

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development
Block Grant Committee as a quorum of members will be present; but no
business of that committee will be taken up.)
Monday, March 11, 2013, 6:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda

Members: Rick Dodd, Chairperson; Kenneth Ebnetter, Doug Klapper, Martin Havlovic, Carolyn Hamre

1. Roll call
2. Approval of minutes from previous meeting
3. Discussion and possible recommendation on claims
4. Discussion and possible recommendation on approval of Change Order No. 3 for 2013 Wastewater Treatment Plant Upgrades
5. Discussion and possible recommendation on approval of Changer Order No. 4 for 2012 Wastewater Treatment Plant Upgrades
6. Discussion and possible recommendation on agreements with Strand Associates, Inc.
 - A. Amendment No. 1 to Task Order No. 12-02
 - B. Amendment No. 1 to Task Order No. 13-03
 - C. Task Order No. 13-01
7. Discussion on 2012 general fund balance
8. Discussion on implementing a storm water utility
9. Adjournment

Rick Dodd, Chairperson

City of Portage
Finance/Administration Committee Meeting
(This meeting will constitute a meeting of the Community Development Block Grant
Committee)
Monday, February 18, 2013 5:30 p.m.
Municipal Building, Conference Room One
Minutes

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

Member Excused: Marty Havlovic

Others Present: Administrator Murphy; Finance Director Mohr; Clerk Moe; Craig Sauer from Portage Daily Register

1. Roll Call

Meeting called to order by Chairperson Dodd at 5:30 p.m.

Present: Dodd, Ebnetter, Hamre, Klapper

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

2. Approval of minutes from February 11, 2013 meeting

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

3. Review City Hall Basement Remodeling Project Costs

Administrator Murphy reviewed the estimated costs for the Kitchen & Area Flooring Replacement. The estimate to replace the kitchen area along with areas around the steps is \$10,258.18 which also includes asbestos removal of the current flooring. The project was budgeted at \$15,000; we were able to attain donations for the cabinets, and appliances which may leave some money left over to consider replacing the main floor area. The estimates to replace the main floor area range from \$7,370 to \$11,845.60 depending on the quality of the materials used, it was further noted that the existing flooring is still intact and would not need to be removed. The Committee decided to replace the kitchen and step area flooring at this time and revisit the main floor area this summer when we have a better idea where this and other projects are falling. Motion by Dodd to approve the kitchen and step area flooring at \$10,258.18 plus 10%, second by Klapper. Motion carried unanimously on call of roll.

4. Review Short Term Loan Proposal

Administrator Murphy presented two Estimated Short Term Loan Amortization Schedule for \$156,000 one at 2.5% for 3 years and a second at 2.0% for 2 years. Administration is reviewing the implications on the City's Levy Limit to determine if it would be more beneficial to borrow from the State Trust Fund or internally within City Funds. The \$156,000 was approved as part of the 2013 budgeting process to purchase \$37,000 Police Dash Cams; \$94,000 towards the Street Sweeper Replacement and \$25,000 for Street Lights & Signs. Motion by Klapper to approve

Claims - Finance Meeting 3/11/13

Vendor Summary Report

36,150.22 Alliant Energy (pg1)
61,682.00 Baer Insurance (pg1)
4,495.00 Brack Thermal Systems (pg1) Asbestos Removal - Kitchen
33,198.56 Col Cty Highway (pg1) Salt
49,344.53 Col Cty Solid Waste (pg1) 2 months - Jan/Feb bills
6,000.00 Columbia County Accounting (pg1) (recycling)
4,633.50 Communication Svc (pg1) radios
6,227.77 Delta Dental (pg1)
7,540.75 General Eng (various) (pg2) \$4K 13 Watermain & Sanitary; \$2K Mapping
3,500.00 Halverson Eng (pg2) Enterprise Center (9/14/12) HVAC Maint
5,043.08 Hawkins (pg2) Sewer - Chemicals
5,500.20 Jewell Assoc. (Haertel) (pg2)
17,157.09 Kwik Trip (pg2)
4,956.50 Miller & Miller (pg2)
3,590.77 North Central Lab (pg2) sewer; Orion repair \$1.3K; YSI Optical \$1.5K
30,460.33 Portage Water Utility (hydrant rental) (pg2)
3,302.02 Reliable Printing (pg2) Library Laser Cartridges
45,790.44 Running (pg3) Taxi
78,295.27 Sabel Mechanical (pg3) sewer - Wastewater infrastructure
3,665.00 Siemens Industry (pg3) sewer - valve
5,568.34 US Cellular (pg3)
10,766.72 WI Business Innovation- Enterprise Center 10/1/12-12/31/12

426,868.09 Subtotal

485,126.94 485,126.94 Total
88%

Paid Invoice Listing 3/08/13 chk# 136714-137

2,756.82 Gil Meisgeier (BID 2/2013 svc) (pg1)
1,701.68 Columbia County Treas (pg2) muni court
12,926.00 Central WI Community (pg3) Block Grants
38,193.00 Ewald (pg4) (2) Police Vehicles
4,000.00 General Eng (pg5) BID PACC PRELIM STUDY COMM CTR
5,205.37 Kwik Trip (pg7)
6,695.00 Laughlin Constable (pg7) Tourism Explore Portage
3,124.00 Main St Portage (pg8) BID Admin Svc 2 months
3,161.21 St of WI Court Fines (pg13)
2,053.41 Travis Teubert (pg14) Tax Refund

79,816.49 Subtotal

106,599.24 106,599.24 Total
75%

Various Paid Listing Reports - Wires

74,144.54 Community Bank - Payroll
217.99 WIDOR - Payroll
6,559.84 GWRS Great WeSt Retirement Svc - Payroll
47,421.00 WRS WI Retirement Sys - Payroll

128,343.37 Subtotal

128,343.37 128,343.37 Total
100%

Water Payment Approval

12,374.32 Alliant - Various
10,908.58 Cargill Inc - Salt
10,571.14 City of Portage - Payroll
3,663.00 Dorner Co
5,222.30 Martelle Water Treatment
291,947.65 Sewer Utility

334,686.99 Subtotal

353,006.00 353,006.00 Total
95%

\$ 1,073,075.55 Total Claims

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CITY OF PORTAGE
VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/15/2013

VENDOR #	NAME	AMOUNT DUE
5ALARM	5 ALARM	603.86
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	27.75
AIRGAS	AIRGAS	231.24
ALERETOX	ALERE TOXICOLOGY SERVICES INC	58.25
ALLIENE	ALLIANT ENERGY	36,150.22
AMAZON	AMAZON	1,919.11
AMERFAS	AMERICAN FASTENER	76.95
ARAMUNI	ARAMARK UNIFORM SERVICES	1,730.80
AT&T	AT&T	56.34
BADGTRUC	BADGER TRUCK CENTER OF MADISON	982.59
BADTRUCE	BADGER TRUCK CENTER OF MADISON	255.76
BAERINS	BAER INSURANCE SERVICES, LLC	61,682.00
BELCO	BELCO VEHICLE SOLUTIONS	792.47
BESTWEPO	BEST WESTERN RESORT HOTEL	260.00
BONDTRU	BOND TRUST SERVICES CORP	150.00
BRACTHE	BRACK THERMAL SYSTEMS, INC.	4,495.00
BROOTRA	BROOKS TRACTOR INC.	531.49
CAPNEWS	CAPITAL NEWSPAPERS	2,057.04
CARDMEM	CARDMEMBER SERVICE	959.26
CARTDIR	CARTRIDGES DIRECT	287.96
CCHIGH	COLUMBIA COUNTY HIGHWAY	33,198.56
CCSHER	COLUMBIA COUNTY SHERIFF'S DEPT	500.00
CCSOLID	COLUMBIA CO. SOLID WASTE	49,344.53
CENTSPR	CENTURY SPRINGS BOTTLING CO	310.60
CHARCOM	CHARTER COMMUNICATIONS	95.58
CMIINC	CMI, INC.	208.04
COASTTO	COAST TO COAST SOLUTIONS	532.05
COLUCOU	COLUMBIA COUNTY ACCOUNTING	6,000.00
COMMSER	COMMUNICATIONS SERVICE WI	4,633.50
COMPLI	COMPUTER CLINIC OF WISCONSIN	133.94
CRAWOIL	CRAWFORD OIL CO., INC.	2,415.20
CTLABOR	CT LABORATORIES, LLC	968.10
CVSFLAGS	CVS WHOLESALE FLAGS	888.15
DAVISTAN	DAVIS & STANTON	37.00
DEANHEAL	DEAN CLINIC	35.00
DELTDEN	DELTA DENTAL PLAN OF WISCONSN	6,227.77
DEMCO	DEMCO, INC.	179.25
DIVISAV	DIVINE SAVIOR HEALTHCARE	258.00
DWMENS	D. W. SPORTS CENTER	281.75
EHLERS	EHLERS	555.00
EMERSER	EMERGENCY SERVICES MARKETING	650.00
ENVICON	ENVIRONMENT CONTROL	1,335.00
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	22.52
FRONTON	FRONTIER ONLINE	1,888.16

