

City of Portage Common Council Meeting
Council Chambers of City Municipal Building
(This meeting may constitute a meeting of the Community Development Authority
as a quorum of members may be present, but no business of the Authority will be
taken up.)

115 West Pleasant Street, Portage, WI

Public Hearing - 6:55 p.m.

Regular Meeting – 7:00 p.m.

April 11, 2013

Agenda

Public Hearing – 6:55 p.m.

Declaring intent to exercise special assessment powers relative to the reconstruction of sanitary sewers and sidewalks on Dunn Street from West Burns Street to West Franklin Street, West Emmett Street from Dunn Street to MacFarlane Road, West Marion Street from Dunn Street to MacFarlane Road, West Franklin Street from Dunn Street to MacFarlane Road.

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Minutes of Previous Meeting
6. Introduction of new police officer
7. Presentation from Ady Voltedge on Phase 2 of the Economic Development Plan
8. Consent Agenda
 - A. Reports of Sub-Committees, Boards, and Commissions
 1. Community Development Authority
 2. Historic Preservation Commission
 3. Park and Recreation Board
 - B. License Applications
 1. Operator
 - C. Letter of resignation from Community Development Authority and Park and Recreation Board from Daniel Brunt

- D. Correspondence to DNR Regarding Caledonia and Lewiston Levee System.
9. Committee Reports.
- A. Municipal Services and Utilities Committee
 - 1. Consideration of recommendation regarding in-kind service requests.
 - B. Finance/Administration Committee
 - 1. Consideration of recommendation for claims
 - 2. Consideration of recommendation for Internet service at Portage Enterprise Center
 - 3. Consideration of recommendation for 2013 tree removal contract
 - 4. Consideration of recommendation for 2013 Water and Sewer Construction Bids
 - 5. Consideration of recommendation for Purchase of street Sweeper.
 - 6. Consideration of recommendation for CDBG Economic Development Revolving Loan Fund Policy
 - 7. Consideration of Strand proposal for creation of Stormwater Utility and funding
 - 8. Consideration of construction loan for Library
 - C. Human Resources Committee
 - 1. Consideration of recommendation for hiring of Engineering Technician
10. Old Business
- A. Consideration of recommendation on approval of Park Land and Facility Naming Policy.
11. Adjournment

Common Council Proceedings
City of Portage

Regular Meeting
Council Chambers
City Municipal Building

March 28, 2013
7:00 p.m.

1. **Call to Order**
Mayor Jahn called the meeting to order at 7:00 p.m.

2. **Roll Call**
Present: Ald. Dodd, Garetson, Hamre, Klapper, Maass, Miller, Oszman

Excused: Ald. Ebnetter, Havlovic

Also Present: Mayor Jahn, City Clerk Moe, City Administrator Murphy,
City Attorney Spankowski, Assistant Police Chief O'Neill

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

3. **Pledge of Allegiance**
The Pledge of Allegiance was said.

4. **Approval of Agenda**
Deletion: Closed Session

5. **Minutes of Previous Meeting**
Motion by Klapper, second by Oszman to approve the minutes of the
March 14, 2013 Common Council meeting. Motion carried unanimously
on call of roll.

6. **Consent Agenda**
Reports of Sub-Committees, Boards, and Commissions
Police and Fire Commission meetings of March 6, 2013 and March 7,
2013
Library Board meeting of March 12, 2013
Business Improvement District Board of Directors meeting of March 13,
2013
Historic Preservation Commission meeting of March 19, 2013

License Applications
Operator license applications for period ending June 30, 2013 for Jessica
R. Asch, Matthew L. Asch, Diane M. Casey, Jason H. Chatman, Patricia
A. Hinickle, Trish L. Powell, and Marilyn George-Burton.

Taxi Operator license application for period ending June 30, 2013 for John R. Coffman.

Motion by Dodd, second by Oszman to approve the consent agenda. There was a question as to what was discussed when the Police and Fire Commission came out of closed session at their meeting of March 6, 2013 as the minutes did not state what was discussed. The President of the Commission has been contacted regarding the minutes. Motion carried unanimously on call of roll.

7. Committee Reports

Park and Recreation Board meeting of March 12, 2013

The Land and Facility Naming Policy was discussed. Streets are to be excluded from the policy and corrections need to be made to exclude streets. The policy is to be specifically for city-owned park land, not all city owned land. Corrections will be made and a resolution brought back to the next council meeting.

Legislative and Regulatory Committee, March 21, 2013

Motion by Oszman, second by Hamre to approve a Class B Fermented Malt Beverage and Class C Wine License for Norm E. Milz, 100 East Cook Street. Motion carried unanimously on call of roll.

Motion by Oszman, second by Miller to deny an Operator License for Nicole R. Krintz based on two or more drug or alcohol related convictions in the past five years. Motion carried on call of roll with Hamre abstaining.

Motion by Oszman, second by Maas to approve a Temporary Class B License for Portage Area Chamber of Commerce for April 18, 2013. Motion carried unanimously on call of roll.

Human Resources Committee, March 28, 2013

Motion by Oszman, second by Garetson to approve the pay rate adjustments as outlined in City Administrator Murphy's memo dated, March 22, 2013, those being changing Chris Essex's pay rate from 4I (\$19.63) to pay grade 5G (\$20.24) effective April 1, 2013; Leslie Hawkins pay rate from 4I (\$19.63) to 5G (\$20.24) effective April 1, 2013; and Jennifer Mecum pay rate from 4C (\$15.51) to 4D (\$16.13) effective March 18, 2013. Money is available in the contingency fund for the increases. Motion carried unanimously on call of roll.

8. Old Business

Ordinances

Ordinance No. 13-005 relative to Zoning Code of the City of Portage, Columbia County, Wisconsin received its third reading. Motion by

Oszman, second by Klapper to pass Ordinance 13-005 relative to Zoning Code of the City of Portage, Columbia County, Wisconsin. Motion carried unanimously on call of roll.

Consideration of Airport Access Agreement with Fall River Group

City Attorney Spankowski briefly explained the process the city went through to get an agreement. Motion by Oszman, second by Maass to approve an Airport Access Agreement with Fall River Group. Motion carried unanimously on call of roll.

9. New Business

Secondhand Article Dealer License for Game Stop #6913, 2830 New Pinery Road

Motion by Oszman, second by Garetson to approve a Secondhand Dealer License for Game Stop #6193. Motion carried unanimously on call of roll.

Consider agreement with Portage Soccer Association for use of Veterans Memorial Field

Motion by Oszman, second by Dodd to approve an agreement with Portage Soccer Association for use of Veterans Memorial Field. City Administrator Murphy discussed the agreement. It is the intent of the city to enter into agreements with all groups using Veterans Memorial Field. Motion carried on call of roll with Garetson abstaining.

Correspondence

Correspondence from Stephanie Brensike regarding the Skate Park has been received and will be forwarded to the Park and Recreation Board.

Correspondence from Historic Preservation Commission regarding the property at 310 DeWitt Street has been received. Ald. Klapper informed the council of the Historic Preservation Commission's position that the building be rehabilitated and repurposed. Ald. Miller suggested that if the building were to come down that the historic perspective be kept.

10. Adjournment

Motion by Oszman, second by Miller to adjourn. Motion carried unanimously on call of roll at 7:43 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

BACKGROUND

In 2012, the City of Portage retained Ady Voltedge to evaluate available properties, identify target industries, and to develop its optimal position for business recruitment positioning and provide recommendations for implementing marketing activities. While the City's leaders are eager to move forward with the marketing and business recruitment activities, they wisely recognized that the City was not fully prepared to implement the plan. Framework items, such as staffing, committees and organizational structures, needed to be addressed so as to support a successful array of economic development activities. This memo contains the results of this second phase of activities. While it addresses a wide range of issues, it is important when reviewing the recommendations contained within to keep in mind that its primary focus is to help the City to lay the foundation for the launch of a successful comprehensive economic development program.

Ady Voltedge, working in conjunction with the Urban Associates Group, was asked to undertake an assessment and provide recommendations regarding the structure and alignment of the City's economic development activities. Based on conversations with City leaders, Ady Voltedge/UAG centered their efforts on the following questions:

1. What are the City's key gaps/weaknesses relative to its ability to deliver an effective economic development program?
2. In what ways could the structure and capacities of City Staff be amended in order to help advance the economic development strategy of the City?
3. How might the structure, roles, duties and authorities of City bodies, such as the CDA, Planning Commission, or City Council, be clarified or amended to improve the City's ability to set and achieve economic development goals?
4. In what ways might the City enhance its relationships with other economic development partners, policies, and programs, including those that it does not directly fund, so as to leverage greater levels of positive economic impacts for the community?

To address these questions, Ady Voltedge/UAG developed a research framework to investigate the following areas:

- *Staffing Analysis:* Ady Voltedge/UAG meetings with key staff to review job descriptions, duties, functions and capacities related to economic development.
- *Organizational Analysis:* Ady Voltedge/UAG meetings and interviews with representatives and key stakeholders representing both internal groups (e.g., the Community Development Authority, Planning Commission, etc.) and external groups (e.g., Main Street Portage, the Business Improvement District, the Portage Area Economic Development Corporation, etc.) to formulate opinions and recommendations regarding the City's positioning for future interaction.
- *Best Practices:* Based on knowledge and experience in other communities, Ady Voltedge/UAG formulated recommendations for Portage which incorporates a best practices approach.

In summary, the objective of this project is to *develop a set of recommendations which will guide the City in its efforts to align, manage, and implement a set of sustainable economic development activities that will benefit the City of Portage, its businesses, and residents.*

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METHODOLOGY

There is no single recognized process for undertaking a project such as this. Ady Voltedge/UAG utilized the information, expertise and community contacts developed in the initial phase of work to inform our current efforts. Much information was gathered through numerous interviews and conversations with key leaders and stakeholders, as well as the desk review of materials provided by the City administration. The research and information was then combined with our extensive knowledge of economic development and municipal administration gained through our work across Wisconsin, the Midwest, and the United States.

Information for the desk review was gathered throughout the fall of 2012, with interviews conducted in December/early January. Approximately fourteen people, representing a variety of stakeholder organizations and interests intimately involved with Portage's economic development activities, were interviewed over the course of this project. These individuals provided a robust picture of the City's economic development infrastructure, both past and present. Included in this group was Shawn Murphy, the interim City Administrator, whose experiences in other communities provided additional and valuable insights. He also served as the City's project liaison, helping to gather and provide access to information sources as requested by the consultant team.

It is worth noting that as the project was being initiated, the City was already swinging into action. The FY2013 budget process sought to advance the City's economic development initiative by allocating funding for a staff position focused on economic development. This position, informally referred to as an "economic development ombudsman," is a critical but yet-to-be defined piece of the City's strategic approach. This memo will attempt to provide additional guidance to help the City in implementing this position.

**KEY THEMES**

Some of the key themes that we have seen in our work with the City include:

- A realization that the City needs to be more proactive in managing its economic destiny. This includes developing a solid foundation of basic economic development activities – Business Expansion, Attraction, & Retention ("BEAR"). It also includes working to overcome the reputation, whether earned or not, that the City is not "business-friendly."
- Recognizing that the City's current organizational structure may need some realignment. In addition to addressing the core economic development competencies mentioned above, there is a need to address structural weaknesses in the staffing of planning and development services (comprehensively defined to include infrastructure investment, development review, and the administration of TIF districts). While issues are pointed at staffing, there is a need to also look at the City's Boards, Commissions, and Committees for corollary improvements and adjustments.
- An acknowledgement that in its current financial state, the City must laser-focus its resources on those activities that are the most important and urgent, or risk diluting efforts by trying to please all constituencies. There is a dire need to instill a sense of urgency and common direction among the diverse group of community stakeholders which currently appear to be acting from a balkanizing position of self-interest. Despite financial challenges, the City must exercise resourcefulness in pulling together people, a plan, and available resources to chart a new direction.



RECOMMENDATIONS

The following sections will present narratives and corresponding recommendations under three general headings. These are not presented in any specific sequence of importance or priority. In some cases, the City has already initiated action and the challenge will be to sustain the efforts; in other instances, there is a need to chart a new course of action and marshal the resources and political will to move forward.

Internal Organizations

This section addresses three organizations which are internal to the City of Portage.

1. **Focus the Community Development Authority on development/redevelopment projects.** The City has exercised the authority granted to it under Wisconsin Revised Statutes 66.1335 to create a Community Development Authority (CDA). The CDA is “a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects.” While the CDA has certain planning powers, the statute does not intend the CDA serve as the de facto economic development agency for the city. The CDA has at its disposal significant tools to foster physical development. Because of comments received during the interview process, the consultant team is concerned that the CDA may be trying to undertake more activities than it has capacity for – one result is the potential “burn out” of experienced members of the organization. As such, our recommendation is to restore the CDA to the role of being the redevelopment wing of the City, working in partnership with the ED Director, the Planning Commission, and private sector entities (such as PAEDC/PVI) and perhaps a new Economic Development Committee (see below) to achieve the City’s redevelopment objectives.
2. **Consider establishing a City Economic Development Committee.** In order to elevate the importance of planning and implementing a comprehensive economic development program, the City of Portage Council should consider the creation of an Economic Development Committee. The primary purpose of this Committee would be to maintain a strong bond between the Council and economic development activities. One of the core justifications for creating this Committee is that the Economic Development Director (and by extension, the City Administrator and other staff) would have a single source of input and direction on ED activities. It is strongly recommended that the Committee have adequate representation from the City Council so as to provide a reasonable level of support and consistency of expectations for items before the Council. There are two viable options for organizing such a Committee. Option One would be to make it a working committee of the Council. In this construct, the Committee basically serves a screening function and reports to the Committee of the Whole on economic development issues. Option Two would be a larger group which could include City Council members, a representative from the Planning Commission, and other members as necessary to represent key stakeholder groups. Under either construct the Committee would be responsible for focusing on the “traditional” economic development functions of the City - establishing plans and priorities for economic development activities, TIF management/oversight, oversight of the Enterprise Center, liaison with Main Street and BID organizations, etc. The Committee would work in partnership with the CDA (thus relieving the CDA of some of its current non-statutory functions) and coordinate with other local entities (e.g., Main Street, Chamber of Commerce, etc.). While each model has its strengths and weaknesses, the consultants generally recommend the larger group so as to gain the advantage of many minds and hands. [Note: Please see item #1 under *External Organizations*, below, for a discussion about PAEDC/PVI and their role.]

- 3. Continue to focus the efforts of the Plan Commission on forward-oriented plans and streamlining the development review process.** The Plan Commission has two important roles in the City: it is responsible for articulating a shared vision for the physical, social, and economic development of the City and all of its sub-districts and it is responsible for ensuring that development activities meet the necessary technical standards to protect the health, safety and welfare of the community. On the first role, it is important that the Plan Commission continue to be proactive in establishing long range plans for the City. The City's Comprehensive Plan is just the start. The City should ensure that it has specific and detailed plans for areas such as the CBD, emerging neighborhoods, parks & recreational facilities, and transportation (including multiple modes such as transit, freight, bicycles and pedestrians). The Comprehensive Plan is often too general to guide specific developments in these areas, and so additional plans may be necessary.

The second role of the Plan Commission falls into the "regulatory" category, the review of development proposals under the zoning and land division ordinances. In these areas, the City can use speed to market as a competitive advantage to help it compete with locations with richer incentives. This shouldn't "cost" the City any significant cash to execute, and should also send a strong positive message to existing businesses that the City is working to be more "business-friendly." While a new zoning ordinance is in the works, the Plan Commission might consider creation of a task force to document how the development approval process currently works and to make recommendations for streamlining it. Continue efforts to create incentives for targeted new development (e.g., waiving residential review fees).

External Organizations

This section addresses the City's relationship with several external organizations which are engaged in economic development-oriented activities.

- 1. Work with the Chamber of Commerce to renew the role of the Portage Area Economic Development Corporation and Portage Ventures, Inc. as private sector economic development partners.** Having a private sector partner to assist in the implementation of a comprehensive economic development strategy can be extremely useful. The Portage area has two related organizations, PAEDC and PVI, which have the potential to fill this role. PAEDC was described by one interviewee as "a branch of the Chamber of Commerce" while PVI was incorporated as a 501(c)3 by the First National Bank to serve as the recipient of the land where the Phoenix Building was constructed. Interestingly, the two groups share the same Board of Directors. Over the past few years, these groups have been inactive. It was reported that the last time the PVI met was when they voted to sell the Phoenix property a few years ago. PVI has cash assets of approximately \$70,000 but no longer has a source of revenue (i.e., they received rent for the land). PVI has five members on their Board of Directors, all experienced local business people. Part of the reason that PVI has become inactive is there was a thought that their activities would primarily be assumed by the Community Development Authority.

Historically, PVI/PAEDC served as the de facto economic development organization. They were particularly adept at responding to business relocation queries via a well-organized "Quick Reaction Team." These organizations are currently sitting on the sidelines, waiting to see the "new plan," and would welcome the

opportunity to play an active role once again. They also acknowledge the need to bring some “new blood” to the organization and have some general thoughts about individuals they might enlist.

It is worth noting that if City staff or resources (e.g., funding, office space, and direct in-kind support) are dedicated to this organization, recent case law would indicate the organization would be subject to various Open Meetings/Records requirements (see *Wisconsin vs. Beaver Dam Area Development Corporation*, Wis. Sup. Ct., 2008, #2006AP662).

- 2. Review the City’s relationship with the Business Improvement District and Main Street Portage organizations.** The interview process revealed there is significant tension between these two central business district organizations and the City. The most recent source of tension seems to stem from the recent retraction of City funding from the BID during the most recent budget cycle. However, there appears to be other historical issues. It is important to acknowledge that the CBD is an important part of the City of Portage. Having an active and vibrant CBD is asset in the economic development game. And it is clear that, like so many communities across America, Portage’s CBD faces significant challenges – aging infrastructure, deferred maintenance, and market obsolescence work to undermine the vitality of the CBD.

The consultant team strongly encourages the BID/Main Street programs engage in a strategic planning process to identify challenges and prioritize possible solutions. Discussions about alternative funding sources, the respective roles of public and private groups, and brainstorming about future ideas for the CBD area are important topics for the entire City. This planning process would provide a potential forum for all entities to strengthen relationships while jointly defining roles and goals.

As part of the background research, the consultants interviewed Mr. Jim Engle, Manager of the Wisconsin Main Street Program for the Wisconsin Economic Development Corporation. Significant points of discussion included:

- There are several highly successful Main Street programs which Portage may wish to network with to learn more about their operations. These include Marshfield, Fond du Lac, West Allis, Tomahawk, Rice Lake, and On Broadway (Green Bay). [Information from the most recent BID/Main Street Survey conducted by WEDC appears as an appendix to this memo.]
 - There are Main Street programs which have been recently de-certified due to non-compliance with program requirements. The Portage program is currently in arrears with regard to meeting the State’s reporting requirements and should make an immediate effort to rectify the situation.
 - The Wisconsin Main Street Program staff would be willing to meet with Portage to address the current issues in more detail.
- 3. Review participation with organizations engaged in civic capacity-building with an eye towards economic development.** The reader might ask why a study focused on economic development cares so much about the “civic fabric.” While it is not often tacitly acknowledged, the presence of a strong and proactive civic realm can serve as an asset to the economic development process. Civic organizations often serve as training grounds for future community leaders (elected and otherwise). A vibrant civic realm can also help to change the tone and culture of a community from one of apathy to action. Potential “investors” will be more impressed when there are tangible signs that the community cares about itself, its residents and their lives, and can demonstrate the ability to “get things done.” Therefore, the consultant team was heartened to learn of the success of the recent library capital expansion project. The joint efforts of the public, private and philanthropic organizations of the community to fund and construct a project such as this

bode well for the future of the City as a whole. The next question is “what’s next?” The challenge will be to hold together the project-focused coalition to take on the next community project. The City must continue to be an active partner and participant in these types of endeavors.

4. **Build active relationships with organizations which can help expand the geographic reach of the City’s economic development efforts.** As discussed earlier, the majority of the City’s economic development resources should be internally focused. The return on investment will be higher if the City concentrates on business expansion and retention more than recruitment and attraction. However, that isn’t to say the City should ignore recruitment/attraction. In fact, the City needs to build a systematic response to these types of inquiries so they can efficiently and effectively respond when an opportunity arises. However, there are other organizations which are more focused on these issues who the City can seek to partner with and rely on. Specifically, the City (through its Economic Development Director and Administrator) needs to become familiar with and an active partner to the Wisconsin Economic Development Corporation, THRIVE, and the Columbia County Economic Development Corporation. A failure to engage with these groups could prove perilous as they have the ability to direct new prospects in Portage’s direction. There are other organizations which may provide useful networking and training resources, such as WEDA, IEDC, and the Wisconsin Technology Council. At a minimum, familiarity is strongly recommended.

Economic/Community Development Program

This section addresses specific aspects of the City’s Comprehensive Economic/Community Development program. While the Marketing Implementation Plan provides additional details, the issues below surfaced during the current phase of work.

1. **Leverage the financing tools and incentives the City currently has access to.** The City is not without financial tools which can be used to help accomplish economic development objectives. Several examples include:
 - The WEDC is in the process of regionalizing the CDBG program. The City needs to be actively engaged in these discussions. Working to ensure access to both grant and revolving loan fund decision making is important to the City’s future.
 - Tax Increment Financing continues to be a significant tool for local governments in Wisconsin. Portage currently has five active districts. Unfortunately at least two of these are incapable of achieving solvency without further development (TIDs 2 & 6). Projected solvency for the remaining TIDs range from 10 to 18 years without significant new development. Taking a proactive management role will be one of the challenges for the City’s next Administrator. Coordination and targeting of growth to these areas also needs to become a task shared with the ED Director and the various other internal/external organizations involved in economic development.
 - The Enterprise Center is approaching cash flow capability. This facility should continue to be well-managed and focused on providing tenant resources such as technical assistance, access to grants, etc. As its viability increases, it should be possible for it to become more self-sufficient and contribute funding to both staffing and programming.
2. **Develop a plan so there is a pipeline of available properties for development.** No significant growth can occur unless there are sites and buildings in which to put the relocating and expanding businesses. Develop a plan so there is always a pipeline of properties being readied for development (and preferably, these properties will help to feed the TIDs). For example:

- Complete an inventory of available properties for industrial development, including City-owned properties. Map them using GIS and make the information available via a web-based application.
 - Prioritize the sites in terms of develop-ability and attractiveness to development. For example, is the Evans property viable for development? If it is, what would it take to make it “shovel ready”? If it is not, then look to dispose of the property and continue to move ahead.
 - Make progress on the “shovel-ready” criteria. Even if not fully certified, assemble the information you can to facilitate the effort (including documentation of efforts to streamline the permitting and approval processes).
3. ***Be responsive and provide the expected information to get Portage on the radar with relocating and expanding companies and the site selectors who advise these companies.*** Earlier in this report we emphasized the need to focus on business expansion and retention, however we also pointed out the importance of creating a systematic response to outside requests. Some of the things that can be done to accomplish this include:
- Create an economic development website that provides the full range of data and information that relocating and expanding industrial companies require. Websites are the number one way that companies from outside the region first learn about a community.
 - Create a Community Profile to position the City as favorably as possible yet still provide all the required data that industrial companies require during their initial review of competing areas/regions.
 - Provide additional fact sheets which demonstrate Portage’s advantages for manufacturing and distribution businesses. Target these sectors with a laser-guided focus.
 - Conduct outreach to existing businesses.
 - Conduct outreach to welcome new businesses.
 - Communicate regularly with City stakeholders as to the activities that are occurring, via monthly meetings, email newsletters, etc. Consistency and frequency are going to be very important for the first 12-18 months in order to establish trust and to communicate value.
 - Develop a strategy to increase participation and visibility in *THRIVE* and before WEDC as these are the organizations which will receive the most attention from site selectors who are considering the region.

Staffing

This section will address the consultant team’s findings and recommendations relative to staffing issues internal to the City.

1. ***Implement the recently funded Economic Development staff position.*** Clearly the topic City leaders are most anxious to receive recommendations for is the question of “*what to do with the economic development staff position which was recently funded?*” There are several challenges inherent in responding to this question. First, it is important to understand there is no “right” or “wrong” answer. Each community addresses this issue a little bit differently. Some combine the duties of the position with other functions (usually in the planning or community-development areas); other communities have sought to out-source the functions via external organizations; and many are now recognizing the value of having a staff member who is 100% focused on economic development, who can serve as a “bridge” between development

interests and city government (i.e., the “ombudsman” role), and whose performance is tied to accomplishing an aggressive and measureable work program. In Portage’s case, the situation includes relationships with several external organizations which are seeking restoration of resources to help further their own economic development related functions. Based on conversations with community leaders and our experiences and knowledge of other locations, we offer the following commentary. In addition, we have provided a *sample job description* (see Appendices) to help jump-start the City’s efforts in this area.

- a. **Job Title:** The choice of “title” will affect the type of candidates the City attracts and will set the tone for expectations on the part of outside entities. Typical titles include Economic Development “Coordinator,” “Manager,” and “Director.” When combined with other duties, titles may include “Economic and Community Development” or “Economic Development and Planning.” When combined with an administrative capacity, the position might be called “Deputy Director of Administration-Economic Development.” And there are a variety of creative titles, such as “Director of Economic Innovation” or “Economic Development Ombudsman”, which some cities have used. We recommend keeping it simple – “Economic Development Director.” This title will convey to the outside world that the individual in this position should have a requisite amount of experience and will wield significant level of authority on economic development issues within the City.
- b. **Reporting Structure:** Again, there is wide variation, largely depending on the size of the City and its staff. One area of unique concern that is widely held is that economic development officials should be afforded a certain amount of autonomy and should be semi-shielded from direct influence by other staff or elected officials, or to keep the activities out of the “public’s eye.” In rare cases, this has caused communities to place the position and/or support it as an external position. While this certainly can provide a high level of autonomy, sometimes too much control and oversight is ceded. Our recommendation is that the position be attached directly to the City Administrator. This should provide a reasonable level of insulation for the position, provide a clear chain of accountability, and ensure that lead elected officials, the administration and other departments, and economic development activities are all linked together via the City Administrator. As the Economic Development Director’s “supervisor,” the Administrator will assume responsibility for all performance issues and therefore should have hiring/firing power over the position.
- c. **Duties and responsibilities:** The most difficult question to resolve is “what should this position do?” The primary reasons this is a challenge for most communities is that (a) needs far outweigh the resources (hours) available and (b) it can be a challenge, particularly for communities just launching comprehensive ED programs, to figure out what to do first because it seems like everything is the most important thing! Here is a short list of duties the ED Director should focus on:
 - The ED Director should be charged with managing the Marketing Implementation Plan (MIP, August 2012). The MIP provides the new ED Director with a solid start to building a prioritized, resource-constrained, comprehensive ED program.
 - The ED Director should serve as the single point of contact for industrial business expansion and relocation leads. When the City’s phone rings, the ED Director gets the call first.
 - The ED Director needs to be focused on Business Retention. This should include conducting regular, documented visits among existing businesses. There are a variety of “tools” available to help achieve this in a systematic way.

