New Berlin	2		
Cottage Grove	4	Oconomowoc	2		
Crivitz	2	Oshkosh	5		
Cudahy	2	Packwaukee	1		
Deforest	5	Pardeeville	26		
Delavan	1	Plain	1		
Dodgeville	1	Platteville	2		
Elkhorn	2	Plover	2		
Endeavor	27	Port Washington	4		
Evansville	3	Portage	124		
Fond du Lac	3	Poynette	2		
Fort Atkinson	3	Prairie du Chien	5		
Green Bay	18	Prairie du Sac	1		
Hancock	1	Racine	1		
Harshaw	2	Randolph	3		
Hartford	2	Reedsburg	1		
Ho-Chunk Nation	8	Rhineland	2		
Kenosha	3	Rio	4		
Kewaskum	1	Sheboygan	3		
Kohler	2	Stevens Point	1		
LaCrosse	3	Sturgeon Bay	2		
Lake Geneva	2	Sun Prairie	1		
Lake Mills	6	Tomah	2		
Lodi	6	Twin Lakes	1		

<b>WISCONSIN VISITORS</b>	<b>693</b>
<b>OUT-OF-STATE ""</b>	<b>215</b>
<b>UNKNOWN</b>	<b>27</b>
<hr/>	
<b>TOTAL</b>	<b>935</b>

# Historic Indian Agency House

## VISITOR ORIGINS through 8/15/15: OUT-OF-STATE

Adel, GA	1	Maple Grove, MN	2	Wheaton, IL	2
Aiken, SC	1	Michigan	1	Winnebago, NE	6
Arlington, IL	3	Minneapolis	5	Winona, MN	1
Arlington Heights, IL	2	Morgantown, WV	1	Winthrop Harbor, IL	2
Asheville, NC	2	Morongo Valley, CA	1		
Atlanta, GA	1	Morris, IL	2		
Aurora, IL	1	Mulvane, KS	2		
Batavia, IL	2	Naperville, IL	2		
Billings, MO	5	N. Carolina	1		
Boston, MA	2	Omaha, NE	3		
Buffalo, MN	2	Ottawa, IL	4		
Charles City, IA	2	Park Ridge, IL	4		
Chicago	26	Philadelphia, PA	4		
China	3	Redlands, CA	2		
Chuobusco (sp?), IN	2	Reed City, MI	2		
Cincinnati, OH	1	Republic MO	3		
Crawfordsville, IN	2	Rockford, IL	2		
Danville, PA	2	Rockton, IL	2		
Darien, IL	3	Romeoville IL	1		
Delano, MN	1	St. Charles, IL	1		
Denver, CO	1	St. Louis, MO	5		
Downer's Grove, IL	3	Salt Lake City UT	1		
Eaton Rapids, MI	2	San Antonio TX	3		
Elk River, MN	1	San Diego, CA	3		
Englewood, TN	1	Santa Fe, NM	2		
Finland	1	Shorewood, IL	2		
Fort Wayne, IN	3	South Carolina	3		
France	2	South Haven, MI	2		
Garrison, TX	2	Springfield, IL	4		
Germany	6	Stillwater, MN	2		
Hampton, SC	1	Sugargrove, IL	2		
Hidden Valley Lake, CA	1	Summersville MO	1		
Independence IA	1	Tree Rivers, MI	2		
Indiana	4	Tucson, AZ	2		
Indianapolis	4	Urbana, IL	2		
Iowa	2	Virginia	2		
Jacksonville, FL	1	W. Virginia	1		
Joliet, IL	3	Walnut Grove, MO	2		
Lexington, KY	2	Warrrenton, MO	2		
Lisle, IL	1	Washington	1		
Lovettsville, VA	2	Waterbury, CT	3		
Mandeville LA	2	Watertown, CT	3		

August 26<sup>th</sup>, 2015

Jean Mohr  
City of Portage, Finance Director  
115 West Pleasant Street  
Portage, WI 53901