INVOICES DUE ON/BEFORE 03/15/2013

VENDOR #	NAME	AMOUNT DUE
GALEGRO	GALE	19.46
GENENG	GENERAL ENGINEERING COMPANY	7,540.75
GRAINGER	GRAINGER	177.07
HALVENG	HALVERSON ENGINEERING	3,500.00
HARKHEA	HARKER HEATING & COOLING, INC.	625.07
HARMTECH	HARMONY TECHNOLOGIES LLC	130.00
HAWKWAT	HAWKINS INC.	5,043.08
HESTARK	THE H.E. STARK AGENCY INC	1,455.86
HILLAUTO	HILL AUTOMOTIVE INC.	30.06
HOLIWHO	HOLIDAY WHOLESale	119.30
INGRBOO	INGRAM LIBRARY SERVICES	2,868.10
INTEMC	INTERNATIONAL INSTITUTE OF	575.00
JEWELL	JEWELL ASSOCIATES ENGINEERS	5,500.02
JFJDISC	J.F.J DISC REPAIR INC.	67.75
JIMMJO	JIMMY JOHN'S	48.50
KWIKTRI	KWIK TRIP STORES	17,157.09
LARRTRO	LARRY'S TROPHIES & AWARDS	200.00
LIFESTO	THE LIFEGUARD STORE INC	79.00
MADITRU	MADISON TRUCK EQUIPMENT INC.	17.70
MANAIRC	MANAIRCO	244.87
MIDTAPE	MIDWEST TAPE	319.90
MILLMIL	MILLER & MILLER LLC	4,956.50
MISTSEC	MISTRAL SECURITY, INC.	338.35
MONRTRU	MONROE TRUCK EQUIPMENT, INC.	553.78
MOTIIND	MOTION INDUSTRIES, INC.	166.55
NAPAAUT	NAPA AUTO PARTS	1,587.44
NOBLIND	NOBLE INDUSTRIAL SUPPLY CORP	835.60
NORTCEN	NORTH CENTRAL LABORATORIES	3,590.77
NORTDOOR	NORTHLAND DOOR SYSTEMS INC	1,457.10
PEPSI	PEPSI COLA COMPANY	337.50
PITNEY	PITNEY BOWES	51.10
PITNEYBO	PITNEY BOWES PURCHASE POWER	26.23
POMPTIR	POMP'S TIRE SERVICE INC	1,456.39
PORTDAI	PORTAGE DAILY REGISTER	126.60
PORTGLAS	PORTAGE GLASS COMPANY	526.34
PORTLUM	PORTAGE LUMBER	151.50
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	3,685.81
PORTWAT	PORTAGE WATER UTILITY	30,460.33
PULSDA	DANIEL PULSFUS	74.00
QUALBOO	QUALITY BOOKS INC.	1,550.13
RANDHOU	RANDOM HOUSE INC	127.50
RAWSRE	RAWSON REALTY	1,020.00
RELIPRI	RELIABLE PRINTING SOLUTIONS	3,302.02
RENNFIR	RENNERT'S FIRE EQUIPMENT	455.93

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VENDOR #	NAME	AMOUNT DUE
RHYMBUS	RHYME BUSINESS PRODUCTS	67.72
RUNNING	RUNNING INC.	45,790.44
SABELMEC	SABEL MECHANICAL LLC	78,295.27
SCHAMAN	SCHAEFFER MANUFACTURING CO	306.00
SCHUSMA	SCHULTZ SMALL ENGINE	18.34
SCOTTCON	SCOTT CONSTRUCTION INC.	853.58
SEAGFIR	SEAGRAVE FIRE APPARATUS LLC	139.14
SERVCLE	SERVICEMASTER CLEANING SERVICE	189.00
SIEMWAT	SIEMENS INDUSTRY INC	3,665.00
SIMETAL	S.I. METAL	74.00
STAPLES	STAPLES CREDIT PLAN	131.84
STATEMP	STATE EMPLOYMENT RELATIONS,	425.00
STEEMAC	STEEN MACEK PAPER	110.90
STRAASS	STRAND ASSOCIATES INC	1,168.20
SUPECHE	SUPERIOR CHEMICAL INC	1,126.49
TRECEK	TRECEK AUTOMOTIVE OF	2,197.95
TRESHOI	TRESTER HOIST & EQUIPMENT	495.00
TRUCKCO	TRUCK COUNTRY	2,362.23
TWORIV	TWO RIVERS SIGNS & DESIGN	510.00
ULTRACOM	ULTRACOM WIRELESS	99.99
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	35.80
USAFIRE	USA FIRE PROTECTION, INC.	410.00
USCELL	U. S. CELLULAR	5,568.34
VACUPUMP	VACUUM, PUMP & COMPRESSOR INC	518.40
WALSACE	WALSH'S ACE HARDWARE	1,298.90
WEAVAUT	WEAVER AUTO PARTS	344.12
WELWILL	WILLIAM P. WELSH	565.00
WIDEAGRI	WI DEPT OF AGRICULTURE, TRADE	37.50
WISCBUS	WISCONSIN BUSINESS INNOVATION	10,766.72
WORLBOO	WORLD BOOK, INC.	688.00
ZEPMAN	ZEP SALES & SERVICE	262.64
ZIMMPLU	ZIMMERMAN PLUMBING INC	43.59
TOTAL ALL VENDORS:		485,126.94

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACEHARD	ACE HARDWARE								
	058085	01 NIPPLE BLACK FLANGE	2450056720352	02/22/13		136867	02/22/13	10.56	10.56 10.56
									VENDOR TOTAL: 10.56
ADLIDIS	ADLIT DISTRIBUTING & PUBL.								
	020113	01 WI WINTER TRAVEL GUIDE	2400056000296	02/15/13		136715	02/15/13	1,488.24	1,488.24 1,488.24
									VENDOR TOTAL: 1,488.24
AFLAC	AMERICAN FAMILY LIFE								
	130222	01 AFLAC FEBRUARY	1000021000929	02/22/13		136868	02/22/13	155.53	155.53 155.53
									VENDOR TOTAL: 155.53
AIRTEMP	AIR TEMPERATURE SERVICES INC								
	96289	01 HEATING INSPECTION	6205553610294	01/24/13		136714	02/15/13	1,777.00	1,777.00 1,777.00
									VENDOR TOTAL: 1,777.00
ASSOMAN	GIL MEISGEIER DBA								
	1154834	01 TORO BLADE	2450056720352	02/22/13		136869	02/22/13	2,756.82	180.09 180.09
	130101	01 DEC 12 SERVICES	2450056720241	12/31/12		136869	02/22/13	2,756.82	2,489.00 2,489.00
	2012	01 GASOLINE	2450056720342	02/22/13		136869	02/22/13	2,756.82	87.73 87.73
									VENDOR TOTAL: 2,756.82
BAGNRO	ROBERT J. BAGNALL								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137061	03/08/13	16.56	16.56 16.56
									VENDOR TOTAL: 16.56
BARTPE	PETER BARTACZEWICZ								
	130308	01 UNIFORM REIMBURSEMENT	1001052120133	03/07/13		137062	03/08/13	92.60	92.60 89.00