- Helping to ensure there is a pipeline of available properties for expansion and relocation. This may mean taking a lead role in establishing and maintaining a GIS database (preferably with a web site presence) which will provide fast and accurate access to data on sites and buildings.
 - The ED Director should also focus on business recruitment and attraction activities. Primarily, this will mean developing relationships with existing regional and State organizations (e.g., Thrive, WEDC) which have business attraction as a primary responsibility. There may be the occasional need to attend a trade show or some similar activity; however, we encourage local ED professionals to focus on growing local interests and using those interests to leverage other new businesses.
 - The ED Director should serve as the lead staff to the Community Development Authority and, if established, the City Economic Development Committee (see below).
 - The ED Director may serve as the City's liaison to external groups, such as the Business Improvement District, Main Street Portage, and the Portage Area Economic Development Corporation. However, we emphasize that serving as the liaison means being a conduit for the sharing of information and initiatives, and not providing direct staff support to these organizations. It is important the ED Director find the correct "balance" between networking with these important organizations and their leaders and having enough time in the day to manage the other aspects of the comprehensive ED strategy.
 - As discussed previously, there is an option of having the ED Director serve as the manager of the Enterprise Center incubator.
2. **Ensure continuous and competent management of the Enterprise Center.** The Enterprise Center is currently managed through a contractual arrangement with the Wisconsin Business Innovation Corporation. According to the current on-site manager, he spends approximately an average eight hours per week on these activities (although we suspect this number may underestimate his contributions). The management of the Enterprise Center requires a unique set of skills which range from serving as the property manager, to working with educational institutions (e.g., MATC) to create appropriate training programs for targeted industries or employers, to helping fulfill the "BEAR" activities of the overall economic development program. The consultant team did not analyze the Center or its financial operations. However, it is clear to us that the Center and its manager are playing an important role in the City's overall economic development strategy. We are not currently recommending the Enterprise Manager role be combined with the Economic Development staff position; however, that is something the City could explore if costs become a concern (e.g., loss of current grant funding).
3. **Review how the City currently meets its Planning & Community Development needs.** The City's planning commission is currently staffed by the Director of Public Works (see comments above) in his capacity as "zoning administrator." The City relies on occasional consultants for help with special projects, such as the comprehensive plan or the recent update of the zoning code. During the interviews, the consultant team learned that (a) the City has experimented with waiving various development fees as a way of trying to incentivize development and (b) the time required to "process" various development reviews is not inordinate and is assisted by the Planning Commission's scheduling flexibility (i.e., they are willing to meet to help expedite reviews if necessary). These are positive items. Our suggestion is that planning activities represent one of the three legs on the stool of a successful economic development program (the other two being capital programming for infrastructure and a proactive "BEAR" process). Ideally, a City the size of Portage would have a professional planner on staff who could manage this process (and many

others, ranging from trail projects to grantsmanship to taking on other “special projects” on behalf of the City). In many cases, comparable communities will engage a “planner of record” in the form of a planning consultant (holding AICP credentials is strongly recommended) to assist with these duties. When development picks up, many of these services are supported through fees. The acquisition of grants through various public and private organizations can also help fund this role.

Note: the following sections might be considered “beyond the scope” of the current assignment. However, because these issues surfaced during the analysis, and because they are at the least peripherally related to the City’s overall economic development capabilities, they are included here.

4. **Change the City’s General Telephone System.** One of the issues the consultant team discovered is that the City relies on an automated telephone answering machine. While it may seem trivial, we strongly suggest this system be replaced by an actual person (at least during business hours). Our personal experience was that the current system can induce frustration in callers who may not know the extension or the appropriate person to search for in the cumbersome directory. If we were frustrated by this, imagine how site selectors, representatives of potential businesses, or John/Jane Q. Public feel. This should be step one in trying to overcome some of the City’s reputation for being “unfriendly”. If staffing is an issue, seek a community volunteer! But don’t delay - address this as soon as possible.
5. **Review the City’s Organization Chart; develop a succession plan.** Our general impression was that the staffing levels for critical senior management functions within the City may be “thin” for a community the size of Portage. We acknowledge there are no established “standards” by which to make this assessment and that each community has different needs and resources. We certainly don’t want to suggest Portage develop a top-heavy approach. However, we would suggest that once a new full-time Administrator is appointed, one of his/her first tasks may be to review the job duties, descriptions, and assignments of senior staff. It is useful to conduct an “audit” of these types of positions to ensure the tasks being performed are still valid and that valuable staff resources are not overburdened or, conversely, underutilized. Specific areas where we heard comments include finance, public works/utilities, and community development/leisure (recreation) activities. Related to this is the need to develop a clear succession strategy. One of the biggest challenges which will face local governments in the years ahead is the “brain drain” caused by the retirement of senior staff that has expert knowledge of the community’s various “systems.” If these key individuals are allowed to retire without the transfer of this knowledge to the next generation of leaders, a community will find itself in difficult (and expensive to resolve) situations.
6. **Review the functions and capacities of the Public Works Director/City Engineer/Director of Utilities.** In the case of the City of Portage, the comments listed above certainly ring true. It is highly likely that the incumbent in this position will retire within the next 2-5 years. Succession planning should be a priority in these departments. Also of concern is whether or not having a single person hold these three vital positions may be contributing to a lack of performance in all three areas. In simple terms – there just may not be enough hours in the day for an individual, no matter how skilled, to perform all of these functions (in addition to overseeing the City’s planning and development functions, see below). We raise this concern in recognition that infrastructure, development review, planning, and economic development are inextricably linked. A successful community must be hitting on “all cylinders” in these areas if it hopes to attract and retain/expand business interests to the community.

SAMPLE

CITY OF PORTAGE JOB DESCRIPTION

DIRECTOR OF ECONOMIC DEVELOPMENT

REPORTS TO: City Administrator

GENERAL STATEMENT OF DUTIES: This position performs a variety of administrative and professional work in the development and implementation of a comprehensive economic development program for the City.

Under the general direction of the City Administrator, this management-level position plans, organizes, and implements an economic development program to promote the growth and development of the City's economic base, assists in the retention and expansion of existing businesses, and supports efforts to recruit new businesses for the City. The position frequently interacts with all City departments, members of the City Board, City Committees and Commissions, representatives of the business and development communities, and a variety of other public agencies and entities.

The successful Economic Development Director is a self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community, work closely with business and developmental interests while maintaining excellent relations with the City Council and other members of the municipal team. The Director has managerial competence, maturity of judgment and strong personal leadership skills, as well as an eye for detail while keeping the "big picture" in perspective.

The position is responsible for the overall management and implementation of a wide array of economic development activities and will provide a voice for economic development interests in other municipal areas such as planning, infrastructure, and marketing. The Director assists local businesses and industry to ensure a healthy business climate and job retention in the City. The Director shall be responsible for implementation of short-term, mid-term and long-term economic development strategy in the categories listed below, which reflect the current strategic direction of the City.

Business Retention & Expansion

- Develops relationships with existing businesses to gain understanding of the local economy along with assisting business development as necessary (business expansions, grant/loan applications, networking).
- Is responsible for assisting developers and businesses with local activities and approvals necessary for project completion including, but not limited to, zoning matters, financial incentives, and general coordination activities with City Departments, City Commissions and the City Council.
- Works to promote an efficient approval process for economic development entitlements, zoning, and incentives to facilitate the expansion and retention of existing businesses.
- Creates a systematic process of meeting with business and property owners on an individual and regular basis.
- Establishes and maintains a client relationship management (CRM) database of businesses and property owners, using specialized software to track and summarize contacts with local interests.
- Generates regular reports to the Administrator, City Council and its committees, regarding the status, interests and needs of local businesses.
- Solicits the involvement of the private sector in economic development planning and implementation for the City of Portage.

Business Recruitment

- Prepares and maintains an electronic database on utilities, taxes, zoning, transportation, community services, financing tools, etc.
- Responds to requests for information for economic development purposes; prepares and analyzes demographic information.
- Develops and maintains a comprehensive inventory of available buildings and sites in new developments, and Redevelopment Project Areas for economic development purposes.
- Manages and maintains data on various web-based inventories (e.g., www.InWisconsin.com) and the City's web site.
- Initiates and maintains key strategic partnerships with state and regional level organizations focused on business recruitment. Such organizations include but are not limited to WEDC, WEDA, Thrive, and Columbia County.
- Supports and promotes the City's participation in the Wisconsin Economic Development Corporation's "shovel-ready certification" program.
- Drafts and responds to requests for information (RFI) and requests for proposals (RFP) from development prospects and other interested parties
- Is responsible for assisting developers and businesses with local activities and approvals necessary for project completion including, but not limited to, zoning matters, financial incentives, and general coordination activities with City Departments, City Commissions and the City Council.
- Identifies key opportunities in Portage for business recruitment by focusing on the alignment of assets and exploring potential market niches and clusters.
- Meets periodically with developers, site selectors, and commercial real estate brokers, individually or in group settings, to maintain an active reputation for the City.

Redevelopment Projects

- Serves as Staff to the City Community Development Authority.
- Assists with the implementation of the Revolving Loan Fund.
- Assists the City Administrator in activities associated with a regional CDBG fund (if implemented).
- Participates in the development and administration of City Tax Increment Financing projects.
- Assists with environmental remediation processes in support of the economic development goals of the City.
- Fulfills a staff liaison role in efforts to redevelop and enhance key subareas of the City including but not limited to the Downtown Areas, Community Gateways, Highway Commercial Corridors, and residential pocket areas.

Community Engagement & Promotion

- Assists with the development and implementation of strategic marketing, advertising, and promotional programs; implements programs, themes, image branding, logos, marketing brochures displays, visual/electronic demonstrations which promote the City's goals and objectives for recruiting and retaining businesses.
- Meets individually with leaders of local organizations focused on economic development, such as the Chamber of Commerce, other business organizations, or neighboring communities.
- Regularly addresses businesses and civic groups regarding the City's economic development activities.
- Responds to citizen inquiries regarding local economic development activities and opportunities.
- Collaborates with and supports the efforts of organizations sponsoring community celebrations and special events intended to raise the profile of and bring individuals of influence to Portage.

General Administration

- Prepares economic development reports, technical research and statistical studies, provides professional advice and supporting data for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, findings, trends and recommendations to the City Council, City Administrator, Committees and Commissions, Legislators, civic groups and the general public.

- Works with the City Administrator to negotiate redevelopment and development deals on behalf of the City and ensure positive results from the investment of public resources.
- Helps to develop clear standards against which projects will be evaluated by the City Officials and staff with particular attention to how projects will expand the City's tax base and capitalize on existing community assets.
- Using the aforementioned standards, director should be able to articulate the costs/benefits of development proposals to the City Officials.
- Articulates and implements a clear comprehensive economic development strategy for the City – include rigorous stakeholder input and endorsement of the strategy.
- Provides staffing and supports the efforts of the City Council's Economic Development Committee (if so designated).
- Assists the City Administrator and other staff in implementing the City's marketing plan, to include the development and distribution of various print materials, advertisements, trade show exhibits, and the general City web site.
- Serves as the primary administrator for the economic development section of the City's web site.
- Keeps abreast of developments in local, county, state, and federal legislation and programs that could impact economic development activity in Portage.
- Is responsible for establishing, maintaining and coordinating working relationships with federal, state, county, and regional agencies involved in economic development and workforce education and training.
- Actively pursues state and federal grants and loans to support Portage's economic development efforts.
- Works with City Administration to establish policies, which will enhance the rapport with and quality of life for the business community, business retention and City operations.
- Attends regional, state, or national conferences as approved by the City Administrator.
- Perform other duties as may be assigned by the City Administrator.

QUALIFICATIONS: This position requires high-level technical, professional and managerial competency with a proven and verifiable track record of success. A Bachelor's Degree (Master's Degree preferred) from an accredited four-year college or university with a degree in planning, public or business administration, economics, finance, or related field; or five (5) years progressively responsible experience in senior-level economic development activities in a public sector agency or in another equivalent organization that would confer a comparable skills base; or an equivalent combination of education and experience are required. AICP and/or CEcD membership is preferred.

The ideal candidate will possess the following attributes and have a record of success in the following:

- A comprehensive understanding of the operation of local and state government as applies to economic development plus sophisticated skills in finance, marketing, communications and problem solving;
- A comprehensive understanding of the principles and practices of economic development and ability to accurately evaluate and effectively communicate complex economic development projects/ programs;
- A rich network of peers and colleagues and a proven record of forming and sustaining collaborative partnerships and positive relationships with, Elected Leaders and Officials, City staff, Key Stakeholders, the Development Community, and Regional Agencies.

SPECIAL REQUIREMENTS: Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT: Personal computer and standard business software; copy machine; postage machine; fax machine; motor vehicle; phone; and calculator. Experience using a client relationship management (CRM) software package is preferred.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

March 14, 2012

RECITALS:

The Wisconsin Main Street Program (WIMS) completed its second Main Street funding survey. The first survey was completed in August 2009. The information was gathered through two survey instruments one for Main Street organizations, and one for Business Improvement District data, and this report provides some analysis of the findings (The survey instruments are delineated below). The survey instrument and information gathering was performed by Catherine Dunlap, a Downtown Development Specialist, and the analysis was performed by JD Milburn, a Downtown Development Specialist. This examination consists of an elevator analysis (numbers reporting up and down only) providing no qualitative statements to determine cause and effect, or narrative explanations to make value statements. A summary of broad observations is provided, but you are encouraged to look at your situation for correlation and benchmarking.

Summary Observations

1. The program's demographics indicate that designated Main Street organizations applying and being accepted are smaller, as evidenced by the average population.
2. Budgets decreased 3 percent overall. Smaller communities with population bases of 5,000 or less experienced almost 7 percent decline in budgets, while middle and larger communities saw 31.29 percent and 10.83 percent increases respectively.
3. Local government funding made a larger percentage of funding, 34.43 percent up 11.32 percent from 2009. Local governments provided on average \$38,476 of the overall budgets, up \$15,143 from 2009.
4. Private funding was down 9.39 percent, \$10,785.
5. Special event revenues are making up a significant amount of budgets, seeing a rise of 18.88 percent. Business Improvement Districts (BIDs) assessments are down 10.50 percent, reflecting lowers real estate values, collections, and assessment mill rates.
6. Marketing spending was down 3.46 percent, \$7,906.
7. As reported before, special event dollars were up, and so were associated expenses up: \$7,793.
8. BID assessment rates were down \$1.13 per thousand or 27 percent, as an assessment rate.
9. BID boards are meeting more often.

1. Survey Participation

Twenty-Six of the 38 currently active Main Street communities submitted data, a 68 percent participation rate.

In 2009, 33 of the 36 currently active Main Street communities submitted a 92 percent participation rate.

2. Population Data

Populations of the represented communities ranged from 764 to 104,000, the program supports two urban neighborhoods, one in Green Bay and one in Milwaukee. (Note: the half mile radii trade area population of 47,000 for Lincoln Village a Milwaukee neighborhood was used).

The average population was 17,447, and the median 9,734. The population base of Main Street communities is 663,000 roughly 12 percent of Wisconsin's 5,686,986 population estimate.

Year	Median	Avg
2009	10,000	18,000
2011	9,734	17,447
Change	(266)	(553)
%	-2.66%	-3.07%

3. Legal structures and Organizational types

92.31 percent (24) of survey respondents reported having a not-for-profit corporation and IRS tax exempt status, 7.69 percent (2) reported being a local government agency.

Of the twenty-four respondents,

- 80.77 percent (21) reported holding Internal Revenue Service (IRS) tax exempt status of 501(c) 3 "Charitable Organization",
- 11.54 percent (3) 501(c)6 "Business League" and
- 7.69 percent (2) local Government Agency "Business Improvement District" Status.

Type	2009	2011
501 (C) 3	81.82%	80.77%
501 (C) 6	9.09%	11.54%
503 (C) 4	3.03%	0.00%
Govt	6.06%	7.69%

4. Budgets

The average budget of the organizations is \$134,759 and the median is \$111,750. Gross budgets ranged from \$470,000 to \$10,000. The WIMS program requires organizations to employ a full-time executive director with population of 5,000 or greater, and allows for part-time directors when the population is below 5,000.

Year	Median	Avg
2009	100,965	138,922
2011	111,750	134,759
Change	10,785	(4,163)
%	10.68%	-3.00%

5. Budgets by Community Size, and based on full-time and part-time executive directors.

Population	Average Budget	Median Budget
<= 5,000		
2009	\$69,301	\$53,655
2011	\$66,467	\$50,000
Change	(\$2,834)	(\$3,655)
%	-4.09%	-6.81%

Population	Average Budget	Median Budget
5,000 - 25,000		
2009	\$110,166	\$104,950
2011	\$151,320	\$137,788
Change	\$41,154	\$32,838
%	37.36%	31.29%

Population	Average Budget	Median Budget
25,000-102,000		
2009	\$201,007	\$136,250
2011	\$206,836	\$151,000
Change	\$5,829	\$14,750
%	2.90%	10.83%

Part-time director Communities	Average Budget	Median Budget
<= 5,000		
2009	\$39,078	\$37,500
2011	\$43,864	\$47,091
Change	\$4,786	\$9,591
%	12.25%	25.58%

6. Budget year

- 76.92 percent (20) close their books and budgets on a calendar year basis,
- 23.08 percent (6) close their books and budget at a different time.

Asked if Main Street Organizations give progress and accountability reports to local government entities, the results for the 26 respondents were as follows:

- As needed 10 (40%)
- Yearly 7 (28%)
- Quarterly 6 (24%)
- Monthly 2 (8%)

7. Sources of public funding

Seventeen (65%) of the 26 receive government funding. Government funding made or makes up the following average and median of Main Street program's overall funding.

Public funding	Avg	Median
2009	23.11%	23.00%
2011	34.43%	26.25%
Change	11.32%	3.25%

Total budget	Median	Avg
2009	\$100,965	\$138,922
2011	\$111,750	\$134,759
Public funding	Avg	Median
2009' %	23.11%	23.00%
2011' %	34.43%	26.25%
2009' \$	\$23,333	\$31,952
2011' \$	\$38,476	\$35,374

As you can see public sector funding increased as governments pledged more funds towards downtown economic development.

Some communities receive funding from multiple government sources. Some of those as follows: (Note the percentage is the number receiving these types of funds not the percentage of the total revenue budget).

Year %	2009	2011
Sources		
General fund revenues	82.00%	80.77%
County general fund revenues	6.06%	3.85%
Community Development Block Grants	9.09%	7.69%
Tax Increment Financing Funds (TIF)	12.12%	7.69%
Local room tax	21.21%	26.92%
*Other	12.12%	3.85%

* Other consisted of in-kind space and or use of copiers, equipment and other resources provided by the local municipality.

8. Dollar amount estimates of public funding

Dollar amounts are estimated as follows:

Year \$	2009	2011
Sources		
General fund revenues	\$19,133	\$31,077
County general fund revenues	\$1,414	\$1,480
Community Development Block Grants	\$2,121	\$2,959
Tax Increment Financing Funds (TIF)	\$2,828	\$2,720
Local room tax	\$4,949	\$9,523
Other	\$2,828	\$1,362

9. Private sector funding

Private funding made up an average of 64.28 percent and 66 percent median of Main Street programs' funding in 2011. This means that private sector leverage is \$0.64 of every dollar raised comes from the private sector. This amounts to an almost \$7 leverage for every dollar contributed by a city eliminating, room tax, and other funds as delineated in item #7 & 8 above.

Total budget	Median	Avg
2009	\$100,965	\$138,922
2011	\$111,750	\$134,759
Private funds	Avg	Median
2009' %	73.67%	74.00%
2011' %	64.28%	66.00%
Change	\$10,785	-\$4,163
%	-9.39%	-8.00%
2009' \$	\$74,381	\$102,802
2011' \$	\$71,833	\$88,941

10. We asked communities to give us the percentage of their budget that comes from the following revenue sources. The averages and percentage medians are shown below.

Type	Average % 2009	Mean % 2009	Average % 2011	Mean % 2011
Memberships/donations	17.78%	4.00%	13.80%	2.80%
Sponsorships	4.29%	1.50%	14.05%	8.50%
Special events/product sales	11.67%	9.00%	30.55%	26.00%
In-kind donations	4.86%	2.00%	2.75%	0.00%
Business Improvement District (BID)	21.18%	0.00%	10.68%	0.00%
Grants	4.31%	0.00%	0.30%	0.00%
Other	1.42%	4.20%	3.32%	0.00%
Total	65.51%	20.70%	75.45%	37.30%

11. We asked for communities to provide us the dollar amount of their budget that comes from the following revenue sources. The averages and median are shown below.

Type	Average \$ 2009	Mean \$ 2009	Average \$ 2011	Mean \$ 2011
Memberships/donations	\$37,398	\$11,611	\$19,819	\$10,000
Sponsorships	\$37,398	\$4,241	\$13,890	\$10,000
Special events/product sales	\$39,024	\$10,097	\$40,219	\$21,910
In-kind donations	\$39,024	\$5,048	\$3,195	\$0
Business Improvement District (BID) ¹	\$27,642	\$12,116	\$29,220	\$13,086
Grants	\$16,260	\$0	\$520	\$0
Other	\$11,382	\$0	\$5,513	\$0
Total	\$208,128	\$43,113	\$112,376	\$54,996

¹ You are referred to more detail in the special BID component of this document

12. Likewise we asked communities for a percentage breakdown of their expenses (By percentage).

Expenses	Average % 2009	Mean % 2009	Average % 2011	Mean % 2011
Salary/Benefits	43.12%	42.00%	39.60%	39.91%
Rent/utilities	5.80%	5.00%	5.73%	5.01%
Travel	2.44%	2.00%	1.51%	1.54%
Marketing/Advertising	7.85%	5.00%	4.39%	3.27%
Printing	2.67%	2.00%	1.96%	1.55%
Organization Committee (Volunteer development, websites, annual meetings, fundraising activities, etc.)	3.63%	3.00%	4.82%	2.19%
Promotions (Special Events, Retail Promotions, Tourism, etc.)	13.92%	11.00%	15.73%	18.62%
Design (Streetscape, design guidelines, façade grants/loans, etc.)	7.49%	5.00%	7.51%	3.49%
Economic Restructuring (business development, business retention, etc.)	5.00%	3.00%	3.62%	1.66%
Other	8.64%	6.40%	3.18%	0.53%
Total	100.56%	84.40%	100.56%	84.40%

13. Likewise we asked communities for a percentage breakdown of their expenses (By dollars (\$)).

Expenses	Average \$ 2009	Mean \$ 2009	Average \$ 2011	Mean \$ 2011
Salary/Benefits	\$70,110	\$42,405	\$56,719	\$44,783
Rent/utilities	\$9,431	\$5,048	\$7,968	\$6,301
Travel	\$3,968	\$2,019	\$1,819	\$1,500
Marketing/Advertising	\$12,759	\$5,048	\$4,853	\$4,425
Printing	\$4,334	\$2,019	\$2,262	\$2,100
Organization Committee (Volunteer development, websites, annual meetings, fundraising activities, etc.)	\$5,908	\$3,029	\$5,653	\$3,271
Promotions (Special Events, Retail Promotions, Tourism, etc.)	\$22,638	\$11,106	\$30,431	\$16,025
Design (Streetscape, design guidelines, façade grants/loans, etc.)	\$12,180	\$5,048	\$10,447	\$5,125
Economic Restructuring (business development, business retention, etc.)	\$8,131	\$3,029	\$5,866	\$1,705
Other	\$14,050	\$6,462	\$3,725	\$1,700
Total	\$163,509	\$85,213	\$129,743	\$86,935

Business Improvement District (BID) data

1. Bid participation, general demographics

Of the 26 survey participants, 14 or 54% report having BIDs. In 2009, of the 33 survey participants 17 reported having BIDs or 62 percent.

Type	Average \$ 2009	Mean \$ 2009	Average \$ 2011	Mean \$ 2011
Business Improvement District (BID)	\$27,642	\$12,116	\$29,220	\$13,086

2. Longevity

In 2009 the average length of existence for Main Street communities which also have a BID is 13.25 years and the median is 14.

In 2011 the average length of existence for Main Street communities which also have a BID is 15 years and the median is 15.

3. Special BID assessment rate

Although Wisconsin Main Street organizations reported different types of assessment practices; we report the following as standardized benchmarks for use.

Type	Average \$ 2009	Mean \$ 2009	Average \$ 2011	Mean \$ 2011
Mill rate/\$1000 of Value	\$4.21	\$1.98	\$3.08	\$2.50
Total \$ Cap per property	\$2,700	\$2,500	\$2,050	\$2,200
Total assessment limit \$	\$100,000	\$100,000	\$80,000	\$80,000

3. BID meeting times

In 2009 the most popular meeting time was one annual meeting, in 2011 the reports shows a wide distribution of meeting practices.

Meetings times per year	2009	2011
Annual	50.00%	28.57%
Semi	5.56%	28.57%
Monthly	22.22%	14.29%
Quarterly	22.22%	28.57%
Total	100.00%	100.00%

4. The Wisconsin BID statutes require a certain type of appointed board. We asked if some communities have members that serve on both the BID and Main Street boards.

92 percent reported having crossover between the BID and Main Street board responsibilities. The average is 3 people serving on both boards.

5. Do you submit an Annual Operating Plan separate from the Main Street work plan?

In 2011 it's a split, 50% report using the Main Street work plan as the BID operating plan, while in 2009 52.94% reported submission of an operating plan separate from the Main Street work plan.

Glossary

Average:

In [mathematics](#), an **average** or **central tendency** of a [set](#) (list) of [data](#) refers to a measure of the "middle" of the data set. There are many different [descriptive statistics](#) that can be chosen as a measurement of the central tendency. The most common method, and the one generally referred to simply as *the average*, is the [arithmetic mean](#).

Median/Mean:

The median literally is the value in the middle.

In [probability theory](#) and [statistics](#), a median is a number dividing the higher half of a sample, a population, or a [probability distribution](#) from the lower half. The median of a finite list of numbers can be found by arranging all the observations from lowest value to highest value and picking the middle one. If there are an even number of observations, one often takes the [mean](#) of the two middle values.

At most, half the population have values less than the median and at most half have values greater than the median. If both groups contain less than half the population, then some of the population is exactly equal to the median.

**City of Portage
Community Development Authority Meeting
Tuesday, April 9, 2013, 5:30 p.m.
Municipal Building, Conference Room One**

Members present: Michael Decker, Chairperson, Jim Grothman, Charles Poches, Marty Havlovic, Todd Kreckman & Rick Dodd. Members Absent/excused: Dan Brunt

Also present: Ken Jahn, Craig Sauer (WPDR), City Attorney Jesse Spankowski, Mayor Ken Jahn and Shawn Murphy, City Administrator

2. **Approval of minutes from March 6, 2013.** Motion by Havlovic 2nd by Grothman to approve the minutes from 3/6/13 as presented. Motion passed 4-0 with Havlovic & Kreckman abstaining.
3. **Consider Motion to go into Closed Session pursuant to Chap 19.85(1)(e) to deliberate the purchase of properties on DeWitt and Cook Streets.** Motion by Poches to convene to closed session, 2nd by Dodd. Motion passed 6-0 on call of the roll. Closed session at 5:35 pm.
4. **Return to Open Session.** Motion by Poches to return to open session, 2nd by Kreckman. Motion passed 6-0 on call of the roll. Meeting in Open Session at 6:18 pm.
5. **Recommendation on Purchase of Properties on DeWitt & Cook Sts.** Chairperson Decker stated that no action will be taken on matters discussed in closed session.
6. **Adjournment** - Motion by Poches, second by Dodd to adjourn. Motion passed 4-0 on call of roll. Meeting adjourned 6:19 pm.

Minutes prepared by City Administrator Murphy

**City of Portage
Historic Preservation Commission
Tuesday, April 9, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room Two
Minutes**

Members Present: Doug Klapper, Chairperson; Richard Beebe, Marlena Cavanaugh, Stephanie Miller-Lamb, Destinee Udelhoven

Members Excused: Erin Foley

Members Absent: Mary Ann Harding

Guests: Mayor Elect Bill Tierney, Bill Welsh (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:09 pm.

2. Approval of previous meeting minutes

Beebe moved to approve the minutes as written; Cavanaugh seconded the motion, which passed unanimously by voice vote.

3. Discussion and possible action on claims

- Klapper noted that the PHPC will be reimbursing the City for the cost of postage for notices of the Public Hearing on adding The Museum at the Portage to the Municipal Register. No invoices have been received from the Clerk at this time.
- Cavanaugh noted that there will be invoices for reimbursement/payment related to the May 7 Open House, but that there are no claims at this time.

