

City of Portage Common Council Meeting  
Council Chambers of City Municipal Building  
115 West Pleasant Street, Portage, WI  
Regular Meeting – 7:00 p.m.  
September 11, 2012  
Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Consent Agenda
  - A. Reports of Sub-Committees, Boards, and Commissions
    1. Library Board Fundraising Task Force
    2. Community Development Authority
    3. Library Board
    4. Historic Preservation Commission
    5. Airport Commission
  - B. License Applications
    1. Operator
7. Committee Reports
  - A. Plan Commission
  - B. Finance/Administration Committee
    1. Approval of appropriation of funds for conference room presentation displays
    2. Approval of appropriation of funds for PAPI light
    3. Approval of appropriation of funds for municipal court office updates
    4. Award of Contract No. 12-009B, Hamilton Street and Cass Street Resurfacing, including Change Order No. 1
    5. Award of Contract No. 12-010, East Wisconsin Street Resurfacing, including Change Order No. 1
    6. Approval of claims
  - C. Human Resources Committee
    1. Approval of position description for Administrative Assistant/Deputy Treasurer
    2. Approval of appointment of Interim City Treasurer and compensation

- D. Municipal Services and Utilities Committee
  - 1. Action on In-kind services request for Portage United Methodist Church Fun Run
  - 2. Action on insurance claim for Eric Swanson
  - 3. Action on insurance claim for Nick Hryzko
  
- 8. Old Business
  
- 9. New Business
  - A. Resolutions
    - 1. Resolution No. 12-039 relative to Community Development Block Grant Housing Rehabilitation Program Housing Procedures Manual
    - 2. Resolution No. 12-040 relative to Signatures on Accounts
    - 3. Resolution No. 12-041 relative to Employment Agreement with Interim City Administrator
  
  - B. Proclamation
    - 1. Kids Day America
  
  - C. Approval of Report Regarding the Care and Maintenance of Soldiers' Graves for Silver Lake Cemetery
  
- 10. The Council will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to consider the potential purchase of property on Silver Lake Drive, and the potential sale of property on Gunderson Drive/County Highway CX
  
- 11. Adjournment

Common Council Proceedings  
City of Portage

Regular Meeting  
Council Chambers  
City Municipal Building

August 23, 2012  
7:00 PM

1. **Call to Order**  
Mayor Jahn called the meeting to order at 7:00 p.m.
  
2. **Roll Call**  
Present: Ald. Dodd, Garetson (arrived at 7:15 p.m.), Hamre, Havlovic, Klapper, Maass, Miller, Oszman  
  
Excused: Ald. Ebneter  
  
Also Present: Mayor Jahn, Deputy City Clerk Kranz, City Attorney Spankowski, Director of Public Works/Utilities Manager Redelings, Police Chief Manthey  
  
Media Present: Craig Sauer from Portage Daily Register, Bill Welsh from Cable TV
  
3. **Pledge of Allegiance**  
The Pledge of Allegiance was said.
  
4. **Recognition of Dr. Curtis**  
This item will be on the next Council agenda.
  
5. **Proclamation – National Assisted Living Week 2012, “Art for the Ages”**  
Mayor Jahn read the Proclamation.
  
6. **Approval of Agenda**  
No changes.
  
7. **Minutes of Previous Meeting**  
Motion by Klapper, second by Oszman to approve the minutes of the August 9, 2012 Common Council meeting. Motion carried unanimously on call of roll.
  
8. **Consent Agenda**  
Reports of Sub-Committees, Boards, and Commissions  
Board of Zoning Appeals meeting of August 6, 2012  
Library Board Fundraising Task Force meeting of August 7, 2012

Business Improvement district Board of Directors meeting of August 8, 2012

Police and Fire Commission meeting of August 8, 2012

Tourism Promotion Committee meeting of August 9, 2012

Community Development Authority meeting of August 14, 2012

Park and Recreation Board meeting of August 14, 2012

Cable TV Commission meeting of August 15, 2012

#### Applications

Operator License applications for period ending June 30, 2013 for the following: Rebecca L. Kowald, Melody K. Pfitzenreuter, Russell A.

Stensrud, Tyler J. Teasdale.

Garetson joined the meeting at 7:15 p.m.

Motion by Dodd, second by Oszman, to approve the consent agenda.

Motion carried on call of roll with Garetson abstaining and Hamre voting no.

### **9. Committee Reports**

Finance/Administration Committee Meeting of August 6, 2012

Human Resources Committee meeting of August 13, 2012

Human Resources Committee meeting of August 22, 2012

Motion by Dodd, second by Oszman to approve the hiring of Shawn Murphy as Interim City Administrator at \$42 per hour, \$7200 per month, 60 hours per week for six (6) months. Motion carried 6 to 2 on call of roll with Hamre and Maass voting no.

Legislative and Regulatory Committee meeting of August 16, 2012

Motion by Oszman, second by Miller, to deny operator license for Molly A. Patchin based on two (2) OWI convictions and a possession of THC conviction all within the past five (5) years. Motion carried unanimously on call of roll.

Motion by Oszman, second by Maass to approve a Class B Combination License application for Gerald D. Spears, 1505 New Pinery Road. Motion carried unanimously on call of roll.

Motion by Oszman, second by Hamre to approve the change of agent for Kwik Trip Store #653, 1223 East Wisconsin Street to Nona Hartman. Motion carried unanimously on call of roll.

**10. Old Business**

Ordinance

Charter Ordinance No. 12-009 relative to Term of Office for Alderperson. Motion by Dodd, second by Oszman to suspend the rules and have the third reading of Charter Ordinance No. 12-009 relative to Term of Office for Alderperson by title only. Alderperson district numbers were placed in two "hats" and one district number was drawn for the three year term beginning 2013, and the remainder of the district numbers in that "hat" were given a two year term beginning in 2013. One district number was drawn from the second "hat" for a three year term beginning 2014, and the remainder of the district numbers in the second "hat" were given a two year term beginning in 2014. Motion carried 6 to 2 with Klapper and Maass voting no. Charter Ordinance No. 12-009 relative to Term of Office for Alderperson received its third reading by title only. Motion by Oszman, second by Dodd to pass Charter Ordinance No. 12-009 relative to Term of Office for Alderperson. Motion failed on a 4 to 4 vote with Hamre, Klapper, Maass and Miller voting no.

**11. New Business**

Resolutions

Resolution No. 12-035 relative to Submitting the Attached Charter Ordinance 12-009 to a Referendum at the November 6, 2012 General Election Pursuant to Wisconsin Statute §66.0101(7) and §9.20(4) was read and adopted 6 to 2 on motion by Klapper, second by Oszman and call of roll with Hamre and Maass voting no.

Resolution No. 12-036 relative to Proposing to Discontinue that Portage of Canal Street Lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003 was read and adopted unanimously on motion by Oszman, second by Dodd.

Resolution No. 12-037 relative to Proposing to Discontinue that Portion of Canal Street Lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003. Motion by Oszman, second by Garetson to read Resolution No. 12-037 relative to Proposing to Discontinue that Portion of Canal Street Lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat §66.1003 by title only. Motion carried 5-3 with Hamre, Klapper and Maass voting no. Resolution No. 12-037 relative to Proposing to Discontinue that Portion of Canal Street Lying North of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003 was read by title only and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Resolution No. 12-038 relative to Proposing to Discontinue that Portage of Jones Street Lying Northwesterly of State Highway 33 in the City of

Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003. Motion by Oszman, second by Garetson to read Resolution No. 12-038 relative to Proposing to Discontinue that Portage of Jones Street Lying Northwesterly of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003 by title only. Motion carried 6 to 2 on call of roll with Klapper and Maass voting no. Resolution No. 12-038 relative to Proposing to Discontinue that Portage of Jones Street Lying Northwesterly of State Highway 33 in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. §66.1003 was read by title only and adopted unanimously on motion by Oszman, second by Dodd and call of roll.

Correspondence was received and filed from Lydia Reilly and Layleigh Marshall thanking the Council for their approval of a carnival permit for their event.

Motion by Oszman, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) consider the potential purchase of property on Silver Lake Drive and on West Cook/DeWitt Street. Motion carried unanimously on call of roll at 8:38 p.m.

**12. Adjournment**

Motion by Oszman, second by Klapper to adjourn. Motion carried on call of roll at 9:10 p.m.

Sherri L. Kranz  
Deputy City Clerk



**CABINET MEETING DISCUSSION POINTS**  
*Tuesday, August 7, 2012*  
*8:05 a.m. to 9:05 a.m.*  
 Bidwell Room

**Members Present:** Jim Dalton Jeff Liegel  
 Rich Davis Sue Martin  
 Rich Heimerl Matt Meyers  
 Bev Hoffmann Shannon Schultz  
 Mayor Ken Jahn Dr. Jan Seubert  
 Barb Knight Addie Tamboli

**Members Absent:** Jim Crawford Travis Hamele  
 Jon Crawford Dustin Mueller  
 Dr. Mark Curran Chad Stevenson  
 Ginni Hamele Ellie Voigt

**Consultant:** Peter Woodburn

I.	<b>Welcome</b> <ul style="list-style-type: none"> <li>• Jeff welcomed everyone in attendance at 8:05 a.m.</li> </ul>
II.	<b>Division Reports</b> <ul style="list-style-type: none"> <li>• Peter updated the Campaign on the Team/Division Reports. Stated that the energy was fantastic.</li> <li>• Went through the remaining PACE prospects and distributed as requested by the Cabinet.</li> </ul>
III.	<b>Non-Soliciting Division Reports and Updates</b> <ul style="list-style-type: none"> <li>• Update on Speaker's Bureau. Rich H. will review list and determine if there are any prospects to recontact.</li> <li>• Publicity: Cabinet directed radio advertising to focus more on donors.</li> <li>• Discussed an article from the paper regarding the upcoming bidding process as there are rumblings in the community about the concern over using local contractors. Matt Meyers said he would discuss with the staff.</li> <li>• Discussed Grip and Grin photos. More coordination on that to come.</li> </ul>
IV.	<b>Open Discussion</b> <ul style="list-style-type: none"> <li>• Updated the Cabinet on the formation of a Foundation.</li> <li>• Foundation Golf Outing is on September 13<sup>th</sup> at the Portage Country Club.</li> </ul>

V.	<b>Consultant's Comments</b> <ul style="list-style-type: none"><li>• Peter will be with us through September. After that time, he will be in contact with the Cabinet for Campaign wrap-up. Overall, everything is looking good.</li></ul>
VI.	<b>Adjournment</b> <ul style="list-style-type: none"><li>• Meeting adjourned 9:05 a.m.</li></ul>

**NEXT CAMPAIGN CABINET MEETING**  
**Tuesday, September 11, 2012**  
**8:00 A.M. – 8:45 A.M.**  
**Bidwell Room**

**City of Portage  
Community Development Authority Meeting  
Tuesday, August 14, 2012, 6:00 p.m.  
Municipal Building, Conference Room One**

Members: Dan Brunt, Michael Decker, Rick Dodd, Marty Havlovic, Jim Grothman, Todd Kreckman, Charles Poaches

Additional: Ken Jahn, Craig S. (WPDR), Gil M., Tom (CP Rail), Don (AMPI), Marianne H., Janet Ady, and David Boyd

1. **Roll Call** – all members present
2. **Approval of minutes from March 20, 2012** Motion by Jim G.; second by Charles - motion passed 7-0 on call of roll
3. **Discussion and possible action on request from Tourism Promotion Committee for billboard funding.** Marty explained that Tourism signed a contract for a billboard on I-90/94 near the west bound rest area. They were requesting 1/3 from CDA. BID willing to pay 1/3 or \$3,600. Committee was inquiring on the financial situation of the CDA.No action was taken and will be brought back at the next meeting.

Jim G. left @ 6:12

4. **Ady Voltage report presentation, discussion and recommendation to Council for additional work with regard to contract and implementation.** Presentation by Ady

Key points/Building blocks:

- 1- Retention of current businesses
- 2- Property/Building inventory on the website. one shovel ready – need to promote it. Don expressed his opinion to be an ambassador and that he has not had ‘one ounce’ of problem dealing with the city.
- 3- Market it – Need contact info, need a go to person, the website is critical for marketing.

Motion by Dan, second by Todd to recommend reallocation of funds for operational economic development. Motion pass 6-0 on call of roll.

5. **Next Meeting** – October 16 @ 5:00
6. **Adjournment** - Motion by Charles, second by Marty to adjourn. Motion passed 6-0 on call of roll.  
Adjourned @ 6:40

Rick Dodd

Portage Public Library  
253 W. Edgewater Street  
Portage WI 53901  
Phone: (608) 742-4959  
E-mail: [porill@scls.lib.wi.us](mailto:porill@scls.lib.wi.us)  
Web Site: [www.portagelibrary.us](http://www.portagelibrary.us)

LIBRARY BOARD SPECIAL MEETING Minutes  
August 21, 2012

Meeting called to order 12:10

Present: Davis, Tamboli, Hoffmann, McLeish, Gregory, Varvil-Weld, Voigt

Excused: Poches

- 1) Peter Woodburn of Woodburn, Kyle & Company reported on the status of the fundraising campaign.
- 2) Dan Effenheim of Plunkett-Raysich Architects presented the interior material/color choices for the renovation/expansion project.
- 3) Michael Bahr of Plunkett-Raysich Architects discussed the status of the project.
- 4) Motion to approve the choice of a gas fireplace. (DV-W/AT)
- 5) Meeting adjourned 1:07. (RD/AT)

Richard Davis – President  
Addie Tamboli – Vice President  
Beverly Hoffmann - Treasurer  
Eleanor McLeish – Secretary  
Charles Poches – School Superintendent  
Dr. David Gregory  
Dr. Douglas Varvil-Weld  
Eleanor Voigt

**City of Portage  
Historic Preservation Commission  
Tuesday, August 21, 2012, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

**Members Present:** Doug Klapper, Chairperson; Richard Beebe, Erin Foley, Stephanie Miller-Lamb, Destinee Udelhoven

**Members Absent:** Marlena Cavanaugh

**Guests:** Craig Sauer (Daily Register), Bill Welsh (Cable TV)

**1. Call meeting to order**

Klapper called the meeting to order at 6:07 pm

**2. Roll call**

Klapper noted that Harding is no longer a member of the PHPC, as she is no longer living in the area. A resignation letter has not yet been received.

**3. Approval of previous minutes**

Udelhoven moved to approve the minutes, with one correction to the email address of Nancy Lesh in item 6. The correct email address is [nlesh@live.com](mailto:nlesh@live.com). Foley seconded the motion, which passed unanimously by voice vote.

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

There were no claims presented; Udelhoven will have claims for the September meeting

**5. Discussion on Dr J Robert Curtis**

Group discussed the passing of greatly respected original PHPC member, Dr. J. Robert Curtis. Group shared stories and remembrances of Doc and agreed that it would be fitting to have a memorial of some sort in his honor. Group discussed honoring Doc through something that has to do with education, since that was such a passion of his. We will keep this in mind as a future agenda item. Doc will be greatly missed and the members will miss learning about Portage history from him.

**6. Discussion and possible action on HPC Quarterly Award**

Miller-Lamb moved that the homes at 813 Dunn and 911 Dunn be award winners for the PHPC Quarterly awards for Spring 2012 and Summer 2012, given that nothing untoward is discovered in the research of the properties. Udelhoven seconded the motion, which passed unanimously by voice vote.

**7. Discussion and possible action on adding properties to Municipal Register**

- Group has assigned reading for the September session: Chapters 14-15 of the Intensive Historical Architectural and Historical Survey of the City of Portage, Columbia County, Wisconsin, as well as the section in the index noted as Endangered Properties. Klapper will work with the Portage Historic Society regarding

the Museum at the Portage and to see if someone from the Historic Society would work with us on getting homes on the Municipal Register.

- Group agreed that this is a working commission and the commissioners should set an example by working towards putting their own homes or another worthy property on the Municipal Register. Members are to have the first six steps completed to share with the group at the September meeting.
- Group reviewed draft of letter crafted by Miller-Lamb for the Wisconsin Society of the Daughters of the American Revolution regarding the future of the Fort Winnebago Surgeon's Quarters. The group made some revisions to the draft. Klapper moved that due to the property being on the Portage Municipal register, the commission would send the letter written by Miller-Lamb on behalf of the PHPC to the Wisconsin Society of the Daughters of the American Revolution for their September meeting. Foley seconded the motion, which passed unanimously by voice vote. Miller-Lamb will send copies to the DAR as an email attachment and also be US Post.

## **8. Adjournment**

Klapper adjourned the meeting at 7:12 pm

Respectfully submitted,  
Stephanie Miller-Lamb  
Secretary

**City of Portage Airport Commission**  
**Meeting Wednesday, August 22, 2012,**  
**6:00 pm.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**

1. Present Rita Maass, Chairperson; Michael Oszman, Barry Erath, Jeff Garetson, Fred Langbecker, David Tesch. Also present: John Poppy, airport manager, Craig Sauer, Daily Register, Bill Welsh, Cable TV
2. Motion to approve minutes from meeting held on July 11, 2012 by Oszman and second by Garetson. Motion passed 6-0.
3. Review and discussion on budgets from 2011 and 2012. The chairperson explained to the commission that the 2013 proposed budget needed to be presented to Finance Committee by July 30, 2012, therefore the airport chairperson and John Poppy had met with Bob Redelings to prepare the proposed budget to be submitted. The proposed budget met the 3% cut as expected from all departments but still met expenditures needed for the airport operations.
4. Discussion took place regarding the Airport Operations and Land Use Seminar to be held in Stevens Point, WI September 26-27, 2012. Those going to attend will be Rita Maass and Barry Erath - to be paid by the City Of Portage under training account for commissioners and John Poppy, pays is own registration fee.
5. The only other item for discussion was the need for an outside water spigot. Chairperson Maass will discuss with Bob Redelings.
6. Motion by Oszman, second by Garetson to adjourn at 6:26. Motion passed 6-0.

Respectfully  
submitted, Rita Maass

**OPERATOR LICENSE APPLICATIONS - BY LAST NAME**

**LICENSE YEAR: SEPTEMBER 13, 2012-JUNE 30, 2013**

Charelle B. Becker  
James D. Behnke  
Joseph A. Boston  
Michael R. Clark  
Melissa C Devine  
Kelsey A. Hayes  
Serena A. Knowles  
Lynette M. Koch  
Mary S. Ramsey  
Margaret A. Russell  
Matthew P. Russell

**City of Portage  
Plan Commission Meeting  
Monday, August 20, 2012, 5:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two**

**Members present:** Mayor Kenneth Jahn, Chairperson; Michael Oszman, Vice Chairperson; Robert Redelings, City Engineer, Addie A. Tamboli, and Brian Zirbes

**Members excused:** Dan Daley and Peter Tofson

**Others present:** Dave Bartelt, Jim Grothman, Craig Sauer and Bill Welsh

**1. Roll call**

**2. Approval of minutes from July 16, 2012 meeting**

Motion by Tamboli, second by Oszman to approve the minutes. Motion carried 5 to 0 on call of the roll.

**3. Discussion and possible action for “Old Hwy 33” vacation – by Jim Grothman on behalf of Dave Bartelt**

Jim Grothman provided a brief history of the platting and Highway rerouting in the area. The subject parcel includes portions of Bronson Ave. (basically an extension of Wauona Trail) and “Old Hwy 33”.

Mr. Bartelt gave his reasons for wanting the vacation. Visitors to the Indian Agency House are incorrectly directed down the road and end up at his home. The roadway is essentially a driveway to his home and members of the public park at the end of the roadway and sometimes fish or sightsee.

A street vacation requires a 50% conveyance to abutting property owners. Mr. Bartelt provided a letter (attached) from Ms. Anne E. Vravick indicating the National Society of Colonial Dames of America (NSCDA) waives their claim to seek ownership.

Mr. Grothman indicated that the vacated right of way would be conveyed to both affected property owners and then the property owned by the NSCDA would be conveyed to Mr. Bartelt by deed.

Redelings mentioned that an easement should be retained for the existing water and sewer and extend to a point encompassing the sanitary manhole.

Tamboli inquired as to any impact to plans for PATHS. Zirbes indicated that an easement for trail purposes may also be required.

Motion by Redelings, second by Oszman to recommend vacation of "Old Hwy 33" as shown on the attached map with the stipulation that there would be an easement for the water and sewer mains and the PATHS group is contacted to see if they have any interest in a portion of the property. Motion passed 5 – 0 on call of the roll.

**4. Discussion and possible action for New RCAC and CBRF Site Plan – by Dave Gunderson**

Mayor Jahn indicated that the applicant withdrew this item from the agenda.

**5. Adjournment**

Motion by Oszman, second by Tamboli to adjourn. Motion passed 5 to 0 on call of the roll.

The meeting concluded at 6:01 p.m.

Respectfully submitted,

Robert G. Redelings, City Engineer

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development**  
**Block Grant Committee.)**  
**Monday, August 20, 2012, 6:00 p.m.**  
**Municipal Building, Conference Room One**

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

Additional: Bob Redelings, Craig S. (WPDR), Bill W. (CATV)

1. **Roll Call** – all members present
2. **Approval of minutes from August 6 and August 9, 2012**

Motion by Marty; second by Ken. Minutes corrections: Doug Klapper was at the August 9<sup>th</sup> meeting but was not at the August 6<sup>th</sup> meeting motion passed 5-0 on call of roll

3. **Discussion and possible action on transfer of funds for economic development.**

There was discussion on this and it was never transfer when the grant was received. The grant was a 50% match. Motion by Marty, second by Doug to transfer \$25,000 from surplus to Acc't 100-20-54100-711 (CDA). Motion carried 5-0 on call of roll.

4. **Discussion on 2013 budget and review of Municipal Services and Utilities and Cable television budgets.**

Municipal services preliminary budget requires the addition of the worker's comp and other insurance items. Also, needs to have the vehicle replacement amount.

Cable budget was presented and no issues were identified.

5. **Adjournment**

Motion by Ken, second by Doug to adjourn. Motion passed 5-0 on call of roll.

Adjourned @ 7:56

Rick Dodd, Chairperson

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block Grant**  
**Committee)**  
**Tuesday, September 4, 2012, 6:00 p.m.**  
**Municipal Building, Conference room One**  
**Minutes**

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

**1. Roll Call**

Meeting called to order by Chairperson Dodd at 6:00 p.m.

Present: Dodd, Ebnetter, Havlovic, Klapper

Excused: Hamre

Others present – Mayor Ken Jahn, City Clerk Marie Moe, Councilperson Rita Maas, Fire Chief Clayton and Craig Sauer, Portage Daily Register.

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

**2. Approval of minutes from August 20, 2012 meeting**

Moved by Klapper to approve the minutes of the August 20, 2012 meeting; second by Ebnetter. Motion passed 4-0 on a roll call vote.

**3. Discussion and possible action on recording secretary**

Motion by Klapper to nominate Havlovic as recording secretary; second by Ebnetter. Motion passed 3-0 on a roll call vote with Havlovic abstaining.

**4. Discussion and possible action on reconsideration of block grant**

Moved by Klapper to recommend to City Council a loan of \$15,975 for applicant #17; second by Dodd. Motion passed 4-0 on a roll call vote.

Moved by Klapper to recommend to City Council a loan of \$10,035 to applicant #1; second by Dodd. Motion passed 4-0 on a roll call vote.

Moved by Havlovic to recommend to City Council a loan of \$6,825 to applicant #2; second by Klapper. Motion passed 4-0 on a roll call vote.

**5. Discussion and possible action on block grant applications**

No new ones.

**6. Discussion and possible action on community development block grant procedures manual**

Moved by Havlovic to approve the 2012-2014 Community Development Block Grant Procedures manual as submitted; second by Klapper. Motion passed 4-0 on a roll call vote.

**7. Discussion on Fire Department 2013 budget**

Discussion only.

- 8. Discussion and possible action on training request from Police Department**  
Moved by Klapper to approve training request submitted; second by Havlovic. Motion passed 4-0 on a roll call vote.
- 9. Discussion and possible action on appropriation of funds for conference room presentation displays**  
Moved by Havlovic to recommend the purchase of 2 currently available model monitors not to exceed \$4,600; second by Klapper. Motion passed 4-0 on a roll call vote.
- 10. Discussion and possible action on appropriation of funds for front lobby meeting display**  
No action taken, more study on possible alternatives.
- 11. Discussion and possible action on appropriation of funds for VASI or PAPI light**  
Moved by Klapper to transfer 5800 from 100-20-53510-510 to 100-20-53510-840 and \$13,505 from surplus to 100-20-53510-840 for a total of \$19,305; second by Havlovic. Motion passed 4-0 on a roll call vote.
- 12. Discussion on investigation of insurance providers process, timeline, updates**
- 13. Discussion and possible action on appropriation of funds for municipal court office updates**  
Moved by Klapper to transfer \$633 from surplus into building account 100-02-51600-340 for remodeling of door and window; second by Ebnetter. Motion passed 4-0 on a roll call vote.
- 14. Discussion and possible action on funding for Historic Indian Agency House**  
Moved by Klapper to recommend \$15,000 in 2013 budget for Historic Indian Agency House; second by Havlovic. Motion passed 4-0 on a roll call vote.
- 15. Discussion and possible action on Contract 12-009B Hamilton Street and Cass Street resurfacing**  
Moved by Klapper to recommend awarding contract 12-009B to Gasser Construction for \$83,909; second by Dodd. Motion passed 4-0 on a roll call vote.
- 16. Discussion and possible action on Contract 12-010 East Wisconsin Street resurfacing**  
Moved by Klapper to recommend awarding contract 12-010 to Gasser Construction for \$176,475; second by Dodd. Motion passed 4-0 on a roll call vote.
- 17. Discussion on bank reconciliations (2012) and 2011 audit status**
- 18. Adjournment**  
Moved by Klapper to adjourn; second by Havlovic. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 9:28 p.m.

# Change Order

No. 1

Date of Issuance: 9/12/12 Effective Date: 9/12/12

Project:	Owner: <u>City of Portage</u>	Owner's Contract No.: <u>12-009B</u>
Contract: <u>Hamilton St. &amp; Cass St. Resurfacing</u>	Date of Contract: <u>9/12/12</u>	
Contractor: <u>Gasser Construction Co.</u>	Engineer's Project No.:	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Contract completion date extension.

Attachments (list documents supporting change):

### CHANGE IN CONTRACT PRICE:

### CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ N/A

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_

\$ N/A

Contract Price prior to this Change Order:

\$ N/A

[Increase] [Decrease] of this Change Order:

\$ N/A

Contract Price incorporating this Change Order:

\$ N/A

Original Contract Times:

Working days  Calendar days

Substantial completion (days or date): 9/22/12

Ready for final payment (days or date): 9/29/12

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_

Substantial completion (days): N/A

Ready for final payment (days): N/A

Contract Times prior to this Change Order:

Substantial completion (days or date): 9/22/12

Ready for final payment (days or date): 9/29/12

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 10/13/12

Ready for final payment (days or date): 10/20/12

Contract Times with all approved Change Orders:

Substantial completion (days or date): 10/13/12

Ready for final payment (days or date): 10/20/12

RECOMMENDED:

By: Robert C. Rodolys  
Engineer (Authorized Signature)

Date: 9/11/12

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Change Order

No. 1

Date of Issuance: 9/12/12 Effective Date: 9/12/12

Project:	Owner: <u>City of Portage</u>	Owner's Contract No.: <u>12-010</u>
Contract: <u>East Wisconsin St. Resurfacing</u>	Date of Contract: <u>9/12/12</u>	
Contractor: <u>Gasser Construction Co.</u>	Engineer's Project No.:	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Contract completion date extension.