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	130308	02 PAYROLL CORRECTION	1000021000915	03/07/13		137062	03/08/13	92.60	92.60 3.60
								VENDOR TOTAL:	92.60
BRAUNAN	ANTHONY J. BRAUNER								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137063	03/08/13	29.04	29.04 29.04
								VENDOR TOTAL:	29.04
BUBLMA	MARK BUBLITZ								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137064	03/08/13	16.56	16.56 16.56
								VENDOR TOTAL:	16.56
CAPNEWS	CAPITAL NEWSPAPERS								
	02/04/13	01 TOURISM	2400056000296	02/15/13		136716	02/15/13	698.37	698.37 698.37
								VENDOR TOTAL:	698.37
CARPAD	ADAM CARPENTER								
	Q380000-5	01 CITATION REIMBURSEMENT	1004545110000	02/15/13		136717	02/15/13	114.00	114.00 114.00
								VENDOR TOTAL:	114.00
CCREGIS	COLUMBIA CO. REGISTER OF DEEDS								
	674895	01 DAVIDSON	2200056000790	02/22/13		136870	02/22/13	30.00	30.00 30.00
								VENDOR TOTAL:	30.00
CCTREAS	COLUMBIA COUNTY TREASURER								
	012013	01 JAN 3013 MONTHLY	1004545110000	02/15/13		136718	02/15/13	1,701.68	1,426.01 1,426.01
	11271 3100 DEL B70	01 TAX OVERPAYMENT REFUND	8900026000967	02/15/13		136718	02/15/13	1,701.68	275.67 275.67
								VENDOR TOTAL:	1,701.68
CENTWIS	CENTRAL WISCONSIN COMMUNITY								
	66			02/28/13		136908	03/01/13	8,050.00	7,000.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
66		01 PARTIAL STANIDFORD	2200056000752	02/28/13		136908	03/01/13	8,050.00	7,000.00 7,000.00
ADM 50 51	63-65			02/22/13		136871	02/22/13	4,876.00	4,876.00
	01	ADM 51	2200056000219						127.00
	02	ADM 50	2200056000219						509.00
	03	65	2200056000790						150.00
	04	64	2200056000752						4,000.00
	05		2200056000790						90.00
ADM 52		01 ADMINISTRATIVE COSTS	2200056000219	02/28/13		136908	03/01/13	8,050.00	840.00 840.00
ADM 53		01 ADMINISTRATIVE COSTS	2200056000219	02/28/13		136908	03/01/13	8,050.00	210.00 210.00
VENDOR TOTAL:									12,926.00
CLARKDA	DAVID CLARK								
130308		01 UNIFORM ALLOWANCE	1001052120133	03/08/13		137065	03/08/13	199.10	199.10
		02 PAYROLL CORRECTION	1000021000915						170.30 28.80
VENDOR TOTAL:									199.10
COLCTYEC	COLUMBIA COUNTY ECONOMIC								
FEBRUARY 13		01 CCEDC	2750056710219	03/07/13		137066	03/08/13	200.00	200.00 200.00
VENDOR TOTAL:									200.00
COLVISIT	COLUMBIA CTY VISITOR'S BUREAU								
130205		01 2013 CONCERTS	2400056000710	02/15/13		136719	02/15/13	1,250.00	1,250.00 1,250.00
VENDOR TOTAL:									1,250.00
COMPST	STEPHEN COMPTON								
130207		01 STEPHEN COMPTON TRAVEL	1000151120790	02/22/13		136872	02/22/13	482.38	482.38 482.38
VENDOR TOTAL:									482.38
COUNPLU	COUNTRY PLUMBER, INC								
130306				03/07/13		137067	03/08/13	1,000.00	1,000.00

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	130306	01 508 WASHINGTON STREET	1000023000939	03/07/13		137067	03/08/13	1,000.00	1,000.00 1,000.00
									VENDOR TOTAL: 1,000.00
DONNJE	JEREMY DONNER								
	W380670	W380671 W380 01 TAX REFUND INTERCEPTION	1004545110000	02/22/13		136873	02/22/13	342.00	342.00 342.00
									VENDOR TOTAL: 342.00
DONRICK	DON RICK INSURANCE								
	364951	01 INSTALLMENT	2450056720512	02/22/13		136874	02/22/13	1,472.00	1,472.00 1,472.00
									VENDOR TOTAL: 1,472.00
ENTER	ENTERCOM MADISON WLOX-FM								
	108633-1	01 EXPLORE PORTAGE RADIO AD	2400056000296	02/15/13		136720	02/15/13	450.00	450.00 450.00
									VENDOR TOTAL: 450.00
EQUIVES	EQUI-VEST								
	022413	01 FEBRUARY 2013	1000021000923	02/22/13		136875	02/22/13	40.00	40.00 40.00
	130222	01 MARCH 2013	1000021000923	03/07/13		137068	03/08/13	40.00	40.00 40.00
									VENDOR TOTAL: 80.00
EWALCHE	EWALD CHEVROLET BUICK								
	2013002	2013001 01 2013 CHEV IMPALA 02 2013 CHEV IMPALA	4200057500830 4200057500830	02/15/13		136721	02/15/13	38,193.00	38,193.00 17,799.00 20,394.00
									VENDOR TOTAL: 38,193.00
FAHEMA	MARK W. FAHEY								
	130207	01 DAYCARE	1000021000929	02/28/13		136909	03/01/13	380.00	380.00 380.00
									VENDOR TOTAL: 380.00

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FEHDBR	BRIAN D. FEHD								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137069	03/08/13	60.48	60.48 60.48
									VENDOR TOTAL: 60.48
FRONTON	FRONTIER ONLINE								
	020113	01 DSL FEB 13	1002053311220	02/15/13		136722	02/15/13	94.26	94.26 60.99 33.27
		02 DSL FEB 13	2750056710220						
									VENDOR TOTAL: 94.26
GENENG	GENERAL ENGINEERING COMPANY								
	BID COMM CENTER								
		01 PACC PRELIM STUDY	2450056720219	02/22/13		136876	02/22/13	4,000.00	4,000.00 4,000.00
									VENDOR TOTAL: 4,000.00
GOMINMIL	GO MINI'S OF MILWAUKEE								
	GM2-17-2/1								
		01 082112	1001052110294	02/22/13		136877	02/22/13	37.76	37.76 37.76
									VENDOR TOTAL: 37.76
GRAYHE	HEATHER GRAY								
	P204309 P314152								
		01 CITATION REIMBURSEMENT	1004545110000	02/15/13		136723	02/15/13	205.64	205.64 205.64
									VENDOR TOTAL: 205.64
HAHNMA	MARK A. HAHN								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137070	03/08/13	62.88	62.88 62.88
									VENDOR TOTAL: 62.88
HOLIWHO	HOLIDAY WHOLESALE								
	6363829								
		01 TRASH CAN LINERS	2450056720390	02/22/13		136878	02/22/13	66.40	66.40 66.40
									VENDOR TOTAL: 66.40
HORNDA	DAVID HORNISCHER								
	130308			03/08/13		137071	03/08/13	5.52	5.52

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130308			03/07/13		137077	03/08/13	37.85	37.85
		01 CAFETERIA REIMBURSEMENT	1000021000929						15.77
		02 PAYROLL CORRECTION	1000021000915						22.08
								VENDOR TOTAL:	232.08
MAIEHAL	HALEY MAIER								
	130228			02/28/13		136912	03/01/13	177.00	177.00
		01 CITATION TAX REIMBURSEMENT	1004545110000						177.00
								VENDOR TOTAL:	177.00
MAINSTR	MAIN STREET PORTAGE, INC								
	PB113012			02/22/13		136881	02/22/13	3,124.00	1,562.00
		01 NOV 12 ADMIN SERVICES	2450056720550						1,562.00
	PB123112			02/22/13		136881	02/22/13	3,124.00	1,562.00
		01 PB123112	2450056720550						1,562.00
								VENDOR TOTAL:	3,124.00
MALCAD	ADAM MALCHOW								
	130308			03/08/13		137078	03/08/13	10.80	10.80
		01 PAYROLL CORRECTION	1000021000915						10.80
								VENDOR TOTAL:	10.80
MANTKE	KENNETH MANTHEY								
	130208			02/08/13		136882	02/22/13	11.79	11.79
		01 CULVERS ADMIN INTERVIEWS	1000151120790						11.79
	130308			03/08/13		137079	03/08/13	568.20	568.20
		01 PAYROLL CORRECTION	1000021000915						568.20
								VENDOR TOTAL:	579.99
MARKBAS	MARKET BASKET								
	121219			12/19/12		136897	02/22/13	37.27	15.79
		01 GASOLINE	2450056720342						15.79
	122012			12/20/12		136897	02/22/13	37.27	21.48
		01 GASOLINE	2450056720342						21.48
	130109			02/22/13		136883	02/22/13	90.97	31.65
		01 GASOLINE	2450056720342						31.65

