

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development
Block Grant Committee.)
Monday, May 7, 2012, 7:00 p.m.
Municipal Building, Conference Room One
Agenda

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

1. Roll Call
2. Approval of minutes from April 12, 2012
3. Election of a vice chairperson
4. Discussion and possible action on claims
5. Discussion and possible action on setting interest terms for preliminary special assessment resolutions
6. Discussion and possible action on amount of borrowing and logistics
7. Set date for borrowing meeting with Dave Wagner of Ehlers and Associates
8. Discussion and possible action on training request
9. Discussion and possible action on 2012 Federal Section 5311 Transit Capital Assistance contract
10. Discussion and possible action on Amended 2009 Section 5311 ARRA Capital Assistance contract
11. Discussion and possible action on agreement with Keep Safe
12. Discussion and possible action on award of Contract No. 12-004 Vbox Spreader Truck and Snow Plow
13. Discussion and possible action on Community Development Block Grant application, Portage #14
14. Discussion and possible action on Change Order No. 1 for Contract No. 12-002 Silver Lake Beach House
15. Adjournment

Rick Dodd, Chairperson

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development
Block Grant Committee)
Thursday, April 12, 2012, 6:40 p.m.
Municipal Building, Conference Room One

Members Present: Daniel Brunt, Chairperson; Kenneth A. Ebnetter, Doug Klapper, Fredrik W. Reckling, Martin Havlovic

Others Present: City Administrator Plaster, City Clerk Moe, City Treasurer Lohr, Marianne Hanson, PACC, Gil Meisgeier, Jerry Indermark and Craig Sauer from Portage Daily Register.

1. Roll Call

The meeting was called to order at 6:40 pm

2. Approval of minutes from previous meeting

Motion by Klapper, second by Reckling to approve the minutes from March 22, 2012. Motion 5-0

3. Discussion and possible action on award of Contract No. 12-002, Silver Lake Beach House

Chairman Brunt noted a change order will be needed because of a two foot base and was not included in the bid from Kunkel. He also noted that there was a lack of reference for a small wall that will need to be addressed.

Reckling asked if the building will be in the same location. Administrator Plaster stated that the DNR state that a Chapter 30 permit would be required to move the location.

Brunt advised that the beach and the lake are amenities for the City yet there are numerous aesthetic and erosion issues that should be addressed. He would like the balance of the \$100,000 budgeted for the project that has not been spent yet should be set aside to handle the multiple upkeep and aesthetic items.

Motion by Reckling, seconded by Havlovic to utilize entire \$100,000 budgeted for Silver Lake Beach house to handle the upkeep on the beach area and erosion issues to be prioritized by Parks Department. Motion carried unanimously on call of roll.

4. Discussion and possible action on police deck/floor renovation

Motion by Reckling, seconded by Klapper to accept the lowest bid from MRI for \$24,950 for the police garage repairs. Motion carried unanimously on a call of roll.

5. Discussion and possible action on award of engineering contract for Welcome center

Discussion ensued on whether or not the engineering will be based on a single story decision with the ability to support a second story or just a single story structured building.

Motion by Klapper, seconded by Havlovic to approve a single story building designed without the option of a second story. Motion failed on a 2-3 call of roll.

Motion by Reckling, seconded by Havlovic to award bid to General Engineering for the design of a one-story building with the ability to add on a second story. Motion carries 4-1 with Klapper opposed.

6. Discussion and possible action on claims

Motion by Reckling, second by Klapper to approve claims in the amount of \$830,381.65. Motion carried unanimously on call of roll.

7. Update on sewer revenue for 2011 and 1st quarter 2012

Treasurer Lohr mentioned that the amounts for the 1st quarter of 2012 were up from the previous years first quarter. The change did not take effect until April of 2011 which was after the first quarter.

Administrator Plaster mentioned that all RBC's are in use now that the rates decreased and the usage has increased. The long term affect could be a shortened useful life.

No action was taken on this item.

8. Discussion and possible action on Memorandum of Understanding for operation and maintenance of automated Wisconsin River gauging system

Motion by Reckling, second by Klapper to approve the MOU with Columbia County to operate and maintain the automated Wisconsin River gauging system. Motion carried unanimously on call of roll.

9. Discussion and possible action on Memorandum of Agreement for Automated River Gauging System with National Oceanic and Atmospheric Administration

Brunt read through the highlighted items in the MOA. Klapper questioned what the amount of the City's portion.

Motion by Reckling, seconded by Klapper to approve the MOA with NOAA for automation of the River Gauging System. Motion carried unanimously on call of roll.

10. Discussion and possible action on award of contract for Well #3 Renovation

Motion by Reckling, second by Havlovic to award the lowest bid from Municipal Solutions for \$17,412 with the optional item #11 for a total of \$23,162, if needed. Motion carried unanimously on call of roll.

11. Adjournment

Motion by Reckling, second by Ebnetter at 7:10 pm. Motion carried unanimously on call of roll.

Ruth A. Lohr
City Treasurer

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
24/7 HOME COMFORT SERVICES INC	Total 24/7 HOME COMFORT SERVICES INC				23.95	.00	
ALLIANT ENERGY/WP&L	Total ALLIANT ENERGY/WP&L				774.03	.00	
BADGER METER INC	Total BADGER METER INC				725.21	.00	
CARGILL INC-SALT DIVISION	Total CARGILL INC-SALT DIVISION				5,573.62	.00	
CHARTER COMMUNICATIONS	Total CHARTER COMMUNICATIONS				54.99	.00	
CITY OF PORTAGE - TREASURER	Total CITY OF PORTAGE - TREASURER				53,590.48	.00	
CITY TREASURER-PAYROLL	Total CITY TREASURER-PAYROLL				12,452.31	.00	
CT LABORATORIES, LLC	Total CT LABORATORIES, LLC				37.80	.00	
DAVIS CONSTRUCTION	Total DAVIS CONSTRUCTION				2,660.00	.00	
FRONTIER	Total FRONTIER				37.41	.00	
HAWKINS INC	Total HAWKINS INC				1,300.91	.00	
L W ALLEN	Total L W ALLEN				1,370.42	.00	
MARTELLE WATER TREATMENT	Total MARTELLE WATER TREATMENT				3,178.50	.00	
P W U	Total P W U				994.13	.00	
SEWER UTILITY	Total SEWER UTILITY				136,493.26	.00	
WITHERS/KC SANITARY SUPPLY	Total WITHERS/KC SANITARY SUPPLY				58.40	.00	

Total Paid: -
 Total Unpaid: 219,325.42
 Grand Total: 219,325.42

Portage Water Utility

Dated: _____

UNPAID CAPITAL CLAIMS REPORT
OPERATING FUND CHECKING - CAPITAL PROJECTS

PAYEE INVOICE #	DATE	DESCRIPTION	GL ACCOUNT #	DEBIT AMOUNT
MUNICIPAL WELL & PUMP				
8171	4/30/2012	Well #3-Inspection & Rehabilitatiton - Project #12-610W01		2,635.00
			Vendor Total:	2,635.00

5/4/12 TOTAL CLAIMS SUBMITTED FOR CAPITAL PROJECTS OPERATING FUND \$ 2,635.00

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
					4/20/12 - PAY	13	1-920150		210.96
					4/20/12 - PAY	1	1-620110		569.92
					4/20/12 - PAY	14	1-920151		264.57
					4/20/12 - PAY	2	1-620112		44.48
					4/20/12 - PAY	8	1-640110		902.30
					4/20/12 - PAY	3	1-620150		36.24
					4/20/12 - PAY	20	1-901150		40.40
					4/20/12 - PAY	4	1-620151		44.16
					4/20/12 - PAY	9	1-640150		53.25
					4/20/12 - PAY	10	1-640151		64.95
					4/20/12 - PAY	5	1-630110		800.64
					4/20/12 - PAY	12	1-920111		172.53
					4/20/12 - PAY	21	1-901151		49.29
					4/20/12 - PAY	19	1-901000		684.93
					4/20/12 - PAY	18	1-902151		70.78
					4/20/12 - PAY	17	1-902150		55.98
					4/20/12 - PAY	16	1-902111		599.06
					4/20/12 - PAY	15	1-902000		349.92
					4/20/12 - PAY	11	1-920000		3,403.39
									<u>8,522.54</u>
		Total	12791						
04/12	04/30/2012	12792	714	FRONTIER	WELLS 4/13-5/12/12	1	1-921220		114.20
04/12	04/30/2012	12793	1615	P W U	SHOP - 4/12	1	1-903340		518.04
04/12	04/30/2012	12794	1963	STAPLES CREDIT PLAN	57544	1	1-921340		361.96
				Totals:					<u><u>23,489.48</u></u>

Report Criteria:

Check.Vendor No = {<} 2151

DATE: 05/04/2012
 TIME: 12:06:03
 ID: AP450000.WOW

CITY OF PORTAGE
 PAID INVOICE LISTING

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FROM CHECK # 131384 TO 131652