RE: 2016 Grant Request

Dear Jean Mohr,

Please accept this request by Downtown Portage Inc. for a 2016 grant of \$10,000 in support of our efforts continue to draw consumers into the downtown district. As the city is aware in 2015 we are at risk of having no revenue generating events due to the change in the department of revenue guidelines regarding wine and beer walks. We were anticipating revenues of approximately \$10,000; however, we had to cancel the beer walk planned for July. Unless the new legislation is passed in early September of 2015 we will not be able to hold the wine walk. There is a chance that if this legislation does not pass we will have to research other revenue generating events in 2016. We would use these funds to support our standard events in 2016, as well as allowing us appropriate funds to add additional spring/summer events. We would also use these funds to offset logistical costs for events and to hire additional entrants to the canal days and lighted holiday parade to make these events a bigger draw. We appreciate your consideration of our request.

You will find the following attachments supporting our request:

Attachment 1: 2014 Accomplishments

Attachment 2: 2015 Goals

Attachment 3: 2014 fiscal year income and expense statement and balance sheet

Attachment 4: 2015 fiscal year budget vs. actual through July 31<sup>st</sup>, 2014

Attachment 5: Projected 2016 income and expenses and our current balance sheet

Sincerely,

Sherry Douglas  
DPI President  
(608) 617-5409  
bstdouglas@yahoo.com

Attachment 1: 2015 Accomplishments

<p>Canal Days – May 30<sup>th</sup> to June 1<sup>st</sup></p>	<p>Canal Days celebrated its 27<sup>th</sup> annual event this year, unfortunately due to the weather this event was not as successful as hoped. That being said Downtown Portage Inc. (DPI) did reevaluate how Canal Days fits with its mission, as the old event drew people away from the downtown businesses rather than to them. DPI is worked with the Historic Indian Agency House (HIAH), the Canal Society and the Fox River Historical Society to revamp the event. The new format that included spreading events and vendors throughout the downtown was well liked by vendors and business owners. Had the weather held out the event would have been extremely successful. We already have several out of town vendors lined up for the 2016 canal day event.</p>
<p>Beer Walk – July 17<sup>th</sup></p>	<p>This was to be our first beer walk and was projected to bring ~300 participants into the participating businesses. Due to the changes in the DOR guidelines we were unable to legally hold this event.</p>
<p>Wine Walk - October 23rd</p>	<p>This is the 3<sup>rd</sup> annual DPI Wine Walk and it is projected to bring ~300 participants into 20+ participating businesses if legislation is passed in time</p>
<p>Lighted Holiday Parade – November 27<sup>th</sup></p>	<p>This event draws thousands to Portage on an annual basis. In 2014 we doubled the number of entries and this year our goal is to increase the number of entries again making it a bigger draw year over year.</p>
<p>Living Reindeer – November 28<sup>th</sup></p>	<p>This event is co-sponsored by AmericanWay and draws consumers from near and far. We are currently in the planning stage with and are generating many ideas to expand this successful event.</p>
<p>Historic Living Windows – December 12th</p>	<p>This historic event brings consumers to the downtown district. In 2014 we increased the number of windows and had over 1000 visitors in the downtown district. 2015 goals are to increase the number of windows again and make this a bigger draw year over year.</p>
<p><b>Other DPI Endeavors</b></p>	
<p>Mercantile:</p>	<p>The mercantile houses 14 small businesses. ~85% of the mercantile customers are out of town visitors. These visitors increase other retails sales as well as food, gas and lodging sales. This year DPI has spent \$7,000 repairing the interior damage. DPI board member Klay Vehring (Edward Jones) has also performed many of the improvements, donating his time. He currently spends ~ 20 hours a week managing this facility/business.</p>
<p>Building of Board:</p>	<p>In 2015 we've revamped the functions within the DPI board making each board member responsible for a specific function. This has helped spread the duties across the members rather than a few individuals taking the brunt of the responsibility.          President: Sherry Douglas, Food &amp; Beverage          Vice President: Tricia Pionke, Food &amp; Beverage</p>