CITY OF PORTAGE
 PAID INVOICE LISTING

FROM CHECK # 136714 TO 137104

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130128	01 GASOLINE	2450056720342	02/22/13		136883	02/22/13	90.97	28.05 28.05
	34243	01 GASOLINE	2450056720342	02/22/13		136883	02/22/13	90.97	31.27 31.27
								VENDOR TOTAL:	128.24
MECUJEN	JENNIFER MECUM								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137080	03/08/13	15.36	15.36 15.36
								VENDOR TOTAL:	15.36
MILLCOR	CORY MILLER								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137081	03/08/13	37.80	37.80 37.80
								VENDOR TOTAL:	37.80
MOEMA	MARIE A. MOE								
	130308	01 ADMINISTRATOR LUNCH	1000251410219	03/07/13		137082	03/08/13	29.49	29.49 29.49
								VENDOR TOTAL:	29.49
NAPAAUT	NAPA AUTO PARTS								
	237502	01 SCREW & WASHER	2450056720352	02/22/13		136884	02/22/13	9.30	9.30 9.30
								VENDOR TOTAL:	9.30
NEUMBE	BENJAMIN NEUMANN								
	021513	01 UNIFORM REIM	1001052120133	02/15/13		136729	02/15/13	331.94	331.94 331.94
	130222	01 PROFORMA	1001052120133	02/22/13		136885	02/22/13	30.50	30.50 30.50
								VENDOR TOTAL:	362.44
NOLANKE	NOLAN, KEVIN M.								
	643787 B11	01 TAX REFUND	8900026000967	02/22/13		136886	02/22/13	428.76	428.76 428.76
								VENDOR TOTAL:	428.76

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CITY OF PORTAGE
 PAID INVOICE LISTING

FROM CHECK # 136714 TO 137104

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PETTY	PETTY CASH								
	021513	POL		02/15/13		136730	02/15/13	128.63	128.63
		01 PETTY CASH REIMBURSEMENT	1001052110340						128.63
	130220	FIRE		02/20/13		136913	03/01/13	142.33	142.33
		01 NAPA	1001552220341						7.15
		02 NAPA	1001552220341						24.19
		03 NONAS WALMART NAPA	1001552220390						37.13
		04 PORTAGE CLEANERS	1001552220860						18.50
		05 WALMART	1001552230390						29.48
		06 POST OFFICE	1001552210291						9.00
		07 STAPLES	1001552210310						16.88
								VENDOR TOTAL:	270.96
PIONDA	DANIEL C. PIONKE								
	130308			03/08/13		137083	03/08/13	37.44	37.44
		01 PAYROLL CORRECTION	1000021000915						37.44
								VENDOR TOTAL:	37.44
PIXLDU	DUAINE M. PIXLER								
	130308			03/08/13		137084	03/08/13	147.36	147.36
		01 PAYROLL CORRECTION	1000021000915						147.36
								VENDOR TOTAL:	147.36
PORTINS	PORTAGE INSURANCE CENTER								
	130101			02/22/13		136898	02/22/13	848.00	848.00
		01 ACUITY COMMERCIAL AUTO POLICY	2450056720510						848.00
								VENDOR TOTAL:	848.00
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.								
	2012 TAX YEAR			02/15/13		136731	02/15/13	369.78	369.78
		01 2012 NAT RES PAYMENT	1000024000947						369.78
								VENDOR TOTAL:	369.78
QUILCOR	QUILL CORPORATION								
	8707058			02/15/13		136732	02/15/13	251.21	251.21
		01 INK	1000251400310						226.49
		02 INK	1000151120310						24.72
		03 CREDIT RETURNED INK	1000251500310						-69.74
		04 INK	1000251500310						69.74
								VENDOR TOTAL:	251.21

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CITY OF PORTAGE
 PAID INVOICE LISTING

FROM CHECK # 136714 TO 137104

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SCHWBA	BARRY SCHWINGEL								
	130308	01 PAYROLL CORRECTION	6100021000915	03/08/13		137087	03/08/13	48.00	48.00 48.00
VENDOR TOTAL:									48.00
SEVECA	SEVERSON, CAROLYN								
	130308	01 PAYROLL CORRECTION	6100021000915	03/08/13		137088	03/08/13	1.20	1.20 1.20
VENDOR TOTAL:									1.20
SIMOCLA	CLAYTON SIMONSON JR.								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137089	03/08/13	95.28	95.28 95.28
VENDOR TOTAL:									95.28
SMILEY	SMILEY LAW OFFICE								
	130308	01 GARNISHMENT STUMPF	1000021000925	03/07/13		137090	03/08/13	100.00	100.00 100.00
VENDOR TOTAL:									100.00
STANCH	CHARLES STANLEY								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137091	03/08/13	427.80	427.80 427.80
VENDOR TOTAL:									427.80
STAPLES	STAPLES CREDIT PLAN								
	012513	01 OFFICE SUPPLIES	1001052110310	02/15/13		136735	02/15/13	54.98	54.98 54.98
	130222	01 SUPPLIES	1001552210310	02/22/13		136890	02/22/13	116.47	116.47 26.53
		02 SUPPLIES	1001552220340						9.99
		03	1001552220340						79.99
	130308	01 OFFICE	1000251400310	03/08/13		137092	03/08/13	881.89	881.89 131.94
		02 OFFICE	1000251400310						36.26
		03 OFFICE	1000351200310						9.28
		04 OFFICE	1000151120310						36.99
		05 OFFICE	1002053311340						168.26

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CITY OF PORTAGE
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130308			03/08/13		137092	03/08/13	881.89	881.89
		06 OFFICE	6205553610310						32.38
		07 OFFICE	1003055200310						10.79
		08 OFFICE	6205553610310						67.78
		09 OFFICE	6205553610352						95.78
		10 OFFICE	1000351200340						179.99
		11 OFFICE	1000251400310						49.47
		12 OFFICE	1003055200310						62.97
								VENDOR TOTAL:	1,053.34
STATWI		STATE OF WISCONSIN							
	2012	STATE PAYMENT		02/15/13		136736	02/15/13	6.13	6.13
	01	2012 DEP NAT RES AIDS PAYMENT	1000024000943						6.13
								VENDOR TOTAL:	6.13
STENJA		JASON STENBERG							
	130308			03/08/13		137093	03/08/13	28.68	28.68
		01 PAYROLL CORRECTION	1000021000915						28.68
								VENDOR TOTAL:	28.68
STILSH		SHANNON M STILLER							
	130308			03/08/13		137094	03/08/13	3.36	3.36
		01 PAYROLL CORRECTION	2300021000915						3.36
								VENDOR TOTAL:	3.36
STUMJE		JEFFREY E STUMPF							
	021513			02/15/13		136737	02/15/13	675.00	675.00
		01 CAFETERIA REIMBURSEMENT	1000021000929						675.00
	130220			02/28/13		136906	03/01/13	1,325.00	1,325.00
		01 CAFETERIA	1000021000929						1,325.00
	130308			03/08/13		137095	03/08/13	1.80	1.80
		01 PAYROLL CORRECTION	1000021000915						1.80
								VENDOR TOTAL:	2,001.80
STWICOUR		STATE OF WISCONSIN COURT FINES							
	012013			02/15/13		136738	02/15/13	3,161.21	3,161.21
		01 STATE SHARE CT FINES	1004545110000						3,161.21
								VENDOR TOTAL:	3,161.21

