

**City of Portage
Finance/Administration Committee Meeting
Monday, November 3, 2014, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Rick Dodd, Chairperson; Mike Charles, Martin Havlovic, Doug Klapper, Richard Lynn

Also Present: Administrator Murphy, Finance Director Mohr, Director Redelings, CATV Bill Welsh, Shannon Green from Daily Register

1. Roll call

Chairperson Dodd called the meeting to order at 6:00pm.

2. Approval of minutes from October 27, 2014.

Motion by Klapper, second by Charles to approve the minutes from the October 27, 2014 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation on agreement with Strand Associates for IT services.

The committee reviewed the agreement with Strand Associates and noted that with the change from two to five years it will be up for renewal in December of 2016.

Motion by Klapper, second by Charles to recommend the agreement with Strand Associates for IT Services as presented. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation on bids received for Engineering Services for 2015 Street and Utility Reconstruction Projects.

Redelings reviewed the Engineering Services noting that approval is based on the passing the 2015 budget but some of the work needs to be done before it snows. There were 8 proposals staff is recommending the lowest proposal from Ayres Associates. The proposal is for the design services for reconstruction of 6 street segments and associated utility replacements. An additional proposal was requested for an hourly rate for roughly 400 hours of construction inspection for potential assistance the city may need due to staff availability.

Motion by Lynn, second by Havlovic to recommend the bid for the Engineering Services for 2015 Street and Utility Reconstruction Projects from Ayres Associates in the amount of \$38,310. Motion carried unanimously on call of roll.

5. Discussion and possible recommendation on bids received for 2014 Skid Steer.

Redelings indicated that there were four bids received staff recommends the purchase from Mid-State Rental which is within 1% of the lowest bid due to the 15-20 years of experience the city has with them. Havlovic inquired if consideration can be given to Pruess Implement since they are competitively priced and are a local vendor/service provider. Lynn agreed in that they would be in a better position to provide responsive service due to their location and involvement in the community. Pruess bid is within \$2000 from the lowest bidder (or 2%). All bids came in below budgeted amount.

Motion by Lynn, second by Klapper to recommend the bid from Pruess Implement for the 2014 Skid Steer in the amount of \$35,426.78. Motion carried unanimously on call of roll.

6. Discussion and possible recommendation on bids received for Sanitary Manhole Rehabilitation.

Redelings stated that four bids were received for the above project indicating that staff is recommending the award go to the low bid from Visu-Sewer.

Motion by Havlovic, second by Lynn to recommend the bid from Visu-Sewer for the Sanitary Manhole Rehabilitation in the amount of \$25,489.20. Motion carried unanimously on call of roll.

7. Discussion and possible recommendation on bids received for Construction of Restroom Facilities at Goodyear Park & Lawton Field.

Murphy reviewed the bid information for the above project stating that the bids came in slightly less than the previous bids in September. Staff is recommending the low bid from Harmony Construction as follows: Goodyear Park, the recommendation of the base bid for \$167,100 and alternative A1(Canopy) \$43,757 (add) and A3 (Remote Lock) \$4,023 (add) for a total of \$214,880 to be completed by December 1, 2015; and Lawton Field for base bid of \$216,128 plus alternative B1(Canopy) \$45,877 (add) plus alternate B2(Remote Lock) \$4,023 (add) for a total of \$266,028 with a completion date of July 1, 2015. The total recommended bid award for both buildings with designated options is \$480,908.

Lynn indicated that he felt the city could save a significant amount of money if the bidding was done in January or February and appropriate time was allotted for the subcontractors to respond.

Motion by Charles, second by Klapper to recommend awarding the bid to Harmony Construction for the Construction of Restroom Facilities at

Goodyear Park & Lawton Field in the amount of \$480,908 as noted above. Motion carried, 3-2, with Havlovic and Lynn voting no.

8. Discussion and possible recommendation on 2014 Budget Encumbrances.

Mohr indicated that the encumbrance list includes three accounts for a total of \$6,500. Murphy noted that the account number on the first request should be 100-20-53510-350 BUILDINGS REPAIR/MAINT SUPPLIES for the Airport \$4,000.00; the other two accounts are 100-20-53510-294 OTHER CONTRACTUAL SERVICES for the Airport \$1,000; and 100-20-56910-219 OTHER PROFESSIONAL SVC Muni Svc – Planning and Zoning \$1,500.

Motion by Havlovic, second by Klapper to recommend 2014 Budget Encumbrances as presented. Motion carried unanimously on call of roll.

9. Review of proposed 2015 budget.

Mohr indicated the only changes made at this point were what was proposed and discussed at last week's meeting. The initial budget deficit was \$51,067.34. The following items were removed from the 2015 budget: BID \$10,000; DPI \$9,000; CATV equipment \$45,000; CATV part-time labor \$17,000. This results in a surplus of \$29,932.66 which will be applied to the Vehicle Replacement allocation. Charles indicated that corrections were needed in the Human Resource Committee member listing.

Murphy indicated that changes may be needed based on the final assessment and levy information we receive from the state and other jurisdictions.

10. Adjournment

Motion by Klapper, second by Charles to adjourn the meeting at 6:46 pm. Motion carried unanimously on call of roll.

Jean Mohr, Finance Director