

**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, September 26, 2016 5:30 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Conference Room One**  
**Agenda**

Members: Dennis Nachreiner, Chairperson; Mark Hahn, Mary Hamburg, Martin Havlovic, Doug Klapper

1. Roll call
2. Approval of minutes from September 12, 2016.
3. Discussion and Review of 2017 Agency Requests, Library, Cable TV, Other Funds (TIF, PEC, etc).
4. Discussion and possible recommendation on Utility Refund Analysis Agreements.
5. Discussion and possible recommendation on 2017 Police Vehicle Purchase.
6. Discussion and possible recommendation on Pre-Development Agreement with Kasten Regarding ROW Discontinuance and Conveyance of Public Property
7. Discussion and possible recommendation on revision #1 to State Funding Agreement for Canal.
8. Adjournment

Dennis Nachreiner, Chairperson

The meeting location is handicap accessible. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting

**City of Portage  
Finance/Administration Committee Meeting  
Monday, September 12th, 2016 5:30 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

**Members Present:** Dennis Nachreiner, Chairperson; Mark Hahn, Mary Hamburg

**Excused:** Martin Havlovic and Doug Klapper

**Also Present:** Administrator Murphy, Finance Director Mohr, Clerk Moe, Director Jahncke, Supervisor Standke, Alderperson Kutzke, Airport Manager Poppy, Barry Erath Aspen Family Counseling, Craig Sauer Daily Register, Bill Welsh Cable TV

**1. Roll call**

Chairperson Nachreiner called the meeting to order at 5:32 p.m.

**2. Approval of minutes from September 8, 2016.**

Motion by Hahn, second by Hamburg to approve minutes from September 8, 2016.  
Motion carried unanimously on call of roll.

**3. Discussion and Review of 2017 Municipal Services Budget.**

Mohr stated the 2016 YTD through June; Municipal Services Budget is at 47%. Accounts are in line other than timing differences. Mohr indicated the 2017 operational changes prior to adjustments for proposed Wheel Tax Reductions are at 0.87% or approximately \$17,000. The proposed operational expenses for Wheel Tax Reductions total \$77,600, (reduced by \$15,000 from the \$92,600 posted in the packet to remove the Storm Sewer Maintenance expenses). The net reduction would be \$60,879 or (3.16%) from the 2016 budget.

Director Jahncke reviewed the proposed changes in the 2017 budget noting the Admin section is reduced by \$3400 as the 2016 budget contained a one-time purchase for a plotter. Under the Local Road Maintenance area (\$1,573) is being re-allocated to the Airport section for mowing and snow removal; \$6,500 is added to the Vehicle/Equipment Maintenance account for work on the two sweepers. The Airport budget includes an increase of \$1,702 for the reallocation of personnel costs from Public Works and Park & Recreation snow removal and mowing. The Airport budget also included a \$1,000 increase in the Airport Manager's contract. Poppy presented his request and comparison to other area airports of a minimum \$2,200 increase and preferably a \$6,000 increase. The Committee agreed to a \$2,200 increase.

Jahncke further indicated an increase in the overall Solid Waste/Disposal and Recycling budget of \$9500 mainly due to the 2.5% increase in the County's contract. The

Municipal Services Committee approved a change in the recycling program to allow residents to purchase an additional 65 gallon cart and the City will incur the additional County monthly fee for collection, to encourage more recycling. The Nuisance Control budget has a proposed increase of \$3000 to conduct additional maintenance on the Levee.

Murphy presented a proposed funding structure for potential additional Wheel Tax revenue from a \$20/yr vehicle registration surcharge. The Capital Fund would be reduced by \$60,000 to fund seal coating costs as an annual maintenance expense; the Municipal Service's budget would be reduced by \$77,600 to transfer various street related accounts. The main purpose of the Wheel Tax Fund is to address under-funded street maintenance as opposed to construction. The seal coating and other street maintenance items are not capital costs but maintenance & repair expenses which are more appropriately funded with Wheel Tax revenues as opposed to borrowed funds. Additionally, the Wheel Tax spreads the cost of road maintenance over the direct users, including tax exempt users, which more accurately connects the cost to the persons benefitting from the maintenance. Construction and replacement of roads would still be funded through the Capital Fund (borrowed funds). Additionally, transferring the road maintenance item out of the General Fund to a separate Wheel Tax fund would give the City some flexibility in the levy to address value added services that are not otherwise be feasible under the state imposed property levy limits.

Murphy indicated administration is looking for direction and consensus from the Finance Committee to proceed with public awareness and education on the Wheel Tax along with the ok to prepare the 2017 budget with the Wheel Tax Fund included. He indicated an Ordinance approved by Council would be required to implement the Wheel Tax which would include an effective(implementation) date. The revenue would be collected by the State as part of the vehicle registration process and turned over to the City monthly. The General Fund would essentially front the money for 2017 expenses until sufficient Wheel Tax revenue is collected. It was also noted that the Wheel Tax would be funded from vehicle owners, (including tax exempt and renters), while the General Fund and Capital Fund is funded mainly through property tax.

Nachreiner and Hamburg indicated they were in favor of the Wheel Tax and proposed budget. Hahn indicated he is in favor of the Wheel Tax but is concerned that by transferring the costs that already exist in other funds and only adding roughly \$60,000 that the impact would not be noticeable to the community. Staff will proceed with structuring the 2017 budget assuming additional Wheel Tax revenues but revisit specific allocations prior to budget adoption.

#### **4. Discussion and possible recommendation on proposals received for Employee Assistance Program (2017-2020).**

Murphy reviewed the memo summarizing the 2 Employee Assistance Program (EAP) proposals from the Pauquette Center for Mental Health (Pauquette) and from Aspen Family Counseling (Aspen). Administration is recommending Pauquette with price and service as the deciding factors.

Barry Erath handed out additional information including reference letters. He felt that although Aspen was not the low proposal, their reputation in crisis services, community involvement, and being locally owned and operated should play a factor in the decision. He also mentioned that in the years past that Aspen was the provider there were not any requests for the two areas, #4 Personal Financial & Budgeting Services and #6 Manager/Supervisor Consultation Assessment not included in their proposal.

Nachreiner acknowledged the services Aspen provides to the community and as a local business owner and resident appreciates their community involvement. It was mentioned that Pauquette also has a local operation in the community. Pauquette did provide the lowest cost proposal that comprehensively complied with the City requirements as compared to Aspen.

Motion by Hamburg, second by Hahn to recommend awarding the EAP (2017-2020) contract to Pauquette Center for Mental Health.

Motion carried unanimously on call of roll.

#### **5. Discussion and possible recommendation on proposals received for Audit Services (2016-2019).**

Murphy indicated the city received two proposals for the 2016-2019 Audit Services. One from the current provider Miller, Brussell, Ebben, and Glaske, LLC (MBEG) and the second from Baker Tilly, LLP (BT). Murphy summarized his memo of 9/9/16 comparing the 2 proposals and the staff recommendation. The overall the proposal from MBEG is slightly lower for 2016 \$1,240 or 3.7%. In looking at the comparison by category the biggest difference is in the audit of the TID Funds with BT proposal costing \$5000 as opposed to \$1,000 for MBEG.

Baker Tilly devoted more resources toward the annual TID component to provide more detailed reports and meet the state mandated filings and Joint Review Board meeting requirements. New state legislation mandates additional filing and meeting requirements for TID's in 2017 with penalties for non-compliance; this requires additional information to be compiled by July 1 each year.

Murphy stated that MBEG has satisfactorily performed the annual city audits for over 25 years and staff has enjoyed working with MBEG. Staff felt BT's services would provide more value and relevant information necessary to comply with current and future reporting requirements.

Mohr and Moe concurred with Murphy. Mohr stated the depth of personnel BT has to offer; their involvement with the state to stay on top of updates and specialty areas such as TID, PSC and ERISA; their involvement in industry associations; and extensive client list with comparable communities were other deciding factors. Mohr indicated that the City contacted Baraboo and Columbus and were assured the communities were very satisfied with BT's expertise and services.

Motion by Hamburg, second by Hahn to recommend the 2016-2019 Audit Service Proposal from Baker Tilly Virchow Krause, LLP.

Motion carried unanimously on call of roll.

**6. Adjournment**

Motion by Hahn, second by Hamburg to adjourn at 7:12 p.m.

Motion carried unanimously on call of roll.

Jean Mohr, Finance Director

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

DRAFT



N7768 Industrial Rd  
Portage, WI 53901  
608-742-3666 phone  
608-745-1256 fax  
[www.cchswi.org](http://www.cchswi.org)

August 18, 2016

City of Portage  
Jean E. Mohr  
Finance Director  
115 West Pleasant St  
Portage, WI 53901

Re: 2017 Grant Request

Dear Ms. Mohr:

Enclosed you will find the financial reports you requested for the above grant request.

We received \$18000.00 from your municipality last year and are asking for the amount of \$18,000.00 again this year. The money is used each year for food, veterinary expenses, spay/neutering and micro chipping of all animals before they are put up for adoption. We handle over 1100 animals a year.

Our big fund raiser is the Holiday drive. The donors can donate to two different causes, general fund or the BIBI fund, which is a fund for animals that need special vet care. We had a 9% increase in the Holiday drive donations in 2015, from \$41732 in 2014 to \$45362 in 2015.

If you have any questions or require other information please feel free give me a call at 742-3666 or email me at [officemanagercchs@gmail.com](mailto:officemanagercchs@gmail.com).

Thank you for your support in the past and looking forward to serving you in the future.

Sincerely,  
Columbia County Humane Society

A handwritten signature in cursive script that reads "Pamela Klitzke".

Pamela Klitzke,  
Office Manager

Columbia Co. Humane Society  
**Balance Sheet**  
As of July 31, 2016

			Jul 31, 16
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
	Business Checking		2,634.32
	CCHS Money Market		60,137.76
	Z 2014/2015 Bank Balance Adjmt		-1,331.06
	<b>Total Checking/Savings</b>		<b>61,441.02</b>
Accounts Receivable			
	Receivables		-4,037.64
	<b>Total Accounts Receivable</b>		<b>-4,037.64</b>
Other Current Assets			
	Cash Box		624.00
CRI Securities			
	Money Market		4,082.38
	Mutual Funds		183,167.25
	CRI Securities - Other		-0.04
	<b>Total CRI Securities</b>		<b>187,249.59</b>
	<b>Total Other Current Assets</b>		<b>187,873.59</b>
	<b>Total Current Assets</b>		<b>245,276.97</b>
<b>TOTAL ASSETS</b>			<b>245,276.97</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
	Payables		-2,275.49
	<b>Total Accounts Payable</b>		<b>-2,275.49</b>
Other Current Liabilities			
	Charitable Trust Payable		53,486.07
	Deposits		825.14
	Grants Payable		-408.49
	Memberships Payable		235.00
	Payroll-FICA		775.64
	Payroll-FUTA		2.19
	Payroll-FWH		453.00
	Payroll-MCARE		172.00
	Payroll-SUI		6.60
	Payroll-SWHWI		547.71
	Payroll - Health Ins		1,022.12
	Payroll Liabilities		3,900.80
	Sales Tax Liability		1,527.32
	<b>Total Other Current Liabilities</b>		<b>62,545.10</b>
	<b>Total Current Liabilities</b>		<b>60,269.61</b>
	<b>Total Liabilities</b>		<b>60,269.61</b>
Equity			
	Earnings		-172,984.48
	Open Bal Equity		347,681.31
	Net Income		10,310.53
	<b>Total Equity</b>		<b>185,007.36</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>245,276.97</b>

**Columbia Co. Humane Society**  
**Profit & Loss**  
January through July 2016

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	TOTAL
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>DAILY INTERNAL</b>								
300 - Adoptions	4,279.02	4,745.96	6,718.01	6,060.94	6,254.97	6,885.95	4,135.62	39,080.47
301 - Animal Sponsorship	662.72	320.00	629.18	249.45	502.04	489.26	327.64	3,180.29
304 - Surrenders	396.00	335.00	260.00	380.00	255.00	115.00	225.00	1,966.00
308 - Redemptions	529.80	314.58	779.99	397.96	245.55	330.00	491.43	3,089.31
312 - Microchip-Public	0.00	0.00	0.00	150.00	0.00	24.99	0.00	174.99
320-Lic, carrier, trap dep	101.50	45.00	107.00	145.55	70.00	142.00	141.00	752.05
321 - Returns	25.00	0.00	25.00	0.00	0.00	0.00	0.00	50.00
328 - Website Ads	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00
330-Felv/Fiv Test	120.00	182.09	220.00	100.00	180.00	140.00	240.00	1,182.09
334 Flea Treatment	16.49	31.00	64.03	16.50	0.00	0.00	0.00	128.02
DAILY INTERNAL - Other	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
<b>Total DAILY INTERNAL</b>	<b>6,130.53</b>	<b>6,073.63</b>	<b>8,803.21</b>	<b>7,500.40</b>	<b>7,507.56</b>	<b>8,127.20</b>	<b>5,580.69</b>	<b>49,723.22</b>
<b>DONATIONS</b>								
340 - General Donations	2,455.27	2,761.78	5,900.67	4,475.31	7,191.11	2,119.83	1,847.85	26,751.82
344 - Donation Boxes	25.00	373.95	122.49	70.87	41.00	203.60	67.49	904.40
346 - Pop Fund	0.00	30.00	17.00	0.00	19.50	12.51	15.00	94.01
348 - Memberships	632.89	95.00	0.00	0.00	50.00	10.00	0.00	787.89
352 - Memorials/Honorarium	280.00	940.00	2,294.15	250.00	1,855.00	670.00	660.00	6,949.15
353 - D16-25 Misty	8,658.90	5,299.16	9,226.46	-350.72	-60.86	104.92	252.01	23,129.87
354 - POD Care Sponsor	399.87	398.35	408.40	50.00	25.00	0.00	0.00	1,281.62
368 - Sp Vet Care/Bibi Fund	433.15	274.00	491.40	40.00	1,024.06	738.50	40.00	3,041.11
372 - Pierce's Charity Rewards	0.00	976.89	0.00	0.00	941.27	0.00	961.68	2,879.84
376 - Kwik Trip Rewards	269.86	0.00	0.00	194.07	0.00	0.00	219.00	672.93
380 - Kennel Sponsorships	100.00	0.00	195.30	0.00	0.00	105.00	0.00	400.30
381 - Volunteer	114.00	200.00	242.00	134.00	108.00	80.00	26.63	904.63
<b>Total DONATIONS</b>	<b>13,358.94</b>	<b>11,349.13</b>	<b>18,897.87</b>	<b>4,863.53</b>	<b>11,194.08</b>	<b>4,044.36</b>	<b>4,089.66</b>	<b>67,797.57</b>
<b>FUND RAISERS &amp; GRANTS</b>								
408 - Dells United Fund	0.00	750.00	0.00	0.00	0.00	0.00	0.00	750.00
409 ASPCA	0.00	0.00	0.00	0.00	13,000.00	0.00	-220.85	12,779.15
410 - Rabies & Chip clinic	0.00	0.00	0.00	0.00	0.00	1,037.49	0.00	1,037.49
420 Purse Sale	0.00	0.00	0.00	0.00	0.00	0.00	502.00	502.00
428 Moubnds Dog Fest	0.00	0.00	0.00	0.00	0.00	111.00	0.00	111.00
430 - St Pawtrick's	0.00	0.00	7.00	182.00	10.00	0.00	0.00	199.00
432 - Aluminum Cans	0.00	0.00	0.00	0.00	45.20	60.27	16.40	121.87
440 - Round Up	128.09	149.35	113.41	350.46	68.26	369.35	24.99	1,203.91
474 - Holiday Drive	2,420.00	235.00	0.00	0.00	100.00	0.00	100.00	2,855.00
475 - Pizza Ranch Fund Raiser	0.00	578.49	146.28	0.00	0.00	0.00	0.00	724.77
477 - Zumba	110.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
478 - Jewelry Sale	0.00	0.00	0.00	0.00	0.00	90.00	0.00	90.00
479 - Wisc Dairyland - Hearts	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00
481 Cruisin for Critters Spons	0.00	0.00	0.00	0.00	1,400.00	300.00	100.00	1,800.00
482 -Paint Your Pet	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00
483 Holiday Drive BIBI fund	295.00	25.00	0.00	100.00	0.00	0.00	0.00	420.00
486 - Other Misc Fund raisers	0.00	0.00	0.00	0.00	0.00	14.00	0.00	14.00
<b>Total FUND RAISERS &amp; GRANTS</b>	<b>2,953.09</b>	<b>2,237.84</b>	<b>1,066.69</b>	<b>632.46</b>	<b>14,623.46</b>	<b>1,982.11</b>	<b>522.54</b>	<b>24,018.19</b>
<b>MERCHANDISE</b>								
460 - Pet Tags	12.00	0.00	30.00	22.00	-42.50	24.00	-15.00	30.50
468 - Sweatshirts, T Shirts & B	0.00	60.00	93.92	76.88	22.00	100.00	170.00	522.80
474 - Pet Waggin	60.00	150.00	183.35	90.00	69.95	40.00	80.00	673.30
476 - Collars & Leashes	48.05	116.50	99.50	39.14	88.49	27.50	45.00	464.18
477 - Key Rings	0.00	0.00	3.00	18.03	3.00	0.00	0.00	24.03
478 License Plates	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00
MERCHANDISE - Other	0.00	0.00	0.00	0.00	0.00	0.00	6.00	6.00
<b>Total MERCHANDISE</b>	<b>120.05</b>	<b>326.50</b>	<b>409.77</b>	<b>246.05</b>	<b>140.94</b>	<b>191.50</b>	<b>288.00</b>	<b>1,722.81</b>
<b>Municipalities</b>								
332 - Service Agreement	692.80	24,596.40	10,617.30	1,810.40	-80.00	0.00	0.00	37,636.90
<b>Total Municipalities</b>	<b>692.80</b>	<b>24,596.40</b>	<b>10,617.30</b>	<b>1,810.40</b>	<b>-80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,636.90</b>
<b>MUNICIPALITIES</b>								
332 - Municipality Contracts	0.00	3,546.40	811.67	900.00	260.00	0.00	0.00	5,518.07
<b>Total MUNICIPALITIES</b>	<b>0.00</b>	<b>3,546.40</b>	<b>811.67</b>	<b>900.00</b>	<b>260.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,518.07</b>
<b>OTHER INCOME</b>								
490 - Interest Income	34.45	12.22	0.00	0.00	0.00	0.00	0.00	46.67
492 - Pop Fund	-54.71	0.00	0.00	-59.11	0.00	0.00	0.00	-113.82

**Columbia Co. Humane Society**  
**Profit & Loss**  
January through July 2016

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	TOTAL
496 - Unrealized Gain/Loss	-2,770.57	0.00	585.90	0.00	-1,005.80	-1,769.40	7,506.72	2,546.85
<b>Total OTHER INCOME</b>	<b>-2,790.83</b>	<b>12.22</b>	<b>585.90</b>	<b>-59.11</b>	<b>-1,005.80</b>	<b>-1,769.40</b>	<b>7,506.72</b>	<b>2,479.70</b>
<b>Total Income</b>	<b>20,464.58</b>	<b>48,142.12</b>	<b>41,192.41</b>	<b>15,893.73</b>	<b>32,640.24</b>	<b>12,575.77</b>	<b>17,987.61</b>	<b>188,896.46</b>
<b>Gross Profit</b>	<b>20,464.58</b>	<b>48,142.12</b>	<b>41,192.41</b>	<b>15,893.73</b>	<b>32,640.24</b>	<b>12,575.77</b>	<b>17,987.61</b>	<b>188,896.46</b>
<b>Expense</b>								
<b>ADMINISTRATIVE</b>								
500 - Payroll								
510 Garnishment	233.23	233.23	233.23	233.23	233.23	233.23	466.46	1,865.84
500 - Payroll - Other	10,259.40	10,733.30	10,720.31	11,344.11	9,782.89	16,801.72	11,520.93	81,162.66
<b>Total 500 - Payroll</b>	<b>10,492.63</b>	<b>10,966.53</b>	<b>10,953.54</b>	<b>11,577.34</b>	<b>10,016.12</b>	<b>17,034.95</b>	<b>11,987.39</b>	<b>83,028.50</b>
502 - Payroll (FICA)	622.02	649.84	644.51	683.18	586.69	1,021.86	699.02	4,907.12
504 - Payroll Medicare	145.47	151.97	150.75	159.77	137.22	238.98	163.46	1,147.62
506 Payroll (Unemployment Ins)	126.41	132.06	130.97	138.85	119.44	170.54	84.17	902.44
508 - Health Insurance	1,719.42	1,093.56	1,869.69	1,457.54	1,462.43	1,462.43	1,535.93	10,601.00
512 - Employee Training	90.00	120.00	41.25	90.00	30.00	315.99	332.64	1,019.88
516 - Accounting & Tax Prep	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	2,000.00
519 Bad Check	0.00	0.00	0.00	27.00	0.00	71.65	0.00	98.65
520 - Bad Check Fees	0.00	0.00	0.00	0.00	0.00	12.00	0.00	12.00
522 Bank Service Fee	100.59	221.52	3.00	3.00	3.00	3.00	0.00	334.11
523 Merchant discount	451.59	0.00	59.37	0.00	0.00	153.96	105.97	770.89
524 - Merchant Fee	17.68	0.00	72.66	131.77	0.00	52.70	27.00	301.81
525 - Merchant Interchng	0.00	0.00	3.27	0.00	0.00	9.08	5.06	17.41
528 - Telephone/DSL	172.05	167.70	171.35	171.25	171.47	171.47	171.89	1,197.18
532 - Cell Phone	10.00	80.18	45.09	45.09	10.00	45.09	216.61	452.06
536 - Office Supplies	1,280.67	0.00	826.13	0.00	197.61	9.95	62.70	2,377.06
540 - Equipment Repair	267.40	0.00	0.00	0.00	0.00	0.00	210.00	477.40
544 - Copier Annual contract	0.00	0.00	0.00	329.16	0.00	0.00	0.00	329.16
548 - Postage	196.00	0.00	189.00	0.00	155.36	0.00	0.00	540.36
552 - Newspaper Subscript & Ads	0.00	0.00	0.00	0.00	0.00	0.00	2.41	2.41
558 - License	25.00	0.00	0.00	0.00	0.00	0.00	64.00	89.00
560 - Website	158.40	0.00	0.00	0.00	0.00	0.00	0.00	158.40
564 - Workers Comp Insurance	0.00	0.00	0.00	0.00	0.00	3,311.00	0.00	3,311.00
566 Sales Tax	1,148.39	0.00	0.00	826.57	0.00	0.00	0.00	1,974.96
572 - Drug Testing	0.00	0.00	0.00	0.00	74.00	0.00	0.00	74.00
576 - Correct Statement	2,541.76	0.00	0.00	0.00	0.00	0.00	0.00	2,541.76
598 - Misc.	392.07	0.00	0.00	0.00	0.00	854.26	0.00	1,246.33
<b>Total ADMINISTRATIVE</b>	<b>19,957.55</b>	<b>13,583.36</b>	<b>15,160.58</b>	<b>16,640.52</b>	<b>13,963.34</b>	<b>24,938.91</b>	<b>15,668.25</b>	<b>119,912.51</b>
<b>ANIMAL CARE</b>								
600 - General Veterinary Care	382.00	227.50	199.00	382.81	498.65	390.50	512.10	2,592.56
604 -Special Vet Care (Bibi) Fd	511.75	693.70	833.12	716.45	1,793.19	784.45	353.70	5,686.36
612 - Spay/Neuter Surgery	2,153.50	996.00	12.00	497.00	3,652.00	297.00	1,428.95	8,936.45
614 - Vet Trip Charge	0.00	0.00	0.00	0.00	45.00	0.00	67.98	112.98
616 - Vaccinations	26.00	20.00	17.00	60.00	50.00	0.00	0.00	173.00
618 - Health Certificates	38.00	56.50	10.00	40.00	26.50	0.00	6.50	177.50
620 - Medical Supplies	460.63	391.86	1,339.70	703.37	1,023.55	467.87	488.53	4,875.51
624 - Animal Supplies	1,514.33	1,217.98	2,292.50	1,075.29	1,806.62	2,192.44	1,604.00	11,703.16
628 - Uniforms	0.00	0.00	117.59	0.00	0.00	0.00	0.00	117.59
632 - Pick Up Service	50.00	50.00	68.00	35.80	75.20	150.00	100.00	529.00
636 - Van Gasoline	66.68	69.18	60.73	45.37	57.74	52.54	0.00	352.24
640 - Van Insurance	0.00	0.00	0.00	0.00	0.00	1,189.00	0.00	1,189.00
644 - Van License	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00
646 - Van Maintenance	0.00	0.00	0.00	0.00	72.78	0.00	0.00	72.78
652 - Euthanasia License	0.00	0.00	0.00	0.00	0.00	0.00	25.00	25.00
656 - Cremation Service	0.00	1,221.50	0.00	0.00	0.00	0.00	563.00	1,784.50
658 - Microchips	1,039.80	0.00	952.50	0.00	0.00	547.85	1,059.20	3,599.35
<b>Total ANIMAL CARE</b>	<b>6,242.69</b>	<b>4,944.22</b>	<b>5,902.14</b>	<b>3,556.09</b>	<b>9,001.23</b>	<b>6,071.65</b>	<b>6,283.96</b>	<b>42,001.98</b>
<b>BUILDING EXPENSES</b>								
700 - Heating/Cooling	1,489.52	811.50	667.18	682.29	514.53	718.99	1,036.83	5,920.84
704 - Security Blanket (Ht&A/C)	87.70	43.85	0.00	87.70	0.00	87.70	0.00	306.95
712 - Snow Removal	0.00	550.00	727.50	0.00	395.00	0.00	0.00	1,672.50
716 - Garbage Pick Up	179.71	177.98	180.21	181.16	181.78	183.35	191.69	1,275.88
724 - General Maintenance	33.38	0.00	0.00	88.37	0.00	0.00	0.00	121.75
740 - Miscellaneous Building Exp	0.00	0.00	0.00	0.00	0.00	0.00	49.64	49.64
<b>Total BUILDING EXPENSES</b>	<b>1,790.31</b>	<b>1,583.33</b>	<b>1,574.89</b>	<b>1,039.52</b>	<b>1,091.31</b>	<b>990.04</b>	<b>1,278.16</b>	<b>9,347.56</b>
Commercial Insurance	0.00	0.00	0.00	0.00	0.00	2,302.00	0.00	2,302.00
<b>FUND RAISING EXPENSES</b>								

**Columbia Co. Humane Society**  
**Profit & Loss**  
 January through July 2016

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	TOTAL
817 Volunteer Tees	0.00	0.00	0.00	294.75	0.00	0.00	0.00	294.75
822 - Holiday Drive	0.00	0.00	0.00	0.00	0.00	1,366.57	269.00	1,635.57
826 - Postage	0.00	0.00	0.00	0.00	32.64	2.72	381.60	416.96
830 - Membership Drive	0.00	0.00	0.00	0.00	0.00	0.00	356.93	356.93
840 - Misc. Fund Raising Exp	0.00	0.00	427.70	285.00	67.45	60.95	0.00	841.10
860 - Merchandise for Resale	0.00	0.00	513.40	0.00	0.00	176.49	786.68	1,476.57
<b>Total FUND RAISING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>941.10</b>	<b>579.75</b>	<b>100.09</b>	<b>1,606.73</b>	<b>1,794.21</b>	<b>5,021.88</b>
<b>Total Expense</b>	<b>27,990.55</b>	<b>20,110.91</b>	<b>23,578.71</b>	<b>21,815.88</b>	<b>24,155.97</b>	<b>35,909.33</b>	<b>25,024.58</b>	<b>178,585.93</b>
<b>Net Ordinary Income</b>	<b>-7,525.97</b>	<b>28,031.21</b>	<b>17,613.70</b>	<b>-5,922.15</b>	<b>8,484.27</b>	<b>-23,333.56</b>	<b>-7,036.97</b>	<b>10,310.53</b>
<b>Net Income</b>	<b>-7,525.97</b>	<b>28,031.21</b>	<b>17,613.70</b>	<b>-5,922.15</b>	<b>8,484.27</b>	<b>-23,333.56</b>	<b>-7,036.97</b>	<b>10,310.53</b>