CITY OF PORTAGE
 PAID INVOICE LISTING

FROM CHECK # 136714 TO 137104

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SUPPORT	WISCONSIN	SUPPORT COLLECTIONS							
	130222	01 022213	1000021000925	02/22/13		136891	02/22/13	371.07	371.07 371.07
	130308	01 130308	1000021000925	03/07/13		137096	03/08/13	371.07	371.07 371.07
							VENDOR TOTAL:		742.14
TEAMLOC	TEAMSTERS	LOCAL #695							
	130308	01 MARCH 2013	1000021000917	03/08/13		137103	03/08/13	833.00	833.00 833.00
							VENDOR TOTAL:		833.00
TEUBTR	TRAVIS	TEUBERT							
	643613	B20 01 TAX OVERPAYMENT REFUND	8900026000967	02/15/13		136739	02/15/13	2,053.41	2,053.41 2,053.41
							VENDOR TOTAL:		2,053.41
THOMKL	KLAUDE	THOMPSON							
	130223	UNIFORM 01 UNIFORM	1001052120133	02/28/13		136907	03/01/13	349.98	349.98 349.98
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137097	03/08/13	32.40	32.40 32.40
							VENDOR TOTAL:		382.38
UNIVWI	UNIVERISTY	OF WISCONSIN							
	1000251400290	01 MOE NESS WISLINE	1000251400290	03/07/13		137098	03/08/13	40.00	40.00 40.00
							VENDOR TOTAL:		40.00
VERZRA	RAYMUNDO	VERZOSA							
	642631	B70 01 TAX OVERPAYMENT REFUND 02 TAX OVERPAYMENT REFUND 03 TAX OVERPAYMENT REFUND	8900026000967 8900026000967 8900026000967	02/15/13		136740	02/15/13	681.02	681.02 668.12 4.42 8.48
							VENDOR TOTAL:		681.02
VHBLACK	V H	BLACKINTON CO INC.							
	130222			02/22/13		136892	02/22/13	5.00	5.00

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CITY OF PORTAGE
 PAID INVOICE LISTING

FROM CHECK # 136714 TO 137104

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	130222	01 REFURBISHED BADGE	1001052120340	02/22/13		136892	02/22/13	5.00	5.00 5.00
									VENDOR TOTAL: 5.00
WALMART	WALMART COMMUNITY								
	006801	01 012213	1000251600340	02/22/13		136893	02/22/13	49.39	32.04 19.76
		02 020813	1000151120790						12.28
	007415	01 012513	1001552220390	02/22/13		136893	02/22/13	49.39	17.35 17.35
									VENDOR TOTAL: 49.39
WALTER	ERIC WALTERS								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137099	03/08/13	7.20	7.20 7.20
									VENDOR TOTAL: 7.20
WEAVAUT	WEAVER AUTO PARTS								
	214417	01 HORN PIGTAIL REPAIR ASSEMBLY	2450056720352	02/22/13		136894	02/22/13	16.38	14.22 14.22
	214419	01 BUTT SPLICE CONNECTOR	2450056720352	02/22/13		136894	02/22/13	16.38	2.16 2.16
									VENDOR TOTAL: 16.38
WILSBR	BRADLEY D. WILSON								
	130308	01 PAYROLL CORRECTION	1000021000915	03/08/13		137100	03/08/13	12.72	12.72 12.72
									VENDOR TOTAL: 12.72
WILSJE	JEFFREY A. WILSON								
	130308	01 PAYROLL CORRECTION	6200021000915	03/08/13		137101	03/08/13	14.88	14.88 14.88
									VENDOR TOTAL: 14.88
WOELAA	AARON WOELFLEIN								
	44301437			02/22/13		136895	02/22/13	57.30	57.30

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CITY OF PORTAGE
 PAID INVOICE LISTING

FROM CHECK # 136714 TO 137104

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	44301437	01 TAX REFUND INTERCEPTION	1004545110000	02/22/13		136895	02/22/13	57.30	57.30 57.30
									VENDOR TOTAL: 57.30
WPPA		WISCONSIN PROFESSIONAL POLICE							
	130308	01 MARCH 2013	1000021000917	03/08/13		137104	03/08/13	675.75	675.75 675.75
									VENDOR TOTAL: 675.75
YOSTTR		TROY YOST							
	Q379677-4	Q380867 Q3 01 CITATION REIMBURSEMENT	1004545110000	02/15/13		136741	02/15/13	316.80	316.80 316.80
									VENDOR TOTAL: 316.80
ZACCSA		SAMANTHA ZACCANTI							
	N1004965	01 TAX REFUND INTERCEPT	1004545110000	02/22/13		136896	02/22/13	77.21	77.21 77.21
									VENDOR TOTAL: 77.21
									TOTAL --- ALL INVOICES: 106,599.24

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CITY OF PORTAGE
 PAID INVOICE LISTING

VENDOR # WIRE COMMUNITY BANK OF PORTAGE
 FROM 02/15/2013 TO 03/08/2013

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

WIRE	COMMUNITY BANK OF PORTAGE							
05830			03/07/13		905830	03/08/13	33,248.19	33,248.19
	01	130308 FEDERAL						14,818.14
	02	130308 FEDERAL						11,150.19
	03	130308 FEDERAL						301.70
	04	130308 FEDERAL						84.17
	05	130308 FEDERAL						1,569.36
	06	130308 FEDERAL						619.61
	07	130308 FEDERAL						1,408.92
	08	130308 FEDERAL						900.89
	09	130308 FEDERAL						1,510.42
	10	130308 FEDERAL						884.79
70624			02/22/13		970624	02/22/13	7,097.66	7,097.66
	01	020813						5,797.30
	02	020813						8.29
	03	020813						357.82
	04	020813						410.00
	05	020813						524.25
89137			02/22/13		989137	02/22/13	33,798.69	33,798.69
	01	022213						15,571.56
	02	022213						11,456.63
	03	022213						182.26
	04	022213						10.92
	05	022213						1,555.36
	06	022213						593.33
	07	022213						1,211.22
	08	022213						833.55
	09	022213						1,496.36
	10	022213						887.50
							VENDOR TOTAL:	74,144.54
							TOTAL --- ALL INVOICES:	74,144.54

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CITY OF PORTAGE
PAID INVOICE LISTING

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VENDOR # GWRS GREAT WEST RETIRMENT SERVICES
FROM 02/15/2013 TO 03/08/2013

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
GWRS	GREAT WEST RETIRMENT SERVICES							
9475433			02/27/13		947543	02/27/13	6,559.84	6,559.84
	01	022213						3,988.84
	02	022213						365.00
	03	022213						600.00
	04	022213						1,160.00
	05	022213						246.00
	06	022213						200.00
							VENDOR TOTAL:	6,559.84
							TOTAL --- ALL INVOICES:	6,559.84

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CITY OF PORTAGE
PAID INVOICE LISTING

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VENDOR # WRS WISCONSIN RETIREMENT SYSTEM
FROM 02/15/2013 TO 03/08/2013

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WRS	WISCONSIN RETIREMENT SYSTEM							
130215 101238			02/15/13		901238	02/15/13	47,421.00	47,421.00
	01 JAN 13	1000021000909						40,231.48
	02 JAN 13	2300021000909						2,205.02
	03 JAN 13	6100021000909						2,262.34
	04 JAN 13	6200021000909						2,722.16
							VENDOR TOTAL:	47,421.00
							TOTAL --- ALL INVOICES:	47,421.00

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only
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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				35.90	.00	
	AIRGAS USA LLC						
	Total AIRGAS USA LLC				17.22	.00	
	ALLIANT ENERGY/WP&L						
	Total ALLIANT ENERGY/WP&L				12,374.32	.00	
	BADGER GRAPHIC SYSTEMS						
	Total BADGER GRAPHIC SYSTEMS				1,539.64	.00	
	BADGER METER INC						
	Total BADGER METER INC				642.34	.00	
	CARGILL INC-SALT DIVISION						
	Total CARGILL INC-SALT DIVISION				10,908.58	.00	
	CDW GOVERNMENT						
	Total CDW GOVERNMENT				547.72	.00	
	CHARTER COMMUNICATIONS						
	Total CHARTER COMMUNICATIONS				60.88	.00	
	CITY TREASURER-PAYROLL						
	Total CITY TREASURER-PAYROLL				10,571.14	.00	
	CIVIC SYSTEMS						
	Total CIVIC SYSTEMS				4,961.00	.00	
	CT LABORATORIES, LLC						
	Total CT LABORATORIES, LLC				783.30	.00	
	DIGGERS HOTLINE INC						
	Total DIGGERS HOTLINE INC				55.72	.00	
	DORNER COMPANY						
	Total DORNER COMPANY				3,663.00	.00	
	FRONTIER						
	Total FRONTIER				272.86	.00	
	HACH COMPANY						
	Total HACH COMPANY				1,123.06	.00	
	HAWKINS INC						
	Total HAWKINS INC				1,584.90	.00	
	HD SUPPLY WATERWORKS, LTD						
	Total HD SUPPLY WATERWORKS, LTD				382.32	.00	
	KWIK TRIP INC						
	Total KWIK TRIP INC				1,923.47	.00	
	MARTELLE WATER TREATMENT						
	Total MARTELLE WATER TREATMENT				5,222.30	.00	
	MUNICIPAL WELL & PUMP						