4. Discussion and possible action on Historic Preservation Month events

a. May 7 event at The Museum at the Portage

- Discussion about postcard announcement for the May 7 Open House. Mayor Elect noted that money could be saved on postage by using the Every Door Direct Mail option through the US Postal Service. Cavanaugh will look at using that option for mailing the notices to specific mailing routes in the city, rather than noting specific addresses. If this is a viable option, we would be able to send more cards and have them be larger in size than our original plan. The card will have 1000 copies made.
- Udelhoven will distribute to the group the press release used at last year's speaker event during Historic Preservation Month so the group can look over/review a release for this year's event.
- Klapper will attend the Monday, April 15 meeting of the Portage Historical Society to talk about the May 7 event being held at the Museum at the Portage, to seek approval for the PHPC to post a banner advertising the Open House on the Museum itself or in the yard and to have PHPC members arrive at 5:00 pm to prepare for the Open House.
- Group discussed provision of refreshments for the event. Miller-Lamb will be absent but will send over a tray of cookies/bars, Klapper will bring a juice/beverage, Udelhoven will bring a coffee maker and cookies/bars and Cavanaugh will also bring a treat of some kind.

b. Photo Scavenger Hunt

Miller-Lamb reported that shots will be taken next week in the Retail District. Photos will hopefully run the first week of May.

c. HPC Quarterly Award

- Cavanaugh brought photos of the home at 110 E. Howard Street and spoke of some of the work that has been done to the home. Miller-Lamb moved that the home be the winner of the May Quarterly Award. Udelhoven seconded the motion, which passed unanimously by voice vote.
- Udelhoven moved that the PHPC transition to an annual preservation award named in honor of JR (Doc) Curtis, the JR (Doc) Curtis Historic Preservation Award, to be presented in May during Historic Preservation Month. Cavanaugh seconded the motion, which passed unanimously by voice vote.
- The award will be announced at the May 7 Open House at the Museum at the Portage and will again be recognized at a May meeting of the Common Council.

5. Discussion and possible action on 310 DeWitt Street

- The letter from the PHPC supporting rehabilitation and reuse of the property at 310 DeWitt Street was presented to the Common Council. There is no further movement regarding the property to report at this time. Nothing has progressed in terms of purchase of the property or move to friendly condemnation.
- 6. Discussion and possible action on Fox Wisconsin Heritage Parkway opening branch office in Portage
- Fox Wisconsin Heritage Parkway office in opening in Portage, with Ann Clausen hired by a firm to help move the project forward. Clausen will be moving to Portage for the next two years, along with her spouse Peter Dajevskis, from the Pennsylvania area. While the project did not garner support in Congress, the group is still very active in pushing the project forward. The PHCP agrees that Clausen should be invited to attend a meeting of the commission so we can welcome her and introduce her to our mission.

7. Discussion and possible action on Certificate of Appropriateness for exterior window glazing and exterior wood painting for The Museum at the Portage.

Group discussed level of work being done that requires Certificate of Appropriateness. Miller-Lamb moved that the PHPC approve the application for a Certificate of Appropriateness for exterior window glazing and exterior woodwork painting. Udelhoven seconded the motion, which passed unanimously by voice vote.

8. Adjournment

Chair Klapper adjourned the meeting at 7:03 pm.

Respectfully Submitted,
Stephanie Miller-Lamb
Secretary

OPERATOR LICENSE APPLICATIONS - BY LAST NAME

LICENSE YEAR: APRIL 11, 2013-JUNE 30, 2013

Melanie J. Colen
Kaylynn M. Denman
Theresa M. Hardt
Anastasia S. Kinney
Jolene M. Morris
Jenny M. Petrie
Matthew J. Robson
Elizabeth A. Schreiber
Myron T. Shannon, Jr.

Marie Moe

From: Daniel Brunt <brunt.daniel@gmail.com>
Sent: Wednesday, April 03, 2013 11:50 AM
To: Ken Jahn; Marie Moe; Rick Dodd
Subject: CDA & Park & Recreation

Mayor Jahn,

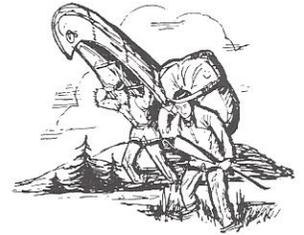
Please consider this e mail my official notice that I am resigning my position on the CDA and the Park & Recreation Board for the City of Portage. Thank you for entrusting your confidence in me by appointing me to serve the City in the past. This resignation is effective immediately.

Thank you,

Daniel Brunt

CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

April 11, 2013

Katie McMahan
CIP Program Manager
FEMA Risk MAP Program
Bureau of Watershed Management
Wisconsin Dept. of Natural Resources
PO Box 7921
Madison, WI 53707-7921

Re: Caledonia and Lewiston Levee System

Dear Ms. McMahan:

This letter is in response to your inquiry about ownership of the Caledonia and Lewiston Levee System. Our records indicate that the City of Portage has title to one parcel (No. 11271-2575, more specifically described as GL 4, Sec. 7, T12N, R9E PART OF OUT LOT 190-ASR. SUB. DIV; LEVEE V184-114 EXC V184-114) that is associated with the levee. It is our understanding that the Department of Natural Resources is charge under s. 31.309(2) Wis. Stats. with maintenance of the levee system.

If you have any questions, please feel free to contact Shawn Murphy, City Administrator at (608) 742-2176, ext. 324 or via email at shawn.murphy@portagewi.gov.

Sincerely,

Kenneth H. Jahn
Mayor

Cc: S. Murphy, City Administrator
B. Redelings, City Engineer

City of Portage
Municipal Services and Utilities Committee Meeting
Thursday, April 4, 2013, 5:00 p.m.
Municipal Building, 115 West Pleasant Street, Conference Room One Minutes

Members Present: Jeff Garetson, Chairperson; Carolyn Hamre, Frank Miller and Michael G. Oszman

Members Excused: Doug Klapper

Others Present: Director Bob Redelings, City Administrator Shawn Murphy, Park and Rec. Tim Raimer, Public Works Superintendent Kim Standke, Cory Miller, Public Works Secretary/Deputy Treasurer Tammy O'Leary, Bill Tierney, Gil Meisgier, Daily Reporter; Craig Saur, Paul Vesley, Chamber of Commerce; Brad Conrad, and GEC; Kory Anderson.

1. **Roll Call.** Meeting called to order at 5:01pm.
2. **Approval of meeting minutes from March 7, 2013 meeting.** Motion by Frank Miller, second by Michael Oszman to approve minutes. Passed 4-0.
3. **Discussion and possible action on street sweeper bids.** Motion by Michael Oszman, second by Carolyn Hamre to accept street sweeper bid from Bruce Municipal Equipment in the amount of \$249,673. The Machine includes \$12,675 in options (Bid Tabulation attached). Not recommending trading in current sweeper because of low trade in value. In the future both machines will be used to pick up leaves. Discussed possible change of leaf policy from bagging to loose at curb. Passed 4-0 Cory Miller was commended for all his help with the bidding process all the way through to recommendation.
4. **Discussion and possible action regarding In Kind Services requests.**

It was noted that not all In-Kind requests were on the current form. In the future the requests need to be on the current form and the committee would like the In-Kind requests one week prior to their meeting. The committee indicated that banners on the canal bridge would no longer be allowed. The Park & Recreation Director and Public Works Superintendent are arranging for the banner supports to be installed.

 - a. Holiday Parade/Tree Lighting
 - b. Canal Days

There was a discussion about the fish boil. Gil Meisgier will get a permit for the open flame fire.

- c. Canal Days Parade
- d. Canal Days Encampment
- e. Antique Appraisal Fair & Flea Market
- f. Portage Farmer's Market –committee chose to discuss Farmers market after completing review of remaining In Kind requests. See Agenda Item #7
- g. Santa's Living Reindeer/Santa Visit
No banner to be put up on Canal Bridge
- h. Columbia County Fair
Council will have to take action on Fence
- i. Columbia County Alzheimer's Walk
The event is going to need as many tables as possible.
- j. Divine Savior Healthcare Run/Walk
- k. Taste of Portage Market Fair
- l. Silver Lake Triathlon
- m. St. Mary's School Car Show
- n. Paint the Town Pink
- o. St. John's Lutheran School Last Day of School Picnic
- p. Concert in the Park Independence Celebration
Needs bleachers again- Aligned on Conant Street.
- q. GPYEF Annual Fall Sports Rally
- r. GPYEF 8th Annual Music Fest
Tim Raimer will talk to Tom Pinion about keeping event in AG building.
- s. St. Mary's Best Fest
Tim Raimer will talk to event planner on additional electricity.

Motion By Michael Oszman, second by Jeff Garetson to approve that aforementioned In-Kind service applications except item f with the noted conditions. Motion passed 4-0.

- 5. Discussion and possible action regarding 2013 Water Main and Sanitary Sewer Project.** Motion by Frank Miller, second by Michael Oszman to forward low bidder information (attached) to finance for approval. After reviewing budget information there was discussion on surplus budget to possibly add some projects for 2013. Bob Redelings will be looking at some projects to suggest to the committee. Passed 4-0.

Kim Standke and Cory Miller left the meeting 5:52 PM.

- 6. Discussion and possible action regarding implementing a storm water utility.** Administrator Murphy provided information (attached) regarding storm water utility implementation. Motion by Oszman, second by Miller to recommend to approve a contract with Strand Associates for the final evaluation and implementation of a Storm Water Utility, not exceed the price of \$21,900. Passed 4-0.
- 7. Discussion and possible action on location of Farmers Market.** Oszman and Garetson brought up safety concerns about leaving the event at the Commerce Plaza and suggested moving it back to Market Square. Paul Vesley and Gil Meisgier indicated that they preferred the Commerce Plaza location due to the accommodations including shade, landscaping, additional room, running water and rest room facilities. Garetson brought up the possibility of vendors assigned 2 parking spaces down town (one for the stand and one for their vehicle) to promote the traffic of pedestrians to stay on the sidewalk and promote more tourism. Motion by Hamre, second by Miller to have Commerce Plaza be the location for the 2013 Farmers Market. Passed 3-1 with Oszman voting no.
- 8. Discussion and possible action on tree topping bids.** Motion by Michael Oszman, second by Frank Miller to accept tree topping bid from Derek Driscoll for option 2 whereby it's the contractors responsibility to dispose of the entire tree. (bid tab attached) Passed 4-0.
- 9. Discussion and possible action on sewer combination truck-deleted from agenda.**

10. Public Works Director's report. Bob Redelings gave report on status of the projects for 2013. Also discussed updating website with pictures on completed projects as a public service.

11. Park and Receptions Report. Tim Raimer gave a report on status of projects. Some of the projects discussed were: getting flea market up and going, Still working on skateboard park (meeting with Kiwanis's to discuss on April 14th), meeting with School District to review cost & revenues and accepting applications for summer activities. New activities this summer include youth tennis, youth sand volleyball and speed walking classes. The Beach wall is scheduled to be completed by May 1st, weather permitting.

12. Adjournment. Motion by Michael Oszman, second by Frank Miller to adjourn. Passed 4-0. Meeting concluded at 6:59 pm

Tammy O' Leary, Public Works Secretary

Discussion and possible action regarding In Kind Services requests.

- a. Holiday Parade/Tree Lighting
- b. Canal Days
- c. Canal Days Parade
- d. Canal Days Encampment
- e. Antique Appraisal Fair & Flea Market
- f. Portage Farmer's Market
- g. Santa's Living Reindeer/Santa Visit
- h. Columbia County Fair
- i. Columbia County Alzheimer's Walk
- j. Divine Savior Healthcare Run/Walk
- k. Taste of Portage Market Fair
- l. Silver Lake Triathlon
- m. St. Mary's School Car Show
- n. Paint the Town Pink
- o. St. John's Lutheran School Last Day of School Picnic
- p. Concert in the Park Independence Celebration
- q. GPYEF Annual Fall Sports Rally
- r. GPYEF 8th Annual Music Fest
- s. St. Mary's Best Fest

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, April 8, 2013 6:00 p.m.
Municipal Building, Conference Room One
Minutes

Members: Rick Dodd, Chairperson, Marty Havlovic, Carolyn Hamre, Doug Klapper

Member Excused: Kenneth A. Ebnetter

Others Present: Administrator Murphy; Finance Director Mohr; Alderperson Rita Maass; Mayor Elect Bill Tierney; Craig Sauer from Portage Daily Register

1. Roll Call

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

Present: Dodd, Havlovic, Hamre, Klapper

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

2. Approval of minutes from March 11, 2013 meeting

Moved by Klapper to approve the minutes of the March 11, 2013 meeting; second by Havlovic. Motion passed 4-0 on a roll call.

3. Discussion and Possible Recommendation on claims

Moved by Klapper to approve claims in the amount of \$1,045,002.25, 2nd by Havlovic. Motion carried 4-0 on call of roll.

4. Report on Project Fund Balance

The Committee reviewed the Capital Projects fund through 2012. Finance Director Mohr stated that the information will be updated through the 1st Qtr of 2013 at our next meeting. No action required.

5. Discussion and Possible Recommendation on Proposal from Charter Business for Internet Service to Enterprise Center.

Administrator Murphy reviewed the information from Charter indicating the preference at this time would be to start at 10M for a monthly fee of \$475 along with a one-time install fee of \$500. This would meet the current needs of the renters if need be we would be able to increase the speed in the future without an additional install fee. Renters will be asked to pay a proportional part of the monthly fee based on their needs. Murphy also mentioned that video conferencing requires a minimum of 10M; and that MATC will be providing the equipment. Frontier is not currently in the position to provide this service; therefore Charter is the only option at this time. Motion by Havlovic to recommend approving the agreement with Charter for 10M service at a monthly rate of \$475 along with the \$500 one-time install fee, second by Klapper. Motion carried unanimously on call of roll.

6. Consideration of recommendation for 2013 Water and Sewer Construction Bids.

Administrator Murphy presented the information on the Bids for the 2013 Water and Sewer. Low bid came in from LMS Construction, Inc. at a contract price of \$742,160.60. This was significantly lower than what was budgeted for the various projects for two main reasons: one the budget for the streets portion inadvertently included the \$180K for the water portion; and two the cost of asphalt is quite a bit lower than was projected. Municipal Services will be reviewing future projects to determine if some project may be accelerated and remaining funding reallocated. Motion by Klapper to recommend awarding Contract 13-001 for 2013 Water and Sewer Construction projects to LMS Construction, Inc. for \$742,160.60, second by Hamre. Motion carried unanimously on call of roll.

7. Discussion and Possible Recommendation Regarding bids for 2013 Tree Removal.

In reviewing the bids for 2013 Tree Removal option 1 is for tree topping only which would then require the city personnel to remove the remaining portion of the tree; option 2 is for total tree removal. The second group of bids includes a tree on W. Franklin Street.

Motion by Havlovic to recommend awarding Contract 13-002 for 2013 Tree Removal for option 2 including the tree on W. Franklin Street to Derek Driscoll in the amount of \$4,850, second by Klapper. Motion carried unanimously on call of roll.

8. Discussion and Possible Recommendation on bids received for Purchase of Street Sweeper.

Administrator Murphy reviewed the bids for the Street Sweeper indicating that Municipal Service is recommending the quote from Bruce (Whirlwind) for a base bid of \$236,998 with no trade in; along with additional options of \$12,675 for a total price of \$249,673. Various items such as life span; cost of maintaining were considered in choosing the Bruce bid over the lowest bid. It was also determined to keep the current sweeper in order to potentially offer a different method of leave pick up in the future and because trade in amounts were considered to be undervalued.

Motion by Havlovic to recommend awarding Contract 13-004 for 2013 Truck Chassis Mounted Vacuum Street Sweeper in the amount of \$249,673 to Bruce, second by Klapper. Motion carried unanimously on call of roll.

9. Discussion and Possible Recommendation for Revisions to CDBG Economic Development Revolving Loan Fund Policy.

Finance Director Mohr indicated the State has requested modifications to the current policy to incorporate additional language regarding job creation for LMI as a result of auditing functions by the Federal Government. Changes to the current policy include: Section 2.1(1) added local accountant; and Sections 3.6(4), 3.6(7), 7.1(9) and the last two sentences on Section 8.2 are new. Also Section 4.1(2) was changed to incorporate the current interest rate policy that was established at the March 7, 2013 meeting of the Economic Development Loan Fund Committee.

Motion by Havlovic to approve the revisions to the CDBG Economic Development Revolving Loan Fund Policy, second by Klapper. Motion carried unanimously on call of roll.

10. Discussion and Possible Recommendation on Proposal for Creation of Storm Water Utility.

Administrator Murphy reviewed the proposal from Strand Associates regarding the Storm Water Utility Feasibility Study Update and Storm Water Utility Implementation and presented projected expenses and rate structure. The proposal includes various items as indicated in their March 1st letter. This would provide updated information on making the final decision on creating a Storm Water Utility including updating impervious area, development of credit policy, billing system and storm water ordinance. It was recommended to fund the Strand proposal initially from borrowed funds with repayment by the storm water utility if implemented.

Motion by Klapper to recommend the Proposal from Strand Associates in the amount not to exceed \$21,900 to update the feasibility study and provide information on implementation, second by Hamre. Motion carried unanimously on call of roll.

11. Discussion and Possible Recommendation on Construction Loan for Library Addition.

Administrator Murphy reviewed proposed construction loan documentation from Bank of Wisconsin Dells for \$500,000 at 4.25% to be paid back on 4/12/2014; with security coming from the Library's money market account. Alderperson Dodd raised the question about financing this with a loan from the City at 3.25% as was done in the past with the interfund loan for equipment purchases. Administration will look into this option.

Motion by Havlovic to recommend the City loan the Library up to \$500,000 for up to one year at 3.25% with security coming from the Library's money market account; pending Administrations' findings, second by Klapper. Motion carried unanimously on call of roll.

12. Adjournment

Moved by Klapper to adjourn; second by Dodd. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:29 p.m.

Jean Mohr
Finance Director

Claims - Finance Meeting 4/08/13

Vendor Summary Report

11,610.00 Accurate Appraisal, LLC (pg1)
 15,000.00 Allen Steel Co. (pg1) Watermain & Sanitary Sew PROJ#12-20C04
 30,327.22 Alliant Energy (pg1)
 3,918.42 Amazon (pg1) Library
 7,862.71 Bendlin Fire Equip (pg1) Turn Out Gear (4)
 27,446.41 Col Cty Highway (pg1) Salt 2013 bdgt \$107,500 YTD \$60,644.97 Bal \$46855
 24,660.53 Col Cty Solid Waste (pg1)
 2,838.24 Dell Mktg (pg1) Server - Dash Cameras PROJ#13-10C01
 6,664.00 General Eng (various) (pg2)
 2,864.81 Ingram Library Svc (pg2) Books
 6,863.50 Miller & Miller (pg2)
 3,030.55 Penworth Company (pg2) Books
 7,813.70 Public Admin Assoc (pg2) Administrator Selection
 61,347.17 Sabel Mechanical (pg3) sewer - Wastewater
 2,726.01 Superior Chemical (pg3)
 5,453.31 US Cellular (pg3)
 32,754.17 WI Business Innovation- Enterprise Center 1/1/12-9/30/12

253,180.75 Subtotal

297,188.55 297,188.55 Total
 85%

Paid Invoice Listing 4/05/13 chk# 137227-137554

30,000.00 205 Vino (pg1) ED Loan
 2,609.10 Gil Meisgeier (pg1) BID
 25,894.00 Central WI Community (pg3) Block Grants
 6,353.17 Delta Dental (pg3)
 3,500.00 Halverson Eng (pg5) Enterprise Center
 6,480.00 Historic Indian Agency (pg5) Tourism
 3,124.00 Main St Portage (pg6) BID Admin Svc 2 months
 20,464.40 Plunkett Raysich Arch (pg7) Library Exp
 7,500.00 Portage Area Chamber (pg7) Tourism
 112,207.19 Portage Water (pg7) \$85,479.31 2013 Taxes; \$26,727.88 Wild Rose 2011 Payment
 48,304.19 Running (pg8)
 17,500.00 Sign Element (pg8) Library Exp
 5,750.79 St of WI (pg9) Muni Court

289,686.84 Subtotal

314,207.20 314,207.20 Total
 92%

Manual Checks Issued - Wires

80,887.16 Community Bank - Payroll
 128.47 WIDOR - Payroll
 12,934.68 GWRS Great WeSt Retirement Svc - Payroll
 39,653.18 WRS WI Retirement Sys - Payroll
 84,840.70 ETF

218,444.19 Subtotal

218,444.19 218,444.19 Total
 100%

Water Payment Approval

11,424.03 Alliant - Various
 5,417.82 Cargill Inc - Salt
 28,825.99 City of Portage - Payroll
 1,732.53 LW Allen
 2,429.10 Martelle Water Treatment
 145,557.36 Sewer Utility

195,386.83 Subtotal

200,319.51 200,319.51 Total
 98%

Water Capital Projects

14,842.80 Badger Meter - Orion Meters PROJ#13-610W04

14,842.80 Subtotal

14,842.80 14,842.80 Total
 100%

\$ 1,045,002.25 Total Claims

DATE: 04/05/2013
TIME: 09:34:30
ID: AP442000.WOW

CITY OF PORTAGE
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
1STAYD	1STAYD CORPORATION	1,657.32	108.72
ACCUAPR	ACCURATE APPRAISAL, LLC	38,270.00	11,610.00
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	409.08	28.70
AIRTEMP	AIR TEMPERATURE SERVICES INC	29,613.98	1,095.84
ALERETOX	ALERE TOXICOLOGY SERVICES INC	1,686.25	174.75
ALLENST	ALLEN STEEL CO., INC.	407,596.40	15,000.00
ALLIENE	ALLIANT ENERGY	453,501.94	30,327.22
AMAZON	AMAZON	16,761.60	3,918.42
AMERFAS	AMERICAN FASTENER	850.00	62.73
APWA	APWA	159.00	184.00
AQUACHE	AQUACHEM OF AMERICA INC.	27,207.00	2,484.00
ARAMUNI	ARAMARK UNIFORM SERVICES	24,010.45	1,789.56
AT&T	AT&T	746.97	51.51
AUTUSUP	AUTUMN SUPPLY	3,379.73	853.81
BADTRUCE	BADGER TRUCK CENTER OF MADISON	378.38	105.92
BAKEENT	BAKER & TAYLOR	7,363.14	79.00
BEARBRA	BEAR GRAPHICS, INC.	433.66	85.63
BELCO	BELCO VEHICLE SOLUTIONS	2,839.11	1,989.08
BENDFIR	BENDLIN FIRE EQUIPMENT CO., IN	7,598.84	7,862.71
BNSSPORT	BSN SPORTS	40.80	471.18
BOAR&CLA	BOARDMAN & CLARK LAW FIRM	3,186.30	148.00
BOBCAT	BOBCAT PLUS, INC.	1,466.98	252.37
BRAUNTHY	BRAUN THYSSENKRUPP ELEVATOR	845.59	216.12
BRYAELE	BRYAN ELECTRICAL CONTRACTING	1,925.00	105.00
CALICON	CALIFORNIA CONTRACTORS	1,531.15	199.80
CAPIBAT	CAPITOL CITY BATTERY, INC.	1,271.60	178.95
CAPNEWS	CAPITAL NEWSPAPERS	27,015.86	458.65
CARDMEM	CARDMEMBER SERVICE	17,876.68	486.73
CARTDIR	CARTRIDGES DIRECT	2,407.66	705.92
CCHEALT	COLUMBIA COUNTY HEALTH &	120.00	40.00
CCHIGH	COLUMBIA COUNTY HIGHWAY	160,411.90	27,446.41
CCMIS	COLUMBIA COUNTY MIS DEPT	7,419.00	60.00
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	2,600.00	75.00
CCSOLID	COLUMBIA CO. SOLID WASTE	345,099.04	24,660.53
CENTSPR	CENTURY SPRINGS BOTTLING CO	3,486.80	121.60
CHARCOM	CHARTER COMMUNICATIONS	1,333.45	110.34
CITYDIRE	CITY DIRECTORIES	0.00	320.00
COUNPLU	COUNTRY PLUMBER, INC	9,647.69	443.32
CREAPROS	CREATIVE PRODUCT SOURCE, INC.	0.00	627.28
CTLABOR	CT LABORATORIES, LLC	4,487.01	48.30
DEANHEAL	DEAN CLINIC	620.00	60.00
DELLMAR	DELL MARKETING LP	31,833.44	2,838.24
DEMCO	DEMCO, INC.	4,053.14	662.35
DIVISAV	DIVINE SAVIOR HEALTHCARE	7,698.00	1,378.00

INVOICES DUE ON/BEFORE 04/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
EAGLEENG	EAGLE ENGRAVING	629.23	23.35
ENERINC	ENERGENECS, INC.	0.00	2,350.70
ENVICON	ENVIRONMENT CONTROL	18,992.55	1,335.00
EXPEWOR	EXPERIENCE WORKS	0.00	50.00
FIRERESC	FIRE RESCUE SUPPLY LLC	11,191.90	62.00
FISHSCI	FISHER SCIENTIFIC	0.00	350.55
FRONTON	FRONTIER ONLINE	23,470.63	2,160.34
GALEGRO	GALE	218.33	55.44
GALLS	GALLS, AN ARAMARK COMPANY	1,533.05	204.00
GENENG	GENERAL ENGINEERING COMPANY	176,756.16	6,664.00
GREYHOU	GREY HOUSE PUBLISHING	1,538.50	163.00
H&MCON	H & M CONTRACTING	18,090.66	568.78
HESTARK	THE H.E. STARK AGENCY INC	11,986.54	996.11
IDEXLAB	IDEXX LABORATORIES	573.76	754.27
IDVILLE	IDVILLE	0.00	86.75
INFOTEC	INFORMATION TECHNOLOGIES INC.	25,243.09	1,365.00
INGRBOO	INGRAM LIBRARY SERVICES	39,359.02	2,864.81
INTEBATT	INTERSTATE BATTERY	50.40	50.40
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	3,640.67	120.00
KIMBMID	KIMBALL MIDWEST	556.41	147.02
LMSCON	LMS CONSTRUCTION INC	68,862.11	915.13
LYNNPEA	LYNN PEAVEY COMPANY	725.09	176.00
MADITRU	MADISON TRUCK EQUIPMENT INC.	22,039.97	516.02
MATCFIR	MATC FIRE SERVICE EDUCATIN	0.00	240.00
MICRMAR	MICROMARKETING, LLC	210.75	114.54
MIDAMER	MID-AMERICAN RESEARCH CHEMICAL	1,961.91	129.53
MIDTAPE	MIDWEST TAPE	2,904.97	115.97
MILLMIL	MILLER & MILLER LLC	75,112.75	6,863.50
NAPAAUT	NAPA AUTO PARTS	15,537.46	485.39
NORTCEN	NORTH CENTRAL LABORATORIES	15,851.64	488.19
PENWORTH	THE PENWORTHY COMPANY	5,515.66	3,030.55
PERSEVA	PERSONNEL EVALUATION INC	0.00	160.00
PETTY	PETTY CASH	870.25	150.00
PIONRAN	PIONEER ATHLETICS	535.00	1,237.50
PITNBOW	PITNEY BOWES GLOBAL FINANCIAL	1,357.68	339.42
PITNEYBO	PITNEY BOWES PURCHASE POWER	1,604.04	135.42
POMPTIR	POMP'S TIRE SERVICE INC	7,394.30	631.84
PORTDIE	PORTAGE DIESEL , INC.	34,602.55	132.10
PORTLUM	PORTAGE LUMBER	7,328.31	801.95
PROFOR	PROFORMA	570.50	170.00
PUBADM	PUBLIC ADMINISTRATION ASSOC.	0.00	7,813.70
QUALBOO	QUALITY BOOKS INC.	3,411.72	104.55
RANDHOU	RANDOM HOUSE INC	1,642.55	33.75
REDCEDAR	RED CEDAR COMMUNICATIONS	1,150.00	225.00

