

**City of Portage**  
**Finance/Administration Committee Meeting**  
**(This meeting will constitute a meeting of the Community Development Block**  
**Grant Committee as a quorum of members will be present; but no business of**  
**this committee will be taken up.)**  
**Monday, July 8, 2013, 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Agenda**

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

1. Roll call
2. Approval of minutes from June 10, 2013 and June 13, 2013 meetings
3. Review of 2012 audit
4. Review and possible recommendation on approval of claims
5. Review and possible recommendation on Change Order No. 5 for Contract No. 12-001, 2012 Wastewater Treatment Plant Upgrades
6. Review and possible recommendation on Conference Rm Chairs
7. Review and possible recommendation on engagement letter from Miller, Brussell, Ebben & Glaeske for auditing services for 2013-2015.
8. Consideration of City Administrator's Attendance of ICMA Conference in Boston, MA, Sept, 2013
9. Adjournment

Rick Dodd, Chairperson

**City of Portage**  
**Finance/Administration Committee Meeting and Community Development Block**  
**Grant Committee**  
**Monday, June 10, 2013, 6:00 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

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

Others Present: Administrator Murphy; Finance Director Mohr; Laurie Lindell Central Community Action; Craig Sauer Portage Daily Register; Mayor Bill Tierney (arriving late)

**1. Roll call**

Meeting called to order by Chairperson Dodd at 6:00 p.m. Present: Dodd, Garetson, Havlovic, Klapper, Maass  
Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

**2. Approval of minutes from May 22, 2013 meeting**

Moved by Klapper to approve the minutes of the May 22, 2013 meeting, second by Maass. Motion passed 5-0 on a call of roll.

**3. Discussion and possible action on block grant application – Portage #11**

Laurie Lindell reviewed the grant application – Portage #11. The full amount requested including bathroom repairs of \$26,067 results in negative equity of \$15,539. The homeowner is requesting at a minimum to be able to fix the roof, soffit & fascia, gutter, and bat infestation which would result in a negative equity of \$10,700. Motion by Klapper to approve block grant application Portage #11 as submitted in the amount of \$26,067, second by Marty Havlovic. Motion passed 5-0 on a call of roll.

**4. Review and Possible Recommendation on Award of Contract No. 13-009 Concrete Crushing.**

Administrator Murphy reviewed the bids for crushing 25,000 tons of concrete recommending the low bid of \$111,000 from Michel's Corp. Motion by Havlovic to approve the bid from Michel's Corp for \$111,000 to crush 25,000 tons of concrete to be funded through TIF7, second by Garetson. Motion passed 5-0 on a call of roll.

**5. Review and Possible Recommendation on Approval of Claims.**

Motion by Havlovic to approve claims in the amount of \$1,728,131.74, second by Maass. Motion passed by 4-0 on a call of roll with Garetson abstaining

**6. Review and Possible Recommendation on Phase I – Goodyear Park Improvements.**

Chairperson Dodd indicated we are waiting on information and there will be a meeting 6:15 on Thursday to review. No action taken.

**7. Review and possible Recommendation on Purchase of Chairs for Conference Room.**

The committee reviewed options and recommended bringing in a sample of the Office Star Burgundy Traditional Guest Chair with Casters from Staples that sells for \$139.99. Committee members will be notified when it is here to stop by and if it meets expectations to order 8 chairs for Conference room 1. It will then be determined whether to replace the chairs in Conference room 2 and possibly the Council Chambers. Alderperson Maass recommended that the chairs in the Council Chambers have height adjustment feature. Motion Dodd to bring in sample chair as noted above and to order 8 chairs if it meets expectations, second by Maass. Motion passed 5-0 on a call of roll.

**8. Review Insurance Request for Proposal.**

The committee reviewed the Request for Proposal for Insurance and approved the solicitation. Chairperson Dodd indicated that the Proposal is for similar services to what we currently have.

**9. Discussion and possible recommendation for Mahlon Brasda insurance claim.**

Statewide Services, Inc. who administers the claims for the League of Wisconsin Municipalities Mutual Insurance who the City of Portage is insured recommended the City deny claim the above claim. This is based on the Wisconsin statute for disallowance of claim 893.80(1g). Motion by Maass to deny claim to Mahlon Brasda as recommended by insurance carrier second by Klapper. Motion carried 5-0 on a call of roll.

**10. Review of 2014 Budget Schedule and Expectations.**

The committee reviewed the 2014 Budget Schedule noting that the schedule allows for a draft of the budget to be to Council by the end of October. The committee would like Department Heads to again target a 3% reduction in operating accounts. Administrator Murphy indicated we will be showing a Program Generated Budget where the appropriate revenues will appear in the same section as the related expenses as has been discussed in previous meetings. Alderperson Maass pointed out that when departments perform work for Utilities the cost of that labor should be charged over to the Utilities. The committee also noted that it would like to have a list of potential 2013 carry overs in November in order to better plan for the year end encumbrances.

**11. Status of 2012 Audit.**

Finance Director Mohr indicated that the City received preliminary audit 5/30/13. We are currently reviewing a plan to have the final audit ready for the July 8<sup>th</sup> meeting. Administration will be extending an invite our auditors to attend the July Finance meeting to review the audit and update the previous year letter to the Council.

**12. Review of 2013 Capital Projects Fund.**

The committee reviewed the status of the current Capital Fund projects. The majority of the projects are just getting underway or are planned for fall. It was noted that the City Hall Kitchen renovation came in \$2,700 under budget and we would like to explore the possibility of retiling the rest of the basement area to match. The Fire Department Office Furniture Project also came in under budget \$500. There has been \$24.5K expended on the Splash Pad to date. The grant for the Grandstand Emergency Shelter is estimated to come in around \$80K the initial budget had \$10K estimated in revenue. Additional projects were discussed. Chairperson Dodd would like to discuss those as part of the budget process considering that Haertel Street may come in higher than planned. He would also like a column added to show anticipated 2014 projects and to indicate what borrowing the project fits under.

**13. Adjournment**

Moved by Klapper to adjourn; second by Garetson. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 7:34 p.m.