Attachments (list documents supporting change):

### CHANGE IN CONTRACT PRICE:

### CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ N/A

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_

\$ N/A

Contract Price prior to this Change Order:

\$ N/A

[Increase] [Decrease] of this Change Order:

\$ N/A

Contract Price incorporating this Change Order:

\$ N/A

Original Contract Times:

Working days

Calendar days

Substantial completion (days or date): 9/22/12

Ready for final payment (days or date): 9/29/12

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_

Substantial completion (days): N/A

Ready for final payment (days): N/A

Contract Times prior to this Change Order:

Substantial completion (days or date): 9/22/12

Ready for final payment (days or date): 9/29/12

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 10/13/12

Ready for final payment (days or date): 10/20/12

Contract Times with all approved Change Orders:

Substantial completion (days or date): 10/13/12

Ready for final payment (days or date): 10/20/12

RECOMMENDED:

By: *Roberta Reddy*  
Engineer (Authorized Signature)

Date: 9/11/12

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DATE: 09/10/2012  
TIME: 15:53:41  
ID: AP450000.WOW

CITY OF PORTAGE  
PAID INVOICE LISTING

PAGE: 1

VENDOR # WIRE COMMUNITY BANK OF PORTAGE  
FROM 07/27/2012 TO 07/27/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WIRE	COMMUNITY BANK OF PORTAGE							
1-137-328-768			07/27/12		328768	07/27/12	7,188.46	7,188.46
01	7/13/12 PAYROLL STATE WITHHOLD	1000021000907						6,026.86
02	7/13/12 PAYROLL STATE WITHHOLD	2110021000907						55.50
03	7/13/12 PAYROLL STATE WITHHOLD	2300021000907						356.83
04	7/13/12 PAYROLL STATE WITHHOLD	2300021000907						-18.13
05	7/13/12 PAYROLL STATE WITHHOLD	6100021000907						424.67
06	7/13/12 PAYROLL STATE WITHHOLD	6200021000907						342.73
							VENDOR TOTAL:	7,188.46
							TOTAL --- ALL INVOICES:	7,188.46





VENDOR # WIRE COMMUNITY BANK OF PORTAGE  
 FROM 08/10/2012 TO 09/14/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
-----								
WIRE	COMMUNITY BANK OF PORTAGE							
04196085	01 FICA & MEDICARE	1000021000903	08/30/12		904196	08/30/12	1,764.43	1,764.43
	02 941 FEDERAL TAX	1000021000905						920.92
								843.51
2-106-069-632	01 07/27/12 PAYROLL	1000021000907	07/27/12		969632	08/10/12	7,456.04	7,456.04
	02 07/27/12 PAYROLL	2110021000907						6,227.31
	03 07/27/12 PAYROLL	2300021000907						111.75
	04 07/27/12 PAYROLL	6100021000907						344.44
	05 07/27/12 PAYROLL	6200021000907						446.44
								326.10
2-133-938-816	01 08/10/12 PAYROLL STATE WITHHOL	1000021000907	08/24/12		938816	08/24/12	8,768.91	8,768.91
	02 08/10/12 PAYROLL STATE WITHHOL	2110021000907						5,997.70
	03 08/10/12 PAYROLL STATE WITHHOL	2300021000907						96.08
	04 08/10/12 PAYROLL STATE WITHHOL	6100021000907						354.28
	05 08/10/12 PAYROLL STATE WITHHOL	6200021000907						441.82
	06 08/10/12 PAYROLL STATE WITHHOL	1000021000907						341.57
	07 08/10/12 PAYROLL STATE WITHHOL	1000021000907						1,448.10
								89.36
25209369	01 08/15/12 PAYROLL	1000021000903	08/15/12		252093	08/15/12	38,730.60	38,730.60
	02 08/15/12 PAYROLL	1000021000905						17,316.34
	03 08/15/12 PAYROLL	2110021000903						15,118.28
	04 08/15/12 PAYROLL	2110021000905						575.46
	05 08/15/12 PAYROLL	2300021000903						199.34
	06 08/15/12 PAYROLL	2300021000905						1,311.64
	07 08/15/12 PAYROLL	6100021000903						566.99
	08 08/15/12 PAYROLL	6100021000905						1,174.32
	09 08/15/12 PAYROLL	6200021000903						922.54
	10 08/15/12 PAYROLL	6200021000905						951.35
								594.34
64146198	01 FEDERAL TAX	1000021000903	08/31/12		964146	08/31/12	5,338.62	5,338.62
	02 FEDERAL TAX	1000021000905						2,845.31
	03 FEDERAL TAX	6100021000903						2,039.57
	04 FEDERAL TAX	6100021000905						303.50
	05 FEDERAL TAX	6200021000903						64.03
								86.21
75637919	01 09/07/12 PAYROLL	1000021000903	09/11/12		975637	09/10/12	30,136.21	30,136.21
	02 09/07/12 PAYROLL	1000021000905						12,813.57
	03 09/07/12 PAYROLL	2110021000903						11,236.47
								204.43

VENDOR # WIRE COMMUNITY BANK OF PORTAGE  
 FROM 08/10/2012 TO 09/14/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
-----								
75637919	04 09/07/12 PAYROLL	2110021000905	09/11/12		975637	09/10/12	30,136.21	30,136.21
	05 09/07/12 PAYROLL	2300021000903						76.53
	06 09/07/12 PAYROLL	2300021000905						1,255.66
	07 09/07/12 PAYROLL	6100021000903						542.35
	08 09/07/12 PAYROLL	6100021000905						1,280.85
	09 09/07/12 PAYROLL	6200021000903						982.86
	10 09/07/12 PAYROLL	6200021000905						1,072.94
								670.55
90148711	01 08/15/12 PAYROLL	6200021000905	08/15/12		901487	08/15/12	0.10	0.10
								0.10
94212082	01 08/24/12 PAYROLL	1000021000903	08/28/12		994212	08/28/12	32,889.73	32,889.73
	02 08/24/12 PAYROLL	1000021000905						14,319.88
	03 08/24/12 PAYROLL	2110021000903						12,551.85
	04 08/24/12 PAYROLL	2110021000905						196.29
	05 08/24/12 PAYROLL	2300021000903						41.91
	06 08/24/12 PAYROLL	2300021000905						1,295.41
	07 08/24/12 PAYROLL	6100021000903						541.38
	08 08/24/12 PAYROLL	6100021000905						1,282.74
	09 08/24/12 PAYROLL	6200021000903						957.11
	10 08/24/12 PAYROLL	6200021000905						1,053.37
								649.79

VENDOR TOTAL: 125,084.64  
 TOTAL --- ALL INVOICES: 125,084.64

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC		AMERICAN FAMILY LIFE							
	809832	01 MONTHLY	1000021000929	08/31/12		133716	08/31/12	155.53	155.53 155.53
									VENDOR TOTAL: 155.53
ANDEAR		ARTHUR ANDERSON							
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133828	09/07/12	725.00	725.00 725.00
									VENDOR TOTAL: 725.00
ASSOMAN		GIL MEISGEIER DBA							
	AM5080512	01 BID CUSTODIAL SERVICES	2450056720241	08/05/12		133840	09/07/12	2,489.00	2,489.00 2,489.00
									VENDOR TOTAL: 2,489.00
BARTPE		PETER BARTACZEWICZ							
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133829	09/07/12	100.00	100.00 100.00
									VENDOR TOTAL: 100.00
BORTAN		ANTHONY BORTZ							
	AUG2012	01 EMPLOYEE REIMBURSEMENT/CERT.	6205553610290	08/31/12		133717	08/31/12	75.00	75.00 75.00
									VENDOR TOTAL: 75.00
BRAUNAN		ANTHONY J. BRAUNER							
	SEPT2012	01 UNIFORM REIMBURSEMENT	1001052120133	09/07/12		133841	09/07/12	89.58	89.58 89.58
									VENDOR TOTAL: 89.58
CAPNEWS		CAPITAL NEWSPAPERS							
	1895308	01 THIS WEEK IN THE DELLS	2400056000296	05/30/12		133657	08/24/12	831.67	331.67 331.67
	1923353	01 EXPLORE PORTAGE ONLINE AD	2400056000296	06/03/12		133657	08/24/12	831.67	500.00 500.00
									VENDOR TOTAL: 831.67
CBS		CBS OUTDOOR							
	02772017			07/01/12		133658	08/24/12	1,800.00	900.00 900.00

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	02772017	01 ADVERTISING/BILLBOARDS	2400056000296	07/01/12		133658	08/24/12	1,800.00	900.00 900.00
	02794564	01 ADVERTISING/BILLBOARDS	2400056000296	08/01/12		133658	08/24/12	1,800.00	900.00 900.00
									VENDOR TOTAL: 1,800.00
CENTWIS		CENTRAL WISCONSIN COMMUNITY							
	40	01 PYMNT ON MARY RAMSEY PRJCT	2200056000752	08/14/12		133493	08/17/12	33,379.00	8,000.00 8,000.00
	41	01 CHANGE ORDER FOR MARY RAMSEY	2200056000752	08/14/12		133493	08/17/12	33,379.00	3,000.00 3,000.00
	42	01 ENGINEERING ON RAMSEY PRJCT	2200056000752	08/14/12		133493	08/17/12	33,379.00	1,450.00 1,450.00
	43	01 FINAL PYMNT LISA CARLSON PRJCT	2200056000752	08/14/12		133493	08/17/12	33,379.00	5,589.00 5,589.00
	44	01 ELECT. CHNG FOR CARLSON PRJCT	2200056000752	08/14/12		133493	08/17/12	33,379.00	1,500.00 1,500.00
	45	01 PARTIAL PYMNT STAFFORD PRJCT	2200056000752	08/14/12		133493	08/17/12	33,379.00	10,000.00 10,000.00
	ADM34	01 ADMIN.COSTS	2200056000219	08/14/12		133493	08/17/12	33,379.00	3,840.00 3,840.00
									VENDOR TOTAL: 33,379.00
DELTDEN		DELTA DENTAL PLAN OF WISCONSIN							
	535601	01 DENTAL INSURANCE - AUGUST	1000021000911	08/10/12		133478	08/10/12	6,102.38	6,102.38 1,990.00 3,025.65 120.00 214.38 200.00 259.77 120.00 172.58
		02 DENTAL INSURANCE - AUGUST	1000021000929						
		03 DENTAL INSURANCE - AUGUST	2300021000911						
		04 DENTAL INSURANCE - AUGUST	2300021000929						
		05 DENTAL INSURANCE - AUGUST	6100021000911						
		06 DENTAL INSURANCE - AUGUST	6100021000929						
		07 DENTAL INSURANCE - AUGUST	6200021000911						
		08 DENTAL INSURANCE - AUGUST	6200021000929						
									VENDOR TOTAL: 6,102.38

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
EDWAJO	EDWARD JONES								
	STENBERG	01 STENBURG - 9999309936210	1000021000935	08/10/12		133479	08/10/12	150.00	150.00 150.00
									VENDOR TOTAL: 150.00
EQUIVES	EQUI-VEST								
	120810	01 AUGUST 2012	1000021000923	08/15/12		133489	08/15/12	40.00	40.00 40.00
	120824	01 07/24/12 PAYROLL	1000021000923	08/24/12		133659	08/24/12	40.00	40.00 40.00
	120907	01	1000021000923	09/07/12		133842	09/07/12	40.00	40.00 40.00
									VENDOR TOTAL: 120.00
ESSECH	CHRISTINE ESSEX								
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133830	09/07/12	60.00	60.00 60.00
									VENDOR TOTAL: 60.00
FAHEMA	MARK W. FAHEY								
	SEPT2012	01 CAFETERIA REIMB/CHILD CARE	1000021000929	09/07/12		133843	09/07/12	555.00	555.00 555.00
									VENDOR TOTAL: 555.00
POSTDA	DAWN M. FOSTER								
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133831	09/07/12	100.00	100.00 100.00
									VENDOR TOTAL: 100.00
FOXWISC	FOX-WISCONSIN HERITAGE PARKWAY								
	080112	01 FOX-WI ECO-HERITGE PADDLE SPON 2450056720710		08/01/12		133844	09/07/12	500.00	500.00 500.00
									VENDOR TOTAL: 500.00
IAFFU	INT'L ASSOC. OF FIRE FIGHTERS								
	AUGDUES	01 AUGUST DUES	1000021000917	08/10/12		133490	08/15/12	162.50	162.50 162.50
									VENDOR TOTAL: 162.50

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JEROJE	JERILYN A. JEROME								
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133832	09/07/12	300.00	300.00 300.00
									VENDOR TOTAL: 300.00
JOHNTE	TERESA H. JOHNSON								
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133833	09/07/12	50.00	50.00 50.00
									VENDOR TOTAL: 50.00
KLAFKE	KEITH J. KLAFKE								
	W022846	01 EMPLOYEE REIMBURSEMENT	1001052120133	08/24/12		133660	08/24/12	153.73	153.73 153.73
									VENDOR TOTAL: 153.73
KWIKTRI	KWIK TRIP STORES								
	1208-00013291	01 PARK & REC	1003055400342	08/17/12		133494	08/17/12	3,066.88	1,718.79 1,718.79
	1208-00105046	01 POLICE DEPT.	1001052120342	08/24/12		133661	08/24/12	9,172.57	5,315.99 5,315.99
	1208-03000653	01 PUBLIC WORKS	1002053311342	08/20/12		133661	08/24/12	9,172.57	3,856.58 3,856.58
	1208-03000654	01 SEWER/UTILITY	6205553610342	08/16/12		133494	08/17/12	3,066.88	376.23 376.23
	1208-16000653	01 FIRE DEPT.	1001552220342	08/16/12		133494	08/17/12	3,066.88	971.86 971.86
									VENDOR TOTAL: 12,239.45
LANNSH	SHERIL L. LANNNOYE								
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133834	09/07/12	34.43	34.43 34.43
									VENDOR TOTAL: 34.43
LOHRRU	RUTH A LOHR								
	08/06/12	01 CAFETERIA PLAN REIMBURSEMENT	1000021000929	08/06/12		133480	08/10/12	451.61	451.61 451.61
									VENDOR TOTAL: 451.61



FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1208-1.02336.00			08/16/12		133497	08/17/12	33,454.46	47.45
	01	WATER/SEWER -	1003055400222						47.45
	1208-1.02604.00			08/16/12		133497	08/17/12	33,454.46	-30.30
	01	WATER/SEWER -	1003055400222						-30.30
	1208-1.02827.00			08/16/12		133497	08/17/12	33,454.46	16.63
	01	WATER/SEWER -	1003055400222						16.63
	1208-1.02939.00			08/16/12		133497	08/17/12	33,454.46	12.10
	01	WATER/SEWER -	6205553610222						12.10
	1208-1.02940.00			08/16/12		133497	08/17/12	33,454.46	1,976.20
	01	WATER/SEWER -	6205553610222						1,976.20
	1208-1.02941.00			08/17/12		133497	08/17/12	33,454.46	1,109.80
	01	WATER/SEWER -	6205553610222						1,109.80
	1208-1.03027.00			08/16/12		133497	08/17/12	33,454.46	48.75
	01	WATER/SEWER -	1003055400222						48.75
	1208-1.03088.00			08/16/12		133497	08/17/12	33,454.46	260.30
	01	WATER/SEWER -	1002053311222						260.30
	1208-1.03431.00			08/16/12		133497	08/17/12	33,454.46	49.90
	01	WATER/SEWER -	1003055400222						49.90
	1208-1.03480.00			08/16/12		133497	08/17/12	33,454.46	988.50
	01	WATER/SEWER -	6205553610222						988.50
	1208-10.01944.00			08/16/12		133497	08/17/12	33,454.46	72.99
	01	WATER/SEWER -	1003055400222						72.99
	1208-10.02639.00			08/17/12		133497	08/17/12	33,454.46	22.69
	01	WATER/SEWER -	1002053510222						22.69
	1208-10.02785.00			08/16/12		133497	08/17/12	33,454.46	111.03
	01	WATER/SEWER -	1003055400222						111.03
	1208-10.03729.00			08/16/12		133497	08/17/12	33,454.46	208.06
	01	WATER/SEWER -	2750056710222						208.06
	1208-11.02807.00			08/16/12		133497	08/17/12	33,454.46	34.81
	01	WATER/SEWER -	1003055400222						34.81
	1208-2.03192.00			08/16/12		133497	08/17/12	33,454.46	171.77

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1208-2.03192.00			08/16/12		133497	08/17/12	33,454.46	171.77
	01	WATER/SEWER -	2300055110222						171.77
	1208-21.00010.00			08/16/12		133497	08/17/12	33,454.46	27,572.50
	01	WATER/SEWER -	1001552220531						27,572.50
	1208-3.02673.00			08/16/12		133497	08/17/12	33,454.46	54.81
	01	WATER/SEWER -	1003055400222						54.81
	1208-3.02784.00			08/16/12		133497	08/17/12	33,454.46	254.43
	01	WATER/SEWER -	1000251600222						254.43
	1208-3.03110.00			08/16/12		133497	08/17/12	33,454.46	8.90
	01	WATER/SEWER -	1003055400222						8.90
	1208-4.00637.00			08/16/12		133497	08/17/12	33,454.46	77.23
	01	WATER/SEWER -	1003055400222						77.23
	1208-4.02705.00			08/16/12		133497	08/17/12	33,454.46	171.04
	01	WATER/SEWER -	1000251600222						106.05
	02	WATER/SEWER -	1001052110222						64.99
	1208-8.02965.01			08/16/12		133497	08/17/12	33,454.46	16.63
	01	WATER/SEWER -	1003055400222						16.63
							VENDOR TOTAL:		33,454.46
RAIMTI	TIMOTHY RAIMER								
	08/07/12	01 CAFETERIA REIMBURSEMENT	1000021000929	08/07/12		133483	08/10/12	102.47	102.47
									102.47
							VENDOR TOTAL:		102.47
REGIFEE	REGISTRATION FEE TRUST								
	AUG2012	01 REPL.TITLE FEE/2001 GMC VAN	1000013000025	08/31/12		133718	08/31/12	25.00	25.00
									25.00
							VENDOR TOTAL:		25.00
RSVPDA	RSVP OF DANE COUNTY								
	082412	01 STATE CONF./TRIAD-DANE CTY.	1001052110290	08/24/12		133664	08/24/12	20.00	20.00
									20.00
							VENDOR TOTAL:		20.00

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
STAPLCC	STAPLES CONTRACT & COMMERCIAL								
	1208-7000010571			08/17/12		133498	08/17/12	281.33	281.33
		01 POLICE DEPT. BLK TONER	1001052110310						281.33
									VENDOR TOTAL:
									281.33
STAPLES	STAPLES CREDIT PLAN								
	1208-517820093291			08/17/12		133499	08/17/12	763.71	694.74
		01 MAIN OFFICE SUPPLIES	1000251400310						81.77
		02 BATTERY	6205553610353						59.99
		03 LOGITECH CRIM & WRLS	1000251400310						29.98
		04 PRINTER TONER	6205553610340						161.08
		05 PARK & REC SUPPLIES	1003055200292						180.88
		06 CREDIT -PARK&REC	1003055200292						-32.90
		07 PARK & REC SUPPLIES	1003055400351						59.99
		08 MAIN OFFICE SUPPLIES	1000351200340						33.98
		09 PARK&REC -EXEC.CHR &DTATRVLR	1003055200292						119.97
	1208517820094349			08/17/12		133499	08/17/12	763.71	68.97
		01 POLICE DEPT.	1001052110310						-44.97
		02 POLICE DEPT. SUPPLIES	1001052110310						107.95
		03 POLICE DEPT. SUPPLIES	1001052110310						5.99
									VENDOR TOTAL:
									763.71
STENJA	JASON STENBERG								
	I950985			08/24/12		133665	08/24/12	33.74	33.74
		01 EMPLOYEE REIMBURSEMENT	1001052120133						33.74
	SEPT2012			09/07/12		133836	09/07/12	50.00	50.00
		01 DIRECT DEPOSIT	1000021000935						50.00
									VENDOR TOTAL:
									83.74
STUMJE	JEFFREY E STUMPF								
	082212			08/22/12		133666	08/24/12	70.94	70.94
		01 UNIFORM REIMBURSEMENT	1001052120133						70.94
									VENDOR TOTAL:
									70.94
SUPPORT	WISCONSIN SUPPORT COLLECTIONS								
	120810			08/15/12		133491	08/15/12	571.06	571.06
		01 CHILD SUPPORT	1000021000925						571.06
	120824			08/24/12		133667	08/24/12	571.06	571.06

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	120824			08/24/12		133667	08/24/12	571.06	571.06
		01 08/24/12 SUPPORT WITHHOLDING	1000021000925						571.06
	120907			09/07/12		133848	09/07/12	571.06	571.06
		01 CHILD SUPPORT	1000021000925						571.06
									VENDOR TOTAL:
									1,713.18
T&S	T & S CONSTRUCTION								
	SEPT2012			09/07/12		133849	09/07/12	29,003.55	29,003.55
		01 SILVER LAKE BEACH HOUSE	4100055200821						29,003.55
									VENDOR TOTAL:
									29,003.55
TEAMLOC	TEAMSTERS LOCAL #695								
	AUG2012			08/15/12		133492	08/15/12	864.00	864.00
		01 AUGUST DUES-PUBLIC WORKS	1000021000917						864.00
	SEPT2012			08/16/12		133850	09/07/12	864.00	864.00
		01 SEPT. DUES -PUBLIC WORKS	1000021000917						864.00
									VENDOR TOTAL:
									1,728.00
THOMKL	KLAUDE THOMPSON								
	08/08/12			08/08/12		133484	08/10/12	42.63	42.63
		01 UNIFORM REIMBURSEMENT	1001052130133						42.63
	SEPT2012			09/07/12		133837	09/07/12	150.00	150.00
		01 DIRECT DEPOSIT	1000021000935						150.00
									VENDOR TOTAL:
									192.63
TWORIV	TWO RIVERS SIGNS & DESIGN								
	073112			07/31/12		133851	09/07/12	276.00	276.00
		01 FARMERS MARKET STICKERS	2450056720821						276.00
									VENDOR TOTAL:
									276.00
VERNEXP	VERN'S EXPEDITING SERVICE								
	AUG2012			08/31/12		133719	08/31/12	35.00	35.00
		01 EXPEDITE FEE	1000013000025						35.00
									VENDOR TOTAL:
									35.00
WALTER	ERIC WALTERS								
	SEPT2012			09/07/12		133838	09/07/12	660.00	660.00

FROM CHECK # 133478 TO 133853

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	SEPT2012	01 DIRECT DEPOSIT	1000021000935	09/07/12		133838	09/07/12	660.00	660.00 660.00
								VENDOR TOTAL:	660.00
WASTTR		WASTEWATER TRAINING SOLUTIONS							
	WASTEWTR	01 WASTEWATER TRAINING-T.BORTZ	6205553610290	08/16/12		133500	08/17/12	360.00	360.00 360.00
								VENDOR TOTAL:	360.00
WELWILL		WILLIAM P. WELSH							
	AUG2012	01 CABLE TV SYSTEM	1003555190219	08/16/12		133501	08/17/12	562.00	562.00 562.00
								VENDOR TOTAL:	562.00
WIDEAERO		WISCONSIN DEPT. TRANSPORTATION							
	AUG2012	01 AIRPORT OPER.&LAND USE SEMINAR	1000151130290	08/31/12		133720	08/31/12	110.00	110.00 110.00
								VENDOR TOTAL:	110.00
WISCSUP		WISCONSIN SUPREME COURT							
	10/12 TRAINING	01 OCT TRAINING - WILCOX	1000351200290	08/10/12		133485	08/10/12	20.00	20.00 20.00
								VENDOR TOTAL:	20.00
WPRA		WISCONSIN PARK AND							
	120905	01 2012 SUMMER TICKETS	1004646752000	09/05/12		133852	09/07/12	18,183.55	18,183.55 18,183.55
								VENDOR TOTAL:	18,183.55
WVOA		WVOA							
	121009	01 REGISTRATION -T.BORTZ	6205553610290	08/16/12		133502	08/17/12	265.00	25.00 25.00
	121010	01 REGISTRATION - B.BERGER	6205553610290	08/16/12		133502	08/17/12	265.00	135.00 135.00
	OCT2012	01 REGISTRATION- D. HORNISCHER	6205553610290	08/16/12		133502	08/17/12	265.00	105.00 105.00
								VENDOR TOTAL:	265.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
YOUNBL		BLAINE YOUNG							
	475826	01 EMPLOYEE REIMBURSEMENT	1001052120133	08/24/12		133668	08/24/12	82.23	82.23 82.23
	SEPT2012	01 CAFETERIA REIMB./CHILD CARE	1000021000929	09/07/12		133853	09/07/12	1,885.00	1,885.00 1,885.00
								VENDOR TOTAL:	1,967.23
								TOTAL --- ALL INVOICES:	175,339.90





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5ALARM	5 ALARM 125553-1	AB		08/08/2012		120914	09/14/2012	68.00
	01 COMPRESSOR FILTER		100-15-52220-219				OTHER PROFESSIONAL SERVI	68.00
							VENDOR TOTAL:	68.00
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP 1209-17209	AB		08/27/2012		120914	09/14/2012	29.65
	01 ELEC		100-20-53631-221				ELECTRICITY & GAS	29.65
							VENDOR TOTAL:	29.65
ADLIDIS	ADLIT DISTRIBUTING & PUBL. 08302012	AB		08/30/2012		12914A	09/14/2012	75.00
	01 SPLASH PASS		100-46-46752-000				OTHER CULTURE & RECREATI	75.00
							VENDOR TOTAL:	75.00
ADYVOLT	ADY VOLTEDGE 2664	AB		07/26/2012		12914A	09/14/2012	12,125.00
	01 ECONOMIC DEV PLAN		100-02-56000-721				PORTAGE ECONOMIC DEV. CO	12,125.00
							VENDOR TOTAL:	12,125.00
ALLIENE	ALLIANT ENERGY 1209-118621-010	AB		08/27/2012		120914	09/14/2012	24.52
	01 ELECT/GAS-		100-20-53100-515				STREET LIGHTING	24.52
	1209-126721-010	AB		08/09/2012		120914	09/14/2012	204.82
	01 ELECT/GAS-		620-55-53610-221				ELECTRICITY & GAS	204.82
	1209-144605-010	AB		08/30/2012		120914	09/14/2012	82.15
	01 ELECT/GAS-		100-20-53100-515				STREET LIGHTING	82.15
	1209-149642-010	AB		08/27/2012		120914	09/14/2012	21.14
	01 ELECT/GAS-		620-55-53610-221				ELECTRICITY & GAS	21.14
	1209-157590-010	AB		08/27/2012		120914	09/14/2012	48.26

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	01	ELECT/GAS-	100-20-53510-221	ELECTRICITY & GAS				48.26
ALLIENE	ALLIANT ENERGY							
	1209-157656-010	AB		08/27/2012		120914	09/14/2012	10.96
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				10.96
	1209-171618-010	AB		08/08/2012		120914	09/14/2012	81.96
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				81.96
	1209-181642-010	AB		08/29/2012		120914	09/14/2012	8.81
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				8.81
	1209-181711-010	AB		08/27/2012		120914	09/14/2012	10.96
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				10.96
	1209-189594-010	AB		08/22/2012		120914	09/14/2012	19.01
	01	ELECT/GAS-	100-20-53510-221	ELECTRICITY & GAS				19.01
	1209-198731-010	AB		08/27/2012		120914	09/14/2012	42.58
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				42.58
	1209-202568-010	AB		08/29/2012		120914	09/14/2012	7,373.92
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				7,373.92
	1209-214656-010	AB		08/30/2012		120914	09/14/2012	88.57
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				88.57
	1209-217680-010	AB		08/27/2012		120914	09/14/2012	10.96
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				10.96
	1209-227677-010	AB		08/27/2012		120914	09/14/2012	75.74
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				75.74
	1209-256604-011	AB		08/09/2012		120914	09/14/2012	38.07
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				38.07

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ALLIENE	ALLIANT ENERGY							
	1209-278728-010	AB		08/23/2012		120914	09/14/2012	42.95
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				42.95
	1209-294568-010	AB		08/09/2012		120914	09/14/2012	4,005.15
	01 ELECT/GAS-		100-02-51600-221	ELECTRICITY & GAS				2,483.19
	02 ELECT/GAS-		100-10-52110-221	ELECTRICITY & GAS				1,521.96
	1209-295726-010	AB		08/29/2012		120914	09/14/2012	405.56
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				405.56
	1209-297590-010	AB		08/31/2012		120914	09/14/2012	81.52
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				81.52
	1209-300638-010	AB		08/29/2012		120914	09/14/2012	138.85
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				138.85
	1209-306589-010	AB		08/22/2012		120914	09/14/2012	28.40
	01 ELECT/GAS-		620-55-53610-221	ELECTRICITY & GAS				28.40
	1209-307623-010	AB		08/08/2012		120914	09/14/2012	77.55
	01 ELECT/GAS-		620-55-53610-221	ELECTRICITY & GAS				77.55
	1209-307672-010	AB		08/29/2012		120914	09/14/2012	43.07
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				43.07
	1209-310604-010	AB		08/21/2012		120914	09/14/2012	18.75
	01 ELECT/GAS-		100-20-53510-221	ELECTRICITY & GAS				18.75
	1209-314588-010	AB		08/22/2012		120914	09/14/2012	205.38
	01 ELECT/GAS-		100-20-53510-221	ELECTRICITY & GAS				205.38
	1209-315615-010	AB		08/03/2012		120914	09/14/2012	311.11
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				311.11

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VENDOR #	INVOICE #	INVOICE STATUS	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUE DATE PROJECT	INVOICE AMT/ ITEM AMT
ALLIENE	ALLIANT ENERGY 1209-318685010	AB		09/05/2012		12914A	09/14/2012	8.57
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				8.57
	1209-321613-010	AB		08/27/2012		120914	09/14/2012	42.58
	01 ELECT/GAS-		620-55-53610-221	ELECTRICITY & GAS				42.58
	1209-325584-011	AB		08/23/2012		120914	09/14/2012	51.76
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				51.76
	1209-325725-010	AB		09/04/2012		120914	09/14/2012	160.81
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				160.81
	1209-330600-010	AB		08/22/2012		120914	09/14/2012	8.93
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				8.93
	1209-340634-010	AB		08/29/2012		120914	09/14/2012	78.36
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				78.36
	1209-350728-010	AB		08/27/2012		120914	09/14/2012	10.96
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				10.96
	1209-351704-010	AB		08/29/2012		120914	09/14/2012	117.13
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				117.13
	1209-353570-010	AB		08/22/2012		120914	09/14/2012	216.07
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				216.07
	1209-362599-011	AB		09/04/2012		120914	09/14/2012	594.55
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				594.55
	1209-362726-010	AB		08/20/2012		120914	09/14/2012	180.66
	01 ELECT/GAS-		620-55-53610-221	ELECTRICITY & GAS				180.66
	1209-370654-011	AB		08/22/2012		120914	09/14/2012	21.16

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	01	ELECT/GAS-	100-20-53510-221	ELECTRICITY & GAS				21.16
ALLIENE	ALLIANT ENERGY 1209-381637-010	AB		08/22/2012		120914	09/14/2012	64.38
	01	ELECT/GAS-	100-20-53510-221	ELECTRICITY & GAS				64.38
	1209-392708-010	AB		08/27/2012		120914	09/14/2012	15.04
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				15.04
	1209-398636-010	AB		08/27/2012		120914	09/14/2012	10.96
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				10.96
	1209-399600-010	AB		08/29/2012		120914	09/14/2012	97.64
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				97.64
	1209-401599-010	AB		08/31/2012		120914	09/14/2012	7,296.06
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				7,296.06
	1209-406696-010	AB		08/29/2012		120914	09/14/2012	110.75
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				110.75
	1209-417708-010	AB		08/31/2012		120914	09/14/2012	20.33
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				20.33
	1209-423649-010	AB		08/06/2012		120914	09/14/2012	51.76
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				51.76
	1209-423649-010-02	AB		09/06/2012		12914A	09/14/2012	50.47
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				50.47
	1209-425599-010	AB		08/31/2012		120914	09/14/2012	22.20
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				22.20
	1209-431622-010	AB		08/27/2012		120914	09/14/2012	149.19
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				149.19

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ALLIENE	ALLIANT ENERGY							
	1209-442724-011	AB		08/29/2012		120914	09/14/2012	39.56
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				39.56
	1209-443634-012	AB		08/29/2012		120914	09/14/2012	63.24
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				63.24
	1209-463733-010	AB		08/28/2012		120914	09/14/2012	26.17
	01 ELECT/GAS-		620-55-53610-221	ELECTRICITY & GAS				26.17
	1209-493624-001	AB		08/29/2012		120914	09/14/2012	1.31
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				1.31
	1209-504083-001	AB		08/31/2012		120914	09/14/2012	1.31
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				1.31
	1209-534915-001	AB		08/06/2012		120914	09/14/2012	49.53
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				49.53
	1209-534915-001-02	AB		09/06/2012		12914A	09/14/2012	51.36
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				51.36
	1209-534916-001	AB		08/27/2012		120914	09/14/2012	46.44
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				46.44
	1209-538367-001	AB		08/08/2012		120914	09/14/2012	0.25
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				0.25
	1209-542248-001	AB		08/03/2012		12914L	09/14/2012	3,098.47
	01 ELECT/GAS-		230-00-55110-221	ELECTRICITY & GAS				3,098.47
	1209-547047-001	AB		08/31/2012		120914	09/14/2012	50.85
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				50.85
	1209-548141-002	AB		08/28/2012		120914	09/14/2012	8.57

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	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				8.57
ALLIENE	ALLIANT ENERGY 1209-559022-001	AB		08/06/2012		120914	09/14/2012	78.88
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				78.88
	1209-559022-001-02	AB		09/06/2012		12914A	09/14/2012	69.04
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				69.04
	1209-565448-001	AB		08/29/2012		120914	09/14/2012	49.76
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				49.76
	1209-585062-001	AB		08/27/2012		120914	09/14/2012	37.41
	01	ELECT/GAS-	100-20-53311-221	ELECTRICITY & GAS				37.41
	1209-587647-001	AB		08/28/2012		120914	09/14/2012	22.43
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				22.43
	1209-591026-001	AB		08/06/2012		120914	09/14/2012	62.59
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				62.59
	1209-591026-001-02	AB		09/06/2012		12914A	09/14/2012	63.84
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				63.84
	1209-591826-001	AB		09/04/2012		120914	09/14/2012	41.59
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				41.59
	1209-591868-006	AB		08/29/2012		120914	09/14/2012	15.60
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				15.60
	1209-591869-005	AB		08/29/2012		120914	09/14/2012	26.24
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				26.24
	1209-593184-001	AB		08/29/2012		120914	09/14/2012	25.25
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				25.25