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AMERICAN FAMILY LIFE								
	079298	01 INSURANCE	1000021000929	04/12/12		131532	04/27/12	155.53	155.53 155.53
								VENDOR TOTAL:	155.53
ALLIENE	ALLIANT ENERGY								
	1204-559022-001	01 HAMILTON ST PARK	1003055400221	03/05/12		131384	04/13/12	17.35	17.35 17.35
								VENDOR TOTAL:	17.35
AQUACHE	AQUACHEM OF AMERICA INC.								
	3534AQ	01 CHEMICALS	6205553610360	03/23/12		131385	04/13/12	1,125.00	1,125.00 1,125.00
								VENDOR TOTAL:	1,125.00
ASSOMAN	GIL MEISGEIER DBA								
	1204	01 APRIL SERVICES	2450056720241	05/04/12		131644	05/04/12	2,489.00	2,489.00 2,489.00
	AMS020312	01 REIMBURSEMENT FOR EXPENSES	2450056720860	02/03/12		131533	04/27/12	94.73	35.72 35.72
	AMS032212	01 MILEAGE	2450056720790	03/22/12		131533	04/27/12	94.73	4.40 4.40
	AMS040812	01 REIMBURSE - TRACTOR SUPPLY	2450056720860	04/08/12		131533	04/27/12	94.73	54.61 54.61
								VENDOR TOTAL:	2,583.73
BADGGOM	BADGERLAND COMMUNICATIONS INC.								
	2012052	01 PROGRAMMING FOR NARROWBAND	1001552220860	04/28/12		131645	05/04/12	1,125.00	370.00 370.00
	2012053	01 PROGRAMMING FOR NARROWBAND	1001552220860	04/28/12		131645	05/04/12	1,125.00	755.00 755.00
								VENDOR TOTAL:	1,125.00
CAPNEWS	CAPITAL NEWSPAPERS								
	1870109	01 COL CO TRAVEL PLANNER	2400056000296	03/21/12		131534	04/27/12	3,000.00	2,000.00 2,000.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1872999	01 EXPLORE PORTAGE ONLINE AD	2400056000296	02/05/12		131534	04/27/12	3,000.00	500.00 500.00
	1873001	01 EXPLORE PORTAGE ONLINE AD	2400056000296	03/04/12		131534	04/27/12	3,000.00	500.00 500.00
								VENDOR TOTAL:	3,000.00
CCHIGH	COLUMBIA COUNTY HIGHWAY								
	RES 12-016 HWY AID	01 RES. 12-016 COUNTY HIGHWAY AID	1002053315820	04/30/12		131549	04/30/12	19,148.50	19,148.50 19,148.50
								VENDOR TOTAL:	19,148.50
CCLERK	COLUMBIA COUNTY CLERK								
	DOG TAG FEES	01 DOG TAG FEES	1004444220000	04/23/12		131535	04/27/12	1,304.25	1,304.25 1,304.25
								VENDOR TOTAL:	1,304.25
CCTREAS	COLUMBIA COUNTY TREASURER								
	2012 MARCH	01 MARCH FINES	1004545110000	04/20/12		131536	04/27/12	3,129.44	3,129.44 3,129.44
								VENDOR TOTAL:	3,129.44
CENTSTA	CENTRAL STATES INC								
	32	01 TITLE SEARCHES	2200056000790	05/01/12		131646	05/04/12	14,243.00	135.00 135.00
	33	01 NOLLENBERG	2200056000752	05/01/12		131646	05/04/12	14,243.00	12,469.00 12,469.00
	ADM25	01 ADMINISTRATIVE SERVICES	2200056000219	05/01/12		131646	05/04/12	14,243.00	1,639.00 1,639.00
								VENDOR TOTAL:	14,243.00
CHICOM	CHICAGO COMMUTER								
	10729	01 SUMMER ISSUE	2400056000296	03/26/12		131537	04/27/12	205.00	205.00 205.00
								VENDOR TOTAL:	205.00
COLCTYEC	COLUMBIA COUNTY ECONOMIC								
	040112			04/01/12		131538	04/27/12	200.00	200.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	040112	01 APRIL SERVICES	2750056710219	04/01/12		131538	04/27/12	200.00	200.00 200.00
									VENDOR TOTAL: 200.00
DIVISAV	DIVINE SAVIOR HEALTHCARE								
	57847704	01 RICHARDS	1002053311201	02/26/12		131386	04/13/12	24.00	24.00 24.00
									VENDOR TOTAL: 24.00
DONRICK	DON RICK INSURANCE								
	332699	01 EQUIPMENT INSURANCE	2450056720512	12/14/11		131539	04/27/12	88.00	88.00 88.00
									VENDOR TOTAL: 88.00
EQUIVES	EQUI-VEST								
	120420	01 04/20/12 P/R DEFERRED COMP	1000021000923	04/20/12		131526	04/20/12	40.00	40.00 40.00
	120504	01 05/04/12 PAYROLL	1000021000923	05/04/12		131647	05/04/12	40.00	40.00 40.00
									VENDOR TOTAL: 80.00
FAHENA	MARK W. FAHEY								
	04/02/12	01 REIMBURSEMENT CAFETERIA	1000021000929	04/02/12		131527	04/20/12	470.00	470.00 470.00
									VENDOR TOTAL: 470.00
IAPFU	INT'L ASSOC. OF FIRE FIGHTERS								
	MAY DUES	01 MAY UNION DUES	1000021000917	05/04/12		131648	05/04/12	162.50	162.50 162.50
									VENDOR TOTAL: 162.50
LEAGWIS	LEAGUE OF WISCONSIN								
	NEW OFFICIALS 2012	01 REGISTRATION FEE - HAMRE	1000151110290	04/27/12		131540	04/27/12	60.00	60.00 60.00
									VENDOR TOTAL: 60.00
LITEL1	LITE 11 LLC								
	1133			02/15/12		131541	04/27/12	765.00	585.00 585.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1133	01 PROGRAMMING RADIOS	1001552220860	02/15/12		131541	04/27/12	765.00	585.00 585.00
	1134	01 PROGRAMMING RADIOS	1001552220860	02/15/12		131541	04/27/12	765.00	180.00 180.00
									VENDOR TOTAL: 765.00
MAINSTR	MAIN STREET PORTAGE, INC								
	MS022912	01 FEBRUARY SERVICES	2450056720550	02/29/12		131542	04/27/12	3,124.00	1,562.00 1,562.00
	MS040512	01 MARCH SERVICES	2450056720550	04/05/12		131542	04/27/12	3,124.00	1,562.00 1,562.00
									VENDOR TOTAL: 3,124.00
MALCAD	ADAM MALCHOW								
	UNIFORM 04/23/12	01 UNIFORM REIMBURSEMENT	1001052120133	04/23/12		131543	04/27/12	164.97	164.97 164.97
									VENDOR TOTAL: 164.97
MESSJE	MESSER, JESSIE								
	APRIL REIMBURSEMENT	01 REIMBURSEMENT MEALS	1001552230290	04/30/12		131649	05/04/12	42.18	42.18 42.18
									VENDOR TOTAL: 42.18
PIXLDU	DUAINE M. PIXLER								
	120427 UNIFORM	01 04/27/12 UNIFORM REIMBURSEMENT	1001052120133	04/27/12		131650	05/04/12	214.80	214.80 214.80
									VENDOR TOTAL: 214.80
SPINWHE	SPINNING WHEELS SKATE								
	03/30/12	01 DARE SKATING PARTY	2500052140340	03/30/12		131528	04/20/12	375.00	375.00 375.00
									VENDOR TOTAL: 375.00
STAPLES	STAPLES CREDIT PLAN								
	12036035517820094349	01 OFFICE SUPPLIES	1001052110310	04/05/12		131387	04/13/12	808.46	808.46 717.02

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	12036035517820094349	02 VEH EQUIP SUPPLIES	1001052120341	04/05/12		131387	04/13/12	808.46	808.46 91.44
								VENDOR TOTAL:	808.46
STWICOUR	STATE OF WISCONSIN COURT FINES								
	2012 MARCH	01 STATE SHARE CT FINES	1004545110000	04/20/12		131544	04/27/12	6,600.68	6,600.68 6,600.68
								VENDOR TOTAL:	6,600.68
SUPPORT	WISCONSIN SUPPORT COLLECTIONS								
	120420	01 04/20/12 P/R CHILD SUPPORT	1000021000925	04/20/12		131529	04/20/12	571.06	571.06 571.06
	120504	01 05/04/12 PAYROLL	1000021000925	05/04/12		131651	05/04/12	571.06	571.06 571.06
								VENDOR TOTAL:	1,142.12
TEAMLOC	TEAMSTERS LOCAL #695								
	MAY 2012	01 MAY UNION DUES	1000021000917	04/25/12		131652	05/04/12	864.00	864.00 624.00 96.00 144.00
		02 MAY UNION DUES	6100021000917						
		03 MAY UNION DUES	6200021000917						
								VENDOR TOTAL:	864.00
THOMKL	KLAUDE THOMPSON								
	UNIFORM 04/23/12	01 UNIFORM REIMBURSEMENT	1001052120133	04/23/12		131545	04/27/12	334.43	334.43 334.43
								VENDOR TOTAL:	334.43
TWORIV	TWO RIVERS SIGNS & DESIGN								
	201230319	01 GEMINI MOLDED LETTERS	2750056710340	04/18/12		131530	04/20/12	1,836.00	1,836.00 1,836.00
								VENDOR TOTAL:	1,836.00
UWMADIS	UW MADISON								
	ROLE POLICE & FIRE								
		01 REGISTRATION - DRURY	1000151130290	04/27/12		131546	04/27/12	340.00	340.00 85.00 85.00 85.00 85.00
		02 REGISTRATION - MILLER	1000151130290						
		03 REGISTRATION - BOECK	1000151130290						
		04 REGISTRATION - JAHN	1000151110290						
								VENDOR TOTAL:	340.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VILL	VILLAGE OF ALMOND								
	MEETING REGISTRATION	01 REGISTRATION - WILSON	6205553610290	04/13/12		131388	04/13/12	20.00	20.00 20.00
								VENDOR TOTAL:	20.00
WWOASE	WNOA SE REGION								
	MEETING 05/16, BERG	01 REGISTRATION BERGER	6205553610290	04/20/12		131547	04/27/12	50.00	30.00 30.00
	MEETING 05/16, HORN	01 REGISTRATION - HORNISCHER	6205553610290	04/20/12		131547	04/27/12	50.00	20.00 20.00
								VENDOR TOTAL:	50.00
WWOASO	WNOA SOUTHERN REGION								
	MEETING 05/22, BERG	01 REGISTRATION BERGER	6205553610290	04/20/12		131548	04/27/12	60.00	30.00 30.00
	MEETING 05/22, CRAW	01 REGISTRATION CRAWFORD	6205553610290	04/20/12		131548	04/27/12	60.00	30.00 30.00
								VENDOR TOTAL:	60.00
								TOTAL --- ALL INVOICES:	63,862.94

DATE: 05/04/2012
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CITY OF PORTAGE
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VENDOR # GWRS GREAT WEST RETIRMENT SERVICES
 FROM 04/13/2012 TO 05/11/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

GWRS	GREAT WEST RETIRMENT SERVICES							
042012	01 04/20/12 P/R DEFERRED COMP	1000021000923	04/19/12		42012	04/20/12	7,390.61	7,390.61
	02 04/20/12 P/R DEFERRED COMP	2300021000923						4,819.61
	03 04/20/12 P/R DEFERRED COMP	6100021000923						600.00
	04 04/20/12 P/R DEFERRED COMP	6200021000923						1,160.00
	05 04/20/12 P/R DEFERRED COMP	1000021000923						200.00
	06 04/20/12 P/R DEFERRED COMP	6100021000923						365.00
								246.00
479107276	01 03/23/12 P/R DEFERRED COMP	1000021000923	04/13/12		41312	04/13/12	14,781.22	7,390.61
	02 03/23/12 P/R DEFERRED COMP	1000021000923						4,819.61
	03 03/23/12 P/R DEFERRED COMP	2300021000923						365.00
	04 03/23/12 P/R DEFERRED COMP	6100021000923						600.00
	05 03/23/12 P/R DEFERRED COMP	6100021000923						1,160.00
	06 03/23/12 P/R DEFERRED COMP	6200021000923						246.00
								200.00
479109145	01 04/05/12 P/R DEFERRED COMP	1000021000923	04/13/12		41312	04/13/12	14,781.22	7,390.61
	02 04/05/12 P/R DEFERRED COMP	1000021000923						4,819.61
	03 04/05/12 P/R DEFERRED COMP	2300021000923						365.00
	04 04/05/12 P/R DEFERRED COMP	6100021000923						600.00
	05 04/05/12 P/R DEFERRED COMP	6100021000923						246.00
	06 04/05/12 P/R DEFERRED COMP	6200021000923						1,160.00
								200.00
480994198	01 05/04/12 PAYROLL	1000021000923	05/04/12		50412	05/07/12	7,390.61	7,390.61
	02 05/04/12 PAYROLL	1000021000923						4,819.61
	03 05/04/12 PAYROLL	2300021000923						365.00
	04 05/04/12 PAYROLL	6100021000923						600.00
	05 05/04/12 PAYROLL	6100021000923						1,160.00
	06 05/04/12 PAYROLL	6200021000923						246.00
								200.00
							VENDOR TOTAL:	29,562.44
							TOTAL --- ALL INVOICES:	29,562.44

