

City of Portage
Finance and 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, November 19, 2012, 5:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Rick Dodd, Chairperson, Kenneth Ebnetter, Doug Klapper, Martin Havlovic, & Carolyn Hamre

1. Roll call
2. Approval of minutes from previous meeting
3. Review 2013 Business Improvement District & Main Street Program Budget Requests
4. Consider Bank of Wisconsin Dells Agreement for Property Tax Collection
5. Review Draft 2013 Budget
6. Adjournment

11/16/12

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee)
Monday, November 12, 2012, 5:30 p.m.
Municipal Building, Conference room One
Minutes

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

Others Present: Interim Administrator Murphy; Interim Treasurer Mohr; Bill Tierney Citizen, Craig Sauer from Portage Daily Register.

1. Roll Call

Meeting called to order by Chairperson Dodd at 5:30 p.m.

Present: Dodd, Ebnetter, Hamre, Havlovic, Klapper

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

2. Approval of minutes from November 5, and November 8, 2012 meetings

Moved by Klapper to approve the minutes of the October 29, 2012 meetings; second by Ebnetter. Motion passed 5-0 on a roll call.

3. Review Draft 2013 Tax Increment Funds Budget

Interim Administrator Murphy indicated the numbers are preliminary as we are waiting on the County's Levy.

4. Review Draft 2013 Taxi Fund Budget

Interim Treasurer Mohr reviewed the budget clarifying that the City has applied for a grant in 2012 for 3 vans that will be received in 2013; and for 3 vans in 2013 that will be received in 2014 for a total of 6 vans. The proceeds from the vans that are being replaced will be used towards the City's share of the vehicles which will be a net of approximately \$3,004 for each year. There is, as in the past, no share for the City in the operation expenses of the Taxi program.

5. Review Draft 2013 Portage Enterprise Center Budget

Interim Administrator Murphy reviewed the budget for the PEC, there were several questions that will be followed up in our next meeting reviewing the preliminary budget.

6. Review Draft 2013 Business Improvement District Budget

The Committee reviewed the BID budget, Interim Treasurer Mohr indicated the she had removed the Donation of \$10,000 from the budget and replaced the funds from the Fund Balance Applied which are available.

7. Review Draft 2013 Tourism Budget

Aldersperson Havlovic requested some changes in categorization and will provide more details after Tourism's meeting on Thursday. Marty also pointed out that the budget for Discover WI – 3 year \$6,000 is a safeguard in case other funds are not raised; if enough funds come in then Tourism will not pay this. He also reminded the City he had requested an invoice be sent from Tourism to BID for 1/3 the cost for the billboard sign.

8. Review Draft 2013 Capital Project Budget

The Committee reviewed the Capital Budget Aldersperson Dodd requested that the Chip & Seal for W Slifer, Mohr, and Murphy road for \$60,000; along with the Police Depts request for 3 dash cameras \$37,000 and recording system \$5,000 be moved from the Capital Budget into the Departmental Budgets as the life of the expenditures are less than the term of the debt. It was also pointed out that the Grant for the Welcome Center is missing. Administration will follow up.

9. Review Draft 2013 Other Special Revenue Budgets

The Committee reviewed the following Special Revenue Funds: Parkland; CDBG; Economic Development; School Liaison; Revolving Sidewalk; and Canal. Aldersperson Dodd questioned if there should be an Administration charge to the Revolving Sidewalk fund. Administration will follow up.

10. Adjournment

Moved by Klapper to adjourn; second by Ebnetter. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:43 p.m.