Jean Mohr  
City Finance Director

**City of Portage**  
**Finance/Administration Committee Meeting and Community Development Block**  
**Grant Committee**  
**Thursday, June 13, 2013, 6:15 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Minutes**

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

Others Present: Administrator Murphy; Finance Director Mohr; Director Redelings

**1. Roll call**

Meeting called to order by Chairperson Dodd at 6:00 p.m. Present: Dodd, Garetson (arriving 6:35), Havlovic, Klapper, Maass  
Quorum was established and meeting was posted according to Wisconsin State Statutes regarding open meeting law.

**2. Approval of minutes from June 14, 2013 meeting**

Moved by Klapper to approve the minutes of the June 14, 2013 meeting, second by Maass. Motion passed 4-0 on a call of roll.

**3. Review and Possible Recommendation on Phase 1 – Goodyear Park Improvements**

Director Redelings reviewed the 2013 Splash Pad Project Cost Summary (City Portion). There was discussion by the committee as to the responsibility of the electrical and plumbing aspects. Administrator Murphy and Director Redelings stated they were working with the Splash Pad Group to hit the target opening date and felt this portion was part of the City's obligation in providing the shelter for the Splash Pad area. As the shelter is not going to be provided at this point, due to only one bid coming in too high, a portion of the electrical and plumbing will be done in order for the Splash Pad to be operational. Alderperson Maass emphasized the importance of groups in the community to allow enough time for proper planning when expecting the City to participate. Motion by Klapper to the plan to proceed with the Splash Pad as presented, second by Havlovic. Motion passed 4-1, with Maass voting no on a call of roll.

**4. Adjournment**

Moved by Maass to adjourn; second by Garetson. Motion passed 5-0 on a roll call vote. Chairperson Dodd adjourned meeting at 6:50 p.m.

Jean Mohr  
City Finance Director

**Claims - Finance Meeting 7/08/13****Vendor Summary Report**

27,146.05 Alliant (pg1)  
 4,735.10 Dell Marketing (pg1) Computer Police; Fire; PW; Water  
 86,946.00 Dept of Employee Trust (pg1)  
 6,996.32 General Eng (pg2) various  
 7,122.89 H&M Contracting (pg2) Sewer Gunderson Lift Station  
 6,738.66 Hawkins Inc. (pg2) Sewer Chemicals  
 3,636.41 Jewell Assoc (pg2) New Pinery/Albert  
 2,848.93 John Deere Financial (pg2) Equip Parts  
 7,366.91 Lange Enterprises, Inc (pg2) Capital Street Signs  
 102,817.53 LMS Contruccion Inc (pg2) Capital  
 16,950.00 Miller Brussel Ebben & Glasko (pg2) Audit  
 6,491.75 Miller & Miller (pg2) Mkt Bskt; Muni Court; Other  
 4,568.76 NAPA (pg2) \$3800 ROBINAIRE AIR CONDITIONING MACHINE  
 31,934.36 Portage Water Utility (pg2)  
 98,128.00 Robinson Brothers (pg3) Demolition Blacks Bldg  
 17,594.50 Sabel Mechanical (pg3)Sewer Gunderson Lift St  
 3,150.00 Safemark, LLC (pg3) E WI St Marking  
 3,400.65 Stewart Landscaping (pg3) Beach Wall  
 10,182.05 Strand Associates, Inc. (pg3) Storm Water & IT Support  
 5,880.79 US Cellular (pg3)  
 8,486.30 WI Business Innovation (pg3) Enterprise Ctr  
 3,622.99 Xylem Water Sol (pg3) Sewer Pump/Control Repair

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**466,744.95** Subtotal**513,385.64** 513,385.64 Total  
91%**Paid Invoice Listing 7/02/13 chk# 138838-139032**

2,489.00 Gil Meisgeier (pg1) BID May  
 6,269.58 Delta Dental (pg1)  
 317,729.11 Ellis Stone Const (pg2) Library Exp  
 14,957.53 Kwik Trip Stores (pg3) Fuel  
 4,757.50 N. Harris Computer (pg2) MSI Software  
 8,196.90 Plunkett Raysich Architects (pg4) Library Exp  
 48,832.89 Running Inc. (pg4) Monthly Taxi Service  
 3,744.88 St of WI Court Fines (pg5)  
 7,500.00 Tri City Glass & Door (pg6) Library Exp  
 2,681.26 United Brick & Tile (pg6) Library Exp  
 5,705.28 US Cellular (pg6)

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**422,863.93** Subtotal**433,972.75** 433,972.75 Total  
97%**Manual Checks Issued - Wires**

13,636.68 Great West Retirement Svc (pg1) Annuities  
 97,355.26 Comm Bank of Ptg (pg2) Tax W/H

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**110,991.94** Subtotal**110,991.94** 110,991.94 Total  
100%**Water Claims Paid but not Approved 6/17/13 14079-14085**

9,507.53 Alliant  
 5,620.04 Cargill  
 26,727.88

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**41,855.45** Subtotal**50,418.19** 50,418.19 Total  
83%**Water Claims not paid**

5,484.12 Cargill  
 4,961.00 Civic Systems  
 4,500.00 Ferguson Waterworks  
 2,558.25 First Supply  
 2,766.00 Martelle  
 155,278.62 Sewer Utility

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**175,547.99** Subtotal**183,548.27** 183,548.27 Total  
96%

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**\$ 1,292,316.79** Total Claims