DATE: 05/04/2012
 TIME: 12:07:52
 ID: AP450000.WOW

CITY OF PORTAGE
 PAID INVOICE LISTING

VENDOR # SALES WISCONSIN DEPT OF REVENUE
 FROM 04/13/2012 TO 05/11/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
0-733-176-960	WISCONSIN DEPT OF REVENUE		04/13/12		733176	04/13/12	183.96	183.96
	01 MARCH SALES TAX	1000024000941						70.28
	02 MARCH SALES TAX	1000251400790						0.09
	03 MARCH SALES TAX	1004141222000						-10.00
	04 MARCH SALES TAX	2110024000941						123.59
							VENDOR TOTAL:	183.96
							TOTAL --- ALL INVOICES:	183.96

DATE: 05/04/2012
 TIME: 12:09:19
 ID: AP450000.WOW

CITY OF PORTAGE
 PAID INVOICE LISTING

PAGE: 1

VENDOR # DEPTEMP DEPT. OF EMPLOYEE TRUST FUNDS
 FROM 04/13/2012 TO 05/11/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
120501	01 MAY HEALTH INSURANCE	1000021000911	04/17/12		235122	04/19/12	82,291.10	82,291.10
	02 MAY HEALTH INSURANCE	1000021000929						54,363.35
	03 MAY HEALTH INSURANCE	2300021000911						8,803.55
	04 MAY HEALTH INSURANCE	2300021000929						3,504.68
	05 MAY HEALTH INSURANCE	6100021000911						1,372.93
	06 MAY HEALTH INSURANCE	6100021000929						4,819.40
	07 MAY HEALTH INSURANCE	6200021000911						657.20
	08 MAY HEALTH INSURANCE	6200021000929						3,284.95
	09 MAY HEALTH INSURANCE	1001052120136						637.75
	10 MAY HEALTH INSURANCE	1000251400136						1,434.10
	11 MAY HEALTH INSURANCE	6205553610136						924.60
	12 MAY HEALTH INSURANCE	1002053100136						1,244.30
								1,244.29

TOTAL --- ALL INVOICES: 82,291.10

VENDOR TOTAL: 82,291.10

DATE: 05/04/2012
TIME: 12:09:43
ID: AP450000.WOW

CITY OF PORTAGE
PAID INVOICE LISTING

PAGE: 1

VENDOR # WRS WISCONSIN RETIREMENT SYSTEM
FROM 04/13/2012 TO 05/11/2012

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
87633	01 MARCH RETIREMENT	1000021000909	04/24/12		876330	04/30/12	37,380.92	37,380.92
	02 MARCH RETIREMENT	2300021000909						31,648.42
	03 MARCH RETIREMENT	6100021000909						2,027.18
	04 MARCH RETIREMENT	6200021000909						2,405.60
								1,299.72
								37,380.92
								37,380.92

TOTAL --- ALL INVOICES: 37,380.92

INVOICES DUE ON/BEFORE 05/11/2012

INVOICES DUE ON/BEFORE 05/11/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE	VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
5ALARM	5-ALARM	1,795.00	201.00	GENECOM	GENERAL COMMUNICATIONS	14,730.00	100.00
ADANCOL	ADAMS-COLUMBIA ELECTRIC COOP	88.01	30.61	GORDFLE	GORDON FLESCH CO., INC.	1,873.80	161.00
AIRTEMP	AIR TEMPERATURE SERVICES INC	11,515.72	3,994.87	GREEN	LISA GREEN	0.00	28.00
ALLACOLE	ALLAN J. COLEMAN	0.00	419.10	GREYHOU	GREY HOUSE PUBLISHING	298.00	164.50
ALLIENE	ALLIANT ENERGY	110,804.24	13,229.18	HARMTCH	HARMONY TECHNOLOGIES LLC	0.00	130.00
AMERBOT	AMERICAN BOTTLING COMPANY	594.20	447.40	HAWKAT	HAWKINS INC.	0.00	4,798.80
AMERFAS	AMERICAN FASTENER	24.38	63.83	HESPARK	THE H.E. STARK AGENCY INC	3,449.40	573.87
AQUACHE	AQUACHEM OF AMERICA INC.	9,819.00	2,484.00	HHINDUS	H & H INDUSTRIES INC.	4,068.54	609.41
ARAMUNI	ARAMARK UNIFORM SERVICES	4,753.71	997.48	HILLWIR	HILL'S WIRING INC.	8,193.74	5,087.60
AT&T	AT&T	161.48	4.77	HOLIWHO	HOLIDAY WHOLESAL	298.45	266.75
BADGTRU	BADGER TRUCK CENTER	743.57	132.32	INFOTEC	INFORMATION TECHNOLOGIES INC.	10,384.42	6,043.42
BAERWOLF	ROGER BAERWOLF	0.00	216.23	INGRBOO	INGRAM LIBRARY SERVICES	9,778.20	2,317.07
BAKEENT	BAKER & TAYLOR	876.47	185.50	JEFFEIR	JEFFERSON FIRE & SAFETY, INC.	1,186.18	39.00
BEACATH	BEACON ATHLETICS	0.00	3,028.40	JFDISC	J.F.J DISC REPAIR INC.	0.00	85.74
BENDEFIR	BENDLIN FIRE EQUIPMENT CO., IN	0.00	2,987.40	JOHNDEE	JOHN DEERE FINANCIAL	168.67	212.58
BROWNE	BROWNELLS, INC.	0.00	292.95	LABSAFE	LAB SAFETY SUPPLY INC.	53.40	126.00
CAPICAT	CAPITOL CITY BATTERY, INC.	636.80	553.80	LWALLEN	L.W. ALLEN, INC.	1,747.06	1,411.50
CAPNEWS	CAPITAL NEWSPAPERS	5,946.07	386.42	MIDTAPE	MIDWEST TAPE	722.30	122.82
CARDMEM	CARDMEMBER SERVICE	3,011.99	422.24	MILMIL	MILLER & MILLER LLC	18,770.50	5,554.50
CAREWCO	CAREW CONCRETE & SUPPLY CO INC	0.00	229.50	MILWMAF	MILWAUKEE MAP SERVICE, INC.	0.00	218.75
CARRTOP	CARROT-TOP INDUSTRIES	0.00	235.04	MINNMOT	THE MINNESOTA LIFE INSURANCE	5,590.41	1,848.05
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	775.00	275.00	MOTIIND	MOTION INDUSTRIES, INC.	0.00	68.01
CENSPRIN	CENTURY SPRINGS	0.00	282.30	NAPPAUT	NAPA AUTO PARTS	2,989.75	622.40
CENTPRR	CENTURY SPRINGS BOTTLING CO	633.20	119.15	NATREG	NATIONAL REGISTER PUBLISHING	0.00	264.55
CHARCOM	CHARTER COMMUNICATIONS	284.91	94.97	NOBLIND	NOBLE INDUSTRIAL SUPPLY CORP	3,423.82	866.89
COASTTO	COAST TO COAST SOLUTIONS	215.29	114.20	NORTCEN	NORTH CENTRAL LABORATORIES	1,765.21	1,131.72
COCACOL	COCA-COLA REFRESHMENTS	0.00	963.47	NORTLAK	NORTHERN LAKE SERVICE, INC	248.00	248.00
COMMSER	COMMUNICATION SERVICES, INC	35,466.18	5,320.16	PENWORTH	THE FENWORTH COMPANY	0.00	2,465.84
COUNPLU	COUNTRY PLUMBER, INC	814.35	1,085.00	PEPSI	PEPSI COLA COMPANY	1,244.29	1,078.12
CRAWOIL	CRAWFORD OIL CO., INC.	2,276.24	17.16	PETERYD	PETERSEN'S HYDRAULIC JACK, INC	0.00	151.00
CREAPRO	CREATIVE PRODUCT SOURCING INC.	1,467.66	143.64	PIERGEN	PIER GENIUS, INC.	0.00	13,435.25
CUSTCAG	CUSTOMER CAGE	0.00	390.00	PITNBOW	PITNEY BOWES GLOBAL FINANCIAL	339.42	126.42
DATASUP	DATA SUPPLY CENTER	496.44	774.28	PITNEBO	PITNEY BOWES PURCHASE POWER	166.47	92.50
DEARRREAD	DEARREADER.COM	0.00	950.00	PITNEBO	PITNEY BOWES PURCHASE POWER	335.15	235.23
DELTDEN	DELTA DENTAL PLAN OF WISCONSIN	12,288.36	6,144.18	POLNAMO	POLNOW AUTOMOTIVE REPAIR	0.00	72.40
DEMCO	DEMCO, INC.	1,187.13	138.77	POMETIR	POMP'S TIRE SERVICE INC	1,981.82	293.70
DEPTEMP	DEPT. OF EMPLOYEE TRUST FUNDS	244,194.90	81,046.80	PORTCHAM	PORTAGE AREA CHAMBER OF	7,500.00	17,000.00
DIVISAV	DIVINE SAVIOR HEALTHCARE	1,098.00	472.50	PORTCURL	PORTAGE CURLING CLUB	0.00	3,500.00
ELECON	ELECTRIC ONE	1,407.60	70.00	PORTLUM	PORTAGE LUMBER	810.74	1,062.74
ENVINCON	ENVIRONMENT CONTROL	4,005.00	1,335.00	PORTPRI	PORTAGE PRINTING	1,968.30	934.00
FIDLTFC	FIDLAR TECHNOLOGIES, INC.	0.00	250.00	PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	2,122,961.82	1,241.30
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	26.50	76.50	PORTWAT	PORTAGE WATER UTILITY	100,470.66	31,198.16
FRONTON	FRONTIER ONLINE	1,945.88	772.50	PREUIMP	PREUSS IMPLEMENT, INC	0.00	505.00
GALEGR	GALEGO	82.11	19.46	QUALBOO	QUALITY BOOKS INC.	1,171.44	19.95

DATE: 05/04/2012
 TIME: 13:39:03
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CITY OF PORTAGE
 VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/11/2012