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ALLIENE	ALLIANT ENERGY							
	1209-594748-001	AB		08/08/2012		120914	09/14/2012	43.02
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				43.02
	1209-602322-001	AB		08/09/2012		120914	09/14/2012	28.37
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				28.37
	1209-615289-001	AB		08/29/2012		120914	09/14/2012	7.80
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				7.80
	1209-615290-001	AB		08/29/2012		120914	09/14/2012	7.80
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				7.80
	1209-629092-001	AB		08/23/2012		120914	09/14/2012	8.43
	01 ELECT/GAS-		100-20-53311-221	ELECTRICITY & GAS				8.43
	1209-633363-001	AB		08/08/2012		120914	09/14/2012	296.00
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				296.00
	1209-633363-001-02	AB		09/02/2012		12914A	09/14/2012	296.00
	01 ELECT/GAS-		100-20-53100-515	STREET LIGHTING				296.00
	1209-636564-001	AB		08/29/2012		120914	09/14/2012	1,134.03
	01 ELECT/GAS-		620-55-53610-221	ELECTRICITY & GAS				1,134.03
	1209-643932-003	AB		08/29/2012		120914	09/14/2012	156.94
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				156.94
	1209-644294-001	AB		08/27/2012		120914	09/14/2012	107.49
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				107.49
	1209-654198-001	AB		08/02/2012		120914	09/14/2012	11.71
	01 ELECT/GAS-		100-30-55400-221	ELECTRICITY & GAS				11.71
	1209-654198-001-02	AB		09/04/2012		12914A	09/14/2012	12.60

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	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				12.60
ALLIENE	ALLIANT ENERGY							
	1209-691737-001	AB		08/23/2012		120914	09/14/2012	8.43
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				8.43
	1209-699246-001	AB		08/30/2012		120914	09/14/2012	138.93
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				138.93
	1209-699496-001	AB		08/31/2012		120914	09/14/2012	31.26
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				31.26
	1209-699650-002	AB		08/30/2012		120914	09/14/2012	15.29
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				15.29
	1209-700825-001	AB		08/29/2012		120914	09/14/2012	38.62
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				38.62
	1209-707059-001	AB		08/08/2012		120914	09/14/2012	13.60
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				13.60
	1209-707063-001	AB		08/31/2012		120914	09/14/2012	10.45
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				10.45
	1209-707063-001-2	AB		07/31/2012		120914	09/14/2012	8.69
	01	ELECT/GAS-	100-30-55400-221	ELECTRICITY & GAS				8.69
	1209-708032-001	AB		08/21/2012		120914	09/14/2012	817.28
	01	ELECT/GAS-	275-00-56710-221	ELECTRICITY AND GAS				817.28
	1209-708665-001	AB		09/05/2012		12914A	09/14/2012	29.97
	01	ELECT/GAS-	620-55-53610-221	ELECTRICITY & GAS				29.97
	1209-711067-001	AB		08/08/2012		120914	09/14/2012	9.48
	01	ELECT/GAS-	100-20-53100-515	STREET LIGHTING				9.48
						VENDOR TOTAL:		30,042.92

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AMERBOT	AMERICAN BOTTLING COMPANY 2519714521	AB		07/31/2012		120914	09/14/2012	131.60
	01		100-30-55400-340	OPERATING SUPPLIES				131.60
							VENDOR TOTAL:	131.60
ARAMARK	ARAMARK 632-6806887	AB		08/07/2012		120914	09/14/2012	57.67
	01 UNIFORMS		100-00-13000-025	ACCOUNTS RECEIVABLE WATE				57.67
	632-6806888	AB		08/07/2012		120914	09/14/2012	17.76
	01 UNIFORMS		100-30-55400-293	UNIFORMS				17.76
	632-6806889	AB		08/07/2012		120914	09/14/2012	7.80
	01 TOWELS		100-30-55400-293	UNIFORMS				7.80
	632-6806890	AB		08/07/2012		120914	09/14/2012	205.07
	01 UNIFORMS		100-20-53311-293	UNIFORMS				65.21
	02 TOWELS		100-02-51600-340	OPERATING SUPPLIES				139.86
	632-6806891	AB		08/07/2012		120914	09/14/2012	36.69
	01 UNIFORMS		620-55-53610-293	UNIFORMS				36.69
	632-6806892	AB		08/07/2012		120914	09/14/2012	80.93
	01 UNIFORMS		100-20-53311-293	UNIFORMS				8.34
	02 TOWELS		100-02-51600-340	OPERATING SUPPLIES				72.59
	632-6806893	AB		08/07/2012		120914	09/14/2012	27.54
	01 TOWELS		100-15-52210-350	REPAIR/MAINT SUPPLIES				27.54
	632-6811897	AB		08/14/2012		120914	09/14/2012	54.17
	01 UNIFORMS		100-00-13000-025	ACCOUNTS RECEIVABLE WATE				54.17
	632-6811898	AB		08/14/2012		120914	09/14/2012	17.76
	01 UNIFORMS		100-30-55400-293	UNIFORMS				17.76

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ARAMARK	ARAMARK								
	632-6811899		AB		08/14/2012		120914	09/14/2012	7.80
	01	TOWELS		100-30-55400-293	UNIFORMS				7.80
	632-6811900		AB		08/14/2012		120914	09/14/2012	116.42
	01	UNIFORMS		100-20-53311-293	UNIFORMS				65.21
	02	TOWELS		100-02-51600-340	OPERATING SUPPLIES				51.21
	632-6811901		AB		08/14/2012		120914	09/14/2012	71.95
	01	UNIFORMS		620-55-53610-293	UNIFORMS				71.95
	632-6811902		AB		08/14/2012		120914	09/14/2012	80.93
	01	UNIFORMS		100-20-53311-293	UNIFORMS				8.34
	02	TOWELS		100-02-51600-340	OPERATING SUPPLIES				72.59
	632-6811903		AB		08/14/2012		120914	09/14/2012	27.54
	01	TOWELS		100-15-52210-350	REPAIR/MAINT SUPPLIES				27.54
	632-6817076		AB		08/21/2012		120914	09/14/2012	54.17
	01	UNIFORMS		100-00-13000-025	ACCOUNTS RECEIVABLE WATE				54.17
	632-6817077		AB		08/21/2012		120914	09/14/2012	17.76
	01	UNIFORMS		100-30-55400-293	UNIFORMS				17.76
	632-6817078		AB		08/21/2012		120914	09/14/2012	7.80
	01	TOWELS		100-30-55400-293	UNIFORMS				7.80
	632-6817079		AB		08/21/2012		120914	09/14/2012	116.42
	01	UNIFORMS		100-20-53311-293	UNIFORMS				65.21
	02	TOWELS		100-02-51600-340	OPERATING SUPPLIES				51.21
	632-6817080		AB		08/21/2012		120914	09/14/2012	27.95
	01	UNIFORMS		620-55-53610-293	UNIFORMS				27.95
	632-6817081		AB		08/21/2012		120914	09/14/2012	80.93

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			01 UNIFORMS	100-20-53311-293	UNIFORMS				8.34
			02 TOWELS	100-02-51600-340	OPERATING SUPPLIES				72.59
ARAMARK	ARAMARK 632-6817082	AB	01 TOWELS	100-15-52210-350	REPAIR/MAINT SUPPLIES		120914	08/21/2012 09/14/2012	27.54 27.54
	632-6822201	AB	01 UNIFORMS	100-00-13000-025	ACCOUNTS RECEIVABLE WATE		120914	08/28/2012 09/14/2012	54.17 54.17
	632-6822204	AB	01 TOWELS	100-02-51600-340	OPERATING SUPPLIES		120914	08/28/2012 09/14/2012	205.07 139.86
			02 UNIFORMS	100-20-53311-293	UNIFORMS				65.21
	632-6822206	AB	01 UNIFORMS	100-20-53311-293	UNIFORMS		120914	08/28/2012 09/14/2012	80.93 8.34
			02 TOWELS	100-02-51600-340	OPERATING SUPPLIES				72.59
VENDOR TOTAL:									1,482.77
ARAMUNI	ARAMARK UNIFORM SERVICES 632-6755772	AB	01 UNIFORMS	100-20-53311-293	UNIFORMS		12914A	05/29/2012 09/14/2012	80.93 8.34
			02 TOWELS	100-02-51600-340	OPERATING SUPPLIES				72.59
	632-6760900	AB	01 UNIFORMS	100-20-53311-293	UNIFORMS		12914A	06/05/2012 09/14/2012	80.93 8.34
			02 TOWELS	100-02-51600-340	OPERATING SUPPLIES				72.59
	632-6771081	AB	01 UNIFORMS	100-20-53311-293	UNIFORMS		12914A	06/19/2012 09/14/2012	80.93 8.34
			02 TOWELS	100-02-51600-340	OPERATING SUPPLIES				72.59
	632-6801777	AB	01 UNIFORMS	100-00-13000-025	ACCOUNTS RECEIVABLE WATE		12914A	07/31/2012 09/14/2012	99.38 99.38
	632-6822202	AB					12914A	08/28/2012 09/14/2012	17.76

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	01		100-30-55400-293	UNIFORMS				17.76
ARAMUNI	ARAMARK UNIFORM SERVICES 632-6822203	AB		08/28/2012		12914A	09/14/2012	7.80
	01 TOWELS		100-30-55400-293	UNIFORMS				7.80
	632-6822205	AB		08/28/2012		12914A	09/14/2012	26.95
	01 UNIFORMS		620-55-53610-293	UNIFORMS				26.95
	632-6822207	AB		08/28/2012		12914A	09/14/2012	27.54
	01 TOWELS		100-15-52210-350	REPAIR/MAINT SUPPLIES				27.54
	632-6827353	AB		09/04/2012		12914A	09/14/2012	55.67
	01 UNIFORMS		100-00-13000-025	ACCOUNTS RECEIVABLE WATE				55.67
	632-6827354	AB		09/04/2012		12914A	09/14/2012	17.76
	01 UNIFORMS		100-30-55400-293	UNIFORMS				17.76
	632-6827355	AB		09/04/2012		12914A	09/14/2012	9.30
	01 TOWELS		100-30-55400-340	OPERATING SUPPLIES				9.30
	632-6827356	AB		09/04/2012		12914A	09/14/2012	207.07
	01 UNIFORMS		100-20-53311-293	UNIFORMS				65.21
	02 TOWELS		100-20-53311-340	OPERATING SUPPLIES				141.86
	632-6827357	AB		09/04/2012		12914A	09/14/2012	26.95
	01 UNIFORMS		620-55-53610-293	UNIFORMS				26.95
	632-6827358	AB		09/04/2012		12914A	09/14/2012	83.93
	01 TOWELS		100-02-51600-340	OPERATING SUPPLIES				83.93
	632-6827359	AB		09/04/2012		12914A	09/14/2012	29.04
	01 TOWELS		100-15-52210-310	OFFICE SUPPLIES				29.04
						VENDOR TOTAL:		851.94
AT&T	AT&T 1255123069	AB		08/01/2012		12914L	09/14/2012	4.93

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			01 PHONE	230-00-55110-220	TELEPHONE				4.93
AT&T	AT&T 2055025557	AB	01 PHONE	100-30-55200-220	08/01/2012 TELEPHONE		120914	09/14/2012	1.23 1.23
	2154728087	AB	01 AT&T	100-15-52210-220	08/01/2012 TELEPHONE		120914	09/14/2012	2.79 2.79
VENDOR TOTAL:									8.95
ATLANSAF	ATLANTIC SAFETY PRODUCTS 256933	AB	01 GLOVES	100-10-52120-860	08/28/2012 SMALL EQUIPMENT		120914	09/14/2012	217.55 217.55
VENDOR TOTAL:									217.55
BAERINS	BAER INSURANCE SERVICES, LLC 21403	AB	01	100-20-53311-511	05/22/2012 WORKMEN'S COMPENSATION I		12914A	09/14/2012	-2,576.00
			02	620-55-53610-511	WORKMEN'S COMP INS				-490.00
			03	100-00-13000-025	ACCOUNTS RECEIVABLE WATE				-180.00
			04	100-30-55200-511	WORKMEN'S COMPENSATION I				-206.00
			05	230-00-55110-511	WORKMEN'S COMP				-309.00
			06	100-02-51400-511	WORKER'S COMP INS				-26.00
			07	100-10-52110-511	WORKMEN'S COMP INS				-77.00
			08	100-10-52110-511	WORKMEN'S COMPENSATION I				-953.00
				100-15-52210-511	WORKMEN'S COMPENSATION I				-335.00
	21726	AB	01 PREM	100-02-51400-510	09/04/2012 GENERAL LIABILITY INS		12914A	09/14/2012	63,537.00
			02 PREM	100-02-51400-511	WORKER'S COMP INS				1,546.00
			03 PREM	100-02-51400-513	ERRORS/OMISSIONS INS				863.00
			04 PREM	100-10-52110-510	GENERAL LIABILITY INS				5,891.00
			05 PREM	100-10-52110-511	WORKMEN'S COMPENSATION I				7,641.00
			06 PREM	100-15-52210-510	GENERAL LIABILITY INS				10,645.00
			07 PREM	100-15-52210-511	WORKMEN'S COMPENSATION I				4,753.00
			08 PREM	100-15-52210-511	WORKMEN'S COMPENSATION I				3,740.00
			09 PREM	100-20-53311-510	GENERAL LIABILITY INSURA				5,049.00
			10 PREM	100-20-53311-511	WORKMEN'S COMPENSATION I				5,466.25
			11 PREM	100-30-55200-510	GENERAL LIABILITY INSURA				1,921.00
			12 PREM	100-30-55200-511	WORKMEN'S COMPENSATION I				3,452.50
				230-00-55110-510	GENERAL LIABILITY INSURA				335.00

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	13		PREM	230-00-55110-511					287.75
	14		PREM	100-00-13000-025					2,027.00
	15		PREM	100-00-13000-025					2,301.50
	16		PREM	100-00-13000-025					1,606.00
	17		PREM	620-55-53610-510					2,392.00
	18		PREM	620-55-53610-510					1,606.00
	19		PREM	620-55-53610-511					2,014.00
								VENDOR TOTAL:	60,961.00
BAKEENT	BAKER & TAYLOR								
	2027238157	AB			07/30/2012		12914L	09/14/2012	35.09
	01		LIBRARY	230-00-55110-850	BOOKS				35.09
	2027257858	AB			08/06/2012		12914L	09/14/2012	25.19
	01		LIBRARY	230-00-55110-850	BOOKS				25.19
	2027305844	AB			08/20/2012		12914L	09/14/2012	49.73
	01		LIBRARY	230-00-55111-850	BOOKS				49.73
	2027323015	AB			08/27/2012		12914L	09/14/2012	1,067.12
	01		LIBRARY	230-00-55111-850	BOOKS				1,067.12
								VENDOR TOTAL:	1,177.13
BATTPRO	BATTERY PRODUCTS INC								
	44385	AB			08/15/2012		120914	09/14/2012	32.09
	01		12V DC CORD	100-10-52120-340	OPERATING SUPPLIES				32.09
								VENDOR TOTAL:	32.09
BENDFIR	BENDLIN FIRE EQUIPMENT CO., IN								
	75196	AB			08/14/2012		120914	09/14/2012	104.50
	01		GAUGE-AIR BOTTLE	100-15-52220-341	VEHICLE/EQUIP MAINT SUPP			FIRE TOWN	51.21
	02		GAUGE - AIR BOTTLE	100-15-52220-341	VEHICLE/EQUIP MAINT SUPP				53.29
	75453	AB			08/28/2012		120914	09/14/2012	39.01
	01		HANDLE E-8	100-15-52220-341	VEHICLE/EQUIP MAINT SUPP			FIRE TOWN	19.11
	02		HANDLE E-8	100-15-52220-341	VEHICLE/EQUIP MAINT SUPP				19.90
								VENDOR TOTAL:	143.51

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BRYAELE	BRYAN ELECTRICAL CONTRACTING 801	AB		08/01/2012		120914	09/14/2012	420.00
	01 LAMPS		100-02-51600-340	OPERATING SUPPLIES				210.00
	02 LAMPS		100-15-52210-350	REPAIR/MAINT SUPPLIES				105.00
	03 LAMPS		230-00-55110-243	BUILDING/GROUNDS MAINTEN				105.00
							VENDOR TOTAL:	420.00
CAPIBAT	CAPITOL CITY BATTERY, INC. 200089927	AB		08/08/2012		120914	09/14/2012	178.95
	01 BATTERY #6		100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				178.95
							VENDOR TOTAL:	178.95
CAPNEWS	CAPITAL NEWSPAPERS 0950813	AB		07/27/2012		120914	09/14/2012	16.49
	01 PUBLIC HEARING		100-20-56910-292	PRINTING/PUBLISHING				16.49
	1937544	AB		08/01/2012		120914	09/14/2012	18.87
	01 PUBLIC HEARING		100-02-51400-292	PRINTING/PUBLISHING				18.87
	1950084	AB		08/13/2012		12914A	09/14/2012	17.68
	01 PARTISAN PRIMARY		100-02-51400-292	PRINTING/PUBLISHING				17.68
	1952590	AB		08/02/2012		120914	09/14/2012	9.94
	01 PUBLIC NOTICE		100-02-51400-292	PRINTING/PUBLISHING				9.94
	1954673	AB		08/06/2012		120914	09/14/2012	23.98
	01 LICENSE APPLICATIONS		100-02-51400-292	PRINTING/PUBLISHING				23.98
	1955267	AB		08/08/2012		120914	09/14/2012	83.80
	01 COUNCIL PROCEED		100-02-51400-292	PRINTING/PUBLISHING				83.80
	1956047	AB		08/13/2012		12914A	09/14/2012	33.98
	01 PUBLIC HEARING		100-20-56910-292	PRINTING/PUBLISHING				33.98
	1960585	AB		08/21/2012		12914A	09/14/2012	169.58

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	01		COUNCIL PROCEEDINGS	100-02-51400-292			PRINTING/PUBLISHING		169.58
							VENDOR TOTAL:		374.32
CARDMEM	CARDMEMBER SERVICE 1209-2015	AB			08/29/2012		12914A	09/14/2012	308.00
	01 HOTEL			100-02-51400-290			TRAINING		308.00
	1209-6781	AB			08/29/2012		12914A	09/14/2012	422.19
	01 MABAS - HOTEL			100-15-52210-290			TRAINING		140.00
	02 EMER. FIELD GUIDE			100-15-52230-340			OPERATING SUPPLIES		45.00
	03 GLOVES			100-15-52230-340			OPERATING SUPPLIES		37.79
	04 MEASURING METER			100-15-52230-340			OPERATING SUPPLIES		199.40
							VENDOR TOTAL:		730.19
CAREWCO	CAREW CONCRETE & SUPPLY CO INC 912469	AB			08/20/2012		120914	09/14/2012	117.50
	01 BAG-11-AE			100-20-53441-380			CONSTRUCTION MATERIALS		117.50
	912606	AB			08/21/2012		120914	09/14/2012	70.50
	01 BAG-11-W-AE			100-20-53441-380			CONSTRUCTION MATERIALS		70.50
	912772	AB			08/22/2012		120914	09/14/2012	94.00
	01 BAG-11-W-AE			100-20-53441-380			CONSTRUCTION MATERIALS		94.00
	912773	AB			08/22/2012		120914	09/14/2012	70.50
	01 BAG-11-W-AE			100-20-53441-380			CONSTRUCTION MATERIALS		70.50
	913012	AB			08/23/2012		120914	09/14/2012	75.00
	01 BAG-11-W-AE			100-20-53441-380			CONSTRUCTION MATERIALS		75.00
							VENDOR TOTAL:		427.50
CARTDIR	CARTRIDGES DIRECT 5845	AB			06/27/2012		12914A	09/14/2012	215.94
	01 CARTRIDGES			100-10-52110-310			OFFICE SUPPLIES		215.94
	5853	AB			06/29/2012		12914A	09/14/2012	59.98

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	01		CARTRIDGES	100-10-52110-310					59.98
CARTDIR	CARTRIDGES DIRECT								
	5949	AB			07/19/2012		12914A	09/14/2012	143.98
	01		CARTRIDGES	100-10-52110-310					143.98
	6006	AB			07/30/2012		12914A	09/14/2012	99.98
	01		CARTRIDGES	100-10-52110-310					99.98
	6125	AB			08/21/2012		120914	09/14/2012	403.96
	01		CARTRIDGES	100-02-51400-310					403.96
							VENDOR TOTAL:		923.84
CCHIGH	COLUMBIA COUNTY HIGHWAY								
	8808	AB			07/17/2012		120914	09/14/2012	34.42
	01		MOWER	100-20-53311-341					34.42
	8888	AB			08/13/2012		12914A	09/14/2012	3,184.05
	01		NEW PINERY @ O'REILLY	100-20-53311-231					3,184.05
							VENDOR TOTAL:		3,218.47
CCSOLID	COLUMBIA CO. SOLID WASTE								
	1209-1264	AB			08/31/2012		12914A	09/14/2012	51.25
	01		SOLID WASTE DISPOSAL	620-55-53610-227					51.25
	184030	AB			07/30/2012		12914L	09/14/2012	33.00
	01		SOLID WASTE DISPOSAL	230-00-55110-294					33.00
	185709	AB			08/31/2012		12914A	09/14/2012	23,109.52
	01		SOLID WASTE DISPOSAL	100-20-53635-225					5,799.04
	02		SOLID WASTE DISPOSAL	100-20-53620-219					10,213.18
	03		SOLID WASTE DISPOSAL	100-20-53631-227					7,097.30
							VENDOR TOTAL:		23,193.77
CCTREAS	COLUMBIA COUNTY TREASURER								
	082012	AB			08/24/2012		12914A	09/14/2012	1,884.16

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	01		COUNTY	100-45-45110-000	COURT FINES				1,884.16
							VENDOR TOTAL:		1,884.16
CENTSPR	CENTURY SPRINGS BOTTLING CO 1764964	AB	01 DISTILLED WATER	620-55-53610-360	06/15/2012 CHEMICALS		120914	09/14/2012	165.30 165.30
	1773642	AB	01 DISTILLED WATER	620-55-53610-360	06/21/2012 CHEMICALS		120914	09/14/2012	118.50 118.50
	1806418	AB	01 DISTILLED WATER	100-30-55200-310	07/19/2012 OFFICE SUPPLIES		120914	09/14/2012	29.50 29.50
	1836984	AB	01 DISTILLED WATER	620-55-53610-360	08/10/2012 CHEMICALS		120914	09/14/2012	219.90 219.90
	1842831	AB	01 DISTILLED WATER	100-30-55200-310	08/16/2012 OFFICE SUPPLIES		12914A	09/14/2012	68.50 68.50
	1842840	AB	01 DISTILLED WATER	230-00-55110-294	08/16/2012 OTHER CONTRACTUAL SERVIC		12914L	09/14/2012	59.00 59.00
	1842851	AB	01 DISTILLED WATER	620-55-53610-360	08/16/2012 CHEMICALS		120914	09/14/2012	63.90 63.90
							VENDOR TOTAL:		724.60
CHARCOM	CHARTER COMMUNICATIONS 1208-0020474	AB	01 CABLE	100-15-52210-220	08/26/2012 TELEPHONE		120914	09/14/2012	45.51 2.94
			02 CABLE	100-10-52150-220	TELEPHONE				2.95
			03 CABLE	100-35-55190-294	OTHER CONTRACTUAL SERVI				37.35
			04 FRANCHISE FEE	100-44-44170-000	CATV FRANCHISE				2.27
	1208-0020623	AB	01 CABLE	100-30-55200-320	08/23/2012 PUBLICATIONS, SUBSCRIPTI		120914	09/14/2012	49.99 49.99
							VENDOR TOTAL:		95.50

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CHEMSEA	CHEMSEARCH	AB	100-20-53311-340	08/10/2012		120914	09/14/2012	870.98	
	817669							01 MAXI-LUBE RED	870.98
	VENDOR TOTAL:							870.98	
COCACOL	COCA-COLA REFRESHMENTS	AB	100-30-55400-340	08/06/2012		120914	09/14/2012	699.47	
	8748054423							01 SODA	699.47
	VENDOR TOTAL:							699.47	
COMMSER	COMMUNICATION SERVICES, INC	AB	100-15-52220-860	08/27/2012		120914	09/14/2012	2,331.25	
	40532							01 CHARGER AND BATTERIES	1,188.94
								02 CHARGER AND BATTERIES	1,142.31
COMMSER		AB	100-15-52220-340	09/05/2012		120914	09/14/2012	13.00	
	40562							01 BATTERY	13.00
	VENDOR TOTAL:							2,344.25	
COUNPLU	COUNTRY PLUMBER, INC	AB	100-30-55200-219	08/31/2012		12914A	09/14/2012	75.00	
	663625							01 RIVERSIDE PARK	75.00
COUNPLU		AB	100-30-55200-219	08/31/2012		12914A	09/14/2012	75.00	
	663626							01 PAUQUETTE PARK	75.00
COUNPLU		AB	100-30-55200-219	08/31/2012		12914A	09/14/2012	75.00	
	663627							01 SOCCER FIELD/FAIRGROUNDS	75.00
COUNPLU		AB	100-30-55200-219	08/31/2012		12914A	09/14/2012	75.00	
	663628							01 PINE MEADOW PARK	75.00
COUNPLU		AB	100-30-55200-219	08/31/2012		12914A	09/14/2012	75.00	
	663629								

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	01		100-30-55200-219					75.00
	01 COLLIP WORDEN							
COUNPLU	COUNTRY PLUMBER, INC							
	663630	AB		08/31/2012		12914A	09/14/2012	75.00
	01		100-30-55200-219					75.00
	01 MAASS FIELD							
	663631	AB		08/31/2012		12914A	09/14/2012	75.00
	01		100-30-55200-219					75.00
	01 SANBORN PARK							
	VENDOR TOTAL:							525.00
CRAWOIL	CRAWFORD OIL CO., INC.							
	19369	AB		08/23/2012		120914	09/14/2012	745.25
	01		100-15-52220-341					380.08
	02		100-15-52220-341					365.17
	01 OIL							
	02 OIL							
	VENDOR TOTAL:							745.25
DAVISCON	DAVIS CONSTRUCTION CO							
	10797	AB		08/21/2012		120914	09/14/2012	1,800.00
	01		100-20-53311-231					1,800.00
	01 PATCH - THOMPSON STREET							
	VENDOR TOTAL:							1,800.00
DEMCO	DEMCO, INC.							
	4709827	AB		08/23/2012		12914L	09/14/2012	89.01
	01		230-00-55110-310					89.01
	01 SUPPLIES							
	4711289	AB		08/24/2012		12914L	09/14/2012	403.06
	01		230-00-55110-310					403.06
	01 SUPPLIES							
	VENDOR TOTAL:							492.07
DIVISAV	DIVINE SAVIOR HEALTHCARE							
	073112	AB		07/31/2012		120914	09/14/2012	682.50
	01		100-10-52110-294					682.50
	01 BLOOD DRAWS							
	VENDOR TOTAL:							682.50
DLGASSER	D.L. GASSER CONSTRUCTION							
	5000009687	AB		08/09/2012		120914	09/14/2012	208.00

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	01		100-20-53311-231					208.00
	01		100-20-53311-231	08/15/2012		120914	09/14/2012	891.80
DLGASSER	D.L. GASSER CONSTRUCTION 5000009723	AB						891.80
	01		100-20-53311-231	08/16/2012		120914	09/14/2012	840.84
	5000009740	AB						840.84
	01		100-20-53311-231	08/29/2012		120914	09/14/2012	439.40
	5000009816	AB						439.40
	01		100-20-53311-231					
							VENDOR TOTAL:	2,380.04
DONRICK	DON RICK INSURANCE 354776	AB		08/16/2012		12914A	09/14/2012	30.00
	01		100-02-51400-520	08/16/2012				30.00
							VENDOR TOTAL:	30.00
DWMENS	D. W. SPORTS CENTER 0543	AB		08/10/2012		120914	09/14/2012	269.95
	01		100-10-52120-340	08/10/2012				269.95
							VENDOR TOTAL:	269.95
ELECONE	ELECTRIC ONE 52495	AB		08/13/2012		120914	09/14/2012	70.00
	01		620-55-53610-353	08/13/2012				70.00
							VENDOR TOTAL:	70.00
ENVICON	ENVIRONMENT CONTROL 865606	AB		08/01/2012		12914L	09/14/2012	1,335.00
	01		230-00-55110-294	08/01/2012				1,335.00
							VENDOR TOTAL:	1,335.00
ENVITEC	ENVIROTECH EQUIPMENT CO 081212-22A	AB		08/12/2012		120914	09/14/2012	1,325.85

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	01		620-55-53610-240	VEHICLE/EQUIP MAINT				1,325.85
ENVITEC	ENVIROTECH EQUIPMENT CO 082612-37A	AB		08/26/2012		120914	09/14/2012	348.74
	01 FLY WHEEL		620-55-53610-240	VEHICLE/EQUIP MAINT				348.74
	082612-38A	AB		08/26/2012		120914	09/14/2012	43.36
	01 VAC-CON HINGE		620-55-53610-240	VEHICLE/EQUIP MAINT				43.36
						VENDOR TOTAL:		1,717.95
FEARSAT	FEARING'S AUDIO-VIDEO-SECURITY 43074	AB		08/14/2012		120914	09/14/2012	136.00
	01 SERVICE		410-00-51600-821	BUILDING/GROUNDS			11-02C02	136.00
	43083	AB		08/16/2012		12914A	09/14/2012	555.82
	01		100-35-55190-870	COMPUTER HARDWARE				500.00
	02 TRAINING		100-35-55190-290	TRAINING				55.82
						VENDOR TOTAL:		691.82
FEDESIG	FEDERAL SIGNAL CORP. 080912-ECS-2025-RTC	AB		08/09/2012		120914	09/14/2012	2,025.00
	01 SIREN SERVICE		100-15-52500-390	MISCELLANEOUS SUPPLIES				2,025.00
						VENDOR TOTAL:		2,025.00
FIRERES	FIRE RESCUE MAGAZINE 090412	AB		09/04/2012		120914	09/14/2012	43.00
	01 MAGAZINE		100-15-52210-320	PUBLICATIONS, SUBSCRIPTI				43.00
						VENDOR TOTAL:		43.00
FIRERESC	FIRE RESCUE SUPPLY LLC 4296	AB		08/22/2012	00011990	120914	09/14/2012	745.00
	01 CHIPS		100-15-52600-340	OPERATING SUPPLIES				745.00
	43110	AB		08/28/2012		120914	09/14/2012	320.00

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ITEM DESCRIPTION							PROJECT	
	01		100-15-52220-860	SMALL EQUIPMENT				163.20
	02		100-15-52220-341	VEHICLE/EQUIP MAINT SUPP			FIRE TOWN	156.80
							VENDOR TOTAL:	1,065.00
FIRESAFE	FIRE & SAFETY EQUIPMENT INC							
	150159	AB		08/09/2012		120914	09/14/2012	20.00
	01		100-10-52120-340	OPERATING SUPPLIES				20.00
	150217	AB		08/16/2012		120914	09/14/2012	124.00
	01		100-15-52220-341	VEHICLE/EQUIP MAINT SUPP			FIRE TOWN	60.76
	02		100-15-52220-219	OTHER PROFESSIONAL SERVI				63.24
							VENDOR TOTAL:	144.00
FLOWCO	THE FLOWER COMPANY, INC							
	0000036701	AB		08/27/2012		12914A	09/14/2012	36.00
	01		100-01-51110-790	MISCELLANEOUS EXPENSE				36.00
							VENDOR TOTAL:	36.00
FREDEXC	FREDRICK EXCAVATING							
	5079	AB		08/27/2012		120914	09/14/2012	1,000.00
	01		450-00-53431-236	SIDEWALK CONTRACTOR				1,000.00
	5084	AB		08/27/2012		120914	09/14/2012	330.00
	01		450-00-53431-236	SIDEWALK CONTRACTOR				330.00
							VENDOR TOTAL:	1,330.00
FRONTON	FRONTIER ONLINE							
	1209-013095-5	AB		08/19/2012		12914L	09/14/2012	54.90
	01		230-00-55110-220	TELEPHONE				54.90
	1209-121374-5	AB		08/25/2012		12914A	09/14/2012	12.00
	01		100-10-52150-220	TELEPHONE				12.00
	1209-1931-012312-5	AB		09/01/2012		12914A	09/14/2012	59.99