PORTAGE UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total MUNICIPAL WELL & PUMP				1,035.00	.00	
	NAPA AUTO PARTS						
	Total NAPA AUTO PARTS				22.84	.00	
	P W U						
	Total P W U				934.07	.00	
	POMP'S TIRE SERVICE INC						
	Total POMP'S TIRE SERVICE INC				805.74	.00	
	SEWER UTILITY						
	Total SEWER UTILITY				291,947.65	.00	
	STAPLES CREDIT PLAN						
	Total STAPLES CREDIT PLAN				305.98	.00	
	STEEN MACEK PAPER						
	Total STEEN MACEK PAPER				27.74	.00	
	TOTAL WATER TREATMENT SYSTEM						
	TOTAL WATER TREATMENT SYSTEM				368.00	.00	
	TRECEK AUTOMOTIVE						
	Total TRECEK AUTOMOTIVE				234.08	.00	
	W R W A						
	Total W R W A				330.00	.00	
	WALSH'S ACE HARDWARE						
	Total WALSH'S ACE HARDWARE				291.82	.00	
	WEAVER AUTO PARTS						
	Total WEAVER AUTO PARTS				13.61	.00	
	WI STATE LABORATORY OF HYGIENE						
	Total WI STATE LABORATORY OF HYGIENE				20.00	.00	

Total Paid:

Total Unpaid: 353,006.00Grand Total: 353,006.00

Portage Water Utility

Dated: _____

the short term borrowing of \$156,000 preferably within the City Funds, secondly from the State Trust Fund pending the implication of the City's Levy, second by Ebnetter. Motion passed 4-0 on a roll call.

5. Consider Proposed Revision to CDBG Housing Rehabilitation Revolving Loan Policy

Administration reviewed the changes to the Policy that would allow the Finance Director/Treasurer to approve Subordination Requests that are strictly to refinance the current mortgage balance due at a lower interest rate. This would sustain the current risk level the City has while allowing us to serve the residents in a more timely matter. Motion by Klapper to approve the revisions presented, second by Ebnetter. Motion carried unanimously on call of roll.

6. Adjournment

Moved by Klapper to adjourn; second by Hamre. Motion passed 4-0 on a roll call vote. Chairperson Dodd adjourned meeting at 5:59 p.m.

Jean Mohr
Finance Director

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



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

Engineers • Consultants • Inspectors

February 26, 2013

City of Portage
Attn: Bob Redelings, P.E., DPW/Utilities Manager
115 W. Pleasant St.
Portage, WI 53901

Re: Change Order No. 3
2012 Wastewater Treatment Plant Upgrades
City of Portage Contract No. 12-001
GEC #0110-1E

Dear Bob:

Enclosed are three (3) copies of Change Order #3 involving:

1. The addition of Screw Pumps #1 and #4 shaft hubs & gear reducers (similar to Bid Item 8) for the price of Bid Item 8 of the original contract.
2. The addition of cleaning, blasting and painting of the upper 3' section of screw pumps #3 and #4, which have their drives inside the Raw Wastewater Building.

This change order was prepared in mid-December but the contractor signed copy was returned to me today.

Based on previous discussions and review, this change order is in line with the overall project intent. Please execute Change Order No. 3 by having the appropriate City designee sign and date it. Return one copy to Sabel Mechanical and one to GEC for our files.

We are working on pay request #7 and Change Order #3 will be incorporated into it.
Yours truly,

GENERAL ENGINEERING COMPANY

Jerry A. Foellmi

Jerry A. Foellmi P.E.
President, Project Manager

JAF/jaf
Enclosure

CC w/encl: Marie Moe, Clerk



**Change Order
No. 3**

Date of Issuance: December 10, 2012 Effective Date: December 10, 2012

Project: 2012 WWTP Upgrades	Owner: City of Portage	Owner's Contract No.: 12-001
Contract: 2012 Wastewater Treatment Plant Upgrades		Date of Contract: March 22, 2012
Contractor: Sabel Mechanical, LLC		Engineer's Project No.: 0110-1E

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

- Add Replacement of Screw Pumps #1 and #4, Shaft Hubs & Gear Reducers. Work is the extension of Bid Item No. 8 for the two remaining screw pumps, (Sabel Mechanical, LLC.) for a total sum of **\$31,366.44**.
- Add cleaning, blasting and repainting of upper 3' section of screw pumps #3 & #4, inside Raw Wastewater Building. Work is to prevent further deterioration of the upper section of these screw pumps which is contained in a SS box area and in a corrosive environment. (Sabel Mechanical, LLC.) for a total sum of **\$2,995.00**.

Attachments (list documents supporting change):

Price quote from Spies Painting & Sabel Mechanical.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$342,510.68

Decrease from previously approved Change Orders No. 1 to No. 2:

\$51,524.77

Contract Price prior to this Change Order:

\$290,985.91

Increase of this Change Order:

\$34,361.44

Contract Price incorporating this Change Order:

\$325,347.35

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days
Substantial completion (days or date): October 15, 2012
Ready for final payment (days or date): October 31, 2012

Decrease from previously approved Change Orders No. 1 to No. 2:
Substantial completion (days): NA
Ready for final payment (days): NA

Contract Times prior to this Change Order:
Substantial completion (days or date): October 15, 2012
Ready for final payment (days or date): October 31, 2012

[Increase] [Decrease] of this Change Order:
Substantial completion (days or date): March 1, 2013
Ready for final payment (days or date): March 1, 2013

Contract Times with all approved Change Orders:
Substantial completion (days or date): March 1, 2013
Ready for final payment (days or date): March 1, 2013

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)
Date: 12.10.12
Approved by Funding Agency (if applicable): _____

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)
Date: 12-11-2012

Date: _____

<p>Item No. 8 – Screw Pumps #2 and #3, Shaft Hubs & Gear Reducers Replacement To furnish all materials, labor, tools, and equipment necessary to replace the shaft hubs, gear reducers, locking collars, thrust bearings, drive belts and motor mounts for Screw Pump No's 2 and 3 including removal, rebuilding and installation of shaft hubs and gear reducers; and furnishing and installation of locking collars, thrust bearings, drive belts, and motor mount assemblies for the lump sum of:</p>	<p>31,366.44 \$</p>
<p>Item No. 9 – Influent Slide Gates Replacement w/ Electric Actuators To furnish all materials, labor, tools, and equipment necessary to replace two influent slide gates, including, but not limiting by enumeration, removal of existing gates, removal of sludge and grit, 3'x3' stainless steel slide gates, electric actuators with remote controls, installation accessories, and railing modifications for the lump sum of:</p>	<p>35,080.78 \$</p>
<p>Item No. 10 – Spare Digester Gas Mixer Shutoff Valve Assembly (Furnish Only) To furnish an ASCO Series 118 Hydramotor® Valve for the lump sum of:</p>	<p>4162.45 \$</p>
<p>Item No. 11 – Spare Parts for Polymer Feed Unit (Furnish Only) To furnish polymer feed unit parts including a mixing chamber assembly and a Seepex-Erodrive gear motor and pump assembly for the lump sum of:</p>	<p>6,358.61 \$</p>
<p>Item No. 12 – Final Clarifiers Effluent Weir Plates To furnish all materials, labor, tools, and equipment necessary to remove the weir plates from the two final clarifiers, thoroughly clean the plates, and reinstall/relevel the plates for the lump sum of:</p>	<p>8698.40 \$</p>
<p>Item No. 13 – Raw Screen Rehab – Lower Bearing Rake, and Brush Assemblies To furnish all materials, labor, tools, and equipment necessary to rehabilitate the raw screen by replacing the lower bearing, rake, and brush assemblies; and removal of the existing equipment for the lump sum of:</p>	<p>4139.62 \$</p>
<p>Item No. 14 – Primary Sludge Pumps Controls & Pump Diaphragm Replacement To furnish all materials, labor, tools, and equipment necessary to replace the air supply control assembly and pump diaphragm on two Dorr-Oliver air diaphragm pumps, including solenoid valves with mufflers, pressure regulators, filters, stainless steel ball valves, stainless steel piping, and diaphragms for the lump sum of:</p>	<p>7,270.03 \$</p>
<p>Item No. 15 – Spare Diaphragm Kit and Solenoid Valve (Furnish Only) To furnish two diaphragm kits and one solenoid valve for the Dorr-Oliver air diaphragm pumps for the lump sum of:</p>	<p>6,465.44 \$</p>
<p>Item No. 16 – Air Piping To furnish all materials, labor, tools, and equipment necessary to replace the air piping from the primary sludge pumps to the air compressor's refrigerated dryer, including, but not limiting by enumeration, removal of existing air piping, approximately 5' of 1/2" stainless steel pipe, approximately 70' of 1" stainless steel pipe, fittings, and hangers for the lump sum of:</p>	<p>2,811.62 \$</p>
<p>Item No. 17 – 6" Drain Line FE x MJ Coupling Adapter Replacement To furnish all materials, labor, tools, and equipment necessary to replace two 6" drain line flanged coupling adapters including, but not limiting by enumeration, removal of existing fittings, FE x MJ ductile iron adapters with stainless steel bolts, and painting for the lump sum of:</p>	<p>3,089.85 \$</p>
<p>Item No. 18 – Replace Main Plant Generator Controls An allowance to replace the controls on the Onan generator set. This work will be performed by Cummins N Power.</p>	<p>\$ 10,000.00</p>

