

City of Portage
Community Development Block Grant / Finance/Administration Committee
Meeting
(This meeting will constitute a meeting of the Community Development Block
Grant Committee)
Monday, October 14, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda

Members: Rick Dodd, Chairperson; Jeff Garetson, Martin Havlovic, Doug Klapper, Rita Maass

1. Roll call
2. Approval of minutes from October 7, 2013
3. Discussion and possible action on reallocation of Block Grant Administration Dollars to Project Dollars
4. Discussion and possible recommendation on agreement with Strand Associates for IT services
5. Discussion and possible recommendation on bids received for installation of gates at underground parking lot
6. Discussion on 2014 budget and review of remaining Capital Funds.
7. Adjournment

Rick Dodd, Chairperson

City of Portage
Finance/Administration Committee Meeting
Monday, October 7, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

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

Excused: Martin Havlovic

Also Present: Bill Welsh, Cable TV; Craig Sauer, Daily Register; City Administrator Shawn Murphy; Finance Director Jean Mohr; Mayor Bill Tierney

1. Roll call

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

2. Approval of minutes from September 30, 2013

Motion by Maass, second Klapper to approve the minutes from the September 30th meeting. Motion carried unanimously by a call of roll.

3. Discussion and possible action on Claims

Motion by Maass, second by Klapper to approve claims in the amount of \$1,538,148.74. Motion carried 4-0 on a call of roll.

4. Discussion on 2014 budget and review of Special Revenue Fund Budgets and Capital Fund Budgets.

The committee reviewed the 2014 Special Revenue Funds and Capital Fund Budgets. It was brought up that with the new project prioritization the city may need to borrow to complete the projects. Mainly due to the switching of Haertel Street construction which included grant money to River Street construction which is funded 100% by the city. This will be firmed up as we complete the 2013 projects to see what may be available. It was suggested that the city use the money that was borrowed for chip sealing for roads and then borrow money at a shorter term for the chip sealing.

5. Discussion and possible recommendation on proposed surplus assets.

Finance Director Mohr reviewed the list of surplus items. Motion by Klapper, second by Garetson to approve the items listed as surplus. Motion carried 4-0 on a call of roll.

6. Adjournment

Motion by Maass, second by Klapper, to adjourn. Motion carried unanimously on a call of roll at 7:35 p.m.

Jean Mohr
Finance Director

City of Portage



"Where the North Begins"

October 10, 2013

To: Community Development Block Grant Committee

From: Jean E. Mohr, Finance Director

Re: Reallocation of Block Grant Administration Dollars to Project Dollars

Whereas the Block Grant Program allows 15% of the expended funds to be used for Administration purposes.

Whereas in the past a set annual dollar amount was transferred to the General Fund for Administrating the Block Grant program that was lower than the calculated 15% allowed.

Whereas this has resulted in an accumulation in the Administration Dollars in the fund that with the 15% allowance are unable to be utilized.

It has therefore been recommended by the state that the city consider reallocating funds from the Administration Dollars to the Project Dollars to be used in rehabilitation. The excess amount calculates to \$20,470.03.

CITY OF PORTAGE

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



"Where the North Begins"

MEMORANDUM

To: Finance Committee
From: Bob Redelings, Public Works Director *B.R.*
Subject: 2 Chain Link Gates for Underground Parking Structure
Date: October 9, 2013
CC: Shawn Murphy, City Administrator
Bill Tierney, Mayor

Five bids were received on October 3, 2013 for the subject project. The bid tabulation is summarized as follows:

Bidder	Bid \$
Northway Fence, Inc. ;Menomonee Falls, WI.	\$8,950.00
Century Fence Co.; Pewaukee, WI	\$5,615.00
Kleen Maintenance dba Patriot Fence; Sussex, WI.	\$7,200.00
Security Fence & Supply; Stevens Point, WI.	\$6,044.00
D. J. Fence Co.; Portage, WI.	\$10,860.00

Following the bid opening, I met with the estimator for Century Fence on site to review the project. Due to the limited space, the gates will need to be offset and two additional end posts will be required. The cost for the posts is \$295.00. There is \$7,000 in the 2013 Parking Lot Budget for this project.

I recommend award of the 2 gates to Century Fence in the amount of \$5,910.00 which includes the additional posts.