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
QUALTAR	QUALIFICATION TARGETS, INC.	0.00	45.66
RHYMBUS	RHYME BUSINESS PRODUCTS	752.78	37.05
RUNNING	RUNNING INC.	129,253.59	36,743.30
RUSCPAR	RUSCH PARENT CLUB	0.00	25.00
SALES	WISCONSIN DEPT OF REVENUE	635.80	205.25
SCHUSMA	SCHULTZ SMALL ENGINE	247.76	397.54
SCHW	MICHAEL SCHWICKRATH	0.00	30.50
SKILL	SKILLPATH SEMINARS	0.00	149.00
STAPLES	STAPLES CREDIT PLAN	9,324.95	635.34
SUPECHE	SUPERIOR CHEMICAL INC	7,483.02	80.37
SYSCO	SYSCO BARABOO, LLC	0.00	3,919.09
TRECEK	TRECEK AUTOMOTIVE OF	3,471.57	181.41
TRITT	ADRIANNE TRITT	0.00	50.00
TWORIV	TWO RIVERS SIGNS & DESIGN	3,133.85	400.00
ULTRACOM	ULTRACOM WIRELESS	199.89	199.95
UNLOMAN	UNIQUE MANAGEMENT SERVICES INC	214.80	35.80
UPSTART	UPSTART	0.00	123.90
USCELL	U. S. CELLULAR	15,244.13	4,951.93
VIKITAC	VIKING TACTICS, INC.	0.00	116.64
VYTASSAL	VY'AS P. SAINA	0.00	834.00
WALMARSU	WALMART SUPERCENTER	0.00	41.61
WALMART	WALMART COMMUNITY	199.11	244.83
WALSAGE	WALSH'S ACE HARDWARE	2,600.19	500.60
WEAVAUT	WEAVER AUTO PARTS	271.31	80.24
WEWILL	WILLIAM P. WELSH	2,248.00	562.00
WIDEGRI	WI DEPT OF AGRICULTURE, TRADE	37.50	4,800.00
WIDEPJUS	WI DEPT OF JUSTICE - TIME	0.00	2,391.00
WINCORP	WINCORP PLATINUM, INC.	0.00	12.00
WLA	WLA	0.00	117.00
WORBOOK	WORLD BOOK, INC.	318.00	30.00
WRS	WISCONSIN RETIREMENT SYSTEM	113,169.71	42,683.28
ZARNBRU	ZARNOTH BRUSH	0.00	1,163.00
TOTAL ALL VENDORS:			339,696.91

2012 Capital Expenditure Financing Summary

Uses:

Proposed Projects:	\$1,525,571	
Canal Improvements:	\$252,064	
TIF #4 Permanent Financing:	<u>\$800,000</u>	
Total Financing Uses:		\$2,577,635

Sources:

Reallocation of 2011 Borrowing:	\$252,934	
Parkland Fund:	\$115,000	
Stormwater Fund:	<u>\$60,000</u>	
Subtotal Sources:		<u>\$427,934</u>

Preliminary Financing:		\$2,149,701
Fund Surplus Applied: (to be determined)		

Total Financing

Capital Project Fund

City of Portage

Detailed Budget Report

CAPITAL PROJECTS Fund 410		2009 Actual	2010 Actual	2011 Budget	2011 Actual 9 mo	2012 Budget	Higher (Lower) 10 Bdgt 11 Bdgt vs 10 Bdgt	10 Bdgt 11 Bdgt	714.10%
Account Description									
4100051600821	MUNICIPAL BUILDING/GROUNDS WELCOME CENTER BUILDING \$323,110 SECOND FLOOR SECURITY \$14,000 MUSEUM EXTERIOR REPAIRS \$20,000 LIBRARY EXPANSION \$400,000	36,405	153,791	93,000	378	\$ 757,110	\$ 664,110		714.10%
4100053311821	PW - BUILDINGS/GROUNDS	4,831	-	-	-	\$ -	\$ -		
4100053630000	LANDFILL & COMPOSTING EXP	-	-	-	-	\$ -	\$ -		
4100055200821	P&R BUILDINGS/GROUNDS GRANDSTAND REMODELING -VETS \$125,000 GENERAL BUILDING REPAIRS VETS \$10,000	16,399	436,666	385,000	8,312	\$ 135,000	\$ (250,000)		-64.94%
4100057000219	OTHER PROFESSIONAL SERVICES	30,970	70,476	-	-	\$ -	\$ -		
4100057000590	BANK FEES	2	-	-	-	\$ -	\$ -		
4100057000820	PUBLIC INFRASTRUCTURE JEFFERSON ALLEY STORMWATER \$100,000 ASPHALT MILL ONEIDA DUNN W BURNS \$260,000 CHIP SEAL WAUONA TRAIL \$60,000 STREET RECONSTRUCT DESIGN \$50,000 EAST HAERTEL DESIGN & WISDOT FEES \$65,000 NAPA & ROGER'S GIFT LOT \$25,000 STREET LIGHTS AIRPORT RD \$5,000 GIS ATTRIBUTE STREET LIGHTS \$10,000 NEW STREET LIGHTS \$5,000 STREET LIGHT REPAIR/REPLACE \$5,000	148,825	721,202	738,000	719,854	\$ 585,000	\$ (153,000)		-20.73%
4100057000821	BUILDING/GROUNDS	-	2,338	-	251	\$ -	\$ -		
4100057000840	EQUIPMENT PD TWO BODY ARMOR PROTECTIVE VESTS \$1,000 PD LASER RADAR UNIT \$2,700 PD INDUSTRIAL SHREDDER \$1,900 PD SEMI-AUTO PISTOLS REPLACEMENT & AMMO \$16,530	176,071	3,160	31,850	42,545	\$ 22,130	\$ (9,720)		-30.52%

Capital Project Fund

City of Portage

Detailed Budget Report

CAPITAL PROJECTS Fund 410	2009		2010		2011		2012		11 Bdg vs 10 Bdg		11 Bdg vs 10 Bdg	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	10 Bdg	11 Bdg	10 Bdg	11 Bdg
4100057000870 COMPUTER HARDWARE	-	56,047	-	78,649	151,628	26,331	52,318	26,331	52,318	52,318	52,318	-66.52%
<i>PD SOFTWARE UPGRADES (IT) \$18,131</i> <i>PD REPLACEMENT SERVER \$5,200</i> <i>PD COMPUTER WORKSTATION UPGRADES \$3,000</i>												
4100059100000 RESIDUAL EQUITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4100059230000 TRANSFER TO DEBT SERVICE	45,584	-	-	-	-	-	-	-	-	-	-	-
4100059500630 BOND FEES	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL FUND EXPENSES & RESIDUAL EQUITY	\$ 459,087	\$ 1,443,679	\$ 1,328,499	\$ 922,966	\$ 1,525,571	\$ 199,072	\$ 15.01%					

CAPITAL PROJECTS - REV Fund 410	2009		2010		2011		2012		11 Bdg vs 10 Bdg		11 Bdg vs 10 Bdg	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	10 Bdg	11 Bdg	10 Bdg	11 Bdg
4104141100000 GENERAL PROPERTY TAXES	-	-	-	-	-	-	-	-	-	-	-	-
4104242040000 URBAN DEVELOPMENT	43,737	-	-	-	-	-	-	258,000	258,000	258,000	258,000	100.00%
<i>GRANT FROM DOT</i> <i>OTHER STATE PAYMENTS</i>												
4104343690000 COUNTY AND HWY BRIDGE AID	-	-	-	-	-	-	-	-	-	-	-	-
4104848110000 INTEREST INCOME	3,849	721	900	500	-	500	500	500	500	500	500	-44.44%
4104848130000 INTEREST SPEC ASSMNT & CHARGES	1,191	-	737	-	-	-	-	-	-	-	-	-100.00%
4104848900000 MISCELLANEOUS REVENUE	-	-	-	-	10,369	3,300	3,300	3,300	3,300	3,300	3,300	100.00%
4104848910000 REFUND OF PRIOR YEAR EXPENSE	-	-	-	-	1,880,500	-	-	-	-	-	-	-100.00%
4104949110000 BOND PROCEEDS	-	-	1,349,036	1,880,500	1,880,500	-	-	-	-	-	-	-100.00%
<i>TRANSFER FROM WATER UTILITY</i> <i>TRANSFER FROM STORMWATER</i> <i>TRANSFER FROM PARKLAND FUND</i> <i>TRANSFER FROM GENERAL FUND</i>												
4104949900000 FUND BALANCE APPLIED	-	-	-	-	258,071	-	-	-	-	-	-	-
TOTAL FUND REVENUE & FUND BALANCE APPLIED	\$ 48,777	\$ 721	\$ 432,269	\$ 2,148,940	\$ 436,800	\$ (1,028,873)	\$ -238.02%					

**TRAINING REQUEST
AND
EXPENSE REIMBURSEMENT**



Where the North Begins

GENERAL INFORMATION	
DATE:	<u>05-02-12</u>
Employee:	<u>Marie A. Moe</u> Department: <u>Administration</u>
Dates of Attendance:	<u>July 23-26, 2012</u>
Location of Conference, Seminar, etc.:	<u>Green Bay, WI</u>
Conference/Training/Seminar Name:	<u>UW-Green Bay Master Academy</u>

Financial Considerations

Expense		Paid by or to be paid:		If paid by CC, Tax Exempt	
		Direct bill	Credit card	Form Sent	Contact Name
Registration Fee:	\$ <u>339.00</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lodging:	\$ <u>280.00</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total of Expenses	\$ <u>619.00</u>				

For the items listed above are Training Funds Budgeted in current year Yes No

Budgeted in Account No. 100-02-51400-290

Are grant funds available to reimburse registration and lodging? Yes No

ESTIMATED REIMBURSEMENTS		
<i>Fill in estimated column only when submitting form for approval.</i>		
	Estimated Expense	Actual Expense
Mileage - 51¢ per mile (if City Vehicle is not available)	\$ _____	\$ _____
Meals - (Based up receipts turned in, not to exceed \$25.00 per day)	\$ _____	\$ _____
Parking, Tolls, etc.	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____

For estimated reimbursements are Training Funds Budgeted in current year for this expense Yes No

Budgeted in Account No. _____

Are grant funds available to reimburse expenses NOT related to registration or lodging? Yes No

Department Head Approval

Date

City Administrator

Date

**NOTE: Receipts are required for all expenses which are to be reimbursed.
All paid lodging receipts should be submitted within one week of training.**

cash grants and loans. In addition, we will discuss working with site selectors, identifying your target market and how to market your community for development.

- **Securing Development**

Closing the deal on the development is becoming more complex to achieve alone. How can communities protect their assets and interests when competing for development? In this session we will focus on public-private partnerships, negotiating development agreements, clawback provisions and community benefit agreements.

Quanan Shawa is the President of Synergize Development Group LLC, a consulting firm that specializes in economic development, real estate development and community revitalization strategy.

Emotional Draw

Want the right answer? Ask the Right Brain. What local governments provide in services can often be a mystery to the common resident. Here's the issue: How do you engage the public and encourage them to learn more about and see the value of what local government offers? Engage right brain thinking! Using the Village of Bayside as the platform, you will examine real examples of successful citizen engagement. Learn to take control and shape conversations with your residents as opposed to governing in a reactive manner. Discover the "NEW" normal at Bayside.

Andy Pederson is the Village Manager for the Village of Bayside, a community of 4,900. Under Pederson's tenure, Bayside has received numerous awards for innovative initiatives. He is President of the Wisconsin City County Management Association. He has held positions in Brown Deer, Whitewater and Apple Valley, Minnesota.