Approximate Total Contract 12-001

\$

~~339,866.32~~ \$ 342,510.66

Jerry Foellmi

Subject: FW: Sabel/Portage

From: Doug@sabelmechanical.com [mailto:Doug@sabelmechanical.com]

Sent: Saturday, November 24, 2012 10:26 AM

To: Jerry Foellmi

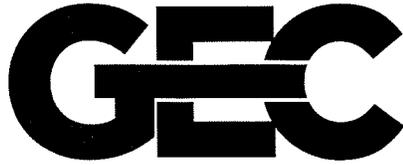
Subject: Sabel/Portage

The cost to sandblast and paint the two upper screws, from the base bearing to the first flight with two coats of Sherwin Williams Sherglass epoxy 10-15 mills/coat.

Total cost \$ 2,995.00

Thanks Doug

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



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

Engineers • Consultants • Inspectors

February 27, 2013

City of Portage
Attn: Bob Redelings, P.E., DPW/Utilities Manager
115 W. Pleasant St.
Portage, WI 53901

Re: Change Order No. 4
2012 Wastewater Treatment Plant Upgrades
City of Portage Contract No. 12-001
GEC #01110-1E

Dear Bob:

Enclosed are three (3) copies of Change Order #4 involving:

1. Credit for the reuse of some existing piping and fittings in the secondary sludge pump replacement Bid Item #2.
2. The addition of a new oil pump for the existing screw pump gear box of Bid Item# 8.
3. The elimination of Bid Item #13 from the Sabel contract.

Based on our review and discussions, this change order is in line with the overall project intent. Please execute Change Order No. 4 by having the appropriate City designee sign and date it. Return one copy to Sabel Mechanical and one to GEC for our files.

We are working on pay request #7. Change Order #4 will be incorporated into the next pay request as it has no bearing on pay request #7.

Yours truly,

GENERAL ENGINEERING COMPANY

Jerry A. Foellmi

Jerry A. Foellmi P.E.
President, Project Manager

JAF/jaf
Enclosure

CC w/encl: Marie Moe, Clerk



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



**Change Order
No. 4**

Date of Issuance: February 26, 2013

Effective Date: February 26, 2013

Project: 2012 WWTP Upgrades	Owner: City of Portage	Owner's Contract No.: 12-001
Contract: 2012 Wastewater Treatment Plant Upgrades		Date of Contract: March 22, 2012
Contractor: Sabel Mechanical, LLC		Engineer's Project No.: 0110-1E

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

- In Bid Item #2, Allow the reuse of some existing piping and fittings as part of the secondary sludge pump replacement work. (Sabel Mechanical, LLC.) for a total sum decrease of \$2,282.38.
- Under Bid Item #8, furnish and install new oil pump for screw pump gear box. (Sabel Mechanical, LLC.) for a total sum of \$1,200.00.
- Eliminate Bid Item #13 – Raw Screen Rehab. (Sabel Mechanical, LLC.) for a total sum decrease of \$4,139.62.

Attachments (list documents supporting change):

Price quote from Sabel Mechanical.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:
\$342,510.68

Original Contract Times: Working days Calendar days
Substantial completion (days or date): October 15, 2012
Ready for final payment (days or date): October 31, 2012

Decrease from previously approved Change Orders No. 1 to No. 3:
(\$17,163.33)

Decrease from previously approved Change Orders No. 1 to No. 2:
Substantial completion (days): NA
Ready for final payment (days): NA

Contract Price prior to this Change Order:
\$325,347.35

Contract Times prior to this Change Order:
Substantial completion (days or date): October 15, 2012
Ready for final payment (days or date): October 31, 2012

Decrease of this Change Order:
(\$5,222.00)

[Increase] [Decrease] of this Change Order:
Substantial completion (days or date): March 1, 2013
Ready for final payment (days or date): March 1, 2013

Contract Price incorporating this Change Order:
\$320,125.35

Contract Times with all approved Change Orders:
Substantial completion (days or date): March 1, 2013
Ready for final payment (days or date): March 1, 2013

RECOMMENDED:
By: [Signature]
Engineer (Authorized Signature)
Date: 2/26/13
Approved by Funding Agency (if applicable): _____

ACCEPTED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: [Signature]
Contractor (Authorized Signature)
Date: 2-27-2013
Date: _____

ARTICLE 5 - BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Contract 12-001: 2012 WWTP Upgrades

Item	Bid Amount
<p>Item No. 1 - Sludge Recirculation Pump Replacement To furnish all materials, labor, tools, and equipment necessary to replace two sludge recirculation pumps, including, but not limiting by enumeration, suction and discharge piping, flexible suction and discharge connections; two 6" plug valves; two pumps with bases, couplings, and motors; seal water assemblies; suction and discharge pressure gauges; painting; and removal of the existing equipment for the lump sum of:</p>	<p>28,456.65 \$</p>
<p>Item No. 2 - Secondary Sludge Pump Replacement To furnish all materials, labor, tools, and equipment necessary to replace two secondary sludge pumps, including, but not limiting by enumeration, suction and discharge piping, flexible suction and discharge connections; five 6" plug valves; two pumps with bases, couplings, and motors; seal water assemblies; suction and discharge pressure gauges; painting; and removal of the existing equipment for the lump sum of:</p>	<p>49,921.12 \$</p>
<p>Item No. 3 - Removal of Waste Sludge Pump Piping To furnish all materials, labor, tools, and equipment necessary to remove the suction and discharge piping for the waste sludge pump (pump has been removed), including, but not limiting by enumeration, removal of concrete pump base and floor repair, removal of piping, blind flanges; and painting for the lump sum of:</p>	<p>2,552.23 \$</p>
<p>Item No. 4 - Final Effluent Flow Meter Replacement To furnish all materials, labor, tools, and equipment necessary to replace the existing ultrasonic flow meter including removals, flow transmitter, and transducer for the lump sum of:</p>	<p>2,644.40 \$</p>
<p>Item No. 5 - Electrical To furnish all materials, labor, tools, and equipment necessary to provide electrical work associated with the 2012 upgrades, including, but not limiting by enumeration, disconnecting and reconnecting pumps, two starters for sludge recirculation pumps, two VFD's for secondary sludge pumps, power and control circuit updates for effluent flow meter, power and control circuits for slide gate electric actuators for the lump sum of:</p>	<p>118,418.17 \$</p>
<p>Item No. 6 - System Integrator An allowance for a system integrator to provide programming for the 2012 upgrades. This work will be performed by L.W. Allen, Inc., the provider of the existing WWTP control system.</p>	<p>\$ 10,000.00</p>
<p>Item No. 7 - Screw Pump Greaser Replacement To furnish all materials, labor, tools, and equipment necessary to replace four screw pump greasers, including, but not limiting by enumeration, removal of the existing equipment, motors, pumps, wall brackets, grease feeder assemblies, and stainless steel feeder line brackets for the lump sum of:</p>	<p>29,074.87 \$</p>