SINCE 1917 THE MARK OF PERMANENCE

Office (262)-547-3331
Toll Free (800)-558-0507
Fax (262)-691-3463
Cellular (262)-993-5515
E-Mail mcrapp@centuryfence.com

P.O. BOX 727, Pewaukee WI. 53072-0727

10/9/2013

Phone: 608-742-2176 Fax: 608-742-8623

Proposal To:

City of Portage
Marie
115 W Pleasant St.
Portage, WI 53901

Ship To:

Parking Structure

Installed Material Only Prepaid Freight Freight Collect F.O.B. Job Site **Delivery Schedule:**

Description

2 - Single slide gate 20' wide by 7' high. Frame shall be constructed of 2" steel pipe welded at all corners to form a rigid panel. with 3' wide gate integrated.

6 - 4" Schedule 40 steel pipe Gate posts, 7' high.

2 - 4" Filler posts for security gap

All posts surface mounted to concrete floor and ceiling

Material and Labor: \$5,910.00

Acceptance: This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

Terms of Payment: Net Cash upon receipt of invoice.

Buyer's signature _____ Date _____

Submitted by _____

Michael Crapp

Vehicle Replacement Fund

City of Portage Detailed Budget Report

VEHICLE REPLACEMENT Fund 420 Dept 00 Object 57500		2011 Actual	2012 Actual	2013 Budget	2013 Act 6 month	2014 Budget	Higher (Lower) 13 Bdgt 14 Bdgt vs 13 Bdgt	14 Bdgt vs 13 Bdgt
Account Description								
590	BANK FEES		\$ 351		\$ 1,482		\$ -	
830	VEHICLES	\$ 206,003	\$ 200,516	\$ 372,500	\$ 68,411	\$ 756,000	\$ 383,500	102.95%
	<i>POLICE CARS \$43,000</i>							
	<i>PW Dump Truck \$105,000</i>							
	<i>PW Snowblower \$105,000</i>							
	<i>FIRE \$503,000</i>							
840	EQUIPMENT		\$ 22,640	\$ 35,000		\$ 180,000	\$ 145,000	414.29%
	<i>PW Gehl Loader \$75,000</i>							
	<i>PW Salt Spreader (2) \$40,000</i>							
	<i>P&R Deere Mower \$26,000</i>							
	<i>P&R Deere Mower \$39,000</i>							
new	TRANS TO TIF							
59100000	RESIDUAL EQUITY						\$ -	
TOTAL FUND EXPENSES & RESIDUAL EQUITY		\$ 206,003	\$ 223,507	\$ 407,500	\$ 69,893	\$ 936,000	\$ 528,500	129.69%

VEHICLE REPL - REV Fund 420								
NEW	PROPERTY TAXES						\$ -	
4747324000	HAZMAT SERVICES						\$ -	
4848110000	INTEREST INCOME	\$ 391	\$ 2,198	\$ 1,000	\$ 147	\$ 300	\$ (700)	-70.00%
	CITY PORTION ONLY						\$ -	
48303000	SALE OF PROPERTY-PUBLIC WORKS		\$ 700		\$ -		\$ -	
4848301000	SALE OF PROPERTY - LAW ENFORCE		\$ 4,500		\$ -		\$ -	
4848302000	SALE OF PROPERTY-FIRE PROP						\$ -	
4848309000	SALE OF PROPERTY-OTHER						\$ -	
4848500000	DONATIONS						\$ -	
4848900000	MISCELLANEOUS REVENUE	\$ (644)	\$ -				\$ -	
4848930000	UNREALIZED GAIN/LOSS	\$ 644					\$ -	
4949210000	TRANSFER FROM GEN FUND	\$ 118,725	\$ 251,000	\$ 186,801		\$ 186,800	\$ (1)	0.00%
	RURAL FUNDS					\$ 246,470		
4949241000	TRANSFER FROM CAPITAL PROJECTS	\$ 118,725	\$ -					
	LOAN PROCEEDS			\$ 94,000		\$ 171,020		
4949900000	FUND BALANCE APPLIED			\$ 125,699		\$ 331,410	\$ 205,711	163.65%
TOTAL FUND REVENUE & FUND BALANCE APPLIED		\$ 237,840	\$ 258,398	\$ 407,500	\$ 147	\$ 936,000	\$ 205,010	50.31%