Wednesday, July 25

7:30 Registration

8:30

Improve Office Efficiency by Maximizing Computer Capacity

An advanced course to improve your office efficiency through the utilization of your computer. In this course you will learn the following: task management, designing and creating documents, maximizing your instruction by using presentation software effectively, and creating tables to organize information.

You will learn:

- To increase computer capacity so you will be more efficient, save time, and money.
- "NEW" tools and methods of streamlining

Athenian Leadership Dialogue

Leadership Dialogues are conversations that exceed the usual knowledge, recall and application process. They explore leadership principles and practices, drawing on the insights contained in a book that all participants have read. Dialogues focus on helping develop critical thinking skills and increase leadership ability.

Participants in this exciting program will be responsible for purchasing a copy of the book themselves as well as a \$15 registration fee to the Athenian Leadership Society at INMC. More information on the society and Athenian Dialogues can be found at www.inmc.com.

Elizabeth I CEO: Strategic Lessons from the Leader Who Built an Empire by Alan Axelrod

Discussion led by Ann Uicker

1558—England was on the brink of ruin. This book reveals how an embattled monarch overcame daunting obstacles to win intense loyalty and lead England to greatness. The 45 year-long reign and life of Queen Elizabeth I offer lessons on developing a leadership attitude and image; becoming an effective coach and mentor; manipulating others subtly and ethically; knowing and anticipating the "enemy"; and setting clear goals and motivating others to work to achieve them.

ISBN #: 0735203571



Public Finance and Economic Development Update

Changes at the Federal and State level continue to impact local government finance and economic development. Learn how levy limits at the State level require a greater emphasis on long-range planning for your community. Take advantage of available economic development tools to encourage new development or address underperforming economic development initiatives in your community. At the Federal level, learn how the Dodd-Frank Wall Street Reform and Consumer Protection Act will change the relationship your community has with its public finance professionals, and how it will impact debt issuance in the future.

Academy Schedule: July 23-26

Monday, July 23

7:30 Registration

8:30 Athenian Leadership Dialogue:
Elizabeth I CEO: Strategic Lessons from the
Leader Who Built an Empire (all day program)
See panel for description and details.

Setting Your Community Up for
Development (all day program)

The day will consist of three sessions. The sessions are designed to go in sequence with each building upon the previous session's topic:

- **Understanding Your Community**
Community dynamics are constantly changing from labor trends to population shifts. This session will focus on the importance of community planning and community assessment. We will discuss the tools communities can use to plan for development and identify the right type of development for their needs. In addition, we will discuss the concepts of economic gardening and cluster development.
- **Developing Your Incentives and Your Story**
Now more than ever communities are competing against each other for development opportunities. This session will focus on identifying available

Tuesday, July 24

7:30 Registration

8:30 Influence Without Authority (all day program)
The ability to exercise influence without authority is one of the most important skills an individual can master. Getting things done in any organization often requires you to exercise influence to get tasks and projects accomplished even when you may not have the formal authority to mandate action.
Here's what you will learn:

- Understand why it is important that you identify the working dynamics of your organization, the nature of power and influence.
- Learn the principle strategies of influence: reputation-based, rationality-based and reciprocity-based.
- Develop a thorough understanding of your own influencing style and the styles of others.
- Learn the formula to have the necessary crucial conversations without putting the other person on the defensive.

Eric Corpell is the Founder and President of Core Connections. He dedicates his time to helping organizations engage their employees through strategic alignment, leadership development and the creation of functional teams.

Citizen Engagement: Right Brain and the

Employment Laws Every Manager Should Know

Understanding employment law is even more critical than ever in our "NEW" political environment. This course will cover all aspects of employment discrimination laws, wage and hourly laws and FMLA. This is important information you won't want to miss.

Nancy Pirkey is an Attorney with Bauman, Vitier Bauman Olson & Viteri, LLC. Pirkey specializes in all aspects of labor and employment issues facing employers today in the public and private sector.

Managing Employees in the "NEW" Union Environment

With the passage of Act 10, the public manager-employee relationship has changed considerably. Learn the changes to the bargaining laws, new union election procedures, the new state law on civil service/appeal procedures and how to manage employees with an employee handbook.

Nancy Pirkey is an Attorney with Bauman, Vitier Bauman Olson & Viteri, LLC. Pirkey specializes in all aspects of labor and employment issues facing employers today in the public and private sector.

PROFESSORS

Jennifer Hana is a teacher of business and technology in the Wauwatosa School District for the past 15 years. She does in-service trainings for teachers in many school districts. Jennifer is also one of our highest rated Clerks and Treasurers Institute instructors.

Long Term Capital Improvement: Planning and Financing

Learn how to develop a long term capital improvement plan and its benefits. Discover how having a plan for infrastructure improvements and other capital expenditures results in the ability to carry out these much needed projects. This course is designed as an adult education workshop with limited lecture and extensive hands-on group exercises revolving around real world case studies. The workshop features a review of municipal financing, capital planning, and tying together the capital improvement and capital financing plan.

Brend Viqent is an investment banker in the Public Finance Department of Robert W. Baird & Co. Viqent advises some of the largest, most sophisticated municipalities in the state including Milwaukee, Green Bay, Racine and Waukesha.

Advisors/Vice Presidents for Elected

12:45

Advanced Issues in Open Meetings Law, Public Records and Parliamentary Procedures

This workshop will cover the complicated issues and challenges in open meetings law, public records and parliamentary procedures. You won't want to miss this very informative session. The basics will not be covered in this program.

John Macey is an Attorney at Law for the law firm of Arnes, Maher, Macey & Ruffin, S.C. in Waukesha. Macey's primary practice and specialty field is municipal law.

Building Collaborative Relations with Your Team, Colleagues and Elected Officials

Learn the most effective approaches for establishing a collaborative environment. Create quality decision-making processes and successful implementation of decisions with your team, colleagues and elected officials. You will explore the styles and conflicts that impact the interactions in your municipality. By completing the Thomas-Kilman Conflict Mode instrument, you will have a better understanding of your personal style of dealing with conflict, as well as your colleagues' style resulting in improving the decision-making process. In addition, you will complete Kolb's Learning Styles Inventory. This inventory will help you understand your learning style and how to complement others' styles to create collaborative relations.

Karl Nollenberger is an Assistant Professor in the Masters Program in Public Administration at the University of Wisconsin-Oshkosh and an accomplished practitioner in public administration. Nollenberger has served thirty years in local government in city and county management and financial management.

8:00 Registration

8:30 Techniques for Training Poll Workers

Training poll workers can be a very daunting task, as well as discouraging at times. This hands-on interactive workshop will give you ideas of strategies and techniques to effectively train your poll workers.

Maribeth Wiszel-Bahl is the City Clerk for the City of Madison and **Jean Terrow-Schmitz** is the Municipal Clerk 2 for the City of Madison.

Using Performance Management for Programming and Funding Decisions in Local Government

Communities across the country are under constant pressure to rethink their funding priorities and service strategies. Through a review of performance management techniques and a model currently in effect in local government, we will discuss which performance management tools can be most effective, how to gain support for performance-driven management and lessons learned along the way. A hands-on workshop component will provide insight into how local governments can incorporate performance management practices into their planning, budgeting and management processes.

Thomas McCarty, MPH, ICMA-CM, is the County Administrator for Eau Claire County. McCarty has been working with performance management systems in Eau Claire County for the past decade, integrating performance management concepts into the county's planning, budgeting and program management processes.



Registrant Information

Name _____
 Name on Badge _____
 Position _____
 Years in Position _____
 City of: Village of: Town of: County of:
 Municipality Name _____
 Population _____
 Address _____
 City _____ State: _____ Zip: _____
 Work Phone _____ Home Phone _____
 Fax _____
 E-Mail _____

The following demographic information is optional
 (please check all that apply)

Gender: Male Female
 Age: 18-20 21-34 35-49 50-64 65+
 Heritage: African-American Hispanic Caucasian
 Asian or Pacific Islander
 American Indian or Alaskan Native

Program Information-Enroll Me In:

Make one selection for each time slot the day(s) you are coming

MONDAY, JULY 23, 2012
All day sessions
 Athenian Leadership Dialogue: Elizabeth CEO
 Setting Your Community Up for Development
 TUESDAY, JULY 24, 2012
All day session
 Influence Without Authority
Morning
 Citizen Engagement: Right Brain and the Emotional Draw
 Employment Laws Every Manager Should Know
 WEDNESDAY, JULY 25, 2012
Morning
 Improve Office Efficiency by Maximizing Computer Capacity
 Long Term Capital Improvement Planning and Financing
 Public Finance and Economic Development Update
Afternoon
 Advanced Issues in Open Meetings Law, Public Records and Parliamentary Procedures
 Building Collaborative Relations with Your Team, Colleagues and Elected Officials
 THURSDAY, JULY 26, 2012
Morning
 Techniques for Training Poll Workers
 Using Performance Management for Programming and Funding Decisions in Local Government

Payment Information

Packages
 Four Day Package (Monday-Thursday) \$339
 Three Day Package (Monday-Wednesday) \$299
 Two and 1/2 Day Package (Tuesday-Thursday am) \$269
 Two Day Package \$229
 Day: Monday Tuesday Wednesday
 One Day Package \$129
 Day: Monday Tuesday Wednesday
 Athenian Dialogue ONLY \$65
 Guest Lunches (Monday-Wednesday)
 No. of People @ \$30/person = \$ _____
 First time attendees - \$50 discount on Four Day Package \$ _____
Total Fees: \$ _____

Guest Name(s) _____
 Enclosed is my check payable to UW-Green Bay-Outreach
 UW-Green Bay, Outreach Government
 2420 Nicolet Dr.
 Green Bay, WI 54311-7001
 Charge my Account: Visa Master Card
 Card No. _____
 Exp. Date _____
 Cardholder Name _____
 Signature _____



**Division of Transportation
Investment Management**
Bureau of Transit, Local Roads, Railroads & Harbors
PO Box 7913
Madison, WI 53707-7913

**Scott Walker, Governor
Mark Gottlieb, Secretary**
Internet: www.dot.wisconsin.gov

Telephone: 608-267-7350

Facsimile (FAX): 608-266-0658

May 3, 2012

Dear Colleague:

Enclosed is your amended 2009 Section 5311 ARRA Capital Assistance contract. Please sign and return it, and we will fully execute the contract.

If your municipality or agency requires an original signed contract, please make a copy of the enclosed contract, then sign and return both signed contracts.

Please return the signed contract(s) to:

Wisconsin Department of Transportation
Bureau of Transit & Local Roads
P. O. Box 7913
Madison, WI 53707-7913

If you have any questions, please call me at (608) 266-0189.

Sincerely,

A handwritten signature in black ink, appearing to read "John Alley".