CITY OF PORTAGE  
 PAID INVOICE LISTING

FROM CHECK # 138838 TO 139032

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AMERICAN FAMILY LIFE								
	1307	01	1000021000929	06/21/13		138852	06/21/13	120.63	120.63 120.63
									VENDOR TOTAL: 120.63
AIRFLOW	AIR FLOW INC								
	6Z3347	01	1000015000030	06/15/13		139028	07/05/13	900.00	900.00 900.00
									VENDOR TOTAL: 900.00
ASSOMAN	GIL MEISGEIER DBA								
	130705	01 JUNE 2013	2450056720241	07/02/13		139029	07/05/13	2,489.00	2,489.00 2,489.00
									VENDOR TOTAL: 2,489.00
CCTREAS	COLUMBIA COUNTY TREASURER								
	1305	01	1004545110000	06/21/13		138853	06/21/13	1,873.81	1,873.81 1,873.81
									VENDOR TOTAL: 1,873.81
CHARCOM	CHARTER COMMUNICATIONS								
	1306-0020474	01	1001552210220	06/21/13		138854	06/21/13	52.97	52.97
		02	1001052150220						9.56
		03	1003555190294						2.95
		04	1004444170000						37.35 3.11
									VENDOR TOTAL: 52.97
COLCTYEC	COLUMBIA COUNTY ECONOMIC								
	130628	01 JUNE 2013	2750056710219	06/28/13		139016	06/28/13	200.00	200.00 200.00
									VENDOR TOTAL: 200.00
DELTDEN	DELTA DENTAL PLAN OF WISCONSN								
	1307	01	1000021000913	06/28/13		139017	06/28/13	6,269.58	6,269.58
		02	1000021000929						2,175.60
		03	2110021000913						3,053.23
		04	2110021000929						8.00 8.72

CITY OF PORTAGE  
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1307			06/28/13		139017	06/28/13	6,269.58	6,269.58
		05	2300021000913						120.00
		06	2300021000929						214.38
		07	6100021000913						179.60
		08	6100021000929						226.25
		09	6200021000913						160.40
		10	6200021000929						248.79
		11	1000021000913						-125.39
								VENDOR TOTAL:	6,269.58
ELLISSTO		ELLIS STONE CONST. CO. INC.							
	APP 1			06/14/13		138838	06/14/13	106,113.93	106,113.93
		01 APPLICATION NO. 1	1000015000030						106,113.93
	APP 2			07/02/13		139030	07/05/13	211,615.18	211,615.18
		01	1000015000030						211,615.18
								VENDOR TOTAL:	317,729.11
EQUIVES		EQUI-VEST							
	130614			06/14/13		138839	06/14/13	40.00	40.00
		01	1000021000923						40.00
	130628			06/28/13		139018	06/28/13	40.00	40.00
		01	1000021000923						40.00
								VENDOR TOTAL:	80.00
GRAINGER		GRAINGER							
	9144696128			06/21/13		138855	06/21/13	53.37	53.37
		01	1002053100790						53.37
								VENDOR TOTAL:	53.37
GRAYINC		GRAY'S INC.							
	30500			06/14/13		138840	06/14/13	2,295.00	2,295.00
		01	1002053311340						2,295.00
								VENDOR TOTAL:	2,295.00
IAFFU		INT'L ASSOC. OF FIRE FIGHTERS							
	1306			06/14/13		138841	06/14/13	200.00	200.00
		01 JUNE 2013	1000021000917						200.00
								VENDOR TOTAL:	200.00



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	130628	01	1000021000929	06/28/13		139019	06/28/13	45.00	45.00 45.00
									VENDOR TOTAL: 45.00
PLUNRAY	PLUNKETT RAYSICH ARCHITECTS								
	201304024	01	1000015000030	06/14/13		138845	06/14/13	8,196.90	1,406.70 1,406.70
	201306011	01	1000015000030	06/14/13		138845	06/14/13	8,196.90	6,790.20 6,790.20
									VENDOR TOTAL: 8,196.90
REGFEE	REGISTRATION FEE TRUST								
	2007 CHEV CAR	01 LICENSE PLATE FEE	1002053100790	06/21/13		138858	06/21/13	5.00	5.00 5.00
									VENDOR TOTAL: 5.00
RUNNING	RUNNING INC.								
	10067	01 SHARED RIDE TAXI SERVICE	2600053520725	06/14/13		138846	06/14/13	48,832.89	48,832.89 48,832.89
									VENDOR TOTAL: 48,832.89
SMILEY	SMILEY LAW OFFICE								
	130614	01 GARNISHMENT STUMPF	1000021000925	06/14/13		138847	06/14/13	100.00	100.00 100.00
	130628	01 GARNISHMENT	1000021000925	06/28/13		139020	06/28/13	100.00	100.00 100.00
									VENDOR TOTAL: 200.00
STANKI	KIM STANDKE								
	130703	01 KERO REIMBURSEMENT	1002053311342	07/03/13		139031	07/05/13	40.03	40.03 40.03
									VENDOR TOTAL: 40.03
STAPLES	STAPLES CREDIT PLAN								
	06-9165	01	1001552210310	06/21/13		138859	06/21/13	91.32	91.32 29.17

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CITY OF PORTAGE  
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	06-9165			06/21/13		138859	06/21/13	91.32	91.32
		02	1000251400310						27.18
		03	1001552210310						23.52
		04	1001552210291						11.45
	1305-4349			06/21/13		138860	06/21/13	233.83	233.83
		01	1001052110310						15.23
		02	1001052110310						32.98
		03	1001052110310						10.18
		04	1001052110310						85.61
		05	1001052110310						89.83
	1306 3291			07/02/13		139032	07/05/13	1,006.67	1,006.67
		01	1002053100310						65.76
		02	1002053100310						42.78
		03	1000151120310						25.91
		04	1000251400310						12.32
		05	1000251500310						29.96
		06	1000351200310						29.96
		07	1000251500310						24.19
		08	1002053100310						24.18
		09	1000251400310						3.20
		10	1000251500310						67.67
		11	1000151120310						22.31
		12	1002053100310						297.66
		13	1002053100310						297.66
		14	1002053100310						14.99
		15	1002053100310						15.13
		16	1002053100310						-6.99
		17	1002053100310						39.98
								VENDOR TOTAL:	1,331.82
STWICOUR	STATE OF WISCONSIN COURT FINES								
	1305			06/21/13		138861	06/21/13	3,744.88	3,744.88
		01 STATE SHARE CT FINES	1004545110000						3,744.88
								VENDOR TOTAL:	3,744.88
SUPPORT	WISCONSIN SUPPORT COLLECTIONS								
	130614			06/14/13		138848	06/14/13	371.07	371.07
		01 MARTIN	1000021000925						221.07
		02 STUMPF	1000021000925						150.00
	130628			06/28/13		139021	06/28/13	371.07	371.07
		01 MARTIN	1000021000925						221.07