Treasurer: Leroy Swiecichowski  
Secretary: Carol Shogren, Retail  
Board Members:  
Klay Vehring, Investment  
Sheila Link, Insurance  
Cindy Polnow, Retail  
Diana Haertel, Retail  
Rita Briant, Retail  
Mila Stahl, Retail

Attachment 2: Downtown Portage Inc. (DPI) 2016 Goals

2016 Events:	We will continue with the Wine Walk. Build on the Yuletide Events by increasing the entrants to the parade and living windows. We will attempt beginning the beer walk if legislation is passed to make this legal. Additional events are under discussion, but it is the goal of the board to eventually have one event a month during the warmer months.
Mercantile:	The board is currently evaluation options for maintaining the mercantile.
Networking:	Improve on our plan to connect downtown business owners.
Event Coordinator:	Begin a search for an event coordinator that can research and develop new events for the Downtown district.
Board changes	The treasurer and president positions will be open and we are currently recruiting nominees for these positions.

**Downtown Portage Inc**  
**Profit & Loss Budget**  
 January through December 2016

	<b>Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Downtown Portage Income</b>	
<b>BID</b>	
<b>BID</b>	
<b>Marketing</b>	
Canal Days	4,000.00
Beer Walk	1,800.00
Wine Walk	1,800.00
Yuletide	4,400.00
<b>Total Marketing</b>	12,000.00
<b>Total BID</b>	12,000.00
<b>Total BID</b>	12,000.00
<b>City of Portage</b>	
Annual Allocation	11,000.00
<b>Total City of Portage</b>	11,000.00
<b>Event Income</b>	
Canal Days	
Wine Walk	9,000.00
Beer Walk	9,000.00
<b>Event Income - Other</b>	
<b>Total Event Income</b>	18,000.00
<b>Interest Income</b>	
<b>Total Downtown Portage Income</b>	41,000.00
<b>Mercantile Income</b>	
Admin/Credit Card Fee	4,200.00
Vendor Rent	15,800.00
Vendor Sales - Cash	82,000.00
<b>Total Mercantile Income</b>	102,000.00
<b>Total Income</b>	143,000.00
<b>Gross Profit</b>	143,000.00
<b>Expense</b>	
Advertising and Promotion	2,000.00
Bank Service Charges	
Events	
Canal Days	5,000.00
Wine Walk	5,000.00

**Downtown Portage Inc**  
**Profit & Loss Budget**  
 January through December 2016

	<u>Budget</u>
Yuletide	5,000.00
Beer Walk	5,000.00
<b>Total Events</b>	<u>20,000.00</u>
<b>Insurance Expense</b>	
Insurance Expense - Other	3,400.00
<b>Total Insurance Expense</b>	<u>3,400.00</u>
<b>License, Fees &amp; Permits</b>	100.00
<b>Mercantile Expenses</b>	
Advertising	400.00
Bank Fees	
Credit Card Fees	2,800.00
Repairs & Maintenance	300.00
Sales Tax	4,000.00
Supplies	100.00
Vendor Payments	<u>82,000.00</u>
<b>Total Mercantile Expenses</b>	<u>89,600.00</u>
<b>Mortgage Interest</b>	1,800.00
<b>Office Supplies</b>	1,000.00
<b>Postage and Delivery</b>	100.00
<b>Printing and Reproduction</b>	400.00
<b>Professional Fees</b>	400.00
<b>Property Taxes</b>	4,000.00
<b>Repairs and Maintenance</b>	7,000.00
<b>Telephone Expense</b>	
Land Line/Internet	<u>1,950.00</u>
<b>Total Telephone Expense</b>	<u>1,950.00</u>
<b>Treasurer Salary</b>	3,000.00
<b>Utilities</b>	
Gas & Electricity	8,000.00
Water	250.00
Utilities - Other	
<b>Total Utilities</b>	<u>8,250.00</u>
<b>Total Expense</b>	<u>143,000.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