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CITY OF PORTAGE
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/12/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RENNFIR	RENNERT'S FIRE EQUIPMENT	3,806.72	169.43
RHYMBUS	RHYME BUSINESS PRODUCTS	21,482.52	14.99
SABELMEC	SABEL MECHANICAL LLC	243,794.76	61,347.17
SCHUSMA	SCHULTZ SMALL ENGINE	1,393.63	16.95
SCOTTCON	SCOTT CONSTRUCTION INC.	77,504.61	1,423.24
SEBCOBK	SEBCO BOOKS	0.00	1,989.55
SIEMWAT	SIEMENS INDUSTRY INC	9,938.07	350.00
SOUTCEN	SOUTH CENTRAL LIBRARY	110,471.53	695.76
STAPLES	STAPLES CREDIT PLAN	25,722.94	1,644.59
SUPECHE	SUPERIOR CHEMICAL INC	26,156.31	2,726.01
TRACSUP	TRACTOR SUPPLY CREDIT PLAN	334.63	6.29
TRECEK	TRECEK AUTOMOTIVE OF	13,331.10	261.49
TRUCKCO	TRUCK COUNTRY	63,373.29	740.52
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	769.70	80.55
USCELL	U. S. CELLULAR	73,561.64	5,453.31
WALSACE	WALSH'S ACE HARDWARE	11,284.46	821.26
WBIA	WISCONSIN BUSINESS INCUBATION	125.00	125.00
WEAVAUT	WEAVER AUTO PARTS	4,597.95	96.75
WELWILL	WILLIAM P. WELSH	8,439.00	565.00
WISCBUS	WISCONSIN BUSINESS INNOVATION	22,389.95	32,754.17
WISCOPY	WISCONSIN COPY &	1,024.19	337.06
WISSTAT	WISCONSIN STATE JOURNAL	0.00	148.20
WITAX	WISCONSIN TAXPAYERS ALLIANCE	141.18	44.00
WPRA	WISCONSIN PARK AND	18,626.05	70.00
TOTAL ALL VENDORS:			297,188.55

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CITY OF PORTAGE
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
205VINO	205 VINO LLC								
	130314	ECON 01 7YEAR LOAN	2700056710000	03/22/13		137399	03/22/13	30,000.00	30,000.00 30,000.00
								VENDOR TOTAL:	30,000.00
AFLAC	AMERICAN FAMILY LIFE								
	130322	01 AFLAC APRIL 2013	1000021000929	03/22/13		137400	03/22/13	155.53	155.53 155.53
								VENDOR TOTAL:	155.53
AIRPORT	AIR PORTAGE, INC								
	MARCH QUARTERLY								
	01	QUARTERLY MARCH 2013	1002053510219	04/05/13		137538	04/05/13	1,750.00	1,750.00 1,750.00
								VENDOR TOTAL:	1,750.00
ASSOMAN	GIL MEISGEIER DBA								
	130110	01 CONF REGISTRATION	2450056720297	03/28/13		137417	03/28/13	120.10	65.00 65.00
	130225	01 TRACTOR SUPPLY	2450056720351	03/28/13		137417	03/28/13	120.10	21.10 21.10
	130228	01 FARMERS MARKET GAS	2450056720342	03/28/13		137417	03/28/13	120.10	34.00 34.00
	130405	01 MARCH 2013	2450056720241	04/05/13		137539	04/05/13	2,489.00	2,489.00 2,489.00
								VENDOR TOTAL:	2,609.10
BLYSTOW	BLYSTONE TOWING & RADIATOR, IN								
	130320	01 1309 CALEDONIA ST	1000023000939	04/05/13		137540	04/05/13	1,000.00	1,000.00 1,000.00
								VENDOR TOTAL:	1,000.00
BONDTRU	BOND TRUST SERVICES CORP								
	8850	01 040213 040114	3000058000590	03/28/13		137418	03/28/13	350.00	350.00 350.00
								VENDOR TOTAL:	350.00
CALSCON	CALS CONFERENCE SERVICES								
	130228			03/15/13		137228	03/15/13	75.00	75.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	ADM54	01 ADMIN	2200056000219	03/15/13		137229	03/15/13	12,880.00	1,344.00 1,344.00
	ADM55	01 ADMIN	2200056000219	03/15/13		137229	03/15/13	12,880.00	336.00 336.00
								VENDOR TOTAL:	25,894.00
COLCTYEC	COLUMBIA COUNTY ECONOMIC								
	1303-MARCH	01 MARCH SERVICES	2750056710219	03/22/13		137402	03/22/13	200.00	200.00 200.00
								VENDOR TOTAL:	200.00
COUNPLU	COUNTRY PLUMBER, INC								
	130308	01 634 W WISCONSIN	1000023000939	03/15/13		137230	03/15/13	1,000.00	1,000.00 1,000.00
								VENDOR TOTAL:	1,000.00
DEGOAN	ANGELINA DEGOLLADO								
	130327	01 TAX INTERCEPTION	1004545110000	04/05/13		137543	04/05/13	114.00	114.00 114.00
								VENDOR TOTAL:	114.00
DELTDEN	DELTA DENTAL PLAN OF WISCONSIN								
	130401	01 0413	1000021000913	03/28/13		137420	03/28/13	6,353.17	6,353.17 2,072.00 3,010.53 8.00 8.72 120.00 214.38 169.60 204.90 150.40 227.45 80.00 87.19
		02 0413	1000021000929						
		03 0413	2110021000913						
		04 0413	2110021000929						
		05 0413	2300021000913						
		06 0413	2300021000929						
		07 0413	6100021000913						
		08 0413	6100021000929						
		09 0413	6200021000913						
		10 0413	6200021000929						
		11 0413	1000021000913						
		12 0413	1000021000929						
								VENDOR TOTAL:	6,353.17
DEPWORK	UNEMPLOYMENT INSURANCE								
	4760502			03/22/13		137403	03/22/13	505.24	505.24

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CITY OF PORTAGE
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	4760502	01 DWD FEB 2013	1002053311111	03/22/13		137403	03/22/13	505.24	505.24 505.24
									VENDOR TOTAL: 505.24
ELLIER	ERICA M. ELLIS								
	130315	01 TICKET OVERPAY	1000021000935	03/22/13		137404	03/22/13	50.00	50.00 50.00
									VENDOR TOTAL: 50.00
ENTER	ENTERCOM MADISON WLOX-FM								
	108633-2	01 1/28/13-2/24/13	2400056000296	03/28/13		137421	03/28/13	900.00	900.00 900.00
									VENDOR TOTAL: 900.00
EQUIVES	EQUI-VEST								
	130324	01 130322 PAY	1000021000923	03/22/13		137405	03/22/13	40.00	40.00 40.00
	130405	01 130405	1000021000923	04/05/13		137544	04/05/13	40.00	40.00 40.00
									VENDOR TOTAL: 80.00
FEHDBR	BRIAN D. FEHD								
	130322	01 130317 UNIFORM	1001052120133	03/22/13		137406	03/22/13	398.78	398.78 398.78
									VENDOR TOTAL: 398.78
GARZAN	ANTHONY GARZA								
	130318	01 TAX INTERCEPT	1004545110000	03/22/13		137407	03/22/13	288.03	288.03 288.03
									VENDOR TOTAL: 288.03
GEBJOH	JOHN GEBIEN								
	130315	01 TAX INTERCEPT	1004545110000	03/15/13		137231	03/15/13	83.00	83.00 83.00
									VENDOR TOTAL: 83.00
GENENG	GENERAL ENGINEERING COMPANY								
	130115			04/05/13		137545	04/05/13	402.50	402.50

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MAINSTR	MAIN STREET PORTAGE, INC								
	130131	01 MAIN STREET	2450056720550	03/28/13		137423	03/28/13	3,124.00	1,562.00 1,562.00
	130228	01 MAIN STREET	2450056720550	03/28/13		137423	03/28/13	3,124.00	1,562.00 1,562.00
								VENDOR TOTAL:	3,124.00
MARKBAS	MARKET BASKET								
	130202	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	34.71 34.71
	130204	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	24.82 24.82
	27403	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	19.15 19.15
	36150	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	29.20 29.20
	36645	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	16.95 16.95
	37588	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	20.34 20.34
	37967	01 MARKET BASKET	2450056720342	03/28/13		137424	03/28/13	174.17	29.00 29.00
								VENDOR TOTAL:	174.17
MINNMUT	THE MINNESOTA LIFE INSURANCE								
	APRIL 2013			03/15/13		137233	03/15/13	1,906.59	1,906.59 1,448.21
		01 APRIL 2013	1000021000915						137.58
		02 APRIL 2013	2300021000915						11.89
		03 APRIL 2013	2110021000915						169.92
		04 APRIL 2013	6200021000915						138.99
		05 APRIL 2013	6100021000915						
								VENDOR TOTAL:	1,906.59
NORTCEN	NORTH CENTRAL LABORATORIES								
	130315			03/28/13		137425	03/28/13	40.00	20.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130315	01 TONY BORTZ	6205553610290	03/28/13		137425	03/28/13	40.00	20.00 20.00
	130318	01 DAVID HORNISCHER	6205553610290	03/28/13		137425	03/28/13	40.00	20.00 20.00
							VENDOR TOTAL:		40.00
PIONDA		DANIEL C. PIONKE							
	130328	01 UNIFORM	1001052120133	03/28/13		137426	03/28/13	412.37	412.37 412.37
							VENDOR TOTAL:		412.37
PLUNRAY		PLUNKETT RAYSICH ARCHITECTS							
	201301003	01 THRU 12/31/12	1000015000030	04/05/13		137548	04/05/13	20,464.40	18,251.00 18,251.00
	201302002	01 THRU 01/31/13	1000015000030	04/05/13		137548	04/05/13	20,464.40	1,106.70 1,106.70
	201303060	01 THRU 2/28/13	1000015000030	04/05/13		137548	04/05/13	20,464.40	1,106.70 1,106.70
							VENDOR TOTAL:		20,464.40
PORTCHAM		PORTAGE AREA CHAMBER OF							
	11664	01 1ST QUARTER 2013	2400056000720	03/28/13		137427	03/28/13	7,500.00	7,500.00 7,500.00
							VENDOR TOTAL:		7,500.00
PORTWAT		PORTAGE WATER UTILITY							
	130315	01 JAN	8900025000953	03/15/13		137234	03/15/13	112,207.19	85,479.31 29,525.15
		02 FEB	8900025000953						40,815.48
		03 SP	8900025000953						15,138.68
	WILD ROSE	01 WILDROSE DEVELOPMENT	1000025000953	03/15/13		137234	03/15/13	112,207.19	26,727.88 26,727.88
							VENDOR TOTAL:		112,207.19
PRITCH		JOANN PRITCHARD							
	130308			03/15/13		137235	03/15/13	1,000.00	1,000.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130308	01 308 WASHINGTON ST	1000023000939	03/15/13		137235	03/15/13	1,000.00	1,000.00
									1,000.00
								VENDOR TOTAL:	1,000.00
RAIMTI	TIMOTHY RAIMER								
	130405	01 MEDICAL	1000021000929	04/05/13		137549	04/05/13	92.02	92.02
									92.02
								VENDOR TOTAL:	92.02
REDCEDAR	RED CEDAR COMMUNICATIONS								
	144	01 ENTERPRISE PHONE	1000351200219	03/15/13		137236	03/15/13	250.00	250.00
		02 ENTERPRISE PHONE	2750056710352						125.00
									125.00
								VENDOR TOTAL:	250.00
RESERACC	RESERVE ACCOUNT								
	130322	01 POSTAGE METER REFILL	1000016000053	03/22/13		137409	03/22/13	1,000.00	1,000.00
									1,000.00
								VENDOR TOTAL:	1,000.00
RUNNING	RUNNING INC.								
	27432	01 SHARED RIDE TAXI SERVICE	2600053520725	03/22/13		137410	03/22/13	48,304.19	48,304.19
									48,304.19
								VENDOR TOTAL:	48,304.19
SCHOBA	BARRY SCHOENBECK								
	130319	01 PAYMENT 120704 NSF REFUND	1000013000023	03/22/13		137411	03/22/13	100.00	100.00
									100.00
								VENDOR TOTAL:	100.00
SIGNELEM	SIGNELEMENTS								
	723248	01 SIGN PACKAGE	1000015000030	04/05/13		137550	04/05/13	17,500.00	17,500.00
									17,500.00
								VENDOR TOTAL:	17,500.00
SIMOGAR	GARY SIMONSON								
	130308			03/15/13		137237	03/15/13	63.00	63.00

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CITY OF PORTAGE
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SUPPORT	WISCONSIN	SUPPORT COLLECTIONS							
	130322	01 130322	1000021000925	03/22/13		137415	03/22/13	371.07	371.07
	130405	01 MARTIN RONALD	1000021000925	04/05/13		137552	04/05/13	371.07	371.07
		02 STUMPF JEFFREY	1000021000925						221.07
									150.00
									VENDOR TOTAL:
									742.14
TEAMLOC	TEAMSTERS	LOCAL #695							
	130401	01 APRIL 2013	1000021000917	04/05/13		137553	04/05/13	833.00	833.00
		02 APRIL 2013	6100021000917						588.00
		03 APRIL 2013	6200021000917						129.36
									115.64
									VENDOR TOTAL:
									833.00
THOMACE	ACE H. THOMAS								
	130313	01 TAX REFUND INTERCEPT	1004545110000	03/15/13		137239	03/15/13	80.00	80.00
									80.00
									VENDOR TOTAL:
									80.00
WALKBR	BRENT WALKER								
	130308	01 TAX INTERCEPT	1004545110000	03/15/13		137240	03/15/13	191.00	191.00
									191.00
									VENDOR TOTAL:
									191.00
WALMARSU	WALMART	SUPERCENTER							
	130314	01 STIGLER RESTITUTION	1004545110000	03/15/13		137241	03/15/13	309.26	309.26
		02 PRICE RESTITUTION	1004545110000						75.00
		03 JUVENILE	1004545110000						85.54
		04 SCHRANK RESTITUTION	1004545110000						32.38
		05 HOTCHKISS RESTITUTION	1004545110000						101.44
									14.90
									VENDOR TOTAL:
									309.26
WALMART	WALMART	COMMUNITY							
	130322	01 PARK REC	1003055400350	03/22/13		137416	03/22/13	294.97	277.00
									277.00
	130322	FIRE		03/22/13		137416	03/22/13	294.97	17.97

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130322	FIRE 01 FIRE	1001552220390	03/22/13		137416	03/22/13	294.97	17.97 17.97
								VENDOR TOTAL:	294.97
WALSACE	63898	WALSH'S ACE HARDWARE 01 WALSH'S	2450056720351	03/28/13		137430	03/28/13	6.31	6.31 6.31
								VENDOR TOTAL:	6.31
WCM	2013	ANNUAL 01 WCM 2013	1003555190216	03/15/13		137242	03/15/13	195.00	195.00 195.00
								VENDOR TOTAL:	195.00
WIRURWAT	130318	WISCONSIN RURAL WATER ASSOC 01 BARRY SCHWINGEL	1002053311290	03/28/13		137431	03/28/13	190.00	95.00 95.00
	130321	01 BOB LENTZ	1002053311290	03/28/13		137431	03/28/13	190.00	95.00 95.00
								VENDOR TOTAL:	190.00
WISDAR	130321	WISCONSIN SOCIETY DAUGHTER OF 01 DAR	2400056000730	03/28/13		137432	03/28/13	2,250.00	2,250.00 2,250.00
								VENDOR TOTAL:	2,250.00
WMJA	130331	WISCONSIN MUNICIPAL JUDGES 01 MEMBERSHIP DUES	1000351200216	03/28/13		137433	03/28/13	100.00	100.00 100.00
								VENDOR TOTAL:	100.00
WPPA	130401	WISCONSIN PROFESSIONAL POLICE 01 APRIL 2013	1000021000917	04/05/13		137554	04/05/13	675.75	675.75 675.75
								VENDOR TOTAL:	675.75
								TOTAL --- ALL INVOICES:	314,207.20

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CITY OF PORTAGE
 DETAIL BOARD REPORT

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MANUAL CHECKS ISSUED 03/09/2013 THRU 04/05/2013

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

DEPTEMP DEPT. OF EMPLOYEE TRUST FUNDS							
APRIL 13	03/15/13	01	APRIL 2013	1000021000911	940207	03/15/13	54,896.41
		02	APRIL 2013	1000021000929			7,921.19
		03	APRIL 2013	2300021000911			4,120.98
		04	APRIL 2013	2300021000929			1,051.12
		05	APRIL 2013	6100021000911			5,101.10
		06	APRIL 2013	6100021000929			695.60
		07	APRIL 2013	6200021000911			3,476.88
		08	APRIL 2013	6200021000929			474.12
		09	APRIL 2013	1001052150136			370.80
		10	APRIL 2013	1002053100136			1,317.00
		11	APRIL 2013	1001052120136			1,093.70
		12	APRIL 2013	1001052120136			1,317.00
		13	APRIL 2013	1000251410136			1,317.00
		14	APRIL 2013	6205553610136			1,317.00
		15	APRIL 2013	1001052150136			370.80
						INVOICE TOTAL:	84,840.70
						VENDOR TOTAL:	84,840.70
GWS GREAT WEST RETIRMENT SERVICES							
130308	03/12/13	01	130308	1000021000923	946877	03/12/13	3,988.84
		02	130308	1000021000923			365.00
		03	130308	2300021000923			600.00
		04	130308	6100021000923			1,160.00
		05	130308	6100021000923			246.00
		06	130308	6200021000923			200.00
						INVOICE TOTAL:	6,559.84
130322	03/22/13	01	130322	1000021000923	959334	03/22/13	4,398.84
		02	130322	1000021000923			515.00
		03	130322	2110021000923			5.00
		04	130322	2300021000923			450.00
		05	130322	6100021000923			566.80
		06	130322	6100021000923			216.48
		07	130322	6200021000923			193.20
		08	130322	6200021000923			29.52
						INVOICE TOTAL:	6,374.84
						VENDOR TOTAL:	12,934.68
SALES WISCONSIN DEPT OF REVENUE							
81984	03/22/13	01	SALES TAX REPORT	1000024000941	981984	03/22/13	28.79
		02	SALES TAX REPORT	1004141222000			-10.00
		03	SALES TAX REPORT	2110024000941			109.68
						INVOICE TOTAL:	128.47
						VENDOR TOTAL:	128.47

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CITY OF PORTAGE
 DETAIL BOARD REPORT

MANUAL CHECKS ISSUED 03/09/2013 THRU 04/05/2013

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

WIRE	COMMUNITY BANK OF PORTAGE						
130222	03/15/13	01	STATE	1000021000907	985440	03/15/13	5,800.79
		02	STATE	2110021000907			0.72
		03	STATE	2300021000907			364.84
		04	STATE	6100021000907			406.48
		05	STATE	6200021000907			527.63
						INVOICE TOTAL:	7,100.46
130315	03/28/13	01	130222	1000021000907	948128	03/28/13	5,665.16
		02	130222	2110021000907			36.24
		03	130222	2300021000907			372.99
		04	130222	6100021000907			434.44
		05	130222	6200021000907			524.88
						INVOICE TOTAL:	7,033.71
130405 FEDERAL	04/05/13	01	130405	1000021000903	929590	04/05/13	14,636.56
		02	130405	1000021000905			11,309.69
		03	130405	2110021000903			261.30
		04	130405	2110021000905			86.54
		05	130405	2300021000903			1,450.56
		06	130405	2300021000905			578.30
		07	130405	6100021000903			1,461.44
		08	130405	6100021000905			941.11
		09	130405	6200021000903			1,571.76
		10	130405	6200021000905			936.31
						INVOICE TOTAL:	33,233.57
9082	03/22/13	01	130322	1000021000903	909082	03/22/13	15,194.08
		02	130322	1000021000905			11,093.66
		03	130322	1000021000905			268.26
		04	130322	2110021000905			75.00
		05	130322	2300021000903			1,476.74
		06	130322	2300021000905			611.66
		07	130322	6100021000903			1,443.02
		08	130322	6100021000905			922.55
		09	130322	6200021000903			1,533.88
		10	130322	6200021000905			900.57
						INVOICE TOTAL:	33,519.42
						VENDOR TOTAL:	80,887.16
WRS	WISCONSIN RETIREMENT SYSTEM						
130322	03/22/13	01	130322	1000021000909	902960	03/22/13	35,685.25
		02	130322	2110021000909			112.56
		03	130322	2300021000909			2,307.52

DATE: 04/05/2013
TIME: 13:01:35
ID: AP444000.WOW

CITY OF PORTAGE
DETAIL BOARD REPORT

PAGE: 3

MANUAL CHECKS ISSUED 03/09/2013 THRU 04/05/2013

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

WRS	WISCONSIN RETIREMENT SYSTEM						
130322	03/22/13	04	130322	6100021000909	902960	03/22/13	2,424.12
		05	130322	6200021000909			2,560.28
		06	130322	1000021000909			-3,436.55
						INVOICE TOTAL:	39,653.18
						VENDOR TOTAL:	39,653.18
						TOTAL ALL INVOICES:	218,444.19

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only
Input Date(s): 04/02/2013 - 04/02/2013Page: 1
Apr 03, 2013 03:32pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
247 HOME COMFORT SERVICES INC							
	Total 247 HOME COMFORT SERVICES INC				35.90	.00	
AIRGAS USA LLC							
	Total AIRGAS USA LLC				14.93	.00	
ALLIANT ENERGY/WP&L							
	Total ALLIANT ENERGY/WP&L				11,424.03	.00	
AUTUMN SUPPLY							
	Total AUTUMN SUPPLY				87.32	.00	
CARGILL INC-SALT DIVISION							
	Total CARGILL INC-SALT DIVISION				5,417.82	.00	
CEDINTERSTATE ELECTRIC							
	Total CEDINTERSTATE ELECTRIC				84.00	.00	
CHARTER COMMUNICATIONS							
	Total CHARTER COMMUNICATIONS				59.99	.00	
CITY TREASURER-PAYROLL							
	Total CITY TREASURER-PAYROLL				28,825.99	.00	
CT LABORATORIES, LLC							
	Total CT LABORATORIES, LLC				94.50	.00	
FRONTIER							
	Total FRONTIER				276.41	.00	
GRAINGER							
	Total GRAINGER				87.84	.00	
HACH COMPANY							
	Total HACH COMPANY				1,075.83	.00	
HAWKINS INC							
	Total HAWKINS INC				539.50	.00	
HD SUPPLY WATERWORKS, LTD							
	Total HD SUPPLY WATERWORKS, LTD				329.96	.00	
L W ALLEN							
	Total L W ALLEN				1,732.53	.00	
MARTELLE WATER TREATMENT							
	Total MARTELLE WATER TREATMENT				2,429.10	.00	
MGD WELDING							
	Total MGD WELDING				225.00	.00	
NAPA AUTO PARTS							
	Total NAPA AUTO PARTS				35.13	.00	
NORTH WOODS SUPERIOR							
	Total NORTH WOODS SUPERIOR				199.75	.00	
P W U							

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only
 Input Date(s): 04/02/2013 - 04/02/2013

Page: 2
 Apr 03, 2013 03:32pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total P W U					1,014.15	.00	
PORTAGE PRINTING							
Total PORTAGE PRINTING					240.00	.00	
RE-MAX PREFERRED							
Total RE-MAX PREFERRED					12.47	.00	
SEWER UTILITY							
Total SEWER UTILITY					143,557.36	.00	
WATER WELL SOLUTIONS SERVICE							
Total WATER WELL SOLUTIONS SERVICE					500.00	.00	
WI STATE LABORATORY OF HYGIENE							
Total WI STATE LABORATORY OF HYGIENE					20.00	.00	

Total Paid: -
 Total Unpaid: 200,319.51
 Grand Total: 200,319.51

Portage Water Utility

Dated: _____

UNPAID CAPITAL CLAIMS REPORT
OPERATING FUND CHECKING - CAPITAL PROJECTS

PAYEE INVOICE #	DATE	DESCRIPTION	GL ACCOUNT #	DEBIT AMOUNT
BADGER METER, INC 96706404	3/8/2013	Orion Meter Heads - Project #13-610W04		14,842.80

Vendor Total: 14,842.80

4/2/13

TOTAL CLAIMS SUBMITTED FOR CAPITAL PROJECTS OPERATING FUND \$ 14,842.80

Capital Project Fund								
2011 & 2012								
4/5/2013								
		2011 Budget	2011 Actuals	2011 Balances	2012 Budget	2012 Actuals	2012 Balances	
		410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL
	410 FUND BALANCE 1/1/2011	(606,196.23)	(606,196.23)		223,608.14	223,608.14		
	Revenue:							
								-
	42040 - Urban Development	-	96,268.15					
	43261 - Culture & Rec Grant							
	43690 - Other State Payments				258,000.00			
	48110&130 Interest	1,637.00	2,650.19		500.00	535.06		
	48900 - Misc Rev				3,300.00	13,244.72		
	48910 Refund Prior Year Expense (E Cook Final)	-	10,369.11					
	49110 - Bond Proceeds	1,349,036.00	1,890,000.00			3,890,000.00		
	49130 - Bond Premium	-						
	49210 - Transfer from General	-	289,429.92		60,000.00			
	49215 - Transfer from Parkland	-			115,000.00			
	Total Revenue:	1,350,673.00	2,288,717.37	-	436,800.00	3,903,779.78		-
General Capital Projects								
	PROJECT #							
	Fire (radio)	4,500		4,500	4,500.00			4,500.00
	facilities			-	-			-
	Museum	11-02C07	10,000	9,025	975	975.00		975.00
	Municipal garage roof	11-02C06	5,000	2,890	2,110	2,110.00		2,110.00
	city hall electrical service	11-02C01	45,000		45,000	45,000.00		45,000.00
	police garage floor	11-02C02	25,000		25,000	25,000.00	30,969.76	(5,969.76)
	basement floor repair	11-02C03	7,000		7,000	7,000.00		7,000.00
	city hall chairs	11-02C04	1,000		1,000	1,000.00		1,000.00
	municipal copy machine	11-02C31	5,000		5,000	5,000.00		5,000.00
	police department				-	-		-
	police radio	11-10C32	19,850	5,853	13,997	13,997.00		13,997.00
	police vests	11-10C33	2,500	1,935	565	565.00		565.00
	police mobil comp	11-10C34	75,649	75,727	(78)	(78.00)	14,807.40	(14,885.40)
	police comp upgrades	11-10C35	3,000	1,320	1,680	1,680.00	646.23	1,033.77
	police software	11-10C36	24,174	18,130	6,044	6,044.00	18,129.00	(12,085.00)
	public works				-	-		-
	various streets W Edge, W Cook, McFarlane, Armstrong, W Franklin	11-20C17-19,22	540,000	563,920	(23,920)	(23,920.00)	47.49	(23,967.49)
	chip seal	11-20-C20	90,000	102,719	(12,719)	(12,719.00)		(12,719.00)
	Hwy 33 bridge lights	11-20C24	48,000	47,577	423	423.00		423.00
	Tapco Various Traffic Control Items	11-20C16	10,000	6,807	3,193	3,193.00		3,193.00
	GIS lights (10,000) per Bob mislabeled part of Tapco				-	-		-
	sidewalk	11-20C27RSW	50,000	4,265	45,735	45,735.00		45,735.00
	park & recreation				-	-		-
	vets field fencing	11-30C09	100,000	65,773	34,227	34,227.00	2,100.00	32,127.00
	Dog Park	11-30C15	25,000	10,031	14,969	14,969.00		14,969.00
	Riverside park bathroom engineering	11-30C08	10,000		10,000	10,000.00		10,000.00
	Vets field Gen. Bldg	11-30C10	10,000		10,000	10,000.00		10,000.00
	Silver Lake Beach	11-30C11	100,000		100,000	100,000.00	104,046.29	(4,046.29)
	Vets Field Building 7 upgrades	11-30C12	100,000		100,000	100,000.00		100,000.00
	Sunset Playground	11-30C13	10,000		10,000	10,000.00		10,000.00
	Skateboard Park	11-30C14	30,000		30,000	30,000.00		30,000.00
	Disc Golf (\$10,000)	11-30C37		3,794	(3,794)	(3,794.00)		(3,794.00)
	public works 12/30				-	-		-
	e.haertel street design	11-20C25	15,000		15,000	15,000.00		15,000.00
	city hall parking lot	11-20C26	5,000	4,575	425	425.00		425.00
	market square resurface	11-20C21	50,000	46,939	3,061	3,061.00		3,061.00
	silver lake cemetary	11-20C23	10,000		10,000	10,000.00		10,000.00
	storm sewer				-	-		-
	jefferson street storm sewer	11-20C28	20,000	20,119	(119)	(119.00)	2,172.50	(2,291.50)
	silver lake storm sewer	11-20C28	20,000	18,110	1,890	1,890.00		1,890.00
	storm sewer televising	11-20C28	10,000	2,000	8,000	8,000.00		8,000.00
001	brooks/townsend	11-20C28	130,000	174,363	(44,363)	(44,363.00)		(44,363.00)
001	Henry dr	11-20C28	50,000	42,634	7,366	7,366.00		7,366.00
001	w. wisconsin/pierce	11-20C28	50,000	42,266	7,734	7,734.00		7,734.00
	Brady St Watermain			5,387	(5,387)	(5,387.00)		(5,387.00)
	Mullet St Watermain			9,156	(9,156)	(9,156.00)		(9,156.00)
	Portage Theatre			20,203	(20,203)	(20,203.00)		(20,203.00)
	Collins			1,619	(1,619)	(1,619.00)		(1,619.00)