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	130628	02 STUMPF	1000021000925	06/28/13		139021	06/28/13	371.07	371.07 150.00
								VENDOR TOTAL:	742.14
TEAMLOC	TEAMSTERS LOCAL #695								
	1306	01	1000021000917	06/14/13		138849	06/14/13	1,076.25	1,076.25
		02	1000021000917						145.25
		03	6100021000917						686.00
		04	6100021000917						129.36 115.64
								VENDOR TOTAL:	1,076.25
TRICITYG	TRI CITY GLASS & DOOR								
	JC4780	01	1000015000030	06/28/13		139022	06/28/13	7,544.00	7,544.00 7,544.00
								VENDOR TOTAL:	7,544.00
UNITBRIC	UNITED BRICK & TILE INC								
	74453D-IN	01	1000015000030	06/28/13		139023	06/28/13	2,681.26	2,681.26 2,681.26
								VENDOR TOTAL:	2,681.26
USCELL	U. S. CELLULAR								
	2010841080-048	01 EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	41.53 41.53
	201533931-105	01 EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	159.51 159.51
	202027418-101	01 EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	184.81 184.81
	202224917-101	01 EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	218.98 218.98
	202328456-100	01 EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	59.34 59.34
	203184772-095	01 EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	219.38 219.38
	203236899-094			05/22/13		138862	06/21/13	5,705.28	89.85

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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
	203236899-094								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	89.85 89.85
	203314021-094								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	50.77 50.77
	203451061-093								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	231.03 231.03
	205082864-085								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	160.45 160.45
	205535226-081								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	243.34 243.34
	206321548-077								
	01	EMPLOYEE CELL PHONE	1001552220220	05/22/13		138862	06/21/13	5,705.28	653.14 96.64
	02	EMPLOYEE CELL PHONE	1001052150220						332.64
	03	EMPLOYEE CELL PHONE	1000013000025						28.05
	04	EMPLOYEE CELL PHONE	1002053100220						75.02
	05	EMPLOYEE CELL PHONE	1003055200220						120.79
	207281427-071								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	103.03 103.03
	207341226-070								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	156.32 156.32
	207362823-070								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	194.81 194.81
	207494195-069								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	127.49 127.49
	207541193-070								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	113.19 113.19
	211831386-041								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	163.49 163.49
	211918142-041								
	01	EMPLOYEE CELL PHONE	1000021000921	05/22/13		138862	06/21/13	5,705.28	174.02 174.02
	213674787-029								
				05/22/13		138862	06/21/13	5,705.28	360.48





DATE: 07/03/2013  
 TIME: 08:51:53  
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CITY OF PORTAGE  
 PAID INVOICE LISTING

VENDOR # GWRS GREAT WEST RETIRMENT SERVICES  
 FROM 06/14/2013 TO 07/03/2013

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
GWRS	GREAT WEST RETIRMENT SERVICES							
130614	01	1000021000923	06/17/13		933386	06/17/13	6,956.84	6,956.84
	02	1000021000923						4,785.84
	03	2110021000923						560.00
	04	2300021000923						5.00
	05	6100021000923						600.00
	06	6100021000923						566.80
	07	6200021000923						216.48
	08	6200021000923						193.20
								29.52
130628	01	1000021000923	06/28/13		957439	06/28/13	6,679.84	6,679.84
	02	1000021000923						4,508.84
	03	2110021000923						560.00
	04	2300021000923						5.00
	05	6100021000923						600.00
	06	6100021000923						566.80
	07	6200021000923						216.48
	08	6200021000923						193.20
								29.52
							VENDOR TOTAL:	13,636.68
							TOTAL --- ALL INVOICES:	13,636.68

DATE: 07/03/2013  
 TIME: 08:52:14  
 ID: AP450000.WOW

CITY OF PORTAGE  
 PAID INVOICE LISTING

VENDOR # WIRE COMMUNITY BANK OF PORTAGE  
 FROM 06/14/2013 TO 07/03/2013

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WIRE	COMMUNITY BANK OF PORTAGE							
093376			06/14/13		993376	06/14/13	7,363.00	7,363.00
	01	1000021000907						6,022.71
	02	2110021000907						26.46
	03	2300021000907						355.80
	04	6100021000907						415.31
	05	6200021000907						542.72
130531 792			06/14/13		913792	06/14/13	7,341.53	7,341.53
	01	1000021000907						5,915.69
	02	2110021000907						26.46
	03	2300021000907						361.61
	04	6200021000907						558.29
	05	6100021000907						479.48
130615			06/28/13		926560	06/28/13	25.74	25.74
	01	1000021000907						25.74
130630			06/28/13		963968	06/28/13	7,680.50	7,680.50
	01	1000021000907						6,245.71
	02	2110021000907						49.80
	03	2300021000907						349.59
	04	6100021000907						476.99
	05	6200021000907						558.41
130702 Q2 2013			07/02/13		909162	07/02/13	38,390.37	38,390.37
	01	1000021000903						17,682.78
	02	1000021000905						12,588.18
	03	2110021000903						636.56
	04	2110021000905						284.69
	05	2300021000903						1,512.98
	06	2300021000905						595.66
	07	6100021000903						1,527.02
	08	6100021000905						985.86
	09	6200021000903						1,618.04
	10	6200021000905						958.60
130702 W2 2013 A			07/02/13		966858	07/02/13	59.96	59.96
	01	1000021000903						39.54
	02	1000021000905						16.34
	03	2110021000903						4.08
Q2 2013 97258			06/17/13		997258	06/17/13	36,494.16	36,494.16
	01	1000021000903						16,451.72

DATE: 07/03/2013  
TIME: 08:52:14  
ID: AP450000.WOW

CITY OF PORTAGE  
PAID INVOICE LISTING

VENDOR # WIRE COMMUNITY BANK OF PORTAGE  
FROM 06/14/2013 TO 07/03/2013

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Q2 2013 97258			06/17/13		997258	06/17/13	36,494.16	36,494.16
	02	1000021000905						12,475.81
	03	2110021000903						364.56
	04	2110021000905						130.13
	05	2300021000903						1,469.48
	06	2300021000905						560.47
	07	6100021000903						1,519.18
	08	6100021000905						980.68
	09	6200021000903						1,599.88
	10	6200021000905						942.25