<i>BID</i> <i>Fund 245 Dept 00 Object 56720</i>		2013	2014	2015	2015	2016	Change vs.	% Change	Change vs.	% Change
<i>Account Description</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Act 6 month</i>	<i>Budget</i>	<i>15 Bdgt</i>	<i>From 2015</i>	<i>15 Bdgt</i>	<i>From 2015</i>
130	HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
211	SOFTWARE SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
219	OTHER PROFESSIONAL SERVICES	\$ 4,000	\$ -	\$ 17,500	\$ -	\$ 12,000	\$ (5,500)	-31.43%	\$ (17,500)	-100.00%
220	TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
221	ELECTRICITY & GAS	\$ -	\$ 106	\$ 150	\$ 92	\$ 150	\$ -	\$ -	\$ (58)	61.45%
241	CUSTODIAL SERVICES	\$ 32,607	\$ 30,000	\$ 31,500	\$ 15,000	\$ 31,500	\$ -	\$ -	\$ (16,500)	47.62%
242	SNOW/ICE CONTROL	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ (3,000)	-100.00%	\$ (3,000)	-100.00%
290	TRAINING	\$ -	\$ -	\$ -	\$ 876	\$ 1,000	\$ 1,000	100.00%	\$ 876	100.00%
291	POSTAGE	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ (100)	-100.00%
292	PRINTING/PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
294	OTHER CONTRACTUAL SERVICES	\$ 385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
295	MISCELLANEOUS BUSINESS EXP	\$ -	\$ -	\$ -	\$ 71	\$ -	\$ -	\$ -	\$ 71	100.00%
296	MARKETING	\$ 8,212	\$ 18,097	\$ 15,000	\$ 3,910	\$ 18,000	\$ 3,000	20.00%	\$ (11,090)	26.07%
297	FARMERS MARKET	\$ 65	\$ 1,830	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ (2,000)	-100.00%
310	OFFICE SUPPLIES	\$ -	\$ -	\$ 100	\$ -	\$ 50	\$ (50)	-50.00%	\$ (100)	-100.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ 385	\$ -	\$ -	\$ 400	\$ 400	100.00%	\$ -	100.00%
340	OPERATING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
342	GASOLINE/OIL	\$ 1,564	\$ 141	\$ 1,500	\$ 139	\$ 1,500	\$ -	\$ -	\$ (1,361)	9.30%
351	REPAIR/MAINT SUPPLIES-BLDG & G	\$ 1,337	\$ 103	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ (1,000)	-100.00%
352	REPAIR/MAINT SUPP-EQUIPMENT	\$ 991	\$ 6,353	\$ 1,000	\$ 468	\$ 1,000	\$ -	\$ -	\$ (532)	46.84%
390	MISCELLANEOUS SUPPLIES	\$ 66	\$ -	\$ 100	\$ -	\$ -	\$ (100)	-100.00%	\$ (100)	-100.00%
510	LIABILITY INSURANCE	\$ 1,348	\$ 1,009	\$ -	\$ -	\$ 670	\$ 670	100.00%	\$ -	100.00%
512	PROPERTY INSURANCE	\$ 1,472	\$ 3,081	\$ 2,200	\$ (47)	\$ 1,575	\$ (625)	-28.41%	\$ (2,247)	-2.14%
550	ADMINISTRATIVE SERVICES	\$ 15,620	\$ -	\$ 4,500	\$ -	\$ -	\$ (4,500)	-100.00%	\$ (4,500)	-100.00%
590	BANK FEES	\$ 86	\$ 35	\$ 60	\$ 18	\$ 55	\$ (5)	-8.33%	\$ (42)	29.50%
710	COMMUNITY EVENTS	\$ 6,865	\$ 2,350	\$ 11,500	\$ -	\$ 5,000	\$ (6,500)	-56.52%	\$ (11,500)	-100.00%
715	GRANTS	\$ -	\$ 550	\$ -	\$ 5,550	\$ 7,500	\$ 7,500	100.00%	\$ 5,550	100.00%
731	MAIN STREET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
760	CONTNGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
790	MISCELLANEOUS EXPENSE	\$ 593	\$ 200	\$ 500	\$ -	\$ -	\$ (500)	-100.00%	\$ (500)	-100.00%
821	BUILDINGS/GROUNDS	\$ 3,500	\$ 5,135	\$ 5,000	\$ 3,755	\$ 4,500	\$ (500)	-10.00%	\$ (1,245)	75.09%
840	EQUIPMENT	\$ -	\$ 23,624	\$ 2,500	\$ 1,000	\$ 4,000	\$ 1,500	60.00%	\$ (1,500)	40.00%
860	SMALL EQUIPMENT	\$ -	\$ 6,312	\$ 2,590	\$ 4,470	\$ 9,950	\$ 7,360	284.17%	\$ 1,880	172.60%
59100	RESIDUAL EQUITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		\$ 78,711	\$ 99,310	\$ 101,800	\$ 35,303	\$ 101,950	\$ 150	0.15%	\$ (66,497)	34.68%