Capital Project Fund								
2011 & 2012								
4/5/2013								
			2011 Budget	2011 Actuals	2011 Balances	2012 Budget	2012 Actuals	2012 Balances
			410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL	410 CAPITAL
001	AMPI Alley	11-20C28	50,000	37,197	12,803	12,803.00		12,803.00
	security for building (hearings)	11-02C05	81,000	84,795	(3,795)	(3,795.12)	317.00	(4,112.12)
	Tif # 4 (aerator, street lights, park ID sign)	11-20C29	25,000		25,000	25,000.00		25,000.00
Misc expenses					-	-		-
			\$ 1,866,673.00	\$ 1,429,129.12	\$ 437,543.88			
	additional funds available				-	-		-
	MISC UNBDGT & 2010 PROJECTS			23,500.88	(23,501)	(23,500.88)		(23,500.88)
	410-00-59500-630 BOND FEES			6,283.00	(6,283)	(6,283.00)		(6,283.00)
2012 Municipal building improvements								-
	welcome center	12-02C10				400,000.00	15,412.25	384,587.75
	second floor security	12-02C11				14,000.00	15,650.45	(1,650.45)
	museum exterior repairs	12-02C12				20,000.00	12,725.86	7,274.14
	Library expansion	12-23C16				400,000.00	400,000.00	-
2012 Park Improvements								-
	grandstand remodeling	12-30C17				125,000.00	12,117.35	112,882.65
	building repairs vet's field area	12-30C18				10,000.00		10,000.00
2012 Equipment								-
	armour vests	12-10019				1,000.00	575.00	425.00
	laser unit	12-10020				2,700.00		2,700.00
	industrial shredder	12-10021				1,900.00	1,890.00	10.00
	gun replacement and ammo	12-10022				16,530.00	14,702.70	1,827.30
	software upgrades	12-10023				18,131.00	16,240.00	1,891.00
	computer server	12-10024				5,200.00		5,200.00
	computer work stations	12-10025				3,000.00		3,000.00
2012 roads & storm water infrastructure								-
	stormwater jefferson/hamilton st	12-20C14				100,000.00	3,065.00	96,935.00
	asphalt milling (Oneida-Dunn-W Burns)	12-20C04				260,000.00	269,862.13	(9,862.13)
	Chip sealing	12-20C02				60,000.00	77,261.40	(17,261.40)
	street reconstruction design	12-20C03				50,000.00	155.18	49,844.82
	east haertel street design	12-20C01				65,000.00	29,420.95	35,579.05
	napa & rogers parking lot	12-20005				25,000.00	36,532.80	(11,532.80)
	street lights airport road	12-20006				5,000.00	6,600.00	(1,600.00)
	GIS Attribute street lights	12-20007				10,000.00		10,000.00
	new street lights	12-20008				5,000.00		5,000.00
	street light repair/replace	12-20009				5,000.00		5,000.00
2012 NON-BUDGETED PROJECTS								-
	SOFTWARE LAPTOPS	12-02C26					18,464.00	(18,464.00)
	MILLER & ASSOC - BENCH/REFUSE CANS						1,726.00	(1,726.00)
	WI RIVER BRIDGE WI DOT						259.95	(259.95)
	WI STREET BITUMINOUS						161.56	(161.56)
	DLGASSER TIF 7						133,948.00	(133,948.00)
	DLGASSER DEWITT ST						22,737.00	(22,737.00)
	DLGASSER EASTRIDGE						28,766.00	(28,766.00)
	DLGASSER E WI ST OUT TIF						35,946.00	(35,946.00)
	FIRE GARAGE CABLING						725.00	(725.00)
	PD TRNS FROM DISPATCH						1,565.00	(1,565.00)
	ADV VILLAGE RD						91.41	(91.41)
	DW SPORTS AMMO						616.75	(616.75)
	MGD WELDING CANAL BRIDGE REPAIRS						15,000.00	(15,000.00)
	Other Prof Fees - Quarles						13,250.00	(13,250.00)
	Bank Fees						75.50	(75.50)
	Bond Fees						30,580.00	(30,580.00)
	GJ1212-15						(2,882.89)	2,882.89
TOTAL YTD EXPENDITURES			\$ 1,866,673.00	\$ 1,458,913.00	\$ 407,760.00	\$ 2,010,221.00	\$ 1,386,476.02	\$ 623,744.98
FUND BALANCE				223,608.14			2,740,911.90	



Brian Riemer

Charter Business
2701 Daniels St.
Madison, Wisconsin 53718
608-288-6866
608-274-14368 Fax
Brian.riemer@chartercom.com

3-21-13

Shawn,

Here is our fiber internet pricing for the circuit we discussed. Here also is a list of the advantages of partnering with Charter Business:

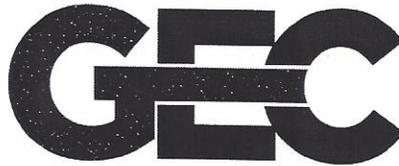
1. Fiber Internet circuits allow public IP space to your router. The fiber internet circuit will include 13 static IP's included in the monthly investment.
2. This pricing includes all edge devices with standard interfaces.
3. Your fiber internet site is fully scalable to 1 Gig without time-consuming and expensive physical installations.
4. In most cases bandwidth can be upgraded within 5-6 business days.
5. We provide 24 x 7 monitoring and customer care.
6. Our broadband network can be used for data, voice and video (with appropriate electronics.)
7. Our broadband network uses 100% Charter facilities end-to-end. Thus the likelihood of service problems is reduced, multiple hand-offs are eliminated, and "finger-pointing" between vendors becomes a thing of the past.

Thank you very much for your consideration, Shawn. We look forward to working with you on multiple projects and hope that this proposal reflects our commitment to building a strong partnership with the PEC.

Sincerely,

A handwritten signature in black ink that reads "Brian J. Riemer". The signature is fluid and cursive, with a large initial "B" and "R".

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



Engineers • Consultants • Inspectors

608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

March 28, 2013

City of Portage
Attn: Bob Redelings, P.E., City Engineer
115 W. Pleasant St.
Portage, WI 53901

Re: Engineering Services – Change of Scope
2013 Watermain & Sanitary Sewer Construction
City of Portage
GEC No. 0112-1H

Dear Bob:

Attached is our latest invoice for the above-referenced project. Since our original engineering agreement and the amendment to the original engineering agreement for Morgan St./Michigan St. was approved, the scope of work for the project has changed to include the following:

- Monroe Street hydrant replacement.
- Additional sewer and water laterals in Morgan St./Michigan St. area including preliminary cost estimates/coordination for the soccer field water lateral.
- Storm sewer replacement in 2 locations on Dunn Street.
- Goodyear Park sewer and water laterals and storm sewer.

We are requesting an additional \$6,000 be added to our contract for the design, bidding, and construction related services phases. This would put our total contract amount at \$15,470. We feel this is a reasonable request considering the savings of our original contract compared to the other consultants and considering the competitive bids the City received for the construction work which was well under your estimates. We think that well put together plans and specifications helped to aid in the good bid numbers as well.

Please let me know if this is acceptable or if you have any other questions.

Sincerely,

GENERAL ENGINEERING COMPANY

A handwritten signature in black ink that reads 'Kory D. Anderson'. The signature is written in a cursive, flowing style.

Kory D. Anderson, P.E.
Project Engineer



General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

March 25, 2013

City of Portage Finance Committee
Attn: Rick Dodd - Chairperson
115 W. Pleasant St.
Portage, WI 53901

Re: Bid Tab – Letter of Recommendation
2013 Watermain & Sanitary Sewer Construction
Contract 13-001, City of Portage

Dear Rick:

The purpose of this letter is to provide a recommendation for the award of Contract 13-001 to LMS Construction, Inc., of Pardeeville, WI, the low bidder at the contract price of \$742,160.60. Please find attached a copy of the tabulation of bids for the bids that were received.

The City of Portage and General Engineering Company has worked with LMS several times in the past. They are a good, reputable contractor and should be awarded the contract for this project.

If there are additional questions or concerns, please do not hesitate to call.

Sincerely,

GENERAL ENGINEERING COMPANY

A handwritten signature in blue ink that reads 'Kory D. Anderson'.

Kory D. Anderson, P.E.
Project Engineer

Enclosures

cc: Marie Moe, Clerk
Bob Redelings, PE, DPW
Shawn Murphy, City Administrator

Mayor Ken Jahn
Jeff Garetson, Municipal Services Chairman

Portage • Black River Falls • La Crosse



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



DATE: March 21, 2013		TABULATION OF BIDS						GENERAL ENGINEERING CO.	
TIME: 10:00 A.M.		2013 Watermain & Sanitary Sewer Construction						P.O. Box 340, 916 Silver Lake Dr.	
PLACE: Portage City Hall, Municipal Building		City of Portage, Columbia County, Wisconsin						Portage, WI 53901	
CONTRACTOR:			LMS Construction, Inc W7550 State Road 16 Pardeeville, WI 53954			S&L Underground PO Box 100 Merrimac, WI 53561		Wood Sewer & Excavating, Inc E9238 Cty Rd X New London, WI 54961	
Addendum 1:			x			x		x	
Bid Bond:			x			x		x	
Certified Check:									
No.	Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Dunn St. / W. Emmett St. / W. Marion St. / W. Franklin St.									
1	Performance and Payment Bonds	1	LS	\$ 6,914.00	\$ 6,914.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00
2	Mobilization/Demobilization	1	LS	\$ 375.00	\$ 375.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
3	Remove Asphalt Pavement	11,125	SY	\$ 1.30	\$ 14,462.50	\$ 1.25	\$ 13,906.25	\$ 1.40	\$ 15,575.00
4	Connect to Existing Sanitary Sewer	9	EA	\$ 600.00	\$ 5,400.00	\$ 600.00	\$ 5,400.00	\$ 440.00	\$ 3,960.00
5	Sanitary Sewer, 8-inch PVC	2,571	LF	\$ 27.00	\$ 69,417.00	\$ 27.50	\$ 70,702.50	\$ 31.00	\$ 79,701.00
6	TV Inspection of Sanitary Sewer	2,571	LF	\$ 1.25	\$ 3,213.75	\$ 1.25	\$ 3,213.75	\$ 1.00	\$ 2,571.00
7	Sanitary Sewer Manhole, 4-Ft I.D.	96	VF	\$ 186.00	\$ 17,930.40	\$ 180.00	\$ 17,352.00	\$ 195.00	\$ 18,798.00
8	Sanitary Sewer Manhole Frame and Covers with Interior Seal	11	EA	\$ 550.00	\$ 6,050.00	\$ 625.00	\$ 6,875.00	\$ 550.00	\$ 6,050.00
9	Sanitary Sewer Lateral, 6-Inch PVC	775	LF	\$ 25.70	\$ 19,917.50	\$ 25.00	\$ 19,375.00	\$ 29.00	\$ 22,475.00
10	Connect to Existing Water Main	11	EA	\$ 1,500.00	\$ 16,500.00	\$ 1,800.00	\$ 19,800.00	\$ 1,150.00	\$ 12,650.00
11	Water Main, 8-Inch Ductile Iron	1,885	LF	\$ 44.50	\$ 83,882.50	\$ 42.00	\$ 79,170.00	\$ 46.00	\$ 86,710.00
12	Gate Valve with Adapter, 8-Inch	8	EA	\$ 1,500.00	\$ 12,000.00	\$ 1,650.00	\$ 13,200.00	\$ 1,500.00	\$ 12,000.00
13	Hydrant with 6-Inch Lead and 6-Inch Gate Valve	4	EA	\$ 4,553.00	\$ 18,212.00	\$ 5,100.00	\$ 20,400.00	\$ 4,300.00	\$ 17,200.00
14	Water Lateral, 1-Inch Copper	700	LF	\$ 35.00	\$ 24,500.00	28.00	\$ 19,600.00	\$ 31.00	\$ 21,700.00
15	Corporation Stop and Curb Stop and Box, 1-Inch	34	EA	\$ 250.00	\$ 8,500.00	300.00	\$ 10,200.00	\$ 230.00	\$ 7,820.00
16	Storm Sewer, 12-Inch RCP	225	LF	\$ 32.20	\$ 7,245.00	29.00	\$ 6,525.00	\$ 34.00	\$ 7,650.00
17	Storm Sewer, 15-Inch RCP	53	LF	\$ 32.80	\$ 1,738.40	31.00	\$ 1,643.00	\$ 38.00	\$ 2,014.00
18	Storm Inlet Box, 2Ft x 3Ft	7	EA	\$ 825.00	\$ 5,775.00	750.00	\$ 5,250.00	\$ 850.00	\$ 5,950.00
19	Curb Inlet Casting	7	EA	\$ 400.00	\$ 2,800.00	550.00	\$ 3,850.00	\$ 525.00	\$ 3,675.00
20	Storm Manhole, 4-Ft I.D.	6	VF	\$ 395.00	\$ 2,528.00	290.00	\$ 1,856.00	\$ 500.00	\$ 3,200.00
21	Storm Manhole Frame and Cover	2	EA	\$ 300.00	\$ 600.00	450.00	\$ 900.00	\$ 350.00	\$ 700.00
22	Unclassified Excavation	2,875	CY	\$ 6.25	\$ 17,968.75	5.00	\$ 14,375.00	\$ 11.00	\$ 31,625.00
23	Recycled Crushed Aggregate Base Course (8")	6,325	TN	\$ 4.40	\$ 27,830.00	4.00	\$ 25,300.00	\$ 4.20	\$ 26,565.00
24	AC Binder Course, 1-3/4", E-0.3	1,175	TN	\$ 53.10	\$ 62,392.50	53.10	\$ 62,392.50	\$ 53.10	\$ 62,392.50
25	AC Surface Course, 1-3/4", E-0.3	1,175	TN	\$ 53.10	\$ 62,392.50	53.10	\$ 62,392.50	\$ 53.10	\$ 62,392.50
26	Saw Cut Existing AC Pavement	1	LS	\$ 1,200.00	\$ 1,200.00	850.00	\$ 850.00	\$ 1,800.00	\$ 1,800.00
27	Concrete Curb and Gutter, 30-Inch	1,475	LF	\$ 13.00	\$ 19,175.00	16.00	\$ 23,600.00	\$ 13.85	\$ 20,428.75
28	Concrete Driveway and Sidewalk	9,175	SF	\$ 3.10	\$ 28,442.50	5.55	\$ 50,921.25	\$ 4.25	\$ 38,993.75
29	Concrete Steps	10	EA	\$ 800.00	\$ 8,000.00	250.00	\$ 2,500.00	\$ 100.00	\$ 1,000.00
30	Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 10,450.00	\$ 10,450.00	3,000.00	\$ 3,000.00	\$ 5,900.00	\$ 5,900.00
31	Erosion Control Facilities	1	LS	\$ 720.00	\$ 720.00	1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
32	Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	2,500.00	\$ 2,500.00	\$ 4,900.00	\$ 4,900.00
Dunn St. / W. Emmett St. / W. Marion St. / W. Franklin St. Subtotal					\$ 571,532.30		\$ 580,049.75		\$ 594,396.50

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

		CONTRACTOR:		LMS Construction, Inc W7550 State Road 16 Pardeeville, WI 53954		S&L Underground PO Box 100 Merrimac, WI 53561		Wood Sewer & Excavating, Inc E9238 Cty Rd X New London, WI 54961	
Description		Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Morgan St. / Michigan St.									
33	Performance and Payment Bonds	1	LS	\$ 1,075.30	\$ 1,075.30	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
34	Mobilization/Demobilization	1	LS	\$ 375.00	\$ 375.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
35	Remove Asphalt Pavement	110	SY	\$ 1.30	\$ 143.00	\$ 4.25	\$ 467.50	\$ 2.00	\$ 220.00
36	Connect to Existing Sanitary Sewer	1	EA	\$ 700.00	\$ 700.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
37	Sanitary Sewer, 8-inch PVC	456	LF	\$ 27.00	\$ 12,312.00	\$ 30.00	\$ 13,680.00	\$ 59.00	\$ 26,904.00
38	TV Inspection of Sanitary Sewer	456	LF	\$ 1.25	\$ 570.00	\$ 1.25	\$ 570.00	\$ 2.25	\$ 1,026.00
39	Sanitary Sewer Manhole, 4-Ft I.D.	18	VF	\$ 190.00	\$ 3,496.00	\$ 200.00	\$ 3,680.00	\$ 220.00	\$ 4,048.00
40	Manhole Frame and Covers with Interior Seal	2	EA	\$ 550.00	\$ 1,100.00	\$ 625.00	\$ 1,250.00	\$ 550.00	\$ 1,100.00
41	Sanitary Sewer Lateral, 6-Inch PVC	195	LF	\$ 25.70	\$ 5,011.50	\$ 30.00	\$ 5,850.00	\$ 29.00	\$ 5,655.00
42	Tracer Wire Terminal Box	6	EA	\$ 25.00	\$ 150.00	\$ 75.00	\$ 450.00	\$ 35.00	\$ 210.00
43	Connect to Existing Water Main	2	EA	\$ 2,700.00	\$ 5,400.00	\$ 1,650.00	\$ 3,300.00	\$ 1,800.00	\$ 3,600.00
44	Water Main, 8-Inch Ductile Iron	880	LF	\$ 46.00	\$ 40,480.00	\$ 45.00	\$ 39,600.00	\$ 54.00	\$ 47,520.00
45	Gate Valve with Adapter, 8-Inch	3	EA	\$ 1,500.00	\$ 4,500.00	\$ 1,650.00	\$ 4,950.00	\$ 1,500.00	\$ 4,500.00
46	Hydrant with 6-Inch Lead and 6-Inch Gate Valve	2	EA	\$ 4,553.00	\$ 9,106.00	4,850.00	\$ 9,700.00	\$ 4,400.00	\$ 8,800.00
47	Water Lateral, 1-Inch Copper	35	LF	\$ 35.00	\$ 1,225.00	30.00	\$ 1,050.00	\$ 40.00	\$ 1,400.00
47a	Bore Water Lateral, 1-Inch Copper	60	LF	\$ 35.00	\$ 2,100.00	50.00	\$ 3,000.00	\$ 40.00	\$ 2,400.00
48	Corporation Stop and Curb Stop and Box, 1-Inch	2	EA	\$ 250.00	\$ 500.00	300.00	\$ 600.00	\$ 240.00	\$ 480.00
49	Water Lateral, 1-1/2 Inch Copper	20	LF	\$ 40.00	\$ 800.00	40.00	\$ 800.00	\$ 38.00	\$ 760.00
50	Corporation Stop and Curb Stop and Box, 1-1/2 Inch	2	EA	\$ 600.00	\$ 1,200.00	600.00	\$ 1,200.00	\$ 420.00	\$ 840.00
51	Unclassified Excavation	25	CY	\$ 10.00	\$ 250.00	10.00	\$ 250.00	\$ 10.00	\$ 250.00
52	Recycled Crushed Aggregate Base Course (8")	55	TN	\$ 4.40	\$ 242.00	8.00	\$ 440.00	\$ 5.00	\$ 275.00
53	AC Binder Course, 1-3/4", E-0.3	15	TN	\$ 102.95	\$ 1,544.25	103.00	\$ 1,545.00	\$ 102.95	\$ 1,544.25
54	AC Surface Course, 1-3/4", E-0.3	15	TN	\$ 102.95	\$ 1,544.25	103.00	\$ 1,545.00	\$ 102.95	\$ 1,544.25
55	Saw Cut Existing AC Pavement	1	LS	\$ 380.00	\$ 380.00	350.00	\$ 350.00	\$ 200.00	\$ 200.00
56	Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 2,000.00	\$ 2,000.00	3,500.00	\$ 3,500.00	\$ 1,900.00	\$ 1,900.00
57	Erosion Control Facilities	1	LS	\$ 200.00	\$ 200.00	750.00	\$ 750.00	\$ 800.00	\$ 800.00
58	Traffic Control	1	LS	\$ 200.00	\$ 200.00	1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00
58a	Trench Dewatering	1	LS	\$ 12,000.00	\$ 12,000.00	2,500.00	\$ 2,500.00	\$ 7,000.00	\$ 7,000.00
Morgan St. / Michigan St. Subtotal					\$ 108,604.30		\$ 105,627.50		\$ 126,876.50

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

		CONTRACTOR:		LMS Construction, Inc W7550 State Road 16 Pardeeville, WI 53954		S&L Underground PO Box 100 Merrimac, WI 53561		Wood Sewer & Excavating, Inc E9238 Cty Rd X New London, WI 54961	
Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	
Monroe St. Hydrant Replacement									
59 Performance and Payment Bonds	1	LS	\$ 357.00	\$ 357.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	
60 Mobilization/Demobilization	1	LS	\$ 375.00	\$ 375.00	\$ 1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00	
61 Remove Asphalt Pavement	85	SY	\$ 1.30	\$ 110.50	\$ 5.00	\$ 425.00	\$ 2.00	\$ 170.00	
62 Hydrant with 6-Inch Lead and 6-Inch Gate Valve (New Tee)	5	EA	\$ 6,400.00	\$ 32,000.00	\$ 6,000.00	\$ 30,000.00	\$ 4,990.00	\$ 24,950.00	
63 Unclassified Excavation	20	CY	\$ 10.00	\$ 200.00	\$ 10.00	\$ 200.00	\$ 10.00	\$ 200.00	
64 Recycled Crushed Aggregate Base Course (8")	45	TN	\$ 4.40	\$ 198.00	\$ 8.00	\$ 360.00	\$ 6.00	\$ 270.00	
65 Saw Cut Existing AC Pavement	1	LS	\$ 400.00	\$ 400.00	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00	
66 Concrete Curb and Gutter, 30-Inch	50	LF	\$ 25.00	\$ 1,250.00	\$ 40.00	\$ 2,000.00	\$ 40.00	\$ 2,000.00	
67 Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 600.00	\$ 600.00	\$ 150.00	\$ 150.00	\$ 800.00	\$ 800.00	
68 Erosion Control Facilities	1	LS	\$ 25.00	\$ 25.00	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	
69 Traffic Control	1	LS	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 500.00	\$ 500.00	
Monroe St. Hydrant Replacement Subtotal				\$ 36,015.50		\$ 36,385.00		\$ 31,190.00	
Goodyear Park Sewer and Water Laterals and Storm Sewer									
70 Performance and Payment Bonds	1	LS	\$ 258.00	\$ 258.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	
71 Mobilization/Demobilization	1	LS	\$ 375.00	\$ 375.00	\$ 1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00	
72 Remove Asphalt Pavement	50	SY	\$ 1.30	\$ 65.00	\$ 5.00	\$ 250.00	\$ 2.00	\$ 100.00	
73 Connect to Existing Sanitary Sewer	1	EA	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 400.00	\$ 400.00	
74 Sanitary Sewer Lateral, 4-inch PVC	150	LF	\$ 36.00	\$ 5,400.00	\$ 30.00	\$ 4,500.00	\$ 28.00	\$ 4,200.00	
75 Connect to Existing Water Main	1	EA	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	\$ 1,000.00	\$ 350.00	\$ 350.00	
76 Water Main, 4-Inch Ductile Iron	160	LF	\$ 46.80	\$ 7,488.00	\$ 45.00	\$ 7,200.00	\$ 29.00	\$ 4,640.00	
77 Gate Valve with Adapter, 4-Inch	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,050.00	\$ 1,050.00	\$ 850.00	\$ 850.00	
78 Storm Sewer, 12-Inch PVC	10	LF	\$ 42.00	\$ 420.00	\$ 30.00	\$ 300.00	\$ 45.00	\$ 450.00	
79 Force main, 1-1/2 Inch PVC	50	LF	\$ 13.50	\$ 675.00	\$ 25.00	\$ 1,250.00	\$ 25.00	\$ 1,250.00	
80 Storm Manhole, 4-Ft I.D.	6	VF	\$ 290.00	\$ 1,740.00	\$ 250.00	\$ 1,500.00	\$ 220.00	\$ 1,320.00	
81 Storm Manhole Frame and Cover	1	EA	\$ 300.00	\$ 300.00	\$ 450.00	\$ 450.00	\$ 350.00	\$ 350.00	
82 Unclassified Excavation	15	CY	\$ 10.00	\$ 150.00	\$ 10.00	\$ 150.00	\$ 12.00	\$ 180.00	
83 Recycled Crushed Aggregate Base Course (8")	25	TN	\$ 4.40	\$ 110.00	20.00	\$ 500.00	\$ 8.00	\$ 200.00	
84 AC Binder Course, 1-3/4" E-0.3	5	TN	\$ 233.75	\$ 1,168.75	235.00	\$ 1,175.00	\$ 233.75	\$ 1,168.75	
85 AC Surface Course, 1-3.4" E-0.3	5	TN	\$ 233.75	\$ 1,168.75	235.00	\$ 1,175.00	\$ 233.75	\$ 1,168.75	
86 Saw Cut Existing AC Pavement	1	LS	\$ 665.00	\$ 665.00	500.00	\$ 500.00	\$ 500.00	\$ 500.00	
87 Concrete Curb and Gutter, 30-Inch	25	LF	\$ 25.00	\$ 625.00	39.00	\$ 975.00	\$ 40.00	\$ 1,000.00	
88 Concrete Driveway and Sidewalk	200	SF	\$ 4.00	\$ 800.00	6.50	\$ 1,300.00	\$ 5.25	\$ 1,050.00	
89 Traffic Control	1	LS	\$ 2,000.00	\$ 2,000.00	1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	
Goodyear Park Sewer and Water Laterals and Storm Sewer Subtotal				\$ 26,008.50		\$ 27,525.00		\$ 23,977.50	
Contract 13-001 TOTAL				\$ 742,160.60		\$ 749,587.25		\$ 776,440.50	
Bid Results				1		2		3	