VENDOR TOTAL: 97,355.26  
TOTAL --- ALL INVOICES: 97,355.26

\*\*\* 1 of 2 \*\*\*

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only

Page: 1

Input Date(s): 06/27/2013 - 07/03/2013

Jul 03, 2013 10:48am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
<b>247 HOME COMFORT SERVICES INC</b>							
	Total 247 HOME COMFORT SERVICES INC				23.95	.00	
<b>AIRGAS USA LLC</b>							
	Total AIRGAS USA LLC				18.32	.00	
<b>ALLIANT ENERGY/WP&amp;L</b>							
	Total ALLIANT ENERGY/WP&L				1,113.40	.00	
<b>AUTUMN SUPPLY</b>							
	Total AUTUMN SUPPLY				105.33	.00	
<b>BATTERIES PLUS LLC</b>							
	Total BATTERIES PLUS LLC				20.99	.00	
<b>CARGILL INC-SALT DIVISION</b>							
	Total CARGILL INC-SALT DIVISION				5,484.12	.00	
<b>CHARTER COMMUNICATIONS</b>							
	Total CHARTER COMMUNICATIONS				60.88	.00	
<b>CIVIC SYSTEMS</b>							
	Total CIVIC SYSTEMS				4,961.00	.00	
<b>CT LABORATORIES, LLC</b>							
	Total CT LABORATORIES, LLC				321.30	.00	
<b>DAVIS CONSTRUCTION</b>							
	Total DAVIS CONSTRUCTION				2,250.00	.00	
<b>DIGGERS HOTLINE INC</b>							
	Total DIGGERS HOTLINE INC				167.16	.00	
<b>ENERGY CONTROL SYSTEMS</b>							
	Total ENERGY CONTROL SYSTEMS				49.01	.00	
<b>FERGUSON WATERWORKS #1476</b>							
	Total FERGUSON WATERWORKS #1476				4,500.00	.00	
<b>FIRST SUPPLY</b>							
	Total FIRST SUPPLY				2,558.25	.00	
<b>FRONTIER</b>							
	Total FRONTIER				263.82	.00	
<b>GRAINGER</b>							
	Total GRAINGER				28.80	.00	
<b>HACH COMPANY</b>							
	Total HACH COMPANY				69.27	.00	
<b>HAWKINS INC</b>							
	Total HAWKINS INC				428.90	.00	
<b>HD SUPPLY WATERWORKS, LTD</b>							
	Total HD SUPPLY WATERWORKS, LTD				1,642.45	.00	
<b>MARTELLE WATER TREATMENT</b>							

\*\*\* 2 of 2 \*\*\*

PORTAGE UTILITIES

Payment Approval Report Finance Committee Only

Page: 2

Input Date(s): 06/27/2013 - 07/03/2013

Jul 03, 2013 10:48am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total MARTELLE WATER TREATMENT				2,766.00	.00	
	<b>NAPA AUTO PARTS</b>						
	Total NAPA AUTO PARTS				58.53	.00	
	<b>NORTH WOODS SUPERIOR</b>						
	Total NORTH WOODS SUPERIOR				91.30	.00	
	<b>P W U</b>						
	Total P W U				925.49	.00	
	<b>PITNEY BOWES INC - RENTAL</b>						
	Total PITNEY BOWES INC - RENTAL				126.99	.00	
	<b>PORTAGE LUMBER DO-IT</b>						
	Total PORTAGE LUMBER DO-IT				16.20	.00	
	<b>SCHULTZ SMALL ENGINE</b>						
	Total SCHULTZ SMALL ENGINE				75.48	.00	
	<b>SEWER UTILITY</b>						
	Total SEWER UTILITY				155,278.62	.00	
	<b>SNAP-ON INDUSTRIAL</b>						
	Total SNAP-ON INDUSTRIAL				8.02	.00	
	<b>THE KRAEMER COMPANY</b>						
	Total THE KRAEMER COMPANY				39.79	.00	
	<b>WALSH'S ACE HARDWARE</b>						
	Total WALSH'S ACE HARDWARE				30.02	.00	
	<b>WEAVER AUTO PARTS</b>						
	Total WEAVER AUTO PARTS				66.88	.00	

Total Paid: .  
 Total Unpaid: 183,548.27  
 Grand Total: 183,548.27

Portage Water Utility

Dated: \_\_\_\_\_

PORTAGE UTILITIES

Check Register - ~~CLAIMS PAID BUT NOT APPROVED~~  
 GL Posting Period(s): 06/13 - 06/13  
 Check Issue Date(s): 06/17/2013 - 06/17/2013

Page: 1  
 Jun 18, 2013 11:23am

Per	Date	Check No	Vendor No	Payee	Invoice No	Seq	GL Acct No	Discnts Taken	Seq Amount
06/13	06/17/2013	14079	127	24/7 HOME COMFORT SERVICES INC	561351	1	1-655350		11.95
06/13	06/17/2013	14080	2362	ALLIANT ENERGY/WP&L	398735U080513	1	1-622221		4,556.80
					258719U060313	1	1-622221		91.24
					228592U060613	1	1-622221		2,374.74
					663440U060513	1	1-622221		2,487.75
Total 14080									9,507.53
06/13	06/17/2013	14081	313	CARGILL INC-SALT DIVISION	2901123496	1	1-150530		2,759.19
					2901131581	1	1-150530		2,860.85
Total 14081									5,620.04
06/13	06/17/2013	14082	408	COMMUNITY BANK OF PORTAGE	CITY CK#137234	1	1-109343		26,727.88
06/13	06/17/2013	14083	409	DAVIS CONSTRUCTION	11133	2	1-651358		300.00
					11133	1	1-651358		1,100.00
Total 14083									1,400.00
06/13	06/17/2013	14084	810	HACH COMPANY	8320495	1	1-641234		471.07
06/13	06/17/2013	14085	820	HAWKINS INC	3465718 RI	2	1-150500		156.60
					3472606 RI	2	1-150500		156.60
					3465718 RI	1	1-150510		479.15
					3472606 RI	1	1-150510		363.65
Total 14085									1,156.00
06/13	06/17/2013	14086	1143	KWIK TRIP INC	5/13 - STATE	1	1-920342		1,292.00
06/13	06/17/2013	14087	2334	LMS CONSTRUCTION INC	6368	1	1-651358		1,600.00
06/13	06/17/2013	14088	1318	MARTELLE WATER TREATMENT	11209	1	1-150500		540.40
06/13	06/17/2013	14089	1337	MILLER-BRADFORD & RISBERG, INC	IT65006	1	1-920341		313.32
06/13	06/17/2013	14090	412	WI DNR	WU34353	1	1-926202		125.00
					WU34353	2	1-926202		1,653.00
Total 14090									1,778.00
Totals:									50,418.19