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	01 PHONE		100-20-53311-220	TELEPHONE				59.99
FRONTON	FRONTIER ONLINE 1209-2004-80907-5	AB		08/25/2012		12914A	09/14/2012	29.23
	01 PHONE		211-30-55200-220	TELEPHONE				29.23
	1209-2171-010165-5	AB		08/25/2012		12914A	09/14/2012	619.81
	01 PHONE		100-10-52150-220	TELEPHONE				619.81
	1209-2595-023075-5	AB		08/20/2012		12914A	09/14/2012	28.33
	01 PHONE		100-20-53100-220	TELEPHONE				28.33
	1209-8124-121374-5	AB		08/25/2012		12914A	09/14/2012	7.20
	01 PHONE		100-10-52150-220	TELEPHONE				7.20
	1209-8125-121374-5	AB		08/25/2012		12914A	09/14/2012	12.00
	01 PHONE		100-10-52150-220	TELEPHONE				12.00
	1209-8127-121374-5	AB		08/25/2012		12914A	09/14/2012	12.00
	01 PHONE		100-10-52150-220	TELEPHONE				12.00
	1209-8128-121374-5	AB		08/25/2012		12914A	09/14/2012	12.00
	01 PHONE		100-10-52150-220	TELEPHONE				12.00
	1209-8130-072977-5	AB		08/25/2012		12914A	09/14/2012	3.20
	01 PHONE		100-10-52150-220	TELEPHONE				3.20
	1209-8151-120287-5	AB		08/25/2012		12914A	09/14/2012	12.00
	01 PHONE		100-10-52150-220	TELEPHONE				12.00
						VENDOR TOTAL:		862.66
GALLS	GALLS, AN ARAMARK COMPANY 512348147	AB		08/03/2012		120914	09/14/2012	185.00
	01 BADGE		100-10-52120-340	OPERATING SUPPLIES				185.00
						VENDOR TOTAL:		185.00

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GENENG	GENERAL ENGINEERING COMPANY 1208-00009	AB		07/15/2012		120914	09/14/2012	1,992.50
	01 ENGINEER SERVICES		100-20-53100-213	CONSULTING ENGINEER SERV				1,992.50
	1208-00010	AB		07/15/2012		120914	09/14/2012	121.25
	01 WATER MAIN CONSTRUCTION		620-55-53610-213	CONSULTNG ENGINEER SERVI				121.25
	1208-00012	AB		08/15/2012		120914	09/14/2012	1,126.25
	01 WATER MAIN		620-56-53615-820	PUBLIC INFRASTRUCTURE		12-620S01		626.25
	02 WATER MAIN		100-00-13000-025	ACCOUNTS RECEIVABLE WATE		12-610W06		500.00
	1208-00014	AB		08/15/2012		120914	09/14/2012	230.00
	01 ENG. SERVICES		100-20-53100-213	CONSULTING ENGINEER SERV				230.00
	1208-00039	AB		07/15/2012		120914	09/14/2012	220.00
	01 LIFT STATIONS 2010 PROJECT		620-56-53615-820	PUBLIC INFRASTRUCTURE				220.00
	1208-00040	AB		07/15/2012		120914	09/14/2012	4,806.06
	01 PLANT UPGRQDES-E		620-56-53615-820	PUBLIC INFRASTRUCTURE		12-620S03		4,806.06
	1208-00041	AB		08/15/2012		120914	09/14/2012	137.50
	01 REPLACE 3 EJECTOR LIFT STATION		620-56-53615-820	PUBLIC INFRASTRUCTURE				137.50
	1208-00042	AB		07/15/2012		120914	09/14/2012	620.00
	01 MAPPING		100-20-56910-294	OTHER CONTRACTUAL SERVIC				620.00
	1208-I11-271	AB		08/08/2012		120914	09/14/2012	1,295.20
	01 PERMITS		100-20-52400-228	BUILDING INSPECTION				1,295.20
	1209-00011	AB		08/15/2012		120914	09/14/2012	1,315.00
	01 GRANDSTAND		410-00-55200-821	BUILDINGS/GROUNDS				1,315.00
	1209-00013	AB		08/15/2012		12914A	09/14/2012	1,820.00
	01 HAMILTON STREET LIFT		620-56-53615-820	PUBLIC INFRASTRUCTURE		12-620S02		1,820.00

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GENENG	GENERAL ENGINEERING COMPANY 1209-00042	AB		08/20/2012		120914	09/14/2012	2,101.25
	01 PLANT UPGRADES		620-56-53615-820	PUBLIC INFRASTRUCTURE			12-620S03	2,101.25
							VENDOR TOTAL:	15,785.01
GLSSPOR	GL SPORTS 94729108	AB		06/13/2012		120914	09/14/2012	41.50
	01		100-30-55300-340	OPERATING SUPPLIES				41.50
							VENDOR TOTAL:	41.50
GREYHOU	GREY HOUSE PUBLISHING 839248	AB		04/19/2012		12914L	09/14/2012	242.50
	01 BOOKS		230-00-55110-850	BOOKS				242.50
	840561	AB		05/04/2012		12914L	09/14/2012	163.00
	01 BOOKS		230-00-55110-850	BOOKS				163.00
							VENDOR TOTAL:	405.50
H&MCON	H & M CONTRACTING 2681	AB		06/04/2012		12914A	09/14/2012	5,016.48
	01 MARKET SQUARE PARKING LOT		100-20-53450-820	PUBLIC INFRASTRUCTURE				5,016.48
							VENDOR TOTAL:	5,016.48
HALVENG	HALVERSON ENGINEERING 251	AB		12/24/2010		12914A	09/14/2012	3,500.00
	01 PORTAGE ENTERPRISE		216-00-57000-820	PUBLIC INFRASTRUCTURE				3,500.00
							VENDOR TOTAL:	3,500.00
HARRIS	HARRIS COMPUTER SYSTEMS CT001738	AB		08/29/2012		12914A	09/14/2012	750.00
	01 PAYROLL TRAINING		100-02-51400-219	OTHER PROFESSIONAL SERVI				750.00
							VENDOR TOTAL:	750.00

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HAWKWAT	HAWKINS INC. 3372250	AB	01 CHEMICALS	620-55-53610-360	08/03/2012	02012011	12914A	09/14/2012	2,817.20 2,817.20
									VENDOR TOTAL: 2,817.20
HESTARK	THE H.E. STARK AGENCY INC 07/31/12-CRTRIP	AB	01 MUNICIPAL COURT	100-45-45110-000	07/31/2012		120914	09/14/2012	7.04 7.04
	08/03/12-7176CRT	AB	01 MUNICIPAL COURT	100-45-45110-000	08/03/2012		120914	09/14/2012	16.15 16.15
	08/03/12-7176CRTRIP	AB	01 MUNICIPAL COURT	100-45-45110-000	08/03/2012		120914	09/14/2012	75.82 75.82
	08/10/12-7176CRT	AB	01 MUNICIPAL COURT	100-45-45110-000	08/10/2012		12914A	09/14/2012	24.31 24.31
	08/10/12-7176CRTRIP	AB	01 MUNICIPAL COURT	100-45-45110-000	08/10/2012		12914A	09/14/2012	109.57 109.57
	08/17/12-7176CRTRIP	AB	01 MUNICIPAL COURT	100-45-45110-000	08/17/2012		12914A	09/14/2012	48.15 48.15
	08/24/12-7176CRT	AB	01 MUNICIPAL COURT	100-45-45110-000	08/24/2012		12914A	09/14/2012	12.35 12.35
	08/24/12-7176CRTRIP	AB	01 MUNICIPAL COURT	100-45-45110-000	08/24/2012		12914A	09/14/2012	121.92 121.92
									VENDOR TOTAL: 415.31
HHINDUS	H & H INDUSTRIES INC. 1025644	AB			07/31/2012		12914L	09/14/2012	881.60

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	01		MAINTENANCE	230-00-55110-232	HVAC MAINTENANCE				881.60
							VENDOR TOTAL:		881.60
HOLIWHO	HOLIDAY WHOLESAL 6307371	AB			08/30/2012		12914L	09/14/2012	266.75
	01		TOWELS	230-00-55110-390	MISCELLANEOUS SUPPLIES				266.75
							VENDOR TOTAL:		266.75
IAMDAIRY	I.A.M. DAIRY DISTRIBUTING LLC 8071204	AB			08/07/2012		120914	09/14/2012	141.45
	01		PARK & REC SUPPLIES	100-30-55400-340	OPERATING SUPPLIES				141.45
							VENDOR TOTAL:		141.45
IMAGBUI	IMAGE BUILDERS 090512	AB			09/05/2012		12914A	09/14/2012	10,855.00
	01		6 MANHOLE CHIMNEYS W/CASTINGS	620-56-53615-820	PUBLIC INFRASTRUCTURE		12-620S01		10,855.00
							VENDOR TOTAL:		10,855.00
INFOTEC	INFORMATION TECHNOLOGIES INC. R2012-2443	AB			08/01/2012		120914	09/14/2012	767.25
	01		SOFTWARE SUPPORT	100-10-52110-211	SOFTWARE SUPPORT				767.25
							VENDOR TOTAL:		767.25
INGRBOO	INGRAM LIBRARY SERVICES 05920524	AB			08/02/2012		12914L	09/14/2012	104.26
	01		BOOKS	230-00-55110-850	BOOKS				104.26
	05920525	AB			08/02/2012		12914L	09/14/2012	11.98
	01		BOOKS	230-00-55110-850	BOOKS				11.98
	05920526	AB			08/02/2012		12914L	09/14/2012	25.18
	01		BOOKS	230-00-55110-850	BOOKS				25.18
	06036569	AB			08/09/2012		12914L	09/14/2012	523.38

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	01	BOOKS	230-00-55110-850	BOOKS				523.38
INGRBOO	INGRAM LIBRARY SERVICES							
	06036570	AB		08/09/2012		12914L	09/14/2012	11.39
	01	BOOKS	230-00-55110-850	BOOKS				11.39
	06036571	AB		08/09/2012		12914L	09/14/2012	13.19
	01	BOOKS	230-00-55110-850	BOOKS				13.19
	06036572	AB		08/09/2012		12914L	09/14/2012	7.77
	01	BOOKS	230-00-55110-850	BOOKS				7.77
	06036573	AB		08/09/2012		12914L	09/14/2012	17.98
	01	BOOKS	230-00-55110-850	BOOKS				17.98
	06080569	AB		08/12/2012		12914L	09/14/2012	50.15
	01	BOOKS	230-00-55110-850	BOOKS				50.15
	06134278	AB		08/15/2012		12914L	09/14/2012	17.97
	01	BOOKS	230-00-55110-850	BOOKS				17.97
	06134279	AB		08/15/2012		12914L	09/14/2012	5.99
	01	BOOKS	230-00-55110-850	BOOKS				5.99
	06134280	AB		08/15/2012		12914L	09/14/2012	4.79
	01	BOOKS	230-00-55110-850	BOOKS				4.79
	06156457	AB		08/16/2012		12914L	09/14/2012	407.63
	01	BOOKS	230-00-55110-850	BOOKS				407.63
	06222832	AB		08/20/2012		12914L	09/14/2012	269.12
	01	BOOKS	230-00-55110-850	BOOKS				269.12
	06315034	AB		08/23/2012		12914L	09/14/2012	17.97
	01	BOOKS	230-00-55110-850	BOOKS				17.97

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INGRBOO	INGRAM LIBRARY SERVICES							
	06315035	AB	230-00-55110-850	08/23/2012		12914L	09/14/2012	6.59
	01 BOOKS			BOOKS				6.59
	06315036	AB	230-00-55110-850	08/23/2012		12914L	09/14/2012	13.76
	01 BOOKS			BOOKS				13.76
	06315037	AB	230-00-55110-850	08/23/2012		12914L	09/14/2012	61.75
	01 BOOKS			BOOKS				61.75
	06315038	AB	230-00-55110-850	08/23/2012		12914L	09/14/2012	125.25
	01 BOOKS			BOOKS				125.25
	06315039	AB	230-00-55110-850	08/23/2012		12914L	09/14/2012	5.39
	01 BOOKS			BOOKS				5.39
	06315040	AB	230-00-55110-850	08/23/2012		12914L	09/14/2012	171.48
	01 BOOKS			BOOKS				171.48
	06395189	AB	230-00-55110-850	08/26/2012		12914L	09/14/2012	88.99
	01 BOOKS			BOOKS				88.99
	06504063	AB	230-00-55110-850	08/30/2012		12914L	09/14/2012	5.99
	01 BOOKS			BOOKS				5.99
	06504064	AB	230-00-55110-850	08/30/2012		12914L	09/14/2012	17.35
	01 BOOKS			BOOKS				17.35
	06504065	AB	230-00-55110-850	08/30/2012		12914L	09/14/2012	14.99
	01 BOOKS			BOOKS				14.99
	06504066	AB	230-00-55110-850	08/30/2012		12914L	09/14/2012	45.04
	01 BOOKS			BOOKS				45.04
	06504067	AB		08/30/2012		12914L	09/14/2012	493.91

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	01		BOOKS	230-00-55110-850	BOOKS				493.91
							VENDOR TOTAL:		2,539.24
INTEELE	INTERSTATE ELECTRIC SUPPLY CO. 5959-513068	AB			08/21/2012		120914	09/14/2012	16.00
	01 UNVISNSCB			100-30-55400-340	OPERATING SUPPLIES				16.00
	5959-8512802	AB			08/13/2012		120914	09/14/2012	52.33
	01 POLICE GARAGE			410-00-51600-821	BUILDING/GROUNDS			11-02C02	52.33
							VENDOR TOTAL:		68.33
JIMS	JIM'S PLUMBING 1564	AB			08/23/2012		120914	09/14/2012	230.00
	01 URINAL VALVE			100-20-53510-350	BUILDINGS REPAIR/MAINT S				230.00
							VENDOR TOTAL:		230.00
KIMBMID	KIMBALL MIDWEST 2566978	AB			08/10/2012		120914	09/14/2012	85.87
	01 CARBEX CARB/CHOKE			100-20-53311-340	OPERATING SUPPLIES				85.87
							VENDOR TOTAL:		85.87
KVALO	MIKE KVALO 082512	AB			08/25/2012		120914	09/14/2012	20.00
	01 REIMBURSEMENT			100-30-55400-810	TREE PROGRAM				20.00
							VENDOR TOTAL:		20.00
KWIKTRI	KWIK TRIP STORES 1209-00013291	AB			08/31/2012		12914A	09/14/2012	2,231.27
	01 AUG FUEL			100-30-55400-342	GASOLINE/OIL				2,231.27
	1209-00204173	AB			08/31/2012		12914A	09/14/2012	72.91
	01 AUG FUEL			100-20-53100-342	GASOLINE/OIL				72.91
	1209-03000654	AB			08/31/2012		12914A	09/14/2012	822.17

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	01		620-55-53610-342					822.17
	AUG FUEL			GASOLINE/OIL				
KWIKTRI	KWIK TRIP STORES 1209-16000653	AB		08/31/2012		12914A	09/14/2012	803.65
	01		100-15-52220-342					803.65
	AUG FUEL			GASOLINE/OIL				
						VENDOR TOTAL:		3,930.00
LARRTRO	LARRY'S TROPHIES & AWARDS 441790	AB		08/14/2012		120914	09/14/2012	175.00
	01		100-30-55300-340					175.00
	TROPHIES			OPERATING SUPPLIES				
						VENDOR TOTAL:		175.00
LMSCON	LMS CONSTRUCTION INC 1209-G0111-1E	AB		08/31/2012		12914A	09/14/2012	8,249.70
	01		610-42-53714-820				11-610W11	8,249.70
	HWY 33 E. WATER MAIN EXT.			PUBLIC INFRASTRUCTURE				
	6106	AB		08/08/2012		120914	09/14/2012	14,560.16
	01		410-00-51600-821				12-20C04	14,560.16
	KENWORTH			BUILDING/GROUNDS				
	6133	AB		08/29/2012		12914A	09/14/2012	4,820.43
	01		620-56-53615-820				12-620S01	4,820.43
	MANHOLE REPAIR			PUBLIC INFRASTRUCTURE				
						VENDOR TOTAL:		27,630.29
MAIDSP0	MAID SPOTLESS INC. 6636	AB		08/15/2012		120914	09/14/2012	85.00
	01		100-20-53510-350					85.00
	CLEAN CARPET			BUILDINGS REPAIR/MAINT S				
						VENDOR TOTAL:		85.00
MARISASS	MARIS ASSOCIATES 0327	AB		08/10/2012		12914L	09/14/2012	146.47
	01		230-00-55110-850					146.47
	BOOKS			BOOKS				
						VENDOR TOTAL:		146.47
MICRMAR	MICROMARKETING, LLC 449061	AB		07/30/2012		12914L	09/14/2012	9.09

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	01 DVD		230-00-55110-852	VIDEO MATERIALS				9.09
MICRMAR	MICROMARKETING, LLC 450775	AB		08/13/2012		12914L	09/14/2012	6.36
	01 DVD		230-00-55110-852	VIDEO MATERIALS				6.36
						VENDOR TOTAL:		15.45
MIDAMER	MID-AMERICAN RESEARCH CHEMICAL 0476618-IN	AB		08/17/2012		120914	09/14/2012	468.00
	01 WIPE OUT 50		100-30-55400-340	OPERATING SUPPLIES				468.00
						VENDOR TOTAL:		468.00
MILLMIL	MILLER & MILLER LLC 14009	AB		09/05/2012		12914A	09/14/2012	1,656.00
	01 SERVICES		100-03-51200-219	OTHER PROFESSIONAL SERVI				1,656.00
	14010	AB		09/05/2012		12914A	09/14/2012	4,103.50
	01		100-02-51300-219	OTHER PROFESSIONAL SERVI				1,700.85
	02		100-03-51200-219	OTHER PROFESSIONAL SERVI				2,312.65
	03 DEEDS		100-02-51400-790	MISCELLANEOUS EXPENSE				90.00
						VENDOR TOTAL:		5,759.50
MULCSHAW	MULCAHY/SHAW WATER INC. 318148	AB		08/06/2012	02012064	120914	09/14/2012	4,978.93
	01 REFRIG. SAMPLER		620-56-53615-820	PUBLIC INFRASTRUCTURE				4,978.93
						VENDOR TOTAL:		4,978.93
NAPAAUT	NAPA AUTO PARTS 218593	AB		07/26/2012		120914	09/14/2012	97.98
	01 BATTERY		100-30-55400-341	VEHICLE/EQUIP MAINT SUPP				97.98
	219076	AB		07/31/2012		120914	09/14/2012	-4.00
	01 CORE CREDIT		100-30-55400-341	VEHICLE/EQUIP MAINT SUPP				-4.00
	219687	AB		08/06/2012		120914	09/14/2012	1.31

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			01 PARTS	100-30-55400-351	08/07/2012		120914	09/14/2012	1.31
NAPAAUT	NAPA AUTO PARTS 219821	AB			08/07/2012		120914	09/14/2012	48.01
	01 BOLT			100-20-53311-341	08/07/2012		120914	09/14/2012	48.01
	219920	AB			08/07/2012		120914	09/14/2012	28.85
	01 OIL FILTER			100-20-53311-341	08/07/2012		120914	09/14/2012	28.85
	219930	AB			08/07/2012		120914	09/14/2012	88.41
	01 FILTER			100-20-53311-341	08/07/2012		120914	09/14/2012	88.41
	220012	AB			08/08/2012		120914	09/14/2012	17.65
	01 PINS E-6			100-15-52220-341	08/08/2012		120914	09/14/2012	0.24
	02 PARTS			100-15-52220-341	08/08/2012		120914	09/14/2012	6.72
	03 ANTIFREEZE			100-15-52220-390	08/08/2012		120914	09/14/2012	10.69
	220031	AB			08/08/2012		120914	09/14/2012	5.10
	01 FILTER			100-30-55400-341	08/08/2012		120914	09/14/2012	5.10
	220102	AB			08/09/2012		120914	09/14/2012	9.50
	01 FILTER, CAPS			100-30-55400-341	08/09/2012		120914	09/14/2012	9.50
	220701	AB			08/15/2012		120914	09/14/2012	67.90
	01 CLASS 2 STROBE			100-20-53311-341	08/15/2012		120914	09/14/2012	67.90
	220724	AB			08/15/2012		120914	09/14/2012	45.04
	01 OIL FILTER			100-10-52120-341	08/15/2012		120914	09/14/2012	45.04
	220980	AB			08/17/2012		120914	09/14/2012	12.72
	01 FASTENER			100-10-52120-341	08/17/2012		120914	09/14/2012	12.72
	221265	AB			08/20/2012		120914	09/14/2012	11.14
	01 LAMP, BUYER			100-15-52220-341	08/20/2012		120914	09/14/2012	8.44
	02 LAMP, BUYER			100-15-52220-341	08/20/2012		120914	09/14/2012	2.70
	221270	AB			08/20/2012		120914	09/14/2012	3.91

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			01 BULB	100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				3.91
NAPAAUT	NAPA AUTO PARTS 221317	AB			08/21/2012		120914	09/14/2012	19.76
	01 OIL FILTER QT ND30			620-55-53610-340	OPERATING SUPPLIES				19.76
	221370	AB			08/21/2012		120914	09/14/2012	15.18
	01 PLUG			100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				15.18
	221408	AB			08/21/2012		120914	09/14/2012	173.14
	01 SUPER HC IND V-BELT			620-55-53610-340	OPERATING SUPPLIES				173.14
	221526	AB			08/22/2012		120914	09/14/2012	101.55
	01 PARTS			100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				101.55
	222064	AB			08/27/2012		120914	09/14/2012	15.80
	01 FILTERS			100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				15.80
	222065	AB			08/27/2012		120914	09/14/2012	4.51
	01 OIL FILTER			100-30-55400-341	VEHICLE/EQUIP MAINT SUPP				4.51
	222176	AB			08/28/2012		120914	09/14/2012	10.73
	01 CLAMP			100-20-53311-370	ROADWAY MAINT SUPPLIES				10.73
	222199	AB			08/28/2012		120914	09/14/2012	-11.29
	01 RETURN			100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				-11.29
	222390	AB			08/30/2012		120914	09/14/2012	13.37
	01 FILTER			100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				13.37
	222401	AB			08/30/2012		120914	09/14/2012	231.06
	01 BRAKE ROTOR			100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				231.06
	223242	AB			09/07/2012		12914A	09/14/2012	16.63
	01 STRIPS			100-15-52220-390	MISCELLANEOUS SUPPLIES				10.72

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	02		BUYER T-4	100-15-52220-341	VEHICLE/EQUIP MAINT SUPP		FIRE TOWN		5.91
							VENDOR TOTAL:		1,023.96
NORTCEN	NORTH CENTRAL LABORATORIES 308245	AB			08/03/2012		120914	09/14/2012	417.04
	01			620-55-53610-340	OPERATING SUPPLIES				356.74
	02			620-55-53610-360	CHEMICALS				60.30
	308586	AB			08/10/2012		120914	09/14/2012	439.28
	01 CHEM			620-55-53610-360	CHEMICALS				244.85
	02 CHEM			620-55-53610-340	OPERATING SUPPLIES				194.43
	308807	AB			08/15/2012		120914	09/14/2012	745.00
	01			620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				745.00
	309104	AB			08/22/2012		120914	09/14/2012	30.94
	01 NUTRIENT			620-55-53610-360	CHEMICALS				30.94
	309291	AB			08/27/2012		120914	09/14/2012	547.03
	01 CHEM			620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				547.03
							VENDOR TOTAL:		2,179.29
PITNEYBO	PITNEY BOWES PURCHASE POWER 1209-2243	AB			08/02/2012		12914L	09/14/2012	47.93
	01 POSTAGE			230-00-55110-291	POSTAGE				47.93
							VENDOR TOTAL:		47.93
POMPTIR	POMP'S TIRE SERVICE INC 580002740	AB			08/16/2012		120914	09/14/2012	467.32
	01 TRANSFRC HT BL			100-30-55400-341	VEHICLE/EQUIP MAINT SUPP				467.32
							VENDOR TOTAL:		467.32
PORTLUM	PORTAGE LUMBER 740808	AB			08/01/2012		120914	09/14/2012	-9.30

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	01	REFUND	100-20-53510-350	BUILDINGS REPAIR/MAINT	S			-9.30
PORTLUM	PORTAGE LUMBER 740809	AB		08/01/2012		120914	09/14/2012	21.43
	01	HARDWARE	100-20-53510-350	BUILDINGS REPAIR/MAINT	S			21.43
	740810	AB		08/01/2012		120914	09/14/2012	3.32
	01	MASONRY BIT	100-20-53510-350	BUILDINGS REPAIR/MAINT	S			3.32
	741010	AB		08/03/2012		120914	09/14/2012	1.89
	01	HARDWARE	275-00-56710-340	OPERATING SUPPLIES				1.89
	741084	AB		08/06/2012		120914	09/14/2012	5.79
	01	EPOXY	620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				5.79
	741181	AB		08/07/2012		120914	09/14/2012	10.49
	01	BLADE	100-30-55400-351	GROUNDS REPAIR/MAINT SUP				10.49
	741214	AB		08/07/2012		120914	09/14/2012	85.49
	01	SEED	100-20-53311-370	ROADWAY MAINT SUPPLIES				85.49
	741340	AB		08/09/2012		120914	09/14/2012	4.73
	01	KEY BLANK	410-00-51600-821	BUILDING/GROUNDS			11-02C02	4.73
	741394	AB		08/10/2012		120914	09/14/2012	9.16
	01	CLAMP	100-30-55400-351	GROUNDS REPAIR/MAINT SUP				9.16
	741529	AB		08/13/2012		120914	09/14/2012	4.29
	01	MOUSE TRAP	620-55-53610-340	OPERATING SUPPLIES				4.29
	741571	AB		08/14/2012		120914	09/14/2012	77.77
	01	DRIVEWAY BRUSH	100-20-53311-370	ROADWAY MAINT SUPPLIES				77.77
	741583	AB		08/14/2012		120914	09/14/2012	-59.42
	01	TREE	100-30-55400-351	GROUNDS REPAIR/MAINT SUP				-59.42

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PORTLUM	PORTAGE LUMBER 741584	AB		08/14/2012		120914	09/14/2012	82.60
	01 LUMBER		100-30-55400-351	08/14/2012		120914	09/14/2012	82.60
	741652	AB		08/15/2012		120914	09/14/2012	5.22
	01 TRAP		620-55-53610-340	08/15/2012		120914	09/14/2012	5.22
	741920	AB		08/20/2012		120914	09/14/2012	13.79
	01 OUTLET		100-30-55400-351	08/20/2012		120914	09/14/2012	13.79
	741942	AB		08/20/2012		120914	09/14/2012	4.41
	01 LUMBER		100-20-53311-370	08/20/2012		120914	09/14/2012	4.41
	742013	AB		08/21/2012		120914	09/14/2012	4.49
	01 PAINT		100-30-55400-351	08/21/2012		120914	09/14/2012	4.49
	742062	AB		08/21/2012		120914	09/14/2012	12.37
	01 BULBS		620-55-53610-340	08/21/2012		120914	09/14/2012	12.37
	742085	AB		08/22/2012		120914	09/14/2012	6.14
	01 MORTAR MIX		100-20-53311-370	08/22/2012		120914	09/14/2012	6.14
	742135	AB		08/22/2012		120914	09/14/2012	37.48
	01 NOZZLE, HOSE		620-55-53610-340	08/22/2012		120914	09/14/2012	37.48
	742418	AB		08/27/2012		120914	09/14/2012	8.82
	01 MIX		100-20-53311-370	08/27/2012		120914	09/14/2012	8.82
	742505	AB		08/28/2012		12914A	09/14/2012	15.84
	01 POLICE GARAGE		410-00-51600-821	08/28/2012		12914A	09/14/2012	15.84
							11-02C02	
	742531	AB		08/28/2012		12914A	09/14/2012	84.90
	01 POLICE GARAGE		410-00-51600-821	08/28/2012		12914A	09/14/2012	84.90
							11-02C02	
	742533	AB		08/28/2012		120914	09/14/2012	14.24

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	01		TAPE	100-20-53311-370	ROADWAY MAINT		SUPPLIES		14.24
PORTLUM	PORTAGE LUMBER 742535	AB			08/28/2012		120914	09/14/2012	28.48
	01		TAPE	100-20-53311-370	ROADWAY MAINT		SUPPLIES		28.48
	742577	AB			08/29/2012		120914	09/14/2012	79.78
	01		TRAFFIC SEED	100-20-53311-370	ROADWAY MAINT		SUPPLIES		79.78
	742586	AB			08/29/2012		120914	09/14/2012	119.67
	01		WEEDBLOCK	100-20-53311-370	ROADWAY MAINT		SUPPLIES		119.67
	742632	AB			08/30/2012		120914	09/14/2012	1.29
	01		SLEEVE	620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				1.29
	742760	AB			08/31/2012		120914	09/14/2012	147.58
	01		COIL SEALANT	410-00-51600-821	BUILDING/GROUNDS				97.32
	02		BRACKET	100-10-52120-340	OPERATING SUPPLIES				50.26
	742917	AB			09/04/2012		12914A	09/14/2012	22.15
	01		TAPE, CORD, SWIVEL	100-30-55400-351	GROUNDS REPAIR/MAINT SUP				22.15
	743118	AB			09/07/2012		12914A	09/14/2012	6.99
	01		PASTE	620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				6.99
							VENDOR TOTAL:		851.88
PORTPRI	PORTAGE PRINTING 18836	AB			08/01/2012		120914	09/14/2012	75.00
	01		BUSINESS CARDS	100-20-53100-292	PRINTING/PUBLISHING				75.00
							VENDOR TOTAL:		75.00
PORTWAT	PORTAGE WATER UTILITY 1208-3.00412.00	AB			08/02/2012		120914	09/14/2012	5.70
	01		WATER/SEWER -	240-00-56000-222	WATER & SEWER CHARGES				5.70
	SALE	AB			09/04/2012		120914	09/14/2012	3,800.00

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	01	SALE FOR, SAFARI	100-00-25000-953	WATER UTILITY				3,800.00
						VENDOR TOTAL:		3,805.70
PROFEQ	PROFESSIONAL EQUIPMENT 1019042024	AB		08/28/2012		120914	09/14/2012	7,581.75
	01 DECON SHELTER		100-15-52600-860	SMALL EQUIPMENT				7,581.75
						VENDOR TOTAL:		7,581.75
PUBLSAF	PUBLIC SAFETY EQUIPMENT LLC 3484	AB		08/27/2012		120914	09/14/2012	301.00
	01 RADAR		100-10-52110-294	OTHER CONTRACTURAL SERVI				301.00
						VENDOR TOTAL:		301.00
RANDHOU	RANDOM HOUSE INC 1084764465	AB		08/01/2012		12914L	09/14/2012	330.00
	01 AUDIO MATERIALS		230-00-55110-851	AUDIO MATERIALS				330.00
	1084772175	AB		08/04/2012		12914L	09/14/2012	36.00
	01 AUDIO MATERIALS		230-00-55110-851	AUDIO MATERIALS				36.00
	1084832203	AB		08/10/2012		12914L	09/14/2012	30.00
	01 AUDIO MATERIALS		230-00-55110-851	AUDIO MATERIALS				30.00
	1084879398	AB		08/14/2012		12914L	09/14/2012	135.00
	01 AUDIO MATERIALS		230-00-55110-851	AUDIO MATERIALS				135.00
						VENDOR TOTAL:		531.00
RENNFIR	RENNERT'S FIRE EQUIPMENT 26747	AB		08/02/2012		120914	09/14/2012	680.00
	01 TOWER 1 REPAIRS - INS. CLAIM		100-15-52220-341	VEHICLE/EQUIP MAINT SUPP				680.00
						VENDOR TOTAL:		680.00
RUNNING	RUNNING INC. 27336	AB		08/15/2012		12914A	09/14/2012	37,743.13