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

CONTRACTOR:			Dorner Inc E506 Luxemburg Rd Luxemburg, WI 54217		A-1 Excavating, Inc PO Box 90 Bloomer, WI 54724		James Peterson Sons PO Box 523 Medford, WI 54451		
Addendum 1:			x		x		x		
Bid Bond:			x		x		x		
Certified Check:									
Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	
Dunn St. / W. Emmett St. / W. Marion St. / W. Franklin St.									
1 Performance and Payment Bonds	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	
2 Mobilization/Demobilization	1	LS	\$ 1,100.00	\$ 1,100.00	\$ 15,000.00	\$ 15,000.00	\$ 23,260.00	\$ 23,260.00	
3 Remove Asphalt Pavement	11,125	SY	\$ 1.60	\$ 17,800.00	\$ 1.00	\$ 11,125.00	\$ 1.00	\$ 11,125.00	
4 Connect to Existing Sanitary Sewer	9	EA	\$ 390.00	\$ 3,510.00	\$ 800.00	\$ 7,200.00	\$ 2,665.00	\$ 23,985.00	
5 Sanitary Sewer, 8-inch PVC	2,571	LF	\$ 30.00	\$ 77,130.00	\$ 33.00	\$ 84,843.00	\$ 35.20	\$ 90,499.20	
6 TV Inspection of Sanitary Sewer	2,571	LF	\$ 1.30	\$ 3,342.30	\$ 1.00	\$ 2,571.00	\$ 1.10	\$ 2,828.10	
7 Sanitary Sewer Manhole, 4-Ft I.D.	96	VF	\$ 200.00	\$ 19,280.00	\$ 235.00	\$ 22,654.00	\$ 210.00	\$ 20,244.00	
8 Sanitary Sewer Manhole Frame and Covers with	11	EA	\$ 570.00	\$ 6,270.00	\$ 688.00	\$ 7,568.00	\$ 637.00	\$ 7,007.00	
9 Sanitary Sewer Lateral, 6-Inch PVC	775	LF	\$ 25.00	\$ 19,375.00	\$ 24.00	\$ 18,600.00	\$ 27.30	\$ 21,157.50	
10 Connect to Existing Water Main	11	EA	\$ 1,600.00	\$ 17,600.00	\$ 800.00	\$ 8,800.00	\$ 1,800.00	\$ 19,800.00	
11 Water Main, 8-Inch Ductile Iron	1,885	LF	\$ 40.00	\$ 75,400.00	\$ 49.00	\$ 92,365.00	\$ 46.15	\$ 86,992.75	
12 Gate Valve with Adapter, 8-Inch	8	EA	\$ 1,400.00	\$ 11,200.00	\$ 1,689.00	\$ 13,512.00	\$ 1,620.00	\$ 12,960.00	
13 Hydrant with 6-Inch Lead and 6-Inch Gate Valve	4	EA	\$ 4,400.00	\$ 17,600.00	\$ 4,952.00	\$ 19,808.00	\$ 4,690.00	\$ 18,760.00	
14 Water Lateral, 1-Inch Copper	700	LF	\$ 20.00	\$ 14,000.00	26.00	\$ 18,200.00	26.85	\$ 18,795.00	
15 Corporation Stop and Curb Stop and Box, 1-Inch	34	EA	\$ 590.00	\$ 20,060.00	396.00	\$ 13,464.00	400.00	\$ 13,600.00	
16 Storm Sewer, 12-Inch RCP	225	LF	\$ 26.00	\$ 5,850.00	38.00	\$ 8,550.00	32.85	\$ 7,391.25	
17 Storm Sewer, 15-Inch RCP	53	LF	\$ 29.00	\$ 1,537.00	43.00	\$ 2,279.00	33.50	\$ 1,775.50	
18 Storm Inlet Box, 2Ft x 3Ft	7	EA	\$ 900.00	\$ 6,300.00	835.00	\$ 5,845.00	725.00	\$ 5,075.00	
19 Curb Inlet Casting	7	EA	\$ 500.00	\$ 3,500.00	538.00	\$ 3,766.00	500.00	\$ 3,500.00	
20 Storm Manhole, 4-Ft I.D.	6	VF	\$ 225.00	\$ 1,440.00	315.00	\$ 2,016.00	385.00	\$ 2,464.00	
21 Storm Manhole Frame and Cover	2	EA	\$ 300.00	\$ 600.00	418.00	\$ 836.00	364.00	\$ 728.00	
22 Unclassified Excavation	2,875	CY	\$ 10.00	\$ 28,750.00	9.00	\$ 25,875.00	8.50	\$ 24,437.50	
23 Recycled Crushed Aggregate Base Course (8")	6,325	TN	\$ 4.40	\$ 27,830.00	5.00	\$ 31,625.00	3.30	\$ 20,872.50	
24 AC Binder Course, 1-3/4", E-0.3	1,175	TN	\$ 53.60	\$ 62,980.00	54.00	\$ 63,450.00	55.76	\$ 65,518.00	
25 AC Surface Course, 1-3/4", E-0.3	1,175	TN	\$ 53.60	\$ 62,980.00	54.00	\$ 63,450.00	55.76	\$ 65,518.00	
26 Saw Cut Existing AC Pavement	1	LS	\$ 1,800.00	\$ 1,800.00	1,900.00	\$ 1,900.00	1,010.00	\$ 1,010.00	
27 Concrete Curb and Gutter, 30-Inch	1,475	LF	\$ 9.60	\$ 14,160.00	14.00	\$ 20,650.00	12.34	\$ 18,201.50	
28 Concrete Driveway and Sidewalk	9,175	SF	\$ 4.05	\$ 37,158.75	4.00	\$ 36,700.00	3.90	\$ 35,782.50	
29 Concrete Steps	10	EA	\$ 205.00	\$ 2,050.00	225.00	\$ 2,250.00	210.00	\$ 2,100.00	
30 Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 6,500.00	\$ 6,500.00	3,000.00	\$ 3,000.00	27,500.00	\$ 27,500.00	
31 Erosion Control Facilities	1	LS	\$ 2,500.00	\$ 2,500.00	1,860.00	\$ 1,860.00	1,215.00	\$ 1,215.00	
32 Traffic Control	1	LS	\$ 6,100.00	\$ 6,100.00	6,000.00	\$ 6,000.00	7,350.00	\$ 7,350.00	
Dunn St. / W. Emmett St. / W. Marion St. / W. Franklin St. Subtotal				\$ 581,703.05		\$ 620,762.00		\$ 664,452.30	

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

		CONTRACTOR: Dornier Inc E506 Luxemburg Rd Luxemburg, WI 54217				A-1 Excavating, Inc PO Box 90 Bloomer, WI 54724		James Peterson Sons PO Box 523 Medford, WI 54451	
Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	
Morgan St. / Michigan St.									
33	Performance and Payment Bonds	1	LS	\$ 1,400.00	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00	\$ 260.00	\$ 260.00
34	Mobilization/Demobilization	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00
35	Remove Asphalt Pavement	110	SY	\$ 5.00	\$ 550.00	\$ 4.00	\$ 440.00	\$ 0.60	\$ 66.00
36	Connect to Existing Sanitary Sewer	1	EA	\$ 4,000.00	\$ 4,000.00	\$ 3,450.00	\$ 3,450.00	\$ 500.00	\$ 500.00
37	Sanitary Sewer, 8-inch PVC	456	LF	\$ 50.00	\$ 22,800.00	\$ 44.00	\$ 20,064.00	\$ 37.00	\$ 16,872.00
38	TV Inspection of Sanitary Sewer	456	LF	\$ 1.25	\$ 570.00	\$ 1.00	\$ 456.00	\$ 1.10	\$ 501.60
39	Sanitary Sewer Manhole, 4-Ft I.D.	18	VF	\$ 300.00	\$ 5,520.00	\$ 235.00	\$ 4,324.00	\$ 210.00	\$ 3,864.00
40	Manhole Frame and Covers with Interior Seal	2	EA	\$ 570.00	\$ 1,140.00	\$ 688.00	\$ 1,376.00	\$ 637.00	\$ 1,274.00
41	Sanitary Sewer Lateral, 6-Inch PVC	195	LF	\$ 44.00	\$ 8,580.00	\$ 44.00	\$ 8,580.00	\$ 29.60	\$ 5,772.00
42	Tracer Wire Terminal Box	6	EA	\$ 28.00	\$ 168.00	\$ 47.00	\$ 282.00	\$ 30.00	\$ 180.00
43	Connect to Existing Water Main	2	EA	\$ 2,200.00	\$ 4,400.00	\$ 1,000.00	\$ 2,000.00	\$ 1,225.00	\$ 2,450.00
44	Water Main, 8-Inch Ductile Iron	880	LF	\$ 55.00	\$ 48,400.00	\$ 55.00	\$ 48,400.00	\$ 49.85	\$ 43,868.00
45	Gate Valve with Adapter, 8-Inch	3	EA	\$ 1,400.00	\$ 4,200.00	\$ 1,689.00	\$ 5,067.00	\$ 1,620.00	\$ 4,860.00
46	Hydrant with 6-Inch Lead and 6-Inch Gate Valve	2	EA	\$ 4,400.00	\$ 8,800.00	4,952.00	\$ 9,904.00	4,750.00	\$ 9,500.00
47	Water Lateral, 1-Inch Copper	35	LF	\$ 31.00	\$ 1,085.00	46.00	\$ 1,610.00	32.25	\$ 1,128.75
47a	Bore Water Lateral, 1-Inch Copper	60	LF	\$ 31.00	\$ 1,860.00	66.00	\$ 3,960.00	106.40	\$ 6,384.00
48	Corporation Stop and Curb Stop and Box, 1-Inch	2	EA	\$ 900.00	\$ 1,800.00	396.00	\$ 792.00	400.00	\$ 800.00
49	Water Lateral, 1-1/2 Inch Copper	20	LF	\$ 32.00	\$ 640.00	50.00	\$ 1,000.00	33.90	\$ 678.00
50	Corporation Stop and Curb Stop and Box, 1-1/2	2	EA	\$ 1,500.00	\$ 3,000.00	649.00	\$ 1,298.00	680.00	\$ 1,360.00
51	Unclassified Excavation	25	CY	\$ 5.00	\$ 125.00	20.00	\$ 500.00	10.00	\$ 250.00
52	Recycled Crushed Aggregate Base Course (8")	55	TN	\$ 5.00	\$ 275.00	8.00	\$ 440.00	3.50	\$ 192.50
53	AC Binder Course, 1-3/4", E-0.3	15	TN	\$ 104.00	\$ 1,560.00	105.00	\$ 1,575.00	108.10	\$ 1,621.50
54	AC Surface Course, 1-3/4", E-0.3	15	TN	\$ 104.00	\$ 1,560.00	105.00	\$ 1,575.00	108.10	\$ 1,621.50
55	Saw Cut Existing AC Pavement	1	LS	\$ 500.00	\$ 500.00	550.00	\$ 550.00	140.00	\$ 140.00
56	Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 5,000.00	\$ 5,000.00	3,000.00	\$ 3,000.00	3,320.00	\$ 3,320.00
57	Erosion Control Facilities	1	LS	\$ 1,000.00	\$ 1,000.00	600.00	\$ 600.00	1.00	\$ 1.00
58	Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00	2,000.00	\$ 2,000.00	525.00	\$ 525.00
58a	Trench Dewatering	1	LS	\$ 5,000.00	\$ 5,000.00	1.00	\$ 1.00	2,000.00	\$ 2,000.00
Morgan St. / Michigan St. Subtotal					\$ 135,933.00		\$ 136,244.00		\$ 115,989.85

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

CONTRACTOR:			Dorner Inc E506 Luxemburg Rd Luxemburg, WI 54217				A-1 Excavating, Inc PO Box 90 Bloomer, WI 54724		James Peterson Sons PO Box 523 Medford, WI 54451	
Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount		
Monroe St. Hydrant Replacement										
59 Performance and Payment Bonds	1	LS	\$ 350.00	\$ 350.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		
60 Mobilization/Demobilization	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00	\$ 6,000.00	\$ 500.00	\$ 500.00		
61 Remove Asphalt Pavement	85	SY	\$ 5.00	\$ 425.00	\$ 5.00	\$ 425.00	\$ 2.00	\$ 170.00		
62 Hydrant with 6-Inch Lead and 6-Inch Gate Valve	5	EA	\$ 5,800.00	\$ 29,000.00	\$ 5,952.00	\$ 29,760.00	\$ 5,795.00	\$ 28,975.00		
63 Unclassified Excavation	20	CY	\$ 5.00	\$ 100.00	\$ 25.00	\$ 500.00	\$ 10.00	\$ 200.00		
64 Recycled Crushed Aggregate Base Course (8")	45	TN	\$ 5.00	\$ 225.00	\$ 8.00	\$ 360.00	\$ 3.30	\$ 148.50		
65 Saw Cut Existing AC Pavement	1	LS	\$ 375.00	\$ 375.00	\$ 450.00	\$ 450.00	\$ 250.00	\$ 250.00		
66 Concrete Curb and Gutter, 30-Inch	50	LF	\$ 35.50	\$ 1,775.00	\$ 29.00	\$ 1,450.00	\$ 26.25	\$ 1,312.50		
67 Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00		
68 Erosion Control Facilities	1	LS	\$ 250.00	\$ 250.00	\$ 150.00	\$ 150.00	\$ 100.00	\$ 100.00		
69 Traffic Control	1	LS	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00		
Monroe St. Hydrant Replacement Subtotal				\$ 35,500.00		\$ 41,295.00		\$ 32,856.00		
Goodyear Park Sewer and Water Laterals and Storm Sewer										
70 Performance and Payment Bonds	1	LS	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 100.00	\$ 100.00		
71 Mobilization/Demobilization	1	LS	\$ 2,600.00	\$ 2,600.00	\$ 6,000.00	\$ 6,000.00	\$ 759.30	\$ 759.30		
72 Remove Asphalt Pavement	50	SY	\$ 5.00	\$ 250.00	\$ 6.00	\$ 300.00	\$ 1.00	\$ 50.00		
73 Connect to Existing Sanitary Sewer	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00	\$ 2,000.00	\$ 2,000.00		
74 Sanitary Sewer Lateral, 4-inch PVC	150	LF	\$ 25.00	\$ 3,750.00	\$ 29.00	\$ 4,350.00	\$ 25.50	\$ 3,825.00		
75 Connect to Existing Water Main	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00	\$ 1,600.00	\$ 1,600.00		
76 Water Main, 4-Inch Ductile Iron	160	LF	\$ 36.00	\$ 5,760.00	\$ 42.00	\$ 6,720.00	\$ 36.90	\$ 5,904.00		
77 Gate Valve with Adapter, 4-Inch	1	EA	\$ 875.00	\$ 875.00	\$ 1,071.00	\$ 1,071.00	\$ 1,015.00	\$ 1,015.00		
78 Storm Sewer, 12-Inch PVC	10	LF	\$ 34.00	\$ 340.00	\$ 50.00	\$ 500.00	\$ 50.50	\$ 505.00		
79 Force main, 1-1/2 Inch PVC	50	LF	\$ 26.00	\$ 1,300.00	\$ 21.00	\$ 1,050.00	\$ 32.00	\$ 1,600.00		
80 Storm Manhole, 4-Ft I.D.	6	VF	\$ 250.00	\$ 1,500.00	\$ 315.00	\$ 1,890.00	\$ 164.30	\$ 985.80		
81 Storm Manhole Frame and Cover	1	EA	\$ 330.00	\$ 330.00	\$ 418.00	\$ 418.00	\$ 364.00	\$ 364.00		
82 Unclassified Excavation	15	CY	\$ 5.00	\$ 75.00	\$ 30.00	\$ 450.00	\$ 10.00	\$ 150.00		
83 Recycled Crushed Aggregate Base Course (8")	25	TN	\$ 5.00	\$ 125.00	10.00	\$ 250.00	3.30	\$ 82.50		
84 AC Binder Course, 1-3/4" E-0.3	5	TN	\$ 235.00	\$ 1,175.00	235.00	\$ 1,175.00	245.40	\$ 1,227.00		
85 AC Surface Course, 1-3.4" E-0.3	5	TN	\$ 235.00	\$ 1,175.00	235.00	\$ 1,175.00	245.40	\$ 1,227.00		
86 Saw Cut Existing AC Pavement	1	LS	\$ 750.00	\$ 750.00	300.00	\$ 300.00	550.00	\$ 550.00		
87 Concrete Curb and Gutter, 30-Inch	25	LF	\$ 35.50	\$ 887.50	30.00	\$ 750.00	26.25	\$ 656.25		
88 Concrete Driveway and Sidewalk	200	SF	\$ 8.10	\$ 1,620.00	6.00	\$ 1,200.00	3.90	\$ 780.00		
89 Traffic Control	1	LS	\$ 1,300.00	\$ 1,300.00	1,000.00	\$ 1,000.00	525.00	\$ 525.00		
Goodyear Park Sewer and Water Laterals and Storm Sewer Subtotal				\$ 26,062.50		\$ 31,399.00		\$ 23,905.85		
Contract 13-001 TOTAL				\$ 779,198.55		\$ 829,700.00		\$ 837,204.00		
Bid Results				4		5		6		

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

CONTRACTOR:			Allen Stelle Co. Inc. PO Box 430 Lake Delton, WI 53940		PTS Contractors, Inc 4075 Eaton Road Green Bay, WI 54311		Iverson Construction 3190 Cty Hwy N Cottage Grove, WI 53527	
Addendum 1:			x		x		x	
Bid Bond:			x		x		x	
Certified Check:								
Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Dunn St. / W. Emmett St. / W. Marion St. / W. Franklin St.								
1 Performance and Payment Bonds	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 6,725.00	\$ 6,725.00	\$ 9,435.00	\$ 9,435.00
2 Mobilization/Demobilization	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 4,200.00	\$ 4,200.00	\$ 30,250.00	\$ 30,250.00
3 Remove Asphalt Pavement	11,125	SY	\$ 1.50	\$ 16,687.50	\$ 2.65	\$ 29,481.25	\$ 1.50	\$ 16,687.50
4 Connect to Existing Sanitary Sewer	9	EA	\$ 2,000.00	\$ 18,000.00	\$ 628.00	\$ 5,652.00	\$ 880.00	\$ 7,920.00
5 Sanitary Sewer, 8-inch PVC	2,571	LF	\$ 49.00	\$ 125,979.00	\$ 40.45	\$ 103,996.95	\$ 62.35	\$ 160,301.85
6 TV Inspection of Sanitary Sewer	2,571	LF	\$ 1.00	\$ 2,571.00	\$ 1.26	\$ 3,239.46	\$ 1.30	\$ 3,342.30
7 Sanitary Sewer Manhole, 4-Ft I.D.	96	VF	\$ 177.50	\$ 17,111.00	\$ 264.00	\$ 25,449.60	\$ 265.00	\$ 25,546.00
8 Sanitary Sewer Manhole Frame and Covers with	11	EA	\$ 700.00	\$ 7,700.00	\$ 584.00	\$ 6,424.00	\$ 675.00	\$ 7,425.00
9 Sanitary Sewer Lateral, 6-Inch PVC	775	LF	\$ 42.75	\$ 33,131.25	\$ 95.30	\$ 73,857.50	\$ 65.95	\$ 51,111.25
10 Connect to Existing Water Main	11	EA	\$ 2,450.00	\$ 26,950.00	\$ 2,280.00	\$ 25,080.00	\$ 1,745.00	\$ 19,195.00
11 Water Main, 8-Inch Ductile Iron	1,885	LF	\$ 54.00	\$ 101,790.00	\$ 53.25	\$ 100,376.25	\$ 60.10	\$ 113,288.50
12 Gate Valve with Adapter, 8-Inch	8	EA	\$ 1,590.00	\$ 12,720.00	\$ 1,330.00	\$ 10,640.00	\$ 2,215.00	\$ 17,720.00
13 Hydrant with 6-Inch Lead and 6-Inch Gate Valve	4	EA	\$ 5,570.00	\$ 22,280.00	\$ 4,350.00	\$ 17,400.00	\$ 5,870.00	\$ 23,480.00
14 Water Lateral, 1-Inch Copper	700	LF	41.75	\$ 29,225.00	49.35	\$ 34,545.00	34.95	\$ 24,465.00
15 Corporation Stop and Curb Stop and Box, 1-Inch	34	EA	265.00	\$ 9,010.00	229.00	\$ 7,786.00	820.00	\$ 27,880.00
16 Storm Sewer, 12-Inch RCP	225	LF	39.50	\$ 8,887.50	50.20	\$ 11,295.00	40.80	\$ 9,180.00
17 Storm Sewer, 15-Inch RCP	53	LF	40.50	\$ 2,146.50	50.85	\$ 2,695.05	45.10	\$ 2,390.30
18 Storm Inlet Box, 2Ft x 3Ft	7	EA	975.00	\$ 6,825.00	950.00	\$ 6,650.00	1,295.00	\$ 9,065.00
19 Curb Inlet Casting	7	EA	500.00	\$ 3,500.00	510.00	\$ 3,570.00	675.00	\$ 4,725.00
20 Storm Manhole, 4-Ft I.D.	6	VF	440.00	\$ 2,816.00	272.00	\$ 1,740.80	395.00	\$ 2,528.00
21 Storm Manhole Frame and Cover	2	EA	350.00	\$ 700.00	230.00	\$ 460.00	510.00	\$ 1,020.00
22 Unclassified Excavation	2,875	CY	6.90	\$ 19,837.50	16.60	\$ 47,725.00	15.35	\$ 44,131.25
23 Recycled Crushed Aggregate Base Course (8")	6,325	TN	5.00	\$ 31,625.00	4.40	\$ 27,830.00	5.00	\$ 31,625.00
24 AC Binder Course, 1-3/4", E-0.3	1,175	TN	53.10	\$ 62,392.50	53.63	\$ 63,015.25	53.10	\$ 62,392.50
25 AC Surface Course, 1-3/4", E-0.3	1,175	TN	53.10	\$ 62,392.50	53.63	\$ 63,015.25	53.10	\$ 62,392.50
26 Saw Cut Existing AC Pavement	1	LS	2,000.00	\$ 2,000.00	1,875.00	\$ 1,875.00	1,700.00	\$ 1,700.00
27 Concrete Curb and Gutter, 30-Inch	1,475	LF	11.75	\$ 17,331.25	14.25	\$ 21,018.75	15.60	\$ 23,010.00
28 Concrete Driveway and Sidewalk	9,175	SF	3.50	\$ 32,112.50	5.46	\$ 50,095.50	4.55	\$ 41,746.25
29 Concrete Steps	10	EA	200.00	\$ 2,000.00	127.00	\$ 1,270.00	270.00	\$ 2,700.00
30 Topsoil, Fertilize, Seed, and Mulch	1	LS	5,750.00	\$ 5,750.00	9,090.00	\$ 9,090.00	16,885.00	\$ 16,885.00
31 Erosion Control Facilities	1	LS	2,500.00	\$ 2,500.00	800.00	\$ 800.00	1,575.00	\$ 1,575.00
32 Traffic Control	1	LS	3,800.00	\$ 3,800.00	4,040.00	\$ 4,040.00	3,500.00	\$ 3,500.00
Dunn St. / W. Emmett St. / W. Marion St. / W. Franklin St. Subtotal				\$ 703,771.00		\$ 771,038.61		\$ 858,613.20

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.

P.O. Box 340, 916 Silver Lake Dr.

Portage, WI 53901

		CONTRACTOR: Allen Stelle Co. Inc. PO Box 430 Lake Delton, WI 53940				PTS Contractors, Inc 4075 Eaton Road Green Bay, WI 54311		Iverson Construction 3190 Cty Hwy N Cottage Grove, WI 53527	
	Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
	Morgan St. / Michigan St.								
33	Performance and Payment Bonds	1	LS	\$ 1,875.00	\$ 1,875.00	\$ 1,015.00	\$ 1,015.00	\$ 1,820.00	\$ 1,820.00
34	Mobilization/Demobilization	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 900.00	\$ 900.00	\$ 5,720.00	\$ 5,720.00
35	Remove Asphalt Pavement	110	SY	\$ 1.50	\$ 165.00	\$ 2.65	\$ 291.50	\$ 10.00	\$ 1,100.00
36	Connect to Existing Sanitary Sewer	1	EA	\$ 1,800.00	\$ 1,800.00	\$ 627.00	\$ 627.00	\$ 880.00	\$ 880.00
37	Sanitary Sewer, 8-inch PVC	456	LF	\$ 29.45	\$ 13,429.20	\$ 34.75	\$ 15,846.00	\$ 62.35	\$ 28,431.60
38	TV Inspection of Sanitary Sewer	456	LF	\$ 1.00	\$ 456.00	\$ 1.26	\$ 574.56	\$ 1.30	\$ 592.80
39	Sanitary Sewer Manhole, 4-Ft I.D.	18	VF	\$ 177.50	\$ 3,266.00	\$ 260.00	\$ 4,784.00	\$ 270.00	\$ 4,968.00
40	Manhole Frame and Covers with Interior Seal	2	EA	\$ 700.00	\$ 1,400.00	\$ 695.00	\$ 1,390.00	\$ 675.00	\$ 1,350.00
41	Sanitary Sewer Lateral, 6-Inch PVC	195	LF	\$ 42.00	\$ 8,190.00	\$ 46.05	\$ 8,979.75	\$ 65.95	\$ 12,860.25
42	Tracer Wire Terminal Box	6	EA	\$ 65.00	\$ 390.00	\$ 87.30	\$ 523.80	\$ 200.00	\$ 1,200.00
43	Connect to Existing Water Main	2	EA	\$ 2,650.00	\$ 5,300.00	\$ 2,150.00	\$ 4,300.00	\$ 1,390.00	\$ 2,780.00
44	Water Main, 8-Inch Ductile Iron	880	LF	\$ 41.80	\$ 36,784.00	\$ 46.80	\$ 41,184.00	\$ 59.15	\$ 52,052.00
45	Gate Valve with Adapter, 8-Inch	3	EA	\$ 1,550.00	\$ 4,650.00	\$ 1,330.00	\$ 3,990.00	\$ 2,360.00	\$ 7,080.00
46	Hydrant with 6-Inch Lead and 6-Inch Gate Valve	2	EA	5,570.00	\$ 11,140.00	4,200.00	\$ 8,400.00	5,870.00	\$ 11,740.00
47	Water Lateral, 1-Inch Copper	35	LF	30.00	\$ 1,050.00	44.30	\$ 1,550.50	38.75	\$ 1,356.25
47a	Bore Water Lateral, 1-Inch Copper	60	LF	30.00	\$ 1,800.00	36.00	\$ 2,160.00	75.00	\$ 4,500.00
48	Corporation Stop and Curb Stop and Box, 1-Inch	2	EA	265.00	\$ 530.00	230.00	\$ 460.00	800.00	\$ 1,600.00
49	Water Lateral, 1-1/2 Inch Copper	20	LF	62.00	\$ 1,240.00	49.00	\$ 980.00	40.30	\$ 806.00
50	Corporation Stop and Curb Stop and Box, 1-1/2	2	EA	435.00	\$ 870.00	748.00	\$ 1,496.00	1,400.00	\$ 2,800.00
51	Unclassified Excavation	25	CY	10.00	\$ 250.00	25.25	\$ 631.25	29.40	\$ 735.00
52	Recycled Crushed Aggregate Base Course (8")	55	TN	7.00	\$ 385.00	10.10	\$ 555.50	15.20	\$ 836.00
53	AC Binder Course, 1-3/4", E-0.3	15	TN	102.95	\$ 1,544.25	104.00	\$ 1,560.00	105.00	\$ 1,575.00
54	AC Surface Course, 1-3/4", E-0.3	15	TN	102.95	\$ 1,544.25	104.00	\$ 1,560.00	105.00	\$ 1,575.00
55	Saw Cut Existing AC Pavement	1	LS	500.00	\$ 500.00	410.00	\$ 410.00	500.00	\$ 500.00
56	Topsoil, Fertilize, Seed, and Mulch	1	LS	3,450.00	\$ 3,450.00	9,090.00	\$ 9,090.00	1,000.00	\$ 10,000.00
57	Erosion Control Facilities	1	LS	250.00	\$ 250.00	275.00	\$ 275.00	6,500.00	\$ 6,500.00
58	Traffic Control	1	LS	1,000.00	\$ 1,000.00	768.00	\$ 768.00	500.00	\$ 500.00
58a	Trench Dewatering	1	LS	20,900.00	\$ 20,900.00	3,000.00	\$ 3,000.00	4,145.00	\$ 4,145.00
	Morgan St. / Michigan St. Subtotal				\$ 125,158.70		\$ 117,301.86		\$ 170,002.90

DATE: March 21, 2013

TIME: 10:00 A.M.