Revolving Sidewalk Fund

City of Portage

Detailed Budget Report

REVOLVING SIDEWALK		2011	2012	2013	2013	2014	Higher (Lower) 13 Bdgt	
Fund 450 Dept 00		Actual	Actual	Budget	Act 6 month	Budget	14 Bdgt vs	14 Bdgt vs
Account Description							13 Bdgt	13 Bdgt
53431216	CONSULTING ENGINEER SERVICES		\$ 1,235				\$ -	
53431236	SIDEWALK CONTRACTOR	\$ 65,723	\$ 38,960	\$ 75,000	\$ -	\$ 100,000	\$ 25,000	33.33%
53431292	PRINTING/PUBLISHING				\$ 71	\$ 70	\$ 70	100.00%
53431340	OPERATING SUPPLIES						\$ -	
53431550	ADMINISTRATIVE FEES			\$ 1,818		\$ 1,818	\$ -	
53431590	BANK FEES		\$ 64		\$ 61		\$ -	
53431790	MISCELLANEOUS EXPENSE						\$ -	
59100000	RESIDUAL EQUITY						\$ -	
TOTAL FUND EXPENSES & RESIDUAL EQUITY		\$ 65,723	\$ 40,259	\$ 76,818	\$ 132	\$ 101,888	\$ 25,070	32.64%

REVOLVING SIDEWALK - REV								
Fund 450								
4242020000	SIDEWALK ASSESSMENT	\$ 828	\$ 41,963	\$ 60,000		\$ 80,500	\$ 38,537	64.23%
4848110000	INTEREST INCOME	\$ 379	\$ 117		\$ -	\$ 100	\$ 100	100.00%
4848130000	INTEREST SPEC ASSMNT & CHARGES	\$ 2,122	\$ 2,089		\$ 2,257	\$ 2,000	\$ 2,000	100.00%
4949210000	TRANSFER FROM GENERAL FUND						\$ -	
4949241000	TRANSFER FROM CAPITAL FUND			\$ 15,000		\$ -		
4949900000	FUND BALANCE APPLIED					\$ 19,288	\$ 19,288	100.00%
TOTAL FUND REVENUE & FUND BALANCE APPLIED		\$ 3,329	\$ 44,169	\$ 75,000	\$ 2,257	\$ 101,888	\$ 59,925	79.90%

Canal Project Fund

City of Portage Detailed Budget Report

CANAL PROJECT Fund 460 Dept 00		2011 Actual	2012 Actual	2013 Budget	2013 Act 6 month	2014 Budget	Higher (Lower) 14 Bdgt vs 13 Bdgt	13 Bdgt 14 Bdgt vs 13 Bdgt
AccountDesc								
53100213	CONSULTING ENGINEER SERVICES			\$ 366,000		\$ 183,000	\$ (183,000)	-50.00%
	SEGMENT 2 DESIGN \$300,000							
	CANAL TWO BRIDGES DESIGN \$27,000							
	CANAL PATHS DESIGN \$39,000							
57000219	OTHER PROFESSIONAL SERVICES						\$ -	
57000590	BANK FEES	\$ 60			\$ 60		\$ -	
57000820	PUBLIC INFRASTRUCTURE	\$ 2	\$ 10,000			\$ -	\$ (10,000)	-100.00%
	STONE BLDG E OF RIVERWOOD APT							
57000821	LAND ACQUISITION						\$ -	
59100000	RESIDUAL EQUITY						\$ -	
TOTAL FUND EXPENSES & RESIDUAL EQUITY		\$ -	\$ 62	\$ 376,000	\$ 60	\$ 183,000	\$ (193,000)	-51.33%

CANAL PROJECT - REV Fund 460								
4343227000	OTHER TRANSPORTATION						\$ -	
4343537000	OTHER TRANSPORTATION						\$ -	
4848110000	INTEREST	\$ 346	\$ 172		\$ -		\$ -	
4848500000	DONATIONS			\$ 352,800		\$ 146,400	\$ (206,400)	-58.50%
	EARMARK STATE \$300,000 + 80% OF BRIDGES & PATHS							
4949110000	BOND PROCEEDS			\$ 23,200		\$ 36,600	\$ 13,400	57.76%
	STONE BLDG \$10,000 + 20% OF BRIDGES & PATHS							
4949900000	FUND BALANCE APPLIED						\$ -	
TOTAL FUND REVENUE & FUND BALANCE APPLIED		\$ 346	\$ 172	\$ 376,000	\$ -	\$ 183,000	\$ (193,000)	-51.33%