John Alley, Chief
Bureau of Transit and Local Roads

Enclosure

**SECOND AMENDMENT TO
2009 SECTION 5311 ARRA CAPITAL ASSISTANCE CONTRACT
BETWEEN THE
STATE OF WISCONSIN
AND THE
CITY OF PORTAGE**

The first contract amendment is made by and between the State of Wisconsin Department of Transportation, hereinafter referenced to as "Department" and the CITY OF PORTAGE, hereinafter referenced as "Recipient."

WITNESSETH THAT:

WHEREAS, the Recipient and the Department have entered into a 2009 Section 5311 ARRA Capital Assistance Contract in accordance with Wis. Stat. 85.20(3)(d); and

WHEREAS, the Recipient's budget is revised; and

WHEREAS, the anticipated taxi sedan is not available on the Department vehicle contract; and

WHEREAS, the remaining one vehicle to be purchased on the taxi sedan line item (ALI 11.12.16) is changed to a van line item (ALI 11.12.15); and

WHEREAS, additional Section 5311 ARRA funds were made available, thus enabling the Recipient to be awarded an additional \$98,000.00 for two additional less than 30ft buses (ALI 11.12.04) with ADA accessibility equipment (ALI 11.42.43) as specified in Attachment C; and

NOW, THEREFORE, the parties hereto do mutually agree to amend this contract as follows:

Article I: Payment by the Department

Article I.B shall be replaced with the following text:

"The Department agrees to pay the Recipient \$543,282.00 or 100% of the purchase price, whichever is less, for the items specified in Attachment C. Project Budget Quantities are limited to the number shown in the quantity columns in Attachment C.

Article XIV: Attachments and Appendices

Attachment B shall be replaced with "Attachment C."

Witness the execution of this Contract amendment by the parties hereto in the manner most appropriate to each.

**STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION**

CITY OF PORTAGE

By _____

By _____

Mark J. Wolfgram, Administrator
Division of Transportation Investment Management

Title _____

Date _____

Date _____

FEIN Number: 389701113-00

Attachment C
2009 Section 5311 ARRA Stimulus Assistance Grant
Grant Number WI-86-X001
City of Portage

Non-ADA						
Qty	ALI	TIP Ref #	Item Description	Unit Price	Total Price	
2	11.12.04	5311S09-20c	Revenue Rolling Stock - Purchase/Replacement - Bus < 30 FT - <30ft ADA Bus	\$34,790.00	\$69,580.00	
6	11.12.15	5311S09-20a	Revenue Rolling Stock - Purchase/Replacement - Vans - ADA Mini Vans	\$21,898.00	\$131,388.00	
4	11.12.16	5311S09-20d	Revenue Rolling Stock - Purchase/Replacement - Sedan/Station Wagon	\$22,400.00	\$89,600.00	
1	11.42.07	5311S09-20e	Support Facilities/Equipment - Acquisition - ADP Hardware	\$10,000.00	\$10,000.00	
14	11.52.04	5311S09-20b	Electrification Power Distribution - Acquisition - Vehicle Locator System - Vehicle Locator (AVL) System	\$1,307.14	\$18,300.00	
1	11.12.15	5311S09-20f	Revenue Rolling Stock - Purchase/Replacement - Vans - Non-ADA minivan; gas	\$22,400.00	\$22,400.00	
2	11.12.04	5311S09-27a	Revenue Rolling Stock - Purchase/Replacement - Bus < 30 FT - <30ft ADA Bus	\$34,790.00	\$69,580.00	
Subtotal A					\$410,848.00	
Federal Share (100%)					\$410,848.00	

ADA						
Qty	ALI	TIP Ref #	Item Description	Unit Price	Total Price	
6	11.42.43	5311S09-20a	Support Facilities/Equipment - Acquisition - ADA Vehicle Equipment - Lift Equipment; Mini Vans	\$12,599.00	\$75,594.00	
2	11.42.43	5311S09-20c	Support Facilities/Equipment - Acquisition - ADA Vehicle Equipment - Lift Equipment; <30ft Bus	\$14,210.00	\$28,420.00	
2	11.42.43	5311S09-27a	Support Facilities/Equipment - Acquisition - ADA Vehicle Equipment - Lift Equipment; <30ft Bus	\$14,210.00	\$28,420.00	
Subtotal B					\$132,434.00	
Federal Share (100%)					\$132,434.00	

Total Federal Share (A+B)	\$543,282.00
Total Cost (A+B)	\$543,282.00



**Division of Transportation
Investment Management**
Bureau of Transit, Local Roads, Railroads & Harbors
PO Box 7913
Madison, WI 53707-7913

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov
Telephone: 608-267-7350
Facsimile (FAX): 608-266-0658

April 9, 2012

Dear Colleague:

Enclosed is your 2012 Federal Section 5311 Transit Capital Assistance contract. This contract reflects vehicles and equipment you can procure immediately, and you will be reimbursed in accordance to the schedule listed in Attachment A.

Please sign and return this contract, along with the attached Certifications and Assurances documents, and we will fully execute the contracts once we receive your signatures. You are more than welcome to procure your vehicles using our state contract before you sign the contract, but we will not reimburse you until we have the contracts signed and executed. If your municipality or agency requires an original signed contract, please make a copy of the enclosed contracts, then sign and return both signed contracts.

Please return the signed contract(s) to:

Wisconsin Department of Transportation
Bureau of Transit & Local Roads
Attn: Jake Miller
P. O. Box 7913
Madison, WI 53707-7913

If you have any questions, please call Jake Miller at (608) 264-7335. Thank you for being a partner in transit.

Sincerely,

A handwritten signature in black ink, appearing to read "John Alley".

John Alley, Chief
Bureau of Transit and Local Roads

Enclosure

**2012 SECTION 5311 CAPITAL ASSISTANCE CONTRACT
BETWEEN THE
STATE OF WISCONSIN
AND THE
CITY OF PORTAGE**

This Contract is made by and between the State of Wisconsin, Department of Transportation, hereinafter referred to as "Department" and the City of Portage, hereinafter referred to as "Recipient."

PRELIMINARY STATEMENT

The Department is authorized by sections 85.20 (3) (d) and 85.23, Wisconsin Statutes, to administer the Federal Small Urban and Rural Public Transportation Program authorized under 49 U.S.C. § 5311 – Nonurbanized Area (CFDA 20.509). The purpose of this program is to promote the general public good by providing financial assistance to surface public transportation systems operating in areas other than urbanized areas. The Recipient has requested funds to assist in financing capital purchases under this program. The Department agrees to provide financial assistance with program monies made available under 49 U.S.C. § 5311 in accordance with the terms and conditions of this Contract.

The Project is financed with appropriations for transit capital assistance for the Nonurbanized Area Formula Program authorized by 49 U.S.C. § 5311.

In consideration of the reciprocal promises expressed in this Contract, the Department and the Recipient mutually agree as follows:

Article I: Payment by the Department

- A. Payment under the terms of this Contract is based on 49 U.S.C. §5311, as amended, and the Wisconsin Administrative Code, Chapter TRANS 6.
- B. The Department agrees to pay the Recipient **\$28,990.00**, or 80 % (90% for ADA or CAA-mandated equipment) of the purchase price, whichever is less of the items specified in Attachment A, Project Budget. Project Budget Quantities are limited to the number shown in the quantity column in Attachment A.
- C. The Department shall make payment to the Recipient upon receipt of invoices prepared by the manufacturer or dealer showing the actual costs of purchased equipment or in the case of a construction project, upon receipt of invoices in accordance with the payment schedule as specified in the construction contract. Progress payments on capital equipment would be made only at the discretion of the Department and in compliance with all applicable federal requirements.

- D. If the Department's audit establishes that payment to the Recipient under the terms of this Contract has exceeded the allowable maximum as defined in Article I.B., the Recipient shall refund to the Department upon demand a sum sufficient to reduce the payment to comply with Article I.B of this Contract and with Chapter TRANS 6.03, Wisconsin Administrative Code.
- E. Consistent with Articles I.B and notwithstanding other provisions of this contract, the Department may reduce the payments otherwise due under paragraph B of this article. The Department under this paragraph may reduce those payments only by an amount equal to any overpayments made to Recipient under this Contract or under any prior capital assistance contract. The Department may determine the amount of any such overpayment by conducting an audit under Article III. If the Department finds an overpayment, the Department may set off that overpayment against the amount payable to Recipient under paragraph B of this article until the amount payable under paragraph B of this article equals the overpayment.

Article II: Responsibility of Recipient

- A. The purchase of all equipment and facilities financed pursuant to this Contract shall be undertaken by the Recipient and shall be in accordance with applicable state and federal laws and regulations. The Master Agreement between the State of Wisconsin and the Federal Transit Administration (FTA) contains all required clauses that should be included in agreement between the State of Wisconsin and the Recipient and said Master Agreement is therefore included in this agreement by reference. (An online version can be found at <http://www.fta.dot.gov/documents/17-Master.pdf> .) Project equipment, facilities, and construction projects shall be purchased or constructed in accordance with the appropriate procedures as specified in the Wisconsin Department of Transportation Procurement Manual online at <http://www.dot.wisconsin.gov/localgov/docs/procurement.pdf>
- B. The Recipient shall complete all projects included in this contract ***within a period of three (3) years from the date of execution of the contract.*** If the Recipient fails to complete a given project(s) within the three (3) year period, the Department shall take necessary actions to withdraw any remaining uncommitted funds in the contract at that time. The uncommitted funds may be reassigned to other subrecipients or surrendered to the federal government.
- C. Title to project equipment and rolling stock shall be in the name of a public body, subject to the restrictions on use and disposition of the project equipment and rolling stock set forth herein. The title holder shall ensure that the Department is listed as a secured party when application for title/registration is originally filed. Copies of form MV-1, Application for Title/Registration, must be filed with the Bureau of Transit and Local Roads before reimbursement of the federal share of the cost for any rolling stock is processed for payment.
- D. The Recipient may not execute any transfer of title, lease, lien, pledge, mortgage, encumbrance, contract, grant anticipation note, alienation, or other obligation that in any

way affects the federal interest in any project real property or equipment. Nor may the Recipient obligate itself, in any other manner, to any third party with respect to project real property or equipment, unless such transfer of title, lease, lien, pledge, mortgage, encumbrance, contract, grant anticipation note, alienation, or other obligation is expressly authorized in writing by the Department; nor may the Recipient, by any act or omission, adversely affect the federal interest or impair the Recipient's continuing control over the use of project real property or equipment.