PLACE: Portage City Hall, Municipal Building

TABULATION OF BIDS
2013 Watermain & Sanitary Sewer Construction
City of Portage, Columbia County, Wisconsin

GENERAL ENGINEERING CO.
P.O. Box 340, 916 Silver Lake Dr.
Portage, WI 53901

CONTRACTOR:			Allen Stelle Co. Inc. PO Box 430 Lake Delton, WI 53940		PTS Contractors, Inc 4075 Eaton Road Green Bay, WI 54311		Iverson Construction 3190 Cty Hwy N Cottage Grove, WI 53527	
Description	Qty.	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Monroe St. Hydrant Replacement								
59 Performance and Payment Bonds	1	LS	\$ 400.00	\$ 400.00	\$ 250.00	\$ 250.00	\$ 450.00	\$ 450.00
60 Mobilization/Demobilization	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 900.00	\$ 900.00	\$ 1,150.00	\$ 1,150.00
61 Remove Asphalt Pavement	85	SY	\$ 5.00	\$ 425.00	\$ 2.65	\$ 225.25	\$ 10.00	\$ 850.00
62 Hydrant with 6-Inch Lead and 6-Inch Gate Valve	5	EA	\$ 6,400.00	\$ 32,000.00	\$ 4,290.00	\$ 21,450.00	\$ 6,135.00	\$ 30,675.00
63 Unclassified Excavation	20	CY	\$ 20.00	\$ 400.00	\$ 26.25	\$ 525.00	\$ 38.45	\$ 769.00
64 Recycled Crushed Aggregate Base Course (8")	45	TN	\$ 10.00	\$ 450.00	\$ 10.50	\$ 472.50	\$ 15.85	\$ 713.25
65 Saw Cut Existing AC Pavement	1	LS	\$ 500.00	\$ 500.00	\$ 260.00	\$ 260.00	\$ 400.00	\$ 400.00
66 Concrete Curb and Gutter, 30-Inch	50	LF	\$ 25.00	\$ 1,250.00	\$ 31.00	\$ 1,550.00	\$ 33.05	\$ 1,652.50
67 Topsoil, Fertilize, Seed, and Mulch	1	LS	\$ 750.00	\$ 750.00	\$ 1,135.00	\$ 1,135.00	\$ 1,500.00	\$ 1,500.00
68 Erosion Control Facilities	1	LS	\$ 550.00	\$ 550.00	\$ 565.00	\$ 565.00	\$ 500.00	\$ 500.00
69 Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 505.00	\$ 505.00	\$ 1,000.00	\$ 1,000.00
Monroe St. Hydrant Replacement Subtotal				\$ 38,725.00		\$ 27,837.75		\$ 39,659.75
Goodyear Park Sewer and Water Laterals and Storm Sewer								
70 Performance and Payment Bonds	1	LS	\$ 500.00	\$ 500.00	\$ 290.00	\$ 290.00	\$ 415.00	\$ 415.00
71 Mobilization/Demobilization	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 300.00	\$ 300.00	\$ 1,025.00	\$ 4,025.00
72 Remove Asphalt Pavement	50	SY	\$ 10.00	\$ 500.00	\$ 2.65	\$ 132.50	\$ 10.00	\$ 500.00
73 Connect to Existing Sanitary Sewer	1	EA	\$ 1,280.00	\$ 1,280.00	\$ 1,263.00	\$ 1,263.00	\$ 920.00	\$ 920.00
74 Sanitary Sewer Lateral, 4-inch PVC	150	LF	\$ 37.50	\$ 5,625.00	\$ 35.00	\$ 5,250.00	\$ 63.40	\$ 9,510.00
75 Connect to Existing Water Main	1	EA	\$ 1,160.00	\$ 1,160.00	\$ 1,800.00	\$ 1,800.00	\$ 730.00	\$ 730.00
76 Water Main, 4-Inch Ductile Iron	160	LF	\$ 53.90	\$ 8,624.00	\$ 46.90	\$ 7,504.00	\$ 49.90	\$ 7,984.00
77 Gate Valve with Adapter, 4-Inch	1	EA	\$ 1,090.00	\$ 1,090.00	\$ 850.00	\$ 850.00	\$ 1,615.00	\$ 1,615.00
78 Storm Sewer, 12-Inch PVC	10	LF	\$ 134.00	\$ 1,340.00	\$ 128.00	\$ 1,280.00	\$ 69.90	\$ 699.00
79 Force main, 1-1/2 Inch PVC	50	LF	\$ 30.00	\$ 1,500.00	\$ 60.00	\$ 3,000.00	\$ 22.55	\$ 1,127.50
80 Storm Manhole, 4-Ft I.D.	6	VF	\$ 220.00	\$ 1,320.00	\$ 225.00	\$ 1,350.00	\$ 410.00	\$ 2,460.00
81 Storm Manhole Frame and Cover	1	EA	\$ 350.00	\$ 350.00	\$ 330.00	\$ 330.00	\$ 530.00	\$ 530.00
82 Unclassified Excavation	15	CY	\$ 10.00	\$ 150.00	\$ 25.25	\$ 378.75	\$ 51.25	\$ 768.75
83 Recycled Crushed Aggregate Base Course (8")	25	TN	8.00	\$ 200.00	10.10	\$ 252.50	22.05	\$ 551.25
84 AC Binder Course, 1-3/4" E-0.3	5	TN	233.75	\$ 1,168.75	236.00	\$ 1,180.00	235.00	\$ 1,175.00
85 AC Surface Course, 1-3.4" E-0.3	5	TN	233.75	\$ 1,168.75	236.00	\$ 1,180.00	235.00	\$ 1,175.00
86 Saw Cut Existing AC Pavement	1	LS	700.00	\$ 700.00	490.00	\$ 490.00	665.00	\$ 665.00
87 Concrete Curb and Gutter, 30-Inch	25	LF	25.00	\$ 625.00	74.00	\$ 1,850.00	33.05	\$ 826.25
88 Concrete Driveway and Sidewalk	200	SF	3.50	\$ 700.00	16.40	\$ 3,280.00	5.25	\$ 1,050.00
89 Traffic Control	1	LS	3,000.00	\$ 3,000.00	1,010.00	\$ 1,010.00	1,000.00	\$ 1,000.00
Goodyear Park Sewer and Water Laterals and Storm Sewer Subtotal				\$ 32,001.50		\$ 32,970.75		\$ 37,726.75
Contract 13-001 TOTAL				\$ 899,656.20		\$ 949,148.97		\$ 1,106,002.60
Bid Results				7	8	9		

2013 Watermain & Sanitary Sewer Construction Project

Contract #13-001

Project Budget/Cost Comparison

PROJECT/ELEMENT*	BUDGET \$	BID \$	DIFFERENCE \$
B.P. STREET	\$720,000.00	\$286,009.15	\$433,990.85
B.P. WATER	\$180,000.00	\$163,594.50	\$16,405.50
B.P. SAN. SEWER	\$310,000.00	\$121,928.65	\$188,071.35
MONROE STREET HYDRANTS	\$30,000.00	\$36,015.50	-\$6,015.50
MORGAN STREET WATER	\$60,000.00	\$75,287.90	-\$15,287.90
MORGAN STREET SAN. SEWER	\$30,000.00	\$33,316.40	-\$3,316.40
SPLASH PAD	\$25,545.00	\$26,008.50	-\$463.50
TOTAL	\$1,355,545.00	\$742,160.60	\$613,384.40

*Base Project (BP)= 200 blocks of W. Emmett St., W. Marion St. and W. Franklin St., and the 600-1000 blocks of Dunn St.

Bid Tabulation

For 2013 Truck Chassis Mounted Vacuum Street Sweeper

Contract 13-004

March 28, 2013, 10a.m.

Bidder	Item No. 1	Alternate No. 1
	Street Sweeper	Grader Trade-In
<u>R.N.O.W.</u>	<u>\$215,649</u>	<u>DEDUCT \$7,500</u>
<u>BRUCE</u>	<u>\$249,673</u>	<u>NO DEDUCT</u>
<u>SERWE</u>	<u>\$201,490*</u>	<u>DEDUCT \$36,000</u>
<u>SERWE</u>	<u>\$235,923</u>	<u>DEDUCT \$36,000</u>
<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

*2009 Demo. Unit.

CITY OF PORTAGE
ECONOMIC DEVELOPMENT REVOLVING
LOAN FUND MANUAL

(Revised 4/4/13)

Guided by the:

**Wisconsin Economic Development
Corporation
201 West Washington Avenue
P. O. Box 7970
Madison, Wisconsin 53707
608/266-1018**

**Using
Community Development Block Grant Funds**

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FOREWORD

Community Development Block Grant (CDBG) funds are received from the U.S. Department of Housing and Urban Development. The Department of Administration (DOA) is the recipient and contracts with the Wisconsin Economic Development Corporation to manage activities associated with Economic Development. These economic development funds are used to provide grants to local units of government that use the funds to loan to a business. The business, in return for use of the public funds, provides private investment towards the assisted activity and most importantly creates job opportunities, principally for the benefit of low and moderate income persons.

When a business repays the community the loan (principal and interest payments), these funds are classified as program income and used to capitalize a local revolving loan fund (RLF). With the RLF, the community can make additional loans to businesses wishing to expand or locate in the community. When successfully administered, the community's revolving loan fund can expand the amount in its RLF to an amount in excess of the original amount it was able to retain. This happens when the community exercises due diligence by performing a thorough credit analysis to determine business viability and adequately securing and servicing the loan. In administering a RLF, a Community becomes a "bank" and accepts all of the responsibilities of a commercial lender when it makes a CDBG or RLF loan to a business.

SECTION 1. GENERAL PROVISIONS

1.1 PURPOSE

The purpose of the policies and procedures contained within this manual, hereafter referred to as the Economic Development Revolving Loan Fund Manual, is to present the criteria which governs the economic development activities assisted with funds made available through the Community's Revolving Loan Fund (RLF) program.

1.2 OBJECTIVES

Economic development activities assisted with funds made available through the RLF Program are intended to meet the following objectives:

- (1) To encourage the creation and retention of permanent jobs, which provide a wage, appropriate to the skills and experience of the local labor force and that is competitive. The recipient of funds must agree that a minimum of 51 percent of the jobs created or retained shall be made available to low and moderate income persons. *See section 3.6(4) for requirement and definitions.*
- (2) To encourage the leveraging of new private investment into the Community in the form of fixed asset investment, particularly in land and buildings.
- (3) To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
- (4) To implement the Community's Economic Development Plan goals and objectives.
- (5) To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- (6) To encourage the development and use of modern technology and create safe work environments.
- (7) To encourage dairy producers to undertake capital improvement projects that will result in a significant increase in milk production

1.3 AMENDMENTS and MODIFICATIONS

The Community may from time to time amend the provisions imposed by the policies and procedures contained within the RLF manual and such amendments are subject to prior written approval by the Wisconsin Economic Development Corporation, administrator of the Wisconsin Community Development Block Grant Program (CDBG) that provides the funds used to capitalize the RLF.

SECTION 2. ADMINISTRATION

2.1 LOAN REVIEW BOARD

- (1) The Community shall establish a formal Loan Review Committee which shall consist of individuals representative of broad Community interests, and having special expertise and knowledge of commercial lending and economic development processes. Expertise on the Committee optimally shall include representation from the governing body, the planning commission, the local development corporation, the local chamber of commerce, the local banking community, a business law attorney, a local accountant, and the RLF administrator appointed by the community.
- (2) The Loan Review Committee shall have the authority to review, select and recommend loan applications to the governing body for final approval. The Committee shall also have the authority to make policy recommendations for the administration of the program. Periodic activity reports prepared by the RLF Administrator shall be provided to members of the Community's governing body.
- (3) The RLF Administrator shall explain the Program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for financing. The Administrator, where necessary and appropriate, shall counsel or guide loan applicants to other more appropriate technical and financial resources when the loan applicant has needs beyond those available from the RLF program.
- (4) The Administrator shall periodically review all financial statements and loan amortization schedules of RLF loan recipients, review and approve documentation of business expenditures financed with RLF proceeds, record RLF security instruments, maintain the RLF accounting records which shall be segregated from other community accounts, and report semi-annually to the Wisconsin Economic Development Corporation regarding the use of the RLF funds.
- (5) The Community attorney shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and counsel the Community on default matters.
- (6) The RLF Administrator shall be responsible for the maintenance of all other records for the local RLF, particularly those related to the expenditures of the RLF monies for program administration purposes.

2.2 MEETINGS

Loan review meetings shall be held on an as-needed basis. Pursuant to Section 19.84, Wisconsin Statutes, all Committee members and the general public shall be given prior notice of each meeting. A majority of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action. Official actions must have the support of the majority of the total Committee. Vacant positions on the Committee shall be counted in determining the total number of Committee members.

2.3 RECORDS

Written records of all program activities, including program meetings, loan applications, and related documents, shall be maintained in appropriate files. All files shall be maintained in a secure place with limited access by authorized personnel. The Community's legal counsel shall be consulted in regard to compliance with state and municipal open records laws.

The following files shall be established and maintained for each loan recipient:

- (1) **Loan Application File:** This file contains all application, business financial statements, personal financial statements, credit reports, business plan documents, and other supporting loan information submitted to the Community, including all applicable correspondence.
- (2) **Loan Recommendation File:** This file contains a summary of the analysis, recommended actions for the application, and a copy of the minutes for the Loan Review Committee meeting summarizing the action taken on the loan request.
- (3) **Loan Closing File:** This file contains copies of all loan-closing documents. All legal documents from the loan closing, including security instruments, the note and other applicable correspondence shall be placed in a locked, fireproof safe. The Community's legal counsel shall be involved in helping create and complete this file to ensure complete loan documentation. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and servicing fees.
- (4) **"Tickler File" System:** A tickler file system shall be established and maintained to ensure that loan repayments, financial information, the loan agreement, UCC updates, and other time sensitive documentation requirements are tracked and obtained as required. The system shall include the following monthly coded index files:
 - 1) Expiration dates for property, casualty and life insurance policies;
 - 2) Due dates for all financial statements;
 - 3) Expiration dates for UCC financing statements, the reminder to update being at least 45 days prior to the expiration of the UCC filing on hand;
 - 4) Scheduled dates of annual loan performance and covenant reviews;
 - 5) Dates for site visits;
 - 6) Due dates for property tax payments and dates by which the community expects to hear from the borrower regarding confirmation of payment of taxes;
 - 7) Review dates for job monitoring; and
 - 8) Dates on which loan recipients will be notified of scheduled changes in the loan amortization scheduled per loan agreements.

- (5) Financial Statement File: This file contains the business' periodic financial statements as required by the loan covenants with a statement indicating that the RLF administrator reviewed the data.
- (6) Progress Report File: Loan recipients are required to submit periodic progress reports during the outstanding term of the loan. The Community shall make periodic site visits to verify information in the progress report and financial statements. These site visits shall be documented for the file.
- (7) Site Visit File. Site visits shall be conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project. A summary of the site visits will be placed in the file, particularly highlighting any information that can help in rating the overall condition/risk of the loan.
- (8) Repayment Monitoring File: This file includes the loan amortization schedule, status of payments, and the outstanding balance of the loan. Observations suggesting concerns or problems shall be reported to the RLF Committee and notations shall be placed in the tickler file to remind the administrator of the need to provide continued monitoring. If payments are made to an office (i.e. controller's or clerk's), the file will contain receipts of payments and there needs to be a system in place to ensure the timely notification of payments to the RLF administrator.

The Community will notify the loan recipient in writing of the deficiency and the action that will be taken should the payment not be made. Should there be a late payment, the Community will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the lender of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued and then to principal.

- (9) Loan Review File: All loans are to be reviewed on an annual basis, and at such other times as may be deemed necessary by the Community. The review shall follow receipt of the fiscal year-end financial statements, the year-end progress reports, and site visits. A report on the loan review shall be in the file and address the following: timeliness of monthly payments; condition of collateral securing the loan and status of security documents (i.e. mortgages, UCC filings); overall financial condition of the business; the presence of material liens or lawsuits; and violations of loan covenants and suggested corrective actions.

If the business is experiencing problems with any of the above criteria, the RLF Administrator is to work with the loan recipient to identify actions that are needed to correct the identified deficiencies, including possible restructuring of the loan to protect the Community's interest and meet the needs of the business. If appropriate, the Administrator will arrange for business assistance, including services available through the University of Wisconsin-Extension, Small Business Development Center (SBDC), the Service Corp of Retired Executives (SCORE), and other entities having an interest in serving the needs of businesses.

In the event the findings of the loan review suggest serious problems, particularly if the loan is at risk for default, the account shall be turned over to the Community attorney for legal action in order to initiate steps necessary to protect the loan and to ensure the maximum repayment of the balance due. Again, corrective actions may be achieved through restructuring or if necessary, foreclosure actions.

2.4 ADMINISTRATION

Reasonable administrative funds may be withdrawn from the RLF to cover personnel costs and other administrative expenses. Local funds may be used in situations when loan repayments are insufficient to cover administrative costs. Administrative expenses of up to fifteen (15) percent of program income may be used for direct loan administrative costs. In addition to paying costs for RLF administration, these funds may be used for the following:

- (a) Legal costs.
- (b) Consulting fees for credit analysis, business plan reviews and technical assistance.
- (c) Office supplies, copying, typing, mailing, and related.
- (d) Training costs.

To generate additional revenue to cover administrative costs, if necessary, the Community may also establish loan origination fees, closing fees, servicing fees, and other fees to cover charges directly related to either processing an application or servicing a loan. All fees collected go to the RLF. The accounting of the fee revenue placed in the RLF shall include separate line items to track administrative expenses recovered.

SECTION 3. ELIGIBILITY CONSIDERATIONS

3.1 ELIGIBLE AREA

The area served by the RLF program shall generally be within the corporate limits of the Community.

3.2 ELIGIBLE APPLICANTS

- (1) Applications may be submitted by the sole proprietor or Chief Executive Officer of any business wishing to establish a new operation or expand an existing operation in the Community.
- (2) No member of the governing body, loan review board, or any other official, employee, or agent of the Community who exercises decision-making functions or responsibilities in connection with the implementation of this program is eligible for financial assistance under this program.
- (3) No program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
- (4) Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin.

3.3 ELIGIBLE ACTIVITIES

Program loans shall be available to eligible applicants for the following activities:

- (1) The acquisition of land, buildings, and fixed equipment.
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
- (4) The payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
- (5) Working capital (inventory and direct labor costs only).
- (6) Purchase of dairy cows resulting in significant long-term increases in capacity to produce milk.

3.4 INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

- (1) Refinancing or consolidating of existing debt.
- (2) Reimbursement for expenditures prior to loan approval.
- (3) Specialized equipment that is not essential to the business operation.
- (4) Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
- (5) Routine maintenance.
- (6) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are eligible.
- (7) Other activities that the Loan Review Committee may identify during the administration of the program.

3.5 INELIGIBLE BUSINESSES

Program loans shall not be available for the following businesses:

- (1) Speculative investment companies.
- (2) Real estate investment companies.
- (3) Lending institutions.
- (4) Gambling operations.
- (5) Non-public recreation facilities.
- (6) Other businesses not serving the interests of the Community.

3.6 MINIMUM REQUIREMENTS

To be eligible for funding, a proposed project must meet all of the following minimum requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Loan Review Committee.
- (2) Cost Per Job Created. At least one (1) full-time permanent position or full-time equivalent must be created for every \$20,000 of program funds requested. The Committee may require lower job cost where warranted, (i.e. taking into consideration type of jobs, hourly wage, etc.)

- (3) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
- (4) Low and Moderate Income (LMI) Benefits. Each project must demonstrate that it meets the CDBG-ED national objective of benefiting low to moderate income persons as defined by CDBG regulations.

The project shall create jobs, at least 51% of the jobs will be held by or Made Available to LMI Persons.

“LMI Persons” means persons with household income less than eighty (80) percent of the median household income by family size in the County where the Project is located.

“Made Available to LMI Persons” means the Borrower will document that at least 51% LMI Persons were hired or Received First Consideration by interviewing at least 51% LMI Persons for created positions that do not require special skills or education beyond high school.

“Received First Consideration” means the Borrower must document and use a hiring practice that results in at least 51% LMI Persons interviewed for created positions and demonstrate that under usual circumstances this hiring practice will result in at least 51% LMI persons being hired. Part of the Borrower’s hiring practice must include the posting of available positions with the local Job Service Office or Workforce Development Boards.

The following documentation evidencing compliance must be collected:

A listing of all job titles which were planned to be held by or made available to low to moderate income persons, a commitment to hire or make at least 51% of jobs available to low to moderate income persons, a written plan for how such persons were given first consideration for jobs including what hiring process was used, a list of the low to moderate income persons interviewed for particular positions, including the size and annual income of the person’s family prior to interviewing for the position.

- (5) Compliance with Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes.
- (6) Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide the Community a project implementation schedule not exceeding 24 months for project completion and job creation, and maintain the positions created for 24 months.
- (7) Federal Anti-Piracy. The borrower must certify that it does not have immediate plans to relocate jobs in violation of CDBG Anti-Piracy regulations. The following language will be included in all agreements with the borrower. “The Borrower certifies it is and will maintain compliance with CDBG Anti-Piracy regulations as stated in 24 CFR 570.482(h). Violation of this regulation will constitute an Event of Default.”

SECTION 4. TERMS AND CONDITIONS

4.1 TERMS AND CONDITIONS

Loan terms and conditions shall be structured on need and ability to repay. Minimum standards shall include the following:

- (1) Loan Amount. Loan amounts are subject to the availability of program funds.
- (2) Interest Rate. The interest rate shall be equal to the treasury rate as published in the Wall Street Journal on the first of the month prior to the review by the Economic Development Loan Fund Committee.
- (3) Terms for Loans.
 - (a) Working capital loans shall have a maximum term of seven years.
 - (b) Loans for machinery, equipment and fixtures shall have a maximum term of ten years.
 - (c) Real estate loans shall have a maximum term of 12 years which can be amortized on a 20-yr basis with the option of refinancing for an additional 8 years.
 - (d) In any case, the loan shall not have a term longer than the terms of the other private financing in the project.
- (4) Period of Payment. Terms may include longer amortization schedules with balloon payments. Amortization schedules shall be set up for monthly payments.
- (5) Repayment. Payment of interest and/or principal may be deferred during the implementation period of the assisted activity if merited in the loan application. Interest shall accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
- (6) Prepayment. There shall be no prepayment penalties.
- (7) Collateral. The community will seek to have the best possible collateral position possible to ensure that RLF loans are adequately secured.

SECTION 5. APPLICATION PROCEDURES

5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant shall discuss the program with the Administrator. The Administrator shall assist the applicant, as is reasonably necessary, in completing the application. All financial information shall be kept in a secured place with limited access by authorized personnel only.

5.2 TIMING

Applications may be submitted at any time during the calendar year.

5.3 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed project to proceed. In the event that loan funds requested exceed available funds, the following criteria will be used to determine which business(es) will be awarded the loan(s):

- (1) Eligibility of the applicants.
- (2) Eligibility of the project to be undertaken.
- (3) The extent to which private funds are to be leveraged.
- (4) The extent to which jobs are to be created, and the type jobs and wages.
- (5) The extent to which the loan can be secured.
- (6) Evidence of ability to repay the loan.
- (7) Size of the loan requested.
- (8) Timing of the proposed expenditures.
- (9) Completeness of application.
- (10) Other factors as deemed appropriate.

5.4 LOAN APPLICATION

Applicants shall submit an application using the form available from the RLF Program and that includes the following:

- (1) Business Description. A written description of the business, including the following:
 - (a) A brief history of the existing or proposed business, including when it started or is to start, type of operation, legal structure, markets, and products.

- (b) Key customers and clients.
 - (c) A personal resume of each principal associated with the business, including: number of years of experience in the business; educational background; and role in the proposed or existing business.
 - (d) Three years of financial history including balance sheets, profit/loss statements, cash flow statements and accountant notes.
- (2) Project Description. A description of how the business plans to use the requested funds.
 - (3) Commitments from Private Lenders. This consists of commitments from all private lenders making loans to the project. Lender commitment letters should include:
 - (a) Description of the type of loan being made by the lender (first mortgage, permanent financing, construction financing, etc.)
 - (b) The amount of the loan, interest rate, term, and security, availability, and repayment schedule and amounts.

These commitments shall be obtained concurrently with the negotiation of the terms and conditions of the RLF Program loan to ensure the interest of the Community are secured.

- (4) Projections. Provide proformas (a balance sheet & income statement and cash flow statement). These should cover a three-year period and should be based on the assumption that the business will receive the requested loan.
- (5) Additional Information. Additional information as may be required by the Loan Review Committee, or the Administrator.

5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- (1) Preliminary Review. The Administrator will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.6. If the application is not complete, the Administrator will inform the applicant of the deficiencies.
- (2) Formal Review. The Loan Review Committee will meet to review an application within 30 days of the receipt of a completed application or at some other predetermined schedule. Once the review is completed and the proposal is acceptable for funding, the Loan Review Committee will forward the proposal to the governing body for final approval or to whatever other body has been authorized to act on loan requests.
- (3) Negotiation of Terms. Upon the tentative acceptance by the governing body, the Administrator will contact the business in writing to review and explain the terms of the loan.

- (4) Notice of Award. If the application is approved, a closing will be scheduled to execute the necessary loan documents.
- (5) Rejection of Award. If the application is not approved, the Administrator will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

SECTION 6. DISTRIBUTION OF FUNDS

6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

- (1) Notice of Award. The Loan Review Committee must have reviewed and approved a complete application for an eligible applicant.
- (2) Loan Agreement. The Community attorney shall prepare a loan agreement, which shall be executed by the Community's CEO, Clerk and the Chief Executive Officer of the business.
- (3) Promissory Note. A promissory note shall be prepared by the Community attorney and signed by the Chief Executive Officer at the time of loan closing. The note must be dated; it must reference the agreement between the Community and the business; and, it must specify the amount and terms of the loan funds delivered.
- (4) Security. Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by the Community attorney and executed at the time of the loan closing. The Community attorney, or Administrator, shall record the instrument and place a copy in the project file to include:
 - (a) Mortgage and/or security agreement.
 - (b) UCC searches and filing.
 - (c) Guarantee agreement.
 - (d) Title insurance or Abstract.
 - (e) Assignment of Life Insurance.
 - (f) Casualty Insurance binder.
 - (g) Personal guarantee.
 - (h) Other documentation as may be appropriate.
- (5) Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the Administrator after the loan proceeds are fully disbursed. The repayment schedule shall be dated and signed by both the CEO and the Chief Executive Officer of the business. At that time, the repayment schedule shall be attached to both parties' copies of the agreement.
- (6) Evidence of Permits, etc. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.

- (7) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the Administrator.
- (8) Fixed Equipment. Fixed equipment financed with program funds must have been purchased, delivered, and installed. The Administrator shall verify the installation of fixed equipment.
- (9) Other Documentation. As appropriate or necessary, the borrower may be asked to provide the following:
 - (a) A certificate of status from the Department of Financial Institutions.
 - (b) The Articles of Incorporation and by-laws.
 - (c) A Board resolution to borrow funds and Secretary's certificate.
 - (d) Current financial statements.
 - (e) Evidence of having secured other funds necessary for the project.
 - (f) An Environmental Assessment for real estate loans which may either be a Phase I, II, or III analysis, depending on the environmental condition of the site.

With the above documentation in place, the Administrator will schedule a loan closing. All documents will be executed before funds are disbursed, and mortgages and UCC Statements shall be recorded with the Register of Deeds and the Secretary of State, (The Appendix contains a model Loan Closing Documentation Checklist).

SECTION 7. POST APPROVAL REQUIREMENTS

7.1 OBLIGATION OF LOAN RECIPIENT

In addition to the terms and conditions of the loan, all borrowers shall agree to comply with the following:

- (1) The creation or retention of the agreed upon number of jobs within 24 months of the date of the execution of the loan agreement with the Community.
- (2) Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the business loan funds.
- (3) To use the loan money only to pay the cost of services and materials necessary to complete the project or activity for which the loan funds were awarded.
- (4) To permit inspections by persons authorized by the Community of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections, which include, but may not be limited to, contracts, materials, equipment, payrolls, and conditions of employment. Requests for inspection shall be complied with by the borrower.
- (5) To maintain records on the project as may be requested by the Community. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
- (6) To submit periodic progress reports to the Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
- (7) To maintain fire and extended coverage insurance on the project property required during the term of the loan. The Community shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- (8) To abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti-Kickback" Act; and, all regulations pursuant to these Acts.
- (9) *To collect the attached self-certification forms from every applicant for each job created by CDBG funds.*

SECTION 8. PERFORMANCE MONITORING

8.1 PRIVATE LEVERAGE COMMITMENTS

The Administrator shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and canceled checks.