INVOICE # 0487

PORTAGE CONTRACT 12-001 WWTP UPGRADES

DATE 12/27/2012



N7295 Winnebago Drive Fond du Lac WI 54935

920-904-5579

Doug@sabelmechanical.com

REPLACEMENT OIL PUMP FOR SCREW PUMP GEAR BOX

ONE VIKING OIL PUMP AND INSTALL COST----- \$ 1,200.00

THANK YOU DOUG

<p>Item No. 8 – Screw Pumps #2 and #3, Shaft Hubs & Gear Reducers Replacement To furnish all materials, labor, tools, and equipment necessary to replace the shaft hubs, gear reducers, locking collars, thrust bearings, drive belts and motor mounts for Screw Pump No's 2 and 3 including removal; rebuilding and installation of shaft hubs and gear reducers; and furnishing and installation of locking collars, thrust bearings, drive belts, and motor mount assemblies for the lump sum of:</p>	<p>31,366.44 \$</p>
<p>Item No. 9 – Influent Slide Gates Replacement w/ Electric Actuators To furnish all materials, labor, tools, and equipment necessary to replace two influent slide gates, including, but not limiting by enumeration, removal of existing gates, removal of sludge and grit, 3'x3' stainless steel slide gates, electric actuators with remote controls, installation accessories, and railing modifications for the lump sum of:</p>	<p>35,080.78 \$</p>
<p>Item No. 10 – Spare Digester Gas Mixer Shutoff Valve Assembly (Furnish Only) To furnish an ASCO Series 118 Hydramotor® Valve for the lump sum of:</p>	<p>4162.45 \$</p>
<p>Item No. 11 – Spare Parts for Polymer Feed Unit (Furnish Only) To furnish polymer feed unit parts including a mixing chamber assembly and a Seepex-Erodrive gear motor and pump assembly for the lump sum of:</p>	<p>6,358.61 \$</p>
<p>Item No. 12 – Final Clarifiers Effluent Weir Plates To furnish all materials, labor, tools, and equipment necessary to remove the weir plates from the two final clarifiers, thoroughly clean the plates, and reinstall/relevel the plates for the lump sum of:</p>	<p>8698.40 \$</p>
<p>Item No. 13 – Raw Screen Rehab – Lower Bearing Rake, and Brush Assemblies To furnish all materials, labor, tools, and equipment necessary to rehabilitate the raw screen by replacing the lower bearing, rake, and brush assemblies; and removal of the existing equipment for the lump sum of:</p>	<p>4139.62 \$</p>
<p>Item No. 14 – Primary Sludge Pumps Controls & Pump Diaphragm Replacement To furnish all materials, labor, tools, and equipment necessary to replace the air supply control assembly and pump diaphragm on two Dorr-Oliver air diaphragm pumps, including solenoid valves with mufflers, pressure regulators, filters, stainless steel ball valves, stainless steel piping, and diaphragms for the lump sum of:</p>	<p>7,270.03 \$</p>
<p>Item No. 15 – Spare Diaphragm Kit and Solenoid Valve (Furnish Only) To furnish two diaphragm kits and one solenoid valve for the Dorr-Oliver air diaphragm pumps for the lump sum of:</p>	<p>6,465.44 \$</p>
<p>Item No. 16 – Air Piping To furnish all materials, labor, tools, and equipment necessary to replace the air piping from the primary sludge pumps to the air compressor's refrigerated dryer, including, but not limiting by enumeration, removal of existing air piping, approximately 5' of 1/2" stainless steel pipe, approximately 70' of 1" stainless steel pipe, fittings, and hangers for the lump sum of:</p>	<p>2,811.62 \$</p>
<p>Item No. 17 – 6" Drain Line FE x MJ Coupling Adapter Replacement To furnish all materials, labor, tools, and equipment necessary to replace two 6" drain line flanged coupling adapters including, but not limiting by enumeration, removal of existing fittings, FE x MJ ductile iron adapters with stainless steel bolts, and painting for the lump sum of:</p>	<p>3,089.85 \$</p>
<p>Item No. 18 – Replace Main Plant Generator Controls An allowance to replace the controls on the Oran generator set. This work will be performed by Cummins N Power.</p>	<p>\$ 10,000.00</p>

Approximate Total Contract 12-001

\$ ~~339,866.32~~ \$ 342,510.66
 2012 WWTP
 City of Portage

0110-1E
 02/12

Bid Form and Proposal
 00 41 00 - 4



Strand Associates, Inc.
 910 West Wingra Drive
 Madison, WI 53715
 (P) 608-251-4843
 (F) 608-251-8655

Amendment No. 1 to Task Order No. 12-02
 City of Portage, Wisconsin (OWNER)
 and Strand Associates, Inc.® (ENGINEER)
 Pursuant to Technical Services Agreement dated December 1, 2011

This is Amendment No. 1 to the referenced Task Order.

Under **Scope of Services**,

REPLACE item No. 6 with the following:

“6. Reconfigure one of the existing servers to function as the backup server for disk-based backup on a nightly basis. Install a new backup device to the backup server and configure the new backup software to back up the data each weeknight. Create a two-week rotation schedule with nightly disk-based backups and weekly cartridge-based backups. OWNER shall specify the data that will be backed up.”

ADD the following:

- “7. Install and configure a new spam filter to block junk e-mail.
- 8. Create a customized install package for Office 2010 to make software installation more efficient.
- 9. Install a virtual Windows 2008 R2 server for SQL-based applications.
- 10. Assist OWNER with installation of 11 newly purchased Windows 7 personal computers.
- 11. Reconfigure one of the new servers set up and configured under Scope item no. 2 to act as the file server and domain controller for the water department.
- 12. Assist OWNER with installation of a new replacement network switch for the police department; move the replaced switch to the administration network.”

Under **Compensation**, CHANGE \$6,500 to “\$12,500.”

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF PORTAGE

 Matthew S. Richards
 Corporate Secretary

Date

 Kenneth H. Jahn
 Mayor

Date



Strand Associates, Inc.
910 West Wingra Drive
Madison, WI 53715
IP: 608-251-4843
IF: 608-251-8655

Amendment No. 1 to Task Order No. 12-03
City of Portage, Wisconsin (OWNER)
and Strand Associates, Inc.[®] (ENGINEER)
Pursuant to Technical Services Agreement dated December 1, 2011

This is Amendment No. 1 to the referenced Task Order.

Under **Compensation**, CHANGE \$9,500 to "\$14,000."

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.[®]

CITY OF PORTAGE

Matthew S. Richards
Corporate Secretary

Date

Kenneth H. Jahn
Mayor

Date



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8656

Task Order No. 13-01
City of Portage, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated December 1, 2011

Project Information

Project Name: General Information Technology Consulting Services

Services Description: Provide OWNER with general information technology (IT) consulting and support services on an as-requested basis for its Administration, Police, Fire, Water, and Wastewater Departments.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Network Configuration: Configure network equipment and telecommunications circuits, such as Internet connections, to perform as requested by OWNER.
2. Network Troubleshooting: Test, reconfigure, and troubleshoot network equipment and systems so the systems can be restored to working order or a review for replacement can be made.
3. Purchasing Advice: Provide OWNER with purchase recommendations for software, hardware, and related components based on OWNER's existing network and future needs.
4. Technology Advice: Provide OWNER with general advice about technology such as potential upgrades, purchases, and software, and additional services.
5. Helpdesk: Provide OWNER with general support, troubleshooting, and assistance for desktop and network applications. Support will be provided between 8 A.M. and 5 P.M. Central Standard Time. Contact information will be provided for after-hours support, but response time may be limited outside normal business hours.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$14,000.

JNM:mro\R:\MAD\Documents\Agreements\P\Portage, City of (WI)\TSA 2012-2014\TO\2013\1076.003.13-01.docx

City of Portage
Task Order No. 13-01
Page 2
February 21, 2012

Schedule

Services will begin upon execution of this Task Order, which is anticipated on February 25, 2013. Services are scheduled for completion on December 31, 2013.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF PORTAGE

<hr/>		<hr/>	
Matthew S. Richards	Date	Kenneth H. Jahn	Date
Corporate Secretary		Mayor	