INVOICES DUE ON/BEFORE 07/12/2013

VENDOR #	NAME	FISCAL YEAR	AMOUNT DUE
ADAMCOL	ADAMS-COLUMBIA ELECTRIC COOP	497.03	30.61
AIRGAS	AIRGAS	536.03	217.84
AIRTEMP	AIR TEMPERATURE SERVICES INC	38,531.22	1,131.20
AKELIRV	AKELIUS IRVING	99.99	47.99
ALERETOX	ALERE TOXICOLOGY SERVICES INC	0,293.00	291.25
ALLIENE	ALLIANT ENERGY	547,482.45	27,146.05
AMAZON	AMAZON	20,447.63	900.93
AMERFAS	AMERICAN FASTENER	1,041.66	56.36
AQUACHE	AQUACHEM OF AMERICA INC.	32,175.00	621.00
ARAMUNI	AUS LA CROSSE MC LOCKBOX	29,511.87	1,507.60
AT&T	AT&T	846.26	268.89
BAKEENT	BAKER & TAYLOR	8,356.80	20.75
BATTPRO	BATTERY PRODUCTS INC	1,046.23	58.87
BLYSTOW	BLYSTONE TOWING & RADIATOR, IN	6,012.49	180.00
BOAR&CLA	BOARDMAN & CLARK LAW FIRM	4,730.00	259.00
BRAUNTHY	BRAUN THYSSENKRUPP ELEVATOR	1,061.71	216.12
BSNSPO	BSN SPORTS INC.	331.01	101.26
CAPIBAT	CAPITOL CITY BATTERY, INC.	1,450.55	277.93
CAPNEWS	CAPITAL NEWSPAPERS	31,780.69	764.85
CARDMEM	CARDMEMBER SERVICE	21,038.40	85.00
CAREWCO	CAREW CONCRETE & SUPPLY CO INC	13,383.48	234.00
CARTDIR	CARTRIDGES DIRECT	3,566.52	31.58
CCHEALT	COLUMBIA COUNTY HEALTH &	200.00	40.00
CDWGOV	CDW GOVERNMENT INC.	30,654.23	175.00
CENTLINK	CENTURY LINK	59.61	45.47
CENTSPR	CENTURY SPRINGS BOTTLING CO	4,219.00	101.70
CHARCOM	CHARTER COMMUNICATIONS	1,705.66	1,127.95
CLARMOS	CLARKE MOSQUITO CONTROL	0.00	1,776.82
CONNSAF	CONNEY SAFETY PRODUCTS	208.75	258.99
COUNPLU	COUNTRY PLUMBER, INC	10,436.01	1,768.39
CTLABOR	CT LABORATORIES, LLC	5,964.27	16.80
DEANHEAL	DEAN CLINIC	830.00	105.00
DELLMAR	DELL MARKETING LP	37,504.64	4,735.10
DEMCO	DEMCO, INC.	4,980.90	711.87
DEPTEMP	DEPT. OF EMPLOYEE TRUST FUNDS	1,420,006.90	86,946.00
DESIAPP	DESIGN 1 APPAREL	1,328.60	1,223.20
DIVISAV	DIVINE SAVIOR HEALTHCARE	10,513.00	144.00
DLGASSER	D.L. GASSER CONSTRUCTION	388,916.38	314.08
EHLINV	EHLERS INVESTMENT PARTNERS	7,275.95	163.18
ENVICON	ENVIRONMENT CONTROL	23,029.76	1,381.70
FIRERESC	FIRE RESCUE SUPPLY LLC	11,253.90	143.50
FIRESAFE	FIRE & SAFETY EQUIPMENT INC	2,285.22	468.60
FRONTON	FRONTIER ONLINE	29,711.69	2,101.81
GALEGRO	GALE	153.23	41.05

DATE: 07/03/2013  
TIME: 16:16:25  
ID: AP442000.WOW

CITY OF PORTAGE  
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 07/12/2013