**Columbia Co. Humane Society**  
**Profit & Loss Budget vs. Actual**  
January through July 2016

	<u>Jan - Jul 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
DAILY INTERNAL				
300 - Adoptions	39,080.47	50,000.00	-10,919.53	78.16%
301 - Animal Sponsorship	3,180.29	4,500.00	-1,319.71	70.67%
304 - Surrenders	1,966.00	3,500.00	-1,534.00	56.17%
308 - Redemptions	3,089.31	5,000.00	-1,910.69	61.79%
312 - Microchip-Public	174.99	100.00	74.99	174.99%
316 - Transfers	0.00	1,000.00	-1,000.00	0.0%
320-Lic, carrier, trap dep	752.05			
321 - Returns	50.00			
328 - Website Ads	100.00	400.00	-300.00	25.0%
330-Felv/Fiv Test	1,182.09	1,000.00	182.09	118.21%
334 Flea Treatment	128.02			
DAILY INTERNAL - Other	20.00			
<b>Total DAILY INTERNAL</b>	<b>49,723.22</b>	<b>65,500.00</b>	<b>-15,776.78</b>	<b>75.91%</b>
DONATIONS				
340 - General Donations	26,751.82	30,000.00	-3,248.18	89.17%
344 - Donation Boxes	904.40	1,000.00	-95.60	90.44%
346 - Pop Fund	94.01			
348 - Memberships	787.89	5,000.00	-4,212.11	15.76%
352 - Memorials/Honorarium	6,949.15	10,000.00	-3,050.85	69.49%
353 - D16-25 Misty	23,129.87			
354 - POD Care Sponsor	1,281.62			
356 -Charitable Trusts/Bequests	0.00	10,000.00	-10,000.00	0.0%
368 - Sp Vet Care/Bibi Fund	3,041.11	3,000.00	41.11	101.37%
372 - Pierce's Charity Rewards	2,879.84	3,000.00	-120.16	96.0%
376 - Kwik Trip Rewards	672.93	500.00	172.93	134.59%
380 - Kennel Sponsorships	400.30	1,200.00	-799.70	33.36%
381 - Volunteer	904.63			
<b>Total DONATIONS</b>	<b>67,797.57</b>	<b>63,700.00</b>	<b>4,097.57</b>	<b>106.43%</b>
FUND RAISERS & GRANTS				
408 - Dells United Fund	750.00	750.00	0.00	100.0%
409 ASPCA	12,779.15			
410 - Rabies & Chip clinic	1,037.49			
416 - Rummage Sale	0.00	1,500.00	-1,500.00	0.0%
420 Purse Sale	502.00			
422 Bibi Fund - Bake Sale	0.00	300.00	-300.00	0.0%
428 Moubnds Dog Fest	111.00			
430 - St Pawtrick's	199.00	300.00	-101.00	66.33%
432 - Aluminum Cans	121.87	100.00	21.87	121.87%
440 - Round Up	1,203.91	1,200.00	3.91	100.33%
458 - Grants	0.00	2,000.00	-2,000.00	0.0%
474 - Holiday Drive	2,855.00	35,000.00	-32,145.00	8.16%
475 - Pizza Ranch Fund Raiser	724.77			

**Columbia Co. Humane Society**  
**Profit & Loss Budget vs. Actual**  
 January through July 2016

	<u>Jan - Jul 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
477 - Zumba	110.00			
478 - Jewelry Sale	90.00			
479 - Wisc Dairyland - Hearts	500.00			
481 Cruisin for Critters Spons	1,800.00	2,500.00	-700.00	72.0%
482 -Paint Your Pet	800.00	700.00	100.00	114.29%
483 Holiday Drive BIBI fund	420.00			
484 Chamber of Horrors	0.00	900.00	-900.00	0.0%
485 Pictures with Santa	0.00	300.00	-300.00	0.0%
486 - Other Misc Fund raisers	14.00	1,500.00	-1,486.00	0.93%
<b>Total FUND RAISERS &amp; GRANTS</b>	<b>24,018.19</b>	<b>47,050.00</b>	<b>-23,031.81</b>	<b>51.05%</b>
<b>MERCHANDISE</b>				
460 - Pet Tags	30.50	100.00	-69.50	30.5%
468 - Sweatshirts, T Shirts & B	522.80	500.00	22.80	104.56%
470 - Animal Accessories	0.00	700.00	-700.00	0.0%
474 - Pet Waggin	673.30	500.00	173.30	134.66%
476 - Collars & Leashes	464.18			
477 - Key Rings	24.03	25.00	-0.97	96.12%
478 License Plates	2.00			
MERCHANDISE - Other	6.00			
<b>Total MERCHANDISE</b>	<b>1,722.81</b>	<b>1,825.00</b>	<b>-102.19</b>	<b>94.4%</b>
<b>Municipalities</b>				
330 - City of Portage/	0.00	18,000.00	-18,000.00	0.0%
332 - Service Agreement	37,636.90	25,000.00	12,636.90	150.55%
<b>Total Municipalities</b>	<b>37,636.90</b>	<b>43,000.00</b>	<b>-5,363.10</b>	<b>87.53%</b>
<b>MUNICIPALITIES</b>				
332 - Municipality Contracts				
332 - Municipality Contracts - Other	5,518.07			
<b>Total 332 - Municipality Contracts</b>	<b>5,518.07</b>			
<b>Total MUNICIPALITIES</b>	<b>5,518.07</b>			
<b>OTHER INCOME</b>				
488 - Criminal restitution	0.00	1,000.00	-1,000.00	0.0%
490 - Interest Income	46.67	50.00	-3.33	93.34%
492 - Pop Fund	-113.82	50.00	-163.82	-227.64%
496 - Unrealized Gain/Loss	2,546.85			
<b>Total OTHER INCOME</b>	<b>2,479.70</b>	<b>1,100.00</b>	<b>1,379.70</b>	<b>225.43%</b>
<b>Total Income</b>	<b>188,896.46</b>	<b>222,175.00</b>	<b>-33,278.54</b>	<b>85.02%</b>
<b>Gross Profit</b>	<b>188,896.46</b>	<b>222,175.00</b>	<b>-33,278.54</b>	<b>85.02%</b>
<b>Expense</b>				
<b>ADMINISTRATIVE</b>				
500 - Payroll				
510 Garnishment	1,865.84			
500 - Payroll - Other	81,162.66	134,927.10	-53,764.44	60.15%
<b>Total 500 - Payroll</b>	<b>83,028.50</b>	<b>134,927.10</b>	<b>-51,898.60</b>	<b>61.54%</b>
502 - Payroll (FICA)	4,907.12	8,095.63	-3,188.51	60.61%

**Columbia Co. Humane Society**  
**Profit & Loss Budget vs. Actual**  
January through July 2016

	<u>Jan - Jul 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
504 - Payroll Medicare	1,147.62	1,888.98	-741.36	60.75%
506 Payroll (Unemployment Ins)	902.44	2,000.00	-1,097.56	45.12%
508 - Health Insurance	10,601.00	15,000.00	-4,399.00	70.67%
512 - Employee Training	1,019.88	800.00	219.88	127.49%
516 - Accounting & Tax Prep	2,000.00	1,000.00	1,000.00	200.0%
518 - Review by MBE	0.00	2,500.00	-2,500.00	0.0%
519 Bad Check	98.65			
520 - Bad Check Fees	12.00	20.00	-8.00	60.0%
522 Bank Service Fee	334.11	2,400.00	-2,065.89	13.92%
523 Merchant discount	770.89			
524 - Merchant Fee	301.81	0.00	301.81	100.0%
525 - Merchant Interchng	17.41	0.00	17.41	100.0%
526 - Paypal Fees	0.00	100.00	-100.00	0.0%
528 - Telephone/DSL	1,197.18	2,200.00	-1,002.82	54.42%
532 - Cell Phone	452.06	450.00	2.06	100.46%
536 - Office Supplies	2,377.06	3,500.00	-1,122.94	67.92%
538 - Equipment Purchases	0.00	1,500.00	-1,500.00	0.0%
540 - Equipment Repair	477.40	800.00	-322.60	59.68%
543 - Sidewalk fix	0.00	1,500.00	-1,500.00	0.0%
544 - Copier Annual contract	329.16			
548 - Postage	540.36	1,000.00	-459.64	54.04%
552 - Newspaper Subscript & Ads	2.41	250.00	-247.59	0.96%
556 - Memberships	0.00	200.00	-200.00	0.0%
558 - License	89.00			
560 - Website	158.40	200.00	-41.60	79.2%
562 - Management Liability	0.00	500.00	-500.00	0.0%
564 - Workers Comp Insurance	3,311.00	3,500.00	-189.00	94.6%
566 Sales Tax	1,974.96			
572 - Drug Testing	74.00			
576 - Correct Statement	2,541.76			
598 - Misc.	1,246.33	3,000.00	-1,753.67	41.54%
<b>Total ADMINISTRATIVE</b>	<b>119,912.51</b>	<b>187,331.71</b>	<b>-67,419.20</b>	<b>64.01%</b>
<b>ANIMAL CARE</b>				
600 - General Veterinary Care	2,592.56	8,000.00	-5,407.44	32.41%
604 -Special Vet Care (Bibi) Fd	5,686.36	3,000.00	2,686.36	189.55%
612 - Spay/Neuter Surgery	8,936.45	15,000.00	-6,063.55	59.58%
614 - Vet Trip Charge	112.98			
616 - Vaccinations	173.00	500.00	-327.00	34.6%
618 - Health Certificates	177.50	1,000.00	-822.50	17.75%
620 - Medical Supplies	4,875.51	18,000.00	-13,124.49	27.09%
624 - Animal Supplies	11,703.16	10,000.00	1,703.16	117.03%
628 - Uniforms	117.59	150.00	-32.41	78.39%
632 - Pick Up Service	529.00	700.00	-171.00	75.57%
636 - Van Gasoline	352.24	1,200.00	-847.76	29.35%
640 - Van Insurance	1,189.00	1,200.00	-11.00	99.08%

**Columbia Co. Humane Society**  
**Profit & Loss Budget vs. Actual**  
January through July 2016

	<u>Jan - Jul 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
644 - Van License	75.00	75.00	0.00	100.0%
646 - Van Maintenance	72.78	500.00	-427.22	14.56%
652 - Euthanasia License	25.00	35.00	-10.00	71.43%
656 - Cremation Service	1,784.50	1,000.00	784.50	178.45%
658 - Microchips	3,599.35	4,500.00	-900.65	79.99%
<b>Total ANIMAL CARE</b>	<b>42,001.98</b>	<b>64,860.00</b>	<b>-22,858.02</b>	<b>64.76%</b>
<b>BUILDING EXPENSES</b>				
700 - Heating/Cooling	5,920.84	8,000.00	-2,079.16	74.01%
704 - Security Blanket (Ht&A/C)	306.95	700.00	-393.05	43.85%
708 - Sewer Maintenance	0.00	400.00	-400.00	0.0%
712 - Snow Removal	1,672.50	1,500.00	172.50	111.5%
716 - Garbage Pick Up	1,275.88	1,900.00	-624.12	67.15%
720 - Building/PerProp/Liabilit	0.00	2,200.00	-2,200.00	0.0%
721 - Insurance - Volunteer	0.00	450.00	-450.00	0.0%
724 - General Maintenance	121.75	1,500.00	-1,378.25	8.12%
740 - Miscellaneous Building Exp	49.64			
<b>Total BUILDING EXPENSES</b>	<b>9,347.56</b>	<b>16,650.00</b>	<b>-7,302.44</b>	<b>56.14%</b>
Commercial Insurance	2,302.00			
<b>FUND RAISING EXPENSES</b>				
800 - Event Advertising	0.00	100.00	-100.00	0.0%
808 - Raffle Expense	0.00	50.00	-50.00	0.0%
816 - Pop Expense	0.00	100.00	-100.00	0.0%
817 Volunteer Tees	294.75			
822 - Holiday Drive	1,635.57	1,800.00	-164.43	90.87%
826 - Postage	416.96			
830 - Membership Drive	356.93	200.00	156.93	178.47%
840 - Misc. Fund Raising Exp	841.10			
860 - Merchandise for Resale	1,476.57	1,000.00	476.57	147.66%
<b>Total FUND RAISING EXPENSES</b>	<b>5,021.88</b>	<b>3,250.00</b>	<b>1,771.88</b>	<b>154.52%</b>
<b>Total Expense</b>	<b>178,585.93</b>	<b>272,091.71</b>	<b>-93,505.78</b>	<b>65.63%</b>
<b>Net Ordinary Income</b>	<b>10,310.53</b>	<b>-49,916.71</b>	<b>60,227.24</b>	<b>-20.66%</b>
<b>Net Income</b>	<b>10,310.53</b>	<b>-49,916.71</b>	<b>60,227.24</b>	<b>-20.66%</b>

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08/02/16

Cash Basis

**Columbia Co. Humane Society**  
**Balance Sheet**  
As of August 2, 2015

	Aug 2, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Business Checking	12,121.60
CCHS Money Market	15,059.33
<b>Total Checking/Savings</b>	27,180.93
<b>Accounts Receivable</b>	
Receivables	-4,338.31
<b>Total Accounts Receivable</b>	-4,338.31
<b>Other Current Assets</b>	
Cash Box	-35.00
<b>CRI Securities</b>	
Money Market	4,097.34
Mutual Funds	191,205.91
<b>Total CRI Securities</b>	195,303.25
Undeposited Funds	735.00
<b>Total Other Current Assets</b>	196,003.25
<b>Total Current Assets</b>	218,845.87
<b>TOTAL ASSETS</b>	<b>218,845.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Payables	-1,735.59
<b>Total Accounts Payable</b>	-1,735.59
<b>Credit Cards</b>	
Debit Card	126.16
<b>Total Credit Cards</b>	126.16
<b>Other Current Liabilities</b>	
Charitable Trust Payable	53,486.07
Deposits	825.14
Memberships Payable	235.00
Payroll-FICA	1,380.68
Payroll-FWH	793.00
Payroll-MCARE	313.58
Payroll-SUI	62.77
Payroll-SWHWI	718.05
Payroll - Health Ins	883.70
Payroll Liabilities	1,335.16
Sales Tax Liability	271.12
<b>Total Other Current Liabilities</b>	60,304.27
<b>Total Current Liabilities</b>	58,694.84
<b>Total Liabilities</b>	58,694.84
<b>Equity</b>	
Earnings	-165,924.35
Open Bal Equity	347,681.31
Net Income	-21,605.93
<b>Total Equity</b>	160,151.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>218,845.87</b>

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08/02/16

Cash Basis

**Columbia Co. Humane Society**  
**Profit & Loss**  
 January through December 2015

Jan - Dec 15

Ordinary Income/Expense

Income

**DAILY INTERNAL**

300 - Adoptions	52,695.35
301 - Animal Sponsorship	6,486.82
304 - Surrenders	3,380.00
308 - Redemptions	5,543.24
312 - Microchip-Public	76.35
316 - Transfers	727.50
320-Lic, carrier, trap dep	1,285.52
330-Felv/Fiv Test	2,300.00
334 Flea Treatment	89.13
DAILY INTERNAL - Other	-1,101.48

Total DAILY INTERNAL 71,482.43

**DONATIONS**

340 - General Donations	69,506.59
344 - Donation Boxes	1,416.44
348 - Memberships	6,404.35
352 - Memorials/Honorarium	23,965.57
356 -Charitable Trusts/Bequests	10,000.00
368 - Sp Vet Care/Bibi Fund	2,434.00
372 - Pierce's Charity Rewards	4,030.23
376 - Kwik Trip Rewards	709.84
380 - Kennel Sponsorships	1,280.00
DONATIONS - Other	44.15

Total DONATIONS 119,791.17

**FUND RAISERS & GRANTS**

416 - Rummage Sale	1,494.78
420 Purse Sale	25.00
426 - Open Houses - Bake Sale	317.25
430 - St Pawtrick's	228.00
432 - Aluminum Cans	124.20
440 - Round Up	1,409.50
456-Kennel Sponsorships	0.00
458 - Grants	1,452.00
470 - 5K Registration	559.15
474 - Holiday Drive	36,984.65
478 - Jewelry Sale	139.00
481 Cruisin for Critters Spons	2,670.00
482 -Paint Your Pet	700.00
483 Holiday Drive BIBI fund	5,102.50
484 Chamber of Horrors	900.00
485 Pictures with Santa	656.50

Total FUND RAISERS & GRANTS 52,762.53

**MERCHANDISE**

460 - Pet Tags	-40.12
468 - Sweatshirts, T Shirts & B	711.12
472 - Carrier	40.00
474 - Pet Waggin	842.51
476 - Collars & Leaschs	-11.00
476 - Collars & Leashes	546.00
477 - Key Rings	32.20
MERCHANDISE - Other	-16.10

Total MERCHANDISE 2,104.61

**Municipalities**

332 - Service Agreement	40,190.00
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Total Municipalities 40,190.00

**OTHER INCOME**

490 - Interest Income	72.62
-----------------------	-------

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08/02/16

Cash Basis

**Columbia Co. Humane Society**  
**Profit & Loss**  
January through December 2015

	Jan - Dec 15
492 - Pop Fund	104.64
494 - Miscellaneous	206.10
496 - Unrealized Gain/Loss	3,659.09
<b>Total OTHER INCOME</b>	<b>4,042.45</b>
<b>Total Income</b>	<b>290,373.19</b>
<b>Gross Profit</b>	<b>290,373.19</b>
<b>Expense</b>	
<b>ADMINISTRATIVE</b>	
500 - Payroll	
510 Garnishment	1,865.87
500 - Payroll - Other	134,024.81
<b>Total 500 - Payroll</b>	<b>135,890.68</b>
502 - Payroll (FICA)	8,207.84
504 - Payroll Medicare	1,919.58
506 Payroll (Unemployment Ins)	2,445.51
508 - Health Insurance	14,714.26
512 - Employee Training	792.82
516 - Accounting & Tax Prep	995.00
520 - Bad Check Fees	12.00
522 Bank Service Fee	56.36
523 Merchant discount	349.10
524 - Merchant Fee	15.51
525 - Merchant Interchng	333.39
526 - Paypal Fees	39.06
528 - Telephone/DSL	2,070.18
532 - Cell Phone	541.33
536 - Office Supplies	4,759.82
538 - Equipment Purchases	15,547.61
540 - Equipment Repair	814.96
548 - Postage	930.50
552 - Newspaper Subscript & Ads	139.60
556 - Memberships	214.35
560 - Website	-75.00
564 - Workers Comp Insurance	3,533.00
568 - Charge Offs	-38.10
597 - Christmas gift cards	679.64
598 - Misc.	2,588.62
<b>Total ADMINISTRATIVE</b>	<b>197,477.62</b>
<b>ANIMAL CARE</b>	
600 - General Veterinary Care	8,963.66
604 -Special Vet Care (Bibi) Fd	7,252.51
612 - Spay/Neuter Surgery	16,027.98
616 - Vaccinations	500.20
618 - Health Certificates	740.90
620 - Medical Supplies	20,506.01
624 - Animal Supplies	14,405.21
632 - Pick Up Service	946.13
636 - Van Gasoline	1,077.47
640 - Van Insurance	1,201.00
644 - Van License	75.00
646 - Van Maintenance	217.60
648 - Van Repairs	963.88
652 - Euthanasia License	25.00
656 - Cremation Service	567.00
658 - Microchips	4,139.80
660 - Misc.	184.46
ANIMAL CARE - Other	830.12
<b>Total ANIMAL CARE</b>	<b>78,623.93</b>
<b>BUILDING EXPENSES</b>	

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08/02/16  
Cash Basis

Columbia Co. Humane Society  
**Profit & Loss**  
January through December 2015

	Jan - Dec 15
700 - Heating/Cooling	7,860.97
704 - Security Blanket (Ht&A/C)	608.35
712 - Snow Removal	1,355.00
716 - Garbage Pick Up	2,130.94
720 - Building/PerProp/Liabilit	0.00
721 - Insurance - Volunteer	450.00
724 - General Maintenance	2,742.57
740 - Miscellaneous Building Exp	129.51
<b>Total BUILDING EXPENSES</b>	<b>15,277.34</b>
Commercial Insurance	2,090.00
<b>FUND RAISING EXPENSES</b>	
800 - Event Advertising	32.26
808 - Raffle Expense	25.00
816 - Pop Expense	84.52
822 - Holiday Drive	1,795.05
826 - Postage	163.29
830 - Membership Drive	230.94
840 - Misc. Fund Raising Exp	843.75
860 - Merchandise for Resale	769.95
<b>Total FUND RAISING EXPENSES</b>	<b>3,944.76</b>
<b>Total Expense</b>	<b>297,413.65</b>
<b>Net Ordinary Income</b>	<b>-7,040.46</b>
<b>Other Income/Expense</b>	
Other Expense	
2015 Adjustments	19.67
<b>Total Other Expense</b>	<b>19.67</b>
<b>Net Other Income</b>	<b>-19.67</b>
<b>Net Income</b>	<b>-7,060.13</b>

08/02/16

**Columbia Co. Humane Society**  
**Income and Expense**  
 January through December 2015

	Jan - Dec 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>DAILY INTERNAL</b>	
300 - Adoptions	52,695.35
301 - Animal Sponsorship	6,486.82
304 - Surrenders	3,380.00
308 - Redemptions	5,543.24
312 - Microchip-Public	76.35
316 - Transfers	727.50
320-Lic, carrier, trap dep	1,285.52
330-Felv/Fiv Test	2,300.00
334 Flea Treatment	89.13
DAILY INTERNAL - Other	-1,101.48
<b>Total DAILY INTERNAL</b>	<b>71,482.43</b>
<b>DONATIONS</b>	
340 - General Donations	69,506.59
344 - Donation Boxes	1,416.44
348 - Memberships	6,404.35
352 - Memorials/Honorarium	23,965.57
356 -Charitable Trusts/Bequests	10,000.00
368 - Sp Vet Care/Bibi Fund	2,434.00
372 - Pierce's Charity Rewards	4,030.23
376 - Kwik Trip Rewards	709.84
380 - Kennel Sponsorships	1,280.00
DONATIONS - Other	44.15
<b>Total DONATIONS</b>	<b>119,791.17</b>
<b>FUND RAISERS &amp; GRANTS</b>	
416 - Rummage Sale	1,494.78
420 Purse Sale	25.00
426 - Open Houses - Bake Sale	317.25
430 - St Pawtrick's	228.00
432 - Aluminum Cans	124.20
440 - Round Up	1,409.50
456-Kennel Sponsorships	0.00
458 - Grants	1,452.00
470 - 5K Registration	559.15
474 - Holiday Drive	36,984.65
478 - Jewelry Sale	139.00
481 Cruisin for Critters Spons	2,670.00
482 -Paint Your Pet	700.00
483 Holiday Drive BIBI fund	5,102.50
484 Chamber of Horrors	900.00
485 Pictures with Santa	656.50
<b>Total FUND RAISERS &amp; GRANTS</b>	<b>52,762.53</b>
<b>MERCHANDISE</b>	
460 - Pet Tags	-40.12
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476 - Collars & Leaschs	-11.00
476 - Collars & Leashes	546.00
477 - Key Rings	32.20
MERCHANDISE - Other	-16.10
<b>Total MERCHANDISE</b>	<b>2,104.61</b>
<b>Municipalities</b>	
332 - Service Agreement	40,190.00
<b>Total Municipalities</b>	<b>40,190.00</b>

08/02/16

**Columbia Co. Humane Society**  
**Income and Expense**  
 January through December 2015

	Jan - Dec 15
<b>OTHER INCOME</b>	
490 - Interest Income	72.62
492 - Pop Fund	104.64
494 - Miscellaneous	206.10
496 - Unrealized Gain/Loss	3,659.09
<b>Total OTHER INCOME</b>	<b>4,042.45</b>
<b>Total Income</b>	<b>290,373.19</b>
<b>Gross Profit</b>	<b>290,373.19</b>
<b>Expense</b>	
<b>ADMINISTRATIVE</b>	
500 - Payroll	
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500 - Payroll - Other	134,024.81
<b>Total 500 - Payroll</b>	<b>135,890.68</b>
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528 - Telephone/DSL	2,070.18
532 - Cell Phone	541.33
536 - Office Supplies	4,759.82
538 - Equipment Purchases	15,547.61
540 - Equipment Repair	814.96
548 - Postage	930.50
552 - Newspaper Subscript & Ads	139.60
556 - Memberships	214.35
560 - Website	-75.00
564 - Workers Comp Insurance	3,533.00
568 - Charge Offs	-38.10
597 - Christmas gift cards	679.64
598 - Misc.	2,588.62
<b>Total ADMINISTRATIVE</b>	<b>197,477.62</b>
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616 - Vaccinations	500.20
618 - Health Certificates	740.90
620 - Medical Supplies	20,506.01
624 - Animal Supplies	14,405.21
632 - Pick Up Service	946.13
636 - Van Gasoline	1,077.47
640 - Van Insurance	1,201.00
644 - Van License	75.00
646 - Van Maintenance	217.60
648 - Van Repairs	963.88
652 - Euthanasia License	25.00
656 - Cremation Service	567.00
658 - Microchips	4,139.80

08/02/16

**Columbia Co. Humane Society**  
**Income and Expense**  
 January through December 2015

	Jan - Dec 15
660 - Misc.	184.46
ANIMAL CARE - Other	830.12
Total ANIMAL CARE	78,623.93
<b>BUILDING EXPENSES</b>	
700 - Heating/Cooling	7,860.97
704 - Security Blanket (Ht&A/C)	608.35
712 - Snow Removal	1,355.00
716 - Garbage Pick Up	2,130.94
720 - Building/PerProp/Liabilit	0.00
721 - Insurance - Volunteer	450.00
724 - General Maintenance	2,742.57
740 - Miscellaneous Building Exp	129.51
Total BUILDING EXPENSES	15,277.34
Commercial Insurance	2,090.00
<b>FUND RAISING EXPENSES</b>	
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840 - Misc. Fund Raising Exp	843.75
860 - Merchandise for Resale	769.95
Total FUND RAISING EXPENSES	3,944.76
Total Expense	297,413.65
Net Ordinary Income	-7,040.46
Other Income/Expense	
Other Expense	
2015 Adjustments	19.67
Total Other Expense	19.67
Net Other Income	-19.67
Net Income	-7,060.13

# **OAK GROVE CEMETERY**

## **City Subsidy for 2017**



August 24, 2016

In regards to your 2017 grant request letter.

Attached is the 2015 year income and expense statement and balance sheet for 4/ 1/15 thru 3/31/16. Also attached is a summary of expenses from the last 10 years. The request for 2017 is \$8,000 to cover the expenses listed on the summary sheet. This would cover some of the grounds expenses and equipment repairs.

There is no budget for income due to the business of the organization.

If you have any questions on any of the information I have enclosed please call me at 608-742-5748

Thanks .

