

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee as a quorum of members will be present; but no business of
this committee will be taken up.)
Monday, July 22, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Present: Rick Dodd, Chairperson; Jeff Garetson, Rita Maass

~~Absent~~ Excused*: Martin Havlovic, Doug Klapper

Also present: Craig Sauer, Portage Daily Register; Bill Welsh, Cable TV; City Administrator Shawn Murphy

1. Roll call

The meeting was called to order by Rick Dodd at 6:00pm.

2. Approval of minutes from July 8, 2013

Motion by Garetson, second by Maass to approve minutes from the July 8, 2013 meeting. Motion carried unanimously by a call of roll.

3. Review Quotes for Bleacher Replacement

Murphy presented a summary of quotes that Raimer had solicited for the replacement of bleachers at parks and ball fields. \$25,000 was budgeted in the 2013 Capital Fund for this project. Of the 6 quotes received, Global Industries submitted the lowest priced quote for 16 – 7.5', 4-row aluminum units at \$558.25 each. Total quote is \$10,032.00 with shipping. The Committee expressed a desire to order additional units to take advantage of the pricing. However, it was not known how many bleachers the city has in its inventory or how many may need replacement. Motion by Maass, second by Garetson to order 20 bleacher units from Global Industries at \$558.25 each plus shipping. Replaced units will be declared surplus and disposed. Motion carried unanimously by a call of roll.

4. Review and possible recommendation on Proposals for Design Engineering for WWTP Digester Upgrade Project.

Murphy presented a memo summarizing the 3 proposals received from McMahan, Strand and Donahue for design and bidding services for the project. An interview committee comprised of Ald. Garetson, Engineer Redelings, WWTP Operator Hornischer and Murphy heard presentations from all 3 firms and recommended McMahan Associates for \$26,900. Although McMahan was not to lowest cost proposal, the Interview Committee recommended McMahan due to the overall detail and approach in their proposal, their sensitivity to explore cost-saving alternatives, their experience and approach to the NFPA 820 review. Although not included in the 2013 budget, this project had an estimated design

cost of \$50,000 and construction cost of approximately \$750,000. The design for a jet mixing process would replace the antiquated gas-mixing digester process which will result in increased capacity and capability. Design will occur this year with construction in 2014. Motion by Garetson, second by Maass to recommend McMahon Associate for \$26,900. Motion carried unanimously on a call of roll.

5. Adjournment

Motion by Garetson, second by Maass to adjourn the meeting at 6:18pm. Motion carried unanimously on call of roll.

Shawn Murphy, City Administrator

*Committee approved correction, 08/08/13.