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SCHUSMA	SCHULTZ SMALL ENGINE 41189	AB		08/09/2012		120914	09/14/2012	39.95
	01 SPOOL		100-30-55400-341	VEHICLE/EQUIP MAINT SUPP				39.95
	41198	AB		08/14/2012		120914	09/14/2012	29.95
	01 SPEED HEAD		100-30-55400-341	VEHICLE/EQUIP MAINT SUPP				29.95
							VENDOR TOTAL:	91.61
SERVCLC	SERVICEMASTER CLEANING SERVICE 8623-8	AB		08/15/2012		120914	09/14/2012	319.80
	01 JANITORIAL SERVICES		275-00-56710-219	OTHER PROFESSIONAL SERVI				319.80
							VENDOR TOTAL:	319.80
SERWEIMP	SERWE IMPLEMENT CO INC. 106	AB		08/17/2012		120914	09/14/2012	54.53
	01 RUBBER STRIP		100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				54.53
	116	AB		08/22/2012		120914	09/14/2012	45.40
	01 SCRAPER NOZZLE		100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				45.40
	129	AB		08/30/2012		12914A	09/14/2012	159.38
	01 STREET SWEEPER		100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				159.38
	89	AB		08/16/2012		120914	09/14/2012	352.92
	01 NOZZLE		100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				352.92
							VENDOR TOTAL:	612.23
SHERIND	SHERWIN INDUSTRIES SS047559	AB		08/17/2012		120914	09/14/2012	385.88
	01 PAINT MACHINE		100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				385.88
							VENDOR TOTAL:	385.88
STAPLES	STAPLES CREDIT PLAN 1209-3291	AB		08/24/2012		12914A	09/14/2012	423.84



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	01		100-45-45110-000	COURT FINES				3,704.51
								VENDOR TOTAL: 3,704.51
SUPECHE	SUPERIOR CHEMICAL INC 99295	AB		08/13/2012		120914	09/14/2012	650.51
	01 SPRAY		100-30-55400-340	OPERATING SUPPLIES				650.51
	99296	AB		08/13/2012		120914	09/14/2012	73.82
	01 HAND RINSE		620-55-53610-360	CHEMICALS				73.82
								VENDOR TOTAL: 724.33
TAPCO	TAPCO I402310	AB		08/22/2012		120914	09/14/2012	270.49
	01 SIGNS		100-20-53311-370	ROADWAY MAINT SUPPLIES				270.49
								VENDOR TOTAL: 270.49
TEMPTEC	TEMPEST TECHNOLOGY CORP INC 0164212-IN	AB		09/05/2012		12914A	09/14/2012	33.00
	01 CHAIN SHARPENING		100-15-52220-341	VEHICLE/EQUIP MAINT SUPP				33.00
								VENDOR TOTAL: 33.00
TRECEK	TRECEK AUTOMOTIVE OF 05308	AB		08/23/2012		120914	09/14/2012	89.95
	01 #4 WHEEL ALIGNMENT		100-10-52120-240	VEHICLE & EQUIPMENT MAIN				89.95
	103371	AB		07/13/2012		120914	09/14/2012	85.05
	01 BLOCK		100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				85.05
	103425	AB		07/17/2012		120914	09/14/2012	-85.05
	01 RETURN		100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				-85.05
								VENDOR TOTAL: 89.95
TRUCKCO	TRUCK COUNTRY X201262949:01	AB		08/21/2012		120914	09/14/2012	36.52

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	01		AIR FILTER	100-20-53311-341			VEHICLE/EQUIP MAINT SUPP		36.52
							VENDOR TOTAL:		36.52
ULTRACOM	ULTRACOM WIRELESS 987578	AB			08/23/2012		120914	09/14/2012	304.93
	01		CRAIG PHONE	100-15-52220-220			TELEPHONE		154.94
	02		HAHN PHONE	100-10-52130-860			SMALL EQUIPMENT		149.99
	987579	AB			08/23/2012		120914	09/14/2012	69.85
	01		CASE, CHARGER	100-15-52220-220			TELEPHONE		69.85
							VENDOR TOTAL:		374.78
UNEMINS	UNEMPLOYMENT INSURANCE 4085481	AB			08/17/2012		12914A	09/14/2012	730.36
	01			100-02-51400-790			MISCELLANEOUS EXPENSE		730.36
							VENDOR TOTAL:		730.36
UNIQUAN	UNIQUE MANAGEMENT SERVICES INC 226682	AB			08/01/2012		12914L	09/14/2012	62.65
	01		PLACEMENTS	230-00-55110-219			OTHER PROFESSIONAL SERVI		62.65
							VENDOR TOTAL:		62.65
UPS	UPS 00005R909R332	AB			08/18/2012		12914L	09/14/2012	16.57
	01		POSTAGE	230-00-55110-291			POSTAGE		16.57
							VENDOR TOTAL:		16.57
USCELL	U. S. CELLULAR 201533931-096	AB			08/22/2012		12914A	09/14/2012	199.67
	01		EMPLOYEE CELL PHONE-STUMPF	100-00-21000-921			OTHER PAYROLL DEDUCTION		199.67
	202027418-092	AB			08/22/2012		12914A	09/14/2012	199.81
	01		EMPLOYEE CELL PHONE-STANDKE	100-00-21000-921			OTHER PAYROLL DEDUCTION		199.81
	202224917-092	AB			08/22/2012		12914A	09/14/2012	185.38

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	01	EMPLOYEE CELL PHONE-ESSEX	100-00-21000-921	OTHER PAYROLL DEDUCTION				185.38
USCELL	U. S. CELLULAR 203184772-086	AB		08/22/2012		12914A	09/14/2012	199.59
	01	EMPLOYEE CELL PHONE-FEHD	100-00-21000-921	OTHER PAYROLL DEDUCTION				199.59
	203236899-085	AB		08/22/2012		12914A	09/14/2012	120.81
	01	EMPLOYEE CELL PHONE-FAHEY	100-00-21000-921	OTHER PAYROLL DEDUCTION				120.81
	203314021-085	AB		08/22/2012		12914A	09/14/2012	52.29
	01	EMPLOYEE CELL PHONE-BUBLITZ	100-00-21000-921	OTHER PAYROLL DEDUCTION				52.29
	203451061-084	AB		08/22/2012		12914A	09/14/2012	185.74
	01	EMPLOYEE CELL PHONE-THOMPSON	100-00-21000-921	OTHER PAYROLL DEDUCTION				185.74
	204210857-080	AB		08/22/2012		12914A	09/14/2012	71.60
	01	EMPLOYEE CELL PHONE-JEROME	100-00-21000-921	OTHER PAYROLL DEDUCTION				71.60
	205082864-076	AB		08/22/2012		12914A	09/14/2012	167.51
	01	EMPLOYEE CELL PHONE-STANLEY	100-00-21000-921	OTHER PAYROLL DEDUCTION				167.51
	205535226-072	AB		08/22/2012		12914A	09/14/2012	252.03
	01	EMPLOYEE CELL PHONE-J. WILSON	620-00-21000-921	OTHER PAYROLL DEDUCTION				252.03
	206321548-068	AB		08/22/2012		12914A	09/14/2012	610.01
	01	CELL PHON	100-15-52220-220	TELEPHONE				96.24
	02	CELL PHONE	100-10-52150-220	TELEPHONE				317.46
	03	CELL PHONE	100-00-13000-025	ACCOUNTS RECEIVABLE WATE				28.05
	04	CELL PHONE	100-20-53100-220	TELEPHONE				47.73
	05	CELL PHONE	100-30-55200-220	TELEPHONE				120.53
	207281427-062	AB		08/22/2012		12914A	09/14/2012	103.03
	01	EMPLOYEE CELL PHONE-B. BERGER	100-00-21000-921	OTHER PAYROLL DEDUCTION				103.03
	207341226-061	AB		08/22/2012		12914A	09/14/2012	128.33
	01	EMPLOYEE CELL PHONE-PIXLER	100-00-21000-921	OTHER PAYROLL DEDUCTION				128.33

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USCELL	U. S. CELLULAR 207362823-061	AB		08/22/2012		12914A	09/14/2012	143.19
	01 EMPLOYEE CELL PHONE-A. BORTZ		620-00-21000-921	OTHER PAYROLL DEDUCTION				143.19
	207494195-060	AB		08/22/2012		12914A	09/14/2012	184.87
	01 EMPLOYEE CELL PHONE-PIONKE		100-00-21000-921	OTHER PAYROLL DEDUCTION				184.87
	207541193-061	AB		08/22/2012		12914A	09/14/2012	119.18
	01 EMPLOYEE CELL PHONE-DEHN		100-00-21000-921	OTHER PAYROLL DEDUCTION				119.18
	210841080-039	AB		08/22/2012		12914A	09/14/2012	41.36
	01 F.D. SQUAD 2		100-15-52600-220	TELEPHONE				41.36
	211831386-032	AB		08/22/2012		12914A	09/14/2012	173.63
	01 EMPLOYEE CELL PHONE-RATZ		100-00-21000-921	OTHER PAYROLL DEDUCTION				173.63
	211918142-032	AB		08/22/2012		12914A	09/14/2012	141.39
	01 EMPLOYEE CELL PHONE-ASCH		100-00-21000-921	OTHER PAYROLL DEDUCTION				141.39
	213674787-020	AB		08/22/2012		12914A	09/14/2012	330.88
	01 POLICE DEPARTMENT		100-10-52150-840	EQUIPMENT				330.88
	215114273-010	AB		08/22/2012		12914A	09/14/2012	121.85
	01 EMPLOYEE CELL PHONE-MECUM		100-00-21000-921	OTHER PAYROLL DEDUCTION				121.85
	920415114-158	AB		08/22/2012		12914A	09/14/2012	874.61
	01 EMPLOYEE CELL PHONE		100-00-21000-921	OTHER PAYROLL DEDUCTION				215.98
	02 EMPLOYEE CELL PHONE		610-00-21000-921	OTHER PAYROLL DEDUCTIN P				248.79
	03 EMPLOYEE CELL PHONE		620-00-21000-921	OTHER PAYROLL DEDUCTION				99.71
	04 FIRE PROTECTION FEES		100-02-51400-220	TELEPHONE				7.50
	05 POLICE		100-10-52150-220	TELEPHONE				6.45
	06 ADMINISTRATOR		100-02-51410-220	TELEPHONE				3.56
	07 F.D. SQUAD 2		100-15-52220-220	TELEPHONE				3.56
	08 F.D. ENGINEERS		100-15-52220-220	TELEPHONE				3.71
	09 DPW		100-20-53100-220	TELEPHONE				40.65
	10 MAYOR		100-01-51110-220	TELEPHONE				23.15

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	11		230-00-55110-220	TELEPHONE				82.76
	12		100-00-13000-023	OTHER RECEIVABLES				138.79
USCELL	U. S. CELLULAR 928208200-116	AB		08/22/2012		12914A	09/14/2012	184.39
	01 EMPLOYEE CELL PHONE-SCHWINGEL		610-00-21000-921	OTHER PAYROLL DEDUCTIN P				184.39
	929551957-107	AB		08/22/2012		12914A	09/14/2012	199.61
	01 EMPLOYEE CELL PHONE-JOHNSON		100-00-21000-921	OTHER PAYROLL DEDUCTION				199.61
	929576150-107	AB		08/22/2012		12914A	09/14/2012	176.74
	01 EMPLOYEE CELL PHONE-KOCH		100-00-21000-921	OTHER PAYROLL DEDUCTION				176.74
						VENDOR TOTAL:		5,167.50
VACUPUMP	VACUUM, PUMP & COMPRESSOR INC 46198	AB		08/07/2012		120914	09/14/2012	308.10
	01 ELEMENT		620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				308.10
	46303	AB		08/14/2012		120914	09/14/2012	159.23
	01 ELEMENT		620-55-53610-352	REPAIR/MAINT SUPP-EQUIP				159.23
						VENDOR TOTAL:		467.33
VANCONS	VAN'S CONSTRUCTION INC. 080712	AB		08/07/2012		120914	09/14/2012	7,575.00
	01 CURB, GUTTER		410-00-51600-821	BUILDING/GROUNDS			12-20C04	7,575.00
	081412	AB		08/14/2012		120914	09/14/2012	3,094.00
	01 SIDEWALK		410-00-55200-821	BUILDINGS/GROUNDS				3,094.00
						VENDOR TOTAL:		10,669.00
WALSACE	WALSH'S ACE HARDWARE 058410	AB		07/17/2012		120914	09/14/2012	21.24
	01 PARTS		100-30-55400-351	GROUND'S REPAIR/MAINT SUP				21.24
	058447	AB		07/18/2012		120914	09/14/2012	38.10



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CITY OF PORTAGE  
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VENDOR #	INVOICE #	INVOICE STATUS	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUE DATE PROJECT	INVOICE AMT/ ITEM AMT
WALSACE	WALSH'S ACE HARDWARE							
	059260	AB		08/14/2012		120914	09/14/2012	14.89
	01 PAINT		100-30-55400-351	08/14/2012		120914	09/14/2012	14.89
	059269	AB		08/15/2012		120914	09/14/2012	4.53
	01 ENERGIZER		100-30-55400-351	08/15/2012		120914	09/14/2012	4.53
	059275	AB		08/15/2012		120914	09/14/2012	31.26
	01 WOOD		100-20-53311-370	08/15/2012		120914	09/14/2012	31.26
	059279	AB		08/15/2012		120914	09/14/2012	887.92
	01 GRASS SEED		100-30-55400-821	08/15/2012		120914	09/14/2012	887.92
	059280	AB		08/15/2012		120914	09/14/2012	3.98
	01 TWINE		100-30-55400-351	08/15/2012		120914	09/14/2012	3.98
	059282	AB		08/15/2012		120914	09/14/2012	5.79
	01 PHOTOCCELL		100-30-55400-351	08/15/2012		120914	09/14/2012	5.79
	059316	AB		08/16/2012		120914	09/14/2012	17.99
	01 INVEST.SUPPLIES		100-15-52230-340	08/16/2012		120914	09/14/2012	17.99
	059323	AB		08/16/2012		12914A	09/14/2012	18.61
	01 OUTLET		100-30-55400-351	08/16/2012		12914A	09/14/2012	18.61
	059353	AB		08/17/2012		120914	09/14/2012	19.99
	01 MOWER BLADE		100-30-55400-341	08/17/2012		120914	09/14/2012	19.99
	059400	AB		08/20/2012		120914	09/14/2012	14.99
	01 SURGE SUPPRESSOR		620-55-53610-352	08/20/2012		120914	09/14/2012	14.99
	059402	AB		08/20/2012		12914A	09/14/2012	18.96
	01 SCREEN		100-30-55400-351	08/20/2012		12914A	09/14/2012	18.96
	059415	AB		08/21/2012		120914	09/14/2012	13.24

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VENDOR #	INVOICE #	INVOICE STATUS	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUE DATE PROJECT	INVOICE AMT/ ITEM AMT
			01 PAINT	100-30-55400-351	08/21/2012		120914	09/14/2012	13.24
WALSACE	WALSH'S ACE HARDWARE 059417	AB			08/21/2012		120914	09/14/2012	3.98
			01 BOLTS	100-30-55400-351	08/21/2012		120914	09/14/2012	3.98
	059435	AB			08/21/2012		120914	09/14/2012	1.92
			01 BULB	100-30-55400-351	08/21/2012		120914	09/14/2012	1.92
	059456	AB			08/22/2012		120914	09/14/2012	1.96
			01 DRILL BIT	100-30-55400-351	08/22/2012		120914	09/14/2012	1.96
	059493	AB			08/23/2012		120914	09/14/2012	62.98
			01 HOSE, NOZZLE	100-15-52220-390	08/23/2012		120914	09/14/2012	62.98
	059526	AB			08/24/2012		12914A	09/14/2012	34.47
			01 POLICE GARAGE	410-00-51600-821	08/24/2012		12914A	11-02C02	34.47
	059619	AB			08/29/2012		120914	09/14/2012	311.91
			01 BROOM, MANURE	100-20-53311-370	08/29/2012		120914	09/14/2012	311.91
	059665	AB			08/30/2012		120914	09/14/2012	279.99
			01 EXTENSION LADDER	620-55-53610-352	08/30/2012		120914	09/14/2012	279.99
	059741	AB			09/04/2012		120914	09/14/2012	2.97
			01 SERVICE TOOL	100-30-55400-351	09/04/2012		120914	09/14/2012	2.97
	059852	AB			09/10/2012		12914A	09/14/2012	15.97
			01 VALVE BALL	100-15-52220-341	09/10/2012		12914A	09/14/2012	15.97
								VENDOR TOTAL:	2,084.92
WEAVAUT	WEAVER AUTO PARTS 192696	AB			08/03/2012		120914	09/14/2012	33.43
			01 BELT	100-20-53311-341	08/03/2012		120914	09/14/2012	33.43
	193012	AB			08/06/2012		120914	09/14/2012	11.28

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VENDOR #	INVOICE #	INVOICE STATUS	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUE DATE PROJECT	INVOICE AMT/ ITEM AMT
			01 BELT	100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				11.28
WEAUAUT	WEAVER AUTO PARTS 193019	AB			08/06/2012		120914	09/14/2012	27.75
			01 BELT, HOSE	100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				27.75
	193137	AB			08/07/2012		120914	09/14/2012	23.18
			01 BELT	100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				23.18
	193138	AB			08/07/2012		120914	09/14/2012	-33.43
			01 CREDIT	100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				-33.43
	193929	AB			08/13/2012		120914	09/14/2012	-50.93
			01 CREIDT	100-20-53311-341	VEHICLE/EQUIP MAINT SUPP				-50.93
	195296	AB			08/23/2012		120914	09/14/2012	85.26
			01 TIE ROD END	100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				85.26
	195304	AB			08/23/2012		120914	09/14/2012	96.38
			01 TIE ROD END	100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				96.38
	195307	AB			08/23/2012		120914	09/14/2012	-85.26
			01 RETURN	100-10-52120-341	VEHICLE/EQUIP MAINT SUPP				-85.26
							VENDOR TOTAL:		107.66
WESTRING	WESTRING CONSTRUCTION, LLC 083012	AB			08/30/2012		120914	09/14/2012	504.84
			01 MUSEUM	410-00-51600-821	BUILDING/GROUNDS				504.84
	2274	AB			08/15/2012		120914	09/14/2012	4,543.56
			01 MUSEUM	410-00-51600-821	BUILDING/GROUNDS				4,543.56
							VENDOR TOTAL:		5,048.40
WIDEPDMV	WIS DEPT OF TRANSPORTATION 65788	AB			08/14/2012		120914	09/14/2012	261.60

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VENDOR #	INVOICE #	INVOICE STATUS	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUE DATE PROJECT	INVOICE AMT/ ITEM AMT
	01		100-20-53510-211	SOFTWARE SUPPORT				261.60
							VENDOR TOTAL:	261.60
WIESCON	WIESER CONCRETE INV00000110580	AB	450-00-53431-236	08/21/2012		120914	09/14/2012	152.10
	01 ADJUSTING RING			SIDEWALK CONTRACTOR				152.10
	INV0000110365	AB	100-20-53441-380	08/01/2012		120914	09/14/2012	521.10
	01 CATCH BASIN RISER			CONSTRUCTION MATERIALS				521.10
							VENDOR TOTAL:	673.20
WISDNR	WISCONSIN DEPT OF NATURAL 269852	AB	100-15-52220-860	09/14/2012		120914	09/14/2012	288.90
	01 HOSE, CHESTPACK			SMALL EQUIPMENT				288.90
							VENDOR TOTAL:	288.90
WKCONS	W K CONSTRUCTION CO., INC. 5435	AB	100-20-53315-820	08/13/2012		12914A	09/14/2012	7,007.00
	01 PULVERIZING-TOWNSEND STREET			PUBLIC INFRASTRUCTURE				7,007.00
							VENDOR TOTAL:	7,007.00
WPPA	WISCONSIN PROFESSIONAL POLICE 091012	AB	100-00-21000-917	09/10/2012		12914B	09/10/2012	1,431.00
	01 UNION DUES-POLICE			UNION DUES PAYABLE				1,431.00
							VENDOR TOTAL:	1,431.00
XYLEM	XYLEM WATER SOLUTIONS 07698260	AB	620-55-53610-219	08/08/2012		120914	09/14/2012	3,944.75
	01 EMERGENCY REPAIR			OTHER PROFESSIONAL SERVI				3,944.75
	07698404	AB	620-55-53610-219	08/09/2012		120914	09/14/2012	97.00
	01 SERVICE			OTHER PROFESSIONAL SERVI				97.00
							VENDOR TOTAL:	4,041.75

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VENDOR #	INVOICE #	INVOICE STATUS	ACCOUNT NUMBER	INV. DATE	P.O.#	BATCH	DUE DATE PROJECT	INVOICE AMT/ ITEM AMT
ZIMMPLU	ZIMMERMAN PLUMBING INC							
	9004774	AB		08/02/2012		120914	09/14/2012	472.71
	01		620-55-53610-352	REPAIR/MAINT	SUPP-EQUIP			472.71
	9004786	AB		08/02/2012		120914	09/14/2012	374.78
	01		620-55-53610-352	REPAIR/MAINT	SUPP-EQUIP			374.78
	9004795	AB		08/02/2012		120914	09/14/2012	470.00
	01		620-55-53610-219	OTHER PROFESSIONAL	SERVI			470.00
	9004840	AB		08/17/2012		120914	09/14/2012	112.20
	01		100-30-55400-341	VEHICLE/EQUIP	MAINT SUPP			112.20
							VENDOR TOTAL:	1,429.69
							TOTAL --- ALL INVOICES:	405,240.44

**City of Portage**

**Human Resources Committee Meeting**

(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Development Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up.)

**Wednesday, August 22, 2012, 5:30 p.m.  
Municipal Building, Conference Room One  
Agenda**

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebnetter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: Craig Sauer from Portage Daily Register, Bill Welsh with Cable TV

**1. Roll call**

Meeting called to order at 5:30 with all members present.

**2. Discussion and recommendation to council of interim City Administrator**

Mayor Jahn gave an update on candidates and interviews along with the recommendation of Shawn M. Murphy by the interview panel.

After a brief discussion a motion was made by Dodd second by Oszman to recommend hiring Shawn M. Murphy as interim Administrator at a rate of \$42 an hour not to exceed \$7200 monthly plus mileage for a term not to exceed 6 months. Passed 6-0 on a call of roll.

**3. Adjournment**

Motion to adjourn by Klapper second by Garretson at 5:42.

Kenneth H. Jahn, Chairperson

**City of Portage  
Human Resources Committee Meeting  
Wednesday, September 5, 2012, 5:30 p.m.  
Municipal Building, Conference Room One**

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebnetter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, Director of Public Works/Utilities Manager Redelings, Fire Chief Simonson

Media present: Craig Sauer from Portage Daily Register, Bill Welsh with Cable TV

1. **Roll call**  
The meeting was called to order at 5:30.
2. **Approval of minutes from previous meetings**  
Motion by Dodd, second by Klapper to approve the minutes of the August 13, 2012 and August 22, 2012 meetings. Motion carried unanimously on call of roll.
3. **Closed session**  
Motion by Oszman, second by Dodd to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding labor negotiations with firefighters (IAFF Local 2775); and pursuant to Wisconsin State Statutes 19.85(1)(c) for the evaluation of accounting and administrative support staff. Motion carried unanimously on call of roll.
4. **Reconvene to open session for remainder of the meeting**  
Motion by Oszman, second by Garetson to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:05 p.m.
5. **Possible action or recommendation to council for union contract with firefighters (IAFF Local 2775)**  
Nothing to report.
6. **Discussion and action to set up review panel to recruit/find permanent City Administrator from company proposals**  
Mayor Jahn will contact the recruitment firms to schedule a meeting with each. Those members from the Human Resources who are available will meet with the firms, along with two staff members. The committee hopes to have a recruitment firm selected by the end of September.

**7. Discussion, update and possible action on public works positions, pay grade and steps and Job Descriptions for Public Works Adm. Ass't./Deputy Treasurer, Water Superintendent, Sewer Superintendent**

The job description for administrative assistant/deputy treasurer was reviewed. The position will do work for the public works department and administration department. Director of Public Works/Utilities Manager Redelings stated the position should be a pay grade 4, step C. Mayor Jahn and Manager Redelings have spoken with Becky Ness and she is interested in the position. Motion by Oszman, second by Klapper to have Becky Ness fill the position, and place the position as a grade 4, step c with the start date of 09/17/12; and to also recommend approval of the job description to the council. Ald. Dodd stated that the position should be posted internally so that anyone interested could apply. Oszman withdrew his motion and Klapper withdrew his second. Motion by Oszman, second by Klapper to recommend approval of the job description to the council, post the position for five (5) business days, place the position at a grade 4, and to have Manager Redelings recommend at the next Human Resources meeting a person to fill the position. Motion carried unanimously on call of roll.

Director of Public Works/Utilities Manager Redelings explained that with overtime, the field employees are making more than the Water and Sewer Superintendent and he is proposing to change their pay grade to 10, step D. There was discussion that there needs to be some criteria for pay increases and that it may not be uncommon for hourly employees to make more than a supervisor. Manager Redelings will do evaluations on the two Superintendents and return to the next committee meeting with his proposal.

**8. Discussion, update and possible action on Fire Department support staff, pay grade and steps, and job description for Fire Department Secretary**

Fire Chief Simonson proposed changing the pay from grade 4, step I to grade 5, step G. The secretary spends time serving as back up to Municipal Court and various other areas. Chief Simonson was instructed to update the job description and submit it to the committee for consideration.

**9. Administrative staff and support staff, discussion and possible action on the job duties/job description, pay grade and step, job description, permission to recruitment or hire for Receptionist/Administrative support**

There was nothing to discuss at this time.

- 10. Discussion and recommendation to council for official appointment of interim City Treasurer, pay grade and job description**  
Jean Mohr has agreed to serve as Interim City Treasurer. There was discussion as to the search for a new Treasurer. Motion by Oszman, second by Garetson to recommend to council the appointment of Jean Mohr as Interim City Treasurer for a period not to exceed six (6) months at a rate of \$25.00 per hour. Motion carried unanimously on call of roll.
- 11. Discussion and possible action on vacation carry-over request for Carolyn Severson, Water Utility**  
Carolyn Severson has requested to carry-over her vacation time, which will otherwise be lost as she has been unable to use it. Motion by Dodd, second by Oszman to allow Carolyn to carry over 5 days (which are in addition to the 3 days allowed by policy), due to extenuating circumstances, days to be used within the next 90 days. Motion carried unanimously on call of roll.
- 12. Next Meeting Date**  
The next meeting will be scheduled for September 19<sup>th</sup> at 5:00 p.m.
- 13. Adjournment**  
Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:13 p.m.

Marie A. Moe, WCPC, MMC  
City Clerk

## **City of Portage Position Description**

<b>Name:</b>		<b>Department:</b>	Municipal Services/Administration
<b>Position Title:</b>	Administrative Assistant/Dep. Treasurer	<b>Pay Grade:</b>	4 <b>FLSA:</b> Non-Exempt
<b>Date:</b>	August, 2012	<b>Reports To:</b>	Public Works Director/Treasurer

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### **Purpose of Position**

This position exists to perform secretarial duties and to provide general support to the Public Works Director and City Treasurer.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs clerical duties: word processing, spreadsheets, Outlook proficient, files, and maintains documents; answers telephone; gathers and distributes materials; responds to customer inquiries/requests for service.
- Performs general support to the department: receives and reviews residential and commercial building, electrical, HVAC and plumbing permit applications; receipts permit fees; assembles contract bid documents; completes necessary reports; maintains inventory of special assessment projects on current basis.
- Prepares meeting agendas and minutes for Plan Commission, Board of Zoning Appeals, Municipal Services Committee and other committees as required
- Prepares special assessment documents as directed by the City Engineer
- Performs data entry and database maintenance for GIS, facilities, fleet and solid waste customers
- Maintains complaint tracking system
- Processes monthly U.S. Census building permit surveys
- Maintains monthly recycling records from Columbia County Solid Waste
- Maintains paper and electronic files for public works, engineering, zoning and building inspection
- Maintains sewer back-up reports
- Assists in tax collection process: collects, records and receipts property taxes/serving as Deputy Treasurer
- Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

#### **Education and Experience**

High school diploma with additional training in secretarial skills and three to five years clerical experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

## **Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of office equipment such as a personal computer, typewriter, scanner, plotter, calculator, photocopier, fax machine, and telephone.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents such as invoices, architectural drawings, tax statements, and the state administrative code.
- Ability to prepare a variety of documents such as the permit reports, property records, and permits using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret City ordinances, maps, drawings, building plans, and state statutes.
- Ability to keep departmental information confidential.
- Ability to communicate effectively with department heads, elected officials, fellow employees, commission/board members, real estate personnel, and the general public and others.

### **Environmental Adaptability**

- Work is performed in an office environment.

### **General Requirements**

Must possess a valid Wisconsin Driver's License.

Must be eligible to be bonded.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

City of Portage  
Municipal Services and Utilities Committee Meeting  
Thursday, September 6, 2012 6:00 p.m.  
Municipal Building, 115 West Pleasant Street, Conference Room One  
Minutes

**Members:** Jeff Garetson, Chairperson; Carolyn Hamre, Doug Klapper, Frank Miller,  
Michael G. Oszman

**Others Present:** Jason Tollaksen, D.L. Gasser Construction, Kory Anderson and Jerry Foellmi, General Engineering, Gil Meisgeier, MSP, BID, George Beasley and Gary O'Hearn, Splash Pad, Carmen Griffith, CCTC,CCVB, Craig Sauer, PDR, Bob Redelings, Director of Public Works, Tim Raimer, Park and Rec, Scott Maass, Public Works

**1. Roll Call**

All present

**2. Approval of meeting minutes from previous meeting**

Motion by Oszman second by Klapper to approve minutes. Passed 5-0

**3. Discussion and possible action on In-kind services for the Portage United Methodist Fun Run**

Motion by Oszman second by Miller to recommend to council to approve In-Kind services provided they first work out details with Tim Raimer and the Police Dept. Passed 5-0

**4. Discussion and Possible Action on Ridgeview Court**

Dir. Redelings explained Parkview Ct. was street contracted to be resurfaced. Contractor accidently started work on Ridgeview Ct. Both are now resurfaced. Jason Tollaksen from D.L Gasser Construction took full responsibility for the error but asked if the City would be willing to share cost. Mr. Tollaksen stated that no matter what the decision was it would not change their working relationship with the city. Motion by Miller second by Klapper to recommend to the Finance Committee to find the money to pay 25% of the \$23,000 cost. Motion passed 5-0

**5. Discussion and Possible Action on Insurance Claim for Eric Swanson**

Mr. Swanson sent a letter explaining that while driving past a city brush-mower mowing a ditch a large stick flew out and broke the mirror off of his truck. He could not stop because he had an appointment. There was discussion that no police report was filed and that they did not stop when it happened to report the incident. The Insurance Co recommended we deny the claim. Motion by Oszman second by Klapper to deny the insurance claim made by Eric Swan to replace the mirror on his truck. Passed 5-0

**6. Discussion and Possible Action on Insurance Claim for Nick Hryszko**

A large branch from a tree on city property fell and knocked off electrical box of home owner. Owner originally called Dir Redelings and indicated the city had cut the branch but later said wind knocked down. It was discussed that this was an “act of God” and not the cities responsibility. Motion by Hamre second by Klapper to deny insurance claim made by Nick Hryszko. Passed 5-0

**7. Discussion and possible action on storm water management on New Pinery Road and Collins Street; and Jefferson Street**

Dir. Redelings indicated the home owner on New Pinery Rd affected by the water problem was not sure the fix would work without raising the house. Dir. Redelings agreed and said as an alternative maybe the city should consider purchasing both affected properties, fill and raise the area up and it would be prime commercial real-estate.