Judy Shaw  
Secretary / Treasurer of Oak Grove Cemetery

# OAK GROVE CEMETERY



## Summary of Expenses for 10 Years (2006 thru 2015)

City Subsidy for 2017	\$8,000	
Excavation	\$3,499	
Equipment Repairs	\$860	
Gas for Equipment	\$797	
Insurance	\$1,421	
Supplies for Equipment	\$179	
Plumber	\$400	
	<u>\$7,156</u>	Average for last 10 years 2006 thru 2015

### Road Repair plans for 2018

City Subsidy for 2015	\$7,000	<b>Approved fund for 2015 was \$7,000 Summary for the \$7,000 usase.</b>
Excavation	\$3,450	
Equipment Repairs	\$429	
Gas for Equipment	\$1,234	
Insurance	\$1,613	
Supplies for Equipment	\$127	
Plumber	\$320	
	<u>\$7,173</u>	

Year	Wolfgram Excavation	Schultz Repairs	Crawford Gas	Don Rick Insurance	Por. Lumber Supplies	Plumber	Total for the Year
2015	\$3,290	\$650	\$763	\$1,523	\$247	\$223	\$6,696
2014	\$3,450	\$429	\$1,234	\$1,613	\$127	\$320	\$7,173
2013	\$3,070	\$314	\$1,199	\$1,613	\$270		\$6,466
2012	\$3,560	\$1,080	\$859	\$1,359	\$215		\$7,073
2011	\$3,990	\$1,732	\$891	\$1,359	\$36		\$8,008
2010	\$3,860	\$1,462	\$730	\$1,359	\$87	\$2,328	\$9,826
2009	\$2,900	\$898	\$641	\$1,386	\$173	\$200	\$6,198
2008	\$3,730	\$604	\$594	\$1,386	\$228		\$6,542
2007	\$3,640	\$586	\$435	\$1,386	\$46	\$129	\$6,222
2006	\$3,500	\$845	\$628	\$1,225			\$6,198
	\$34,990	\$8,600	\$7,974	\$14,209	\$1,429	\$3,200	
	\$3,499	\$860	\$797	\$1,421	\$179	\$400	

## Summary of Gains and Losses for 5 Years (2011 thru 2015)

Year	Gains	Losses
2015	\$0.00	\$1,473.84
2014	\$339.72	\$0.00
2013	\$0.00	\$245.80
2012	\$0.00	\$5,343.18
2011	\$0.00	\$2,236.40

**OAK GROVE CEMETERY ASSN.      142 Years Old**

Protestant Cemetery Assn. Est. September 2nd 1873 - Renamed to Oak Grove  
Cemetery Assn. November 9th 1908      Total Acres - 17 39/100

Burial Rates M-F \$450 S-S \$550 Hol. \$650    Cremation Burials \$225    Infant Burial \$225    Grave Site \$350 (2008)  
Winter Burial Rates (12/ 1 thru 3/31) + \$150 to above rates

**4/ 1/15 - 3/31/16 (Revised 4/29/16)**

	<b>Meeting Date 4/28/16</b>	
Balance 4/ 1/15		\$8,441.75
<b>INCOME</b>		
Burials	\$9,150.00	
City Subsidy	\$7,000.00	
Cremations	\$1,950.00	
Donations	\$5,000.00	
CD Interest #381171	\$72.01	
CD Interest #381561	\$35.99	
Lots Sold	\$2,450.00	
	<hr/>	

\$25,658.00

**EXPENSE**

Building Repairs (2012 Siding Garage)	\$0.00	
Digging for Burials - Wolfgram Excavations	(\$3,290.00)	
Dirt for Winter Burials - Davis Construction	(\$94.95)	
Electric - Alliant Energy	(\$392.25)	
Equipment Repairs - Riesterer & Schnell	(\$175.00)	
Equipment Repairs - Schultz Small Engine	(\$474.55)	
Garbage Charge from City	(\$112.00)	
Gas for Equipments - Crawford Oil	(\$763.21)	
Insurance - Don Rick	(\$1,523.00)	
New Battery Charger for Trailer (2015)	(\$49.97)	
New Blower (2010)	\$0.00	
New Checks	\$0.00	
New Dump Trailer (2002)	\$0.00	
New Flag (2015)	(\$52.49)	
New Generator (2015)	(\$250.00)	
New Lawn Mower (2008 Husqvarna)	\$0.00	
New Lawn Mower (2015 X-Mark)	(\$4,599.00)	
New Torch (2014)	\$0.00	
New Trash Baskets (2014)	\$0.00	
New Tree Trimmer - (2015)	(\$105.45)	
New Trimmer - Schultz Small Engine (2013)	\$0.00	
New Winter Defroster (2004)	\$0.00	
Plumbing Repairs	(\$223.25)	
Supplies - Portage Lumber	(\$246.88)	
Tree Service (Trees On The Go)	(\$500.00)	
Wages - Misc. (\$8/Hr. 2008)	(\$5,174.00)	
Wages - Sec./Treas. (\$90/M 2008)	(\$1,080.00)	
Wages - Sexton (\$650/M 2010)	(\$7,800.00)	
Water - Portage Utilities	(\$195.21)	
	<hr/>	

(\$27,101.21)

Balance 3/31/15

\$6,998.54

<b>ASSETS</b>		
Checking		\$6,998.54
Savings	\$9,028.62	
"    - Interest	\$7.24	\$9,035.86
CD #3811271 - Due August 2016		\$24,000.00
CD #3815651 - Due August 2016		\$12,000.00
Balance		\$52,034.40
Balance 3/31/15		\$53,508.24
Balance 3/31/16		\$52,034.40
Gain		(\$1,473.84)

# *Silver Lake Cemetery Association*

Portage, Wisconsin

August 22, 2016

City of Portage, Wisconsin

Finance/Administration Committee

Committee Members,

Our purpose is to provide a final resting place for our loved ones from the Community. In that effort we pride ourselves in making the final earthly journey to a pleasing setting and appearance for those who desire to make this Cemetery their final home.

As in any undertaking, this mission requires assistance and resources. The staffing of the Cemetery primarily involves Sexton Scott Schroeder, four part time employees, and five Board members.

There were no administrative changes this year. All Board members serve voluntarily.

As expressed in the past, there is no way this Cemetery could function without the assistance and support of the City Subsidy for which we are grateful.

We were able to complete the construction of a storage shed to provide housing for all cemetery equipment. As a goal to provide for a low cost burial, we were able to hold the line on burial costs to the public for the year.

In an effort to keep operational costs down, hourly wage rates were not increased.

Currently, on the expense side, the Cemetery is operating at above normal due to the wonderful growing season which requires more resource time committed to mowing and trimming. We also had several large older tree branches downed during a couple of storms which required additional cleanup effort. Unlike previous years the Cemetery was provided with individuals required to provide community service from the Columbia County Youth Program to help maintain the cemetery grounds. These individual resources were not available for the cemetery this year.

Overall, revenues are not keeping up with expenses. We find a need to seek an increase in the Subsidy for 2017 of \$3,500. The current subsidy is \$31,000 and the request is to increase the subsidy to \$34,500 and to maintain the in-kind, assistance, at \$10,000. Our 2017 capital expenditures include the replacement of a lawn tractor.

Again, we are diligently trying to keep the Cemetery looking respectable keeping an eye on the bottom line. All grant monies are used for the care and maintenance of the Cemetery property. We do want to recognize assistance being received from the City Administration and Public Works Department.

Please find enclosed the 2015 financial statements, Schedule of Actual and Budgeted Income and Expenses through July 31, 2016, Schedule of Actual Projected Income and Expenses for 2016 with 2017 Budget, and a 2016 Balance Sheet as of July 31, 2016.

We would like to be put on your agenda to discuss our request with the Committee and to answer any questions you may have.

Sincerely,

Silver Lake Cemetery Association



James R. Grothman, President



David D. Bain, Treasurer

**MILLER, BRUSSELL, EBBEN AND GLAESKE LLC**  
CERTIFIED PUBLIC ACCOUNTANTS  
611 E WISCONSIN STREET  
PORTAGE, WISCONSIN  
53901

**Independent Accountant's Compilation Report**

Silver Lake Cemetery Association  
A Non-Profit Organization  
Portage, WI 53901

We have compiled the accompanying statements of assets, liabilities and net assets-income tax basis of Silver Lake Cemetery Association as of December 31, 2015 and 2014, the related statements of other changes in net assets-income tax basis, the statements of revenues and expenses-income tax basis, and the statements of revenues and expenses budget to actual-income tax basis for the periods then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the income tax basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the income tax basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's assets, liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Miller, Brussell, Ebben & Glaeske, LLC*

Portage, WI 53901-2453  
January 14, 2016

# Silver Lake Cemetery Association

## Statements of Assets, Liabilities and Net Assets- Income Tax Basis

As of December 31, 2015 and 2014

### ASSETS

	<u>2015</u>	<u>2014</u>
<b>CURRENT ASSETS</b>		
<b>CASH ACCOUNTS</b>		
Checking-General	\$ 5,736.80	\$ 4,354.35
<b>Total Cash</b>	<u>5,736.80</u>	<u>4,354.35</u>
<b>PERPETUAL CARE ACCOUNTS</b>		
Assoc Bank - #734358	14,000.00	14,000.00
Assoc Bank - #2117240680	36,483.75	36,483.75
United Community Bank #0002000260	<u>73,893.75</u>	<u>73,556.25</u>
<b>Total Perpetual Care Accounts</b>	124,377.50	124,040.00
<b>TRUST ACCOUNTS</b>		
US Bank - #504-6785	343.26	343.26
Assoc Bank - #731766	1,000.00	1,000.00
Assoc Bank - #733135	4,000.00	4,000.00
Assoc Bank - #744503	347.21	347.21
Assoc Bank - #747004	700.00	1,360.79
Assoc Bank - #2193312023	<u>3,939.65</u>	<u>3,939.65</u>
<b>Total Trust Accounts</b>	10,330.12	10,990.91
<b>Total Current Assets</b>	<u>140,444.42</u>	<u>139,385.26</u>
<b>PROPERTY AND EQUIPMENT</b>		
Buildings	158,730.40	118,000.00
Shop Equipment	<u>20,320.00</u>	<u>20,320.00</u>
<b>Net Property and Equipment</b>	<u>179,050.40</u>	<u>138,320.00</u>
<b>TOTAL ASSETS</b>	<u>\$ 319,494.82</u>	<u>\$ 277,705.26</u>

**Silver Lake Cemetery Association**  
**Statements of Assets, Liabilities and Net Assets- Income Tax Basis**  
**As of December 31, 2015 and 2014**

**LIABILITIES AND NET ASSETS**

	<u>2015</u>	<u>2014</u>
<b>CURRENT LIABILITIES</b>		
Fed/FICA Withholding Payable	\$ 876.10	\$ 643.70
State Withholding Payable	156.44	21.30
Accrued FUTA Tax	121.30	96.48
Accrued SUTA Tax	<u>107.44</u>	<u>10.17</u>
<b>Total Current Liabilities</b>	<u>1,261.28</u>	<u>771.65</u>
<b>LONG-TERM LIABILITIES</b>		
N/P - United Community Bank	<u>39,880.62</u>	<u>0.00</u>
<b>Total Long-Term Liabilities</b>	<u>39,880.62</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>41,141.90</u>	<u>771.65</u>
<b>NET ASSETS</b>		
Other Equity		
Net Assets	<u>278,352.92</u>	<u>276,933.61</u>
<b>Total Net Assets</b>	<u>278,352.92</u>	<u>276,933.61</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 319,494.82</u>	<u>\$ 277,705.26</u>

**Silver Lake Cemetery Association**  
**Statements of Revenues & Expenses - Income Tax Basis**  
**For the Periods Ended December 31, 2015 and 2014**

	<u>12 Months Ended</u> <u>December 31, 2015</u>	<u>12 Months Ended</u> <u>December 31, 2014</u>
<b>SALES</b>		
Sales - Lot Sales	\$ 2,250.00	\$ 375.00
Sales - Internments	11,250.00	7,275.00
Sales - Subsidy	27,520.00	29,395.00
Sales - Other	250.00	685.00
Sales - In-Kind	<u>10,000.00</u>	<u>0.00</u>
<b>Total Sales</b>	<u>51,270.00</u>	<u>37,730.00</u>
<b>Gross Profit</b>	<u>51,270.00</u>	<u>37,730.00</u>
<b>OPERATING EXPENSES</b>		
Advertising	0.00	45.00
Auto/Truck Expense	0.00	636.13
Bank Service Charges	344.00	0.00
Fuel - Gas & Oil	1,474.72	1,913.46
Graves	2,480.00	1,550.00
Insurance - General	3,741.00	3,663.00
Interest Expense	24.37	0.00
Licenses, Fees & Permits	573.00	180.00
Miscellaneous	103.17	53.69
Office Supplies	0.02	180.79
Perpetual Care Expense	0.00	(168.75)
Professional Fees	1,600.00	1,375.00
Repairs & Maintenance	13,710.35	4,407.34
Repairs - Monuments	0.00	100.00
Salaries - General	23,211.96	18,988.88
Supplies	0.00	160.00
Taxes - FICA	1,775.71	1,459.58
Taxes - FUTA	121.30	265.27
Taxes - SUTA	506.05	51.51
Taxes - Other	10.00	10.00
Utilities	<u>429.94</u>	<u>427.20</u>
<b>Total Operating Expenses</b>	<u>50,105.59</u>	<u>35,298.10</u>
<b>Operating Income (Loss)</b>	<u>1,164.41</u>	<u>2,431.90</u>
<b>OTHER INCOME (EXPENSES)</b>		
Interest Income	<u>254.90</u>	<u>229.63</u>
<b>Total Other Income (Expenses)</b>	<u>254.90</u>	<u>229.63</u>
<b>Net Income (Loss) Before Taxes</b>	<u>1,419.31</u>	<u>2,661.53</u>
<b>NET INCOME (LOSS)</b>	<u>\$ 1,419.31</u>	<u>\$ 2,661.53</u>

**Silver Lake Cemetery Association**  
**Statements of Revenues & Expenses - Income Tax Basis**  
**For the 12 Months Ended December 31, 2015**  
**Actual vs Budget**

	12 Months Ended December 31, 2015 Actual	12 Months Ended December 31, 2015 Budget	12 Months Ended December 31, 2015 Variance	2015 Total Annual Budget
<b>Revenue</b>				
Sales - Lot Sales	\$ 2,250.00	\$ 2,000.00	\$ 250.00	\$ 2,000.00
Sales - Internments	11,250.00	12,000.00	(750.00)	12,000.00
Sales - Subsidy	27,520.00	27,520.00	0.00	27,520.00
Sales - Other	250.00	585.00	(335.00)	585.00
Sales - In-Kind	10,000.00	10,000.00	0.00	10,000.00
<b>Total Revenue</b>	<u>51,270.00</u>	<u>52,105.00</u>	<u>(835.00)</u>	<u>52,105.00</u>
<b>Gross Profit</b>	<u>51,270.00</u>	<u>52,105.00</u>	<u>(835.00)</u>	<u>52,105.00</u>
<b>Operating Expenses</b>				
Advertising	0.00	60.00	(60.00)	60.00
Auto/Truck Expense	0.00	1,600.00	(1,600.00)	1,600.00
Bank Service Charges	344.00	0.00	344.00	0.00
Capital Expenditures	0.00	10,000.00	(10,000.00)	10,000.00
Donations	0.00	200.00	(200.00)	200.00
Fuel - Gas & Oil	1,474.72	2,000.00	(525.28)	2,000.00
Graves	2,480.00	1,900.00	580.00	1,900.00
Insurance - General	3,741.00	4,250.00	(509.00)	4,250.00
Interest Expense	24.37	0.00	24.37	0.00
Licenses, Fees & Permits	573.00	0.00	573.00	0.00
Miscellaneous	103.17	200.00	(96.83)	200.00
Office Supplies	0.02	150.00	(149.98)	150.00
Perpetual Care Expense	0.00	300.00	(300.00)	300.00
Professional Fees	1,600.00	1,600.00	0.00	1,600.00
Repairs & Maintenance	13,710.35	2,000.00	11,710.35	2,000.00
Salaries - General	23,211.96	24,000.00	(788.04)	24,000.00
Supplies	0.00	315.00	(315.00)	315.00
Taxes - FICA	1,775.71	1,900.00	(124.29)	1,900.00
Taxes - FUTA	121.30	350.00	(228.70)	350.00
Taxes - SUTA	506.05	80.00	426.05	80.00
Taxes - Other	10.00	0.00	10.00	0.00
Tree Removal	0.00	1,000.00	(1,000.00)	1,000.00
Utilities	429.94	500.00	(70.06)	500.00
<b>Total Operating Expenses</b>	<u>50,105.59</u>	<u>52,405.00</u>	<u>(2,299.41)</u>	<u>52,405.00</u>
<b>Operating Income (Loss)</b>	<u>1,164.41</u>	<u>(300.00)</u>	<u>1,464.41</u>	<u>(300.00)</u>
<b>Other Income (Expenses)</b>				
Interest Income	254.90	300.00	(45.10)	300.00
<b>Total Other Income (Expenses)</b>	<u>254.90</u>	<u>300.00</u>	<u>(45.10)</u>	<u>300.00</u>
<b>Net Income (Loss) Before Taxes</b>	<u>1,419.31</u>	<u>0.00</u>	<u>1,419.31</u>	
<b>Net Income (Loss)</b>	<u>\$ 1,419.31</u>	<u>\$ 0.00</u>	<u>\$ 1,419.31</u>	<u>\$</u>

See Independent Accountant's Compilation Report

**MILLER, BRUSSELL, EBBEN AND GLAESKE LLC**  
CERTIFIED PUBLIC ACCOUNTANTS  
611 E WISCONSIN STREET  
PORTAGE, WISCONSIN  
53901

**Independent Accountant's Compilation Report**

Silver Lake Cemetery Association  
A Non-Profit Organization  
Portage, WI 53901

Management is responsible for the accompanying financial statements of Silver Lake Cemetery Association (a non-profit organization), which comprise the statements of assets, liabilities and net assets - income tax basis as of July 31, 2016, the related statements of other changes in net assets - income tax basis, the statements of revenues & expenses - income tax basis and the statements of revenues & expenses - income tax basis, actual vs budget for the years then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Miller, Brussell, Ebben & Glaeske, LLC*

Portage, WI 53901-2453  
August 16, 2016

**Silver Lake Cemetery Association**  
**Statements of Assets, Liabilities and Net Assets- Income Tax Basis**  
**As of July 31, 2016 and 2015**

**ASSETS**

	2016	2015
<b>CURRENT ASSETS</b>		
<b>CASH ACCOUNTS</b>		
Checking-General	\$ 2,725.84	\$ 12,362.18
<b>Total Cash</b>	<b>2,725.84</b>	<b>12,362.18</b>
<b>PERPETUAL CARE ACCOUNTS</b>		
Assoc Bank - #734358	0.00	14,000.00
Assoc Bank - #2117240680	50,506.78	36,504.95
United Community Bank #0002000260	73,893.75	73,556.25
<b>Total Perpetual Care Accounts</b>	<b>124,400.53</b>	<b>124,061.20</b>
<b>TRUST ACCOUNTS</b>		
US Bank - #504-6785	343.26	343.26
Assoc Bank - #731766	1,000.00	1,000.00
Assoc Bank - #733135	4,000.00	4,000.00
Assoc Bank - #744503	347.21	347.21
Assoc Bank - #747004	700.00	700.00
Assoc Bank - #2193312023	3,939.65	3,939.65
<b>Total Trust Accounts</b>	<b>10,330.12</b>	<b>10,330.12</b>
<b>Total Current Assets</b>	<b>137,456.49</b>	<b>146,753.50</b>
<b>PROPERTY AND EQUIPMENT</b>		
Buildings	158,730.40	118,000.00
Shop Equipment	20,320.00	20,320.00
<b>Net Property and Equipment</b>	<b>179,050.40</b>	<b>138,320.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 316,506.89</b>	<b>\$ 285,073.50</b>

**Silver Lake Cemetery Association**  
**Statements of Assets, Liabilities and Net Assets- Income Tax Basis**  
**As of July 31, 2016 and 2015**

**LIABILITIES AND NET ASSETS**

	<b>2016</b>	<b>2015</b>
<b>CURRENT LIABILITIES</b>		
Fed/FICA Withholding Payable	\$ 2,165.15	\$ 564.38
State Withholding Payable	88.96	106.24
Accrued FUTA Tax	88.25	86.43
Accrued SUTA Tax	353.86	63.32
<b>Total Current Liabilities</b>	<b>2,696.22</b>	<b>820.37</b>
<b>LONG-TERM LIABILITIES</b>		
N/P - United Community Bank	25,000.00	0.00
<b>Total Long-Term Liabilities</b>	<b>25,000.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>27,696.22</b>	<b>820.37</b>
<b>NET ASSETS</b>		
Other Equity		
Net Assets	288,810.67	284,253.13
<b>Total Net Assets</b>	<b>288,810.67</b>	<b>284,253.13</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 316,506.89</b>	<b>\$ 285,073.50</b>

**Silver Lake Cemetery Association**  
**Statements of Revenues & Expenses - Income Tax Basis**  
**For the 7 Months Ended July 31, 2016**  
**Actual vs Budget**

	7 Months Ended July 31, 2016 Actual	7 Months Ended July 31, 2016 Budget	7 Months Ended July 31, 2016 Variance	2016 Total Annual Budget
<b>Revenue</b>				
Sales - Lot Sales	\$ 1,875.00	\$ 1,166.69	\$ 708.31	\$ 2,000.00
Sales - Internments	5,200.00	7,000.00	(1,800.00)	12,000.00
Sales - Subsidy	31,000.00	16,053.31	14,946.69	27,520.00
Sales - Other	0.00	341.25	(341.25)	585.00
Sales - In-Kind	0.00	5,833.31	(5,833.31)	10,000.00
<b>Total Revenue</b>	<u>38,075.00</u>	<u>30,394.56</u>	<u>7,680.44</u>	<u>52,105.00</u>
<b>Gross Profit</b>	<u>38,075.00</u>	<u>30,394.56</u>	<u>7,680.44</u>	<u>52,105.00</u>
<b>Operating Expenses</b>				
Advertising	0.00	35.00	(35.00)	60.00
Auto/Truck Expense	1,190.52	933.31	257.21	1,600.00
Capital Expenditures	0.00	5,833.31	(5,833.31)	10,000.00
Donations	0.00	116.69	(116.69)	200.00
Fuel - Gas & Oil	808.35	1,166.69	(358.34)	2,000.00
Graves	1,060.00	1,108.31	(48.31)	1,900.00
Insurance - General	3,912.00	2,479.19	1,432.81	4,250.00
Interest Expense	543.61	0.00	543.61	0.00
Licenses, Fees & Permits	10.00	0.00	10.00	0.00
Miscellaneous	97.75	116.69	(18.94)	200.00
Office Supplies	0.02	87.50	(87.48)	150.00
Perpetual Care Expense	0.00	175.00	(175.00)	300.00
Professional Fees	1,215.00	933.31	281.69	1,600.00
Repairs & Maintenance	2,223.61	1,166.69	1,056.92	2,000.00
Salaries - General	14,702.81	14,000.00	702.81	24,000.00
Supplies	0.00	183.75	(183.75)	315.00
Taxes - FICA	1,124.79	1,108.31	16.48	1,900.00
Taxes - FUTA	88.22	204.19	(115.97)	350.00
Taxes - SUTA	470.51	46.69	423.82	80.00
Tree Removal	0.00	583.31	(583.31)	1,000.00
Utilities	260.80	291.69	(30.89)	500.00
<b>Total Operating Expenses</b>	<u>27,707.99</u>	<u>30,569.63</u>	<u>(2,861.64)</u>	<u>52,405.00</u>
<b>Operating Income (Loss)</b>	<u>10,367.01</u>	<u>(175.07)</u>	<u>10,542.08</u>	<u>(300.00)</u>
<b>Other Income (Expenses)</b>				
Interest Income	110.12	175.00	(64.88)	300.00
Other Income	100.00	0.00	100.00	0.00
<b>Total Other Income (Expenses)</b>	<u>210.12</u>	<u>175.00</u>	<u>35.12</u>	<u>300.00</u>
<b>Net Income (Loss) Before Taxes</b>	<u>10,577.13</u>	<u>(0.07)</u>	<u>10,577.20</u>	
<b>Net Income (Loss)</b>	<u>\$ 10,577.13</u>	<u>\$ (0.07)</u>	<u>\$ 10,577.20</u>	<u>\$</u>

Silver Lake Cemetery Association  
Schedule of Actual and Projected Income and Expenses for 2016.

	Actual		Estimated		Budget for 2017
	7 Months Ended July 31, 2016	5 Months Projection August - December	12 Months Ended December 31, 2016		
<b>Income</b>					
Lot Sales	\$ 1,875.00	\$ 1,125.00	\$ 3,000.00	\$	2,250.00
Internment Sales	\$ 5,200.00	\$ 4,800.00	\$ 10,000.00	\$	10,000.00
Subsidy Sales	\$ 31,000.00	\$ -	\$ 31,000.00	\$	34,780.00
In- Kind	\$ 10,000.00	\$ -	\$ 10,000.00	\$	10,000.00
Other	\$ 100.00	\$ -	\$ 100.00	\$	100.00
<b>Total Sales</b>	<b>\$ 48,175.00</b>	<b>\$ 5,925.00</b>	<b>\$ 54,100.00</b>	<b>\$</b>	<b>57,130.00</b>
<b>Expenses</b>					
Advertising	\$ -	\$ 65.00	\$ 65.00	\$	60.00
Auto/Truck Expense	\$ 1,190.52	\$ 500.00	\$ 1,690.52	\$	1,700.00
Capital Expenditures and In-Kind	\$ 10,000.00	\$ -	\$ 10,000.00	\$	12,000.00
Donations	\$ -	\$ 200.00	\$ 200.00	\$	100.00
Fuel - Gas & Oil	\$ 808.35	\$ 1,150.00	\$ 1,958.35	\$	2,000.00
Graves	\$ 1,060.00	\$ 1,060.00	\$ 2,120.00	\$	1,900.00
Insurance - General	\$ 3,912.00	\$ -	\$ 3,912.00	\$	4,250.00
Interest Expense	\$ 543.61	\$ 500.00	\$ 1,043.61	\$	1,000.00
Miscellaneous	\$ 97.75	\$ -	\$ 97.75	\$	200.00
Licenses, Fees and Permits	\$ 10.00	\$ -	\$ 10.00	\$	200.00
Office Supplies	\$ -	\$ 150.00	\$ 150.00	\$	150.00
Professional Fees	\$ 1,215.00	\$ 600.00	\$ 1,815.00	\$	1,800.00
Repairs and Maintenance	\$ 2,223.61	\$ 1,000.00	\$ 3,223.61	\$	2,600.00
Salaries - General	\$ 14,702.83	\$ 10,000.00	\$ 24,702.83	\$	25,000.00
Supplies	\$ -	\$ 315.00	\$ 315.00	\$	315.00
Taxes - FICA	\$ 1,124.79	\$ 734.27	\$ 1,859.06	\$	1,900.00
Taxes - FUTA	\$ 88.22	\$ 95.63	\$ 183.85	\$	350.00
Taxes - SUTA	\$ 470.51	\$ 48.10	\$ 518.61	\$	80.00
Tree Removal	\$ -	\$ 1,000.00	\$ 1,000.00	\$	1,000.00
Utilities	\$ 260.80	\$ 375.00	\$ 635.80	\$	800.00
<b>Total Operating Expenses</b>	<b>\$ 37,707.99</b>	<b>\$ 17,793.00</b>	<b>\$ 55,500.99</b>	<b>\$</b>	<b>57,405.00</b>
<b>Operating Income (Loss)</b>	<b>\$ 10,467.01</b>	<b>\$ (11,868.00)</b>	<b>\$ (1,400.99)</b>	<b>\$</b>	<b>(275.00)</b>
<b>Other Income (Expense)</b>					
Interest Income	\$ 110.12	\$ 75.00	\$ 185.12	\$	275.00
<b>Total Other Income (Expense)</b>	<b>\$ 110.12</b>	<b>\$ 75.00</b>	<b>\$ 185.12</b>	<b>\$</b>	<b>275.00</b>
<b>Net Income (Loss) Before Taxes</b>	<b>\$ 10,577.13</b>	<b>\$ (11,793.00)</b>	<b>\$ (1,215.87)</b>	<b>\$</b>	<b>-</b>
<b>Net Income (Loss)</b>	<b>\$ 10,577.13</b>	<b>\$ (11,793.00)</b>	<b>\$ (1,215.87)</b>	<b>\$</b>	<b>-</b>



September 16, 2016

Jean E. Mohr  
City of Portage Finance Director  
115 West Pleasant Street  
Portage, Wisconsin 53901

RE: Historic Indian Agency House 2017 Grant Request

Dear Ms. Mohr:

**On behalf of the Historic Indian Agency House and The National Society of The Colonial Dames of America in the State of Wisconsin, I respectfully request a 2017 operational funding grant in the amount of \$10,000.** (Please note that our 2017 fiscal year begins May 1).

Please accept the enclosed attachments as supporting documentation for this grant request.

Attachment A	Budget versus actual comparisons for income and expenses for Fiscal Years 2015-16 and 2016-17 (actual numbers current as of August 31, 2016)
Attachment B	Historic Indian Agency House/National Society of The Colonial Dames of America in the State of Wisconsin (Portage Account) Balance Sheet at close of FY2015-16
Attachment C	Historic Indian Agency House/National Society of The Colonial Dames of America in the State of Wisconsin (Portage Account) Balance Sheet for FY2016-17, current as of August 31, 2016
Attachment D	FY2016-17 Summary of Accomplishments
Attachment E	FY2016-17 Quantifiable Goals
Attachment F	Historic Indian Agency House 2016 and 2017 Calendar of Events

We are wrapping up another wonderful season at the Agency House, one that would not have been possible without the continued support of the City of Portage and its citizens. Visitor numbers are up, as are visitors from outside of the Columbia County area. We also welcomed more Girl Scouts and school groups this year. We attribute this success to a dynamic new website, increased social media activity, and direct mail marketing to schools and scouts. We held eleven special events, all free and open to the public (see attached 2016 calendar for more info). Portage residents once again took advantage of "Portage Days" this season, touring for free on Sundays and Wednesdays.

For the second time in as many years, the Wisconsin Historical Society Press released a book about the Agency House. "The Silver Man" by Pete Shrake discusses the life and times of Indian Agent John Kinzie from the War of 1812 and the monopoly of the American Fur Company, to the Black Hawk War and the forced removal of thousands of Ho-Chunk people from their native lands. His life story "gives us a front-row seat to a pivotal time in the history of the American Midwest." The book comes on the heels of "Juliette Kinzie – Frontier Storyteller," a *Badger Biographies Series* publication which focused on Mrs. Kinzie. The National Society of the Colonial Dames of America in the State of Wisconsin provided financial support for both of these projects, and both have attracted regional and national attention and visitors.