8.2 HIRING OF NEW EMPLOYEES

The Administrator shall monitor the borrower's progress in meeting agreed upon job creation or retention goals. Job creation must be documented using payroll records. Before-project and after-project payroll records should be provided by the borrower to document job creation. Failure of the business to provide the targeted number of jobs may be a condition for default unless the business can show it made a good faith effort to create the targeted number jobs but did not succeed due to reasons beyond its control. In all hires the borrower must meet the LMI requirement. *In addition, to ensure compliance with the LMI requirements, employers must collect the attached self-certification forms from every applicant for each job created by CDBG funds.*

8.3 DEFAULT

In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall, at the Community's option, become immediately due and payable. To exercise this option, the Community's attorney shall prepare a written notice to the business. The notice shall specify the following:

- (a) The default.
- (b) The action required to cure the default.
- (c) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
- (d) Any penalties incurred as a result of the default, jobs, etc.

SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING

9.1 RLF PROGRAM

Repaid loans shall be re-deposited into the Revolving Loan Fund account and used in a manner consistent with the policies and procedures manual. A separate accounting record for each loan shall be kept to account for all funds loaned. The RLF account shall be audited on an annual basis and the Administrator shall provide reports at times and on forms as required by the state of Wisconsin.

SECTION 10. LOAN SERVICING

10.1 MONITORING

The Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and to monitor the financial health of the business to ensure continued repayment of the loan. The monitoring will also ensure that all recordkeeping requirements are met particularly in regard to job creation and expenditures of matching funds.

A loan servicing file shall be established and maintained for each loan recipient that includes all written correspondence; a record of important telephone conversations; a list of applicable loan covenants; certificates of insurance for builder's risk, property-casualty, and life insurance, as applicable; and documentation for job creation and retention including low and moderate income certifications forms.

10.2 RECORDKEEPING

In addition to the above, the RLF financial management records must be comprehensive and designed to provide the following information:

- (a) A Revolving Loan Fund Register that records all deposits and disbursements to and from the RLF, including funds used for RLF administration.
- (b) A CDBG Loan Repayment Register that records repayments made by each business which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF.
- (c) A Collection Register for every loan made. Each register contains the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.
- (d) RLF Loan Repayment Registers that record repayments made by each business, which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF.

LOAN CLOSING DOCUMENTATION CHECKLIST

			If Recording Required:		Not Applicable
	Date Requested	Date Received	Date Recorded	Date Returned	
FOUNDATION DOCUMENTATION					
Financial Statements	_____	_____	_____	_____	_____
Certificate of Corporate Good Standing from Sec. of State	_____	_____	_____	_____	_____
Loan Commitment Letter	_____	_____	_____	_____	_____
Loan Agreement	_____	_____	_____	_____	_____
Borrowing Resolution or Agreement	_____	_____	_____	_____	_____
Certified Copy of Resolution Authorizing Actions Taken	_____	_____	_____	_____	_____
Sole Ownership Affidavit	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
GUARANTEES/DEBT SUBORDINATION					
Unlimited, Limited, or Specific Guarantee	_____	_____	_____	_____	_____
Spousal Consent	_____	_____	_____	_____	_____
Debt Subordination	_____	_____	_____	_____	_____
Authorizing Resolution or Agreement	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
POSSESSORY COLLATERAL INCLUDING LIFE INSURANCE					
Possession of Policy	_____	_____	_____	_____	_____
Assignment of Policy as Collateral	_____	_____	_____	_____	_____
Transmittal Letter and Request for Acknowledgement and Policy Information	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
NONPOSSESSORY COLLATERAL					
Release of Prior Lender Filings	_____	_____	_____	_____	_____
Security Interest Subordination Agreement	_____	_____	_____	_____	_____
Business Chattel Security Agreement	_____	_____	_____	_____	_____
Selective Business Security Agreement	_____	_____	_____	_____	_____
Financing Statement	_____	_____	_____	_____	_____
Financing Statement Fixtures - Real Estate Records	_____	_____	_____	_____	_____
Motor Vehicle Perfection	_____	_____	_____	_____	_____
Insurance Binder on Collateral	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
REAL ESTATE					
Survey	_____	_____	_____	_____	_____
Appraisal	_____	_____	_____	_____	_____
Casualty Insurance Binder	_____	_____	_____	_____	_____
Title Insurance Binder	_____	_____	_____	_____	_____
Title Insurance Policy	_____	_____	_____	_____	_____
Title Opinion Based on Abstract	_____	_____	_____	_____	_____
Check of Legal Description on Survey Against Deed Against	_____	_____	_____	_____	_____
Mortgage Against Title Insurance Binder	_____	_____	_____	_____	_____
Environmental Audit	_____	_____	_____	_____	_____
Mortgage	_____	_____	_____	_____	_____
Business Real Estate Security Agreement	_____	_____	_____	_____	_____
Flood Plain Certificate	_____	_____	_____	_____	_____
Flood Plain Notice	_____	_____	_____	_____	_____
Real Estate Mortgage Subordination Agreement	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
NOTE DISBURSEMENTS					
Business Note	_____	_____	_____	_____	_____
Statement	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
COMPLETED BY:					
RENEWED BY:					



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

March 1, 2013

Mr. Shawn Murphy
Interim City Administrator
City of Portage
115 West Pleasant Street
Portage, WI 53901

Re: Proposal for Professional Engineering Services
Stormwater Utility Feasibility Study Update and Stormwater Utility Implementation

Dear Mr. Murphy:

Strand Associates, Inc.® is pleased to present the following proposal for professional engineering services related to the development of a Stormwater Utility for the City of Portage. Based on discussions with you and our understanding of the project, we have prepared the following Scope of Services, Fee, and Schedule for the City's review and consideration.

Background

In December 2008, we were hired by the City of Portage to provide technical assistance related to the development of a Stormwater Utility. We completed a Stormwater Utility Feasibility Study (Study) report in October 2009, which included assistance with formation of a Stormwater Utility Task Force that helped guide key stormwater utility development decisions. The City has now decided to revisit the 2009 study and proceed with the implementation phase of the stormwater utility, with the goal of making it fully operational by January 2014.

Scope of Services

Our Scope of Services for this project includes the following tasks:

- Complete a final impervious area analysis based on the City of Portage tax parcel database, the most recent digital orthophotos that were flown in April 2010, and available site plans for post-April 2010 non-residential and multi-family development. This analysis will estimate the total impervious area in the City for non-residential and multi-family land uses, and estimate the average impervious area for a sample of single-family residential parcels to provide a base unit for estimation of Equivalent Runoff Units (ERUs). Measured impervious areas will be documented in an impervious area database.
- Identify potential future costs for the City's Stormwater Management Program (SMP) for a 5-year planning period between 2014 and 2019. The SMP costs will include potential future stormwater capital improvement projects, regulatory compliance costs, operation and maintenance costs, and stormwater utility administration costs.

Mr. Shawn Murphy
City of Portage
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March 1, 2013

- Develop a final rate study that will include completion of the final impervious area analysis and establishment of stormwater utility rates estimated to meet anticipated revenue needs for the 5-year planning period. Stormwater user fees will be calculated based on the results of this analysis, implementation of a tiered residential rate, and potentially phasing in the rate over a set period of time. Proper rate adjustments will be made to account for anticipated stormwater utility credits.
- Develop an abbreviated technical memorandum document that will serve as an addendum to the October 2009 Stormwater Utility Feasibility Study report. Data provided in the document will include a summary of the final impervious area analysis, SMP budget, and final rate study results.
- Provide 12 hours of general assistance to help City staff create a Master Stormwater Utility Account file.
- Provide a total of 8 hours of assistance in reviewing the existing billing system capacity to accommodate a new line item and providing assistance in performing billing system testing prior to sending out utility bills.
- Create a stormwater utility ordinance for review and consideration by City staff. Provide technical assistance to City staff in the review of the ordinance. Develop an accompanying document specifying guidelines and procedures for receiving credits to stormwater utility fees. The credit policy will be based on guidelines summarized in the October 2009 Stormwater Utility Feasibility Study report, including credits for education, on-site stormwater facilities, and one-time rebates for residential customers implementing various stormwater management measures.
- Provide a GIS Impervious Area Mapbook that illustrates the delineated impervious areas for each non-residential and multi-family property and the residential parcels that were sampled.
- Assist with Public Information and Education activities.
 - Develop a narrative description of the stormwater utility for inclusion in bill stuffers, the City Web site, newsletters, or other public informational sites.
 - Provide 8 hours of general assistance in resolution of technical questions with stormwater utility customers, including development of specific protocol for answering billing questions.
 - Provide a “Frequently Asked Questions” (FAQ) document for posting on the City’s Web site.
- Attend one project kickoff meeting with City staff, one joint presentation to the Municipal Services and Utilities Committee and the Finance/Administration Committee, one presentation to the City Council, and participate in one project status teleconference for a total of four meetings.

Additional meetings will be billed on an hourly rate basis plus expenses.

Fee

The not-to-exceed engineering fee for the Scope of Services above is \$21,900, including expenses.

Mr. Shawn Murphy
City of Portage
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March 1, 2013

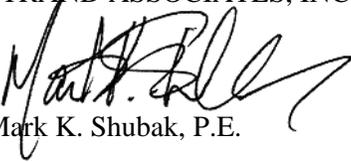
Schedule

Services identified under the Scope of Services are anticipated to begin on March 14, 2013, and end on December 31, 2013. It is anticipated that tasks related to establishment of the stormwater utility rates will be completed by May 1, 2013. This will allow the Portage Community School District to account for the new stormwater fee as part of its 2013-2014 budget planning process.

We look forward to continuing our work with the City of Portage on this project. If you have any questions concerning this proposal, please call.

Sincerely,

STRAND ASSOCIATES, INC.®



Mark K. Shubak, P.E.

9901.972/MKS:ebt

Projected Stormwater Budget**2014**Street Sweeping

Labor	\$	23,647
Fuel	\$	8,000
Mntc	\$	600
ERF	\$	27,500
	\$	59,747

Leaf Collection

Labor	\$	9,095
Fuel	\$	3,200
Supplies	\$	1,000
Mntc	\$	600
ERF	\$	4,500
	\$	18,395

Storm Sewer Mntc

Labor	\$	8,527
Fuel	\$	800
Sppls/Srvcs	\$	5,000
ERF	\$	2,750
	\$	17,077

Administration

Labor	\$	4,288
Supplies	\$	2,500
IT Prg/Mntc	\$	3,000
Audit/Fin	\$	2,000
	\$	11,788

Debt Service

Ave Annual Capt Exp	\$	275,000
3 Yrs Capital Cost	\$	825,000
Ave Annual Debt Srvc	\$	69,000
15 Yrs @ 3.25%		

TOTAL **\$ 176,007**

City of Portage - Stormwater Funding
2012 Assessed Value & Stormwater Funding Contribution

Real Estate Class	Property Tax Funded		Storm Water Utility Funded					Stormwater Contribution	Contribution Difference	
	2012 Total Assess Value	% of Total	Stormwater Contribution	Utility Customer	Impervious Area (SF) ¹	Estimated ERU's ²	% of Total			Rate per ERU
Residential	\$ 287,747,200	53.4%	\$ 244,256.09	Residential	948,639	2,616	30.2%	\$ 52.85	\$ 138,266.95	\$ (105,989.14)
Commercial	\$ 181,752,928	33.7%	\$ 154,282.16	Commercial	10,737,680	3,023	34.9%	\$ 52.85	\$ 159,778.66	\$ 5,496.51
Manufacturing	\$ 49,097,200	9.1%	\$ 41,676.48	Manufacturing	4,574,940	1,258	14.5%	\$ 52.85	\$ 66,490.76	\$ 24,814.28
Agriculture	\$ 121,100	0.0%	\$ 102.80	Tax Exmpt-Other	1,292,832	372	4.3%	\$ 52.85	\$ 19,661.81	\$ 19,359.02
Other	\$ 11,600	0.0%	\$ 9.85	Tax Exmpt-Church	464,135	134	1.5%	\$ 52.85	\$ 7,082.48	\$ 7,072.63
Personal Prop.	\$ 20,301,000	3.8%	\$ 17,232.64	Tax Exmpt-City	1,742,078	501	5.8%	\$ 52.85	\$ 26,480.02	\$ 9,247.39
				Tax Exmpt-County	493,846	142	1.6%	\$ 52.85	\$ 7,505.32	\$ 7,505.32
				Tax Exmpt-State	859,216	247	2.9%	\$ 52.85	\$ 13,055.02	\$ 13,055.02
				Tax Exmpt-Federal	50,843	15	0.2%	\$ 52.85	\$ 792.82	\$ 792.82
				Tax Exmpt-School	1,214,265	349	4.0%	\$ 52.85	\$ 18,446.16	\$ 18,446.16
Total	\$ 539,031,028	100%	\$ 457,560	Total	22,378,474	8,657	100.0%		\$ 457,560.00	

2013 Stormwater \$ 457,560 \$ 106,023 2012 Ave Assessed Value - Residential 3/8/2013
¹2009 Data \$ 0.85 Storm Water Cost/\$1000 Assessed Value
²From 2009 Strand Feasibility Study \$ 90.00 Cost for SW to Ave. Assess. Home
 \$457,560/8657 = \$ 52.85 Rate/ERU

Revised 2012 Assessed Value & 2014 Stormwater Funding Contribution

Real Estate Class	Property Tax Funded		Storm Water Utility Funded					Stormwater Contribution	Contribution Difference	
	2012 Total Assess Value	% of Total	Stormwater Contribution	Utility Customer	Impervious Area (SF) ¹	Estimated ERU's ²	% of Total			Rate per ERU
Residential	\$ 287,747,200	53.4%	\$ 93,956.61	Residential	948,639	2,616	30.2%	\$ 20.33	\$ 53,186	\$ 61,461
Commercial	\$ 181,752,928	33.7%	\$ 59,346.85	Commercial	10,737,680	3,023	34.9%	\$ 20.33	\$ 61,461	\$ 25,577
Manufacturing	\$ 49,097,200	9.1%	\$ 16,031.46	Manufacturing	4,574,940	1,258	14.5%	\$ 20.33	\$ 25,577	\$ 7,563
Agriculture	\$ 121,100	0.0%	\$ 39.54	Tax Exmpt-Other	1,292,832	372	4.3%	\$ 20.33	\$ 7,563	\$ 2,724
Other	\$ 11,600	0.0%	\$ 3.79	Tax Exmpt-Church	464,135	134	1.5%	\$ 20.33	\$ 2,724	\$ 10,186
Personal Prop.	\$ 20,301,000	3.8%	\$ 6,628.78	Tax Exmpt-City	1,742,078	501	5.8%	\$ 20.33	\$ 10,186	\$ 2,887
				Tax Exmpt-County	493,846	142	1.6%	\$ 20.33	\$ 2,887	\$ 5,022
				Tax Exmpt-State	859,216	247	2.9%	\$ 20.33	\$ 5,022	\$ 305
				Tax Exmpt-Federal	50,843	15	0.2%	\$ 20.33	\$ 305	\$ 7,096
				Tax Exmpt-School	1,214,265	349	4.0%	\$ 20.33	\$ 7,096	\$ 176,007
Total	\$ 539,031,028	100%	\$ 176,007	Total	22,378,474	8,657	100.0%		\$ 176,007	

2014 Stormwater \$ 176,007 \$ 106,023 2012 Ave Assessed Value - Residential 4/4/2013
¹2009 Data \$ 0.33 Storm Water Cost/\$1000 Assessed Value
²From 2009 Strand Feasibility Study \$ 34.62 Cost for SW to Ave. Assess. Home
 \$170,891/8657 = \$ 20.33 Rate/ERU

**Possible Alternate General Fund Proposals Resulting
From Stormwater Utility Creation**

4/4/2013

Proposed 2014 Stormwater Budget	\$ 176,007
1. Alley Resurfacing Program	\$ 100,000
a. Establish Initial Allocation to Fund Alley Resurfacing Program	
b. Subsequent allocations	\$25,000 - 50,000
2. Streets: Crack Sealing	\$ 10,000
Establish Annual Allocation for Crack Filling in lieu of using Borrowed Funds	
3. Supplement Annual Street Resurfacing	\$ 100,000
Establish additional allocation (along with Borrowed Funds for Street Resurfacing	
4. Revolving Sidewalk Fund	\$ 30,000
Establish Annual Allocation in lieu of Borrowed Funds for Sidewalk Fund	
5. Public Building Repairs/Refurbish	\$ 25,000
Establish Annual Allocation to fund City owned building repairs/refurbish	
6. Computer Technology Fund	\$ 40,000
Establish Annual Allocation to fund purchase or lease of new or replacement computer hardware and software needs	
7. Splash Pad/Skateboard Prk Imprvmnts	\$ 75,000
a. Establish Annual Fund Allocation for City Capital Improvements @ Goodyear Prk	
b. Subsequent annual operating budget	\$ 11,887
Water/Sewer	\$ 3,000
Electric	\$ 3,500
Personnel	\$ 2,387
Supplies/Mntc	\$ 3,000
8. Fund Re-Establishment of K-9 Unit	
a. Funding to establish Police K-9 Unit	\$ 45,000
b. Subsequent Annual Expense	\$ 4,000

9. Establish Property Mntc Inspect Prog	\$	39,531
Inspector	\$	29,531
Supplies	\$	3,000
Training	\$	1,500
Mileage	\$	5,500

Fund half-time inspector to administer
Residential Property Mntc Program

10. Fund Asst Building Custodian Position	\$	61,158
Personnel	\$	56,158
Supplies	\$	3,000
Eqpmnt	\$	2,000

Establish annual funding for addition
custodian for Mun Bld, Library, PEC, etc.

Stock No. 11325

PROMISSORY NOTE



2201 (8/06)

Wisconsin Bankers Association 2006

No. 268041

City of Portage

NAME

\$ 500,000.00

Dated April 12, 2013

1. Promise to Pay and Payment Schedule. For value received, the City of Portage County, Columbia Wisconsin ("City"), promises to pay to Bank of Wisconsin Dells or registered assigns, ("Lender") the sum of Five Hundred Thousand and no/00 Dollars (\$500,000.00), payable with interest at the rate of four and one quarter percent (4.25%) per annum as follows:

[Check (a), (b), (c) or (d); only one shall apply.]

- (a) [X] Single Payment. In one payment on April 12, 2014, PLUS interest payable as set forth below.
(b) [] Installments of Principal and Interest. In equal payments of \$ due on month thereafter every 7th day thereafter every 14th day and on the same day(s) of each month thereafter. All payments include thereafter, PLUS a final payment of the unpaid balance and accrued interest due on principal and interest.
(c) [] Installments of Principal. In equal payments of principal of \$ due on month thereafter every 7th day thereafter every 14th day thereafter, PLUS a final payment of the unpaid principal due on, PLUS interest payable as set forth below.
(d) [] Other.

Principal and interest on this note shall be payable only to the Lender in lawful money of the United States of America at the office of the Lender. The final installment of principal on this note shall be payable only upon presentation and surrender of this note to the City Treasurer.

2. Interest Payment. Interest is payable on July 12, 2013, and on [X] the same day of each quarter month thereafter, every 7th day thereafter, every 14th day thereafter, and at maturity, or, if box 1(b) is checked, at the times so indicated. Interest is computed for the actual number of days principal is unpaid on the basis of [X] a 360 day year [] a 365 day year.

3. Prepayment. Full or partial prepayment of this note [] is not permitted [X] is permitted on any principal or interest payment date without penalty on or after. All prepayments shall be applied first upon the unpaid interest and then applied upon the unpaid principal in inverse order of maturity.

4. Other Charges. If any payment (other than the final payment) is not made on or before the 10th day after its due date, Lender may collect a delinquency charge of 5.0% of the unpaid amount. Unpaid principal and interest bear interest after maturity until paid (whether by acceleration or lapse of time) at the rate [] which would otherwise be applicable plus percentage points [X] of 18% per year, computed on the basis of [X] a 360 day year [] a 365 day year. City agrees to pay a charge of \$ for each check presented for payment under this note which is returned unsatisfied.

5. Security. For the prompt payment of this note with interest and the levying and collection of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

6. Transferability. This note is transferable only upon the records of the City kept for that purpose at the office of the City Clerk, by the Lender in person or its legal representative duly authorized in writing, upon presentation of a written instrument of transfer satisfactory to the City Clerk and upon such transfer being similarly noted hereon. The City may deem and treat the person in whose name this note is registered as the absolute owner hereof for the purpose of receiving payment of or on account of the principal or interest hereof and for all other purposes.

7. Terms and Purposes; Authorization. This note issued under the terms of and for purposes specified in Section 67.12(12), Wisconsin Statutes; and is authorized by a resolution of the Common Council duly adopted by the Council at its open meeting duly convened on which resolution is recorded in the official book of its minutes pertaining to said date.

8. Internal Revenue Code. This note has been designated as a tax-exempt obligation for purposes of Section 2501 of the Internal Revenue Code of 1986 as amended.

9. Certifications and Recitations of City. It is hereby certified and recited that all conditions, things and acts required by law to exist, to be or to be done prior to and in connection with the issuance of this note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this note, does not exceed any limitation imposed by law, and that the City has levied a direct annual irrepealable tax sufficient to pay this note together with interest thereon when and as payable.

THIS NOTE CONTAINS ADDITIONAL PROVISIONS ON REVERSE SIDE

City of Portage
Columbia County, Wisconsin.

(Impress official or corporate seal, if any)

By Kenneth H. Jahn MAYOR (OR CITY MANAGER)

By Marie A. Moe CITY CLERK

(1) Delete this paragraph if the City will be issuing more than \$10,000,000 of tax-exempt obligations in the calendar year. In that case, lenders will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the note.

NOTE: Official or corporate seal, if any, to be affixed.

(SEE REVERSE FOR REGISTRATION PROVISIONS)

**HYPOTHECATION AGREEMENT
SECURITY AGREEMENT-PLEDGE**

BANK OF WISCONSIN DELLS
PO BOX 490 716 SUPERIOR ST
WISCONSIN DELLS, Wisconsin 53965
(608)253-1111

LOAN NUMBER	AGREEMENT DATE
268041	April 12, 2013

PLEDGOR INFORMATION

PORTAGE PUBLIC LIBRARY
253 W EDGEWATER
PORTAGE, WI 53901

Type of Entity: Governmental Entity
State of Organization/Formation: Wisconsin

BORROWER INFORMATION

CITY OF PORTAGE
115 W PLEASANT STREET
PORTAGE, WI 53901-0000

Type of Entity: Governmental Entity
State of Organization/Formation: Wisconsin

HYPOTHECATION AGREEMENT. This Hypothecation Agreement will be referred to in this document as the "Agreement."

LENDER. "Lender" means **BANK OF WISCONSIN DELLS** whose address is **PO BOX 490 716 SUPERIOR ST, WISCONSIN DELLS, Wisconsin 53965**, its successors and assigns.

BORROWER. For purposes of this Agreement, the term "Borrower" refers to any party, who with respect to an obligation secured by a security interest in the collateral, (i) owes payment or other performance of the obligation, (ii) has provided property other than the collateral to secure payment or other performance of the obligation, or (iii) is otherwise accountable in whole or in part for payment or other performance of the obligation.

HYPOTHECATOR. "Pledgor" or "Hypothecator" means each person who signs this Agreement.

RELATED DOCUMENTS. The words "Related Documents" mean all promissory notes, security agreements, mortgages, deeds of trust, business loan agreements, construction loan agreements, resolutions, guaranties, environmental agreements, subordination agreements, assignments, and any other documents or agreements executed in connection with either the Loans or this Hypothecation Agreement, or both, whether now or hereafter existing. The Related Documents are hereby made a part of this Hypothecation Agreement by reference thereto, with the same force and effect as if fully set forth herein.

COLLATERAL. On the date above, and in consideration of loans granted by Lender to Borrower, the Hypothecator hereby assigns the Lender all its right, title and interest to, and grants Lender a security interest in, the property described in the following document:

- Security Agreement dated **April 12, 2013** evidencing security interest in **MONEY MARKET, US BANK, N.A. # 000016260300**.

SCOPE OF PLEDGE. The pledge and security interest granted herein shall secure Lender for indebtedness of the Borrower to Lender, whether direct or indirect, liquidated or contingent, and whether or not evidenced by a writing, such as a promissory note or loan agreement. All such liability is sometimes referred to as the "Loans" in this Agreement.

CONSIDERATION. The Pledgor hereby warrants and represents that the pledge and security interest in the Collateral arising out of this Agreement has been given and granted to induce the Lender to extend, or to continue to extend, credit accommodations to the Borrower.

WARRANTIES. Pledgor hereby warrants that the description of Pledgor's type of business as set forth above is a true and accurate description of said business, and that Pledgor will not change, alter or modify Pledgor's type of business or state of organization/formation without prior written notice to Lender, at the address of the Lender set forth above, or at such other address as Lender shall provide to Pledgor from time to time for purpose of providing Notice.

LENDER ACTIONS. Pledgor agrees to any extensions of time for payment of any Loans of the Borrower by Lender, without limit as to the number or the aggregate period of such extensions, and that Lender may make or consent to any type of modification or renewal with respect to any Loans of Borrower. Pledgor further agrees that Lender may make or consent to any substitution of collateral securing Loans of Borrower and may release any or all collateral securing such Loans.

DEFAULT. In the event of a default in any agreement herein, or in the event of a default in the terms of any of the Related Documents, time being of the very essence, the Lender may, without notice to or demand upon either the Borrower or Pledgor except any notice and cure period required by law, dispose of the Collateral as provided under the terms of the applicable Related Documents and in conformity with applicable law. The Pledgor hereby expressly waives the right to request the Lender to marshal any other collateral security it may have received from the

City of Portage
Parks and Recreation
Land and Facility Naming Policy

4/4/2013

Purpose

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parks and recreation lands and facilities owned and/or operated by the City of Portage.

Authority

The name of park or recreation site shall be the function of Parks and Recreation Board. Upon review and recommendation by the Parks and Recreation Board, the Common Council shall have final approval.

Objectives

- A. Provide name identification for parks, conservancy areas, public lands and recreational facilities.
- B. Provide criteria for citizen input into the process of naming parks, conservancy areas, public lands and recreational facilities.
- C. Insure that the naming of parks, conservancy areas, public lands and recreational facilities is controlled by the Common Council for the City of Portage upon review and recommendation by Parks and Recreation Board.

Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. An outstanding feature of the facility.
- C. An adjoining subdivision, street, school or natural feature.
- D. A commonly recognized historical event, group, organization or individual (living or deceased).
- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
- F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this to be fully substantiated by person making recommendation.

- G. An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

Other Naming Alternatives

- A. Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the City Council. Naming rights are not guaranteed if the donation of parkland is a dedication as required by the subdivision ordinance (parkland dedication).
- B. Facilities within a park can be named separately from the park and/or facility in which they are located, subject to the general guidelines outlined in this policy.

Naming Process – Existing Un-named Facilities

- A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or facility must do so in writing, presented to the Parks and Recreation Manager, for consideration by the Parks and Recreation Board.
- B. The Parks and Recreation Board will conduct a public meeting on the request and allow 30 days following the public meeting for public comment.
- C. The Board will recommend to the City Council action on the request following appropriate publication (website, press release, etc.).

Naming Process – New Facilities

- A. A temporary name will be designated by City staff for identification during acquisition and/or development of the park area or facility.
- B. Individuals, group and/or organization may suggest names for the park or facility in writing, presented to the Parks and Recreation Manager, for consideration by the Parks and Recreation Board.
- C. The Parks and Recreation Board will evaluate and make a name recommendation. This Board may choose from a variety of means to select a name (citizen contests, recommendations from previous owners, historical review of the site, etc.) but in all cases, citizen involvement is encouraged.
- D. The Parks and Recreation Board will conduct a public meeting on the suggested name and allow 30 days following the public meeting for public comment.
- E. The Board will recommend to the City Council action on the request following the 30 days for public comment.

Park Renaming

Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- B. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

Plaques, Markers and Memorials

The Parks and Recreation Board, or its designee must approve any plaques, markers or memorials. All parties involved must agree upon a written maintenance agreement for each plaque/marker/memorial before they are installed.

All memorials must be designed to blend with and complement the existing Parks and Recreation Department signs, plaques, markers, and memorials.