The Jefferson street owner has not responded regarding easement. The city attorney is sending an easement request to the owners. If they do not sign the city will start the process of eminent domain to get easement. Dir Redelings will also be talking with Penda regarding a smart ditch.

**8. Discussion and possible action on Conant Street parking structure**

The only recent action on the structure has been more vandalism. Councilman Oszman stated this structure needs to be closed now and no one else has come forward with any other ideas of what to do with it and the city does not have the money to fix. Councilperson Hamre expressed concern that if it is closed nothing more will be done with it and it will become another eyesore in the city. Chairman Garetson said he would prefer a chain link fence so people can see into the structure and maintain airflow. Motion by Oszman to ask the Finance Committee to find the money to close the structure after getting cost with chain link fence, second by Miller. Passed 3-2 with Klapper and Hamre voting no.

**9. Discussion on splash pad and skate park**

A brief update was given by Jerry Foellmi of General Engineering indicating that all the sewer pipes in the area are the same sizes so no need to replace unless telescoping shows problems with the condition of pipes. Tim Raimer stated that because a skate pad was different then other concrete areas he would design the skate pad to not cover the sewer pipes to avoid having to tear up in the future. George Beasley expressed gratitude for all the in-kind services General Engineering has provided for the project. No action taken.

**10. Discussion on support staff for Municipal Services Department**

Position descriptions for Public Works Superintendent, Administrative Assistant and Engineering Technician are completed. No action taken

**11. Discussion and possible action on Village Road sidewalk, chip sealing and street resurfacing projects**

Per Dir. Redelings, Village Rd is 75% complete. Chip sealing is finished. Street resurfacing is all contracted except Hamilton and Cass St projects. The NAPA parking lot is completed. There was discussion regarding two businesses using parking spaces for their dumpsters. The city may need to have a lease agreement to protect itself from liability. \$1/yr was recommended. Motion by Oszman second by Klapper to have city attorney draw up agreement allowing the businesses to use the city lot. Passed 5-0

**12. Discussion and possible action on stop lights on East Wisconsin Street at Wauona Trail**

Conduit needs to be buried prior to resurfacing. Motion by Oszman second by Klapper to have Dir Redelings get cost for project and send to the Finance Committee for approval. Passed 5-0.

**13. Discussion and possible action on Municipal Building parking lot expansion**

We can get 8 stalls added for approximately \$12,000 but there may not really be a need for the parking now that the water dept. has moved. After discussion it was decided to not do anything at this time on the project except maybe more enforcement of parking restrictions of the area.

**14. Discussion and possible action on grandstand repair and storm shelter renovation projects**

Bids for the repair project will be in by the end of the month so work can be done this year. We need to amend the grant for the storm shelter renovation project prior to starting the project.

**15. Discussion and possible action on 2013 capital projects**

There was discussion about Silver Lake Cemetery regarding money budgeted for roadwork. If we are not going to do the work the money needs to be moved or accounted for. There was also discussion about the need to get a sidewalk on Airport Rd for safety issues.

Motion by Oszman second by Klapper to move the Airport Rd sidewalk project to 2013 and postponing the other district 4 sidewalk renovations. Motion passed 5-0

**16. Discussion and possible action on location for 2013 Concerts in the Park**

Starting discussion on where to hold the Concerts in the Park next year during the Welcome Center construction. Would like to keep the event downtown if possible. Many ideas including along the canal by the old feed mill but shade and power are issues to consider. No action taken.

**17. Discussion and possible action on Canal Project engineering**

Another heated discussion that included suggestions to fill the ditch in and the importance of preserving our history to show potential residents and businesses we care about our city. It was stated fixing our streets is an important reflection on the city also. Motion by Klapper, second by Garetson to recommend to Council that the city encumber federal funds by using the QBS bidding process to fund the canal project engineering. Motion passed 3-2 with Oszman and Miller voting no.

**18. Adjournment**

Motion by Oszman second by Miller to adjourn. Motion passed 5-0

Carolyn Hamre, Secretary

# Portage United Methodist Fun Run

---

Saturday October 13, 2012 9:00 AM

August 16, 2012

Ms. Marie Moe  
City Clerk, City of Portage  
115 W. Pleasant Street  
Portage, WI 53901

Re: Application for permits for PUMC Fun Run

Dear Ms. Moe,

Portage United Methodist Church (PUMC) is requesting a permit to conduct a Fun Run/Walk on city streets. We are planning to hold this event on Saturday October 13, 2012 with a start time of 9:00 am. We will be starting and ending the races on the 500 block of Volk Street at the back parking lot of PUMC. There will be two routes: a 1 Mile run/walk and a 5K run/walk. The 1 Mile route will cross Haertel St on Volk and continue in the residential area between Haertel St and the Railroad tracks (see attached map). The 5K route will head out Silver Lake Dr. to Airport Rd and return on the same route (see attached map). Below you will find contact information and more detailed information regarding the Fun Run.

Applicant: Portage United Methodist Church  
1804 New Pinery Rd.  
Portage, WI 53901  
(608) 742-2107

Run Coordinator: Laci Jamison  
202 E. Franklin St.  
Portage, WI 53901  
(608) 566-1041

**Date & Duration of the Event:**

- Saturday October 13, 2012 from 7:30 am - 12:00 pm.
- Set-up to begin at 7:30 am.
- Registration beginning at 8:00 am.
- Run to begin at 9:00 am with the course to close at 11:00 am.
- Awards to be awarded immediately following the run.
- Will be completely finished and cleaned up by 12:00 pm.

# Portage United Methodist Fun Run

---

Saturday October 13, 2012 9:00 AM

## Assembly Area, Starting Point, Routes and Termination Points:

- Assembly area: The 500 block of Volk St in the rear parking lot of PUMC.
- Starting point and termination point: the 500 block of Volk St. at the rear parking lot entrances.
- Routes: There will be a 1 Mile and a 5K route. Please see the attached maps for exact routes.

## Number of Participants:

- Approximately 50-100 runner/walkers in the two different races.

## Barricades:

- We would like barricades or cones to block the North shoulder of the road on Silver Lake Dr. from Volk St. to Airport Rd and the East shoulder of the road on Airport Rd from Silver Lake Dr. to just before Collins St. These could be in 100 yard intervals (which would require about 75 barricades/cones) or as you see fit.

Insurance information will be sent to you directly from PUMC's insurance carrier should you need it. Enclosed you will find the application fee, maps and written directions for both routes.

If you have any questions or require any additional information about this event please contact me at 566-1041.

Please notify me as soon as a permit for this Fun Run has been approved. Thank you in advance for your attention to this permit.

Sincerely,



Laci Jamison  
PUMC Fun Run Coordinator

City of Portage  
Street Use Permit Application

Street Use Permits: Chapter 66, Division 4 Code of Ordinances

License Fee: \$25.00

Receipt No. 14-0120814

Name or Organization: Portage United Methodist Church  
Contact Person: Laci Jamison  
Address: (church) 1804 New Piney Rd. Portage  
Event: Fun Run 1-mile / 5K

Date of Event: 10-13-12  
Hours of Event: 7<sup>30</sup>-Noon  
Street to be Closed: (only parking lanes)  
From: 9:00 AM  
To: 11:00 AM

Services Requested (for example, barricades): Cones, if not -  
barricades along Silver Lake Av from Volk St  
to Airport Rd on N. Side of Street & on Airport Rd  
to almost Collins St on East Side of Street

The undersigned agrees to release, defend and hold the City of Portage and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the city on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted.

Sharyl Kuhl, Admin. Secretary  
Signature

8-20-12  
Date

Office Use:  
Insurance required: Yes  No   
Approved/Denied: Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Event Name** PUMC Sun Run **Date(s) of Event** 10-13-12  
**Organization** Portage United Methodist Church **Contact Person** Laci Johnson  
**Location of event** PUMC - 1804 New Pinery Rd. **Address** 1804 New Pinery Rd (202 E Franklin St)  
**City, State, Zip** Portage, WI 53901  
**Phone number** 742- (566-1041)  
**Email: (not required)** N/A

**In-Kind Services Requested**

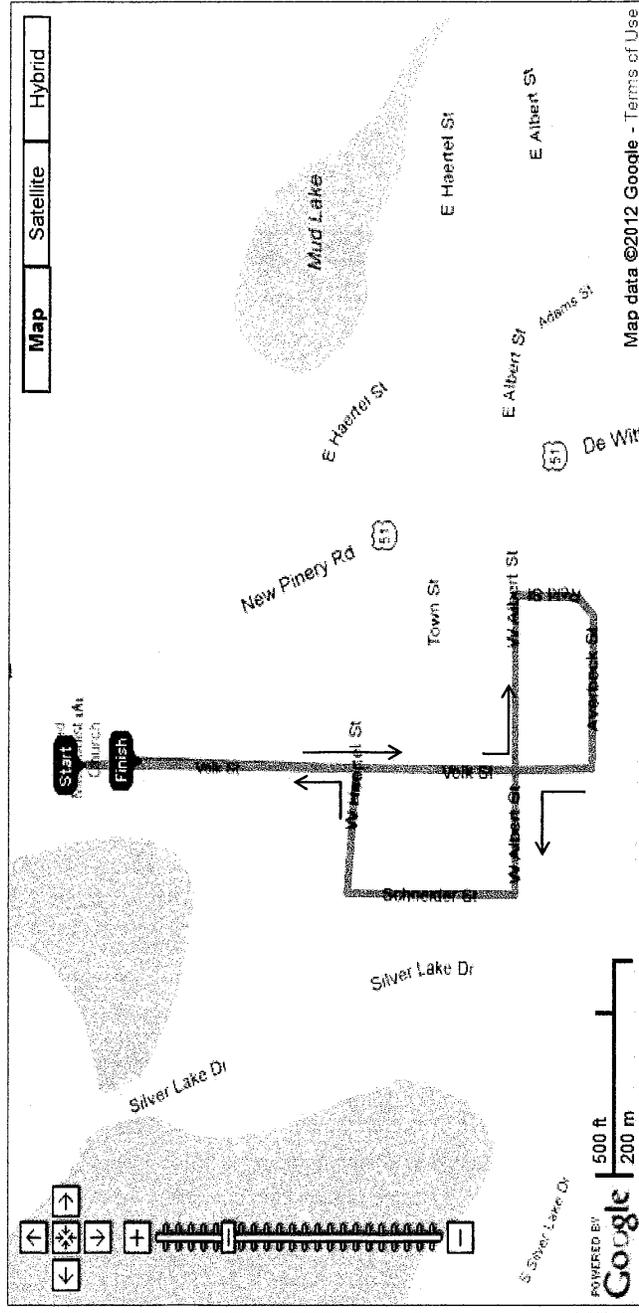
Item	Qty	
Barricades / Cones	75	every 100 yds for 1 1/2 miles (out & back course) on Silver Lake Dr & Airport Rd.
Picnic Tables	—	
Trash Containers	—	
Banners	—	Banner Location(s)
Park Fee waiver	Y <input checked="" type="radio"/> N	Park & Rec Dept. Approval
Traffic Control	Y <input checked="" type="radio"/> N	Police Dept. Approval (Signature required)

**Licenses/Permits**

Park Rental Form	Y <input checked="" type="radio"/> N		
Beer/Wine License	Y <input checked="" type="radio"/> N	Fee	
Certificate of Insurance	Y <input checked="" type="radio"/> N		
Carnival License	Y <input checked="" type="radio"/> N	Fee \$25.00 per day	
Street Use Permit	<input checked="" type="radio"/> Y N	Fee \$25.00	14-C120814
Parade Permit	Y <input checked="" type="radio"/> N	Fee \$10.00 Circle One: #1 Pauquette Park to Market Square #2 Market Square to Fairgrounds #3 W. Slifer - Airport road to Blue Star Park #4 E. Slifer - Hamilton to New Pinery	
Walk/Run Permit	<input checked="" type="radio"/> Y N	Fee \$10.00	14-C120814

**Signature** Laci Johnson **Submit date** 8/17/12

# 1 Mile Route



1. Start down Volk St.
2. Left on W. Albert St.
3. Right on Reid St./Averbeck St.
4. Right on Volk St.
5. Left on W. Albert St.
6. Right on Schneider St.
7. Right on W. Haertel St.
8. Left on Volk St. to FINISH





# Portage United Methodist Church Fun Run

Saturday October 13, 2012 9:00 AM



- **Location:**  
The PUMC Fun Run will start and end at the Portage United Methodist Church located at 1804 New Pinery Rd. Portage, WI 53901.
- **Distances:**  
There will be a 5K (3.1 miles) Run/Walk as well as a 1 Mile Run Walk.
- **Entry Fee: Sorry No Refunds**  
If Postmarked by September 24, 2012:  
Single Entry: \$15.00 Family Entry: \$35.00  
After September 24, 2012  
Single Entry: 18.00 Family Entry: \$45.00  
(Family entry fee includes up to four people, each additional person will be \$5.00 each)
- **Registration:**  
Mail in Registration will be accepted until October 8, 2012. Race day registration will be available from 8:00-8:30 am. Shirts will not be guaranteed after October 8, 2012.
- **Course:**  
Both Courses begin and end at the back parking lot of PUMC.
- **Parking:**  
Is available in the front parking lot of PUMC.
- **Awards:**  
Ribbons will be given to the first three places for both the 5K and 1 Mile races in each age category both male and female divisions. (9 & under, 10-14, 15-20, 21-29, 30-39, 40-49, 50-59 & 60+)
- **Additional Info:**  
Race packets containing maps, race bibs and t-shirts can be picked up at the event from 8:00-8:55 am.
- **SPONSORSHIP/VOLUNTEER:**  
We are in need of business and personal sponsors as well as race day volunteers. Please contact Laci Jamison (566-1041) to help.

## Portage United Methodist Fun Run Entry Form

One form per person please! You may copy this form. Each family member must fill out a form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Gender: M or F Race Day Age: \_\_\_\_\_  
 Adult T-Shirt: S M L XL XXL OR Youth T-Shirt: S M L XL  
 Event: (check one)  5K Run/Walk  1 Mile Run/Walk

### Waiver & Release

I know that competing in the Portage United Methodist Fun Run is a potentially hazardous activity. I should not enter and compete unless I am medically able and properly trained. I agree to abide by any decision of a race official as to my ability to safely complete the event. I assume all risks associated with competing in this event, including but not limited to falls, contact with other participants, the effects of weather, traffic or road conditions and all such risks being known to me. Having read this waiver and knowing these facts in consideration of acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release Portage United Methodist Church, its directors, officers, employees and volunteers, the City of Portage, contributors, their representatives and successors from all claims and liabilities of any kind arising out of my participation in this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian must sign if under 18 years of age)

Questions: Contact Laci Jamison 566-1041 or [bandlijamison@hotmail.com](mailto:bandlijamison@hotmail.com)

Please fill out and attach a check payable to PUMC (memo – Fun Run)

Send To: Laci Jamison 202 E. Franklin St. Portage, WI 53901

OR return to the Portage United Methodist Church office



**Statewide Services, Inc.**  
 Claim Division  
 24 Hour Telephone: 877-204-9712  
 FAX: 800-858-1536  
 Email: StatewideClaimsReporting@statewidesvcs.com

NOTICE OF:  
 CLAIM (submitted for consideration of payment)  
 INCIDENT NOTICE (Record of purpose may develop into claim)

INSURED:

Contact Person: Sherrri Kranz Title/Position: Deputy Clerk  
 Address: 112 W. KANSANT ST Portage WI 53901 Phone #: 608-742-2176 x310  
 Email Address: melissa.leeland@ci.portage.wi.us Fax #: 608-742-8623  
 Date Reported: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Policy Term: \_\_\_\_\_

COVERAGE TYPE:  General Liability  Police Liability  Public Officials Liability  Auto Liability  Auto Physical Damage

LOSS INFORMATION - DESCRIBE HOW LOSS OCCURRED: Eric Swanson was driving on East Albert Street and citymower kicked out a branch that broke mirror on Mr. Swanson's Vehicle.

ATTACH ADDITIONAL COPIES AS NEEDED

REPORTED TO (POLICE OR FIRE DEPT.)		REPORT #	
LOCATION OF CLAIM/INCIDENT	DATE OF CLAIM/INCIDENT / /	TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	DATE INSURED NOTIFIED / /

Department

- |                                                   |                                                                  |                                                     |
|---------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Admin/General Operations | <input type="checkbox"/> Other                                   | <input type="checkbox"/> Public Works - Solid Waste |
| <input type="checkbox"/> Electric Utility         | <input type="checkbox"/> Police                                  | <input type="checkbox"/> Public Works - Tree Care   |
| <input type="checkbox"/> EMS                      | <input type="checkbox"/> Public Works                            | <input type="checkbox"/> Sanitary Sewer Utility     |
| <input type="checkbox"/> Fire Dept. - Paid        | <input type="checkbox"/> Public Works - Park & Rec.              | <input type="checkbox"/> Water Utility              |
| <input type="checkbox"/> Fire Dept. - Volunteer   | <input type="checkbox"/> Public Works - Streets-Snow/Maintenance | <input type="checkbox"/> Other _____                |

INSURED VEHICLE AUTO LOSS INFORMATION			
VEH. NO.	YEAR, MAKE, MODEL	V.I.N. (VEHICLE IDENTIFICATION)	PLATE NO.
DRIVER'S NAME		RESIDENCE PHONE (A/C No.)	BUSINESS PHONE (A/C, No., Ext.)
DESCRIBE DAMAGE	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	PURPOSE OF USE
	ESTIMATE AMOUNT	WHERE CAN VEHICLE BE SEEN?	
INSURED PROPERTY LOSS INFORMATION			
LOCATION OF LOSS		POLICE OR FIRE DEPT. TO WHICH REPORTED	
KIND OF LOSS (Fire, Wind, Explosion, Etc.)		PROBABLE AMOUNT ENTIRE LOSS	
DESCRIPTION OF LOSS & DAMAGE (Use reverse side, if necessary)			

My wife and I were driving past Heaps  
landscaping on Friday 6-1-12 at 10:15 AM  
and went to go around a John Deere tractor  
with a brush mower on it mowing the  
ditch. Just as I was passing him the  
mower threw out a baseball bat size branch  
and hit my truck in the windshield then  
the driver side mirror. It smashed my mirror.  
I would have stopped to talk to the operator  
but I had a doctor appointment at 10:30 AM.  
I am also faxing a price for a new mirror.

My phone number is 608-617-6336  
my name is Eric Swanson



**Statewide Services, Inc.**  
 Claim Division  
 24 Hour Telephone: 877-204-9712  
 FAX: 800-858-1536  
 Email: StatewideClaimsReporting@statewidesvcs.com

NOTICE OF:  
 CLAIM (Submitted for consideration of payment)  
 INCIDENT NOTICE (Record of purpose may develop into claim)

INSURED: CITY OF PORTAGE  
 Contact Person: Sherri Kranz Title/Position: Deputy Clerk  
 Address: 115 W. Pleasant St., Portage Phone #: 608-742-2176, EXT 310  
 Email Address: Sherri.Kranz@ci.portage.wi.us WI 53901 Fax #: 608-742-8623  
 Date Reported: 8/3/12 Policy Number: 11271 Policy Term: 1/1/12 - 12/31/12

COVERAGE TYPE:  General Liability  Police Liability  Public Officials Liability  Auto Liability  Auto Physical Damage

LOSS INFORMATION - DESCRIBE HOW LOSS OCCURRED: WIND BLEW THE TREE BRANCH DOWN. A large branch broke off a tree on City right of way at W. Conant St + Sunset St. The branch fell on an electric service line to the house at 1202 W. Pleasant St. and ripped the electric meter off the house. The homeowner was presented the attached bill from the electrician that performed the repair. The homeowner requested the city pay the bill. Park & Rec. Director Raimer indicated the City is not liable for "Acts of God".

REPORTED TO (POLICE OR FIRE DEPT.)	ATTACH ADDITIONAL COPIES AS NEEDED		REPORT #
LOCATION OF CLAIM/INCIDENT	DATE OF CLAIM/INCIDENT	TIME	DATE INSURED NOTIFIED
<u>1202 W. Pleasant St.</u>	<u>08 1031 12</u>	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<u>08 1031 12</u>

- Department
- Admin/General Operations
  - Electric Utility
  - EMS
  - Fire Dept. - Paid
  - Fire Dept. - Volunteer
  - Other
  - Police
  - Public Works
  - Public Works - Park & Rec.
  - Public Works - Streets-Snow/Maintenance
  - Public Works - Solid Waste
  - Public Works - Tree Care
  - Sanitary Sewer Utility
  - Water Utility
  - Other \_\_\_\_\_

INSURED VEHICLE AUTO LOSS INFORMATION			
VEH. NO.	YEAR, MAKE, MODEL	V.I.N. (VEHICLE IDENTIFICATION)	PLATE NO.
DRIVER'S NAME		RESIDENCE PHONE (A/C No.)	BUSINESS PHONE (A/C, No., Ext.)
DESCRIBE DAMAGE	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	PURPOSE OF USE
	ESTIMATE AMOUNT	WHERE CAN VEHICLE BE SEEN?	
INSURED PROPERTY LOSS INFORMATION			
LOCATION OF LOSS		POLICE OR FIRE DEPT. TO WHICH REPORTED	
KIND OF LOSS (Fire, Wind, Explosion, Etc.)		PROBABLE AMOUNT ENTIRE LOSS	
DESCRIPTION OF LOSS & DAMAGE (Use reverse side, if necessary)			

**RESOLUTION NO. 12-039**

**RESOLUTION RELATIVE TO COMMUNITY DEVELOPMENT BLOCK GRANT  
HOUSING REHABILITATION PROGRAM HOUSING PROCEDURES MANUAL**

**WHEREAS**, the City of Portage previously adopted a Housing Procedures Manual for the Community Development Housing Block Grant Program; and

**WHEREAS**, it is necessary to adopt the Housing Procedures Manual again to comply with the Community Development Block Grant recently received by the city.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Portage that the revised Housing Procedures Manual attached to this Resolution is hereby approved and adopted by the City of Portage.

**DATED** this 11<sup>th</sup> day of September, 2012.

---

Kenneth H. Jahn, Mayor

Attest:

---

Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
Community Development Block Grant Committee

CITY OF PORTAGE  
HOUSING  
PROCEDURES  
MANUAL FOR  
COMMUNITY  
DEVELOPMENT BLOCK  
GRANT  
2012-2014

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## I. INTRODUCTION

Your community has applied for and received a Community Development Block Grant (CDBG) from the Wisconsin Department of Commerce, Division of Housing and Community Development (DHCD), under Title I of the Housing and Community Development Act of 1974, as amended.

Grant funds will be used to establish a Housing Loan Program to rehabilitate residential property occupied by low- and moderate-income (LMI) residents. Funds will also be used to provide downpayment and closing costs to assist LMI households in the purchase of a house.

DHCD has developed this Housing Procedures Manual (HPM) for all grantees. Grantees wishing to modify the housing procedures as presented, must submit a request for HPM modification letter to DHCD prior to the initiation of the program. Grantees are expected to amend this chapter to reflect their county's income limits and their local rent limits. No request for modification is required for these two changes.

The purpose of this chapter/HPM is to provide a detailed description of how the CDBG program will be administered in your community. It will also detail the policies and procedures of your program, thus serving as a document that is available for the public to read and may help to arbitrate difficult decisions.

## II. PROGRAM ADMINISTRATION

### A. PROGRAM OBJECTIVES

1. The primary objectives of this program are:
  - a. Expansion of affordable housing stock for low- and moderate-income (LMI) persons.
  - b. Elimination of neighborhood blight and structural deterioration.
  - c. Elimination of housing conditions that are detrimental to public health, safety and welfare.
  - d. Conservation of the existing housing stock.
  - e. Provision of an opportunity for LMI renters to become homeowners.
  
2. To achieve the cited objectives, this program may:
  - a. Provide no-interest, deferred payment home repair loans for LMI owner-occupants.
  - b. Provide no-interest installment loans for repairing units rented to LMI tenants.
  - c. Provide no-interest installment loans for creating new LMI rental units by: converting vacant properties into rental units, and/or converting large single-family homes to duplexes.
  - d. Provide no-interest deferred payment home repair loans to LMI persons upon purchase of a home in need of repair.
  - e. Provide no-interest loans for downpayment and closing costs to eligible LMI households.

## B. MEETINGS

All public meetings must be held at a handicapped accessible location. All CDBG related meetings must comply with the Wisconsin Open Meetings Law. Please visit the Wisconsin Department of Justice website for a copy of the 2007 Open Meetings Law Compliance Guide [http://www.doj.state.wi.us/AWP/2007OMCG-PRO/2007\\_OML\\_Compliance\\_Guide.pdf](http://www.doj.state.wi.us/AWP/2007OMCG-PRO/2007_OML_Compliance_Guide.pdf)

## C. RECORDS

The grantee must maintain written records of CDBG activities including minutes of CDBG meetings, loan applications and related documents, and all other CDBG business matters. All individual project files will be maintained as confidential records. All CDBG program records shall be maintained for at least three (3) years after the date established by DHCD.

## D. OUTREACH

The Grantee will develop informational materials that describe the available programs as well as eligibility criteria. Outreach information will include: application deadlines, examples of eligible activities, income limits, program descriptions, and grantee contact information. Materials will be made available throughout the community.

## E. BASIC COMPONENTS OF THE CDBG HOUSING PROGRAM

1. The Grantee may elect to establish a **CDBG Housing Committee** for the purpose of approving local policies, reviewing loan applications, establishing local rent limits, resolving complaints and disputes within the Program and making emergency loan awards. The committee should be representative of the community it serves, with special attention given to representation of low- and moderate-income persons. The committee should meet regularly.

The committee may receive a payment for the time spent on CDBG business ONLY if other similar committees (e.g., public works committee, zoning committee) also receive such a payment. The Housing Committee must be appointed by the Chief Elected Official. The Committee should be composed of at least three members.

The Grantee may elect not to appoint a Housing Committee. In which case, the Program Administrator would be given the authority to award loans based on specific criteria, and the elected board/council would be responsible for resolving disputes and reviewing applications with potential conflicts of interest.

2. A **Program Administrator** will be designated to publicize the Program, receive applications, verify applicant eligibility, and make funding recommendations to the CDBG Housing Committee. The grantee may chose to hire a private consultant to administer the CDBG Housing Program. DHCD **must** be contacted prior to the procurement process.

3. A **Housing Inspector** must be designated to work with the borrower and the Program Administrator. The inspector must inspect the property prior to the rehabilitation work, during the project to approve interim payments (if applicable), and prior to making final payments to contractor.

## F. ENVIRONMENTAL STANDARDS

### 1. Historic Significance

If, in conjunction with the DHCD Environmental Desk, it is determined that a housing unit has historical significance, the Grantee will give due consideration to Section 10(b) of the National Historic Preservation Act of 1966, and Executive Order 11593, regarding the preservation of the historic nature of the building. The owner of a housing unit that is determined to be of existing or potential historical significance will be advised of this fact as early as possible, but, in all cases, before rehabilitation work begins. The owner will also be advised that the historical significance of the housing unit may affect the ability of the CDBG program to conduct certain rehabilitation activities.

### 2. Floodplain

Loan applications received for housing units located within the boundaries of a designated floodplain, as shown on Federal Emergency Management Agency (FEMA) floodplain maps, shall be reviewed and approved or denied on a case-by-case basis by the CDBG Housing Committee. The Program Administrator must notify the property owner and occupants (for rentals) that the unit is located in the floodplain, and flood insurance must be obtained for at least one year from the date of assistance in at least the amount needed to cover the CDBG loan.

If the property owner cannot afford to purchase flood insurance, the cost of one year of flood insurance may be added to the CDBG loan.

The Grantee must be a participant in the National Flood Insurance Program before homes in the floodplain may receive CDBG rehab assistance.

In no case will the Grantee assist in the purchase of a home located in the floodplain.

Housing rehabilitation activities for properties located within a designated floodplain may include "structural repairs" and "ordinary maintenance repairs" that are necessary to ensure the health and safety of the occupants.

- a. Structural repairs are defined as alterations, modifications, rebuilding, or replacements that affect the structural integrity of the building.
- b. Ordinary maintenance repairs are non-structural in nature and include, but are not limited to, activities such as interior and exterior painting; residing; re-roofing; repairs to heating, plumbing, and electrical systems; installing or replacing insulation; the replacement of doors, windows, and other non-structural components; and the maintenance, repair or replacement of existing private sewage systems, water supply systems, or connections to public utilities. In all cases, the amount of the assistance **may not** exceed either:
  - ✓ 50% of the before-rehab value of the property, or
  - ✓ 50% of the value before flood damage occurred,

without initiating the 8-step decision-making process found in 24 CFR Part 55, Subpart C. The 8-step process is required for all projects classified as **substantial rehab** (those exceeding the 50% threshold).

If a property is located in a floodplain, it is recommended that all structural repairs or modifications of structures be floodproofed. Floodproofing of structures should extend to a point at least two (2) feet above the elevation of the regional flood. Floodproofing should be completed prior to, or as a part of, the housing rehabilitation activities. Property owners are permitted to include the cost of floodproofing and other costs associated with securing the proper permits in the rehabilitation loan.

The grantee will maintain a permanent record of the work done on the property. CDBG funds cannot be used to make the same repairs in the future.

If the cost of the rehab exceeds half of the pre-rehab market value, additional environmental requirements must be met. The Program Administrator will contact the DHCD Environmental Review desk prior to beginning the rehab.

3. See Chapter VI for a detailed description of the Grantee's environmental responsibilities.

### III. TYPES OF PROGRAMS AVAILABLE

ONLY PROGRAMS DESCRIBED IN THE CDBG CONTRACT MAY BE FUNDED WITH CDBG MONEY

#### A. OWNER-OCCUPANT REHABILITATION LOANS

1. The CDBG contract between the state and the grantee will specify loan terms. All loans will be 0% loans. **Loan repayment** will be deferred at no interest until the housing unit ceases to be the borrower's principal place of residence. At that time, repayment will become due in full. Repaid funds will be used to finance other housing rehabilitation projects consistent with the most recent Implementation Handbook. One spousal transfer will be allowed at continued terms. Homeowners are allowed the option of converting their deferred payment loan to a 0% payback loan provided they agree to rent to LMI persons and to keep the rent within affordable rent limits.
2. The basis for determining the priority of loan applications is included in paragraph V-B of this chapter.
3. The CDBG Housing Committee will consider the appropriateness of the improvements in relation to making the housing unit decent, safe, and sanitary. In an effort to maximize the available CDBG funds, the grantee will utilize other funding sources (e.g., CAP agency) for part of the rehab work wherever practicable.
4. A mortgage and note will be issued in the name of the grantee against the borrower's property in the amount of the loan to ensure repayment of the loan.