FY 2015-16 was a year of many laudable accomplishments and programming successes. **For now and the immediate future, we ask the City of Portage to continue its vital support of this site, one of Portage's most historically significant and marketable assets.**

Please do not hesitate to contact me by telephone or email if any clarification or further information is needed.

I thank you for your time and consideration of this request.

Sincerely,



Lisa Renier Thomas  
Executive Director  
Work Phone: (608) 742-6362  
Cell Phone: (608) 355-3779  
Email: [historicindianagencyhouse@gmail.com](mailto:historicindianagencyhouse@gmail.com)

The Natl Society of the Colonial Dames  
 Income Statement *COMPARISON*  
 For the Twelve Months Ending April 30, 2016 *AND 2015*

	Current Month This Year	Current Month Last Year	Year to Date This Year <i>2016</i>
Revenues			
Admissions	\$ 0.00	\$ 0.00	\$ 3,388.00
Museum Sales	150.00	20.00	4,433.40
Donation Jar	0.00	0.00	0.00
Contributions - HIAH Legacy	0.00	0.00	15,000.00
Contributions - NSCDA	0.00	0.00	935.00
Dames Donations	0.00	54.19	2,000.00
Museum Memberships	0.00	0.00	7,620.00
City/Tourism	0.00	0.00	27,000.00
Fundraising/Donations	0.00	20.00	8,455.48
Grant Income	0.00	0.00	500.00
Legacy/Seaman Endowment Contri	0.00	0.00	5,000.00
Events	0.00	0.00	540.00
Reimbursements	0.00	0.00	(14.77)
Miscellaneous Income	0.00	0.00	0.00
FUND BALANCE CARRYOVER	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00
<b>Total Revenues</b>	<b>150.00</b>	<b>94.19</b>	<b>74,857.11</b>
Cost of Sales			
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>150.00</b>	<b>94.19</b>	<b>74,857.11</b>
Expenses			
Accounting Expenses	0.00	485.00	1,455.00
Advertising	0.00	604.98	1,152.50
Bank US Credit Card	0.00	0.00	0.00
Bank Service Charges	52.66	58.81	493.33
Book Storage	0.00	0.00	0.00
Collections Care	0.00	0.00	0.00
Dues	0.00	0.00	315.00
Events	20.47	0.00	1,785.84
Exhibits	0.00	0.00	0.00
Fundraising/hospitality	0.00	0.00	807.66
Grants - Required Expenditures	0.00	500.00	0.00
Grounds/Elm Tree	0.00	731.00	2,761.85
Insurance	0.00	0.00	3,438.50
Licenses and Permits	10.00	0.00	10.00
Maint - Hist House & Cottage	8.73	0.00	3,300.28
Maint - Stone Building	0.00	174.09	306.08
Museum Store Purchases	231.09	338.50	1,224.13
Wau Bun Express	0.00	0.00	0.00
	0.00	0.00	0.00
Wages Expense	2,366.68	3,475.01	32,921.56
Employee Benefit Programs Exp	0.00	0.00	0.00
Contract labor	0.00	0.00	0.00
PAYROLL TAX EXPENSES	181.06	265.62	2,441.84
Postage & Delivery	149.00	0.00	164.21
Professional Deveopment	0.00	0.00	1,988.09
Programming/Education	0.00	500.00	103.31

For Management Purposes Only

The Natl Society of the Colonial Dames  
 Income Statement  
 For the Twelve Months Ending April 30, 2016

Year to Date  
 Last Year  
 2015

3,929.50  
 6,325.56  
 350.05  
 10,100.00  
 8,670.00  
 2,233.44  
 0.00  
 0.00  
 18,004.01  
 22,210.00  
 0.00  
 5,104.11  
 0.00  
 0.00  
 0.00  
 2,500.00

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79,426.67

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0.00

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79,426.67

1,790.00  
 1,195.82  
 0.00  
 534.94  
 0.00  
 151.40  
 304.00  
 2,142.68  
 122.53  
 464.01  
 12,823.46  
 1,307.57  
 0.00  
 0.00  
 95.00  
 655.34  
 3,143.23  
 0.00  
 0.00  
 31,967.38  
 0.00  
 0.00  
 2,521.88  
 502.89  
 0.00  
 1,629.60

The Natl Society of the Colonial Dames  
 Income Statement *COMPARISON*  
 For the Twelve Months Ending April 30, 2016 *AND 2015*

	Current Month This Year	Current Month Last Year	<i>2016</i> Year to Date This Year	
Security System Maintenance	0.00	408.64	845.00	
Rent (P O Box)	0.00	0.00	93.00	
Restoration - Agency House	0.00	0.00	0.00	
Signs	0.00	0.00	769.38	
Stone Building Supplies	0.00	0.00	48.32	
Technology Acquisition	0.00	0.00	42.00	
Telephone/INTERNET	213.02	517.48	1,032.89	
Utilities	913.95	426.20	3,313.44	
Miscellaneous	0.00	0.00	0.00	
Postage and Freight Expense	0.00	0.00	0.00	
Book Storage	0.00	0.00	0.00	
Office Supplies Expense	0.00	107.32	173.22	
Licenses & Permits	0.00	0.00	0.00	
Safe Deposit Box	0.00	0.00	55.00	
Mileage Reimbursements	0.00	60.25	186.00	
WEBSITE	12.95	0.00	219.66	
	<hr/>	<hr/>	<hr/>	
Total Expenses	4,159.61	8,652.90	61,447.09	
	<hr/>	<hr/>	<hr/>	
Net Income	\$ (4,009.61)	\$ (8,558.71)	\$ 13,410.02	\$
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

The Natl Society of the Colonial Dames  
Income Statement  
For the Twelve Months Ending April 30, 2016

*2015*  
Year to Date  
Last Year

1,217.68

84.00

0.00

203.00

526.05

0.00

1,422.65

4,083.50

0.00

0.00

0.00

859.20

0.00

55.00

484.32

261.00

---

70,548.13

---

8,878.54

---

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The Natl Society of the Colonial Dames  
Balance Sheet  
April 30, 2016

ATTACHMENT B

ASSETS

Current Assets		
Checking Account	\$	<u>12,929.04</u>
Total Current Assets		12,929.04
Property and Equipment		
Property and Equipment		<u>4,746.00</u>
Total Property and Equipment		4,746.00
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>17,675.04</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	441.42
State Payroll Taxes Payable		<u>75.98</u>
Total Current Liabilities		517.40
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		517.40
Capital		
Retained Earnings		3,747.62
Net Income		<u>13,410.02</u>
Total Capital		<u>17,157.64</u>
Total Liabilities & Capital	\$	<u><u>17,675.04</u></u>

The Natl Society of the Colonial Dames  
Balance Sheet  
September 30, 2016

ATTACHMENT C

ASSETS

Current Assets		
Checking Account	\$	<u>(1,165.70)</u>
Total Current Assets		(1,165.70)
Property and Equipment		
Property and Equipment		<u>4,746.00</u>
Total Property and Equipment		4,746.00
Other Assets		<u>                    </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>3,580.30</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	\$	1,773.87
State Payroll Taxes Payable		<u>232.74</u>
Total Current Liabilities		2,006.61
Long-Term Liabilities		<u>                    </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		2,006.61
Capital		
Retained Earnings		17,157.64
Net Income		<u>(15,583.95)</u>
Total Capital		<u>1,573.69</u>
Total Liabilities & Capital	\$	<u><u>3,580.30</u></u>

**Historic Indian Agency House****FY2016-2017 (May 01, 2016 to April 30, 2017) as of 8/31/2016****MAJOR ACCOMPLISHMENTS**

- Opened on May 15, 2016 for the site's 84<sup>th</sup> consecutive year of service as a public, nonprofit museum. Site is staffed by enthusiastic guides carefully and thoroughly trained to disseminate the history of the historic Portage with visitors from across the nation and, literally, the world.
- Fifth season of offering 1.2 mile Nature Trail to all visitors—at no cost, with accompanying self-guided tour booklet. This trail is a wonderful recreational enhancement to the already discussed Ice Age Trail segment that borders the Agency House site.
- Hosted school tours from Portage, Poynette, Pardeeville, Lewiston, Endeavor, Madison, Necedah, Wisconsin Rapids, and other districts at a deeply discounted rate—rates that we have purposefully kept at a below-cost rate of \$3 per student for nearly a decade, despite rising staff and operating costs.
- Wisconsin Dames, HIAH's longtime owners, continued to work with historian and writer Peter Shrake and the Wisconsin Historical Society Press to produce the first biography of famous Portage resident (later known as "the Father of Chicago") John Harris Kinzie. Mr. Shrake, a longtime and valued volunteer of HIAH, has researched and written the Kinzie biography, the Wisconsin Historical Society Press will provide the editing, production and marketing services, and the Dames are partially financing the project with a \$12,000 financial contribution. This book is slated for publication within the next year, and will no doubt provide further awareness of Portage and its historic significance.
- Implemented six instances of public programming (with four yet to come this fiscal year) including the return of the popular Summer Speaker Series and Spring and Fall Reenactments—both events funded by grant monies and offered free to the public that continue to be well-received and attended by members of the Portage community.
- Worked with area organizations to share resources and maximize our potential. Some examples of these community partnerships include:
  - continued mutually beneficial relationship with Portage chapter of AmeriCorps Fresh Start program, where young adults learning job skills carried out a multitude of volunteer work on our behalf
  - hosted "Girl Scouts Time Travelers" event in March in cooperation with the Girl Scout Badgerland Council, bringing over 100 Scouts from across south-central Wisconsin to Portage
  - hosted Boy Scout events including camp-outs and hikes
- For the third year, held "Portage Days" EVERY Sunday and Wednesday, on which all residents of Portage can take a full guided tour completely free of charge (with only proof of residency and sign-in required). HIAH will continue Portage Days in 2017
- For the third year, held "Snow Days," an opportunity for the public to snow shoe part or all of our 1.2-mile nature trail.

**Historic Indian Agency House  
FY2016-2017 (May 01, 2016 to April 30, 2017)**

**QUANTIFIABLE GOALS TO BE MET USING PROPOSED CITY GRANT OF \$10,000**

- Open on May 15 for the site's 85th consecutive year, with the financial footing to be able to employ qualified tour guides that are available to the public five days a week through October 15. (A reduction in site accessibility—including, but perhaps not limited to, a decrease in days of the week regularly open to the public—may be required if sufficient funding cannot be projected in the FY2016-17 budget-making process.)
- Continue to increase visitor numbers through expanded use of our dynamic new website and social media, both of which have resulted in increased numbers of out-of-area visitors during the 2016 season.
- Sixth season offering 1.2 mile Nature Trail to all visitors - the third year at no cost to the public - with accompanying self-guided tour booklet, a wonderful (and marketable) enhancement to the nearby Ice Age Trail segment.
- Offer at least ten instances of public programming, including the site's annual Summer Speaker Series, Spring and Fall Reenactments, and December's Kiddie Christmas. A copy of our 2017 calendar is attached. As usual, other fundraising will fund the majority of event expenses so that we might continue to meet our objective of making quality educational programming accessible to all; this being accomplished by consistently offering children's and adults programs at significantly less than actual cost or at no cost.
- Continue to host school tours for Portage and surrounding communities at below-cost.
- Continue to offer "Portage Days," (free guided tours for Portage residents with proof of residency EVERY Sunday and Wednesday) throughout the 2017 regular season.
- Continue to work with area organizations to share resources and maximize our potential.

# Historic Indian Agency House at Fort Winnebago

**Saturday, March 18** Girl Scouts Birthday Event. Celebrate the Girl Scouts at the home of founder Juliette Gordon Low's grandparents! Lots of hands-on activities to choose from. Must register with the Badgerland Council: (608) 276-8500.

**Sunday, May 14** Opening Day Celebration! Help us kick off our 2017 season. Historic game presentations, butter making for kids. Held in conjunction with Surgeon's Quarters. FREE. more info at [agencyhouse.org](http://agencyhouse.org).

**Sunday, May 14-Oct 15** Site open Wednesdays through Sundays 10am to 4pm. Guided tours, Nature Trail, Museum Shop. Portage residents tour FREE Wednesdays and Sundays.

**Saturday, June 10** Spring Reenactment and Flag Day Event. Luncheon. Girl Scouts flag ceremony. Speaker. Meet fur-trade-era reenactors and learn about life at the Portage during the late eighteenth century. Held in conjunction with Canal Days. See [agencyhouse.org](http://agencyhouse.org) for up-to-date information.

**Tuesday, June 27** Summer Speaker Series. Fun and educational presentations from experts in their fields. Light refreshments at 6pm. Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Tuesday, July 25** Summer Speaker Series. Fun and educational presentations from experts in their fields. Light refreshments at 6pm. Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Tuesday, August 29** Summer Speaker Series. Fun and educational presentations from experts in their fields. Light refreshments at 6pm. Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Saturday, September 16** 9<sup>th</sup> Annual Living History Weekend. Our most popular event. Reenactors bring the Agency House and grounds to life. Our 2017 Theme is "Fort Winnebago Melodrama." Historic music and dance. 10am-3pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Tuesday, September 26** Summer Speaker Series. Fun and educational presentations from experts in their fields. Light refreshments at 6pm. Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Sunday, October 15** Fall Festival. Help us wrap up our 2016 season. Event is FREE. Held in conjunction with Surgeon's Quarters. More information at [agencyhouse.org](http://agencyhouse.org).

**Saturday, December 9** FREE, always-popular "Kiddie Christmas"--crafts & treats! Pre-registration required. See [agencyhouse.org](http://agencyhouse.org) for more info.

**Jan 7 - March 4** "Snow Days." Every other Saturday, beginning January 7, explore the Nature Trail by snowshoes or cross country skis. Snow shoes available for public use by reservation. FREE.

**LIVE NEARBY?** Take advantage of **PORTAGE DAYS** (Every Wednesday and Sunday, Portage residents tour FREE).

Call for details; proof of residency required.

All events open to the public and subject to change.

For more information, visit [www.agencyhouse.org](http://www.agencyhouse.org)

1490 Agency House Rd, PO Box 84, Portage, WI  
[historicindianagencyhouse@gmail.com](mailto:historicindianagencyhouse@gmail.com)

"LIKE" US ON FACEBOOK!

# 2017

# Historic Indian Agency House at Fort Winnebago

## CALENDAR OF EVENTS

**Saturday, March 19** Girl Scouts Birthday Event. Celebrate the Girl Scouts at the home of founder Juliette Gordon Low's grandparents! Lots of hands-on activities to choose from. Must register with the Badgerland Council: (608) 276-8500.

**Sunday, May 15** Opening Day Celebration! Help us kick off our 2016 season with Pete Shrake, author of the new Wisconsin Historical Society Press book about Indian Agent John Kinzie called "Silver Man." Up-to-date information at [agencyhouse.org](http://agencyhouse.org).

**Sunday, May 15-Oct 15** Site open Wednesdays through Sundays 10am to 4pm. Guided tours, Nature Trail, Museum Shop.

**Saturday, June 11** Spring Reenactment and Flag Day Event. Luncheon. Girl Scouts flag ceremony. Speaker. Meet fur-trade-era reenactors and learn about life at the Portage during the late eighteenth century. Held in conjunction with Canal Days. See [agencyhouse.org](http://agencyhouse.org) for up-to-date information.

**Tuesday, June 28** Summer Speaker Series. Author Pete Shrake discusses his new book: "Silver Man." Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Tuesday, July 26** Summer Speaker Series. Former State Archeologist Robert Birmingham discusses "Life, Death and Archeology at Fort Blue Mounds." Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more info.

**Tuesday, August 23** Summer Speaker Series. Historian Mary Elise Antoine discusses "The War of 1812 in Wisconsin." Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Saturday, September 10** 8<sup>th</sup> Annual Living History Weekend. Our most popular event. Reenactors bring the Agency House and grounds to life. 10am-3pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Tuesday, September 27** Summer Speaker Series. James Leary, Professor Emeritus at UW-Madison, discusses "Folksongs of Another America." Presentation at 6:30pm. FREE. See [agencyhouse.org](http://agencyhouse.org) for more information.

**Saturday, October 15** Fall Festival. Help us wrap up our 2016 season. Event is FREE. More information at [agencyhouse.org](http://agencyhouse.org).

**Saturday, December 10** FREE, always-popular "Kiddie Christmas"--crafts & treats! Pre-registration required. See [agencyhouse.org](http://agencyhouse.org) for more info.

**Dec 31 – March 11** "Snow Days." Every other Saturday, beginning Dec 31, explore the Nature Trail by snowshoes or cross country skis. Snow shoes available for public use by reservation. FREE.

**LIVE NEARBY?** Take advantage of **PORTAGE DAYS** (Every Wednesday and Sunday, Portage residents tour FREE).

Call for details; proof of residency required.

All events open to the public and subject to change.

For more information, visit [www.agencyhouse.org](http://www.agencyhouse.org)

1490 Agency House Rd, PO Box 84, Portage, WI

[historicindianagencyhouse@gmail.com](mailto:historicindianagencyhouse@gmail.com)

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# 2016

<b>Downtown Portage Inc</b>				
		<b>Budget 2017</b>		
<b>Downtown Portage Income</b>				
<b>BID</b>				
Marketing	\$4,000.00			
Canal Days	\$6,000.00			
Beer Walk	\$2,300.00			
Wine Walk	\$2,300.00			
Yuletide	\$6,000.00			
Event Coordinator	\$6,500.00			
<b>Total BID</b>	<b>\$27,100.00</b>			
<b>City of Portage</b>				
Annual Allocation	\$10,000			
Tourism	\$2,500			
<b>Total City of Portag</b>	<b>\$12,500</b>			
<b>Event Income</b>				
Canal Days	\$2,500.00			
Wine Walk	\$9,000.00			
Beer Walk	\$9,000.00			
<b>Total Event Income</b>	<b>\$20,500.00</b>			
<b>Total Downtown Portage Income</b>	<b>\$60,100.00</b>			
<b>Expense</b>				
Advertising and Promotion	\$15,000.00			
<b>Events</b>				
Canal Days	\$11,000.00			
Wine Walk	\$2,200.00			
Beer Hop	\$2,200.00			
Yule Tide	\$9,500.00			
Living Windows	\$2,500.00			
<b>Total</b>	<b>\$42,400.00</b>			
<b>Insurance Expense -</b>	<b>\$1,200.00</b>			
<b>License, Fees &amp; Permits</b>	<b>\$400.00</b>			
<b>Total</b>	<b>\$1,600.00</b>			
<b>Small equiptment</b>	<b>\$1,500.00</b>			
<b>Professional Fees Event coordinaztor</b>	<b>\$13,000.00</b>			
<b>MBE&amp;G</b>	<b>\$1,600.00</b>			
<b>Total</b>	<b>\$16,100.00</b>			
<b>Total Expense</b>	<b>\$60,100.00</b>			

<b>Downtown Portage Inc</b>		<b>2016</b>	<b>Budget</b>
<b>Downtown Portage Income</b>			
	<b>BID</b>		
<b>BID</b>			
Marketing	\$4,000.00		
Canal Days	\$6,500.00		
Beer Walk	\$2,500.00		
Wine Walk	\$2,500.00		
Yuletide	\$6,500.00		
<b>Total Marketing</b>	<b>\$22,000.00</b>		
<b>Total BID</b>	<b>\$22,000.00</b>		
<b>City of Portage</b>			
Annual Allocation	\$10,000		
Tourism	\$2,500		
<b>Total City of Portag</b>	<b>\$12,500</b>		
<b>Event Income</b>			
Canal Days	\$0.00		
Wine Walk	\$9,000.00		
Beer Walk	\$9,000.00		
<b>Event Income - Other</b>			
<b>Total Event Income</b>	<b>\$18,000.00</b>		
<b>Interest Income</b>			
<b>Total Downtown Portage Income</b>	<b>\$52,500.00</b>		
<b>Mercantile Income</b>			
Admin/Credit Card Fee	\$3,330.00		
Vendor Rent	\$15,800.00		
Vendor Sales	\$69,000.00		
<b>Total Mercantile Income</b>	<b>\$88,130.00</b>		
<b>Total Income</b>	<b>\$140,630.00</b>		
<b>Expense</b>			
Advertising and Promotion	\$15,000.00		
<b>Events</b>			
Canal Days	\$11,000.00		
Wine Walk	\$2,200.00		
Beer Hop	\$2,200.00		
Yule Tide	\$9,500.00		
Living Windows	\$2,500.00		
<b>Total</b>	<b>\$42,400.00</b>		
<b>Insurance Expense -</b>	<b>\$3,400.00</b>		
<b>License, Fees &amp; Permits</b>	<b>\$400.00</b>		



9:10 AM  
09/22/16  
Cash Basis

**Downtown Portage Inc**  
**Profit & Loss**  
**January through April 2016**

	Jan - Apr 16
Ordinary Income/Expense	
Income	
Downtown Portage Income	
City of Portage	
Annual Allocation	10,000.00
Total City of Portage	10,000.00
Interest Income	1.86
Total Downtown Portage Income	10,001.86
Mercantile Income	
Admin/Credit Card Fee	719.34
Vendor Rent	5,208.00
Vendor Sales - Cash	5,831.90
Vendor Sales - Credit Card	8,843.43
Total Mercantile Income	20,602.67
Total Income	30,604.53
Gross Profit	30,604.53
Expense	
Accountant Fee	300.00
Committees	
Promotion	
Yuletide	
Yuletide 2015	300.90
Total Yuletide	300.90
Total Promotion	300.90
Total Committees	300.90
Dues and Subscriptions	150.00
Events	
Canal Days Last Year	181.68
Saturday Market	30.00
Yuletide Last Year	115.00
Total Events	326.68
Insurance Expense	829.60
Interest Expense	598.94
Mercantile Expenses	
Bank Fees	4.80
Credit Card Fees	925.28
Dues	50.00
Repairs & Maintenance	62.32
Sales Tax	434.43
Supplies	87.99
Vendor Payments	14,339.87
Total Mercantile Expenses	15,904.69
Professional Fees	40.00
Property Taxes	2,208.31
Telephone Expense	
Land Line/Internet	601.44
Total Telephone Expense	601.44

9:10 AM  
09/22/16  
Cash Basis

**Downtown Portage Inc**  
**Profit & Loss**  
January through April 2016

---

	<u>Jan - Apr 16</u>
Utilities	
Gas & Electricity	2,173.09
Water	64.44
	<hr/>
Total Utilities	2,237.53
	<hr/>
Total Expense	23,498.09
	<hr/>
Net Ordinary Income	7,106.44
	<hr/>
Net Income	<u><u>7,106.44</u></u>

9:09 AM  
09/22/16  
Cash Basis

Downtown Portage Inc  
Balance Sheet  
As of April 30, 2016

	Apr 30, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	150.00
Cash on Hand	8,093.28
Community Bank	5,699.88
Community Bank Money Market	250.00
Petty Cash	25,543.81
US Bank	39,736.97
Total Checking/Savings	39,736.97
Accounts Receivable	
Accounts Receivable	17.04
Receivable Portage Utilities	17.04
Total Accounts Receivable	17.04
Total Accounts Receivable	17.04
Total Current Assets	39,754.01
Fixed Assets	
Building	
Mercantile Building	100,706.00
Mercantile Building- Accum Depr	-29,448.90
Total Building	71,257.10
Building Improvements	
Building Imprvmnts - Accum Depr	-6,452.28
Building Improvements - Other	45,905.26
Total Building Improvements	39,452.98
Mercantile Equipment	
Mercantile Equip	6,929.27
Mercantile Equip - Accum Depr	-6,929.27
Total Mercantile Equipment	0.00
Total Fixed Assets	110,710.08
<b>TOTAL ASSETS</b>	<b>150,464.09</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Coffee	-1,252.53
Cost	1,518.71
Income	266.18
Total Coffee	416.99
Due to Antiques	127.22
Due to Grandma's	-443.13
Due to Mercantile Merchants	434.43
Sales Tax Payable	801.69
Total Other Current Liabilities	801.69
Total Current Liabilities	801.69
Long Term Liabilities	38,673.99
Mortgage Payable	38,673.99
Total Long Term Liabilities	38,673.99
Total Liabilities	39,475.68

9:09 AM  
09/22/16  
Cash Basis

Downtown Portage Inc  
**Balance Sheet**  
As of April 30, 2016

	Apr 30, 16
Equity	
Back Door Designated Funds	667.88
Opening Balance Equity	74,979.15
Retained Earnings	28,234.94
Net Income	7,106.44
<b>Total Equity</b>	<b>110,988.41</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>150,464.09</b>

Droste will contact homeowners in the historic neighborhoods who may be interested in this offer.

**6. Discussion and possible action on 2017 budget**

Klapper proposed that the "Partnerships and Events" line in the draft 2017 budget be retitled "Historic District Tree Project." The revised budget is:

<u>Revised Draft 2017 Budget Proposal</u>	
Scavenger Hunt	\$ 125
Municipal Register Expenses	\$ 100
Preservation Month Activities	\$1000
Conferences and Memberships	\$1000
Historic District Tree Project	<u>\$ 786</u>
	\$3011

**7. Discussion and possible action on National Historic Preservation Month Activities (May)**

Klapper has asked Portage Printing for an estimate on the cost of producing a coloring book. The amount may depend on the condition of the artwork to be used.

**8. Discussion on possible topics for future HPC meeting agenda**

Miller-Lamb requested the next agenda to include a discussion on applying for a 2018 Historic Preservation Fund Subgrant. This would be a request for funds to prepare nominations for new properties on the National Register. Droste would like stationery for writing notes on behalf of the HPC. The remaining meeting dates for 2016 are: October 5, November 2, and December 7.

**9. Adjournment**

Chair Klapper adjourned the meeting at 7:08 pm.