VENDOR #	NAME	FISCAL YEAR	AMOUNT DUE
GALLS	GALLS, AN ARAMARK COMPANY	1,954.50	1,954.50
GEMSOVE	GEM'S OVERHEAD DOOR	150.00	150.00
GENENG	GENERAL ENGINEERING COMPANY	6,996.32	6,996.32
GORDFLE	GORDON FLESCH CO., INC.	654.00	654.00
GRAINGER	GRAINGER	35.42	35.42
GREACAR	GREAN CARPET CARE	219.98	219.98
H&MCON	H & M CONTRACTING	7,122.89	7,122.89
HAIGMAC	HAIGES MACHINERY, INC.	41.89	41.89
HARMTECH	HARMONY TECHNOLOGIES LLC	130.00	130.00
HAWKWAT	HAWKINS INC.	6,738.66	6,738.66
HESTARK	THE H.E. STARK AGENCY INC	844.48	844.48
HOLIWHO	HOLIDAY WHOLESALE	159.14	159.14
IAMDairy	I.A.M. DAIRY DISTRIBUTING LLC	525.40	525.40
INGRBOO	INGRAM LIBRARY SERVICES	2,011.94	2,011.94
INTEELE	INTERSTATE ELECTRIC SUPPLY CO.	239.00	239.00
INTHELIT	IN THE LITE, LLC	279.58	279.58
ISLAND	I&S LANDSCAPING SUPPLIES	61.20	61.20
JEWELL	JEWELL ASSOCIATES ENGINEERS	3,636.41	3,636.41
JOHNDEE	JOHN DEERE FINANCIAL	2,848.93	2,848.93
KREJROG	ROGER KREJCHIK	164.08	164.08
LANDSCA	LANDSCAPE SUPPLIES	61.20	61.20
LANGENT	LANGE ENTERPRISES, INC	7,366.91	7,366.91
LMSCON	LMS CONSTRUCTION INC	102,817.53	102,817.53
MATCFIR	MATC FIRE SERVICE EDUCATIN	240.00	240.00
MESILL	MES-ILLINOIS	15.19	15.19
MGDWELD	MGD WELDING	1,382.67	1,382.67
MICRMAR	MICROMARKETING, LLC	71.63	71.63
MIDAMER	MID-AMERICAN RESEARCH CHEMICAL	176.70	176.70
MIDSTATE	MID-STATE EQUIPMENT INC.	0.00	0.00
MIDTAPE	MIDWEST TAPE	149.96	149.96
MILLBRU	MILLER, BRUSSELL, EBEN,	16,950.00	16,950.00
MILLMIL	MILLER & MILLER LLC	6,491.75	6,491.75
MINNMUT	THE MINNESOTA LIFE INSURANCE	2,098.66	2,098.66
NAPAAUT	NAPA AUTO PARTS	4,568.76	4,568.76
NORTCEN	NORTH CENTRAL LABORATORIES	289.44	289.44
NORTDOOR	NORTHLAND DOOR SYSTEMS INC	822.30	822.30
PITNBOW	PITNEY BOWES GLOBAL FINANCIAL	126.42	126.42
POMPTIR	POMP'S TIRE SERVICE INC	498.21	498.21
PORTCUS	PORTAGE CUSTOM LUBE & WASH LLC	130.00	130.00
PORTLUM	PORTAGE LUMBER	522.65	522.65
PORTPRI	PORTAGE PRINTING	130.00	130.00
PORTSCH	PORTAGE COMMUNITY SCHOOL DIST.	1,168.58	1,168.58
PORTWAT	PORTAGE WATER UTILITY	31,934.36	31,934.36
RANDHOU	RANDOM HOUSE INC	127.50	127.50

INVOICES DUE ON/BEFORE 07/12/2013

VENDOR #	NAME	PAID	AMOUNT DUE
RHYMBUS	RHYME BUSINESS PRODUCTS	21,884.90	315.51
ROBIBROT	ROBINSON BROTHERS	98,128.00	98,128.00
ROLYBUO	ROLYAN BUOYS	262.00	262.00
SABELMEC	SABEL MECHANICAL LLC	17,594.50	17,594.50
SAFEMARK	SAFEMARK, LLC	3,150.00	3,150.00
SALES	WISCONSIN DEPT OF REVENUE	258.84	258.84
SCHUSMA	SCHULTZ SMALL ENGINE	1,210.33	1,210.33
SCOTTCON	SCOTT CONSTRUCTION INC.	1,146.60	1,146.60
SERVCLC	SERVICEMASTER CLEANING SERVICE	189.00	189.00
SERWEIMP	SERWE IMPLEMENT MUNICIPAL SALE	793.96	793.96
SHERIND	SHERWIN INDUSTRIES	72.22	72.22
SIMETAL	S.I. METAL	21.37	21.37
STAPLES	STAPLES CREDIT PLAN	320.48	320.48
STEWLAN	STEWART'S LANDSCAPING & LAWN	3,400.65	3,400.65
STRAASS	STRAND ASSOCIATES INC	10,182.05	10,182.05
SUPECHE	SUPERIOR CHEMICAL INC	679.91	679.91
TRECEK	TRECEK AUTOMOTIVE OF	1,287.93	1,287.93
TRUCKCO	TRUCK COUNTRY	151.54	151.54
TRUGREEN	TRUGREEN	550.00	550.00
TWORIV	TWO RIVERS SIGNS & DESIGN	130.00	130.00
ULTRACOM	ULTRACOM WIRELESS	229.94	229.94
UNIQMAN	UNIQUE MANAGEMENT SERVICES INC	44.75	44.75
USCELL	U. S. CELLULAR	5,880.79	5,880.79
USTRAFF	US TRAFFIC CONTROLS, LLC	145.00	145.00
UTECENV	UTECH ENVIRONMENTAL MGF. SUP.	416.36	416.36
UWEXTEN	UW-EXTENSION	140.00	140.00
VERBATIM	VERBATIM REPORTING, LTD.	948.50	948.50
WALSACE	WALSH'S ACE HARDWARE	1,048.95	1,048.95
WEAVAUT	WEAVER AUTO PARTS	216.73	216.73
WELWILL	WILLIAM P. WELSH	565.00	565.00
WINNTRA	WINNING TRADITIONS LLC	174.00	174.00
WISCBUS	WISCONSIN BUSINESS INNOVATION	8,486.30	8,486.30
XYLEM	XYLEM WATER SOLUTIONS	3,622.99	3,622.99
ZARNBRU	ZARNOTH BRUSH	276.00	276.00
ZIMMPLU	ZIMMERMAN PLUMBING INC	151.91	151.91
TOTAL ALL VENDORS			513,385.64

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



Engineers • Consultants • Inspectors

608-742-2169 (Office)  
608-742-2592 (Fax)  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

June 14, 2013

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

Re: Change Order No. 5  
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 #5 involving:

1. Expand the contractor work scope to include replacing pumps, piping and valves at the Gunderson Street lift station, (Sabel Mechanical, LLC.) \$17,594.50.
2. Expand the contractor work scope to include replacing pumps, piping and valves at the Hamilton Street lift station, (Sabel Mechanical, LLC.) \$21,156.00.
3. Extended completion schedule for contract due to lift station work timeline (Gunderson – June 2013, Hamilton – November 2013).