5. Prior to beginning rehabilitation work, each building rehabilitated with loan proceeds shall be insured against loss by fire and other perils, in accordance with lending institution standards. The grantee will be added to the policy as a mortgage holder. Properties in the floodplain will be required to purchase flood insurance for at least one year in at least the amount of the CDBG loan. If the owner cannot afford to purchase flood insurance, the cost of one year of flood insurance may be added to the CDBG loan.
6. In the event "emergency" money is requested to correct housing conditions which represent an imminent threat to health and safety, a deferred payment, no interest loan may be approved by the Program Administrator. Such loans shall not be subject to the program's priority ranking system. The borrower must meet program income eligibility requirements. A mortgage and promissory note shall be used to secure the loan. The maximum limit of the "emergency" loan shall be \$3,000 per property. The homeowner must also agree in writing to participate in the housing rehabilitation program, and correct all existing hazards that represent a threat to health and safety, as determined by the CDBG inspector.
7. The dwelling unit must be in need of rehabilitation work as determined by the CDBG Housing Inspector, the Program Administrator, and the CDBG Housing Committee. All work must be deemed financially feasible, as determined by the property's fair market value, upon completion of the rehab work.
8. The property cannot be scheduled for sale, acquisition, or demolition.
9. CDBG funds may be issued as a grant ONLY under the following conditions:
  - a. The funds are used for the rehabilitation of an LMI owner-occupied property AND no more than \$1,000 will be awarded to that property owner during a 12-month period. If additional funds are requested and approved within 12-months of grant approval, the entire amount will become a deferred payment, no interest loan.
  - b. CDBG funds may be awarded to a public or a non-profit agency acting as a project developer and the agency will pass along property ownership to LMI occupants. The CDBG funds will then be secured as a 0% deferred payment loan.
  - c. When rehab plus lead hazard reduction activities cause the loan-to-value ratio to exceed 95%, you may provide the funds for lead hazard reduction activities as a grant under the following conditions:
    - ✓ No "cosmetic" rehab is figured into equation
    - ✓ Only the lead-based paint hazard reduction activities may be funded as a grant
    - ✓ Lead-based paint hazard reduction costs that yield a loan-to-value ratio of less than 95% must be made as a loan
    - ✓ The lead presence must be tested rather than assumed
  - d. If the presence of an asbestos hazard is documented, you may provide a grant for the cost of removal under the same conditions as lead.

- e. If the environmental review for a particular rehab project results in unusually high unanticipated costs, the Grantee may elect to pay the excess cost from the rehab budget as a grant to the borrower. The Grantee must get prior written authorization from DHCD to award an ERR-related grant.
- f. Risk Assessment (if necessary) costs are eligible CDBG expenses to be taken from the rehabilitation project funds but NOT charged to the homeowner's mortgage. The RA fees may also be included in the administrative costs. Same pertains to clearance costs.
- g. The cost of CDBG-financed site acquisition (land only) and site improvements must be passed along to the project developer at terms consistent with Eligibility Requirements described in this chapter. The cost of any structures on the site, and their demolition, *may* be passed along to the project developer or absorbed by the Grantee, at the Grantee's option.

## B. RENTAL UNIT REHABILITATION LOANS

1. The Grantee must establish locally affordable rent limits for LMI tenants in units rehabbed with CDBG funds. This may be done in one of three ways:
  - a. Percentage limit: landlords will agree to limit annual rent increases to a small percentage of the existing rent being charged at the time of rehabilitation
  - b. Actual cost limit: landlords will agree to limit annual rent increases to the actual increased costs they incur for utilities (if applicable) and taxes
  - c. Fixed limit: the Grantee will establish a fixed monthly rent for units rehabbed under the CDBG program. The limits must be established by unit size (number of bedrooms), with or without paid utilities, and must reflect the rental market rates in the community.
2. CDBG funds will be offered as a 0% interest installment loan. The loan period shall be negotiated with the property owner. Monthly payments shall be made to the Grantee and deposited into the revolving loan fund. Repaid funds will be used to finance other housing rehabilitation projects consistent with the most recent Implementation Handbook
3. The dwelling unit must be in need of rehabilitation work as determined by the CDBG Housing Inspector, the Program Administrator, and the CDBG Housing Committee. All work must be deemed financially feasible, as determined by the property's fair market value, upon completion of the rehab work.
4. At least 75% of the units in a structure being rehabilitated with CDBG funds must be occupied by LMI families. For example, a six-unit structure being rehabilitated with CDBG funds must have at least five units occupied by LMI families ( $6 \times 75\% = 4.5$ ). If the 75% occupancy guideline is met, the grantee may fund the rehabilitation of all common areas of the structure (e.g., roof, siding, plumbing, hallway). The Grantee may not rehabilitate non-LMI units. Exception: if the loan is for the rehab of a duplex, at least one of the units must be LMI in order to make repairs to the common areas. If one unit of a duplex is vacant, the other one must be occupied by an LMI tenant.
5. The basis for determining the priority of loan applications is included in paragraph V-B of this chapter.

6. The Committee will consider the appropriateness of the improvements in relation to making the unit decent, safe, and sanitary as well as the owner's ability to provide financing for improvements greater than the average amount. In an effort to maximize the available CDBG funds, the grantee will utilize other funding sources (e.g., CAP agency) for part of the rehab work wherever practicable.
7. A mortgage and note will be issued against the property in the amount of the loan to ensure repayment of the loan.
8. Prior to beginning rehabilitation work, each building to be rehabilitated with CDBG funds shall be insured against loss by fire and other perils, in accordance with lending institution standards. The Grantee will be added to the policy as a mortgage holder. Properties in the floodplain will be required to purchase flood insurance for at least one year, in at least the amount to secure the CDBG loan.
9. Prior to the initiation of a rental rehabilitation project (including vacant rehab and conversion projects), the property owner must agree, in writing, to:
  - a. Limit rents as adopted by the Grantee (see Appendix B) The Grantee will review and amend these levels annually.
  - b. Rent to low- or moderate-income families for five years or the term of the loan, whichever is less.
10. All tenants in rehabbed units must be documented as LMI. The Grantee must develop and implement an annual verification of LMI occupancy. The annual verification must document that:
  - a. The rents being charged comply with the terms of the loan; AND
  - b. The original tenant continues to reside in the unit; or
  - c. The tenant who is different since the last verification, met LMI income levels at the time of occupancy. The property owner must be made aware that it is his/her responsibility to verify the income of any new tenants that come in during the term of the rehab agreements. However, it is the Grantee's responsibility to keep this evidence on file.

**If the conditions of a rehabilitation loan to owners of rental property are violated, the loan will be immediately due and payable, at conventional interest rates.**

**Because a tenant's income increases and exceeds the current LMI income limits is NOT a reason for eviction.**

11. The property cannot be scheduled for sale, acquisition, or demolition.

12. Notices

- a. No tenants will be permanently displaced as a result of rehab to a renter-occupied property. As soon as a landlord applies for assistance, all tenants of the property to be rehabilitated in whole or part with CDBG funds must receive written notice that the rehabilitation work is going to take place. All tenants will receive both an initial "General Information Notice"(Chapter XII, page 19) at the

time of the property owner's loan application, and a "Notice of Nondisplacement" (Chapter XII, page 64) upon loan approval.

The notice must inform them that they are not being displaced by the rehabilitation activity, and that any tenant who moves as a result of the rehabilitation will NOT be eligible for relocation payments. Evidence of the delivery of those notices must be included in each project file.

- b. All tenant households residing in a unit built prior to 1978 MUST receive a copy of the lead-based paint hazard brochure. Evidence of the delivery of that form must be included in each project file.
13. Repayment of installment rehab loans must begin within 60 days of the initiation of the rehab. Loans to landlords and/or developers must be repaid in monthly or quarterly installments.

### C. ACQUISITION/RELOCATION

Under unusual circumstances, the Grantee may choose to acquire dilapidated dwellings using CDBG funds. CDBG funds may be used to pay all displacement and relocation costs due to the occupants, and to demolish the structures.

1. Properties will be acquired in accordance with all state and federal requirements: namely, 24 CFR 42, and related portions of Wisconsin Statutes Chapter 32. Copies (or summaries in simplified formats) of these regulations must be available for public review. Appropriate forms and brochures must be made available, as required, and explained to interested persons by the Program Administrator.
2. If, in conjunction with the DHCD Environmental Desk, it is determined that a site or the structure on it has potential historical significance, that site and/or structure will be dealt with in a manner acceptable to the goals of this Program and with due consideration to Section 10b of the National Historical Preservation Act of 1966, and Executive Order 11593. Units will not be moved or demolished without prior notification and approval of the Historical Society.
3. As a general rule, dwellings will not be rehabilitated if they are structurally unsound or if the combined total of the present value of the structure and the cost of rehabilitating the structure exceed the after-rehabilitation fair market value of the property. Dependent on available funding, such structures may be demolished and the sites prepared for alternative use with as little disturbance to the site as practicable.
4. Funds from sale of the acquired property will be deposited into the revolving loan fund and may be used to finance other acquisition/demolition projects consistent with the most current Implementation Handbook.

### D. HOMEBUYER PROGRAM

1. CDBG funds may be used to pay reasonable closing costs and to provide up to 50% of the required downpayment costs, not to exceed 10% of the purchase price of the home. All downpayment loans must be matched 1:1. The matching downpayment may be from *other grant funds or the homebuyer's contribution*.

2. Eligible closing costs include:
  - Loan origination fees
  - Loan discount points
  - Appraisal costs
  - Credit report
  - Title search and preparation charges
  - Title insurance
  - Transfer fees
  - Recording costs
  - Surveyor charges

A maximum may be imposed on the amount of closing costs paid based on the average local lending costs for similar type loans.

3. Every homebuyer applicant must contribute at least \$1,000 of their own funds towards the purchase of the property.
4. Every homebuyer applicant must receive pre-purchase education in the following areas: (check Chapter XIII forms, page 109)
  - a. Homebuyer Education
  - b. Basics of the Home Purchase Process
  - c. Post-purchase Expectations
5. Typically, CDBG funds should NOT be used for downpayment and closing costs when the interest rate on the home purchase loan is 2% above the average local lending rate for similar types loans.
6. Loans should be structured to be affordable for LMI households. ALL HOMEBUYER PROGRAM PROJECT FILES MUST CONTAIN A SIGNED AND COMPLETED "HOMEBUYER LOAN CALCULATION" FORM (Chapter XII, page 56)
7. Homebuyer loans (rehab and/or downpayment and closing costs) are intended to be awarded ONLY to LMI tenants. Homebuyer loans may be awarded to LMI households currently owning a house only under exceptional situations. Grantee must receive written authorization from DHCD before awarding homebuyer funds to a current LMI owner-occupant.
8. If a tenant is displaced as a result of a homebuyer loan, the tenant must receive applicable relocation payments.
9. All homes purchased under the Homebuyer Program must meet Section 8 Housing Quality Standards at the time of purchase or receive a rehab loan that will bring it up to HQS within six months of purchase. The program will not help purchase houses in need of major/substantial rehab work.

**The property to be purchased and/or repaired must be either owner-occupied, occupied by the purchasing tenant, or vacant at the time of purchase. The property to be purchased may not be in the floodplain.**

#### **E. HOMELESS ASSISTANCE**

The Grantee may provide rehabilitation funds to organizations supplying emergency and/or transitional shelter for homeless persons (including victims of domestic abuse). The funds will be provided as a 0% deferred payment loan to non-profit or government agencies, or as a 0% installment loan to private owners. Deferred payment loans will be repaid when the building ceases to be used as a shelter for homeless persons or when the agency no longer owns the building, whichever comes first. Zero percent loans will be repaid on a monthly basis over a time period which is agreeable to both the Grantee and the owner. Loan funds may be used for basic rehabilitation. With prior state approval, loan funds may also be used for additions to the structure to alleviate documented overcrowding.

#### **F. HANDICAPPED ACCESSIBILITY**

The Grantee may provide rehabilitation funds for handicapped accessibility improvements.

1. Funds will be provided with terms identical to the owner-occupied loans.
2. Improvements are generally limited to those necessary to permit all household members reasonable access to the entire area of the dwelling unit.
3. The homeowner must present sufficient documentation of physical impairment.
4. Handicapped accessibility improvements may be made **ONLY** if the occupant's household income meets the Section 8 guidelines.

### **IV. ELIGIBILITY REQUIREMENTS**

**All projects will be administered in accordance with the most recent CDBG Housing Implementation Handbook as posted on the Department website.**

#### **A. LMI BENEFIT**

1. All occupants directly benefiting from a CDBG housing rehabilitation program must be at or below the appropriate Section 8 income limit for their county.
2. Section 8 income levels, as established by the Department of Housing and Urban Development, define low and moderate incomes (LMI) and must be used for this program.
3. Occupants of a dwelling unit who will be displaced as a result of a CDBG-funded project need not meet Section 8 income guidelines to receive acquisition or relocation payments.

#### **B. INCOME VERIFICATION**

1. Income Definition

For the purpose of calculating income, you must use the following definition:

Total household income shall include all income sources from all members of the household who are at least 18 years of age. Annual household income includes, but is not limited to:

- a. The gross amount, before **ANY** payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses;
- b. The net income from the operation of a business or profession, or from rental of real or personal property (depreciation on buildings and/or equipment must be added back into the income amount);
- c. Interest and dividends;
- d. The full amount of periodic payments received (including for minor children) from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
- e. *Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;*
- f. Public assistance. If the public assistance payment includes an amount specifically designated for shelter and utilities, which is subject to adjustment by the public assistance agency, in accordance with the actual cost of shelter and utilities, the amount to be included as income shall consist of:
  - ✓ The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus
  - ✓ The maximum amount which the public assistance agency could in fact allow the household for shelter and utilities;
- g. Periodic and determinable allowances, such as alimony and child support income, and regular contributions or gifts received from persons not sharing the household;
- h. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the household) who is the head of the household or that person's spouse.

## 2. DEDUCTIONS

You may deduct from the calculated annual income the following:

- a. The earned income of any household member (other than the household head or spouse) who is under 18 years of age, or is a full-time student (under 22 years of age);
- b. any nonrecurring temporary income such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains, one-time tribal profits, and settlement for personal property losses;
- c. child support payments made and expected to continue for at least one year;
- d. income received for the care of foster children or foster adults;
- e. income of live-in aides;

- f. income from HUD training programs;
- g. income from educational scholarships paid directly to the student or educational institution;
- h. income from the government to a veteran for the use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student;
- i. special pay to a household member serving in the armed forces who is exposed to hostile fire;
- j. amounts specifically excluded by any other federal statute from consideration as income;
- k. amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- l. amounts received by a disabled person that are disregarded for a limited time for the purposes of SSI eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- m. regularly recurring medical expenses, for a chronic medical condition which is not covered by insurance, and which may reasonably be expected to continue;
- n. annual rent credits or rebates paid to senior citizens by government agencies;
- o. relocation payments under Title II of the Uniform Act;
- p. face value of food stamps;
- q. payments received from VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, or senior companions;
- r. payments received under the Job Training Partnership Act;
- s. earned income tax credit refunds;
- t. reimbursements for the costs of medical expenses;
- u. assets;
- v. adoption assistance payments;
- w. amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home;

3. It is important to treat all applicants fairly when calculating income. Income may be calculated by any one of the following methods:
  - a. verifying an applicant's income from the previous year
  - b. projecting an applicant's income for the next 12 months based on their average income for the most recent 3 months
  - c. using the average income from the last 6 months and adding to it the projected income for the next 6 months (based on the current month's income)
4. Whenever possible, the occupants' most recent tax return must be used to verify that all sources of income have been considered in the income calculation. Current documentation, such as pay stubs, must be on file to document the actual amounts of all identified sources of income.
5. Household size includes all full-time household members, foster children, and other minor children who reside in the household for more than 50% of the year.
6. Use the following formula to calculate business profit/loss for applicants who are self employed:

Gross regularly recurring income  
- (minus) total expenses  
+ (plus) depreciation  
= (equals) business profit

**INCOME MUST BE VERIFIED WITHIN SIX MONTHS OF LOAN CLOSING.**

#### **C. LMI owner-occupied housing**

1. To be eligible for a rehabilitation loan, an applicant must be an owner-occupant or land contract buyer.
2. The applicant's income shall not exceed the income levels set forth in Appendix A. These income levels represent 80% of the county's median income.

#### **D. LMI renter-occupied housing**

Vacant rental units or those occupied by households who meet the low- to moderate-income criteria set forth in Appendix B may be rehabilitated under the following conditions:

1. The owner agrees to rent only to households who meet the low- to moderate-income criteria as set forth in Appendix B.
2. The owner agrees to maintain the rents at or below the limits established in Appendix B for five years or the term of the loan, whichever is less.

3. If the unit is occupied, the tenant must also agree to income verification.

#### E. Additional eligibility requirements

1. Land Contracts. For the purpose of the Program, the term "land sales contract" refers to any transaction, regardless of the nomenclature by which it is known, in which the purchaser obtains fee simple title to the property only by completing a series of installment payments over a period of years. In order for a purchaser under a land sales contract to be eligible for a housing rehabilitation loan, the following requirements must be met:

- a) The contract must be a written, legally binding, properly recorded instrument relating to the property to be rehabilitated.
- b) The seller of the property must hold fee simple title to the property and, while the contract is in good standing, must be unable to use the property for collateral or to convey the property to any other party unless such use for collateral or conveyance of fee simple title is subject to the contract.
- c) Under the contract, the seller and any subsequent holder of the fee simple title to the property must be obligated, without qualification, to deliver to the purchaser fee simple title and a deed to the property upon full payment of the contract price, or some lesser amount.
- d) Under the terms of the contract, the purchaser must have full use, possession and quiet enjoyment of the property; equitable title to the property; and full rights of redemption for a period of not less than 60 days.
- e) The purchaser must be legally able to mortgage, pledge or assign equitable title to the property to the Grantee, as required by the loan security provisions as set forth in this handbook. If, under the terms of the contract, the purchaser may only make such mortgage, pledge or assignment with the seller's consent, the purchaser must obtain such consent from the seller in a written and recordable form.

2. Life Estate. Persons occupying a dwelling unit under a life estate agreement are eligible for a CDBG rehab loan under the following conditions:

- a) The person(s) occupying the dwelling to receive CDBG rehab must be LMI.
- b) The life estate agreement terms must be written, signed and recorded.
- c) The owners of the dwelling must agree, in writing, prior to the initiation of the rehabilitation, to repay the loan when the dwelling ceases to be the principal place of occupancy of the current occupant.
- d) ALL parties of the life estate (occupants AND owners) must sign the mortgage and the note.
- e) The CDBG loan is treated as an owner-occupied loan.

3. Property Taxes and Insurance. Property taxes must be paid up to date before any rehabilitation work can begin. The unit owner must have adequate insurance coverage to cover the property improvements after rehabilitation.
4. Title and Mortgage Verification. A letter report shall be obtained to provide evidence to the Program Administrator of title and the amounts of mortgages or liens on the property. The Program Administrator shall review the evidence of title and the mortgage and lien amounts to determine if the title is proper and that there is sufficient mortgage-free investment by the owner to insure payment of the loan. The cost of this report shall be added to the loan amount.
5. Work Completed Prior to Application Approval. No work undertaken, whether completed or incomplete, no materials ordered, and no contracts entered into prior to the approval of the loan application by the Grantee, will be eligible for payment with CDBG funds.

#### F. Conflict of interest

Elected/appointed officials, municipal employees or consultants involved in the decision-making processes of the program are not eligible to receive housing rehabilitation assistance through the program either for themselves, or for those with whom they have family or business ties, during their tenure or for one year after.

- a. For purposes of the CDBG housing program "family" means:
  - Spouse
  - Fiancée/Fiancé
  - Children and Children-in-Law
  - Brothers and Brothers-in-Law
  - Sisters and Sisters-in-Law
  - Parents and Parents-in-Law
  - Anyone who receives more than 50% of their support from the person (e.g., adopted child, foster child)
- b. 24 CFR Part 570.489 (h) specifies the requirements for CDBG grantees with respect to Conflict of Interest. Also, read ss. 946.13, Wis. Stats and ss. 19.59, Wis. Stats. Loans or grants made without the appropriate conflict of interest clearance may be required to be repaid to the program by the grantee. **In no case may the Grantee's Chief Elected Official receive a CDBG loan.**
- c. An exception to the requirement (Waiver of Potential Conflict of Interest) may be requested from the Division of Housing and Community Development. Prior to submitting the request, public disclosure of the conflict must be made. An opinion must be obtained from the Municipal Attorney stating that the interest for which the exemption is sought would not violate state or local law.
- d. Use the following steps to determine a potential conflict of interest:

- i. Identify "covered persons" for your CDBG program.
- ii. Add conflict of interest question to your CDBG application. All conflict of interest questions must be answered.
- iii. Inform applicants with potential conflict of interest that their name will be disclosed at the loan approval committee meeting.
- iv. Add "disclosure of potential conflicts of interest" as a standing item on your loan approval committee agenda. This item should be added to FOLLOW loan approval.
- v. Approve ALL loans by number and contingent on waiver of any potential conflict of interest. The covered person should not attend this meeting.
- vi. After loans have been approved, disclose the names and the nature of the conflicts of interest (type of family or business tie) for applicable approved loans. DO NOT disclose loan number or proposed work.
- vii. Ask all in attendance at the loan approval meeting if there are any objections to awarding the loans in question.
- viii. The Grantee's attorney must certify that the identified potential conflict would not violate state or local law (see Chapter XIII, page 107), Request for Exception to Conflict of Interest Provision, specifies the format for that certification.
- ix. Submit "REQUEST FOR EXCEPTION TO CONFLICT OF INTEREST PROVISION" **on municipal letterhead**, signed by your attorney, and the agenda and minutes of the meeting to Division of Housing and Community Development.
- x. DO NOT sign any loan closing documents until you have received approval from DHCD.

e. Conflict of Interest Application Information

The following question must be made a part of the initial loan application form:

Do you have family or business ties to any of the following people?

Yes                       No

If **yes**, disclose the nature of the relationship.

*(Complete chart identifying the covered people by name. \*)*

Names of covered persons	Relationship

- \* Covered persons include any person who is an employee, agent, consultant, officer, or elected or appointed official, of the grantee who exercises, or have exercised, any functions or responsibilities with respect to the CDBG housing activities, or who are in a position to participate in a decision-making process or gain inside information with regard to housing activities, either for themselves or those with whom they have family or business ties, during their tenure in the position or for one year thereafter.

## F. ELIGIBLE PROPERTIES

1. To be eligible for a rehabilitation loan, a property must be located within the grantee's municipal limits. A property with delinquent taxes, or significant liens or judgments encumbering it, is not eligible for the program. The property must be a permitted and/or conforming use in accordance with the municipal zoning ordinance.
2. Financial assistance generally should not be approved if the total of the existing indebtedness in the property plus the total value of the financial assistance to be provided would exceed 100% of the property's fair market value, after rehabilitation.
3. CDBG funds may be used to rehabilitate mobile homes ONLY if the mobile home will be taxed as real property following the completion of the rehabilitation. The mobile home must be:
  - a. Owned by the same person who owns the property on which it is located
  - b. On a permanent foundation
  - c. Hooked up to public or private utilities

Mobile Homes. All mobile homes are excluded from the program except that "tie downs" are an eligible CDBG expense. Mobile homes shall be defined as any unit exempted from property taxes as exempted in 70.112(7) of the Wisconsin Statutes and further defined in 66.058(e) of the Statutes. That definition is as follows:

A mobile home is that which is or was originally constructed or designed to be transported by another motor vehicle upon a public highway and equipped and used for sleeping, eating and living quarters, or is intended to be so used; and includes any additions, attachments, annexes, foundations and appurtenances, except that a house trailer is not deemed a mobile home if the assessable value of such additions, attachments and annexes, foundations and appurtenances equals or exceeds 50% of the assessable value of the house trailer and shall be occupied on a year-round basis.

## G. ELIGIBLE WORK

All rehab programs should bring participating units up to Section 8 Housing Quality Standards whenever possible. **The HQS Inspection form must be used on all initial inspections.** CDBG projects will not be required to bring the unit to HQS but use of the form should facilitate the prioritization of the work needed. The grantee must prioritize the rehab work to be done so that the most severe health and safety problems are corrected first.

1. In general, eligible rehab activities include **only work necessary** to put the property into a decent, safe, and sanitary condition
2. Hazard mitigation activities such as the construction of "safe rooms" and the securing of fuel tanks to reduce damage and fire risk from floods are eligible CDBG rehab activities.
3. All activities must take place within the grantee's jurisdictional boundaries.
4. At least 75% of the units in a structure being rehabilitated with CDBG funds must be occupied by LMI families. For example, a six-unit structure being rehabilitated with CDBG funds must have at least five units occupied by LMI families ( $6 \times 75\% = 4.5$ ). If the 75% occupancy guideline is met, the grantee may fund the rehabilitation of all common areas of the structure (e.g., roof, siding). The grantee may not rehabilitate non-LMI units.

Exception: The Grantee may fund rehab of all common areas of a duplex if at least one of the units is LMI occupied. If one unit is vacant, the other one must be rented to an LMI tenant.

5. CDBG funds may be used to demolish an outbuilding(s) if it is in such poor condition to be considered a health and/or safety hazard.
6. Generally speaking, repairs to outbuildings are ineligible housing rehab activities. However, CDBG funds may be used to rehab the roof or any painted/stained/varnished component on such a building(s), e.g., a garage, if ALL of the following apply:
  - There is deteriorated paint on the outbuilding and testing confirms the presence of lead-based paint.
  - The dwelling unit on the same property is being rehabbed and will be at least decent, safe and sanitary when the work is completed (you may not rehab **just** the outbuilding).
  - The outbuilding is structurally sound and is suitable for rehab.

The purpose of rehab of an outbuilding is to eliminate lead based paint hazards. As such, window units that need to be replaced, shall be replaced with a single pane window unit with no screen or storm. The exterior of outbuildings shall be scraped and painted. New siding may be installed only if the dwelling unit needs new siding. The \$30,000 maximum also applies to a project that includes the rehab of outbuildings.

7. Central air conditioning may be installed upon presentation of a doctor's statement of need. Existing central air may be repaired or replaced as part of a rehabilitation activity.
8. All housing units which are rehabilitated in whole or part using CDBG funds must have an adequate number of functioning, properly placed smoke detectors. The purchase and installation of smoke detectors is an eligible CDBG expense.

Smoke detectors must be placed:

- a. In the basement
- b. At the head of every open stairway
- c. At the door on each floor leading to every enclosed stairway; and
- d. Either in each sleeping area of each living unit or elsewhere in the unit within 6 feet from the doorway of each sleeping area and not within kitchen
- e. For all tenant occupied units of more than two units all smoke detectors in stairways, corridors and other public places in the building shall be directly and permanently wired to a proper unswitched circuit

## H. INELIGIBLE WORK

**CDBG FUNDS MAY NOT BE USED TO PAY FOR THE SAME REHAB WORK TWICE!**

Ineligible rehab activities include work which is not necessary to put the unit into decent, safe, and sanitary condition. Financial assistance under this Program shall be not available for:

1. New construction, expansion of the size of the structure, the rehabilitation of uninhabited space, or the finishing of unfinished spaces, except as required to eliminate overcrowding of bedrooms (per Housing Code), to floodproof the home, or for handicap accessibility.
2. Cosmetic only landscaping, furnishings, appliances, and repairs to accessory buildings, freestanding garages or sheds are typically considered to be ineligible housing rehab activities.
3. Typically, CDBG funds should not be used on a structure that has been determined to be "unsuitable for rehabilitation." A unit is unsuitable for rehabilitation if it would cost more than 50% of the after-rehab value of the property to carry out all needed rehab activities. **In any case prior consultation and written approval from Commerce is necessary.**
4. CDBG funds may NOT be used to reimburse property owners for work which has been contracted for or completed prior to the property owner signing agreements with the grantee.
5. CDBG funds may not be used for the labor costs:
  - a. of any household member,
  - b. of any non-insured person/contractor,
  - c. of any non-licensed person/contractor, or
  - d. of any person/contractor that does not submit a bid.
6. Rehabilitation work that was completed and not submitted for environmental review, but would otherwise have required additional ERR compliance, will be identified as "ineligible" and the funds will be reimbursed to the program by the Grantee.
7. Materials, fixtures, equipment or landscaping of a type or quality which exceeds that customarily used in properties of the same general type as the property to be rehabilitated.
8. Appliances, except as required for handicapped accessibility.
9. Purchase, installation or repair of furnishings.
10. Automatic garage door opener unless required for handicapped accessibility.
11. Payment for previous repairs (except emergencies)
12. Accessory buildings, garages or sheds unless prior approval from DHCD is received.
13. CDBG funds may not be used for rehab work on properties in a floodplain unless the municipality participates in the National Flood Insurance Program. A permanent record of the work done on the property must be maintained by the grantee. CDBG funds may not be used to make the same flood-related repairs in the future.

## V. APPLICATION PROCEDURES

### A. HOUSING APPLICATION FORMAT

The Grantee will maintain a record of all applicants and beneficiaries of CDBG funds.

All applications for assistance with CDBG funds must include at a minimum:

1. applicant's name and address
2. occupant's name and address
3. rehab address
4. requested rehab
5. age of property
6. number of children in the household and their ages
7. marital property statement
8. racial, ethnic, and gender characteristics of the head of household – or option not to answer
9. conflict of interest question
10. qualified alien question

### B. LOAN PRIORITY

1. The Program Administrator will review and evaluate loan applications for eligibility.
2. Generally, loan applications will be processed on a first come first served basis. The order in which applications are sent to the Housing Committee is dependent upon the nature of the proposed and the response from contractors.
3. Applications for emergency work take priority over all other applications. For the purpose of prioritizing applications, emergency work means work that is necessary to correct an immediate threat to health or safety. While addressing lead-based paint is NOT an emergency by itself, addressing lead-based paint in a home with a lead poisoned child is an emergency.
4. Grantees may, at their discretion, adopt additional criteria for prioritizing rehab loans. If the grantee chooses to add additional prioritizing criteria, the Department of Commerce must be notified. Grantees may NOT use age of the applicant to prioritize an application.

### C. LOAN APPLICATION PROCESS

1. Property owners interested in obtaining a CDBG loan to rehabilitate their property may obtain an application form and information concerning the program from the Program Administrator.
2. Each prospective applicant who expresses an interest in participating in the Program will make an appointment for an interview with the Program Administrator. During the initial interview, the prospective applicant will be informed of financial, insurance, and other information needed. The Program will be explained in detail and the prospective applicant will be furnished written information concerning the requirements for a housing rehabilitation loan.

3. The Program Administrator will assist property owners, as necessary, in completing applications.
4. The property owners shall submit the application and supporting information to the Program Administrator. All personal financial information shall be kept confidential.
5. The prospective applicant will authorize requests for eligibility verification.
6. No loans will be made which are in conflict with ss.946.12, Wis. Stats (Private interest in public contract prohibited).

#### **D. VERIFICATION OF INFORMATION**

After the initial interview has been held, the Program Administrator will verify the information provided regarding the applicant's income, and nature and extent of ownership interest in the property for which the loan is being sought.