Respectfully submitted,  
Erin Foley  
Secretary

<b>LIBRARY</b> <b>Fund 230 Dept 00</b>	<b>2014</b> <b>Actual</b>	<b>2015</b> <b>Actual</b>	<b>2016</b> <b>Budget</b>	<b>2016</b> <b>Act 6 month</b>	<b>2017</b> <b>Budget</b>	<b>Change vs.</b> <b>16 Bdgt</b>	<b>% Change</b> <b>From 2016</b>	<b>16 Act vs</b> <b>16 Bdgt</b>	<b>16 Act vs</b> <b>16 Bdgt</b>
<b>Account Description</b>									
<b>LIBRARY - REVENUE</b>									
<b>Fund 230 Dept 00</b>									
2304141110000 GENERAL PROPERTY TAXES	\$ 449,260	\$ 461,996	\$ 486,949	\$ 486,949	\$ 477,301	\$ (9,648)	-1.98%	\$ 0	100.00%
2304343720000 COUNTY APPROPRIATION	\$ 184,786	\$ 178,516	\$ 195,206	\$ 195,209	\$ 226,567	\$ 31,361	16.07%	\$ 3	100.00%
2304343721000 SCLS APPROPRIATION	\$ -	\$ -	\$ 525	\$ -	\$ 525	\$ -		\$ (525)	-100.00%
2304646710000 LIBRARY FEES	\$ 10,089	\$ 9,073	\$ 15,000	\$ 8,233	\$ 15,000	\$ -		\$ (6,767)	54.89%
2304848110000 INTEREST INCOME	\$ 233	\$ 166	\$ 166	\$ 279	\$ 166	\$ -		\$ 113	168.08%
2304848440000 INSURANCE RECOVERY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304848500000 DONATIONS	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304848900000 MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304848920000 INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
2304949900000 FUND BALANCE APPLIED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED 230</b>	<b>\$ 644,368</b>	<b>\$ 650,751</b>	<b>\$ 697,846</b>	<b>\$ 690,670</b>	<b>\$ 719,559</b>	<b>\$ 21,713</b>	<b>3.11%</b>	<b>\$ (7,176)</b>	<b>98.97%</b>

<b>LIBRARY</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>Change vs.</b>	<b>% Change</b>	<b>16 Act vs</b>	<b>16 Act vs</b>
<b>Fund 230 Dept 00 Object 55110</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Act 6 month</b>	<b>Budget</b>	<b>16 Bdgt</b>	<b>From 2016</b>	<b>16 Bdgt</b>	<b>16 Bdgt</b>
<b>Account Description</b>										
<b>MUNICIPAL LIBRARY SERVICES</b>										
110	WAGES-FULLTIME	\$ 189,584	\$ 215,004	\$ 220,227	\$ 106,778	\$ 243,752	\$ 23,525	10.68%	\$ (113,449)	48.49%
111	WAGES-PARTTIME	\$ 119,636	\$ 141,106	\$ 127,234	\$ 47,917	\$ 119,081	\$ (8,153)	-6.41%	\$ (79,316)	37.66%
112	OVERTIME COMPENSATION	\$ 230	\$ 334	\$ -	\$ 177	\$ -	\$ -		\$ 177	100.00%
115	LONGEVITY	\$ 1,900	\$ 1,575	\$ 850	\$ -	\$ 575	\$ (275)	-32.35%	\$ (850)	-100.00%
130	HEALTH INSURANCE	\$ 48,164	\$ 81,750	\$ 87,656	\$ 34,411	\$ 93,534	\$ 5,879	6.71%	\$ (53,245)	39.26%
131	TERM LIFE INSURANCE	\$ 1,163	\$ 1,009	\$ 606	\$ 300	\$ 681	\$ 75	12.40%	\$ (306)	49.45%
132	DENTAL INSURANCE	\$ 1,449	\$ 2,187	\$ 2,880	\$ 1,149	\$ 3,120	\$ 240	8.33%	\$ (1,731)	39.88%
134	INCOME CONTINUATION INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
136	RETIREE BENEFITS	\$ -	\$ -	\$ 16,877	\$ 3,394	\$ 13,650	\$ (3,227)	-19.12%	\$ (13,483)	20.11%
140	EMPLOYEE ASSISTANCE PROGRAM	\$ 22	\$ 33	\$ 50	\$ 22	\$ 50	\$ -		\$ (28)	44.00%
150	RETIREMENT	\$ 17,023	\$ 18,267	\$ 15,807	\$ 7,525	\$ 17,898	\$ 2,091	13.23%	\$ (8,281)	47.61%
151	FICA	\$ 22,670	\$ 25,848	\$ 26,646	\$ 11,106	\$ 27,801	\$ 1,155	4.33%	\$ (15,540)	41.68%
153	SICK/VACATION ACCRUAL	\$ 4,043	\$ (4,475)	\$ -	\$ -	\$ -	\$ -		\$ -	
201	DRUG/ALCOHOL TESTING	\$ -	\$ -	\$ -	\$ 107	\$ -	\$ -		\$ 107	100.00%
210	HARDWARE MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
211	SOFTWARE SUPPORT	\$ 41,079	\$ 41,196	\$ 45,391	\$ 48,705	\$ 49,020	\$ 3,629	7.99%	\$ 3,314	107.30%
	<i>SCLS Infrastructure, Network, PC Support, GetIT,</i>									
	My PC	\$ 42,047								
	Bibliotheca	\$ 6,793								
	Other	\$ 180								
212	OFFICE EQUIPMENT MAINT	\$ 1,286	\$ -	\$ 200	\$ -	\$ 200	\$ -		\$ (200)	-100.00%
	MISC	\$ 200								
215	AUDIT	\$ 1,400	\$ 1,475	\$ 1,400	\$ 1,000	\$ 1,400	\$ -		\$ (400)	71.43%
216	ASSOCIATION DUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
219	OTHER PROFESSIONAL SERVICES	\$ 644	\$ 698	\$ 700	\$ 494	\$ 700	\$ -		\$ (206)	70.51%
220	TELEPHONE	\$ 2,281	\$ 2,761	\$ 2,500	\$ 1,220	\$ 2,500	\$ -		\$ (1,280)	48.78%
221	ELECTRICITY & GAS	\$ 27,442	\$ 26,815	\$ 28,500	\$ 13,121	\$ 28,500	\$ -		\$ (15,379)	46.04%
222	WATER & SEWER CHARGES	\$ 1,525	\$ 1,134	\$ 1,400	\$ 568	\$ 1,400	\$ -		\$ (832)	40.54%
232	HVAC	\$ 25,106	\$ 6,327	\$ 3,900	\$ -	\$ 3,900	\$ -		\$ (3,900)	-100.00%
243	BLDG & GROUND MAINT	\$ 9,199	\$ 10,829	\$ 6,200	\$ 930	\$ 6,000	\$ (200)	-3.23%	\$ (5,270)	14.99%
290	TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
291	POSTAGE	\$ 2,244	\$ 1,339	\$ 1,000	\$ 1,116	\$ 1,500	\$ 500	50.00%	\$ 116	111.59%
292	PRINTING/PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
294	OTHER CONTRACTUAL SVCS	\$ 14,211	\$ 14,267	\$ 12,316	\$ 12,654	\$ 12,800	\$ 484	3.93%	\$ 338	102.74%
	Delivery \$10,599	\$ 10,156								
	ARAMARK \$200	\$ 144								
	Cintas - will cancel	\$ -								
	Monitoring System	\$ 200								
	Fire/Safety	\$ 30								
	Pest Control	\$ 480								
	CC SOLID WASTE	\$ 800								
	J.F. AHERN	\$ 735								
	Other	\$ 255								
310	OFFICE SUPPLIES	\$ 22,993	\$ 14,863	\$ 7,200	\$ 6,194	\$ 6,000	\$ (1,200)	-16.67%	\$ (1,006)	86.03%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ 6,562	\$ 8,066	\$ 6,600	\$ 6,138	\$ 4,500	\$ (2,100)	-31.82%	\$ (462)	93.00%
330	TRAVEL (CUSTODIAN)	\$ -	\$ -	\$ -	\$ -	\$ 288	\$ 288	100.00%	\$ -	100.00%
340	OPERATING SUPPLIES	\$ -	\$ -	\$ 900	\$ 71	\$ 900	\$ -		\$ (829)	7.85%
350	BUILDING/GROUNDS MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800	100.00%	\$ -	100.00%
390	MISCELLANEOUS SUPPLIES	\$ 11,940	\$ 7,564	\$ 6,600	\$ 3,666	\$ 6,600	\$ -		\$ (2,934)	55.55%
510	GENERAL LIABILITY INSURANCE	\$ 1,098	\$ 1,115	\$ 1,114	\$ 837	\$ 1,114	\$ -		\$ (277)	75.13%
511	WORKMEN'S COMP	\$ 964	\$ 853	\$ 1,470	\$ 1,077	\$ 1,470	\$ -		\$ (393)	73.24%
512	PROPERTY INSURANCE	\$ 4,768	\$ 4,760	\$ 4,788	\$ 1,557	\$ 4,788	\$ -		\$ (3,231)	32.51%
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
550	ADMINISTRATIVE SERVICES	\$ 794	\$ 972	\$ 972	\$ -	\$ 972	\$ -		\$ (972)	-100.00%
590	BANK FEES	\$ 126	\$ 90	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
741	LOSSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
799	MISCELLANEOUS EXPENSE	\$ 8,439	\$ -	\$ -	\$ 78	\$ -	\$ -		\$ 78	100.00%
821	BUILDING/GROUNDS	\$ 11,321	\$ 1,192	\$ 2,400	\$ 440	\$ 2,000	\$ (400)	-16.67%	\$ (1,960)	18.35%
823	OFFICE EQUIPMENT & FURNISHINGS	\$ 899	\$ 378	\$ 500	\$ 183	\$ 500	\$ -		\$ (318)	36.50%
850	BOOKS-COLLECTIONS	\$ 55,388	\$ 47,956	\$ 40,000	\$ 20,216	\$ 46,000	\$ 6,000	15.00%	\$ (19,784)	50.54%
851	AUDIO MATERIALS	\$ 6,379	\$ 7,569	\$ 4,500	\$ 1,662	\$ -	\$ (4,500)	-100.00%	\$ (2,838)	36.93%
852	VISUAL MATERIALS	\$ 5,310	\$ 4,460	\$ 4,800	\$ 2,631	\$ -	\$ (4,800)	-100.00%	\$ (2,169)	54.80%
853	ELECTRONIC RESOURCES	\$ 4,849	\$ 13,057	\$ 11,000	\$ 8,138	\$ 13,065	\$ 2,065	18.77%	\$ (2,862)	73.98%
	Databases (WILS)	\$ 3,648								
	TUTOR.COM \$3,500	\$ 3,400								
	Flipster	\$ 650								
	Digital Materials \$4,900	\$ 5,275								
	Other	\$ 92								
870	COMPUTER HARDWARE	\$ 2,776	\$ 4,301	\$ 2,663	\$ -	\$ 2,500	\$ (163)	-6.12%	\$ (2,663)	-100.00%
	(3) Computers (1) Laptop SCLS									
<b>TOTAL MUNICIPAL LIBRARY SERVICES</b>		<b>\$ 676,908</b>	<b>\$ 706,675</b>	<b>\$ 697,846</b>	<b>\$ 345,576</b>	<b>\$ 719,559</b>	<b>\$ 21,713</b>	<b>3.11%</b>	<b>\$ (352,270)</b>	<b>49.52%</b>
									\$ -	

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ 70.41	\$ (55,854.04)	\$ (55,854.04)	\$ 289,239.84	\$ (55,854.04)
<b>Total Fund Balance</b>	<b>\$ 70.41</b>	<b>\$ (55,854.04)</b>	<b>\$ (55,854.04)</b>	<b>\$ 289,239.84</b>	<b>\$ (55,854.04)</b>

<i>Cable TV Revenue</i>		<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2016</i>	<i>2017</i>	<i>Change vs.</i>	<i>% Change</i>	<i>16 Act vs</i>	<i>16 Act vs</i>
<i>Fund 100</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Act 6 month</i>	<i>Budget</i>	<i>16 Bdgt</i>	<i>From 2016</i>	<i>16 Bdgt</i>	<i>16 Bdgt</i>
<i>Account Description</i>										
44170-000	CATV FRANCHISE	\$ 116,606	\$ 122,302	\$ 120,000	\$ 62,397	\$ 120,000	\$ -	0.00%	\$ (57,603)	52.00%
48309-000	SALE OF PROPERTY-OTHER	\$ -	\$ -	\$ -	\$ -	\$ -				
48500-000	DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -				
48900-000	MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -				
48910-000	REFUND OF PRIOR YEAR EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -				
48920-000	INSURANCE DIVIDEND	\$ -	\$ -	\$ -	\$ -	\$ -				
<b>TOTAL REVENUE</b>		<b>\$ 116,606</b>	<b>\$ 122,302</b>	<b>\$ 120,000</b>	<b>\$ 62,397</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (57,603)</b>	<b>52.00%</b>

<i>Cable TV</i>		<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2016</i>	<i>2017</i>	<i>Change vs.</i>	<i>% Change</i>	<i>16 Act vs</i>	<i>16 Act vs</i>
<i>Fund 100 Dept 35 Object 55190</i>		<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Act 6 month</i>	<i>Budget</i>	<i>16 Bdgt</i>	<i>From 2016</i>	<i>16 Bdgt</i>	<i>16 Bdgt</i>
<i>Account Description</i>										
<b>CABLE TELEVISION</b>										
216	ASSOCIATION DUES	\$ 200	\$ 205	\$ 250	\$ 205	\$ 250	\$ -	0.00%	\$ (45)	82.00%
219	OTHER PROFESSIONAL SERVICES	\$ 6,780	\$ 7,474	\$ 7,280	\$ 4,247	\$ 7,356	\$ 76	1.04%	\$ (3,033)	58.33%
	<i>PART-TIME ASST</i>	\$ -	\$ -	\$ 2,900	\$ -	\$ 2,928	\$ 28	0.97%	\$ (2,900)	-100.00%
290	TRAINING	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	100.00%	\$ -	100.00%
291	POSTAGE	\$ -	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%	\$ (25)	-100.00%
292	PRINTING/PUBLISHING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
294	OTHER CONTRACTUAL SERVICES	\$ 1,234	\$ 1,741	\$ 1,000	\$ 1,555	\$ 2,500	\$ 1,500	150.00%	\$ 555	155.48%
	<i>Charter</i>								\$ -	100.00%
310	OFFICE SUPPLIES	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ -	0.00%	\$ (200)	-100.00%
320	PUBLICATIONS, SUBSCRIPTIONS	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -	0.00%	\$ (100)	-100.00%
340	OPERATING SUPPLIES	\$ 212	\$ 65	\$ 400	\$ -	\$ 400	\$ -	0.00%	\$ (400)	-100.00%
352	EQUIP REPAIR/MAINT SUPPLIES	\$ -	\$ 74	\$ 750	\$ -	\$ 700	\$ (50)	-6.67%	\$ (750)	-100.00%
540	DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
823	OFFICE FURNISHINGS & EQUIP	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	0.00%	\$ (400)	-100.00%
840	EQUIPMENT	\$ -	\$ 785	\$ 2,500	\$ -	\$ 2,000	\$ (500)	-20.00%	\$ (2,500)	-100.00%
860	SMALL EQUIPMENT	\$ -	\$ 206	\$ 250	\$ -	\$ 250	\$ -	0.00%	\$ (250)	-100.00%
870	COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 600	100.00%		
880	COMPUTER SOFTWARE	\$ -	\$ -	\$ 3,388	\$ -	\$ 2,000	\$ (1,388)	-40.97%	\$ (3,388)	-100.00%
	<b>TOTAL CABLE TELEVISION</b>	<b>\$ 8,426</b>	<b>\$ 10,550</b>	<b>\$ 19,443</b>	<b>\$ 6,006</b>	<b>\$ 20,209</b>	<b>\$ 766</b>	<b>3.94%</b>	<b>\$ (13,437)</b>	<b>30.89%</b>

<b>PORTAGE ENTERPRISE CENTER</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>	<b>Change vs.</b>	<b>% Change</b>	<b>16 Act vs</b>	<b>16 Act vs</b>
<b>Fund 275 Dept 00 Object 56710</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Act 6 month</b>	<b>Budget</b>	<b>16 Bdgt</b>	<b>From 2016</b>	<b>16 Bdgt</b>	<b>16 Bdgt</b>
<b>Account Description</b>										
110	WAGES-FULLTIME	\$ 16,151	\$ 31,526	\$ 18,006	\$ 15,050	\$ 18,006	\$ -	0.00%	\$ (2,956)	83.58%
	30% DIR OF BUS DEV				\$ -					
111	WAGES-PARTTIME	\$ 1,588	\$ 14	\$ 14,736	\$ 57	\$ 14,736	\$ -	0.00%	\$ (14,680)	0.38%
	40% CUSTODIAN POSITION									
130	HEALTH INSURANCE	\$ 4,830	\$ 12,522	\$ 12,327	\$ 5,183	\$ 12,327	\$ -	0.00%	\$ (7,144)	42.04%
131	TERM LIFE INSURANCE	\$ 44	\$ 132	\$ 136	\$ 69	\$ 136	\$ -	0.00%	\$ (67)	50.92%
132	DENTAL INSURANCE	\$ 129	\$ 346	\$ 336	\$ 144	\$ 336	\$ -	0.00%	\$ (192)	42.86%
134	INCOME CONTINUATION INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
140	EMPLOYEE ASSISTANCE PROGRAM	\$ -	\$ -	\$ -	\$ 6	\$ -	\$ -		\$ -	
150	RETIREMENT	\$ 1,125	\$ 2,144	\$ 2,230	\$ 993	\$ 2,230	\$ -	0.00%	\$ (1,237)	44.54%
151	FICA	\$ 1,420	\$ 2,231	\$ 2,509	\$ 1,076	\$ 2,509	\$ -	0.00%	\$ (1,433)	42.87%
153	SICK/VACATION ACCRUAL	\$ -	\$ (217)	\$ -	\$ -	\$ -	\$ -		\$ -	
216	ASSOCIATION DUES	\$ 450	\$ 325	\$ 600	\$ 500	\$ 600	\$ -	0.00%	\$ (100)	83.33%
	WEDA; WI Business Incubator; Int'l Council of Shopping Ctr; Portage Area Chamber of Commerce									
219	OTHER PROFESSIONAL SERVICES	\$ 29,290	\$ 51,026	\$ 35,000	\$ -	\$ 23,000	\$ (12,000)	-34.29%	\$ (35,000)	-100.00%
	Build out \$12,000									
	(Transfer to GF) CITY STAFFING \$23,000									
220	TELEPHONE	\$ 1,070	\$ 1,344	\$ 1,900	\$ 1,059	\$ 1,900	\$ -	0.00%	\$ (841)	55.76%
221	ELECTRICITY & GAS	\$ 19,098	\$ 19,008	\$ 21,000	\$ 9,794	\$ 21,000	\$ -	0.00%	\$ (11,206)	46.64%
222	WATER & SEWER	\$ 1,600	\$ 1,603	\$ 1,800	\$ 788	\$ 1,750	\$ (50)	-2.78%	\$ (1,012)	43.79%
224	INTERNET	\$ 6,179	\$ 5,700	\$ 6,000	\$ 2,850	\$ 6,000	\$ -	0.00%	\$ (3,150)	47.50%
232	HVAC	\$ 326	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.00%	\$ (500)	-100.00%
290	TRAINING	\$ 95	\$ 38	\$ 1,000	\$ 15	\$ 900	\$ (100)	-10.00%	\$ (985)	1.50%
	TRAINING & TRAVEL \$900									
292	PRINTING/PUBLISHING	\$ -	\$ 1,930	\$ 1,200	\$ -	\$ 1,200	\$ -	0.00%	\$ (1,200)	-100.00%
294	OTHER CONTRACTUAL SERVICES	\$ 1,340	\$ 521	\$ 2,000	\$ 739	\$ 2,000	\$ -	0.00%	\$ (1,262)	36.93%
	Lawn Seeding; Parking Lot Striping&Signage; Pest Control; Internet Cons; Fire/Sprinkler Inspection, Garbage									
310	OFFICE SUPPLIES	\$ 503	\$ 354	\$ 500	\$ 171	\$ 450	\$ (50)	-10.00%	\$ (329)	34.22%
330	TRAVEL	\$ 1,844	\$ 2,767	\$ 2,300	\$ 1,580	\$ 3,000	\$ 700	30.43%	\$ (720)	68.70%
340	OPERATING SUPPLIES	\$ 1,448	\$ 2,224	\$ 1,900	\$ 1,671	\$ 2,300	\$ 400	21.05%	\$ (229)	87.94%
352	EQUIP REPAIR/MAINT SUPPLIES	\$ -	\$ 715	\$ 900	\$ 226	\$ 900	\$ -	0.00%	\$ (674)	25.09%
512	GENERAL PROPERTY INSURANCE	\$ 1,589	\$ 1,587	\$ 1,596	\$ 1,564	\$ 1,596	\$ -	0.00%	\$ (32)	98.02%
790	MISCELLANEOUS EXPENSE	\$ 52	\$ 571	\$ 400	\$ -	\$ 400	\$ -	0.00%	\$ (400)	-100.00%
820	PUBLIC INFRASTRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
821	BUILDING & GROUNDS	\$ 1,856	\$ 205	\$ 1,900	\$ 880	\$ 1,900	\$ -	0.00%	\$ (1,020)	46.32%
823	OFFICE EQUIPMENT & FURNISHINGS	\$ -	\$ -	\$ 300	\$ -	\$ 300	\$ -	0.00%	\$ (300)	-100.00%
840	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
870	COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		<b>\$ 92,027</b>	<b>\$ 138,616</b>	<b>\$ 131,076</b>	<b>\$ 44,415</b>	<b>\$ 119,976</b>	<b>\$ (11,100)</b>	<b>-8.47%</b>	<b>\$ (86,661)</b>	<b>33.88%</b>

**DEBT SERVICE**

**ADVANCE & INTEREST**

610	PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
620	INTEREST	\$ -	\$ -	\$ 8,000	\$ 14,722	\$ 14,908	\$ 6,908	86.35%	\$ 6,722	184.03%
	<b>TOTAL BOND &amp; INTEREST</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ 14,722</b>	<b>\$ 14,908</b>	<b>\$ 6,908</b>	<b>86.35%</b>	<b>\$ 6,722</b>	<b>184.03%</b>

**TOTAL FUND EXPENSES**

<b>\$ 92,027</b>	<b>\$ 138,616</b>	<b>\$ 139,076</b>	<b>\$ 59,137</b>	<b>\$ 134,884</b>	<b>\$ (4,192)</b>	<b>-3.01%</b>	<b>\$ (79,939)</b>	<b>42.52%</b>
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**PEC - REVENUES**

**Fund 275**

48110-000	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
48230-000	SODA REVENUES	\$ 88	\$ 62	\$ 100	\$ 40	\$ 100	\$ -	0.00%	\$ (60)	39.72%
48240-000	LEASE AGREEMENT	\$ 84,706	\$ 121,309	\$ 107,640	\$ 54,136	\$ 107,688	\$ 48	0.04%	\$ (53,504)	50.29%
48250-000	LEASE AGREEMENT - UTILITIES	\$ 11,426	\$ 14,275	\$ 11,300	\$ 6,858	\$ 11,300	\$ -	0.00%	\$ (4,442)	60.69%
	UTILITIES \$7,000 INTERNET \$3,630									
48260-000	LEASEHOLDER IMPROVEMENTS	\$ -	\$ 20,835	\$ -	\$ 5,143	\$ -	\$ -		\$ 5,143	100.00%
48900-000	MISC. REVENUES	\$ 400	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -		\$ (1,000)	-100.00%
49900-000	FUND BALANCE APPLIED	\$ -	\$ -	\$ 19,036	\$ -	\$ 14,796	\$ (4,240)	-22.27%	\$ (19,036)	-100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		<b>\$ 96,620</b>	<b>\$ 156,480</b>	<b>\$ 139,076</b>	<b>\$ 66,177</b>	<b>\$ 134,884</b>	<b>\$ (4,192)</b>	<b>-2.68%</b>	<b>\$ (72,899)</b>	<b>47.58%</b>

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ 44,519.80	\$ 62,383.72	\$ 25,483.98	\$ 69,423.62	\$ 10,688.15
<b>Total Fund Balance</b>	<b>\$ 44,519.80</b>	<b>\$ 62,383.72</b>	<b>\$ 25,483.98</b>	<b>\$ 69,423.62</b>	<b>\$ 10,688.15</b>

<b>TIF # 4 INDUSTRIAL PARK Fund 216 EXPENSES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>Higher (Lower) 16 Act vs 17 Bdgt</b>	<b>% of 16 Bdgt 16 Act vs 17 Bdgt</b>
<b>Account #</b>	<b>Account Description</b>									
56000219	OTHER PROFESSIONAL SERVICES	\$ 300					\$ -		\$ -	100.00%
56000550	ADMINISTRATIVE SERVICES	\$ 27,893	\$ 1,660	\$ 1,660	\$ -	\$ 1,660	\$ -		\$ -	100.00%
56000590	BANK FEES	\$ 612					\$ -		\$ -	100.00%
57000219	OTHER PROFESSIONAL SERVICES						\$ -		\$ -	100.00%
57000790	MISCELLANEOUS EXPENSE	\$ -	\$ 783	\$ 150	\$ 150	\$ 150	\$ -		\$ -	100.00%
57000820	PUBLIC INFRASTRUCTURE	\$ 15,602		\$ 6,500	\$ -	\$ 6,500	\$ -		\$ (6,500)	-100.00%
	INDUSTRIAL PARK DEV INFRASTRUCTURE									
57000822	LAND ACQUISITION	\$ -					\$ -		\$ -	100.00%
58000630	BOND FEES	\$ -					\$ -		\$ -	100.00%
59100000	RESIDUAL EQUITY						\$ -		\$ -	100.00%
59200000	TRANSFER TO GENERAL FUND						\$ -		\$ -	100.00%
59230000	TRANSFER TO DEBT SERVICE	\$ 124,269	\$ 132,433	\$ 144,984	\$ 123,189	\$ 142,090	\$ (2,894)	-2.00%	\$ (21,795)	84.97%
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		\$ 168,676	\$ 134,876	\$ 153,294	\$ 123,339	\$ 150,400	\$ (2,894)	-1.89%	\$ (29,955)	80.46%

<b>TIF # 4 INDUSTRIAL PARK Fund 216 REVENUES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>16 Act vs 17 Bdgt</b>	<b>16 Act vs 17 Bdgt</b>
<b>Account #</b>	<b>Account Description</b>									
4141120000	TAX INCREMENT	\$ 14,810	\$ 14,504	\$ 14,122	\$ 14,521	\$ 14,450	\$ 328	2.32%	\$ 399	102.82%
4949110000	BOND PROCEEDS	\$ 488,313		\$ 6,500	\$ -		\$ (6,500)	-100.00%	\$ (6,500)	-100.00%
4848900000	MISCELLANEOUS REV				\$ -		\$ -		\$ -	100.00%
	GRANT FROM EDA				\$ -		\$ -		\$ -	100.00%
4949200000	TRANSFER FROM OTHER FUNDS (PEC)	\$ 14,732	\$ 14,913	\$ 15,093	\$ 14,722	\$ 14,908	\$ (185)	-1.23%		
4949210000	TRANSFER FROM GEN FUND		\$ -	\$ 124,079	\$ -	\$ 121,042	\$ (3,037)	-2.45%	\$ (124,079)	-100.00%
4949900000	FUND BALANCE APPLIED				\$ -		\$ -		\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		\$ 517,855	\$ 29,417	\$ 159,794	\$ 29,243	\$ 150,400	\$ (9,394)	-5.9%	\$ (130,551)	18.3%

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ (346,429.60)	\$ (346,429.60)	\$ (470,508.40)	\$ (346,429.60)	\$ (467,471.60)	
<b>Total Fund Balance</b>	<b>\$ (346,429.60)</b>	<b>\$ (346,429.60)</b>	<b>\$ (470,508.40)</b>	<b>\$ (346,429.60)</b>	<b>\$ (467,471.60)</b>	

<b>TIF #5 HIGHLANDS Fund 217 EXPENSES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>Higher (Lower) 16 Act vs 17 Bdgt</b>	<b>% of 16 Bdgt 16 Act vs 17 Bdgt</b>
<b>Account #</b>	<b>Account Description</b>									
217005600059	BANK FEES						\$ -			
56000550	ADMINISTRATIVE SERVICES	\$ 1,427	\$ 1,660	\$ 1,660	\$ -	\$ 1,660	\$ -		\$ (1,660)	-100.00%
57000219	BANK FEES	\$ 113	\$ 36		\$ -		\$ -		\$ -	100.00%
57000790	MISCELLANEOUS EXPENSE	\$ 150	\$ 376	\$ 150	\$ 150	\$ 150	\$ -		\$ -	100.00%
57000820	PUBLIC INFRASTRUCTURE				\$ -		\$ -		\$ -	100.00%
58006200	INTEREST AND FISCAL CHARGES				\$ -		\$ -		\$ -	100.00%
59200000	TRANSFER TO GENERAL FUND				\$ -		\$ -		\$ -	100.00%
59230000	TRANSFER TO DEBT SERVICE	\$ 156,565	\$ 159,863	\$ 162,982	\$ 149,469	\$ 160,950	\$ (2,032)	-1.25%	\$ (13,513)	91.71%
59500630	PAYMENT TO BOND EXCROW AGENT						\$ -		\$ -	100.00%
59100000	RESIDUAL EQUITY						\$ -		\$ -	100.00%
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		<b>\$ 158,255</b>	<b>\$ 161,935</b>	<b>\$ 164,792</b>	<b>\$ 149,619</b>	<b>\$ 162,760</b>	<b>\$ (2,032)</b>	<b>-1.23%</b>	<b>\$ (15,173)</b>	<b>90.79%</b>

<b>TIF #5 HIGHLANDS Fund 217 REVENUES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>16 Act vs 17 Bdgt</b>	<b>16 Act vs 17 Bdgt</b>
<b>Account #</b>	<b>Account Description</b>									
4141120000	TAX INCREMENT	\$ 90,523	\$ 87,246	\$ 90,563	\$ 93,120	\$ 94,250	\$ 3,687	4.07%	\$ 2,557	102.82%
217484811000	INTEREST ON INVESTMENTS						\$ -		\$ -	
217484890000	MISCELLANEOUS REVENUE						\$ -		\$ -	
217494911000	BOND PROCEEDS						\$ -		\$ -	
4949210000	TRANSFER FROM GEN FUND	\$ 67,732	\$ 74,689	\$ 74,229	\$ 56,498	\$ 68,510	\$ (5,719)	-7.70%	\$ (17,731)	76.11%
4949900000	FUND BALANCE APPLIED				\$ -		\$ -		\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		<b>\$ 158,255</b>	<b>\$ 161,935</b>	<b>\$ 164,792</b>	<b>\$ 149,619</b>	<b>\$ 162,760</b>	<b>\$ (2,032)</b>	<b>-1.2%</b>	<b>\$ (15,173)</b>	<b>90.8%</b>