<i>BID - REVENUES</i> <i>Fund 245</i>		2013	2014	2015	2015	2016	Change vs.	% Change	Change vs.	% Change
<i>Account Description</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Act 6 month</i>	<i>Budget</i>	<i>15 Bdgt</i>	<i>From 2015</i>	<i>15 Bdgt</i>	<i>From 2015</i>
2454444130000	FARMERS MARKET FEES	\$ 2,409	\$ 2,252	\$ 2,100	\$ 1,438	\$ 2,250	\$ 150	7.14%	\$ (662)	68.48%
2454646850000	ECONOMIC DEVELOPMENT	\$ 89,500	\$ 89,500	\$ 89,500	\$ 89,500	\$ 89,500	\$ -	\$ -	\$ 0	100.00%
2454848110000	INTEREST INCOME	\$ 123	\$ 197	\$ 200	\$ 100	\$ 200	\$ -	\$ -	\$ (100)	50.12%
2454848500000	DONATIONS	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ (10,000)	-100.00%
2454848900000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
2454949900000	FUND BALANCE APPLIED	\$ -	\$ 27,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		\$ 92,032	\$ 119,241	\$ 101,800	\$ 91,038	\$ 101,950	\$ 150	0.13%	\$ (10,762)	89.43%

**Fund Balance**

Designated:

Equipment	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Streetscape	\$ 30,000.00	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	\$ 27,500.00	
Discover WI	\$ 1,167.00	\$ -	\$ -	\$ -	\$ -	
Building/Grounds	\$ 50,000.00	\$ 41,375.79	\$ 41,375.79	\$ 41,375.79	\$ 41,375.79	
<b>Fund Balance Designated</b>	<b>\$ 96,167.00</b>	<b>\$ 68,875.79</b>	<b>\$ 68,875.79</b>	<b>\$ 68,875.79</b>	<b>\$ 68,875.79</b>	
<b>Undesignated Fund Balance</b>	<b>\$ 12,732.27</b>	<b>\$ 32,663.56</b>	<b>\$ 32,663.56</b>	<b>\$ 88,398.99</b>	<b>\$ 88,398.99</b>	
<b>Total Fund Balance</b>	<b>\$ 108,899.27</b>	<b>\$ 101,539.35</b>	<b>\$ 101,539.35</b>	<b>\$ 157,274.78</b>	<b>\$ 157,274.78</b>	

Historic Preservation  
8/5/15 Minutes

**6. Discussion and possible action on 2016 budget request**

Klapper displayed the 2015 budget for discussion on current spending and plans for 2016. Mack would like 2016 funds for a speaker in May during a visit to Portage by the Wisconsin Historical Society's Board of Curators, approximately May 14-15. No new plaques are needed for 2016, so that \$200 could be moved to cover this request.

**Draft 2016 Budget Proposal**

Scavenger Hunt	\$ 125
Municipal Register expenses	\$ 100
Speaker for Board of Curators	\$ 200
Preservation Month Activities	\$1000
Conferences and Memberships	\$1000
Partnerships and events	<u>\$ 586</u>
	\$3011

**7. Adjournment**

Chair Klapper adjourned the meeting at 7:30 pm.

Respectfully submitted,  
Erin Foley  
Secretary