#### **E. PROPERTY INSPECTIONS**

1. All property must be inspected by a trained building inspector. The Program Administrator will arrange with the applicant for an inspection to be made of the property for which the loan is being sought.
2. It is expected that all inspection reports shall address ALL deficiencies in the dwelling unit, and should **use, at a minimum, the Housing Quality Standards (HQS) form.**
3. A list of detailed work specifications must be developed based on the initial housing inspection.
4. A written detailed report of the findings of all inspections must be included in each project file, and given to the applicant.
5. A cost estimate of the work required or proposed to be done will be prepared. The cost estimate will serve as a basis for determining the approximate amount of the loan and then as the basis for determining if the bid or bids for the rehab work are reasonable.
6. If the total estimated cost of the work exceeds the amount of the loan for which the applicant qualifies, funds available, or the applicant's financial ability to do all the work, the CDBG staff and the applicant will modify or eliminate items of work to reduce the estimated cost. However, items necessary to bring the unit up to a decent, safe and sanitary condition will not be eliminated in favor of unessential rehab items. After a satisfactory bid has been obtained, an agreement will be reached between the staff and the applicant regarding the extent of the rehabilitation work required and/or proposed to be performed.
7. Initial inspection fees will be paid out of the program's administration account for all loan applicants that are not funded. Otherwise, loan recipients will be required to pay all program inspection fees and filing fees associated with getting a housing rehabilitation loan. The fees are an eligible loan expense.
8. For purposes of environmental review, if the age of the structure is not known, it must be assumed to be over 50 years old.

9. The initial and final inspection reports must include a line specifically noting the condition of the paint on all impact, friction and accessible surfaces, as well as the presence of smoke detectors.
10. A thorough inspection of the work must be completed prior to authorizing the payment of funds for the rehabilitation.
11. All projects files must contain a FINAL INSPECTION CHECKSLIST (Chapter XIII, page 42)

#### **F. NOTICE OF ELIGIBILITY/INELIGIBILITY**

When the application information is reviewed and verified by the Program Administrator, a Notice of Eligibility will be sent to the applicant, who must then contact the community development office by the date specified. If the application is rejected by the Administrator, a Notice of Ineligibility will be sent to the applicant to explain the determination.

**THE CDBG HOUSING COMMITTEE MAY ESTABLISH A LOAN MAXIMUM AMOUNT FOR REGULAR REHAB ACTIVITIES. NO MAXIMUM MAY BE IMPOSED ON LBP RELATED WORK.**

#### **G. COMPLAINT PROCEDURE**

An applicant may appeal the decision of the CDBG Housing Committee by submitting, in writing, a request for reconsideration and the reason for the request. If the committee again determines the applicant to be ineligible, the municipal board will hear the appeal and make the final decision.

All applicants must receive written information about the complaint procedure. The project file must contain documentation of receipt of the complaint process information.

## VI. BIDDING AND CONTRACTING

### A. BIDDING

The grantee will prepare a cost estimate to accompany the work specifications. This cost estimate will be used to evaluate the appropriateness of the bids submitted for the project.

Each project file must contain authorization by the homeowner of the selected bid(s). CDBG does not consider the signature of the homeowner on the rehabilitation contract to be approval of the selected bid(s).

1. Based on the work write-up, bids will be obtained from **at least three** qualified contractors, whenever possible.
2. **Bids MUST be submitted directly to the Program Administrator by the contractor.**
3. The administrator shall provide the homeowner with copies of all bids received by the specified bid submission date and time.
4. Bids must be requested in the form of "labor and materials". "Time and materials" bids are permitted ONLY with prior written permission from the Department of Commerce.
5. The property owner may select a bid that is within 10% of the lowest responsible bid. The property owner may choose a contractor who submits a higher bid only if the property owner agrees to pay the difference between the lowest responsible bid and the chosen bid.

### B. CONTRACTS

The CDBG program administrator may assist the property owner in obtaining bids and may make recommendations concerning the award of contracts. **The contract shall go the lowest and most responsible bidder.** If the property owner selects a contractor, and if the contract price is higher than the bid price of the lowest responsible bid, the committee may require the property owner to pay the additional contract amount.

The rehabilitation contract shall be between the property owner and the contractor.

### C. CHANGE ORDERS

In the event the contract needs to be adjusted from the amount originally approved, the Program Administrator will complete a change order approval form. The Program Administrator, the homeowner and the Contractor must all sign the change order. No additional work will be paid for with CDBG funds without a fully executed change order.

### D. WORK BY APPLICANT

1. Homes built before 1978

The Wisconsin Department of Commerce, does not recommend that CDBG pay for materials for a homeowner to do his/her work on any home, but especially on homes built before 1978. If extenuating circumstances make this a preferred option, the following MUST be observed if ANY work will break a painted surface on a house built before 1978:

- a. ALL workers on the site must have completed at least the lead-safe worker training course.
  - b. The homeowner must pay for the course himself/herself. CDBG Housing funds may not be used.
2. If the applicant elects to act as his or her own contractor, the applicant must demonstrate to the satisfaction of the CDBG Housing Committee that he or she is capable of performing the work and will complete the work in a timely fashion. If accepted, the applicant will sign the Borrower Labor Agreement. The agreement must contain a bid for each subcontracted item. **The homeowner will not be reimbursed for his/her labor.**
3. The Borrower-Labor Agreement MUST include:
- a. An itemized list of the necessary materials for the repair. The list must include product name(s), store of purchase, and cost of each item necessary for the repair. Payments to the homeowner will be made after the work is completed and inspected.
  - b. An identification of all paint hazards.
  - c. A clear statement that no untrained persons can be within 10 feet of the work site until it has passed clearance for lead-based paint.
  - d. A Breach of Condition clause that instantly terminates the Borrower-Labor Agreement if:
    - Any untrained persons are within 10 feet of the work site
    - Any applicable permits or lead-safe work practices are violated
    - A statement that if the Borrower-Labor Agreement is terminated:
      - All work must cease immediately upon notification.
      - The Grantee will hire a trained contractor to complete the work and add that amount to the homeowner's mortgage.
  - e. The CDBG Administrator or the Grantee must document **daily**, unannounced site visits to verify compliance with lead-safe work practices and the Borrower-Labor Agreement. It is recommended that the original mortgage include enough funds to hire a contractor to finish the project if it becomes necessary. If the homeowner completes the work satisfactorily, the mortgage can be adjusted to reflect the lesser amount.

## E. WORK PERFORMANCE

NOTE: *All work will be performed in accordance with "A Working Guide to Lead-Based Paint Regulations in Wisconsin."*

All work will be performed in accordance with local municipal housing codes and other standards of acceptable performance.

In all pre-1978 units where the rehabilitation activities will disturb painted surfaces, the rehab must be designed to prevent lead dust from being disbursed to other areas of the unit.

In any unit where rehabilitation activities will remove a product suspected to contain asbestos the work must comply with state and federal asbestos removal requirements. Only contractors certified by the Wisconsin Department of Health Services may remove asbestos-containing products. The rehab will be designed to limit release of asbestos fibers and ensure disposal in an approved landfill. Performance specifications will be provided by the community development office for the rehabilitation work.

#### **F. CONTRACTOR INSURANCE**

The Contractor shall submit to the Program Administrator proof of insurance prior to starting any work. The policy must have comprehensive liability; a minimum of \$300,000 bodily injury and \$100,000 property damage coverage.

### **VII. DISTRIBUTION OF FUNDS**

#### **A. LOAN CLOSING PROCEDURES**

On the loan closing date the Program Administrator will meet with the applicant to:

1. Review all documents involved in the loan and secure the applicant's signature on:
  - a. the Rehabilitation Contract and the contractor's Notice to Proceed,
  - b. the Mortgage and note,
  - c. the Truth-in-Lending Disclosure Statement,
  - d. the Notice of Right of Rescission and provide the applicant with two copies,
  - e. the Authorization to Terms and Conditions of Loan,
  - f. if a rental, Commitment of Landlords to Rent to LMI families.
2. Receive the applicant's proof of insurance for the file.
3. Provide applicant and tenants, if a rental, of any property built before 1978 with a copy of "Protect Your Family From Lead In Your Home."
4. Explain the repayment of the loan and, if applicable, establish the address to which installment payments are to be sent.

## B. PAYMENTS

**IN NO CASE MAY CDBG FUNDS BE PAID OUT TWICE FOR THE SAME WORK**

1. Upon receipt of a completed Contractor's Payment Request, the Program Administrator shall approve and make payment to the contractor in an amount not to exceed 80% of the amount due the contractor for work satisfactorily completed. The remainder due the contractor shall be withheld pending satisfactory completion of the rehabilitation project.
2. Payment may be made to a contractor **ONLY** after a Contractor's Payment Request has been completed and signed by all parties (see Chapter XIII, page 52)
3. Payment may be made for work done or materials purchased and on site only—**NO ADVANCES.**
4. Each request for progress payment shall contain:
  - a. The contractor's certification that the work for which the progress payment has been requested has been performed in accordance with the terms of the contract.
  - b. Certification by the CDBG inspector that necessary inspections have been made and the work has been satisfactorily performed in accordance with the contract.
  - c. The signature of the CDBG applicant denoting approval of the work for which payment is requested.
  - d. Lien waivers for all work and materials.
5. For contracts of less than \$2,000, a single payment shall be made to the contractor upon satisfactory completion of the work. For contracts greater than \$2,000, partial payments may be made to the contractor. The committee may require the contractor to post Performance and/or Payment Bonds if deemed necessary.
6. Payment to contractors must be in the form of a **two-party check made out to the contractor and the property owner.**
7. In the event a dispute arises between the applicant and the contractor, the Program Administrator, with approval of the CDBG Housing Committee, may make payments directly to the contractor, provided the work has been satisfactorily completed, the work is inspected and approved by the CDBG inspector, and the applicant signed "CDBG Loan Terms and Conditions at the loan closing.

The Wisconsin "Right to Cure Law" must be followed in the resolution of disputes. The brochure may be accessed online under this link  
<http://www.commerce.state.wi.us/SBdocs/SB-UdcRightCureBrochureV4.pdf>

8. When a contractor fails to begin all or a portion of a rehab project, the Grantee must notify the contractor, in writing, that if the project is not begun, or adequate progress made, by a

specified date, the contract will be cancelled. When no, or minimal, work has been done on a project, the entire project may be re-bid or awarded to the next highest bidder, and the mortgage securing the loan adjusted accordingly. It is recommended that language reflecting this requirement be included in the rehab contract.

9. The Program Administrator shall advise the applicant of any noncompliance in the rehabilitation work or of any incorrect invoice submitted by the contractor if the work completed is not in accordance with the requirements of the Rehabilitation Contract. The applicant, with the assistance of the Program Administrator, shall be requested to obtain appropriate corrective action from the contractor. **No payment shall be made on the rehabilitation contract until the contractor has satisfactorily completed the necessary action.**
10. The contractor must be given the opportunity to correct his or her work. If a contractor has demonstrated that he or she is not available to, or capable of, making the appropriate repairs in an adequate or a timely manner, another contractor may be brought in to make the required repairs.

When a second contractor is brought in to repair work done by another contractor, the additional cost of the repairs, if any, must be added to borrower's loan.

Where agreement can't be reached at the local level, the Department of Commerce reserves the right to make final decision.

11. Upon completion of all work, a request for final payment shall be made on the same form as required for progress payments and shall contain the same certification and signatures required for such payments. The contractor's final Request for Payment must include a lien waiver from the contractor, subcontractor and suppliers, and a copy of each warranty due the owner for the work. Prior to final payment, the Final Inspection Checklist must be completed and signed by the inspector.
12. Where work is done that triggers compliance with lead-based paint regulations, no payment may be made until the work passes clearance
13. When the property owner is financing part of the rehabilitation work, the property owner shall provide evidence satisfactory to the CDBG Housing Committee of his/her financial capability to do so. If the property owner is financing part of the rehabilitation work, payments to the contractor shall utilize the property owner's money first, and then CDBG funds.
14. If CDBG funds were paid out for work that was not properly done, or for work which had not been adequately inspected and approved, the Grantee must return the improperly issued amount to the CDBG program from the Grantee's general fund. CDBG funds (including CDBG-RLF) may not be used to repay the CDBG program.
15. The Grantee is responsible for paying to correct the work improperly done including additional cost resulting from work improperly done. **All corrective efforts will be coordinated through the Department of Commerce.**

**No payment may be made where the work to be paid for has not been completed properly.**

### C. TERMINATION OF REHABILITATION CONTRACT

A rehabilitation contract may be terminated under the following conditions:

1. **Poor work performance** by the contractor and the demonstrated inability to rectify the poor workmanship.

The cost of repairing poor workmanship and the higher costs of awarding the bid to the next lowest bidder shall be deducted from any amount owed to the initial contractor for work completed. In all cases the contractor shall be given the opportunity to rectify the problem before contract termination procedures are begun. The following procedures shall be used when negotiating a workmanship problem:

- a. A meeting shall be held at the job site with the contractors, homeowner, Program Administrator, and CDBG program inspector to attempt to come to a consensus regarding correction of problems.
  - b. On the second request for correction, the Program Administrator shall contact the contractor by certified mail notifying the contractor that the workmanship is still poor and specifying the areas that need to be addressed to satisfy the contract. The contractor shall be given a specific time limit by which to make the required repairs.
2. Causing undue damages to a homeowner/landlord's property and the inability or unwillingness to correct the damages. The cost of repairing damages will be deducted from any money owed the contractor for work already completed. If the amount owed is insufficient to cover the costs of the damages, the Program Administrator will assist the property owner in filing a claim against the contractor's insurance.
  3. The inability of the contractor to perform the work within the allotted time.
  4. Irreconcilable differences between the contractor and the property owner.
  5. The contractor requests to be removed from the contract. There will be no penalty associated with this request as long as the request is made within 30 days of receiving the Notice to Proceed.
  6. The contractor has been debarred, suspended, or is otherwise ineligible to work on federal contracts.

#### **D. CLOSEOUT PROCEDURES**

1. After all funds have been disbursed for the loan, the Program Administrator will prepare a closing statement which shall account for disposition of the CDBG loan. The original signed closing statement shall be retained by the Grantee and a signed copy shall be mailed to the applicant.
2. The Program Administrator shall review each project file following close out to determine if all documents have been properly executed and are contained in the file.
3. The Grantee will retain a permanent record of the work done on any unit located in the floodplain. CDBG funds may not be used to make the same repairs in the future.

## VIII. MORTGAGES

### A. LOAN SECURITY

It is the grantee's responsibility to ensure that CDBG housing loans are as secure as reasonably possible. To do this you must, at a minimum, do the following:

1. Document ownership of the property through, at a minimum, a letter report from an accredited title company.
2. Review outstanding mortgages to ensure that there is adequate equity in the property to cover the CDBG loan.
3. Verify that taxes and utility bills are paid.
4. Require the borrower to sign a mortgage and note for the amount of the loan.
5. Record the mortgage immediately after the mortgage and contract documents have been signed and the three-day rescission waiting period has expired.
6. Contact the borrower's insurance company to verify adequate insurance and to be listed as a mortgage holder of the property (obtain Certificate of Insurance to document this).

### B. SUBORDINATION

1. Homeowners who anticipate refinancing an existing loan and request that the Grantee subordinate its mortgage position, must submit in writing the following information:
  - a. The reason for the subordination request.
  - b. The name, address, and contact person(s) at the cooperating financial institution.
  - c. The new mortgage amount that would take precedence over the Grantee's mortgage.
  - d. Copies of estimates for any rehab/construction work being completed
2. The Grantee will, on a case-by-case basis, consider subordination requests for homeowners wishing to:
  - a. Refinance an existing mortgage to obtain a reduced interest rate.
  - b. Refinance an existing mortgage to obtain a comparable interest rate and extended payment terms.
  - c. Obtain a home equity loan for the sole purpose of rehabilitating their primary residence.
  - d. Refinance an existing mortgage as necessary to halt foreclosure proceedings by a bank or to halt tax deed proceedings by the county.
3. Typically, the CDBG Committee or Program Administrator will NOT consider requests for subordinations if ANY of the following apply:

- a. For consolidation of consumer debt, such as credit cards, automobiles or other “cash to homeowner” transactions, or for any home equity loans other than for the sole purpose of rehabilitating one's primary residence.
  - b. For any subordination that will put the Grantee's security interest in jeopardy, as determined by standard underwriting practice, unless required to halt foreclosure or tax deed proceedings.
  - c. For any subordination where the interest rate on the new loan is 2% above the average local lending rate for similar type loans.
4. Written requests for subordination agreements must be approved by the CDBG Committee. The subordination agreement must be drafted at the homeowner's expense by the cooperating financial institution or legal counsel.

## IX. REUSE OF FUNDS

The procedure for use of the repaid CDBG funds differs depending on whether or not the Grantee has an ongoing Community Development Block Grant Program. No more than 15% of repaid funds can be used for administrative expenses.

### A. ACTIVE CDBG GRANT

The funds shall be deposited into the Revolving Loan Fund account and will be used for housing rehabilitation in a manner consistent with the current Implementation Handbook and active CDBG contract. Repaid money shall be used prior to drawing down from the current contract budget. The Revolving Loan Fund Account shall be audited in the same manner and at the same time as regular CDBG funds.

### B. INACTIVE CDBG GRANT

The Program Administrator shall maintain the rehab account records, including:

1. The Revolving Loan Fund Accounting Journal.
  - a. All repaid funds shall be deposited into the working account and recorded in the Program Beneficiaries Data sheet and the rehabilitation obligation tracking journal.
  - b. Fifteen percent (15%) of repaid funds may be used for administration.
  - c. Interest earned on repaid funds shall be recorded in the Working Account.
  - d. Program earnings from non-rehabilitation activities (e.g., acquisition/ resale) may be used for any contracted housing activity.
  - e. Non-rehabilitation funds and administration funds shall be tracked separately.
2. The Working Account Journal.

The Working Account Journal will show payments as they are made for all rehabilitation activities. An annual report of all rehab account expenditures (the Housing Revolving Loan

Fund Activity Report) shall be submitted to the Division of Housing and Community Development.

**C. DISCONTINUED HOUSING REHABILITATION PROGRAM**

If the housing rehabilitation program is discontinued, the funds shall be temporarily deposited in the Grantee's general account and repaid to the State of Wisconsin, Department of Commerce, Division of Housing and Community Development, as provided in the CDBG contract.

APPENDIX 1

INCOME ELIGIBILITY LIMITS  
(effective 03/20/2007)

To be eligible for a Community Development Block Grant funded housing rehabilitation loan, an applicant's total household income must not exceed the following income limits:

<u>Household Size*</u>	<u>2007 (your county name) County CDBG Income Limits</u>
1	26,150**
2	29,900
3	33,600
4	37,350
5	40,350
6	43,350
7	46,350
8+	49,300

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\*Includes foster children and minor children who reside in the household at least 50% of the year

\*\*Use the income limits for your county

**APPENDIX 2**

GRANTEE RENT LIMITS  
(effective 12/07)

Unit Size	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom
With Utilities	\$ 300/mo	\$ 325/mo	\$ 350/mo	\$ 400/mo
Without Utilities	\$ 250/mo	\$ 275/mo	\$ 325/mo	\$ 375/mo

Rent limits must reflect local rent levels.

**HOUSEHOLD INCOME LIMITS**  
Effective February 2012

SIZE OF HOUSEHOLD									
COUNTY	CMI%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Adams	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250
Ashland	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250
Barron	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250
Bayfield	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250
Brown	30%	14,400	16,450	18,500	20,550	22,200	23,850	25,500	27,150
	50%	24,000	27,400	30,850	34,250	37,000	39,750	42,500	45,250
	80%	38,400	43,850	49,350	54,800	59,200	63,600	68,000	72,350
Buffalo	30%	12,750	14,600	16,400	18,200	19,700	21,150	22,600	24,050
	50%	21,250	24,300	27,350	30,350	32,800	35,250	37,650	40,100
	80%	34,000	38,850	43,700	48,550	52,450	56,350	60,250	64,100
Burnett	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250
Calumet	30%	15,500	17,700	19,900	22,100	23,900	25,650	27,450	29,200
	50%	25,800	29,450	33,150	36,800	39,750	42,700	45,650	48,600
	80%	41,250	47,150	53,050	58,900	63,650	68,350	73,050	77,750
Chippewa	30%	13,550	15,500	17,450	19,350	20,900	22,450	24,000	25,550
	50%	22,600	25,800	29,050	32,250	34,850	37,450	40,000	42,600
	80%	36,150	41,300	46,450	51,600	55,750	59,900	64,000	68,150
Clark	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250
Columbia	30%	14,700	16,800	18,900	21,000	22,700	24,400	26,050	27,750
	50%	24,500	28,000	31,500	35,000	37,800	40,600	43,400	46,200
	80%	39,200	44,800	50,400	56,000	60,500	65,000	69,450	73,950
Crawford	30%	12,600	14,400	16,200	17,950	19,400	20,850	22,300	23,700
	50%	21,000	24,000	27,000	29,950	32,350	34,750	37,150	39,550
	80%	33,550	38,350	43,150	47,900	51,750	55,600	59,400	63,250

These income limits are applicable to CDBG and other programs for client eligibility and reporting purposes.

**RESOLUTION NO. 12-040**

**RESOLUTION RELATIVE TO SIGNATURES ON ACCOUNTS**

**WHEREAS**, the City Clerk advises that it is necessary to update the Resolution Authorizing a change in the signatures on file; and

**WHEREAS**, the last time this work was completed, said signatures were authorized under Resolution No. 10-045 of the Common Council of the City of Portage.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Portage that effective September 17, 2012 the authorized signatures are as follows:

Kenneth H. Jahn – Mayor

Marie A. Moe – City Clerk

Jean E. Mohr – Interim City Treasurer

and that copies of their signatures be furnished on the standard forms to the financial institutions, designated as Public Depositories in the City Code of Ordinances, Section 2-446.

**DATED** this 11<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
Kenneth H. Jahn, Mayor

Attest:

\_\_\_\_\_  
Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
City Clerk

**RESOLUTION NO. 12-041**

**RESOLUTION RELATIVE TO EMPLOYMENT AGREEMENT WITH INTERIM CITY ADMINISTRATOR**

**WHEREAS**, the City of Portage desires to employ the services of Shawn Murphy as Interim City administrator; and

**WHEREAS**, attached to this Resolution is an Agreement establishing the conditions for employment.

**NOW THEREFORE IT IS HEREBY RESOLVED** by the Common Council of the City of Portage that the Mayor and City Clerk are hereby authorized to execute the attached Employment Agreement with Shawn Murphy.

**DATED** this 11<sup>th</sup> day of September, 2012.

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Kenneth H. Jahn, Mayor

Attest:

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Marie A. Moe, WCPC, MMC, City Clerk

Resolution requested by:  
Common Council

# EMPLOYMENT AGREEMENT

## INTERIM CITY ADMINISTRATOR

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of September, 2012 by and between the City of Portage (hereinafter “City”) and Shawn Murphy (hereinafter “Employee”);

**WHEREAS**, the City desires to employ the services of Employee as Interim City Administrator of the City of Portage and establish certain conditions of employment for Employee; and

**WHEREAS**, City desires to (1) retain the services of Employee (2) make possible full work productivity by assuring Employee’s morale and peace of mind with respect to financial security; and (3) provide a just means for terminating Employee’s services when City determines Employee’s services as Interim Administrator are no longer needed; and

**WHEREAS**, Employee desires to accept employment as Interim City Administrator of Portage;

**NOW THEREFORE**, the City and Employee agree as follows:

**Section 1. Duties.** City hereby agrees to employ Shawn Murphy as its Interim City Administrator to perform the following functions and duties: finance administration, including budgetary planning and EDA Grant, human resources, and to perform such other legally permissible and proper duties and functions as the Mayor and City Council shall from time to time assign. Employee shall maintain a time sheet with total number of hours worked, including a breakdown of hours worked per project.

**Section 2. Term.**

A. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of City to terminate the services of the Interim City Administrator at any time, subject only to the provisions set forth in this agreement.

B. Employee agrees to remain in the employ of City for a maximum term of six (6) months, commencing September 10, 2012. The City retains the right to terminate this Agreement without cause upon two weeks written notice to Employee at any time prior to the end of the six (6) month term.

C. In the event Employee wishes to voluntarily resign the position during the term of this Agreement, Employee shall give the City two weeks prior written notice of such

resignation, unless such notice is waived by the Mayor and City Council. Employee will cooperate in every way with the smooth and normal transfer to Employee's successor.

**Section 3. Compensation.**

A. City agrees to pay Employee an hourly wage of \$42.00 per hour, up to a maximum salary of \$7,200.00 per month, which equates to approximately 171.4 hours. Hours worked in excess of the limit shall be unpaid.

B. City agrees to contribute to Employee's retirement pursuant to the guidelines applicable for WRS limited term employees. Employee will not receive medical, life insurance, or any other benefits other than the retirement contribution from City.

**Section 4. Automobile Allowance.** Employee's duties require that Employee shall have the use of an automobile at all times during employment with the City to carry out the business of the City. City shall provide Employee with mileage reimbursement at the IRS rate when Employee uses his own personal vehicle for City business. Employee shall be responsible for paying for the commuting costs, insurance, operation, maintenance and repairs of his personal vehicle.

**Section 5. Hour of Work.** It is recognized that Employee may need to devote a great deal of time outside the normal office hours to business of the City, and to that end Employee will be allowed to take compensatory time off as Employee deems appropriate during the normal office hours, so long as the business of the City is not adversely affected. The City recognizes, too, that, as a temporary employee, Employee will not accrue vacation and sick leave. Accordingly, so long as the business of the City is not adversely affected, Employee may schedule his days of work and hours of work as Employee deems appropriate during the period of his employment to address personal business or in the event of illness.

**Section 6. Tools and Equipment.** City agrees to provide the tools and equipment necessary for the Employee to efficiently perform his duties.

**Section 7. Bonding and Indemnification**

A. City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

B. Employee shall be covered as an insured employee on the auto liability, general liability, and errors and omissions policies held by the City. These policies are provided and paid for by the City and will remain in effect for the duration of the Employee's employment. The City shall maintain current limits of coverage, subject to a reduction uniformly applied to all non-represented employees and officers.

C. City shall defend, save harmless, and indemnify the Employee against any tort, professionally liability claim or demand, or other non-criminal legal action, whether

groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Employee's duties as Interim City Administrator.

D. Employee will cooperate fully with the City in the settlement, compromise, preparation of defense, or trial of any such claim, action or suit. The City's obligation to defend, save harmless, and indemnify the Employee does not apply to cases, claims, or causes of action involving gross negligence or intentional actions that are illegal or motivated by malice or bad faith.

**Section 8. Severability.** If any part, term, or provision of this agreement is determined by a competent court of law to be illegal or in conflict with the laws of the State of Wisconsin, the validity of the remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement at the City of Portage, Columbia County, Wisconsin.

Dated this \_\_\_\_ day of September, 2012.

**CITY OF PORTAGE**

By: \_\_\_\_\_  
Kenneth H. Jahn, Mayor

By: \_\_\_\_\_  
Marie A. Moe, Clerk

Accepted this \_\_\_\_ day of September, 2012.

By: \_\_\_\_\_  
Shawn Murphy

## **Kids Day America Proclamation**

**WHEREAS**, the health and well-being of Wisconsin's children are the responsibility of each of us; and

**WHEREAS**, the safety of our children is a significant concern for parents, community leaders, and health care givers; and

**WHEREAS**, environmental welfare is of universal concern and deserves the utmost attention; and

**WHEREAS**, it starts in childhood, proper health, safety, and environmental habits can be maintained for a lifetime, producing a valued member of society and enhancing our community; and

**WHEREAS**, chiropractors across our nation have dedicated September 15, 2012 to the health and welfare of children everywhere; and

**WHEREAS**, Blau Chiropractic of Portage will hold a special event on September 15, 2012 which will include free spinal exams, information on disease prevention and health promotion, child activities and food as well as information on child safety, drug and environmental awareness;

**NOW THEREFORE**, I, Kenneth H. Jahn, Mayor of Portage, Wisconsin, do hereby issue this Special Tribute in recognition of **KIDS DAY AMERICA**.

Given under my hand this 4<sup>th</sup> day of September  
2012, at Portage, Wisconsin.

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Kenneth H. Jahn, Mayor

## REPORT REGARDING THE CARE AND MAINTENANCE OF SOLDIERS' GRAVES

To the County Clerk of Columbia County, Wisconsin:

We, the undersigned City Council of the **City of Portage** in said County, pursuant to Section 45.85 of the Wisconsin Statutes, do hereby report that the bodies of the following honorably discharged soldiers, sailors or marines, or the wives or widows of such, are buried in Silver Lake Cemetery in the City of Portage, Columbia County, Wisconsin.

We further report that the veterans' or veteran widows' graves have received proper and decent care under our direction and that no other provision for suitable care has been provided. WE ALSO FURTHER REPORT THAT NONE OF THESE GRAVES ARE COVERED BY PERPETUAL CARE.

### LIST OF NAMES

Ahrendt, Amelia	Fox, Mrs. O. C.	Meacher, Mrs. W.
Ahrendt, August	Fox, O. C.	Meacher, W.
Bacon, William H.	Giller, Marjorie	Meier, Siegfried
Bailey, Elizabeth	Giller, Robert	Merrill, M. E.
Bailey, Wm. F. D.	Gowran, C. A.	Moss, Fanny
Baker, Charles	Graf, Samuel	Moss, Thomas
Barkman, Lucy	Green, Silas W.	Neef, Louis T.
Barkman, Peter J.	Haight, George W.	Neef, Mary
Benkleman, John	Hamilton, William	Neef, Mary J.
Benkleman, Sarah	Hand, George	Neef, William
Bliss, Catherine	Harmon, J. A.	Norris, G. W.
Bliss, Charles	Haskell, F. A.	Parmenter, George G.
Bunn, Emma	Higley, John	Plumstead, W.
Bunn, James	Hewitt, George W.	Prentice, Emily B.
Carnegie, George	Holmes, Alfred	Prentice, J. D.
Carnegie, Harry	Holmes, Mrs. Frances	Prentiss, Edward
Carpenter, John	Hopinkah, Jesse T.	Raimer, Anna
Case, George N.	Junge, Henry	Raimer, William C.
Case, Mary	Kind, Herman	Reed, Samuel
Castle, Issac O.	Knappen, Mathilda	Sargent, John W.
Christie, Alexander	Knappen, P. L.	Scott, John C.
Clark, John T.	Knight, Ethel	Slater, Norman
Clemmons, Fannie	Knight, John S.	Smith, Charles
Clemmons, Joel	Krueger, Fred J.	Smith, Electa M.
Collipp, George	Krueger, Wm. L.	Smith, John S.
Cook, Erastus	Kutzke, F. W.	Smith, Richard
Crosby, John	LeClair, Gustav	Snyder, George C.
Currier, Ellen M.	Lewis, J. A.	Sorgel, William
Currier, N. J.	Little, John	Spain, Abraham
Denny, Issac C.	Low, G.	Spain, William
DeWolf, Henry	Manthey, Walter C.	Stafford, John
Elterman, Gustave	Marsh, George W.	Stafford, Olive
Farrar, Almand D.	Marshall, John	Staudenmayer, John G.
Forbes, Betsy M.	Matthiesen, Wm. J.	Staudenmayer, Margaret
Forbes, James C.	McDougal, Z.	Stephens, DeWitt C.

Stevens, Ellen  
Stevens, Issac O.  
Stieber, Adam  
Taylor, James B.  
Tearney, H. J.

Teneyck, G. W.  
Trycross, Joseph  
Van Aernam, H.  
Vaughan, Samuel K.  
Vaughan, M. D.

Ward, William F.  
Waterhouse, Dr. M.  
Widrig, Robert  
Wright, C. M.  
Wythe, Henry

Amount due and payable to: Silver Lake Cemetery Association  
Jaan Mountford  
312 Riverview Court, Portage, WI 53901  
(Name and Address of Cemetery Association Treasurer)

at the rate of \$5.00 per year, for the year 2012 is \$ 600.00 .  
(or prorated amount if it is not within the budgeted amount)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Town or Village Board or City Council