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ (199,115.10)	\$ (273,804.10)	\$ (348,033.10)	\$ (330,302.58)	\$ (398,812.58)
<b>Total Fund Balance</b>	<b>\$ (199,115.10)</b>	<b>\$ (273,804.10)</b>	<b>\$ (348,033.10)</b>	<b>\$ (330,302.58)</b>	<b>\$ (398,812.58)</b>

<b>TIF # 6 DOWNTOWN Fund 218 EXPENSES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>Higher (Lower) 16 Act vs 17 Bdgt</b>	<b>% of 16 Bdgt 16 Act vs 17 Bdgt</b>
<b>Account #</b>	<b>Account Description</b>									
219	OTHER PROFESSIONAL SERVICES	\$ 7,400	\$ 113	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
292	PRINTING/PUBLISHING	\$ 78			\$ -		\$ -		\$ -	100.00%
56000550	ADMINISTRATIVE SERVICES	\$ 746	\$ 830	\$ 830	\$ -	\$ 830	\$ -		\$ (830)	-100.00%
790	MISCELLANEOUS EXPENSE	\$ 225	\$ 331	\$ 150	\$ 150	\$ 150	\$ -		\$ -	100.00%
57000820	PUBLIC INFRASTRUCTURE			\$ 20,000	\$ 13,361	\$ 20,000	\$ -		\$ (6,639)	66.80%
59200000	TRANSFER TO GENERAL FUND	\$ -	\$ -	\$ 5,077	\$ -	\$ 4,762	\$ (315)		\$ (5,077)	-100.00%
	TRANSFER TO DEBT SERVICE	\$ -			\$ -	\$ 1,758	\$ 1,758		\$ -	100.00%
58000630	BOND FEES				\$ 514					
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		<b>\$ 8,449</b>	<b>\$ 1,274</b>	<b>\$ 26,057</b>	<b>\$ 14,025</b>	<b>\$ 27,500</b>	<b>\$ 1,443</b>	<b>5.54%</b>	<b>\$ (12,032)</b>	<b>53.82%</b>

<b>TIF # 6 DOWNTOWN Fund 218 REVENUES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>16 Act vs 17 Bdgt</b>	<b>% of 16 Act vs 17 Bdgt</b>
4141120000	TAX INCREMENT	\$ -			\$ -	\$ -	\$ -		\$ -	100.00%
4343431000	STATE COMPUTER AID CREDIT	\$ 11,646	\$ 8,038	\$ 6,057	\$ 8,038	\$ 8,040	\$ 1,983		\$ 1,981	132.71%
4343690000	OTHER STATE PAYMENTS	\$ -					\$ -		\$ -	100.00%
4848110000	INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	100.00%
4949110000	BOND PROCEEDS			\$ 20,000	\$ -	\$ 20,000	\$ -		\$ (20,000)	-100.00%
	TRANSFER FROM GEN FUND	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		<b>\$ 11,646</b>	<b>\$ 8,038</b>	<b>\$ 26,057</b>	<b>\$ 8,038</b>	<b>\$ 28,040</b>	<b>\$ 1,983</b>	<b>7.61%</b>	<b>\$ (18,019)</b>	<b>30.85%</b>

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ (95,061.97)	\$ (95,061.97)	\$ (89,984.97)	\$ (95,061.97)	\$ (90,299.97)	
<b>Total Fund Balance</b>	<b>\$ (95,061.97)</b>	<b>\$ (95,061.97)</b>	<b>\$ (89,984.97)</b>	<b>\$ (95,061.97)</b>	<b>\$ (90,299.97)</b>	

<b>TIF #7 FIRST WARD Fund 219 EXPENSES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>Higher (Lower) 16 Act vs 17 Bdgt</b>	<b>% of 16 Bdgt 16 Act vs 17 Bdgt</b>
<b>Account #</b>	<b>Account Description</b>									
219	OTHER PROFESSIONAL SERVICES	\$ 11,840	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -		\$ (12,000)	-100.00%
	<i>DOT WIS DESIGN COST</i>									
292	PRINTING/PUBLISHING	\$ 78			\$ -		\$ -		\$ -	100.00%
550	ADMINISTRATIVE SERVICES	\$ 2,110	\$ 2,490	\$ 2,490	\$ -	\$ 2,490	\$ -		\$ (2,490)	-100.00%
590	BANK FEES		\$ 19		\$ 73	\$ 25	\$ 25			
790	MISCELLANEOUS EXPENSE	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -		\$ -	100.00%
57000820	PUBLIC INFRASTRUCTURE	\$ 339,490	\$ -	\$ 56,500	\$ 18,541	\$ 15,000	\$ (41,500)	-73.45%	\$ (37,959)	32.82%
	<i>Land Acquisition Ontario St East Wisconsin St. Design*</i>									
5920000	TRANSFER TO GENERAL FUND								\$ -	100.00%
5923000	TRANSFER TO DEBT SERVICE	\$ 35,593	\$ 35,093	\$ 44,493	\$ 39,921	\$ 63,478			\$ (4,572)	89.72%
58000630	BOND FEES				\$ 1,413					
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		<b>\$ 389,261</b>	<b>\$ 37,752</b>	<b>\$ 115,633</b>	<b>\$ 60,099</b>	<b>\$ 93,143</b>	<b>\$ (41,475)</b>	<b>-35.87%</b>	<b>\$ (55,534)</b>	<b>51.97%</b>

<b>TIF # 7- 1st Ward Redevelopment Fund 219 REVENUES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>	<b>Higher 16 Act vs 17 Bdgt</b>	<b>% of 16 Bdgt 16 Act vs 17 Bdgt</b>
4141120000	TAX INCREMENT	\$ 30,910.37	\$ 19,474	\$ 25,053	\$ 25,760		\$ (25,053)	-100.00%	\$ 707	102.82%
4343431000	STATE COMPUTER AID CREDIT	\$ 1,621.00	\$ 1,908	\$ 2,117	\$ -	\$ 2,117	\$ -		\$ (2,117)	-100.00%
4848110000	INTEREST INCOME	\$ 459			\$ -		\$ -		\$ -	100.00%
4949210000	TRANSFER FROM GEN FUND		\$ -	\$ 33,463	\$ 34,339	\$ 76,026	\$ 42,563	127.19%	\$ 876	102.62%
4949241000	TRANSFER FROM CAPITAL PROJ						\$ -		\$ -	100.00%
4949110000	BOND PROCEEDS			\$ 55,000	\$ 58,667	\$ 15,000	\$ (40,000)	-72.73%	\$ 3,667	106.67%
	TRANSFER FROM FUND BALANCE				\$ -				\$ -	100.00%
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		<b>\$ 32,990</b>	<b>\$ 21,382</b>	<b>\$ 115,633</b>	<b>\$ 118,766</b>	<b>\$ 93,143</b>	<b>\$ (22,490)</b>	<b>-19.45%</b>	<b>\$ 3,133</b>	<b>102.71%</b>

**Fund Balance**

Fund Balance Designated	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ 181,146.99	\$ 181,146.99	\$ 147,683.99	\$ 146,808.09	\$ 70,782.09
<b>Total Fund Balance</b>	<b>\$ 181,146.99</b>	<b>\$ 181,146.99</b>	<b>\$ 147,683.99</b>	<b>\$ 146,808.09</b>	<b>\$ 70,782.09</b>

<b>TIF #8 Hamilton Park Place Fund 214 EXPENSES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 9 Month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>
<b>Account #</b>	<b>Account Description</b>							
56000590	BANK FEES				\$ 62		\$ -	
56000550	ADMINISTRATIVE SERVICES		\$ -	\$ 1,660	\$ -	\$ 1,660	\$ -	
56000790	MISCELLANEOUS EXPENSE		\$ 179	\$ -	\$ 150	\$ -	\$ -	
56000219	OTHER PROFESSIONAL SERVICES	\$ 15,188	\$ -	\$ -	\$ -	\$ -	\$ -	
57000820	PUBLIC INFRASTRUCTURE		\$ 575,488	\$ -	\$ -	\$ -	\$ -	
58000620	INTEREST AND FISCAL CHARGES				\$ -		\$ -	
58000630	BOND FEES		\$ 10,490					
59100000	RESIDUAL EQUITY			\$ 1,395	\$ -	\$ 21,319	\$ 19,924	1428.19%
59200000	TRANSFER TO GENERAL FUND			\$ 15,266	\$ 64,256		\$ (15,266)	-100.00%
59230000	TRANSFER TO DEBT SERVICE		\$ -	\$ 44,638	\$ 38,069	\$ 42,838	\$ (1,800)	-4.03%
<b>TOTAL FUND EXPENSES &amp; RESIDUAL EQUITY</b>		<b>\$ 15,188</b>	<b>\$ 586,157</b>	<b>\$ 62,959</b>	<b>\$ 102,537</b>	<b>\$ 65,817</b>	<b>\$ 2,858</b>	<b>4.54%</b>

<b>TIF #8 Hamilton Park Place Fund 214 REVENUES</b>		<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Act 6 month</b>	<b>2017 Budget</b>	<b>Change vs. 16 Bdgt</b>	<b>% Change From 2016</b>
4141120000	TAX INCREMENT		\$ -	\$ 62,697	\$ 64,468	\$ 65,555	\$ 2,858	4.56%
43431000	STATE COMPUTER AID CREDIT			\$ 262	\$ -	\$ 262		
4848110000	INTEREST INCOME		\$ 204	\$ -	\$ -	\$ -	\$ -	
4848930000	LOAN REPAYMENT				\$ -	\$ -	\$ -	
4949110000	BOND PROCEEDS		\$ 550,000	\$ -	\$ -	\$ -	\$ -	
4949130000			\$ 15,410					
4949210000	TRANSFER FROM GEN FUND				\$ -		\$ -	
4949000000	FUND BALANCE				\$ -		\$ -	
<b>TOTAL FUND REVENUE &amp; FUND BALANCE APPLIED</b>		<b>\$ -</b>	<b>\$ 565,614</b>	<b>\$ 62,959</b>	<b>\$ 64,468</b>	<b>\$ 65,817</b>	<b>\$ 2,858</b>	<b>0.00%</b>

**Fund Balance**

Fund Balance Designated	\$ (15,265.95)	\$ 16,661.00	\$ 80,917.17	\$ 37,980.00
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -
Total Fund Balance	\$ (15,265.95)	\$ 16,661.00	\$ 80,917.17	\$ 37,980.00

Comparitive Summary of TID Revenues (Debt Service vs Actual Revenues)

9/20/2016

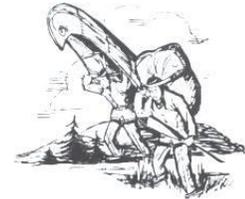
Inflation Factor

1.000

YEAR	TID #4			TID #5			TID #6			TID #7			TID #8		
	Debt Srvc	Revenue	Surpls/Deficit	Debt Srvc	Revenue	Surpls/Deficit	Debt/Exp	Revenue	Surpls/Deficit	Debt Srvc	Revenue	Surpls/Deficit	Debt Srvc	Revenue	Surpls/Deficit
2004				\$ 7,150		(\$7,150)									
2005				\$ 10,725		(\$ 10,725)									
2006				\$ 134,174	\$ 52,710	(\$ 81,464)									
2007				\$ 118,345	\$ 95,552	(\$ 22,793)									
2008				\$ 121,739	\$ 125,827	\$ 4,088									
2009	\$ 15,192		\$ (15,192)	\$ 124,806	\$ 150,267	\$ 25,461									
2010	\$ 28,338		\$ (28,338)	\$ 128,182	\$ 154,579	\$ 26,397									
2011	\$ 28,338	\$ 6,952	(\$21,386)	\$ 131,660	\$ 118,257	(\$ 13,403)									
2012	\$ 52,742	\$ 13,952	(\$38,790)	\$ 135,430	\$ 117,424	(\$ 18,006)	\$ 11,424	\$ 5,458	\$ (5,966)		\$ 46,719	\$46,719			
2013	\$ 114,305	\$ 32,947	(\$81,358)	\$ 153,544	\$ 104,221	(\$ 49,323)	\$ 124,411	\$ 37,576	\$ (86,835)	\$ 32,885	\$ 32,203	(\$682)			
2014	\$ 124,269	\$ 32,506	(\$91,763)	\$ 156,565	\$ 90,523	(\$ 66,042)	\$ 8,449	\$ 11,646	\$ 3,197	\$ 35,593	\$ 32,683	(\$2,910)			
2015	\$ 132,433	\$ 29,417	(\$103,016)	\$ 159,863	\$ 87,246	(\$ 72,617)	\$ 1,274	\$ 8,038	\$ 6,764	\$ 35,093	\$ 21,382	(\$13,711)			
2016	\$ 144,984	\$ 29,250	(\$115,734)	\$ 162,981	\$ 93,120	(\$ 69,861)	\$ 980	\$ 8,038	\$ 7,058	\$ 44,493	\$ 25,760	(\$18,733)	\$ 44,638	\$ 64,475	\$ 19,837
2017	\$ 142,090	\$ 29,360	(\$112,730)	\$ 160,950	\$ 94,250	(\$ 66,700)	\$ 2,738	\$ 8,038	\$ 5,300	\$ 63,478	\$ 25,760	(\$37,718)	\$ 42,838	\$ 64,475	\$ 21,637
2018	\$ 138,965	\$ 29,360	(\$109,605)	\$ 163,619	\$ 94,250	(\$ 69,369)	\$ 2,594	\$ 8,038	\$ 5,444	\$ 67,032	\$ 2,117	(\$64,915)	\$ 47,188	\$ 64,475	\$ 17,287
2019	\$ 150,290	\$ 29,360	(\$120,930)	\$ 165,913	\$ 94,250	(\$ 71,663)	\$ 2,602	\$ 8,038	\$ 5,436	\$ 60,949	\$ 28,200	(\$32,749)	\$ 46,488	\$ 64,475	\$ 17,987
2020	\$ 150,988	\$ 29,360	(\$121,628)	\$ 167,806	\$ 94,250	(\$ 73,556)	\$ 2,589	\$ 8,038	\$ 5,449	\$ 69,811	\$ 28,200	(\$41,611)	\$ 45,788	\$ 64,475	\$ 18,687
2021	\$ 126,610	\$ 29,360	(\$97,250)	\$ 169,368	\$ 94,250	(\$ 75,118)	\$ 3,923	\$ 8,038	\$ 4,115	\$ 12,812	\$ 28,200	\$15,388	\$ 45,088	\$ 64,475	\$ 19,387
2022	\$ 122,310	\$ 29,360	(\$92,950)	\$ 170,505	\$ 94,250	(\$ 76,255)	\$ 3,898	\$ 8,038	\$ 4,140	\$ 12,717	\$ 28,200	\$15,483	\$ 44,388	\$ 64,475	\$ 20,087
2023	\$ 54,645	\$ 29,360	(\$25,285)	\$ 171,238	\$ 94,250	(\$ 76,988)	\$ 3,881	\$ 8,038	\$ 4,157	\$ 37,352	\$ 28,200	(\$9,152)	\$ 48,638	\$ 64,475	\$ 15,837
2024	\$ 53,630	\$ 29,360	(\$24,270)	\$ 137,025	\$ 94,250	(\$ 42,775)	\$ 3,860	\$ 8,038	\$ 4,178	\$ 36,696	\$ 28,200	(\$8,496)	\$ 47,838	\$ 64,475	\$ 16,637
2025	\$ 190,305	\$ 29,360	(\$160,945)		\$ 94,250	\$ 94,250	\$ 3,821	\$ 8,038	\$ 4,217	\$ 35,986	\$ 28,200	(\$7,786)	\$ 47,038	\$ 64,475	\$ 17,437
2026	\$ 189,490	\$ 29,360	(\$160,130)		\$ 94,250	\$ 94,250	\$ 3,782	\$ 8,038	\$ 4,256	\$ 35,227	\$ 28,200	(\$7,027)	\$ 51,075	\$ 64,475	\$ 13,400
2027	\$ 188,238	\$ 29,360	(\$158,878)		\$ 94,250	\$ 94,250	\$ 3,782	\$ 8,038	\$ 4,256	\$ 32,108	\$ 28,200	(\$3,908)	\$ 49,950		\$ (49,950)
2028	\$ 2,148,162	\$ 467,984	\$ (1,680,178)		\$ 94,250	\$ 94,250	\$ 3,782	\$ 8,038	\$ 4,256	\$ 31,283	\$ 28,200	(\$3,083)	\$ 48,713		\$ (48,713)
2029					\$ 94,250	\$ 94,250	\$ 3,782	\$ 8,038	\$ 4,256	\$ 30,428	\$ 28,200	(\$2,228)	\$ 47,306		\$ (47,306)
2030					\$ 94,250	\$ 94,250	\$ 3,782	\$ 8,038	\$ 4,256		\$ 28,200	\$28,200	\$ 45,788		\$ (45,788)
2031					\$ 94,250	\$94,250	\$ 3,782	\$ 8,038	\$ 4,256		\$ 28,200	\$28,200			
2032				\$ 2,851,588	\$ 2,603,477	(\$248,111)	\$ 3,782	\$ 8,038	\$ 4,256		\$ 28,200	\$28,200			
2033							\$ 3,782	\$ 8,038	\$ 4,256		\$ 28,200	\$28,200	\$ 702,762	\$ 709,225	\$ 6,463
2034							\$ 206,700	\$207,402	\$ 702		\$ 28,200	\$28,200			
2035											\$ 28,200	\$28,200			
2036											\$ 28,200	\$28,200			
2037											\$ 28,200	\$28,200			
										\$ 641,058	\$ 694,224	\$20,281			

# CITY OF PORTAGE

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Portage, Wisconsin 53901  
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*"Where the North Begins"*

## MEMORANDUM

TO: Finance & Administration Committee  
From: Shawn Murphy, City Administrator  
Re: Utility Refund Analysis Agreements  
Date: 9/22/2016

We were approached by Ship-Rec Logistics, former PEC Tenant that purchased, remodeled and moved into the former Shooter's Tavern building earlier this year. Ship Rec, d/b/a Continual, LLC analyzes an organizations utility bills, shipping bills, office & cleaning supply invoices, etc. and makes recommended changes in how they are order or invoiced (upon the organization's approval); then retains 40-50% of the actual savings over a period of time as their compensation.

We requested that Continual evaluate our utility invoices (heat, electricity, telephone, cellphone and internet) to determine if there were potential opportunities for savings. As a result of their analysis Continual determined the potential savings (in both refunds from past years and future invoice cost savings) were significant enough to pursue and proposed the attached agreements. As Continual, LLC was recently organized; they are not yet ready to perform the utility refund analysis and instead, requested the City to execute agreements with 2 companies that provide this service.

The first agreement, with Amtelaudit is a firm that specializes in the evaluation of telephone, cell phone & internet costs. If the agreement is approved, Amtelaudit will provide analysis and projected refunds for the past 24 months as well as projected savings for the next 24 month and retain 50% of actual savings. UR Company will evaluate other utilities and provide analysis and projected refunds for the past 36 months and retain 50% of actual refunds obtained as well as projected savings for the next 36 months and retain 40% of those identified savings.

Execution of the agreement requires the City to proceed with the analysis, however if no savings are attained, no compensation is paid. If the City executes the agreement and subsequently decides not to pursue identified savings, the City is obligated to pay the consultants their proportionate share of the identified savings. Staff & City Attorney have reviewed and recommend approval of the agreements.

# AMTELAUDIT

## Monthly Expense Analysis and Confidentiality Agreement

This Expense Auditing Service and Confidentiality Agreement is made and entered into effective 9/15/16 (the “Effective Date”), by and between **American Association of Telephone Auditors, Ltd.** (hereinafter referred to as “AMTELAUDIT”) and the City of Portage, Wisconsin (hereinafter referred to as “Client”) with respect to communications rate review services offered by AMTELAUDIT and for which AMTELAUDIT shall be compensated only if Client achieves savings based upon the terms of this agreement.

### 1. Services.

The services provided by AMTELAUDIT may include the following:

- a. **Cost Analysis:** Review Client’s communications expenses and current contracts for purposes of determining, analyzing and verifying rates, costs, over charges and savings opportunities, which will be shared with Client.
- b. **Consultation/Recommendations:** Based on the in-depth analysis, AMTELAUDIT will make written recommendations and action plan(s) designed to reduce Client’s overall communications expenses along with an estimate of the potential savings that may be achieved by Client. AMTELAUDIT recommendations may include, without limitation, negotiating better pricing with current carriers, using alternative carriers and/or technologies, surcharge concessions, and other cost saving measures, contracts, strategies, etc. (collectively referred to as “Cost Saving Measures”). Client shall have the final decisions as to which Cost Savings Measures are implemented.
- c. **Negotiation:** Preparation of negotiation strategies and participation directly or indirectly in negotiations to help achieve Cost Saving Measures, including, without limitation, preparing and submitting to selected carriers requests for proposals or other documentation setting forth Client’s requirements.
- d. **Contract/Proposal Review:** Review and analyze local tariffs, vendor contracts and proposals and conduct direct or indirect negotiations with vendors toward improving Client’s communications rates, charges, services and commitments. Following the Effective Date, all vendor proposals that are submitted to Client shall be forwarded to AMTELAUDIT for analysis and shall be considered as potential savings opportunities covered by this Agreement.
- e. **Reports and Reporting:** During the term of this Agreement, Client shall allow AMTELAUDIT access to all records and data pertaining to Client’s communications activities and billing (the “Data”). Based upon the Data, AMTELAUDIT will calculate and provide to Client on a monthly or quarterly basis, as determined by AMTELAUDIT, a reasonably detailed report of cost savings achieved by Client as a result of Cost Saving Measures implemented under the terms of this Agreement. Such reports shall further set forth the compensation owing to AMTELAUDIT determined in accordance with Section 2 hereof.
- f. **Review:** On the basis of the Data provided by Client, AMTELAUDIT will periodically review and advise Client whether charges assessed to Client under carrier contracts implemented after the Effective Date are consistent with the terms of those contracts.

## 2. Fees and Payment.

Client shall compensate AMTELAUDIT for services provided under this Agreement only if Client achieves communications cost savings pursuant to the terms of this Agreement following the Effective Date. Compensation shall be determined and paid with the following:

- a. **Compensation Commencement and Termination Dates:** Compensation due AMTELAUDIT under this Agreement shall be calculated on the basis of each Cost Saving Measure that is approved by Client and implemented following the Effective Date. Compensation shall commence at such time as the Cost Saving Measure has been substantially implemented to enable reasonable measurement by AMTELAUDIT. Client shall pay compensation to AMTELAUDIT determined monthly in accordance with the following paragraph for a period of twenty-four (24) consecutive months following the compensation start date for each Cost Saving Measure.
- b. **Compensation:** Client shall pay to AMTELAUDIT an amount equal to fifty per cent (50%) of the savings achieved by Client in respect to the Cost Saving Measures that are implemented by Client and/or AmTelAudit. Cost savings shall be determined each successive month by comparing the charges that Client would then have incurred had Client continued using the existing expense increments it had in effect immediately preceding the Effective Date without implementing the Cost Saving Measure (the “Base Charges”), to the charges that Client incurs with the Cost Saving Measure in effect (the “Achieved Charges”). Cost savings and compensation to AMTELAUDIT shall be determined on an individual month to month basis by comparing the Base Charges to the Achieved Charges on each communications bill for the applicable month.  
  
Client shall pay AMTELAUDIT an amount equal to 50% of documented refunds or credits verified by AMTELAUDIT.
- c. **Invoicing:** The monthly or quarterly reports provided pursuant to Section 1 e. shall constitute the base calculations for AMTELAUDIT’s invoices for services under this Agreement. In the event Client fails to permit AMTELAUDIT access to the Data from which savings and compensation calculations can be made, AMTELAUDIT may, at its election, invoice Client on the basis of AMTELAUDIT’ estimate of the savings achieved by Client and the compensation owing to AMTELAUDIT based on such estimate shall be deemed conclusive on the parties, but only after giving the Client written notice and five business days to provide missing information after receipt of notice.
- d. **Payment:** Payment of each invoice shall be due not later than thirty (30) days following the invoice date. Any amount that is not paid when due, shall bear interest until paid at the lesser of the rate of one and one fourth percent (1.25%) per month or the maximum rate permitted by law. Client is responsible for any collection costs on amounts past due.
- e. **Expenses:** AMTELAUDIT is responsible for all expenses incurred in providing services. AMTELAUDIT shall be authorized to use Client’s preferred supplier rates if travel is required.
- f. **Commencement Date:** As specified in Paragraph a, Compensation Commencement and Termination Dates, of this Article 2.
- g. **Termination for Default:** In the event that AMTELAUDIT cannot negotiate “Achieved Charges” that are approved by client and implemented lower than Client’s “Base Charges” within one hundred and twenty (120) days after the effective date of this Agreement, both parties agree that this Agreement shall be terminated in it’s entirety without cost to either party.
- h. **Termination for Conveniences:** Client reserves the right to terminate this Agreement for convenience at any time. If such termination is requested prior to the establishment of “Achieved Charges”, such termination

shall be at no cost to the Client. If such termination is requested after the establishment of “Achieved Charges”, Client shall pay AMTELAUDIT the equivalent of 85% of the estimated cost savings that would have been produced for the time remaining for compensation payments as specified in Paragraph a, Compensation Commencement and Termination Dates, of this Article 2. Both parties agree to mutually decide upon the monies due and payable to AMTELAUDIT. In the event that the parties cannot reach an agreement, such payment shall be predicated upon the monthly average cost savings of each implemented cost savings measure that is being used at the termination from its inception to termination times the number of months remaining on the Agreement for compensation payment.

3. **Authorization.**

Client appoints and authorizes AMTELAUDIT to contact carriers as needed to obtain tariffs, activity reports, Data and other information reasonably required by AMTELAUDIT to perform services on behalf of Client and to advance the purpose of this Agreement.

4. **Term of Agreement.**

This Agreement shall become effective on the Effective Date and shall remain in force and effect for a period of twenty-four (24) months following the compensation start date for each cost saving measure, contract or combination implemented by Client pursuant to this Agreement unless terminated sooner pursuant to Paragraph g, Termination for Default, and Paragraph h, Termination for Convenience, of Article 2, Fees and Payment.

5. **Confidentiality.**

Unless required by order in a legal proceeding or pursuant to Open Records Laws, or to obtain payment hereunder, during the term of this Agreement, each party agrees to treat confidentially and not to disclose or use outside the express purpose of this Agreement for the benefit of the other party any information furnished orally or in writing by the other party, including, without limitation, information related to such other party’s existing, suggested, or prospective products, services, markets, clients, vendors, customers, pricing, financial statements, communications strategies, carriers, rates, work product, analyses and reports (collectively, “Confidential Information”). In the event that either party is requested or ordered in any legal proceeding to disclose any Confidential Information, that party will give the other party prompt notice of such request or order so that the other party may seek an appropriate protective order. Each party agrees that upon request it will promptly deliver to the other party copies of all Confidential Information received from the other party and all memoranda, notes and other writings based on the Confidential Information.

6. **Notices.**

Notices to AMTELAUDIT or Client shall be in writing and delivered personally or sent by certified mail, return requested, or by overnight mail to the addresses set forth below or to such other persons or addresses as the parties may designate in a notice conforming to the requirements of this Section. Any such notices, when delivered in the manner aforesaid, shall be deemed given on the date of receipt.

If to AMTELAUDIT:

American Association of Telephone Auditors, Ltd.  
26359 West Vista Ct.  
Ingleside, IL 60041  
Attn: Patrick Cummings - President

If to Client:

Attn:

**7. Relationship of Parties.**

- a. AMTELAUDIT is an independent contractor for Client. Nothing in this Agreement shall be construed as creating an employer-employee relationship or employees in connection with the provision of Services under this Agreement. The provisions of this Section shall survive the termination of the Agreement.
- b. AMTELAUDIT agrees that it will coordinate all of its services rendered pursuant to this Agreement with Client's appointed designee, and will not directly contact any other Client contact without permission.

**8. Other Considerations.**

- a. If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be deemed and the remainder of this Agreement shall remain in full force and effect.
- b. This Agreement shall be binding upon, and shall be for the benefit of, the parties hereto and their respective successors and assigns; provided, however, that neither AMTELAUDIT nor Client may assign or transfer their rights or obligations hereunder without the express written consent of the other; any entity acquiring a controlling interest in client, or all, or substantially all of the assets of Client, shall be deemed to have assumed the obligations of Client hereunder without such assumption in any manner effecting a release of Client.
- c. In any dispute arising under this Agreement, the prevailing party shall recover its cost and attorney's fees from the non prevailing party.
- d. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof and any prior agreements or understanding are superseded hereby; this Agreement may not be amended or modified except by a writing signed by the party to be charged.
- e. The Agreement shall be governed by the Laws of Wisconsin. Any dispute (the "Dispute") arising under this Agreement shall be resolved in the State and County in which Client has its principal place of business. Both parties agree to comply with all applicable Federal, State, and Local laws, Executive Orders, rules, and regulations and regulations applicable to the respective party's activities in performance of its obligation under this Agreement.
- f. Each person signing this Agreement on behalf of an entity or organization represents that he or she is authorized to do so.