Based on our review and joint discussions, this change order is in line with the overall and somewhat expanded project intent. Please execute Change Order No. 5 by having the appropriate City designee sign and date it. Return one copy to Sabel Mechanical and one to GEC for our files.

Change Order #5 may be incorporated into the next pay request depending on when the contractor submits an invoice.

Yours truly,

**GENERAL ENGINEERING COMPANY**

*Jerry A. Foellmi*

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

JAF/jaf  
Enclosures

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



Date of Issuance: June 17, 2013

Effective Date: June 17, 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:

- Expand the contractor work scope to include replacing pumps, piping and valves at the Gunderson Street lift station. (Sabel Mechanical, LLC.) for a total sum increase of **\$17,594.50**.
- Expand the contractor work scope to include replacing pumps, piping and valves at the Hamilton Street lift station. (Sabel Mechanical, LLC.) for a total sum increase of **\$21,156.00**.
- Extended completion schedule for contract due to lift station work timeline (Gunderson – June 2013, Hamilton – November 2013).

**Attachments (list documents supporting change):**

Price quotes from Sabel Mechanical.

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$342,510.68

Decrease from previously approved Change Orders No. 1 to No. 3:

(\$22,385.33)

Contract Price prior to this Change Order:

\$320,125.35

Increase of this Change Order:

\$38,750.50

Contract Price incorporating this Change Order:

\$358,875.85

Original Contract Times:  Working days  Calendar days

Substantial completion (days or date): December 1, 2013

Ready for final payment (days or date): December 31, 2013

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): March 1, 2013

Ready for final payment (days or date): March 1, 2013

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): December 1, 2013

Ready for final payment (days or date): December 31, 2013

Contract Times with all approved Change Orders:

Substantial completion (days or date): December 1, 2013

Ready for final payment (days or date): December 31, 2013

RECOMMENDED:

By: [Signature]

Engineer (Authorized Signature)

Date: 6-14-13

Approved by Funding Agency (if applicable):

ACCEPTED:

By: \_\_\_\_\_

Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_

Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

QOUTE: PORTAGE

GUNDERSON LIFT STATION

DATE 11/17/2012



N7295 Winnebago Drive Fond du Lac WI 54935  
920-904-5579  
Doug@sabelmechanical.com

THIS QUOTE WILL INCLUDE THE FAULTING ITEMS

Temp pumps and set up, removal of the concrete bench in the wet well, removal of the old pipe and floats in wet well, removal of old steel floor on wet well side, removal of the old pumps and piping and valves on dry side, set pump bases and new piping from wet well into the dry side of the lift station, sst sleeves and sst link seal for pipe penetrations into dry side, new check valves and plug valves, sst pump rails and bracket, weld couplings in the wall between the wet and dry side of station for the pump cord seal offs, sst cord grips, new aluminum access cover for the wet well, all hardware will be sst in the wet well side, and pvc sch 80 pipe and fittings.

Total cost----- \$ 17,594.50

Thanks Doug

QUOTE: PORTAGE

HAMILTON LIFT STATION

DATE 11/17/2012



N7295 Winnebago Drive Fond du Lac WI 54935

920-904-5579

Doug@sabelmechanical.com

THIS QUOTE WILL INCLUDE THE FAULTING ITEMS

Temp pumps and set up, removal of the concrete bench in the wet well, removal of the old pipe and floats in wet well, removal of old steel grating in wet well side, removal of the old pumps and piping and valves on dry side, set pump bases and new piping in wet well, new ductile flanged spoils and check valves and plug valves, sst pump rails and bracket, sst cord grips, all hardware will be sst in the wet well side, and ductile pipe and fittings epoxy coated.

Total cost----- \$ 21,156.00

Thanks Doug

## 2013 Conference Room Chair Quote Summary

7/3/13

Chair	Vendor	Cost Per Chair	Cost (8) Chairs	Notes
Print Fabric Extended Arm Chair with Casters	National Business Furniture	\$259.00	\$2,072.00	
Tufted Conference Chair with Casters	National Business Furniture	\$249.00	\$1,992.00	
Office Star Burgundy Traditional Guest Chair with Casters	Staples	\$139.99	\$1,119.92	First Choice of committee for sample chair; chair not intended for long term sitting and does not meet weigh capacity requipments
Aragon Captain's Guest Arm Chair with Casters	overstock.com	\$141.99	\$1,135.92	
Alera Traditional Vinyl Guest Chair with Arm and Casters, Burgundy	Staples	\$269.99	\$2,159.92	Second choice of committee, but found a better price for same chair with Rhyme's. Sample available in Conf Rm 1
Alera Traditional Vinyl Guest Chair with Arm and Casters, Burgundy	Rhyme's Office Supply	\$219.99	\$1,759.92	Based on preferences, rep from Rhyme's said that this model was the best choice they had to offer. Next best would be returning to a task-type chair.



# Miller, Brussell, Ebben and Glaeske LLC

Certified Public Accountants

Members:  
Dennis H. Locy, C.P.A.  
Craig A. Corning, C.P.A.

June 14, 2013

Portage City Council  
Portage, WI 53901

We are pleased to confirm our understanding of the services we are to provide the City of Portage for the years ended December 31, 2013, 2014, and 2015. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Portage as of and for the years ended December 31, 2013, 2014, and 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Portage's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Portage's RSI in accordance auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Portage's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining Statements
2. Individual Fund Statements

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and conforming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

#### Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent risk of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

**Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

**Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Portage's compliance with applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to issue our reports no later than June 30<sup>th</sup> following the audited year end. Our ability to meet this schedule depends in large measure upon you supplying us with the data needed to complete the audit.

Craig Corning is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed:

	<u>2013</u>	<u>2014</u>	<u>2015</u>
General Fund	\$11,175	\$11,725	\$12,275
Water Utility	8,025	8,425	8,825
Sewer Utility	6,150	6,450	6,750
Community Development Block Grant	2,200	2,325	2,450
Library	1,400	1,475	1,550

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Portage City Council  
June 14, 2013  
Page Five

We appreciate the opportunity to be of service to the City of Portage and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Miller, Brussell, Ebben and Glaeske LLC*

This letter correctly sets forth the understanding of the City of Portage.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_