- E. The Recipient agrees that the project equipment and rolling stock shall only be used for the provision of transportation service to the general public and rolling stock shall be clearly marked for public use. The Recipient shall keep satisfactory records with regard to the use of the equipment and rolling stock and submit to the Department upon request such information as may be required to assure compliance with this section. Project equipment and rolling stock shall be operated only within the transit service area described in the capital and operating grant applications that are made part of this contract by reference for the duration of its useful life. If during the useful life, the project equipment and rolling is withdrawn from transportation service, the Recipient shall immediately notify the Department and request disposition instructions.
- F. The Recipient shall develop a written maintenance plan in accordance with Department requirements and shall perform preventive maintenance on the equipment, facilities, and rolling stock purchased with FTA funds, including accessibility equipment, at a level no less than the manufacturer's recommended specifications. Adequate records of preventive maintenance on each piece of equipment, rolling stock, and facilities shall be maintained by the Recipient. The equipment, facilities, and rolling stock shall be properly maintained at all times. The Department shall have the right to conduct periodic inspections and reviews for the purpose of confirming that proper maintenance policies and procedures are being followed.
- G. The Recipient shall make available the equipment and rolling stock including maintenance and/or usage records to the Department upon demand for the purpose of an annual verification or other inspections deemed necessary by the Department.
- H. The Recipient shall immediately notify the Department in all cases where project equipment or rolling stock is used in a manner substantially different from that described in the application. The Recipient shall obtain prior written concurrence from the Department for any proposed sale of equipment or rolling stock, title transfer, or lease to another agency.
- I. The Recipient shall maintain in an amount and form satisfactory to the Department such insurance or self-insurance (including property, personal injury and collision coverage) as will be adequate to cover the current value of project equipment and rolling stock throughout the period of required use.
- J. The Department reserves the right to require the Recipient to restore equipment and rolling stock or pay for damages to the equipment and rolling stock as a result of abuse or misuse of such equipment and rolling stock with the Recipient's knowledge and consent.

Article III: Records and Audits

- A. The Recipient shall have a single, organization-wide, financial and compliance audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See federal Office of Management and Budget (OMB) Circular No. A-133 and the provisions of OMB A-133 Compliance Supplement, dated March 2002.)
- B. This audit shall be performed in accordance with Federal Circular A-133 issued by the federal OMB, its Compliance Supplement, and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
- C. The Recipient agrees to maintain appropriate accounts and records relating to this transportation project. Such accounts and records will be made available upon request to the Department for inspection and audit purposes.
- D. The Recipient shall permit the Department, The Comptroller General of the United States, and The Secretary of the United States Department of Transportation, or their authorized representatives, access to inspect: (1) all vehicles, facilities, and equipment purchased by the Recipient as part of the project; (2) all transportation services rendered by the Recipient by the use of such vehicles, facilities, and equipment; and (3) all relevant project data and records. The Recipient shall also permit the above-named agencies to audit the books, records, documents, and accounts of the Recipient pertaining to the project.

Article IV: Labor Protection

The Recipient agrees that it will comply with the terms and conditions of the Special Section 5333(b) Warranty for Application (formerly known as Section 13(c)) to the Small Urban and Rural Program as promulgated by the U.S. Department of Labor. The Recipient further agrees that it will assume all legal and financial responsibility relative to compliance with the terms and conditions of the Warranty.

Article V: Prohibited Interests

- A. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract, or to any benefit arising there from.
- B. No member, officer, or employee of the Department or of the Recipient during his or her tenure or for one year thereafter shall have any personally benefiting interest, direct or indirect, in this Contract or the proceeds thereof.

Article VI: Applicable Law

This contract shall be governed under the laws of the United States and the State of Wisconsin. The recipient shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

Article VII: Safety Requirements

All materials, equipment, and supplies acquired through this contract by the Recipient, must comply fully with all safety requirements as set forth in law or rule by the State of Wisconsin and all applicable Occupational Safety and Health Administration Standards.

Article VIII: Dispute Resolution

Any claim, counterclaim or dispute arising out of or relating to this Contract may, by mutual consent, be resolved by the parties as they may mutually agree by any form of alternative dispute resolution process.

Article IX Privacy Act

The recipient agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the recipient agrees to obtain the express consent of the federal government before the recipient or its employees operate a system of records on behalf of the federal government. The recipient understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

The recipient also agrees to include these requirements in each subcontract to administer any system of records on behalf of the federal government financed in whole or in part with federal assistance provided by FTA.

Article X: Notification of Federal Participation

The recipient must include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, web site, or other publications, etc. funded under this grant:

“This project is expected to have 80% of funding provided by the Federal Transit Administration under 49 USC §5311 (CFDA 20.509).”

Article XI: Department Approval of Contracts and Procurements

The Department shall be in receipt of all draft procurements for services mentioned as part of this contract, as well as any contracts between the Recipient and any vendor that is slated to receive funds under this Contract. The Department shall review such draft contracts and determine their conformance with the provisions of this Contract. Upon authorization by the Department, the Recipient and the Transit System may execute such contracts.

Article XII: Termination

- A. The Department may terminate this Contract at any time that the Secretary determines that the Recipient or their subcontractor has failed to perform in the manner called for in the contract or has failed to fulfill contract obligations. Failure of the Recipient or their subcontractor to comply with the terms and conditions of its grant application and/or the provisions of this Contract shall be considered cause for termination.
- B. The Recipient may terminate this Contract if so directed by their appropriate governing body for whatever reason such request to terminate is made.
- C. Both parties agree that notice of intent to terminate the contract shall be made in writing through "return-receipt certified mail," at least 30 calendar days prior to the proposed termination date.
- D. Upon termination of this Contract under the provisions of paragraphs A, B or C of this Article, the Recipient agrees to dispose of the project facilities, equipment, and/or rolling stock, in accordance with Wisconsin Department of Transportation instructions.

Article XIII: Attachments and Appendices

All attachments and appendices to this Contract are incorporated herein by annexation. The Recipient agrees to comply with the standard federal contract clauses listed in Appendix I.

Witness the execution of this Contract by the parties hereto in the manner most appropriate to each.

**STATE OF WISCONSIN
DEPARTMENT OF TRANSPORTATION**

By: _____
Mark Wolfgram, Administrator
Division of Transportation Investment Management

Date: _____

City of Portage

By: _____

Title: _____

Date: _____

FEIN: 39-6005572-00

Attachment A
2009 Section 5311 Capital Assistance Grant
Grant Number WI-18-9032
City of Portage

Non-ADA					
Qty	ALI	TIP Ref #	Item Description	Unit Price	Total Price
1	11.12.15		Revenue Rolling Stock - Purchase/Replacement - Vans (2009 grant amendment)	\$21,500.00	\$21,500.00
				Subtotal A	\$21,500.00
				Federal Share (80%)	\$17,200.00
				Local Share (20%)	\$4,300.00

ADA					
Qty	ALI	TIP Ref #	Item Description	Unit Price	Total Price
1	11.42.43		Support Facilities/Equipment - Acquisition - ADA Vehicle Equipment (2009 grant amendment)	\$13,100.00	\$13,100.00
				Subtotal B	\$13,100.00
				Federal Share (90%)	\$11,790.00
				Local Share (10%)	\$1,310.00

Total Federal Share (A+B)	\$28,990.00
Total Local Share (A+B)	\$5,610.00
Total Cost (A+B)	\$34,600.00



KEPSafe Solutions

Service Agreement, City of Portage Municipal Court

March 12, 2012

CASH FACILITATOR AGREEMENT

This Agreement is made by and between City of Portage Municipal Court (“**THE AGENCY**”) and KEP Safe Solutions, LLC (“**KSS**”) **THE AGENCY** and **KSS** agree as follows:

1. **SYSTEM DESCRIPTIONS:** **KSS** has developed a service for the purpose of processing payments by credit card for Cash Bond, Fines and other Fees for **THE AGENCY**. **KSS** is a cash facilitator and not a bail bond company. The payment received by **THE AGENCY** is money belonging to the Cardholder and is not **KSS** money. The **KSS** System will provide the service from a remote location 24 hours per day/seven days per week. The person wanting to pay Cash Bond, Forfeitures, or other municipal court-imposed fees to **THE AGENCY** by credit card may do so by calling the **KSS** office for instructions.

KSS will charge the Payor a fee upon completion of application and acceptance of the terms and conditions associated with credit card / echeck payment transaction. The Payor will initiate payment transactions by providing credit card information (banking information for echecks) along with other Payor demographic information to **KSS** online site or by providing information to **KSS** telephone representative. The amount (fee) charged will be prominently disclosed to Payor for approval on **KSS** online site or by **KSS** representative prior to completion of transaction. Email confirmation is sent to Payor and **THE AGENCY** email addresses provided by Payor and **THE AGENCY** by **KSS** acknowledging the transaction.

SERVICES OFFERED: (Check all that apply)

- A:** **KSS** will provide an opportunity for anyone owing **THE AGENCY** for Cash Bonds, Forfeitures, parking citations or other municipal court or police department-imposed fees to pay these amounts online twenty-four hours per day, seven days per week. **KSS** will provide Payor with a date and time stamped receipt showing the item and amount paid.
- B:** **KSS** will provide an opportunity for anyone owing **THE AGENCY** for Cash Bonds, Forfeitures, parking citations or other municipal court or police department-imposed fees to pay these amounts by phone during **KSS** normal working hours. **KSS** will provide Payor with a date and time stamped receipt showing the item and amount paid.
- C:** **KSS** will provide an opportunity for anyone owing **THE AGENCY** for UTILITY SERVICES to pay these amounts online twenty-four hours per day, seven days per week. **KSS** will provide Payor with a date and time stamped receipt showing the item and amount paid.

- D:** KSS will provide an opportunity for anyone owing **THE AGENCY** for UTILITY SERVICES to pay these amounts by phone during KSS normal working hours. KSS will provide Payor with a date and time stamped receipt showing the item and amount paid.
- E:** KSS will provide an opportunity for anyone owing **THE AGENCY** for TAXES to pay these amounts online twenty-four hours per day, seven days per week. KSS will provide Payor with a date and time stamped receipt showing the item and amount paid.
- F:** KSS will provide an opportunity for anyone owing **THE AGENCY** for TAXES to pay these amounts by phone during KSS normal working hours. KSS will provide Payor with a date and time stamped receipt showing the item and amount paid.

KSS agrees to provide the Service described herein, pay the necessary telephone service costs and all training costs in accordance with the terms and conditions of this Agreement.

2. **AUTHORIZATION TO BEGIN:** THE AGENCY grants KSS authorization to begin a remote pay service as outlined in this Agreement for a minimum period of two (2) years. This Agreement will be automatically extended for an additional one (1) year period for up to an additional five (5) years in single year increments provided, however, that either party may terminate this agreement by providing written notice at least sixty (60) days prior to the end of the initial term or any extension period. THE AGENCY further agrees to direct anyone wishing to pay Cash Bond, Forfeitures and other municipal court-imposed fees by credit card to the KSS online pay page, the KSS telephone number or other method of interface with KSS services and allow KSS to place signage at the location of any payment terminal describing the Services, subject to approval by THE AGENCY. Approval shall not be unreasonably withheld.

AGENCY agrees KSS will incur costs to install the system and train personnel, and that termination of this Agreement for any reason other than a material breach of this Agreement by KSS within the first year will not permit KSS to recoup these costs. AGENCY agrees to reimburse KSS \$125.00 per month or part month as liquidated damages if AGENCY terminates this Agreement without cause during the first year. Further, KSS will incur additional costs from time-to-time to update the system and train new AGENCY personnel. If AGENCY terminates the Agreement effective during any renewal period, AGENCY agrees to pay an early termination fee of \$350.00.