WHEREFORE, AMTELAUDIT and Client have entered into this Agreement effective as of the date listed below:

American Association of Telephone Auditors, Ltd.  
Patrick Cummings  
President

Client: City of Portage  
Name: Shawn Murphy  
Title: City Administrator

Signature:

Signature:

Date: 9/16/2016

Date: 9/16/2016



Electricity



Natural Gas



Motor Fuel



Telecom



Water



Propane

## AGREEMENT

**UR COMPANY and CITY OF PORTAGE ("Client") agree as follows as of August 30, 2016:**

- UR Company will examine on an exclusive basis all charges, including but not limited to utility and government charges, on Client's bills for electric, natural gas, propane, water, sewer, telephone, cellular service, auto fuel (including but no limited to unleaded and diesel), and any other utility bills mutually deemed applicable by Client and UR Company ("Utility Bills") and seek to obtain refunds or credits for past overcharges and identify rate or tax adjustments for future savings (the "Utility Review Services").
- Client will provide UR Company with requested copies of all Utility Bills for all locations owned or operated by Client and sign documents authorizing and enabling UR Company to secure refunds, credits or rate or tax adjustments.
- Client will pay the following fees to UR Company: (i) 50% of any refunds or credits obtained on accounts submitted to UR Company, and (ii) 40% of the amount of the reduction in Client's future utility bills attributed to rate or tax reductions (but not usage reductions) over the 36 month period from the start date of such reductions. The credits/ refunds or savings can not come from customer making mechanical changes or energy efficient reductions to their facility.  
**If no refunds, credits or savings are received, Client will owe nothing to Utility Refund Company.**
- Client will fax a copy of all Utility bills, refunds, credit statements, rate or tax adjustments and correspondence with providers regarding its Utility bills to UR Company within 10 business days of receipt by Client and provide copies of any other information reasonably requested by UR Company to verify fees due to Utility Refund Company hereunder.
- Client agrees that fees are due and payable to UR Company within 30 days of Client's receipt of refunds or credits, receipt of Utility Bills or verification from UR Company implementing rate or tax adjustments. Should Client fail to pay any fee or part thereof when due, UR Company will be entitled to recover interest at the State maximum allowable percentage plus all costs of collection, including reasonable agency and attorney's fees and expenses. This Agreement shall be governed by the laws of Wisconsin. Any dispute arising under this Agreement shall be resolved in Columbia County, WI.
- UR Company will facilitate all correspondence and negotiations for Client's utility and or service providers to secure issuance of an invoice credit or refund check. Client shall not, directly or indirectly, (a) solicit, initiate, or enter into discussions, negotiations, agreements or understandings of any kind with anyone other than UR Company relating to services similar to the Utility Review Services. In the event Client engages in negotiation or requests any refunds, or corrections either as listed previously or on their own behalf with utility and or service provider(s) for a billing credit/refund, hinders, or revokes this authority for a period of 36 months from signature date of this Agreement, Client agrees to pay UR Company the full percentage outlined above of the recovery as estimated by UR Company within 30 days of written notice of this action.
- This agreement shall terminate upon payment in full for all services rendered, upon UR Company determination that no refunds or credits are due and no future savings are probable, or upon mutual consent of the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and represent that the persons whose signature appear below are duly authorized to execute this Agreement as of the date first set forth above.

### **UR COMPANY**

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

Its: \_\_\_\_\_

Print Name: \_\_\_\_\_

**UR COMPANY**  
**PO Box 261**  
**NEWBERRY, FLORIDA 32669**  
**PHONE: 352-47-4995**  
**Fax: 888-552-8302**

\_\_\_\_\_  
Sales Rep

### **CITY OF PORTAGE**

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

Its: City Administrator

Print Name: Shawn Murphy

Located at: 115 West Pleasant Street

Portage, WI 53901

Email: shawn.murphy@portagewi.gov

Phone: (608) 742-2176

Fax: \_\_\_\_\_

Federal EIN#: \_\_\_\_\_

# CITY OF PORTAGE

OFFICE OF  
CHIEF OF POLICE

117 West Pleasant Street  
Portage, Wisconsin 53901  
Telephone: (608)742-2174 Fax: (608)742-1175



*"Where the North Begins"*

*"Protecting our community and its' quality of life by delivering exceptional law enforcement services"*

*September 9, 2016*

*Re: Ford Interceptor Utility Squad Purchase 2017*

*City Administrator Shawn Murphy,*

*I received the state bid price from Ewald Automotive Group which is located in Oconomowoc, WI. The state price bid is \$27,553.00 plus a delivery charge of \$65.00 per vehicle.*

*I also received a bid price of \$ 27,900 from Hill Ford located in Portage, WI, a difference of \$282.00 per vehicle.*

*This quote price is valid till the end of October, 2016.*

*This year (2017) our squad rotation is to purchase two vehicles.*

*For several reasons, we ask to purchase these vehicles from Hill Ford. Besides keeping business within the City of Portage, I believe doing business with Hill Ford will ultimately provide us with better and more prompt service of our squads and a stronger tie to our community.*

*Hill Ford has been a supporter of the police department and a donor to the K9 program.*

*Thank you for this consideration,*

*Lt. Keith Klafke*

*Lt. Keith Klafke*

HILL FORD

CNGP530 VEHICLE ORDER CONFIRMATION 09/06/16 16:48:02

==> Dealer: F41161

2017 EXPLORER 4-DOOR

Page: 1 of 2

Order No: 1111 Priority: K4 Ord FIN: QD310 Order Type: 5B Price Level: 725

Ord Code: 500A Cust/Flt Name: PORTAGE POLIC PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
K8A 4DR AWD POLICE	\$31510	\$30407.00	55D SCUFF GUARDS	\$90	\$86.00
.112.6" WB			59B KEY CODE B	50	49.00
G1 SHADOW BLACK			60A GRILL WIRING	50	49.00
9 CLTH BKTS/VNL R			63B SD MARKER LGHTS	290	276.00
W EBONY BLACK			76R REVERSE SENSING	275	261.00
500A EQUIP GRP			794 PRICE CONCESSN		
.PREM SINGLE CD			REMARKS TRAILER		
99R .3.7L V6 TIVCT	NC	NC			
44C .6-SPD AUTO TRAN	NC	NC	TOTAL BASE AND OPTIONS	33945	30553.72
52P DR LOCK PLUNGER	160	153.00	TOTAL	33945	30553.72
17T CARGO DOME LAMP	50	49.00	*THIS IS NOT AN INVOICE*		
18W RR WINDOW DEL	25	24.00	*TOTAL PRICE EXCLUDES COMP PRICE ALLOW*		
43D COURTESY DISABL	20	19.00			
51T SPT LAMP DR LED	420	399.00	* MORE ORDER INFO NEXT PAGE *		
549 PWR MIRR HTD	60	58.00			

F1=Help F2=Return to Order F8=Next  
F4=Submit F5=Add to Library F3/F12=Veh Ord Menu  
F9=View Trailers

S006 - MORE DATA IS AVAILABLE. QC06294

fmcdealr@Howards-PC

Sep 6, 2016 3:48:16 PM

\$ 30,554  
 Dealer Install + 350 Remote Keyless Entry  
 { 70 Mud Flaps  
 \$ 30,974.<sup>00</sup>  
 - 3074.<sup>00</sup> G.P.C.  
\$ 27,900.<sup>00</sup> Bid Price  
~~Handwritten signature~~  
 9-6-16

**Prepared For:**  
 KEITH KLAFKE  
 CITY OF PORTAGE POLICE DEPT  
 117 WEST PLEASANT  
 PORTAGE, WI 53901  
 Phone: (608) 742-2174  
 Fax: (608) 742-1175  
 Email: keith.klafke@portage  
 wi.gov



**Prepared By:**  
 SCOTT KUSSOW  
 EWALD AUTOMOTIVE GROUP, LL  
 36833 E. WISCONSIN AVE.  
 OCONOMOWOC, WI 53066  
 Phone: (262) 567-5555  
 Fax: (262) 560-1303  
 Email: skfleet@ewaldauto.com

**2017 Fleet/Non-Retail Ford Police Interceptor Utility AWD 4dr K8A**

**QUOTE WORKSHEET**

**QUOTE WORKSHEET - 2017 Fleet/Non-Retail K8A AWD 4dr**

MSRP	\$31,510.00
Destination Charge	\$945.00
Optional Equipment	\$1,910.00
Dealer Advertising	\$0.00
PRE-TAX ADJUSTMENTS:	
STATE OF WISCONSIN MUNICIPAL DISCOUNT	(\$6,812.00)
Total Pre-Tax Adjustments	(\$6,812.00)
Taxable Price	\$27,553.00

TOTAL \$27,553.00 + DELIVER  
*STATE BID -* *# 27,618.<sup>00</sup>*

Customer Signature / Date

Dealer Signature / Date

2017 FORD INTERCEPTOR UTILITY AWD TO YOUR SPECS AS DETAILED. DELIVERY AND REGISTRATION FEES ARE EXTRA, DELIVERY TO PORTAGE ADD \$65 PER TRUCK. DELIVERY CAN BE ANTICIPATED 90-120 DAYS FROM RECEIPT OF YOUR ORDER. PAYMENT TERMS ARE NET TEN DAYS.

FINAL ORDER DATE 10/31/16.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 454.0, Data updated 8/30/2016  
 © Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

**PRE-DEVELOPMENT  
AGREEMENT**

THIS PRE-DEVELOPMENT AGREEMENT (this “Agreement”) is made by and between the Garold D. & Joyce M. Kasten Living Trust, dated December 5, 2007 (hereafter “Developer”) and the City of Portage (the “City”) as of the \_\_\_\_ day of \_\_\_\_\_, 2016 (the “Effective Date”).

WHEREAS, Developer is the owner of the property located at 109 E. Haertel Street (Parcel No. 11271-2430.021) as depicted on the attached Exhibit A (the “Developer Property”); and

WHEREAS, Skater’s Way, a public-right-of way, abuts the Developer Property to the south, as depicted on Exhibit A; and

WHEREAS, the City owns several parcels immediately south of Skater’s Way (Parcel Nos. 11271-3806 and 11271-2430.F2) as depicted on Exhibit A, totaling approximately 0.56acres (the “City Parcels”); and

WHEREAS, the William W. and Irma J. Brockley Jr. Revocable Living Trust owns an approximately 0.11-acre parcel of land immediately east of the City Parcels (Parcel No. 11271-3807.01) (the “Brockley Parcel”); and

WHEREAS, Developer desires that the City vacate the portion of Skater’s Way as depicted on the attached Exhibit B (the “Surplus Portion of Skater’s Way”); and

WHEREAS, following the desired vacation of the Surplus Portion of Skater’s Way, the Developer Parcel will continue to have direct access onto a public street and will not be landlocked as a result of the vacation; and

WHEREAS, the Common Council of the City of Portage (the “Common Council”), after receipt of a recommendation from the City Plan Commission recommending that the Surplus Portion of Skater’s Way be discontinued, adopted Resolution No. 16-039, titled “A Resolution Proposing to Discontinue a Portion of Skaters Way in the City of Portage, Columbia County, Wisconsin, pursuant to Wis. Stat. § 66.1003” (the “Preliminary Vacation Resolution”); and

WHEREAS, the Common Council is scheduled to meet on October 27, 2016 to consider and conduct a public hearing on the passage of a final resolution vacating the Surplus Portion of Skater’s Way (the “Final Vacation Resolution”); and

WHEREAS, if the Final Vacation Resolution is adopted, Developer desires to acquire the Surplus Portion of Skater’s Way, the City Parcels and the Brockley Parcel (collectively, the “Subject Property”)

Recording Area

Drafted by and return to:

Daniel A. O’Callaghan, Esq.  
Michael Best & Friedrich LLP  
1 S. Pinckney St., Suite 700  
Madison, WI 53703

PIN:

11271-2430.021  
11271-3806  
11271-2430.F2  
11271-3807.01

for the purposes of developing the Subject Property as a surface parking lot in the configuration depicted on the attached Exhibit C, to be used in connection with the building and uses located on the Developer Property; and

WHEREAS, the parties to this Agreement desire to set forth their intent with respect to Developer's acquisition of the Subject Property and the subsequently development of the Subject Property as a parking lot;

NOW THEREFORE, in consideration of the foregoing recitals, the mutual covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Acquisition of the Subject Property.

a. *Agreement to Purchase.* Subject to the City's acquisition of the Brockley Parcel as anticipated, and subject to the Common Council's approval of the Final Resolution vacating the Surplus Portion of Skater's Way, Developer agrees to purchase the Subject Property from the City and the City agrees to sell the Subject Property to Developer, on the terms and conditions outlined in this Agreement.

b. *Purchase Price.* The purchase price to be paid by Developer to the City for the Subject Property shall be an amount equal to: (i) \_\_\_\_\_ Dollars (\$\_\_\_\_\_), which represents the estimated fair market value of the City Parcels, as determined by a licensed Wisconsin real estate broker or appraiser, acceptable to the City (taking into consideration the portion of the City Parcels devoted to right-of-way and the existence of the two electric transmission easements running through the City Parcels, as depicted on Exhibit D), PLUS; (ii) an amount equal to any direct costs incurred by the City in its acquisition of the Brockley Parcel.

c. *Closing.* Closing on Developer's purchase of the subject property shall occur within ten (10) days following the satisfaction of the conditions precedent described in Section 1.a. above.

d. *Outside Deadline for Satisfaction of Contingencies.* In the event the City does not acquire the Brockley Parcel or the Common Council does not approve the Final Resolution, for whatever reason, on or before December 31, 2016, this Agreement shall automatically terminate and neither party shall have any further obligations hereunder. In the event the City successfully acquires the Brockley Parcel and the Common Council approves the Final Resolution this Agreement shall remain valid until either Developer (or its successors in interest), fulfills the obligations as provided in Section 2.a. herein or the City exercises its reversionary right as provided in Section 1.e. below and as more specifically provided for on the deed by which the City conveys the Subject Property to Developer.

e. *Reversionary Interest.* City by deed shall retain a reversionary interest in the Subject Property such that the City may elect to purchase the Subject Property from Developer (or its successors in interest) at the same Purchase Price as Developer paid the City, if development of the Parking Lot is not completed by Mary 15, 2020. In the event the Parking Lot construction is completed and approved by the City, this reversionary interest shall terminate. Such City approval of parking lot completion shall not be unreasonably withheld.

2. Developer's Obligations.

a. *Development of the Parking Lot.* Following Developer's acquisition of the Subject Property, Developer (or its successors in interest), agrees to develop the Subject Property as a

surface parking lot in accordance with the general concept plan attached hereto as Exhibit C, all in accordance with applicable ordinances and other governmental regulations, including the establishment of an on-site storm water management facility. Developer (or its successors in interest) shall be responsible for obtaining all necessary permits and approvals for the parking lot prior to construction and shall complete said parking lot construction no later than May 15, 2020.

b. *Assignment.* Developer shall be permitted to assign its interest in this Agreement to The City of Refuge Church, Inc. upon submission of 60 day written notice to the City. Any other assignment of Developer's interest is subject to the express written consent of the City.

3. Miscellaneous.

a. *Modifications.* This Agreement may only be modified in writing signed by both Seller and Buyer.

c. *Captions.* The captions at the beginning of the several paragraphs and subparagraphs, respectively, are for convenience in locating the context only, and are not part of the text.

d. *Governing Law.* This Agreement shall be interpreted in accordance with the laws of the State of Wisconsin without giving effect to principles of conflicts of law thereof.

e. *Severability.* In the event any term or provision of this Agreement shall be held illegal, invalid or unenforceable, or inoperative as a matter of law, the remaining terms and provisions of this Agreement shall not be affected thereby but each such term and provision shall be valid and shall remain in full force and effect.

f. *Counterparts; Facsimile.* This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all such counterparts together shall constitute one original instrument. Signatures transmitted by facsimile or PDF by electronic mail (i.e., email) shall be deemed to be original signatures for all purposes.

g. *Successors and Assigns.* This Agreement shall be binding on Developer and the City and their successors and assigns.

h. *Recording.* This Agreement may be recorded at the option of the City in the Columbia County Register of Deeds Office.

**[Signature page(s) to follow]**



**City of Portage, Wisconsin**

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

BY: \_\_\_\_\_  
Rick Dodd, Mayor

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

ATTEST: \_\_\_\_\_  
Marie A. Moe, City Clerk

STATE OF WISCONSIN     )  
  ) ss.  
COLUMBIA COUNTY        )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2016, the above-named Rick Dodd, Mayor and Marie A. Moe, Clerk of the City of Portage, of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such Mayor and City Clerk of said municipal corporation, and acknowledge that they executed the foregoing instrument, as such officers, as the deed of said corporation, by its authority.

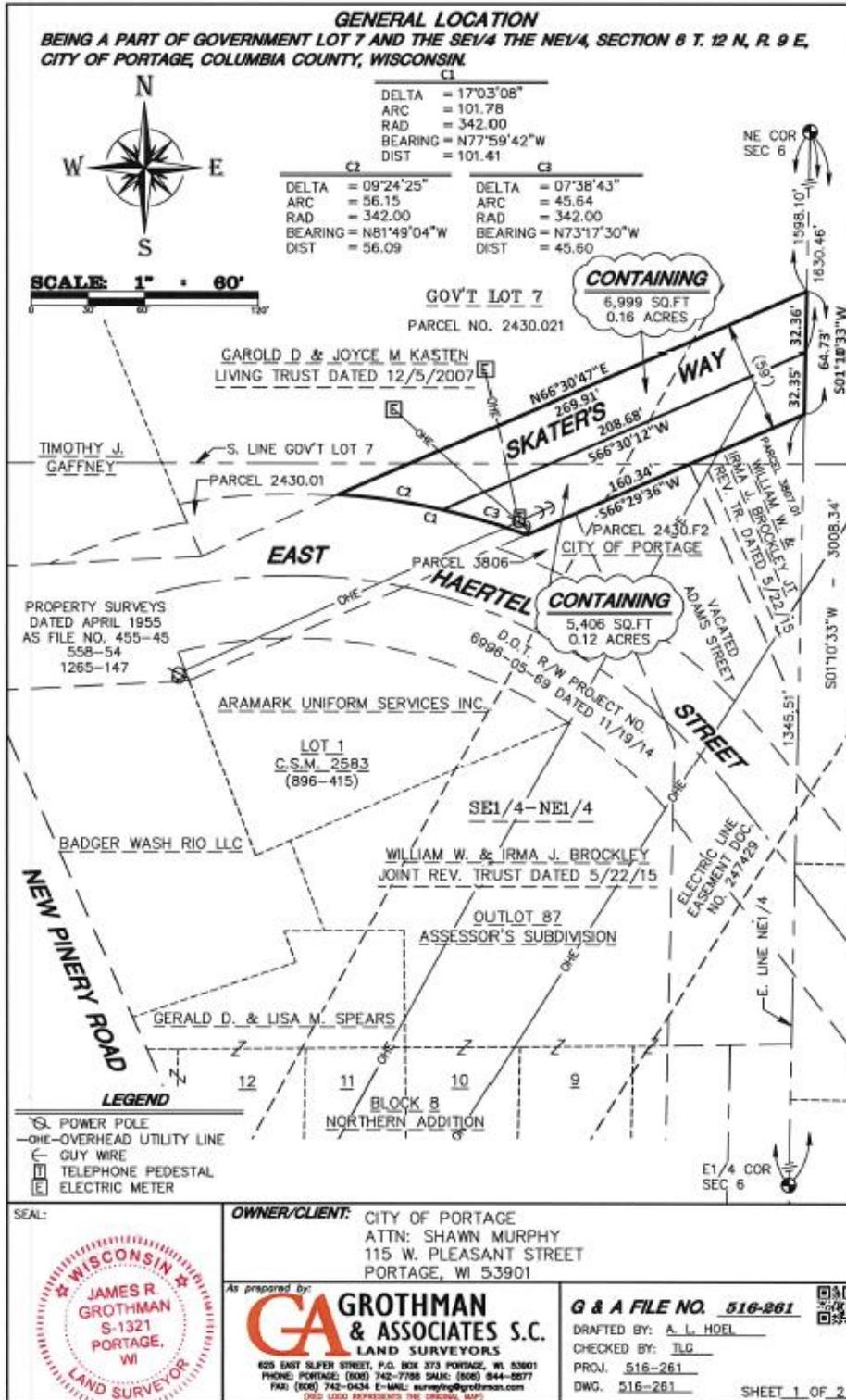
\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission is permanent/expires \_\_\_\_\_

**EXHIBIT A**



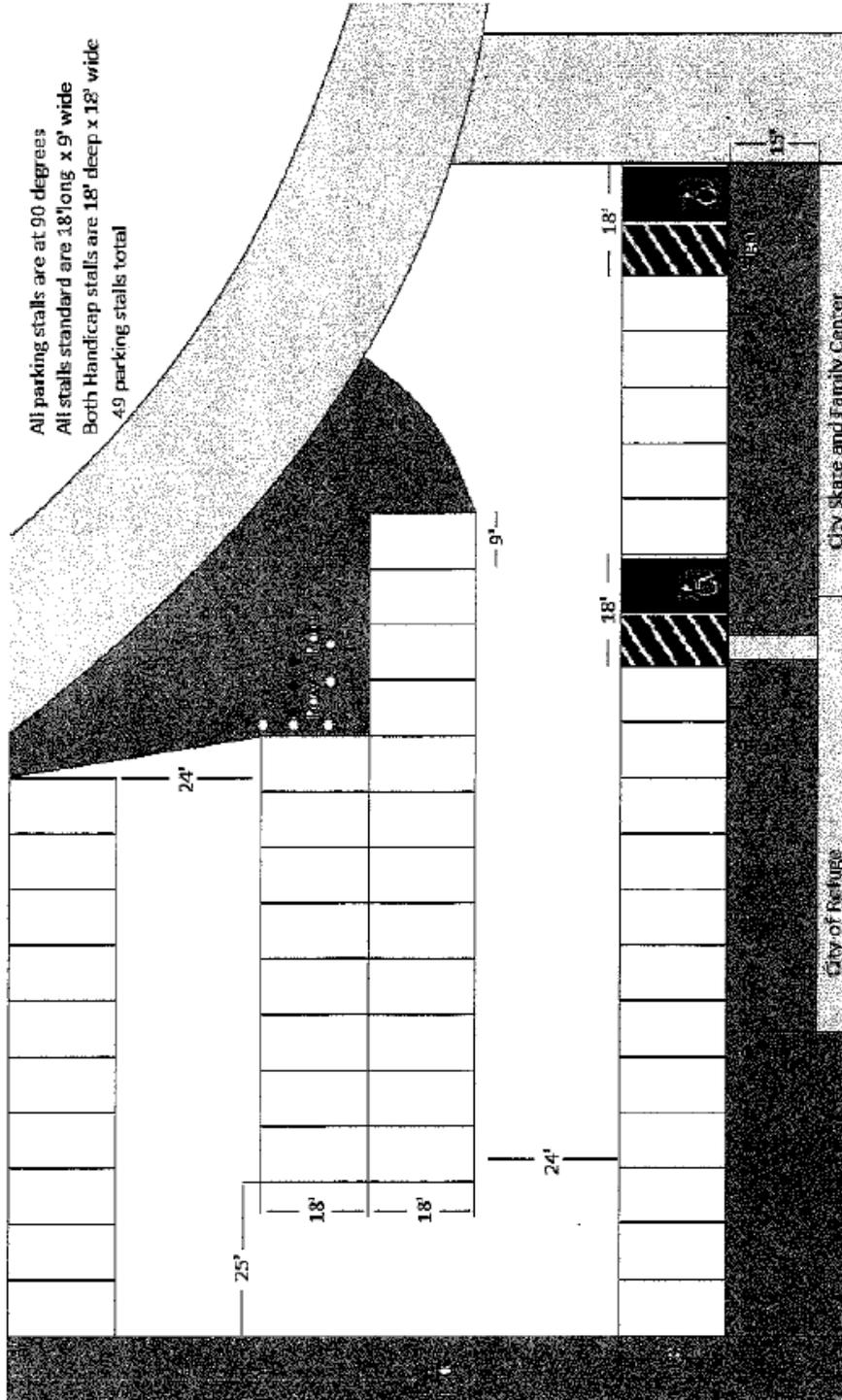
**EXHIBIT B**

**VACATION EXHIBIT**

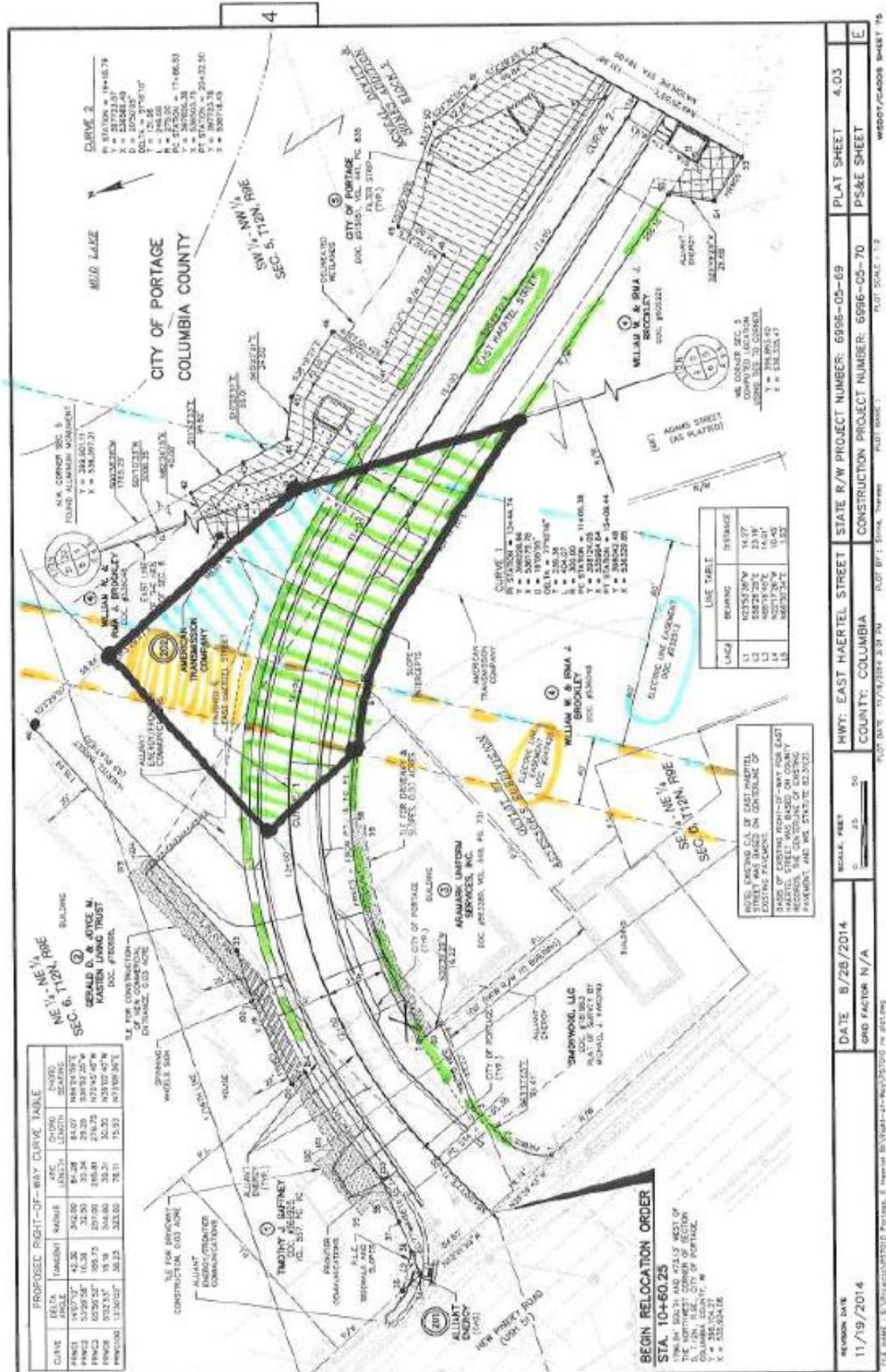


**EXHIBIT C**

**PARKING LOT LAYOUT**

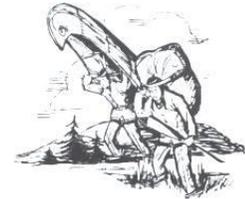


**EXHIBIT D**



# CITY OF PORTAGE

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



*"Where the North Begins"*

## MEMORANDUM

TO: Finance & Administration Committee  
From: Shawn Murphy, City Administrator  
Re: Canal Project DOT Funding Amendment  
Date: 9/22/2016

The DOT issued a revised funding agreement with the City for the Canal project. This revision was not unexpected due to the correspondence we received from the DOT in 2014, which I summarized in a memo to the Council dated June 11, 2014 (attached). Specifically, the amendment includes the removal of Project ID 6996-05-33 for \$405,960 of Transportation Enhancement program funds as the City was not able to commence construction by the 10/27/2014 deadline in order to utilize these funds.