Jean Mohr
Interim City Treasurer

BID
City of Portage
Detailed Budget Report

BID		2010		2011		2012		2013		Higher (Lower) 12 Bdgt vs	
Fund 245 Dept 00 Object 56720		Actual		Actual		Budget		Budget		13 Bdgt vs 12 Bdgt	
Account Description							Actual 6 mo			12 Bdgt	12 Bdgt
130	HEALTH INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
211	SOFTWARE SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
219	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
220	TELEPHONE	\$ 417	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
221	ELECTRICITY & GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
241	CUSTODIAL SERVICES	\$ 29,980	\$ 30,236	\$ 29,900	\$ 29,900	\$ 29,900	12,445	\$ 29,900	\$ 29,900	\$ -	-
242	SNOW/ICE CONTROL	\$ -	\$ -	\$ -	\$ 500	\$ 500	-	\$ 500	\$ 500	\$ -	-
290	TRAINING	\$ -	\$ -	\$ 200	\$ 200	\$ 200	-	\$ 100	\$ 100	\$ (100)	-50.00%
291	POSTAGE	\$ 35	\$ -	\$ -	\$ 200	\$ 200	-	\$ 200	\$ 200	\$ -	-
292	PRINTING/PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
284	OTHER CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
295	MISCELLANEOUS BUSINESS EXP	\$ 100	\$ -	\$ 200	\$ 200	\$ 200	-	\$ 200	\$ 200	\$ -	-
296	MARKETING	\$ 7,178	\$ 2,508	\$ 25,000	\$ 25,000	\$ 25,000	1,500	\$ 25,000	\$ 25,000	\$ -	-
297	FARMERS MARKET	\$ 551	\$ 1,631	\$ 2,000	\$ 2,000	\$ 2,000	112	\$ 2,000	\$ 2,000	\$ -	-
310	OFFICE SUPPLIES	\$ 34	\$ 50	\$ 250	\$ 250	\$ 250	-	\$ -	\$ -	\$ (250)	-100.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
340	OPERATING SUPPLIES	\$ 26	\$ -	\$ 400	\$ 400	\$ 400	1,500	\$ 400	\$ 400	\$ -	-
342	GASOLINE/OIL	\$ 188	\$ 1,493	\$ 1,500	\$ 1,500	\$ 1,500	112	\$ 1,500	\$ 1,500	\$ -	-
351	REPAIR/MAINT SUPPLIES-BLDG & G	\$ -	\$ 1	\$ 1,000	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ 1,000	\$ -	-
352	REPAIR/MAINT SUPP-EQUIPMENT	\$ -	\$ 778	\$ 2,000	\$ 2,000	\$ 2,000	9	\$ 2,000	\$ 2,000	\$ -	-
390	MISCELLANEOUS SUPPLIES	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ 1,000	\$ -	-
510	LIABILITY INSURANCE	\$ 514	\$ 1,380	\$ 2,000	\$ 2,000	\$ 2,000	731	\$ 2,000	\$ 2,000	\$ -	-
512	PROPERTY INSURANCE	\$ 793	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	1,560	\$ 1,500	\$ 1,500	\$ -	-
550	ADMINISTRATIVE SERVICES	\$ 31,458	\$ 19,740	\$ 32,100	\$ 32,100	\$ 32,100	6,248	\$ 18,800	\$ 18,800	\$ (13,300)	-41.43%
590	BANK FEES	\$ 18	\$ 1	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
710	COMMUNITY EVENTS	\$ 4,918	\$ 7,804	\$ 10,000	\$ 10,000	\$ 10,000	4,385	\$ 10,000	\$ 10,000	\$ -	-
715	GRANTS	\$ 870	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	-	\$ 11,640	\$ 11,640	\$ 10,640	1064.00%
731	MAIN STREET	\$ 3,195	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
760	CONTINGENCY	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	-	\$ 2,000	\$ 2,000	\$ -	-
790	MISCELLANEOUS EXPENSE	\$ -	\$ 624	\$ 1,000	\$ 1,000	\$ 1,000	4	\$ 1,000	\$ 1,000	\$ -	-
821	BUILDINGS/GROUNDS	\$ 2,173	\$ 1,893	\$ 25,000	\$ 25,000	\$ 25,000	-	\$ 25,000	\$ 25,000	\$ -	-
840	EQUIPMENT	\$ 6,537	\$ 40,169	\$ 7,500	\$ 7,500	\$ 7,500	-	\$ 7,500	\$ 7,500	\$ -	-
860	SMALL EQUIPMENT	\$ 910	\$ 296	\$ 7,500	\$ 7,500	\$ 7,500	103	\$ 7,500	\$ 7,500	\$ -	-
59100	RESIDUAL EQUITY	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
TOTAL FUND EXPENSES & RESIDUAL EQUITY		\$ 89,895	\$ 108,602	\$ 153,750	\$ 153,750	\$ 153,750	28,710	\$ 150,740	\$ 150,740	\$ (3,010)	-1.96%

BID
 City of Portage
 Detailed Budget Report

Fund 245	2010	2011	2012	2012	2012	Higher (Lower)	
						Actual	Budget
2454444130000	\$ 2,908	\$ 2,145	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -
2454646850000	\$ 89,500	\$ 89,500	\$ 89,500	\$ -	\$ 89,500	\$ -	\$ -
2454848110000	\$ 234	\$ 132	\$ 20	\$ -	\$ 10	\$ (10)	\$ -50.00%
2454848500000	\$ 10,115	\$ 10,000	\$ 13,000	\$ -	\$ 10,000	\$ (3,000)	\$ -23.08%
2454848900000	\$ -	\$ -	\$ -	\$ 793	\$ -	\$ -	\$ -
2454949900000	\$ -	\$ -	\$ 49,230	\$ -	\$ 49,230	\$ -	\$ -
TOTAL FUND REVENUE & FUND BALANCE APPLIED	\$ 102,757	\$ 101,777	\$ 153,750	\$ 793	\$ 150,740	\$ (3,010)	-2.96%