3. **REPRESENTATION OF PARTIES:** KSS represents that it is qualified by training and experience to perform the Services as outlined in this Agreement. **THE AGENCY** represents that it will provide necessary access to information necessary to interface with KSS, and will provide the appropriate personnel for training by KSS.
4. **COMPENSATION FOR KSS:** It is hereby agreed and understood that except for "Chargebacks" identified in Item #5, KSS shall not be entitled to any compensation with respect to the Service other than that set forth in Attachment "A" and/or "B" and/or "C" and/or "D" which is paid by the Payor and not **THE AGENCY**.
5. **CHARGEBACKS:** **AGENCY** agrees to compensate KSS for any Chargebacks that are not directly related to KSS error including but not limited to duplicate items caused by Payor error or Payor rescinding transaction.
6. **THE AGENCY** will hold KSS harmless for any returned checks, NSF, or withdrawal of authorization, and will reimburse KSS the amount of the transaction for funds that KSS already released to **THE AGENCY**.
7. **COSTS:** KSS shall provide toll free telephone numbers for all communication between **THE AGENCY** and KSS and between the Payor and KSS. KSS will provide complete training for **THE AGENCY** at no additional cost to **THE AGENCY**.
8. **STATE AND FEDERAL TAXES:** **THE AGENCY** shall not be responsible for paying any state or federal taxes on KSS's behalf.
9. **RECONCILIATION:** KSS will transmit a reconciliation report to **THE AGENCY** each business day for all transactions completed the previous day(s). After the report is approved / agreed to by authorized staff, **THE AGENCY** will provide KSS an electronic signature and or email authorization to KSS for final processing. The agreed / approved amount will be forwarded directly to **THE AGENCY** or to **THE AGENCY** account on the Wednesday following receipt of

electronic authorization from **THE AGENCY**. Please note that a bank holiday that falls on a Monday or Tuesday will cause a delay of payment by one day.

10. **INDEPENDENT CONTRACTOR:** KSS shall perform all the Services under this Agreement as an independent contractor and not as an employee of **THE AGENCY**. KSS understands and acknowledges that it shall not be entitled to any of the benefits of an **AGENCY** employee. **THE AGENCY** has the right to rely and does rely upon the expertise of KSS to perform the Services in a skillful and professional manner. KSS agrees to perform the Services in such a manner.

11. **RESPONSIBILITIES OF THE AGENCY:** **THE AGENCY** shall provide an email address, fax number and other equipment to receive transaction documents and other necessary information. **THE AGENCY** will follow the KSS procedures for all transactions. If contracted for (under 1.A or 1.B) **THE AGENCY** further agrees in matters referencing Cash Bonds, Forfeitures or other municipal court-imposed fees to provide its law enforcement personnel with sufficient information to allow them to identify a valid KSS Receipt (or other documentation) provided to a Payor as proof of payment for use until the payment is reflected in the records used by law enforcement inquiring about the status of such payments. KSS shall not change the form of its receipts or other payment documentation without providing **THE AGENCY** with at least fifteen (15) days notice of the appearance and contents of the revised forms. Further, **AGENCY** agrees to defend and hold KSS harmless against any action filed by Payor against KSS as a direct or indirect result of its law enforcement officers failing or refusing to recognize or acknowledge a valid payment receipt presented by a Payor of which **The Agency** had proper notice.

12. **CONFIDENTIALITY AND NONDISCLOSURE:** KSS agrees that any information or data obtained, documents produced, or any other material which is required by law or regulation as a result of this Agreement, will be kept confidential and shall not be disclosed without the prior written approval of **THE AGENCY** or as required by law or regulation.

13. **NOTICES:** Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail or email delivered to:

THE AGENCY	KSS
<p>Dawn Wilcox City of Portage Municipal Court 115 West Pleasant Street Portage, WI 53901 Phone: (608) 742-2176 Fax: (608) 742-8623 Email: dawn.wilcox@ci.portage.wi.us</p>	<p>Mr. Phil Latona, CFO KEP Safe Solutions, Inc. 9617 Shadow Wood Drive Verona, WI 53593 Phone: (855) 537-7233 Ext. 702 Fax: (855) 537-7233 Email: info@KEPSafeSolutions.com</p>

14. **EXCLUSIVE AGREEMENT:** THE AGENCY agrees that KSS will be its only provider for this type of service during the term of this Agreement, including extensions, for payments of obligations owed to THE AGENCY'S municipal court.

15. **TERMINATION:** THE AGENCY may terminate this Agreement with thirty (30) day written notice to KSS if THE AGENCY determines that KSS is unable or unwilling to provide the Services described in this Agreement or KSS fails to promptly correct any problems with the remote pay program after notice from THE AGENCY. THE AGENCY may also terminate this Agreement without cause with ninety (90) days advance written notice to KSS if THE AGENCY discontinues this type of program or with sixty (60) days advance written notice at the end of the initial term or any renewal period. In the event THE AGENCY discontinues this type of program during the initial term or any renewal period, THE AGENCY will still be liable for any early termination fee provided in Section 2.

16. **WISCONSIN LAW:** This Agreement shall be governed by the laws of the State of Wisconsin. Any litigation regarding this Agreement or its content shall be filed in the circuit court for Dane County, Wisconsin.

Effective Date _____.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date shown above.

Kenneth Jahn
City of Portage Mayor

Phil Latona, CFO
KEP Safe Solutions, Inc.

Date: _____

Date: _____

ATTACHMENT "A"

KSS Transaction Payment Fee Schedule

FOR CASH BONDS

CHARGE AMOUNT	SERVICE FEE	CARD TYPE
\$1.00-\$200	\$20.00	ALL
\$201.00-\$300	\$38.00	ALL
\$301.00-\$400	\$43.00	ALL
\$401.00-\$500	\$50.00	ALL
\$501.00-\$750	\$75.00	ALL
\$750.01-\$1000	\$95.00	ALL
\$1000.01-\$1500	\$110	ALL
\$1500.01-\$1750	\$125.00	ALL
\$1750.01-\$2000	\$145.00	ALL
\$2000.01-AND UP	Will be calculated upon request	

ATTACHMENT "B"**KSS Transaction Payment Fee Schedule****For FINES, FORFEITURES & FEES****Non-Tax Payments Made Through KSS Call Center**

CHARGE AMOUNT	SERVICE FEE
\$0.01 - \$80	\$3.80
\$80.01 - \$100	\$4.75
\$100.01 - \$9,999	\$4.75 + (\$4.75 per Every Additional \$99.99 Charged to the Card over \$100)

Non-Tax Payments Made Via the Internet

CHARGE AMOUNT	SERVICE FEE
\$0.01 - \$80	\$3.50
\$80.01 - \$100	\$4.00
\$100.01 - \$149.99	\$5.00
\$150.00 - \$150.99	\$6.00
\$151.00-\$299.99	\$12.00
\$300-\$9,999	\$18.00 + (\$6.00 per Every Additional \$149.99 Charged to the Card over \$300.00)

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: Dump Truck Bids
Date: May 4, 2012
CC: Larry Plaster, City Administrator
Scott Maass, Street Superintendent

Bids were received on May 4, 2012 for a 2012 dump (patrol) truck, spreader box and snow plow. Specifications for the truck and associated equipment are on the city's website for review. The bid tabulation is attached.

Three bidders submitted bids for the truck. The low bidder was Lakeside International for a 2012 IHC dump truck in the amount of \$76,974. They also offered \$14,000 as a trade-in for unit #13, a 2000 IHC dump truck. The resultant bid with trade-in is \$62,974.

As evidenced by the bid tabulation, three bids were also received for the spreader box and snow plow. At last evening's Municipal Services meeting, information became available on improved spreader boxes with concealed augers.

Since the timing of delivery is based on the truck order and not the equipment order, I recommend only purchasing the truck at this time. The public works department will do some additional research on the improved spreader boxes and be ready to make a recommendation on the equipment at the June 2012 Finance meeting.

There is \$107,000 in the 2012 budget for the truck and associated equipment.

4-May-12

CONTRACT #12-004

BID TABULATION

CONTRACT #12-004 - 39,000 GVW VBOX SPREADER TRUCK AND SNOW PLOW(CITY OF PORTAGE)

BIDDER	ITEM NO.1 CHASSIS	ITEM NO.2 VBOX SPREADER	ITEM NO. 3 SNOW PLOW	ALT. NO.1 TRADE IN	NET BID	MAKE/MODEL/YEAR
LAKESIDE INTERNATIONAL	\$76,974.00			\$14,000.00	\$62,974.00	IHC / 7400 SFA,4X2 / 2013
TRUCK COUNTR	\$77,957.00			\$8,000.00	\$69,957.00	FREIGHTLINER /108SD SBA 2013
BADGER TRUCK CENTER	\$ 85,359.00			\$ 6,250.00	\$ 79,109.00	WESTERN STAR 4700SF 2013

MONROE TRUCK EQUIPMENT	\$19,163.00		9,428.00		\$28,591.00	MONROE/MSV-120-84-56/2012 SPREADER MONROE/MP41R11-ISCT/2012 PLOW
CASPER TRUCK EQUIPMENT	\$20,301.00		9,363.00		\$29,664.00	HENDERSON FSH-III-10 HENDERSON RSP-11-42-IS-FT
MADISON TRUCK EQUIPMENT	\$21,656.00		\$8,686.00		\$30,342.00	SWENSON EV150 2012 SPREADER UNIVERSAL CST 1140 2012 PLOW

TOTAL	\$ 91,565.00
BUDGETED	\$107,000.00

May 1, 2012



T&S Construction
Thomas Peckoff
3383 3rd Lane
Oxford, WI 53952
(608) 586-5063 Office
(608) 617-6360 Cell
<http://www.tands-construction.net/>

City of Portage
115 West Pleasant St.
Portage, WI 53901
(608) 742-2176

Re: Change Order For Silver Lake Beach Project

This is **an estimate** for the jobs as follows:

- 1) **cap the existing footings with a 4" slab w/#10wire mesh and rebar dowels to existing footings 2'O.C. around entire perimeter.....\$7,700.00**
- 2) **bond fees are 2.5% of change order contract x\$7,700.00.....\$205.00**
- 3) **Fee for changing plans from a hip roof to a gable roof.....\$500.00**
- 4) **Total cost of job.....\$8,405.00**

Note: If pump truck is needed for concrete a fee of \$1,500.00 will be added to all estimates. All of the above includes a 10% contractor mark-up as stated in the contract documents. An extension of 5 weeks is added to the original contract to complete either options above. Owner is responsible to remove existing slab.

If you have any questions or you think I'm missing anything feels free to call and make sure to visit my website packed full of information for homeowners and pictures of previous jobs done.
<http://www.tands-construction.net/>

<http://www.servicemagic.com/rated.TSConstruction.17727520.html>