However, the \$181,440 Project ID 6996-05-35 Bicycle Pedestrian Facilities Program (BFPF) funds were reprogrammed as Transportation Alternative Projects (TAP) funds and have a new completion deadline of 6/30/2021. This deadline can be extended upon approval by the State DOT. The remaining High Project Priority (HPP) funds Project ID's 6996-0527 (Planning) and 6996-05-28 (Construction) have a project completion deadline of 6/30/2019, but can also be extended upon approval by the State DOT. Project ID 6996-05-27 was commenced in 2014 with the engagement of SEH Associates, engineering consultant.

Approval of the revision #1 to this Project Agreement is recommended.

Cc: Aaron Jahncke, City Engineer

# CITY OF PORTAGE

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



*"Where the North Begins"*

## MEMORANDUM

TO: Mayor Tierney and Common Council  
From: Shawn Murphy, City Administrator  
Re: DOT Project Funding  
Date: 6/11/2014

Last week, the City received the attached letter from the DOT dated 5/30/2014 informing the City that, pursuant to requirement of Act 20 previously awarded project funds must be commenced on or before 10/27/2014 or lose them. For your reference the funding impacted are as follows:

<u>Project ID</u>	<u>Source</u>	<u>Project Description</u>	<u>Amount</u>
6996-05-13	TE	Welcome Center	\$258,488
6996-05-33	TE	Canal-Construction	\$405,960
6996-05-35	BFPF	Canal-Bridges	<u>\$181,440</u>
		TOTAL	\$845,888

In addition, the City received 2 Congressional earmark appropriations which are not affected by Act 20 spending deadlines.

6996-05-27	HPP	Canal-Design	\$320,000*
6996-05-28	HPP	Canal-Construction	<u>\$659,353*</u>
			\$979,353

Essentially, Act 20 (Wisconsin Bi-annual budget) was signed into law on July 1, 2013 states, *"If a project for which a grant was awarded (...) is not commenced within 4 years after the date the grant was awarded or 1 year after the date after the effective date of this Act (sic), whichever is later, the project may not proceed as provided and the grant award is rescinded."* The Act further defines that commencement of a construction project is when the construction is formally advertised for bids.

At this date, the Ad Hoc Canal Committee is negotiating a scope of services for a design agreement with the selected engineer consultant, Short Elliot & Hendrickson (SEH). Such agreement will need to be recommended by the Ad Hoc Committee, approved by Council and the DOT. At that point the design process would start, which is expected to be completed in late 2015/early 2016. The recommended design also needs Council and DOT approval, upon which bid advertisement may begin. This would not be completed by the October 27, 2014 deadline.

# CITY OF PORTAGE

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*"Where the North Begins"*

The Welcome Center project opened bids on May 15, 2014 and Finance has recommended award to Advance Building Corporation. However, the recommended construction bid of \$467,000 is approximately \$180,000 over budget at present, requiring a reallocation of borrowed funds if approved.

After speaking with Ms. Brown-Martin, communities adversely impacted by the spending deadline imposed by Act 20 will receive priority if they re-apply for project funding which was previously rescinded. Since the design grant award for the canal is an earmark and protected from the deadline of October, 2014, the design process may continue at the Ad Hoc Committee level since that funding will be available until 2022. Additionally, since the DNR is responsible for the contamination clean up in Segment 2 of the canal and has yet to obtain funding for this (and is not likely to obtain funding in the next bi-annual state budget).

While there is no guarantee of obtaining the grant funding, the City will receive additional consideration when re-applying for the Transportation Enhancement (TE-Canal-Construction) and Bicycle Pedestrian Facilities (BFPF-Bridges) program funding when we are in a position to proceed with construction of the canal

Cc: F. Galley, Ad Hoc Canal Committee Chair  
M. Moe, City Clerk  
J. Mohr, Finance Director  
B. Redelings, City Engineer

**Federal/State/Project Sponsor  
High Priority Projects (HPP) Program  
Transportation Alternatives Program (TAP) –  
Subprogram 290  
STATE LET  
Revision #1 Project Agreement**

Revision #1 Date: June 16, 2016

Date: June 25, 2013

*This agreement supersedes the agreement for 6996-05-27/28/33/35 signed by the Municipality on July 16, 2013 and approved by the State on July 23, 2013.*

ID: 6996-05-27/28 (HPP)

6996-05-35 (TAP)

Highway: Non Highway

Project Name: City of Portage, Portage Canal

Limits: Wisconsin River to Fox River (HPP - 6996-05-27)

Adams Street to Canadian Pacific Railway Bridge (HPP - 6996-05-28)

Hamilton Street and Riverwood Apartments Bridges (TAP – 6996-05-35)

County: Columbia

The signatory, City of Portage, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the high priority project hereinafter described.

Wisconsin Statute 85.026(1) authorizes the State to administer a program to award grants of assistance to any political subdivision or state agency for transportation enhancement activities consistent with federal regulations promulgated under 23 USC 133 (b) (8).

The authority for the Municipality to enter into this Agreement with the State is provided by Section 86.25(1), (2) and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Describe Project or Existing Facility – Give details and reason for request:** The Portage Canal is on the National Register for Historic Places. It begins at the Wisconsin River where the Wisconsin River lock is located and runs northeast approximately 2.5 miles to its terminus at the Fox River, just north of the remnants of the Fort Winnebago lock. The canal is no longer used as a transportation route. It has been neglected and its condition has deteriorated.

**Proposed Improvement - Nature of Work:** It is proposed to provide a pedestrian and bicycle facility adjacent to Portage Canal, which will result in modifications to the canal. The first phase of construction between the Wisconsin River and Adams Street, including the rehabilitation of the Wisconsin River lock was completed in 2006. This phase will include reviewing the previous concepts to the Fox River, with construction proposed between Adams Street and the Canadian Pacific Railway bridge. It will also include a new pedestrian/bicycle bridge crossing at Hamilton Street and a new pedestrian/bicycle bridge across the Wisconsin River Locks near the Riverwood Apartments.

**Non Participating Items:** None.

Summary of Project Funding:

	Total Estimated Cost	HPP Funds	%	TAP Funds	%	Local Share	%
<b>Design (6996-05-27)</b>							
Plan Development	\$ 350,000	\$ 280,000	80%	\$ -	N/A	\$ 70,000	20%
State Review	\$ 50,000	\$ 40,000	80%	\$ -	N/A	\$ 10,000	20%
<b>Total Design</b>	<b>\$ 400,000</b>	<b>\$ 320,000</b>	<b>80%</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 80,000</b>	<b>20%</b>
<b>Construction (6996-05-28):</b>							
Participating	\$ 824,191	\$ 659,353	80%	\$ -	N/A	\$ 164,838	20%
Non-participating	\$ -	\$ -	0%	\$ -	N/A	\$ -	100%
(Non-Federally Eligible Items)	\$ -	\$ -	0%	\$ -	N/A	\$ -	100%
<b>Total Construction (6996-05-28)</b>	<b>\$ 824,191</b>	<b>\$ 659,353</b>	<b>80%</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 164,838</b>	<b>N/A</b>
<b>Construction (6996-05-35)</b>							
Participating	\$ 226,800	\$ -	N/A	\$ 181,440	80%	\$ 45,360	20%
Non-participating	\$ -	\$ -	N/A	\$ -	0%	\$ -	100%
(Non-Federally Eligible Items)	\$ -	\$ -	N/A	\$ -	0%	\$ -	100%
<b>Total Construction (6996-05-35)</b>	<b>\$ 226,800</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 181,440</b>	<b>80%</b>	<b>\$ 45,360</b>	<b>20%</b>
<b>Total Construction</b>	<b>\$ 1,050,991</b>	<b>\$ 659,353</b>	<b>80%</b>	<b>\$ 181,440</b>	<b>80%</b>	<b>\$ 210,198</b>	<b>N/A</b>
<b>Total Cost Distribution</b>	<b>\$ 1,450,991</b>	<b>\$ 979,353</b>		<b>\$ 181,440</b>		<b>\$ 290,198</b>	
<b>Maximum</b>		<b>\$ 979,353</b>		<b>\$ 181,440</b>			

Note: Construction also includes construction engineering.

The apportionment of costs for work necessary to finish the project (including non-participating work and work which will be undertaken by the Municipality) is as follows:

**Summary of HPP Earmark Appropriation Remaining:**

Note: Please see the Revised State/Municipal Agreement for Project ID 6996-05-06/07/12 signed by the Municipality on August 25, 2006 for the FFY 2005 and 2006 amounts. The total Federal Amount was \$1,760,000 and the Actual Federal Amount Available was \$1,583,824.

Federal Fiscal Year (FFY)	Federal Amount	Local Share	Actual Federal Amount Available (1)	Modified Local Share (2)	Cumulative Federal Funds Available
2007	\$352,000	\$88,000	\$324,271	\$81,068	\$324,271
2008	\$352,000	\$88,000	\$325,428	\$81,357	\$649,699
2009	\$352,000	\$88,000	\$329,654	\$82,414	\$979,353
<b>Total</b>	<b>\$1,056,000</b>	<b>\$264,000</b>	<b>\$979,353</b>	<b>\$244,839</b>	<b>\$979,353</b>

(1) The amount available will be determined when the Federal Highway Administration (FHWA) issues the Notice of Funding for the State for each Federal Fiscal Year (FFY). The amount includes or will include federal obligation limit and any applicable rescissions. The State will provide notice to the Municipality of the amount to be inserted when the information is available.

(2) The required local match must equal 20% of the total. The Municipality may choose to increase the local match or seek concurrence with the State to down-scope the project to compensate for any decreased federal funds or increases in costs above estimates. The State will provide notice or confirmation of the amount to be inserted after the Municipality and the State consult.

The federal High Priority Projects program under 23 USC 117 provides authorization for funding over five years, 20% each year, subject to the annual obligation limitation set by Congress in each year's appropriations bill.

In FFY 2007, the obligation limitation ratio was 90.549%, plus there was a Revenue-Aligned Budget Authority (RABA) adjustment of \$6,116. Therefore, the project received an allocation of \$324,271 in FFY 2007 ((20% of \$1,760,000) + \$6,116) for the RABA x 90.549%).

In FFY 2008, the obligation limitation ratio was 92.451%. Therefore, the project received an allocation of \$325,428 in FFY 2008 (92.451% of 20% of \$1,760,000).

In FFY 2009, the obligation limitation ratio was 93.652%. Therefore, the project received an allocation of \$329,654 in FFY 2009 (93.652% of 20% of \$1,760,000).

Project funding is a local responsibility and the State is statutorily unable to advance construct the project with State funds. Therefore, the Municipality has the option to wait until all federal funding for the project is received – after the FFY 2009 appropriations bill has been enacted – or front all of the project funds in excess of the federal funds currently available for reimbursement thus far. The Municipality must ensure that the non-federal match requirement is met. This project must be State let.

The State will bill the Municipality for the entire amount of the High Priority Project (HPP) work, less any federal funds actually currently available to the State for the specific project. The Municipality shall be responsible for all costs less the federal funds that actually are available.

(3) Project 6996-05-28 must be constructed and in final acceptance by June 30, 2019. The State may consider a written request to extend the completion deadline from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.

The Municipality agrees to the following State Fiscal Year 2014 – 2018 TAP project funding conditions:

Project ID 6996-05-35 is funded with 80% federal funding up to a maximum of \$181,440 for all federal-funded project phases when the Municipality agrees to provide the remaining 20% and all funds in excess of the \$181,440 federal funding maximum, in accordance with TAP guidelines. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

Project 6996-05-35 must be commenced within four (4) years of the project award date or the grant is rescinded. Sec. 85.021, Wis. Stats.

- 1) For construction projects, a project is commenced when construction is begun.
- 2) For planning projects, a planning project is commenced when the planning study is begun.
- 3) For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the project sponsor, as noted on form DT1713 in the 'Date Received' field.

**Project Award date:** Miscellaneous

**Commencement deadline:** 7/1/2014

**Completion deadline:** 6/30/2021

**The project commencement deadline is fixed by statute, and may not be extended.**

Project 6996-05-35 must be constructed and in final acceptance by June 30, 2021. The State may consider a written request to extend the completion deadline from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.

The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

This request is subject to the terms and conditions that follow (pages 6 and 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

<b>Signed for and on behalf of Municipality:</b>	
Signature	Title Mayor
Name (Written Clearly)	Date
Signature	Title Clerk
Name (Written Clearly)	Date

<b>Accepted for and on behalf of the State and returned to Municipality:</b>	
Signature	Title Southwest Region Planning Chief
Name (Written Clearly)	Date

*-Terms and Conditions Begin on the Next Page-*

## TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceed the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
  - a. Preliminary engineering and state review services.
  - b. The grading, base, pavement, curb and gutter, retaining wall, and restoration of the canal, including dredging, construction of revetment walls, and bridges.
  - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - d. Construction engineering incidental to inspection and supervision of actual construction work.
  - e. Signing and pavement marking, including detour routes.
  - f. Storm sewer mains necessary for the surface water drainage.
  - g. Construction or replacement of sidewalks and surfacing of private driveways.
  - h. New installations or alteration of street lighting and traffic signals or devices.
  - i. Landscaping.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner or other responsible party (not including the State) includes the following items:
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property due to change in street or sidewalk widths, grades or drainage.
  - c. Conditioning, if required, and maintenance of detour routes.
  - d. Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
  - e. Real estate for the improvement.
5. As the work progresses, the Municipality will be billed for and agrees to pay for work completed which exceeds the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or which is ineligible for Federal/State financing. Upon completion of

the project, a final audit will be made to determine the final division of costs and the Municipality agrees to pay any required reimbursement to the State.

6. If the Municipality should withdraw from the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and will make ample provision for such maintenance each year.
  - b. Prohibit angle parking.
  - c. Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Regulate and prohibit parking at all times in the vicinity of the proposed improvements during their construction.
  - e. Assume general responsibility for all public information and public relations for the project and to make fitting announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - f. Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy that has equal or more restrictive controls.
9. Project ID 6996-05-28 must be constructed and in final acceptance by June 30, 2019. Project ID 6996-05-35 must be constructed and in final acceptance by June 30, 2021. The State may consider a written request to extend the completion deadline from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.
10. Basis for local participation:

ID 6996-05-27/28:	High Priority Projects Program, Section 1702 of SAFETEA-LU, 80% federal up to the maximum available at this time, or \$979,353, with 100% Local for non-federally eligible items, if necessary.
ID 6996-05-35:	80% Transportation Alternatives Program, with a maximum cap of \$181,440; and 20% Local.
11. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.

**Federal/State/Project Sponsor  
High Priority Projects (HPP) Program  
Transportation Enhancements (TE) Program –  
Subprogram 214  
Bicycle Pedestrian Facilities Program (BPFP) –  
Subprogram 215  
STATE LET  
Project Agreement**

Date: June 25, 2013  
ID: 6996-05-27/28 (HPP)  
6996-05-33 (TE)  
6996-05-35 (BPFP)  
Highway: Non Highway  
Project Name: City of Portage, Portage Canal  
Limits: Wisconsin River to Fox River (HPP - 6995-05-27)  
Adams Street to Canadian Pacific Railway Bridge (HPP - 6995-05-28)  
Adams Street to Canadian Pacific Railway Bridge (TE)  
Hamilton Street and Riverwood Apartments Bridges (BPFP)  
County: Columbia

The signatory, City of Portage, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the high priority project hereinafter described.

Wisconsin Statute 85.026(1) authorizes the State to administer a program to award grants of assistance to any political subdivision or state agency for transportation enhancement activities consistent with federal regulations promulgated under 23 USC 133 (b) (8).

The authority for the Municipality to enter into this Agreement with the State is provided by Section 86.25(1), (2) and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Describe Project or Existing Facility – Give details and reason for request:** The Portage Canal is on the National Register for Historic Places. It begins at the Wisconsin River where the Wisconsin River lock is located and runs northeast approximately 2.5 miles to its terminus at the Fox River, just north of the remnants of the Fort Winnebago lock. The canal is no longer used as a transportation route. It has been neglected and its condition has deteriorated.

**Proposed Improvement - Nature of Work:** It is proposed to rehabilitate the historic canal and provide an adjacent pedestrian and bicycle facility. The first phase of construction between the Wisconsin River and Adams Street, including the rehabilitation of the Wisconsin River lock was completed in 2006. The next phase will include reviewing the previous concepts to the Fox River, with construction proposed between Adams Street and to the Canadian Pacific Railway bridge in 2016. It will also include a new pedestrian/bicycle bridge crossing at Hamilton Street and a replacement pedestrian/bicycle bridge east of Wisconsin Street, near the Riverwood Apartments.

**Non Participating Items:** None.

Summary of Project Funding:

	Total Estimated Cost	HPP Funds	%	TE Funds	%	BFPF Funds	%	Local Share	%
<b>Design (6996-05-27)</b>									
Plan Development	\$ 350,000	\$ 280,000	80%	\$ -	N/A	\$ -	N/A	\$ 70,000	20%
State Review	\$ 50,000	\$ 40,000	80%					\$ 10,000	20%
<b>Total Design</b>	<b>\$ 400,000</b>	<b>\$ 320,000</b>	<b>80%</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 80,000</b>	<b>20%</b>
<b>Construction (6996-05-28):</b>									
Participating	\$ 824,191	\$ 659,353	80%	\$ -	N/A	\$ -	N/A	\$ 164,838	20%
Non-participating (Non-Federally Eligible Items)	\$ -	\$ -	0%	\$ -	N/A	\$ -	N/A	\$ -	100%
<b>Total Construction (6996-05-28)</b>	<b>\$ 824,191</b>	<b>\$ 659,353</b>	<b>80%</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 164,838</b>	<b>N/A</b>
<b>Construction (6996-05-33):</b>									
Participating	\$ 507,450	\$ -	N/A	\$ 405,960	80%	\$ -	N/A	\$ 101,490	20%
<b>Total Construction (6996-05-33)</b>	<b>\$ 507,450</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 405,960</b>	<b>80%</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 101,490</b>	<b>20%</b>
<b>Construction (6996-05-35)</b>									
Participating	\$ 226,800	\$ -	N/A	\$ -	N/A	\$ 181,440	80%	\$ 45,360	20%
<b>Total Construction (6996-05-35)</b>	<b>\$ 226,800</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ 181,440</b>	<b>80%</b>	<b>\$ 45,360</b>	<b>20%</b>
<b>Total Construction</b>	<b>\$ 1,558,441</b>	<b>\$ 659,353</b>	<b>80%</b>	<b>\$ 405,960</b>	<b>80%</b>	<b>\$ 181,440</b>	<b>80%</b>	<b>\$ 311,688</b>	<b>N/A</b>
<b>Total Cost Distribution</b>	<b>\$ 1,958,441</b>	<b>\$ 979,353</b>		<b>\$ 405,960</b>		<b>\$ 181,440</b>		<b>\$ 391,688</b>	
<b>Maximum</b>		<b>\$ 979,353</b>		<b>\$ 405,960</b>		<b>\$ 181,440</b>			

Note: Construction also includes construction engineering.

The apportionment of costs for work necessary to finish the project (including non-participating work and work which will be undertaken by the Municipality) is as follows:

**Summary of HPP Earmark Appropriation Remaining:**

Note: Please see the Revised State/Municipal Agreement for Project ID 6996-05-06/07/12 signed by the Municipality on August 25, 2006 for the FFY 2005 and 2006 amounts. The total Federal Amount was \$1,760,000 and the Actual Federal Amount Available was \$1,583,824.

Federal Fiscal Year (FFY)	Federal Amount	Local Share	Actual Federal Amount Available (1)	Modified Local Share (2)	Cumulative Federal Funds Available
2007	\$352,000	\$88,000	\$324,271	\$81,068	\$324,271
2008	\$352,000	\$88,000	\$325,428	\$81,357	\$649,699
2009	\$352,000	\$88,000	\$329,654	\$82,414	\$979,353
<b>Total</b>	<b>\$1,056,000</b>	<b>\$264,000</b>	<b>\$979,353</b>	<b>\$244,839</b>	<b>\$979,353</b>

(1) The amount available will be determined when the Federal Highway Administration (FHWA) issues the Notice of Funding for the State for each Federal Fiscal Year (FFY). The amount includes or will include federal obligation limit and any applicable rescissions. The State will provide notice to the Municipality of the amount to be inserted when the information is available.

(2) The required local match must equal 20% of the total. The Municipality may choose to increase the local match or seek concurrence with the State to down-scope the project to compensate for any decreased federal funds or increases in costs above estimates. The State will provide notice or confirmation of the amount to be inserted after the Municipality and the State consult.

The federal High Priority Projects program under 23 USC 117 provides authorization for funding over five years, 20% each year, subject to the annual obligation limitation set by Congress in each year's appropriations bill.

In FFY 2007, the obligation limitation ratio was 90.549%, plus there was a Revenue-Aligned Budget Authority (RABA) adjustment of \$6,116. Therefore, the project received an allocation of \$324,271 in FFY 2007 (((20% of \$1,760,000) + \$6,116) for the RABA x 90.549%).

In FFY 2008, the obligation limitation ratio was 92.451%. Therefore, the project received an allocation of \$325,428 in FFY 2008 (92.451% of 20% of \$1,760,000).

In FFY 2009, the obligation limitation ratio was 93.652%. Therefore, the project received an allocation of \$329,654 in FFY 2009 (93.652% of 20% of \$1,760,000).

Project funding is a local responsibility and the State is statutorily unable to advance construct the project with State funds. Therefore, the Municipality has the option to wait until all federal funding for the project is received – after the FFY 2009 appropriations bill has been enacted – or front all of the project funds in excess of the federal funds currently available for reimbursement thus far. The Municipality must ensure that the non-federal match requirement is met. This project must be State let.

The State will bill the Municipality for the entire amount of the High Priority Project (HPP) work, less any federal funds actually currently available to the State for the specific project. The Municipality shall be responsible for all costs less the federal funds that actually are available.

(3) These projects must be authorized for construction by June 30, 2018 and completed by June 30, 2019. The State may consider a written extension from the Municipality and may approve such a request in the

presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.

The Municipality agrees to the following Calendar Year 2008 [Fiscal Year 2009-2011] Transportation Enhancements (TE) Program project funding conditions:

Project ID 6995-05-33 is funded with 80% federal funding up to a maximum of \$405,960 for all federally-funded project phases when the Municipality agrees to provide the remaining 20% and all funds in excess of the \$405,960 federal funding maximum, in accordance with TE program guidelines.

The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

The Municipality agrees to the following Calendar Year 2008 [Fiscal Year 2009-2011] Bicycle and Pedestrian Facilities Program (BPPF) project funding conditions:

Project ID 6995-05-35 is funded with 80% federal funding up to a maximum of \$181,440 for all federal-funded project phases when the Municipality agrees to provide the remaining 20% and all funds in excess of the \$181,440 federal funding maximum, in accordance with BPPF guidelines.

The Catalogue of Federal Domestic Assistance (CFDA) number for this project is 20.205 – Highway Planning and Construction.

This request is subject to the terms and conditions that follow (pages 5 and 6) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the State shall constitute agreement between the Municipality and the State.

<b>Signed for and on behalf of Municipality:</b>	
Signature	Title Mayor
Name (Written Clearly)	Date
Signature	Title Clerk
Name (Written Clearly)	Date

<b>Accepted for and on behalf of the State and returned to Municipality:</b>	
Signature	Title Southwest Region Planning Chief
Name (Written Clearly)	Date

*-Terms and Conditions Begin on the Next Page-*

## TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality will pay to the State all costs incurred by the State in connection with the improvement which exceed the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or are ineligible for Federal/State financing.
3. Funding of each project phase (preliminary engineering, real estate, construction, and other) is subject to inclusion in an approved program. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the estimate summary:
  - a. Preliminary engineering and state review services.
  - b. The grading, base, pavement, curb and gutter, retaining wall, and restoration of the canal, including dredging, construction of revetment walls, and bridges.
  - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - d. Construction engineering incidental to inspection and supervision of actual construction work.
  - e. Signing and pavement marking, including detour routes.
  - f. Storm sewer mains necessary for the surface water drainage.
  - g. Construction or replacement of sidewalks and surfacing of private driveways.
  - h. New installations or alteration of street lighting and traffic signals or devices.
  - i. Landscaping.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner or other responsible party (not including the State) includes the following items:
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property due to change in street or sidewalk widths, grades or drainage.
  - c. Conditioning, if required, and maintenance of detour routes.
  - d. Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
  - e. Real estate for the improvement.
5. As the work progresses, the Municipality will be billed for and agrees to pay for work completed which exceeds the current amount of Cumulative Federal Funds Available to the State as shown in the table on the first page of this Agreement or which is ineligible for Federal/State financing. Upon completion of

the project, a final audit will be made to determine the final division of costs and the Municipality agrees to pay any required reimbursement to the State.

6. If the Municipality should withdraw from the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality will at its own cost and expense:
  - a. Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and will make ample provision for such maintenance each year.
  - b. Prohibit angle parking.
  - c. Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Regulate and prohibit parking at all times in the vicinity of the proposed improvements during their construction.
  - e. Assume general responsibility for all public information and public relations for the project and to make fitting announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - f. Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy that has equal or more restrictive controls.
9. These projects must be authorized for construction by June 30, 2018 and completed by June 30, 2019. The State may consider a written extension from the Municipality and may approve such a request in the presence of extenuating circumstances. The written request shall explain the reasons for project implementation delay and revised timeline for project completion. If the Wisconsin Department of Natural Resources is unable to complete its responsibilities associated with the remediation of the contaminated soils within this timeline, this should be included as one of the reasons.
10. Basis for local participation:

ID 6996-05-27/28:	High Priority Projects Program, Section 1702 of SAFETEA-LU, 80% federal up to the maximum available at this time, or \$979,353, with 100% Local for non-federally eligible items, if necessary.
ID 6996-05-33:	80% Transportation Enhancement Program, with a maximum cap of \$405,960; and 20% Local.
ID 6996-05-35:	80% Bicycle/Pedestrian Facilities Program, with a maximum cap of \$181,440; and 20% Local.
11. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.



Division of Transportation System Development  
Southwest Region  
3550 Mormon Coulee Road  
La Crosse, WI 54601

Scott Walker, Governor  
Mark Gottlieb, P.E., Secretary  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (608) 785-9952  
Facsimile (FAX): (608) 789-6302

E-mail: [arthur.sommerfield@dot.wi.gov](mailto:arthur.sommerfield@dot.wi.gov)

June 17, 2016

SHAWN MURPHY  
CITY OF PORTAGE  
115 W. PLEASANT STREET  
PORTAGE, WI 53901

SUBJECT: WELCOME CENTER PROJECT AGREEMENT

Mr. Murphy:

Enclosed for signature is the project agreement for the following project that has approved funds in the Transportation Alternatives Program:

**Project 6996-05-27**  
**City of Portage - Portage Canal**

Please print and sign four (4) copies of the agreement. Please return four (4) copies of the agreement with original signatures as soon as possible to:

**Southwest Region- Madison**  
**Attn: Michael Erickson**  
**2101 Wright Street**  
**Madison, WI 53704-2583**

Note the cost ratios for each project phase and any federal/state funding caps which may exist. The Municipality is responsible for the entire cost of non-participating items as well as any costs which exceed the funding caps, if applicable.

An agreement is not considered fully approved unless it has been approved by both the Municipality and the State, and it is not considered fully executed unless a fully approved copy has been returned to the Municipality.

The Municipality and its consultants (or any other parties hired by the Municipality) ***MUST NOT*** begin work on a federal/state-funded project phase until the State has provided notice of project authorization. Any such work would be ineligible for federal/state funding.

If you have any questions regarding the agreement, please call me at (608) 785-9952 or e-mail [arthur.sommerfield@dot.wi.gov](mailto:arthur.sommerfield@dot.wi.gov).

Sincerely,

*Arthur P. Sommerfield*

Arthur P. Sommerfield, P.E.  
Local Programs Engineer