Library \$5,000
 Welcome Center \$0
 Community Center \$5,000

**Main Street Portage Inc.
2013 Proposed Budget**

<u>Revenues:</u>		<u>2013 Budget</u>
City of Portage		
<i>Annual Allocation</i>	26,400.00	26,400.00
BID GRANTS		
<i>Events</i>	8,000.00	
<i>Marketing</i>	<u>13,400.00</u>	
<i>Independent Contractor fee Contribution</i>	<u>18,744.00</u>	
Total BID	40,144.00	40,144.00
Tourism committee	<u>3,100.00</u>	<u>3,100.00</u>
Total from BID, City, Tourism	69,644.00	
Event Income	1,600.00	
Interest Income		<u>300.00</u>
		71,594.00
Mercantile Revenue		
<i>Admin credit card fee</i>	3,350.00	
<i>Vendor Rent</i>	15,000.00	
<i>Vendor Sales</i>	<u>66,000.00</u>	
Total Mercantile Revenue		84,350.00
Total Revenue		<u>155,944.00</u>
<u>Expenditures:</u>		
Advertising (USDA)		
Bank Service Charges		360.00
Committees		
<i>Promo</i>	1,000.00	
<i>Economic Restructuring</i>	1,000.00	
<i>Design</i>	1,000.00	
<i>Organization</i>	<u>1,000.00</u>	
Total Committees		4,000.00
Dues & Subscriptions		500.00
Insurance		4,000.00
Telephone		
<i>Landline/Internet</i>	900.00	
<i>Cell phone</i>	<u>900.00</u>	
Total Telephone		1,800.00
Licenses, Fees & Permits		400.00
Loft Rental Costs		-
Office Supplies		900.00
Expenditures (cont'd):		
Executive Director		

<i>Contract</i>	18,744.00	
<i>Benefits</i>	-	
<i>Payroll Tax</i>	-	
Total Executive Director		18,744.00
Postage & Delivery		240.00
Printing & Reproduction		900.00
Repairs & Maintenance		400.00
Meals & Entertainment		600.00
Travel/Training		2,000.00
Utilities		<u>2,500.00</u>
		37,344.00
Mercantile Expenditures		
<i>Advertising</i>	1,000.00	
<i>Credit Card Fees</i>	1,600.00	
<i>Dues</i>	150.00	
<i>Utilities</i>	8,000.00	
<i>Insurance</i>	4,000.00	
<i>Mortgage</i>	7,200.00	
<i>Payroll Tax</i>	-	
<i>Property Taxes</i>	3,700.00	
<i>Repairs & Maintenance</i>	4,500.00	
<i>Supplies</i>	600.00	
<i>Telephone</i>	900.00	
<i>Vendor Payments</i>	<u>40,000.00</u>	
Total Mercantile Expenditures		111,650.00
MISC.		
<i>Office supplies</i>	900	
<i>Printing & reproduction</i>	1,000.00	
<i>Professional fees</i>	10,000.00	
<i>Seminars/training</i>	2,000.00	
<i>Travel/lodging/meals</i>	3,000.00	
		16,900.00
In-Kind Expenditures	2,000.00	2,000.00
Uncategorized Expenditures		<u>8,034.00</u>
Total Expenditures		<u>155,928.00</u>

**BANK OF WISCONSIN DELLS
COMPANY AGREEMENT FOR BANK TAX COLLECTION**

This agreement dated the _____ day of _____, 20__ is by and between Bank of Wisconsin Dells (Financial Institution) and _____ City of Portage _____ (Customer).

The Customer has requested that the Financial Institution collect 1st half property tax payments via J. Mauel & Associates' web based tax collection program located at <https://www.jmauel.com/JMauelApplications/Login.aspx>. The Financial Institution has agreed to do so on the terms of this Agreement.

Now, therefore, the Customer and the Financial Institution agree as follows:

1. The Customer will inform the Financial Institution in December once they have uploaded live data to the J Mauel & Associates tax collection website program.
2. The Financial Institution will accept payment for 1st half property taxes after the live data has been uploaded through January 31st at the Community Bank of Portage, located at 2930 New Pinery Road, Portage, WI. The Financial Institution will only accept payments from persons that present their property tax statement. A receipt will be given at the time of payment. Property tax payments will be batched and the total amount deposited into City of Portage's account _____ on a daily basis (if applicable).
3. The Financial Institution will submit via the website a batched file from the Tax Collection Program on a daily basis of taxes collected (if applicable).
4. The Financial Institution will refer all questions regarding property tax payments to the City of Portage office.

COMPANY
By: _____
Its: _____

FINANCIAL INSTITUTION
By: _____
Its: _____

